

**LAKE SIDE WATER AND
BUILDING SERVICES LTD.**

**(TRADING AS
AQUALOGIC)**

**HEALTH, SAFETY &
ENVIRONMENTAL POLICY
& PROCEDURES**

AMENDMENT LIST

DATE	AMENDMENT NUMBER	PART	AMENDED BY
November 2007	1	All	CQMS
June 2009	2	1	CQMS
November 2009	3	Part 2 – Page 22	CQMS
March 2011	4	Parts 1, 2 & 3	CQMS
November 2011	5	Parts 1 & 2	CQMS
May 2012	6	Part 1 – Pgs 9-10 Part 4 – Pgs 61/62, 71/72 & 113 Part 5 – Pg 125 Part 6 – Pg 257	CQMS

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INTRODUCTION

1. This manual is published for the information of all Lakeside Water and Building Services Ltd employees in pursuance of the duty imposed by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. It is the responsibility of management to know and understand its contents so that they may implement Company policy.
2. The manual details individual responsibilities, safety rules, emergency procedures and monitoring to measure the overall effectiveness of the policy.
3. CQMS carry out serious accident investigation, update all Health and Safety documentation on procedures as necessary and carry out Risk Assessments and Health and Safety Training as required by Lakeside Water and Building Services Ltd.
4. CQMS have been appointed to assist the Company in meeting its statutory obligations under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 to provide guidance and advice on Health and Safety issues, and the following personnel are authorised to contact CQMS at anytime:

ALL NOMINATED LAKESIDE WATER AND BUILDING SERVICES LTD PERSONNEL

This Policy and Procedures, combined with the Monitoring Procedures complies with BS 8800

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PART 1 - POLICY STATEMENTS

Statement of Intent

Health and Safety Policy Statement

Environmental Policy Statement

STATEMENT OF INTENT

1. Lakeside Water and Building Services Ltd are based in Ramsey, Cambridge and specialise in the manufacture, installation and maintenance of water softener and filtration systems including the provision of water treatment plant and associated consumables and chemicals.
2. The Board of Lakeside Water and Building Services Ltd believes that its employees are its most important asset and that a happy, successful and quality organisation is one in which health and safety is effectively managed. The cost of incidents and accidents in terms of human pain and suffering, lost production, dissatisfied customers, damaged equipment and fines is such that accident prevention is an essential part of a professional manager's operational judgment and decision making. It is recognised that the development of a health and safety culture, which is supportive and pro-active, is essential to achieve adequate control over risks. This culture will be achieved by the active participation of the Managing Director, Managers and Employees in a systematic dialogue to identify risks and eliminate or reduce them.
3. Consequently, as part of its strategy, the Company intends to:
 - a) Develop a culture which recognises the importance of Health, Safety and the Environment to the success of its business, and exercise its responsibilities in a manner that reflects this.
 - b) Ensure that only the highest standards are achieved and adhered to in all our undertakings.
 - c) Operate facilities in a manner that minimises risk to employees, the Environment and the community at large.
 - d) Continually improve our performance in Health, Safety and the Environment through the participation, commitment and support of all our employees.

HEALTH AND SAFETY POLICY STATEMENT

1. It is the Policy of Lakeside Water and Building Services Ltd to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of all its employees. Equally, we accept a similar responsibility for the Health and Safety of other persons who may be affected by its activities. All employees have a moral and legal responsibility to see that their actions, or lack of them, do not place other employees or fellow workers in jeopardy from an accident or health hazard.
2. Lakeside Water and Building Services Ltd regards the legal Health and Safety requirements as a **minimum standard** and expect managerial targets to be achieved without compromising Health and Safety criteria.
3. Lakeside Water and Building Services Ltd acknowledges that the key to successful Health and Safety management requires an effective policy, organisation and arrangements that reflect the commitment of senior management to improving Health and Safety. To sustain that commitment Lakeside Water and Building Services Ltd will continually measure, monitor and improve our performance in Health and Safety matters and will prepare and revise where necessary an annual plan to ensure that Health and Safety standards are adequate.
4. Lakeside Water and Building Services Ltd will provide and maintain safe and healthy working conditions, plant, equipment and systems of work for all our employees.
5. Lakeside Water and Building Services Ltd will ensure that all Risk Assessments as required by relevant legislation are completed, their recommendations implemented and that all employees are provided with sufficient information regarding those assessments.
6. Lakeside Water and Building Services Ltd will provide such information, training and supervision as necessary to enable our employees to develop and maintain essential Health and Safety skills and will encourage the growth of a positive Health and Safety culture.
7. Lakeside Water and Building Services Ltd will ensure continued consultation with our workforce to enable all viewpoints and recommendations to be discussed at meetings between the employees, safety committee and management at regular intervals.
8. Lakeside Water and Building Services Ltd will be proactive in both the selection and disposal of recyclable material and products.

Signature 

Name Elaine Knighton

Position Managing Director

Date 17 May 2012

ENVIRONMENTAL POLICY STATEMENT

Lakeside Water and Building Services Ltd acknowledges the impact of its activities on the environment in a number of ways. Lakeside Water and Building Services Ltd therefore seeks solutions to environmental problems by adopting sound principles and best practice according to the principles of sustainable development.

The development and implementation of this policy is a commitment of Lakeside Water and Building Services Ltd's management and a shared responsibility with its employees. Lakeside Water and Building Services Ltd aim to:

1. Integrate environmental management into each aspect of its day to day business operation to ensure environmental issues are addressed.
2. Comply with environmental and health and safety laws and regulations, to the extent that practical implementation aims to exceed government requirements.
3. Seek to reduce wastage of national resources such as energy, water and raw materials, and maximise efficient use of such resources, reuse and recycle rather than dispose of such materials.
4. Ensure all employees have an understanding and are trained in their responsibilities in relation to the environmental policy and management system.
5. Ensure that suppliers and contractors minimise the impact of their operations on the environment and actively support our environmental programmes through an environmentally sound purchasing policy.
6. Monitor progress on a regular basis to identify strengths and areas for improvement and highlight actions required.
7. Report Environmental Performance annually.

In particular, in order to implement this policy Lakeside Water and Building Services Ltd will address a comprehensive set of objectives and targets identified as a result of the environmental review, which relate to the environmental impacts of its organisation.

Lakeside Water and Building Services Ltd intend to reduce our environmental impacts through improvements in:

1. Energy use.
2. Waste reduction, including disposal of goods.
3. Contamination management.
4. Recycling, including office paper.
5. Business travel.
6. Purchasing.
7. Staff training.

Lakeside Water and Building Services Ltd aims to establish a system which meets the standard of ISO 14001.

Signature	
Name	Elaine Knighton
Position	Managing Director
Date	17 May 2012

PART 2 – ORGANISATION

Management Structure for Health & Safety

Health, Safety and Environmental Responsibilities

General Responsibilities

Individual Health, Safety and Environmental Responsibilities

Elaine Knighton – Managing Director

Stella Poolman – Financial Director

Jon Blackall – Operations Director

Production/Procurement Manager

Compliance Manager

Company Safety Advisers

All Employees

Fire Marshals

First Aiders

Review & Monitoring Procedures

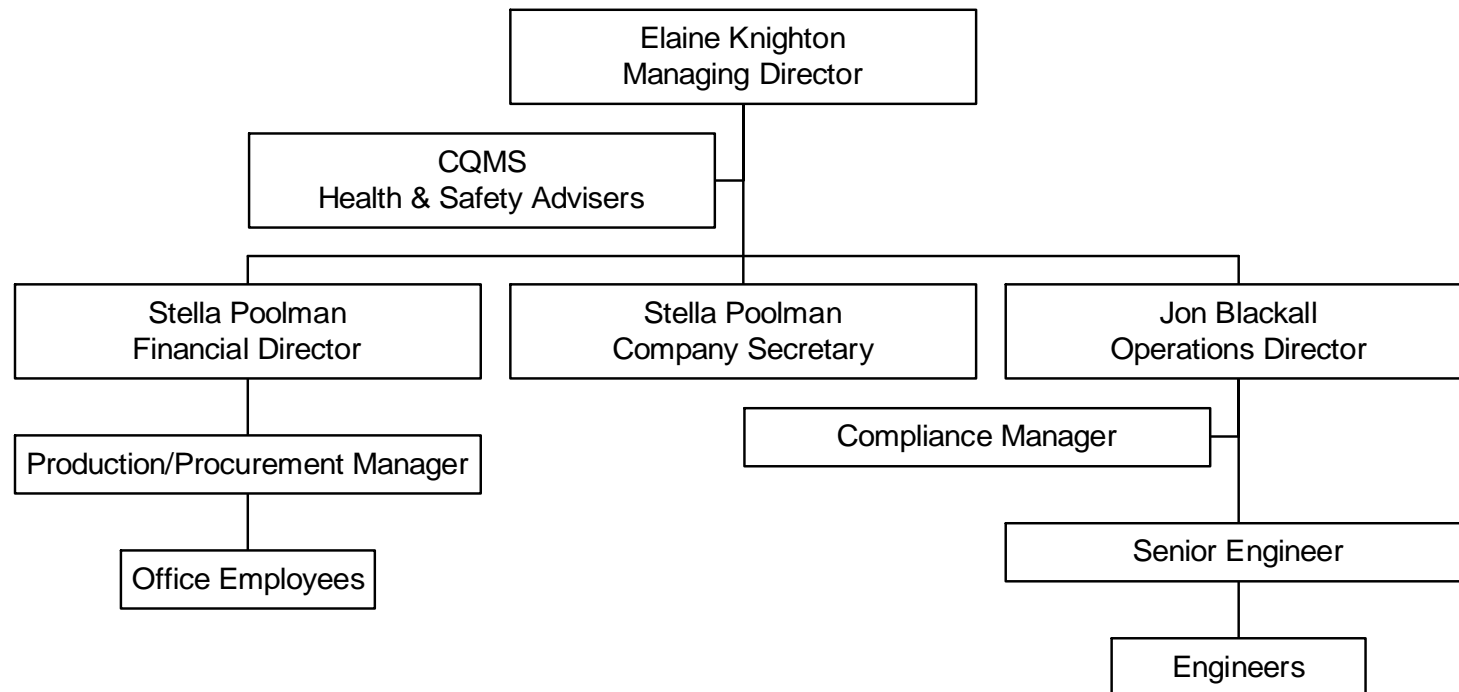
Individual Health & Safety Monitoring Procedures

Managing Director

Financial Director

Operations Director

COMPANY HEALTH & SAFETY MANAGEMENT STRUCTURE



HEALTH, SAFETY & ENVIRONMENTAL RESPONSIBILITIES

1. It is the policy of Lakeside Water and Building Services Ltd that all levels of management and employees meet their legal obligations under the Health and Safety at Work etc. Act 1974, the Environmental Protection Act 1990 and all other legislation relevant to its activities.
2. In addition to assessments covered by Regulations on specific risks, the Management of Health and Safety at Work Regulations 1999 introduced assessment, recording and re-assessment requirements for **all** significant risks to employees at work and for **all** risks to others who can be affected by the conduct of any business undertaking. Managers are responsible for ensuring that all risk assessments as required by relevant legislation are completed, their recommendations implemented and that all reasonably practicable action is taken to protect employees and others affected by our undertakings.
3. It is Lakeside Water and Building Services Ltd's policy to ensure so far as is reasonably practicable and within the scope of known technology, to carry out its undertakings in such a manner so as to eliminate or reduce to the lowest possible level any actions that may lead to environmental damage.
4. Lakeside Water and Building Services Ltd accepts its moral responsibilities and that the actions that it takes today may affect the environment of tomorrow. Therefore it is the Company's policy to initiate good environmental working practices amongst its workforce.
5. This section details nominated individuals with specific Health and Safety responsibilities who have authority to implement Lakeside Water and Building Services Ltd's Health and Safety Policy.
6. Monitoring procedures should be carried out at the periods also stipulated in this section.

GENERAL RESPONSIBILITIES

RESPONSIBILITIES OF DIRECTORS

1. Directors have overall responsibility for Lakeside Water and Building Services Ltd's Health, Safety and Environmental Policy and must ensure that all Managers are fully aware, understand and accept their responsibilities and accountability for Health, Safety and Welfare within the Company.
2. Directors must ensure that all levels of management receive adequate information, instruction and training to enable them to carry out their Health and Safety responsibilities.
3. Directors will actively encourage consultation and communication between all levels of employee/management throughout Lakeside Water and Building Services Ltd to promote and develop Health and Safety.
4. Directors will ensure all Senior Management responsibilities are adhered to by ALL relevant personnel.

RESPONSIBILITIES OF MANAGERS

1. Each manager is, at all times, responsible for implementation of the Company Safety Policy, so far as this relates to those areas and matters within his/her control. Every manager shall ensure, through his/her staff, that all safety standards are known, understood and implemented.
2. Each manager who has responsibility for procurement must be aware of and understand the essential Health and Safety requirements relating to its design and construction and ensure that the relevant CE mark is properly affixed.
3. All employees shall receive adequate training in current safety standards and best practice. An adequate level of supervision of employees combined with their level of competence and experience shall be provided so far as is reasonably practicable. Responsibility for identifying training needs rests with managers who will maintain training records.
4. All actual or potential hazards shall be identified and assessed and the appropriate safety measures be adopted so far as this relates to plant, processes, systems of work, the use, handling, storage and transport of articles and substances, and places of work (including access to and egress from such places). The responsibility for such matters lies with relevant managers.
5. Managers shall ensure that where appropriate, written warnings, printed signs, instructive notices and where necessary, specific written job instructions shall be provided.
6. It is the duty of the member of management having direct contact with such people to ensure that all persons not in Company employment, who are admitted to Company premises are advised of the relevant safety standards and any specific Health or Safety requirements in force at the time.
7. Wherever appropriate, suitable protective equipment including coveralls, safety glasses, hearing protection, gloves and respiratory protective equipment, etc., shall be provided. Managers are responsible for ensuring that the appropriate protective equipment is worn/used at all relevant times.
8. **Induction training for all new employees must be provided before that new employee is allowed to carry out any type of work on Company premises or sites under their control.**
9. Managers will undertake the duties of the Directors in their absence.

GENERAL RESPONSIBILITIES CONTINUED**RESPONSIBILITIES OF SUPERVISORS**

1. It is fundamental to the Company Health and Safety Policy that supervisors are, at all times, directly responsible for ensuring that safe methods of work and safe working conditions exist in each area of responsibility.
2. No person with supervisory authority shall allow any unsafe practice to occur. Such persons are responsible for the safety of the individual and the occurrence of any incident will be regarded as being the direct responsibility of the supervisor concerned, so far as this relates to the matters within his control.
3. Where action on safety matters has been agreed, it is the supervisor's responsibility to ensure that the proposed action is implemented as soon as practicable.
4. In emergency, the supervisor or deputy are authorised to stop a machine, work method or process which is considered so unsafe as to constitute an immediate danger to any individuals. The circumstances shall be reported immediately to the maintenance department and management. The situation shall not be resumed until any necessary remedial action has been implemented to the satisfaction of the supervisor.
5. All supervisors must ensure that where the work activity of Lakeside Water and Building Services Ltd interfaces with members of the public or other non-employees then adequate separation must be achieved to ensure the safety of members of the public or other non-employees. Separation can be achieved by security fencing, guards or a combination of both. All pathways, cable runs etc. must be protected, adequately signposted and illuminated where necessary.
6. **Induction training for all new employees must be provided before that new employee is allowed to carry out any type of work on Company premises or sites under their control.**
7. Supervisors will undertake the duties of the Managers in their absence.

INDIVIDUAL HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES

MANAGING DIRECTOR – MRS. ELAINE KNIGHTON

Main responsibilities are to:

1. Take direct responsibility for the Company's policy on Health and Safety and ensure that individual Directors and Managers are fully aware, understand and accept their responsibilities and accountability for the Health, Safety and Welfare of all Company employees.
2. Delegate to, and authorise, nominated individuals to implement the policy within their areas of responsibility.
3. Ensure that all levels of management receive adequate information and training to enable them to carry out their Health and Safety responsibilities effectively.
4. Establish a Forward Safety Planning Procedure and arrange for sufficient funds, insurance and facilities to meet the requirements of the Company policy to ensure that the resources provided are utilised to their best advantage.
5. Understand the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant Regulations and Codes of Practice.
6. Liaise with the Director's and the Health and Safety Coordinator with respect to monitoring, assessments and recommendations and changes in legislation which may affect the Company's activities.
7. Liaise with the Director's and Health and Safety Coordinator and identify the training needs of all staff to ensure the provision of adequate instruction and training.
8. Actively encourage consultation and communication between all employees and management to promote the Health, Safety and Welfare of all employees.
9. Foster within the Company an understanding that injury prevention and damage control are an integral part of business and operating efficiency.
10. Set a personal example.

ENVIRONMENTAL RESPONSIBILITIES

Main responsibilities are to:

1. Be directly responsible for all environmental aspects within the Company, and will actively encourage all employees to develop an awareness of environmental issues.
2. Take the interests of the local community into account, with due regard for public perception and have a regular process of communication with the community where appropriate.
3. Ensure that sufficient expertise is available to identify problems and provide solutions.

INDIVIDUAL HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES CONTINUED

FINANCIAL DIRECTOR – MRS. STELLA POOLMAN

Main responsibilities are to:

1. Have overall functional responsibility for all safety matters affecting office operations, reporting directly to the Managing Director and liaising where appropriate with the Operations Director and the Health and Safety Co-ordinator.
2. Know the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant Regulations and Codes of Practice.
3. Arrange for sufficient funds, insurance and facilities to meet the requirements of the Company Policy, to ensure that the resources provided are utilised to their best advantage.
4. Actively encourage consultation and communication between all employees and management to promote and achieve the health, safety and welfare of all employees.
5. Ensure that safe systems of work are in place for all work activities and areas regularly monitored and reviewed as necessary. Do not permit anyone to take unnecessary risks.
6. Discipline any member of staff failing to comply with the requirements of the Policy.
7. Set a personal example.

ENVIRONMENTAL RESPONSIBILITIES

Main responsibilities are to:

1. Encourage the use of recycled paper and ensure that all waste materials are properly disposed of.
2. Liaise with the Production/Procurement Manager and the Health and Safety Co-ordinator on Environmental issues which may affect the Company's activities.

INDIVIDUAL HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES CONTINUED**OPERATIONS DIRECTOR – MR. JON BLACKALL**

Main responsibilities are to:

1. Implement the requirements of the Company Health and Safety Policy as delegated by the Managing Director. Liaise closely with the Managers and where appropriate Clients and Contractors on Health and Safety issues.
2. Know the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant Regulations and Codes of Practice.
3. In liaison with the Office Manager identify training needs and ensure that all personnel under your control are given adequate supervision and are provided with such information and training as is necessary to security their Health and Safety.
4. Ensure that all road vehicle drivers are in possession of the appropriate driving licence and authority to drive company vehicles.
5. Ensure that all statutory documentation, registers, test certificates, authorisations etc. are maintained and in date.
6. Ensure arrangements are in place for communicating Health, Safety and Welfare information throughout the Company
7. Ensure that risk assessments are carried out in all areas and that employees are made aware of hazards identified by risk assessment.
8. Ensure that suitable Personal Protective Equipment (PPE) and clothing is provided where and when appropriate and that employees are given adequate instruction, information and training on its use, maintenance and storage - that records of issue and maintenance are kept.
9. Ensure that arrangements are in place for first aid and fire prevention and that sufficient equipment and trained personnel are available to deal with emergencies and maintain records.
10. Investigate all accidents and dangerous occurrences and report all instances to the Directors - ensure Accident Book is completed, promote action to preclude recurrence. Liaise with CQMS Ltd.
11. Ensure that all hazardous substances are correctly controlled, stored and handled and that the relevant product safety data sheets and COSHH Risk Assessments are available in the workplace.
12. Ensure that good housekeeping and hygiene standards are maintained at all times and that suitable and sufficient welfare, washing and sanitary facilities are provided as required by the Workplace (Health, Safety and Welfare) Regulations 1992.
13. Carry out regular fire prevention inspections in all areas of responsibility. Ensure there is no build up of flammable materials and obstruction of emergency escape routes and that fire fighting equipment is available and that there are adequately trained personnel to cover emergencies.
14. Ensure only authorised persons are permitted into the Warehouse areas.
15. Reprimand any employees failing to comply with Company Policy.
16. Set a personal example.

INDIVIDUAL HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES CONTINUED

ENVIRONMENTAL RESPONSIBILITIES

Main responsibilities are to:

1. Analyse appropriate monitoring data to assess the Environmental impact of our existing operations on a regular basis.
2. Make available to employees, customers, the public and statutory authorities relevant information about the Company's activities that affect Health, Safety and the Environment.
3. Operate and maintain road vehicles in a responsible manner providing the maximum practicable Environmental protection.
4. Ensure only registered waste carriers are used to transport waste.
5. Inform the Directors immediately of any spillage or discharge.
6. Maintain the areas under control to the highest possible standard.

INDIVIDUAL HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES CONTINUED

PRODUCTION PROCUREMENT AND OFFICE MANAGER

Main responsibilities are to:

1. Have overall functional responsibility for all safety matters affecting site activities reporting directly to the Managing Director and liaising where appropriate with the Financial Director and the Health and Safety Co-ordinator.
2. Know the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant Regulations and Codes of Practice.
3. Control and co-ordinate the safety activities of the Contracts Managers.
4. Liaise with the Operations Director and identify the training needs of all staff to ensure the provision of adequate information, instruction and training. Ensure that records of individuals existing levels of training and technical achievements are maintained.
5. Actively encourage consultation and communication between all employees and management to promote and achieve the health, safety and welfare of all employees.
6. Circulate pertinent safety information throughout the Company and actively encourage the development of a positive Health and Safety culture awareness by all employees.
7. Reprimand any member of staff failing to discharge satisfactorily the requirements of the Policy.
8. Set a personal example.

ENVIRONMENTAL RESPONSIBILITIES

Main responsibilities are to:

1. Analyse appropriate monitoring data to assess the Environmental impact of our existing operations on a regular basis.
2. Monitor performance and ensure there is a regular review.

INDIVIDUAL HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES CONTINUED

COMPLIANCE MANAGER

Main responsibilities are to:

1. Implement the requirements of the Company Health and Safety Policy as delegated by the Directors. Liaise closely with the Operations Director and where appropriate Clients and Contractors on Health and Safety issues.
2. Know the requirements of the Health and Safety at Work etc, Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant Regulations and Codes of Practice.
3. In liaison with the Office Manager identify training needs and ensure that all personnel under your control are given adequate supervision and are provided with such information and training as is necessary to secure their Health and Safety.
4. Ensure that all road vehicle drivers are in possession of the appropriate driving licence and authority to drive Company vehicles.
5. Ensure that all statutory documentation, registers, test certificates, authorisations etc. are maintained and in date.
6. Ensure that suitable Personal Protective Equipment (PPE) and clothing is provided where and when appropriate and the employees are given adequate instruction, information and training on its use, maintenance and storage – that records of issue and maintenance are kept.
7. Ensure only authorised persons are permitted to complete installation work.
8. Set a person example.

INDIVIDUAL HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES CONTINUED

THE COMPANY SAFETY ADVISERS (CQMS LTD)

Main responsibilities are to:

1. Co-operate with, support and advise management on all matters relating to Health, Safety and Welfare, including statutory compliance.
2. Present yourself and your advice in an independent and effective manner, safeguarding the confidentiality of personal information that may come to your attention.
3. Advise management on such training and the implementation of such systems as may be necessary to ensure that all places of work are made and kept safe.
4. Make sure management recognise the necessity for ensuring the protection of the general public from any risk to their person or health resulting from work undertaken by the Company.
5. Advise management on practical methods of ensuring staff comply with all statutory requirements in health and safety.
6. Carry out six monthly inspections of Company operations to ensure compliance with the policy and statutory requirements.
7. Immediately report to the Managing Director, by telephone, any non-compliance with policy or statutory requirements.
8. Investigate all accidents and incidents in accordance with the Company Procedures.
9. Set a personal example.

INDIVIDUAL HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES CONTINUED**ALL EMPLOYEES**

Main responsibilities are to:

1. Comply with the Company Health and Safety Policy.
2. Only carry out work for which they are fully trained.
3. Fully observe the safety rules.
4. Report any safety hazard within their work area or malfunction of any item of plant or equipment to management.
5. Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others i.e. risk assessments, method statements.
6. Dress sensibly for their particular working environment or task.
7. Use all the personal protective equipment and/or clothing provided correctly.
8. Maintain all implements, tools and equipment to a good standard - report any defects to management as they occur.
9. Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
10. Attend as requested, any training courses designed to further the needs of Health and Safety e.g. Induction.
11. Report all accidents and dangerous occurrences to their line manager; ensuring they are recorded in the accident book.
12. Report all near misses to their line manager.
13. Observe all laid down procedures concerning processes, materials and substances used.
14. Observe the fire evacuation procedures and the location of all fire extinguishers, fire exit routes, assembly points and where to obtain first aid.
15. Maintain good housekeeping standards.
16. Set a personal example.
17. In addition to the above responsibilities, The Health and Safety at Work etc Act 1974 places legal duties on all employees. These are:
 - > Section 7 Health & Safety at Work etc Act 1974
 - > To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
 - > To co-operate with management to enable the employer to carry out his legal duties or any requirements as may be imposed.
 - > Section 8 Health & Safety at Work etc Act 1974
 - > No person shall intentionally or recklessly interfere with or misuse any item provided in the interests of health, safety and welfare.

ENVIRONMENTAL RESPONSIBILITIES

Main responsibilities are to:

1. Ensure that all waste generated is properly contained and controlled.
2. Conserve electricity and heating where reasonably practicable.

INDIVIDUAL HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES CONTINUED

APPOINTED PERSON FOR FIRST AID

Main responsibilities are to:

1. Undertake the duties of the 'appointed person' as detailed in the Approved Code of Practice First Aid at Work No. L74.
2. Regularly check the first aid kits in use and ensure they are re-stocked as necessary.
3. Ensure that all accidents are recorded in the accident book BI510.
4. Arrange for the first aid posters to be positioned prominently throughout the premises.
5. Liaise with the Emergency Services in the event of an emergency.

FIRE MARSHAL

Main responsibilities are to:

1. Ensure that fire prevention/fire fighting equipment, e.g. extinguishers, procedures and notices are readily available and visible in all areas of the company.
2. Carry out fire alarm tests from different fire points each week and maintain records.
3. Carry out full evacuation drills at least twice each year and ensure that records are maintained.
4. Arrange for all employees to receive training on fire fighting equipment as necessary.
5. Ensure that all fire fighting equipment is checked regularly, e.g. annual checks for fire extinguishers etc.
6. Carry out regular fire prevention inspections on all areas of the company to ensure there is no build up of flammable materials or obstruction of emergency escape routes.
7. Advise the Managing Director of any failures discovered during inspections or emergency drills which he is unable to effectively deal with.
8. In liaison with the responsible person, as detailed in the Regulatory Reform (Fire Safety) Order 2005, ensure that the Fire Risk Assessment is updated and reviewed on a periodic basis, or when work processes/products alter.

INTRODUCTION TO REVIEW AND MONITORING PROCEDURES

Measurement is an essential aspect of maintaining and improving Health and Safety performance. Monitoring provides vital feedback on performance and therefore all our managers are authorised to monitor the achievement of our clearly defined objectives comparing compliance with standards.

Monitoring includes:

1. Procedures to monitor the achievement of objectives allocated to managers by means of periodic checks/reports.
2. Periodic examination of records and documents to establish that standards relating to the promotion of the safety culture are complied with i.e., suitable objectives have been established and reviewed, that all training needs have been assessed and recorded and that these training needs are being met.
3. Systematic inspection of premises, plant and equipment by supervisors, maintenance staff or a joint team of management, safety representatives and external consultants to ensure the continued effective operation of controls.
4. Direct observation of work and behaviour by supervisors to assess compliance with procedures/rules/systems particularly when directly concerned with risk control.
5. All individuals who have nominated Health and Safety responsibilities have monitoring procedures and checklists which should be used at the periods indicated.

INDIVIDUAL HEALTH AND SAFETY MONITORING PROCEDURES

MANAGING DIRECTOR

Will monitor:

1. That all management under control are aware of their Health and Safety responsibilities and will periodically check the effectiveness of those managers
2. That the Health and Safety Policy, organisation and arrangements in place for the region is adequate to control all work related health risks.
3. That all Directors and Managers know what they need to achieve in minimising work related health risks.
4. That those in the organisation responsible for work related health risks are aware of their responsibilities.
5. That methods of communication to secure the highest level of awareness of the Company policy are practical and successful.
6. The development of the Health and Safety Policy through adequate consultation with all levels of employee.
7. That the level of training and supervision provided is adequate for our Health and Safety needs.
8. That the Health and Safety arrangements in place are adequate to control all work related health risks.
9. Environmental developments and operations throughout the Company.

FREQUENCY – ONGOING

INDIVIDUAL HEALTH AND SAFETY MONITORING PROCEDURES CONTINUED

OPERATIONS DIRECTOR

Will monitor:

1. That the Health and Safety arrangements in place are adequate to control all identified risks.
2. That the level of supervision provided is adequate throughout the area under control.
3. Safe systems of work for all employees under control, including contractors and sub contractors.
4. All accidents and near misses which occur to establish if a pattern or particular task or equipment could be contributing to accidents and may need improving.
5. The correct use and maintenance of all plant, machinery and equipment.
6. The maintenance and upkeep of technical records and associated documentation.
7. The means of communication used to report hazardous situations, accidents or incidents and the distribution of Health and Safety information.

FREQUENCY – ONGOING

FINANCIAL DIRECTOR

Will monitor:

1. Ensure that adequate funds and insurance are available to meet statutory requirements for Health and Safety throughout the Company.
2. Support the Managing Director in implementing the Company Health and Safety Policy throughout the Company.
3. Reprimand any member of staff for not discharging satisfactorily their Health and Safety responsibilities.
4. Encourage the use of environmentally friendly products throughout the Company.

FREQUENCY – ONGOING

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PART 3 - ARRANGEMENTS

Section 1 – Employees Duties

Section 2 – Specific Company Safety Rules

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SECTION 1 – EMPLOYEES DUTIES

The Health and Safety at Work etc Act 1974 stipulates that you have specific duties while at work.

A SIMPLE INTERPRETATION OF YOUR DUTIES WHILE AT WORK ARE TO:

1. Take all reasonable care of your own Health and Safety.
2. Ensure that you do not put at risk the Health and Safety of any other person.
3. Co-operate with your employer, or any other person, with duties relating to Health and Safety.
4. Not interfere with or misuse anything provided for your Health, Safety or Welfare.
5. Comply with Lakeside Water and Building Services Ltd's Health, Safety and Environmental Policy.
6. Observe all safety rules and emergency procedures in place throughout the Company.
7. Never operate any item of plant or equipment unless trained and authorised to do so.
8. Report defects in plant or equipment to supervisory staff without delay.
9. Report any activity, procedure or situation which you consider to be a potential hazard without delay to your line manager.
10. Comply with the safety regulations or safe working procedures relating to the task you are performing and use the correct protective clothing, tools or equipment provided for use when undertaking the task.
11. Should you suspect or locate any material which may contain asbestos and you have not been previously notified, you should stop work immediately and report your findings to your line manager and ALSO to the relevant person on site; no work should continue until you are told safe to do so. On no circumstances should you knowingly work with any asbestos containing material.
12. Keep tools, appliances and equipment in good condition.
13. Protect skin by the use of barrier creams provided. Avoid contact with mineral oils if the skin is cracked or broken. Make full use of cleaning materials and other facilities provided.
14. Avoid improvisation which invokes unnecessary risks.
15. Always seek further guidance from your line manager if you are unsure of any aspect of the work which might affect the safety of yourself or others.
16. Report all accidents or near misses at work to management whether injury is sustained or not.
17. Assist with the investigation of accidents, near misses or dangerous occurrences at work when necessary.
18. Maintain a clean and tidy workplace
19. Develop a personal concern for safety especially where vulnerable (e.g. new or young) employees are concerned.
20. When visiting other workplace premises be fully aware of the procedures for such visits with regard to Health and Safety.
21. Ensure that access routes, corridors, fire lanes etc. are kept clear from obstruction.
22. Not bring, consume or take alcohol, drugs or any other illegal substances onto company premises or endanger yourself or others whilst under the influence of alcohol and/or drugs while at your place of work.

FAILURE TO COMPLY WITH THESE RULES COULD LEAD TO DISCIPLINARY ACTION IN ACCORDANCE WITH LAKESIDE WATER AND BUILDING SERVICES LTD POLICY AND IN THE WORST CASE COULD LEAD TO DISMISSAL AND/OR CRIMINAL PROSECUTION UNDER THE RELEVANT HEALTH AND SAFETY LEGISLATION.

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SECTION 2 - SPECIFIC COMPANY SAFETY RULES

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SPECIFIC COMPANY SAFETY RULES

1 ACCIDENTS AND ACCIDENT PREVENTION

- 1.1 Employees must seek medical treatment for any injury they may receive at work no matter how slight it may seem to be. All accidents must be reported.
- 1.2 All accidents, dangerous occurrences and near misses must be reported to management as soon as it is practicable on the Company Accident Reporting Form.
- 1.3 Every individual has a role to play in accident prevention. You can play your part by ensuring that you always adhere to safe working practices and by always wearing Personal Protective Equipment (PPE) as provided. Also, by not taking any unnecessary risks and safely using tools and equipment that are correct for the job being carried out. Keep your working environment clean, tidy and free from fire hazards, good housekeeping plays a major role in accident prevention.
- 1.4 Always report any defects that may be potentially dangerous or likely to cause personal injury, make them known to your manager without delay. Senior Management will be responsible for co-ordinating Risk Assessments and to apply controls to reduce or eliminate the hazard. You may be asked to participate in Risk Assessments concerning your job function.
- 1.5 These assessments are aimed at accident prevention and you will be expected to co-operate in fulfilling this requirement. Never be afraid to ask questions about substances, equipment or systems of work that affect you. In short, **Be alive to safety.**

2 AIDS/HIV

2.1 CONFIDENTIALITY

- 2.2 Any employee who becomes aware that a colleague is HIV infected will treat that information as confidential and will not disclose it to anyone else within or outside the organisation without the person's consent. Any breach of this rule will be regarded as a serious disciplinary offence and may result in summary dismissal. If, however, the employee is concerned about the Health and Safety implications of non-disclosure they should seek advice from Senior Management only, who will then deal with the matter as necessary.
- 2.3 Additional information is available in Part 4, Section 9, Occupational Health.

3 ALCOHOL AND DRUGS

- 3.1 Lakeside Water and Building Services Ltd takes the view that the effects of taking, or being under the influence of alcohol or illegal substances at work constitutes an unacceptable Health and Safety hazard both to the individual and others who may be affected by their actions. It is therefore against Company rules for any employee to be at their place of work whilst under the influence of alcohol and/or drugs.
- 3.2 Any member of staff who is, in the opinion of the person in charge of the work location, under the influence of alcohol or drugs will be subject to Lakeside Water and Building Services Ltd disciplinary procedures.
- 3.3 Any member of staff who is taking a prescribed or proprietary drug which may affect their performance at work must report this to the line manager responsible before the start of the week. Failure to do so may also result in disciplinary action being taken against the employee.
- 3.4 Additional information is available in Part 4, Section 9, Occupational Health.

4 ASBESTOS

- 4.1 Although it is now illegal to use asbestos in construction and refurbishment of any premises, many thousands of tonnes were used in the past and much is still in place.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 4.2 There are three main types of asbestos:
- Blue asbestos (crocidolite)
 - Brown asbestos (amosite)
 - White asbestos (chrysotile)
- 4.3 All are dangerous, but blue and brown asbestos are more hazardous than white.
- 4.4 If you own, occupy, manage or have responsibility for non domestic premises which may contain asbestos, you will either have:
- A legal duty to manage the risk from this material, or
 - A duty to co-operate with whoever manages that risk.
- 4.5 The Control of Asbestos at Work Regulations 2006 details the duties placed upon owners/occupiers. If you have maintenance or repair responsibilities, you will be required to manage the risk from asbestos by:
- Ascertaining if there is asbestos in the premises, amounts and its condition or,
 - Presuming material contains asbestos unless you have strong evidence that it does not,
 - Making and updating records and location of asbestos or presumed Asbestos Containing Materials (ACMs),
 - Assessing the risk,
 - Preparing a plan giving details on how you are going to manage the risk,
 - Provide information to anyone who is to work on or disturb any location that may contain asbestos,
 - Regularly review and monitor your plan and arrangement.
- 4.6 On undertaking projects where the possibility of Asbestos exists, the Company will obtain, prior to the start of work, a copy of the Client/Building Custodians Asbestos Survey/Asbestos Management Plan.

5 BATTERY CHARGING

- 5.1 During and after charging, batteries give off hydrogen gas, an easily ignited and explosive gas. Connecting or disconnecting batteries or charger connections to battery terminals when batteries are gassing creates incentive sparks. If the sparks ignite the hydrogen gas the battery may explode spraying those near with acid.
- 5.2 Metal finger and wrist jewellery should never be worn when working with batteries. Metal in contact with battery terminals causes burns and flash injuries. Always charge batteries in well ventilated areas and follow the manufacturers guidance for rate of charging.

6 CONFINED SPACES

- 6.1 A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).
- 6.2 Where work in confined spaces is required then adequate means of control must be in place. In all cases, a permit to work system must be in place and all operatives involved must be trained in accordance with the Confined Spaces Regulations 1997.

7 CONSULTATION & COMMUNICATION

- 7.1 Consultation and communication as required by the Health and Safety (Consultation with Employees) Regulations 1996 between employees and management is essential to promote and ensure the Health and Safety of all our employees. To achieve this Lakeside Water and Building Services Ltd will:

SPECIFIC COMPANY SAFETY RULES CONTINUED

- Encourage co-operation between the Company and all its employees in promoting and developing essential measures to ensure Health and Safety,
- Investigate all complaints made by employees which relate to their Health and Safety at work,
- Investigate potential hazards, dangerous occurrences and near misses in the workplace,
- Investigate all accidents and their causes in the workplace.

PROCEDURES

- 7.2 All employees must notify their line manager of any near miss, dangerous occurrence or any unsafe condition regarding themselves or others in the workplace on a hazard sheet.
- 7.3 All supervisors must advise their line manager of the problem raised if they can not effectively eliminate the hazard.
- 7.4 Line Managers must ensure that the unsafe condition/hazard is entered in the hazard record.
- 7.5 All actions taken to alleviate the hazard must be reported to the originator of the hazard sheet.
- 7.6 Senior Management must ensure that all relevant information which may affect the Health and Safety of our employees is made available and all proposed changes to our Health and Safety Policy is promulgated.
- 7.7 The Managing Director will obtain and provide any reasonable information required for Health and Safety requested by any Lakeside Water and Building Services Ltd employee or relevant outside body.
- 7.8 Lakeside Water and Building Services Ltd will provide the following information to employees and contractors:
 - This policy will be promulgated in a suitable position to bring it to the attention of all employees,
 - Give employees information about the general duties under the Health and Safety at Work Act and specific legal requirements related to their work,
 - Necessary information about substances, plant, machinery and equipment with which they come into contact with,
- 7.9 Lakeside Water and Building Services Ltd will discuss with contractors how they plan to carry out their job, what equipment they may require, what areas they need to work in, segregation of areas, shut down of plant and bring to their attention or provide a copy of Lakeside Water and Building Services Ltd Health and Safety Policy.

8 CUTTING AND WELDING

- 8.1 Check your equipment for damage before use, e.g. electrical cables and clips are sound, equipment and workpiece bonding is secure and purge gas hoses to avoid a blow back or ignition caused by a mixture of gases in the hose.
- 8.2 Ensure adequate and appropriate fire extinguishers are available in the welding/cutting area.
- 8.3 You must take measures to prevent injury to persons and damage to plant and equipment, especially items of a flammable nature from welding sparks and molten metal dripping. Report all fire hazards to your line manager.
- 8.4 All gas bottles should be fitted with flashback arrestors.
- 8.5 Adequate screening is provided by the Company and must be used at all times during welding operations.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 8.6 Personal protective clothing including eye protection must be worn at all times during welding operations.
- 8.7 The welding bays/work area must be kept clean at all times.
- 8.8 Remove all gas cylinders not required for use to the gas storage area.
- 8.9 Tyres must be fully deflated and the valve removed before any welding is carried out on wheels.
- 8.10 Remember - Welding is a safe activity provided the correct procedures are followed and the proper precautions taken.

9 DISABILITY

- 9.1 The Disability Discrimination Act place duties on employers with regard to the employment of disabled persons.
- 9.2 A suitable and sufficient Risk Assessment must be carried out with regards to the disabled person.
- 9.3 Emergency plans, fire Risk Assessment will need to be amended accordingly.
- 9.4 The access to goods and services part of the legislation may require premises to be audited with regards to access/egress, welfare and emergency facilities.

10 DISPLAY SCREEN EQUIPMENT

- 10.1 Lakeside Water and Building Services Ltd intention is to optimise the use and application of display screen equipment within the organisation, whilst safeguarding the health, welfare and job satisfaction of those involved in using such equipment.
- 10.2 **Health and Safety** – To secure the Health and Safety of workers in so far as is reasonably practicable, the Company will, in consultation with workers, carry out an assessment of each work station taking into account the display screen equipment, the furniture, the working environment and the worker,
- 10.3 Where an employee raises a matter related to Health and Safety in the use of display screen equipment, the Company will:
 - Take all necessary steps to investigate the circumstances,
 - Take corrective measures where appropriate,
 - Advise the employee of the action taken.
- 10.4 Where problems arise in the use of display screen equipment, the employee must inform their line manager immediately.
- 10.5 Additional information is available in Part 4, Section 9, Occupational Health, item 3.

11 EATING AND DRINKING

- 11.1 There are certain working environments which exist within the Company where there is a risk of food and drink becoming contaminated from various sources. Such environments include workshops, changing areas etc. where there exists a risk of contamination from dust, fumes and contact with oils and fuels, etc.
- 11.2 The Company provides canteen facilities for all employees who are employed in these environments so as to remove them from the risk.
- 11.3 Therefore, it is Company Policy that eating and drinking in these workplaces is prohibited and full use should be made of the facilities provided.

SPECIFIC COMPANY SAFETY RULES CONTINUED**12 ELECTRICITY**

- 12.1 Electricity is one of the safest forms of power if used properly but can easily be a killer if misused.
- 12.2 You should ensure that any electrical equipment or appliances that you use are electrically safe and that they have been inspected and tested as required by their maintenance cycle.
- 12.3 Handle all tools, switches, sockets, plugs and cables with care. If you discover any defects with electrical equipment or appliances, attach a label to show the nature of the defect, remove the item from use and inform your line manager without delay. All electrical repairs and installation work must be carried out by a competent person.
- 12.4 Do not allow trailing cables to lie in water or in a position where they may be damaged by vehicles or sharp edges. Wherever possible tie the cables up out of harms way and protect the cables where they must pass across vehicle routes.
- 12.5 Do not carry out any repairs or fit electrical plugs/connections unless authorised by the Supervisor in charge.
- 12.6 No appliance may be connected to any electrical system by any means other than the correct plug or connections
- 12.7 Do not interfere with or open any electrical appliance.
- 12.8 All hand tools are to be operated through 110 volt transformers or provided with appropriate cut-off devices.

13 EMERGENCIES

- 13.1 Lakeside Water and Building Services Ltd has identified fire as an emergency situation. The evacuation procedure will also apply if any other emergency such as floods, explosion, chemical release occur or bomb threat. All employees must comply with all laid down emergency procedures.
- 13.2 Line Managers will check that all fire doors and exits are kept clear, all fire exit signs are in place, all fire extinguishers are fully charged and employees are aware of their location, type to be used on what category of fire. Supervisors will be responsible for the safe storage of flammable materials e.g. LPG and will keep stock holdings to a minimum. All employees must report the use of fire fighting equipment to their line manager.
- 13.3 Accidental and uncontrolled releases of hazardous substances and materials could occur (e.g. chemical release, etc.) means should be available for limiting the extent of risks to health and the environment and for re-gaining adequate control as soon as possible.
- 13.4 Line Managers will check that the emergency procedures are in place i.e. safe disposal of substance/material, suitable and sufficient personal protective equipment to enable source of the release to be safely identified and action/repairs to be made.
- 13.5 All persons not concerned with the emergency action should be excluded from the area of contamination.
- 13.6 Employees must not obstruct any fire escape route, fire equipment or fire doors.

14 ENVIRONMENTAL PROTECTION

- 14.1 Always respect the natural environment and the local community.
- 14.2 All waste shall be disposed of in the relevant distinctly marked waste receptacle.
- 14.3 To prevent waste being spilled or wind blown, waste containers should not be overfilled.
- 14.4 Leaking or corroded containers shall not be used and should be reported to the relevant manager.
- 14.5 All waste shall be handled so as to prevent safety or health risks, having particular regard to accumulated waste.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 14.6 Never allow hazardous substances to enter into water courses, drains etc. If a problem occurs report it immediately.
- 14.7 All waste should be transferred only to a registered waste centre or by a registered waste carrier.
- 14.8 Where practicable, potential waste shall be minimised through:
 - The re-use of packaging and containers,
 - Consultation with suppliers regarding their packaging systems,
 - The careful control of 'spillage' whilst handling liquids, e.g. cleaning materials, acid, engine oil and fuel oils,
 - Lighting and electrical appliances to be switched off when not operationally required,
 - Bulk fuel installations should be regularly inspected to ensure their continuing integrity.

15 FIRE

- 15.1 Employers are required to maintain their workplace in a safe condition, particularly with regard to fire.
- 15.2 Provide and maintain such fire precautions as are necessary to safeguard those who use the workplace.
- 15.3 Provide information, instruction and training to employees about fire precaution in the workplace.
- 15.4 Provide a suitable and sufficient Risk Assessment by a competent person of the risk from fire in the workplace and how it affects their employees and those who may be affected by their undertakings.

16 FIRST AID

- 16.1 First aid facilities are provided by the Company at each location in accordance with the Health and Safety (First Aid) Regulations 1981.
- 16.2 These first aid facilities shall be used by Company employees, contractors' employees and visitors in preference to any other arrangements for treatment.
- 16.3 The arrangements for first aid treatment shall be made known to all personnel at the time of induction. All injuries will be entered in reporting book BI 510.

17 FORK LIFT TRUCKS (FLT)

- 17.1 No person is to operate an FLT on Company premises unless authorised and competent to do so.
- 17.2 FLT's must never be used on uneven or broken surfaces (unless rough terrain FLT).
- 17.3 Safe working loads must always be displayed on FLT's and never be exceeded.
- 17.4 Watch out for pedestrians.
- 17.5 Do not carry passengers on any part of the FLT.
- 17.6 Take care when braking, violent braking may cause the load to shift or fall.
- 17.7 Do not allow anyone to walk or stand under a load.
- 17.8 Sound your horn at corners, danger spots and doorways.
- 17.9 Do not move distances with the load raised. Always lower load when taken from height before moving off.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 17.10 Do not run over cables or flexible hoses/pipes unless they are properly protected.
- 17.11 Park only on level ground with the brakes applied and forks resting on the ground. Remove ignition keys to prevent unauthorised use and return to transport office.
- 17.12 Always carry out daily pre-use inspection of fork lift, covering tyre pressure, lights, brakes, warning signal, fuel, batteries and general connections. This inspection should be recorded in the daily check sheet.
- 17.13 When fork extensions or lifting cradles are fitted, the operator must ensure that retaining pins and safety clips are fitted.
- 17.14 Do not leave a FLT unattended on a gradient, if in an emergency it must be parked on a gradient, then the wheels must be chocked.
- 17.15 When a high load restricts forward vision, drive in reverse, except when going up an incline.
- 17.16 If a load appears to be unstable, do not lift it, report to your line manager.
- 17.17 When operating on gradients, ensure the following:
 - Forks face up hill and travel slowly,
 - DO NOT increase the weight of the counter balance to lift heavier loads.

18 GAS FIRED EQUIPMENT AND GAS CYLINDERS

- 18.1 There is a danger of fire and explosion from piped gas supplies and cylinders containing gases under pressure. Toxic fumes e.g. carbon monoxide, are produced if appliances are not working properly. Explosions can occur in gas and oil fired plant such as ovens, stoves and boilers.
- 18.2 Ensure correct safe working procedures for purging, lighting up and shutting down the plant are adhered to at all times. If you suspect a leak you must turn off the supply and notify your line manager AT ONCE. If gas continues to escape, a competent GAS SAFE registered gas supplier must be informed IMMEDIATELY.
- 18.3 If in doubt, evacuate the building and inform the emergency services (Police and Fire) as well as the gas supplier.
- 18.4 DO NOT CHECK FOR LEAKS WITH A NAKED FLAME. Do not turn the gas back on until the leak has been dealt with by a competent person.
- 18.5 Handle all cylinders with care - never slide or roll cylinders and never lift by means of the valve. In use, ensure they are secure in an upright position preferably in a properly designed cage or stand.
- 18.6 Keep oils and grease away from oxygen cylinders as contact with oxygen can cause spontaneous ignition.
- 18.7 Ensure that all cylinders are kept away from any source of heat and that adequate ventilation is provided.
- 18.8 Cylinders must not be stored inside any hut, store or vehicle, when not in use they should be secured in an open outside cage or compound.
- 18.9 Do not store oxygen cylinders with LPG cylinders.
- 18.10 Never attempt to repair or modify cylinder valves or safety relief devices. Report all damaged valves immediately to a line manager.
- 18.11 Do not enter any confined space where dangerous or explosive gases may be present until proven safe to enter. If in doubt, consult the safety supervisor in charge.
- 18.12 LPG cylinders must be clearly marked Highly Flammable, never remove or obscure official labelling on cylinders and **always** check the identity of gas before use.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 18.13 If a smell of gas is detected, open all doors and windows immediately and report the occurrence to your line manager. Allow a period of at least 20 minutes for the gas to disperse before re-entering the building.

19 GROSS MISCONDUCT

- 19.1 An employee may be liable to summary dismissal if he/she is found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules,
- Unauthorised removal or interference with any guard or protective device,
- Unauthorised operation of any item of plant or equipment,
- Unauthorised removal of any item of first aid equipment,
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work,
- Unauthorised removal or defacing of any label, sign or warning device,
- Misuse of chemicals, inflammable or hazardous substances or toxic substances,
- Smoking in any designated NO SMOKING area,
- Smoking whilst handling flammable substances,
- Horseplay or practical jokes which could cause accidents,
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence,
- Deliberate misuse of any item of equipment, utensil, fitting/fixture, vehicle, or electrical equipment,
- Not wearing hard hats in the designated areas or when carrying out specified operations,
- Driving any type of lift truck or vehicle when not formally trained and/or licensed and authorised to do so,
- Operating any Lorry Loader when not formally trained and authorised to do so,
- Being under the influence of alcohol or drugs in or at the workplace.

20 HAND AND POWER TOOLS (PUWER 98)

- 20.1 Both powered and non-powered hand tools cause thousands of injuries each year, but it is worth noting that non-powered tools cause ten times as many as powered tools. Never use tools which are in any way defective.
- 20.2 Do not use or operate tools unless you know how to and are trained to do so.
- 20.3 Always use the correct tool for the job. Portable electrical tools and equipment should be 110 volts or less or fitted with RCD's.
- 20.4 Inspect tools regularly and take defective items out of use.
- 20.5 Make sure that handles are securely fitted to files, screwdrivers, hammers etc..
- 20.6 Cutting tools should always have a good sharp edge and any mushroomed chisel heads should be ground away.
- 20.7 Keep tools clean and put them away after use.
- 20.8 If eye protection is needed, make certain you wear it.
- 20.9 You may only change an abrasive wheel on a grinding machine if you are authorised and have been issued with a certificate of training.
- 20.10 Keep safety guards in place on all tools, portable and fixed.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 20.11 Check that plugs and sockets are undamaged, correctly wired and are earthed. Electrical transformers should be positioned close to the working location where possible.
- 20.12 It is recommended that very short 240v leads are used on transformers, in conjunction with cut-out devices.
- 20.13 Always disconnect the power supply to a machine or tool that is being cleaned, repaired or adjusted.
- 20.14 Do not force or overload tools and equipment.

21 HAZARDOUS SUBSTANCES

- 21.1 The Control of Substances Hazardous to Health Regulations 2002 (COSHH) have been made to protect your health.
- 21.2 Identify the substance by carefully reading the instructions on the container, safety data sheet and COSHH assessment.
- 21.3 Make sure you fully understand the instructions given by your line manager and follow any advice relating to the use, handling and storage of chemicals.
- 21.4 Use the protective clothing and equipment provided.
- 21.5 Never decant chemicals into different labelled containers and **NEVER** into soft drink bottles.
- 21.6 Do not eat, drink or use the toilet without first thoroughly washing your hands.
- 21.7 All hazardous substances not for immediate use must be removed from the workplace and placed in the designated storage area away from extremes of temperature and environment.
- 21.8 If your skin or eyes are splashed with chemicals, wash off immediately with clean running water.
- 21.9 Report immediately to your line manager if you feel unwell, any rash develops or sensation of burning or irritation to the skin, throat or eyes occur.
- 21.10 Some dusts and fumes are not harmful and are simply a nuisance, whilst others may permanently damage your lungs.
- 21.11 Ensure that the correct equipment for handling the product is available and used.
- 21.12 When working in atmospheres in which hazardous dust or fumes are present, it is important that suitable breathing apparatus or a respirator is worn.
- 21.13 It is equally important to have the correct protection for the conditions present. Masks which are designed for use against dust particles will prove useless against gases or vapours.
- 21.14 If you suspect that harmful dusts or fumes are present, immediately inform your line manager.
- 21.15 All vessels containing hazardous substances must be properly covered at all times to reduce the risk of fire and spread of toxic fumes.
- 21.16 Additional information is available in Part 4, Section 9, Occupational Health.

22 HEALTH MONITORING SURVEILLANCE

- 22.1 Senior Management will identify and keep records of any substance or process that may be hazardous to health. He/she will arrange for employees considered to be at risk to receive instruction/training in an acknowledged safe system of work and provide health monitoring periodically.
- 22.2 It is particularly important that if you suspect or become aware of the early symptoms or respiratory sensitisation or any other ill health effects, you inform your manager immediately.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 22.3 Employees suffering any illness or disability, long or short term, which may affect their ability to work safely or which may affect the safety of other employees, sub-contractors or the public should notify their line manager. Such notification will be in confidence.
- 22.4 Employees receiving long or short term medical treatment or medication upon which they are dependent to carry out their duties, should advise their line manager. Such notification will be in confidence.

23 HOT WEATHER WORKING

- 23.1 Working outside in excessively hot weather can lead to severe effects i.e. sunburn, sunstroke, heat exhaustion. Employees must not remove items of close skin covering for the purposes of tanning and should take sufficient breaks in shaded areas, drinking regular amounts of liquid. Do not drink alcohol.
- 23.2 Note! During all loading/unloading operations, shorts must not be worn and all loose clothing must be secured to minimise the chances of chain hooks and other projections catching on clothing which could result in severe injuries to the individual.

24 HOUSEKEEPING

- 24.1 Poor housekeeping is the underlying cause of the majority of accidents involving slips, trips and falls.
- 24.2 The presence of lubricants, water and oil and general waste on the floor increases the risk significantly. Consequently, the correct control technique is to prevent such substances and articles from reaching the floor.
- 24.3 Please ensure that all surplus oil and lubricants are removed from the workshop floor to help prevent slips and falls.
- 24.4 Tidy up your own waste and keep your work area clean. Remember, accumulated waste is a fire risk and a trip hazard.
- 24.5 Do not leave tools and equipment where they will be a hazard for others.
- 24.6 Keep all access ways, working platforms, stairs and corridors free from materials, waste and other obstructions.
- 24.7 Keep changing rooms and rest areas tidy.
- 24.8 Toilets and washing facilities are provided for your convenience and comfort. Help to keep them clean and sanitary.
- 24.9 Make proper use of all equipment and facilities provided to control working conditions/environment.

25 INSPECTIONS

- 25.1 Inspections of all work equipment should be carried out at suitable intervals and each time exceptional circumstances occur. The person undertaking the inspections should be competent and a record kept. The minimum information included should be as follows:
- Type and model of equipment,
 - Identification mark,
 - Its normal location,
 - Date of inspection,
 - Person who carried out the inspection,
 - Any faults found and the actions taken,
 - To whom the faults have been reported,
 - Date when the repairs were carried out.

SPECIFIC COMPANY SAFETY RULES CONTINUED**26 LADDERS**

- 26.1 Ladders/step ladders must be used to gain access up to the higher levels of racks or shelves.
- 26.2 Never take short cuts, for example, by climbing up where you are not supposed to, or standing on something unstable.
- 26.3 Work may only be carried out from a ladder when the job is of short duration and can be done safely.
- 26.4 Never over-reach at the working position.
- 26.5 Before using a ladder, inspect it to see that it is not damaged. Check for splits or cracks in the stiles and rungs. See that none are missing or loose.
- 26.6 Never attempt to repair damaged ladders.
- 26.7 Ladders should be set on a firm base, resting at an angle which is not too steep, and not too flat.
- 26.8 If the ladder cannot be tied at the top, it must be fixed at the bottom or a second person must foot the ladder before it is used.
- 26.9 Ensure your footwear is free from oil or grease before you climb any access equipment.

27 LEAD AT WORK

- 27.1 Health risks arise whenever products containing lead are worked so as to cause dust or fume or if there is continuous skin contact. Examples are; cutting or burning lead, working with lead flashings, working on old lead which has become dusty with age scale
- 27.2 Excessive lead absorption causes constipation, abdominal pain, anaemia, weak muscles and kidney damage. It can also affect the brain causing impaired intellect, fits and coma in extreme cases.
- 27.3 Lakeside Water and Building Services Ltd Policy is that all operatives handling or cutting lead must wear the appropriate protective equipment provided. Manufacture/Fabrication of special flashings/slates must be in a controlled area with Local Exhaust Ventilation and Respiratory Protection. Where necessary Senior Management will arrange for medical surveillance (blood tests) to be carried out to monitor employees exposure to lead at work.

28 LEGIONELLA

- 28.1 Legionnaire's disease is a type of pneumonia that is caused by naturally occurring bacteria. The bacteria proliferate in water at temperatures between 20 and 40 degrees centigrade with optimum growth taking place at 37 degrees centigrade. The bacteria is also known to colonise warm components and fittings used in water systems. Infection is caused by inhalation of contaminated airborne water droplets.
- 28.2 It is the responsibility of the persons in control of premises to ensure:
 - That all systems are regularly cleaned, disinfected and maintained by a competent person,
 - That in the event of having wet cooling towers or evaporated coolers at the facility they must be registered with the local authority.
- 28.3 Current records of maintenance must be readily available for inspection by informing authorities.

29 LIFTING OPERATIONS

- 29.1 Many accidents are caused by lifting incorrectly.
- 29.2 Lifting operations involving the use of hoists, and lifting tackle (slings, chains, shackles etc.) can only be carried out by trained authorised employees.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 29.3 Safe working loads must be displayed on hoists and lifting tackle and should never be exceeded.
- 29.4 The item must be identified by a lifting gear register number and colour coded in the correct colour.
- 29.5 Wire rope slings should be free of cuts, excessive wear, kinking and general distortion of the sling legs.
- 29.6 All hooks, chains, roll pins, split pins and locking nuts must be checked daily for security of attachment.
- 29.7 Chains should be free of mechanical defects in individual links.
- 29.8 Distorted hooks (caused by overloading) should not be used.
- 29.9 Avoid carrying loads over the heads of other people. If necessary, give warning for them to keep clear.
- 29.10 If you are in control of a load being lifted, always keep it in clear view and make sure you are in continuous contact with the operator of the lifting machine.
- 29.11 Never use slings or other lifting gear if its Safe Working Load (S.W.L.) cannot be established.
- 29.12 Never make up a sling or alter any lifting gear without instruction from your line manager.

30 MACHINERY, PLANT AND EQUIPMENT

- 30.1 Before using any machinery, check every time that:
 - You know how to stop the machine before it is started, especially if fitted with an emergency stop control,
 - All guards are fitted correctly, and all mechanical guards are working, and any transparent guards are clean,
 - All materials to be used are clear of working parts of the machine,
 - The area around the machine is clean, tidy and free from obstruction,
 - You are wearing appropriate protective clothing and equipment, e.g. safety glasses/boots/gloves/ear protection,
 - All materials being worked are secured in clamping devices before operations are undertaken.
- 30.2 Notify your line manager at once if you think the machine is not working correctly.
- 30.3 **NEVER:**
 - Use a machine unless authorised and trained to do so,
 - Attempt to clean a machine whilst in motion, nor reach past guarding. Switch off the machine and isolate if appropriate,
 - Use a machine or appliance which has a 'DANGER' or 'DO NOT USE' sign attached. These signs may only be removed by an authorised person who is satisfied the machine is safe to use,
 - Wear dangling chains, loose clothing, gloves, rings or long hair which could get caught up in moving parts,
 - Distract people who are using machines,
 - Leave the machine in an unsafe condition or in motion whilst unattended - unless authorised to do so,
 - Clean a machine whilst switched on,
 - Disable any safety features or guarding.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 30.4 On machinery fitted with interlocks, make sure that the interlocks work correctly. If you find any defect, report it to your line manager immediately.
- 30.5 Operating unguarded or badly guarded plant and machinery could cost you your life, so use the guards properly.
- 30.6 If under the age of 18 years, operate any item of plant or equipment unless authorised and under adequate supervision.

31 MANUAL HANDLING

- 31.1 One third of all injuries received at work are the direct result of bad lifting and carrying practices. Many of these injuries result in permanent damage to the back.
- 31.2 Reduce the chances of injuring yourself by:
 - Seeking mechanical means of lifting, i.e. cranes, fork lift truck, pallet trucks, etc to reduce the amount of manual handling to a minimum,
 - Do not attempt to lift and/or move any object without first assessing whether it is in your capability to do so. Assess it for size and weight and also where you are going to move it to. Check the conditions in which you are working e.g. weather, ground conditions, wind, rain, above or below ground level and working alone etc. Information on the weight of items should be available from the Management,
 - Where possible, break down the load into smaller, more manageable portions,
 - Getting someone to help you lift heavy loads.
- 31.3 The person carrying out the lift should be close to the load with the feet about hip width apart and the lead foot slightly forward in line with the load.
- 31.4 The knees should be bent so that the body is at the correct height. The load can then be lifted by straightening the knees, placing most strain on the muscles of the thighs and legs.
- 31.5 The back must be kept straight, i.e. canted to an angle not exceeding 20 degrees from the vertical.
- 31.6 The head should be raised and the chin pulled in, to lock the upper part of the spine and avoid sudden backward head movement damaging discs in the neck.
- 31.7 The arms should be close to the body, to keep the load's centre of gravity within the body's base and the palms of the hands and upper parts of the fingers should be used to grasp the load.
- 31.8 Body weight should be used to counterbalance the load by moving the rear leg a little further back as the load is being lifted.
- 31.9 Check for rough or sharp edges.
- 31.10 Always wear appropriate protective clothing including gloves.
- 31.11 **IF IN DOUBT, ASK YOUR LINE MANAGER.**

32 MOBILE TELECOMMUNICATIONS EQUIPMENT

- 32.1 The use of mobile telecommunications/personal entertainment equipment in the workplace poses a threat due to the distraction caused, this includes the use of hands free devices. Whilst the use of such equipment is not an integral part of the working day, its use must be done with discretion.
- 32.2 Should it be necessary to use such equipment, you must stop what you are doing and seek a safe place before operating the equipment.
- 32.3 You must **NEVER** use the equipment whilst operating plant or machinery, working at height, using highly flammable substances i.e. petrol. or in any place where you may cause a danger to yourself or others.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 32.4 Lakeside Water and Building Services Ltd has a specific policy on the use of mobile telecommunication equipment and usage in vehicles i.e. hands-free kits, no-answering policy.

33 NAIL GUNS

- 33.1 There are generally three types of nail guns used by Lakeside Water and Building Services Ltd operatives/subcontractors:

1. Cartridge operated – Hilti guns
2. Gas operated – paslode guns
3. Pneumatic/compressed air guns

33.2 CARTRIDGE OPERATED TOOLS – HILTI GUNS

- Do not expose the tool to temperatures in excess of 49°C (120°F),
- Do not assume the tool is empty,
- Do not engage in horseplay,
- Do not carry the tool by the trigger,
- Do not operate a malfunctioning tool,
- Do not load fasteners with the trigger or contact element pressed,
- Do not point the tool at yourself, or others, when clearing jams or removing fasteners,
- Do not fix where another fixing has failed.

33.3 GAS OPERATED – PASLODE GUNS

- Always refer to the instruction manual for each tool,
- Ensure this type of tool is not used in the presence of combustible materials,
- Ensure this tool is only used in well ventilated areas,
- Ensure this tool is stored out of reach of children,
- Ensure the relevant eye and ear protection is worn at all times,
- Only operate the tool on the work-piece.

33.4 PNEUMATIC/COMPRESSED AIR GUNS

- Always refer to the instruction manual for each tool,
- Ensure the air delivery is at the correct pressure,
- Ensure the tool is correctly lubricated and maintained,
- Ensure that relevant safety precautions are taken fro working with compressed air,
- Do not assume the tool is empty,
- Do not operate a malfunctioning tool,
- Do not point the tool at any person,
- Do not let the tool swing on its air hose,
- Do not load fasteners with the trigger of contact element pressed,
- Do not fix where another fixing has failed.

34 NOISE

- 34.1 Exposure to relatively high noise levels for long periods causes permanent damage to hearing. Even exposure for short periods can have a damaging effect if it is repeated often enough.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 34.2 As a guideline to noise levels, if you have to shout to make yourself understood at 2 metres, the noise is about 85dB. If you have to shout at 1 metre, the noise is about 90dB.
- 34.3 You must follow the Company's safe working procedure to minimise ill health from noise exposure.
- 34.4 In line with the Control of Noise at Work Regulations 2005, action will be taken when working area noise levels exceed 80dB(A). If noise levels cannot be reduced below this level then suitable hearing protection will be available. If noise levels exceed 85dB(A) and it is not possible to reduce below this level, then the area of 85dB(A) level will be demarcated, ear protection zone warning signage erected and all personnel operatives must wear personal ear protectors whilst in the zone.
- 34.5 Lakeside Water and Building Services Ltd shall ensure that risk assessments are carried out and will take remedial action as necessary to maintain noise levels within the permitted limits. Lakeside Water and Building Services Ltd shall ensure through its purchasing policy that all plant/equipment purchased will be reviewed as to the control measures fitted to reduce noise where necessary.
- 34.6 Where applicable employees will be required to complete a Health Surveillance Questionnaire which will be reviewed on a periodic basis.
- 34.7 Additional information is available in Part 4, Section 9, Occupational Health.

35 OFFICES/ADMINISTRATION AREAS**SLIPS, TRIPS AND FALLS**

- 35.1 All walkways (corridors, stairs and open office spaces) are to be kept clear of slip and trip hazards and other obstructions. In particular:
- Computer and telephone cables should not lie across the floor,
 - Floor power sockets shall be closed with the covers in position,
 - Loose floor coverings, stairs and handrails, worn treads, etc., shall be reported to your line manager for immediate action,
 - Remove any loose items left on the floor,
 - Clean up all spillages,
 - Take care when walking upon polished or wet floors and observe warning signs.
 - Ensure that all equipment, including desks and chairs, are in sound condition, suitable and properly placed. When sitting keep **all** legs of a chair on the floor - do not tilt backwards,
 - Wear appropriate shoes, suitable and sufficient for the task.

FILING CABINETS, STORAGE UNITS, ETC.

- 35.2 Filing cabinets should not be overloaded.
- 35.3 To prevent tipping:
- Only one drawer at a time should be pulled out,
 - Avoid overloading top drawers,
 - Fill bottom drawers first,
 - Use handles to open and close drawers to prevent pinching fingers,
 - To avoid back injury, jammed drawers should not be pulled excessively,
 - Objects should be stacked neatly in storage units,
 - Objects should only be stored on top of storage units where it is operationally necessary to do so,

SPECIFIC COMPANY SAFETY RULES CONTINUED

- Heavy and breakable items, particularly cleaning materials, should be securely stored on lower shelves below eye level.

GENERAL

- 35.4 Ensure sufficient lighting is available to carry out work in a safe and proper manner
- 35.5 Pointed objects including drawing pins should be boxed separately
- 35.6 Jammed staplers should be tested away from the eyes and with the thumb or fingers away from the ends
- 35.7 Paper guillotines are to have the cutting blade guarded, craft/paper knives are to be of an approved safety type.
- 35.8 Maintenance of office equipment, including computers, word processors, communication systems and electrics etc. should only be carried out by qualified personnel.

36 PERMIT TO WORK SYSTEMS

- 36.1 A permit to work provides a formal safety control system against accidental injury to personnel, plant or products, when hazardous work is undertaken. The permit to work, consisting of a document detailing the work to be done and the precautions to be taken, is a statement that all foreseeable hazards have been noted and precautions defined. It does not, in itself, make the job safe but relies for effectiveness on specified personnel implementing it conscientiously under supervision and control.

36.2 REQUIREMENTS OF PERMITS TO WORK:

- The permit must specify clearly who is to do the work, who is the authorized person responsible for the work, the time for which it is valid, the work to be done and the necessary precautions,
- Until the permit is cancelled, it supersedes all other instructions,
- No person may carry out any work not covered in the permit. If there is a change in the work, the permit must be amended or cancelled,
- Where another person takes over the permit, as, for instance, in an emergency, that person must assume full responsibility for the work, either until the work is complete or he has formally returned the permit to the originator,
- There must be liaison with other work areas whose activities could be affected by permit work.

37 PERSONAL PROTECTIVE EQUIPMENT

- 37.1 For your protection, Lakeside Water and Building Services Ltd supplies various items of PPE depending on the type of work. Look after this equipment and see that it is in good condition before use. Report all damaged/lost or unsuitable PPE to your line manager.
- 37.2 It is in your own interests that you wear this equipment when required and when there is any possibility of personal injury in the course of your work. Do not take chances - wear the right equipment for the job. Ensure it is stored and maintained in the correct manner.
- 37.3 Injuries to the head can be the most serious injuries of all. Advanced though it is, modern medicine cannot reverse brain damage. The law requires you to co-operate with your employer and wear a safety helmet when instructed.
- 37.4 The law requires that you MUST wear eye protection or use effective screens when you are engaged on or in close proximity of certain activities such as filling or disposing of damaged batteries or an acid spillage. Similar precautions must also be observed during the dry grinding, cutting, welding or flame cutting of metals.
- 37.5 Always wear sound, sensible footwear and avoid not only a painful injury, but the many other problems created by unsuitable footwear.

SPECIFIC COMPANY SAFETY RULES CONTINUED

37.6 You may also sometimes be instructed to wear high visibility clothing or if you have to work in wet and inclement weather, wear waterproof clothing - use it for your own safety and look after it.

37.7 **All employees must use all items of PPE provided as instructed.**

38 PRESSURE SYSTEMS

38.1 Under the Pressure System Safety Regulations 2000, users and owners must:

- Ensure that all operators are instructed in the safe operation of the system and action to be taken in emergency,
- Have a written scheme of examination that has been prepared by a competent person,
- Have current maintenance records available for inspection by the enforcing authorities.

39 RISK ASSESSMENT

39.1 The purpose of a risk assessment is to formulate a system of control for hazards associated with the daily working environment and working practices.

39.2 Lakeside Water and Building Services Ltd will take all reasonably practicable measures to ensure that risks are reduced to an acceptable level by carrying out risk assessments of plant and processes, detailing the range of hazards present and working to implement remedial measures where necessary.

39.3 Any employee who discovers a hazard during working operations should report the hazard to management so that necessary remedial action may be taken.

40 SAFETY SIGNS/NOTICES

40.1 All personnel must comply with all safety/hazard warning signs and notices displayed.

41 SCAFFOLDING

41.1 All scaffolding should be erected on a firm base, ground should be level and base plates used at all times. Stability should be further enhanced by the use of Longitudinal, Plan and Leger bracing. Rakers may also be required if 'Tying' cannot be achieved. Guardrails and toe boards must be in place where there is a risk of persons falling. The main guardrail shall be at least 950mm above the edge from which any person is liable to fall. There shall not be an unprotected gap exceeding 470mm between any guardrail, toe board or barrier. Toe boards or other similar means of protection shall not be less than 150mm high. Brick guards are to be fitted in addition to guardrails and toe boards and must overlap the inside of the toe board. Brick guards are not acceptable as an alternative to an intermediate guardrail.

41.2 Only trained and competent scaffolders should erect, alter or dismantle any scaffold.

41.3 **Disciplinary action will be taken immediately against any unqualified person who alters or removes any part of a scaffold on sites without authority from the Site Manager.**

42 SKIN PROTECTION AND PERSONAL HYGIENE

42.1 In the course of your job you may have to handle materials and substances that can be harmful and may damage your skin. You should make sure that you are fully aware of the materials/substance being handled and you should always read instructions before handling or using them. Always wear PPE where it is advised to do so i.e. gloves, goggles, respirator etc.

42.2 Make full and proper use of barrier creams and hand cleaning materials provided for your added protection and personal hygiene. Always maintain a high level of personal hygiene by regular and thorough washing, particularly after handling materials and substances that may be harmful. Never eat or drink whilst using or handling materials or substances which may be hazardous.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 42.3 You should frequently change your workwear i.e. overalls and never continue to wear workwear that has become contaminated with hazardous substances, particularly mineral oils.

43 SMOKING AT WORK

- 43.1 Under the Health Act 2006 all public places and workplaces have become smoke-free in England.
- 43.2 Secondhand smoke (also known as 'environmental tobacco smoke' (ETS) or 'passive smoking') is a mixture of side stream smoke from the burning tip of a cigarette, and mainstream smoke exhaled by a smoker.
- 43.3 Exposure to secondhand smoke is dangerous. The key message from the Scientific Committee on Tobacco and Health (SCOTH) Report 1998 was, 'Secondhand smoke is a cause of lung cancer and childhood respiratory disease. There is also evidence that secondhand smoke is a cause of ischaemic heart disease and cot death, middle ear disease and asthmatic attacks in children. Restrictions on smoking in public places and work places are necessary to protect non smokers.
- 43.4 **Lakeside Water and Building Services Ltd operates a specific No Smoking Policy in all areas. Personnel found smoking are liable to severe disciplinary procedures.**

44 STORAGE RACKING

- 44.1 Static storage systems should be subject to regular inspection to check:
- Racking is fitted in accordance with manufactures instructions,
 - All footings are securely bolted to the floor,
 - The integrity and tightness of all joint connections,
 - That vertical and horizontal members are in alignment (using a spirit level),
 - For evidence particularly of fork truck damage to the bases of vertical members,
 - The security of loads stored in the system,
 - The cleanliness of aisles,
 - That the racks are labelled with safe working load,
 - The need of protective shields should be assessed.
- 44.2 Following the inspection a remedial procedure should be in place.
- 44.3 A record of all inspections should be kept for a minimum period of 12 months.

45 TRANSPORT AND VEHICLE HANDLING**GENERAL**

- 45.1 Various vehicles are used throughout the Company as part of our day-to-day operations. The following safety rules must be observed to allow Lakeside Water and Building Services Ltd to carry out these operations in a safe manner.
- 45.2 Only persons authorised by the Company who hold a current driving licence may drive a Company vehicle.
- 45.3 A vehicle must not be used:
- For any purpose for which it was not designed,
 - In contravention of any Statute of Regulations e.g. in respect of tyres, seatbelts, etc.,
 - For any business other than the Company's,
- 45.4 Before taking a vehicle onto the road, it is the drivers responsibility to ensure:
- A current road fund license disc is displayed on the windscreen (where required),

SPECIFIC COMPANY SAFETY RULES CONTINUED

- The vehicle is roadworthy and serviceable, and that checks have been carried out on engine oil and coolant levels, windscreen reservoir level, fuel, tyre pressure and wheel nuts,
- 45.5 The vehicle is to be driven in a safe manner at all times - due regard to be given to the requirements of the Road Traffic Act 1972 and the current version of the Highway code. Courtesy and consideration is to be given to other road users at all times. The vehicle must not be overloaded beyond its stated capacity.
- 45.6 No person under the influence of alcohol is to drive a Company vehicle.
- 45.7 Unless a course of treatment has been prescribed by a medical practitioner, drugs should not be taken by any driver of a Company vehicle (except those of a minor nature such as aspirin etc.). In the event a drug being prescribed and the employee continuing at work, the doctors permission must be obtained prior to driving a company vehicle. Any employee unsure of their position in these matters should consult the Senior Management for advice.
- 45.8 When reversing from a blind exit, help should be sought to enable the manoeuvre to be completed safely.
- 45.9 The driver is responsible for ensuring all loads are carried in a safe and secure manner. Sheeting **must be** provided and secured where necessary.
- 45.10 The driver is responsible for ensuring the vehicle is securely locked when left unattended.
- 45.11 In the event of an accident, you should inform your line manager without delay.
- 45.12 Do not approach or walk near any reversing vehicle when the reversing audio alarm or lights are in operation or activated.
- 45.13 You should make no admission on liability, either verbally or in writing. However, the fullest information must be obtained after an accident to ensure that:
- Your interests are protected if a claim is made against you, and you have complied with the Company Safety Rules,
 - The Company is able to recover the cost of repairs to the vehicle when the accident is not due to your negligence.
- 45.14 If there are any doubts about your fitness to drive, these should be discussed in the first instance with your immediate manager.
- 45.15 Under the Health Act 2006, all company vehicles have become smoke-free. **Drivers and occupants are not permitted to smoke in company vehicles at any time.**

46 VIBRATION

- 46.1 Hand Arm Vibration Syndrome (HAVS) may result from the repeated or prolonged use of a wide range of tools and equipment.
- 46.2 To minimise the risk of injury tools and equipment must only be used for the purpose they are designed for and must be maintained.
- 46.3 Any damaged or defective equipment must be removed from use and your line manager advised of the defective equipment.
- 46.4 Any employee seriously concerned regarding the possible onset of HAVS must inform Lakeside Water and Building Services Ltd Management and if necessary consult their personal doctor.
- 46.5 Lakeside Water and Building Services Ltd operates a purchasing policy and maintenance programme to reduce the risk of HAVS.
- 46.6 Additional information is available in Part 4, Section 9, Occupational Health.

SPECIFIC COMPANY SAFETY RULES CONTINUED**47 VIOLENCE AT WORK**

- 47.1 In accordance with their responsibilities for the Health and Safety of employees, management will take all reasonable practicable steps to prevent violence at work. These will include the provision of safe systems of work, suitable protective equipment and appropriate training. Where incidents of violent behaviour from other employees or members of the public take place, the Company will provide appropriate support and help to the victim.
- 47.2 All employees are reminded of their duty not to endanger themselves or their colleagues. In particular, they are warned against using provocative language or gestures towards members of the public.
- 47.3 While attempting to prevent an act of violence no employee should risk his or her life or the lives of others.
- 47.4 In an emergency, employees should dial 999 and ask for the Police.
- 47.5 The senior manager on site is authorised to take whatever immediate action he or she believes to be necessary in order to deal with a violent incident.
- 47.6 All staff subject to a violent incident (including verbal abuse, threats and actual physical assault) must complete a report form at the earliest possible opportunity and return it to their manager (see Appendices for sample violent incident report form).
- 47.7 As a priority, managers must inform Senior Management of all such incidents. Statements should also be taken from witnesses.
- 47.8 Senior Managers will, after appropriate consultation, prepare a report on the incident and make recommendations for immediate action.

48 VISITORS AND THE PUBLIC

- 48.1 If you receive visitors on the premises, you should ensure that they are correctly managed. Do not allow them to wander around the premises unaccompanied. In cases of emergency, you should ensure that they are safely escorted from the building to a place of relative safety. We also have a duty towards the Health and Safety of the public who may be affected by our acts and omissions. Wherever work is being carried out in connection with Lakeside Water and Building Services Ltd that may affect the Health and Safety of the public, then all necessary precautions should be taken to avoid any such risks arising.
- 48.2 Persons in control of premises must ensure that all visitors:
- Must report to reception on arrival,
 - Must comply with all emergency procedures and mandatory safety signs displayed,
 - Must comply with all Company security procedures and arrangements currently in operation,
 - Must not enter any part of the Company unless escorted by a member of staff,
 - Will wear personal protective equipment where necessary within the Company. Visitors must not interfere with, or approach plant or machinery unless escorted by a nominated responsible member of staff,
 - Must not interfere with, or approach, plant or machinery unless escorted by a nominated responsible member of staff.

49 WASTE DISPOSAL

- 49.1 Always respect the natural environment and the local community.
- 49.2 Ensure that all waste is placed in suitable containers or skips provided.
- 49.3 Never allow hazardous substances e.g. diesel, chemicals, car washing chemicals etc. to enter into water courses, drains etc. If a problem occurs, report it to your line manager immediately.

SPECIFIC COMPANY SAFETY RULES CONTINUED

49.4 Notify any leaks from tanks, machines, vehicles etc. to your line manager immediately.

50 WEILS DISEASE

50.1 Persons working on plant and equipment which may have had contact with rats urine, or water contaminated by rats may contract Leptospirosis (or Weils disease). The infection can enter the body via damaged skin or accidental ingestion through the nose or mouth.

50.2 The disease is a form of jaundice and can be fatal or result in permanent disability if not diagnosed and treated at an early stage. The symptoms are similar to Influenza.

50.3 Personnel working on plant and equipment which are likely to have been contaminated should ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water, and covered with a waterproof dressing. After contact with raw water the hands and forearms should be thoroughly washed with soap and water especially before eating, drinking or smoking and persons should also avoid rubbing their nose, mouth or eyes during work.

50.4 Leptospirosis cards will be issued to those employees at risk and this should be shown whenever you attend your doctor or hospital.

51 WINDY CONDITIONS

51.1 Working in strong winds can be very dangerous. Be aware of the limits when work should cease in windy conditions.

51.2 Beware of sudden gusts, even on relatively calm days

51.3 Extreme care must be exercised when fixing or handling materials in severe wind conditions.

51.4 Wind direction can be influenced by surrounding buildings and trees. Secure all materials stored or being used.

51.5 Wind blown material can be lethal.

52 WORKING ALONE

52.1 Lakeside Water and Building Services Ltd is anxious to ensure that procedures for solitary workers, and a safe and effective system of work, are in place at all times. All employees are therefore required to draw to the attention of their line manager any amendments or additions that they feel may become necessary from time to time.

52.2 All employees have a responsibility to act in such a way as not to put themselves or their colleagues at risk. Where employees work alone, the company places even greater trust in them to act responsibly and safely. Any breaches of that trust will be viewed very seriously and may result in disciplinary action being taken.

52.3 Managers will regularly review the systems of work and ensure that refresher training or training in new working surroundings, is provided.

52.4 The following work should not be carried out by lone workers:

- Electrical installation, repair or testing,
- Working at height,
- Excavations,
- Work on machinery and plant,
- Welding or cutting.
- Entry into confined spaces.

52.5 **In all cases where doubt exists the worker must contact his line manager for advice on working alone.**

SPECIFIC COMPANY SAFETY RULES CONTINUED**53 WORKING AT HEIGHT**

- 53.1 Working at height is defined as working at any height from which a fall could cause injury. The Work at Height Regulations 2005 are applicable to all industries and have replaced certain parts of other Regulations.
- 53.2 Employers have the following responsibilities:
- Eliminate work at height if possible,
 - Suitable and sufficient steps must be taken to prevent falls to persons,
 - a) Guardrails, toe boards, barriers or other similar means of protection must be used,
 - b) Where it is impracticable to provide part a, collective safeguards for arresting falls is required (nets, air bags, bean bags, etc.),
 - c) Where it is impracticable to provide parts a or b, then personal fall protection systems will be required (harness or lanyard).
- 53.3 If you are working at height, beware of people working below. Let them know you are there and take steps to prevent things from falling, by the use of e.g. suitable guard rails, barriers, and the use of tool belts etc. Always follow the relevant safe working procedure for each task.
- 53.4 Contractors, or employees requiring access to fragile roofs, storage silos, etc must use crawling boards, guard rails, safety harnesses and a proper means of access. Barriers and warning signs are to be used to inform people that high level work is taking place in that area.
- 53.5 Mobile scaffolds are not to be so high as to make them unstable. They must only be used on firm and level ground and be anchored or fitted with outriggers, have guard rails and toe boards all round and a safe way of getting up inside the scaffold. The brakes are to be locked 'on' when in use. Under no circumstances are mobile towers to be moved with any person on board.
- 53.6 Never over-reach at the working position.
- 53.7 Ensure your safety footwear is free from oil or grease before you climb any access equipment.

54 YOUNG PERSONS

- 54.1 Children under the age of 13 are generally prohibited from any form of employment.
- 54.2 Children between the age of 13 and the minimum school leaving age (MSLA) are prohibited from being employed in industrial undertakings such as factories, construction sites etc. except when on work experience schemes approved by the local education authority.
- 54.3 A young person is defined as someone who has not yet reached the age of 18 years.
- 54.4 Young people must not be employed where the work is beyond their physical or mental capabilities, involve a risk of accident which a young person may not recognise or where the work exposes them to specific risks.
- 54.5 Young people must be provided with Health and Safety information relevant to the place of work and work activity. Also the parents or guardians of children/young persons must be given information on any identified risks and necessary control measures.
- 54.6 Children must not be employed in any way which is prejudicial to their Health or education.

SPECIFIC COMPANY SAFETY RULES CONTINUED

54.7 Lakeside Water and Building Services Ltd Policy is to:

- Not employ young persons under the age stipulated by the Local Authority,
- Comply with any local council restrictions on the employment of young persons,
- Display procedures for employment of young persons,
- Carry out specific risk assessments on the employment of young persons at work.

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PART 4 - PROCEDURES

1. Accidents and Emergencies
2. Asbestos
3. Contractors
4. Disability Discrimination
5. Electrical Safety
6. Environmental Procedures
7. Fire and Emergencies
8. Hazard Reporting
9. Occupational Health
10. Personal Protective Equipment
11. Risk Assessment
12. Safe Systems of Work
13. Training
14. Violent Incidents
15. Work Equipment

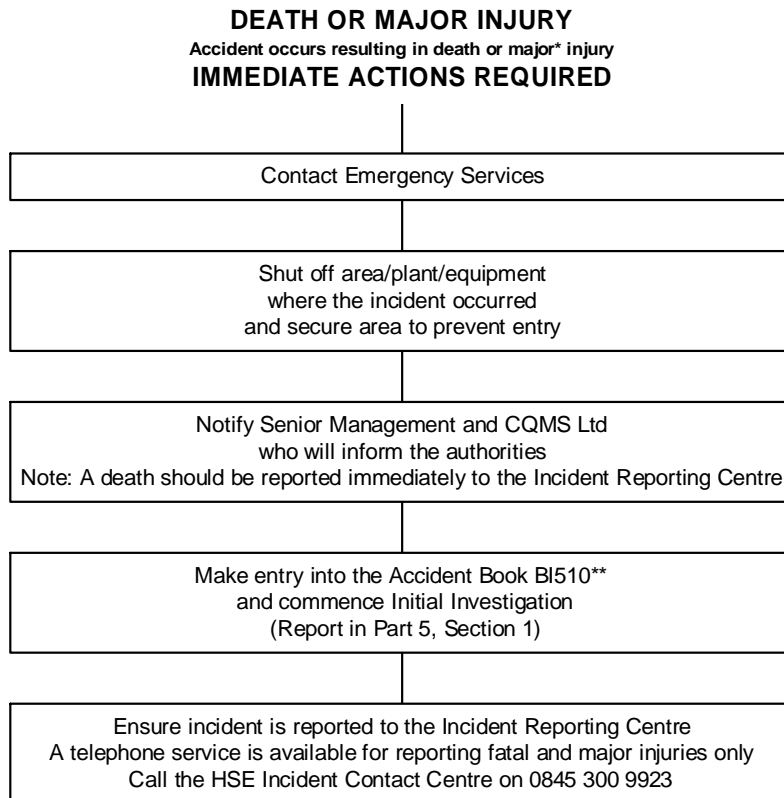
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1. ACCIDENTS & EMERGENCIES

ACCIDENT INVESTIGATION AND REPORTING

There is a Statutory requirement to notify and report injuries, diseases and dangerous occurrences under the **Reporting of Injuries, Diseases and Dangerous Occurrences (Amendment) Regulations 2012 (RIDDOR)**

The nominated person responsible for HSE should be fully conversant with the requirements. Flowcharts for Health and Safety accident reporting are as follows:



Note:

** Full classification of a major injury is detailed within Schedule 1 of the RIDDOR Regulations*

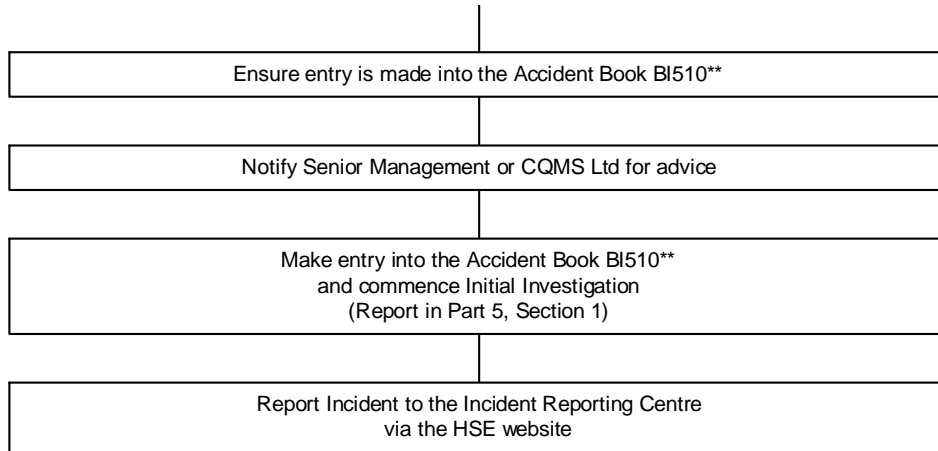
*** All information is confidential and should be treated in accordance with the Data Protection Act*

1. ACCIDENTS & EMERGENCIES CONTINUED

OVER SEVEN DAY INJURY*

Accident occurs resulting in over 7 days lost time (including non-working days)

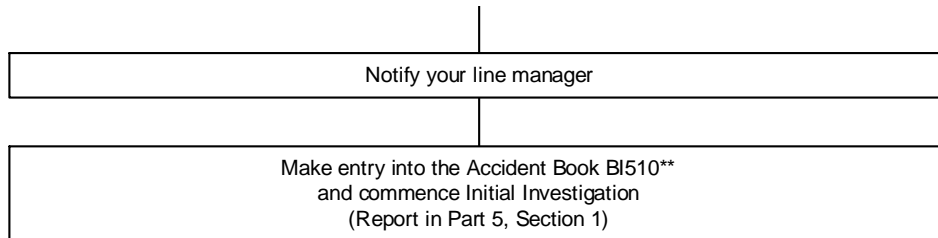
IMMEDIATE ACTIONS REQUIRED



MINOR INJURY

Accident occurs resulting in minor injury

IMMEDIATE ACTIONS REQUIRED



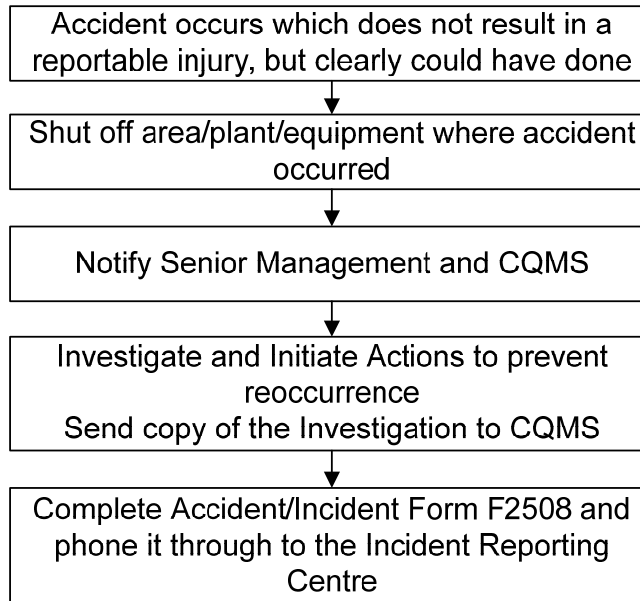
Note:

* Full classification of reportable injuries are detailed within Schedule 1 of the RIDDOR Regulations

** All information is confidential and should be treated in accordance with the Data Protection Act

1. ACCIDENTS & EMERGENCIES CONTINUED

DANGEROUS OCCURRENCES

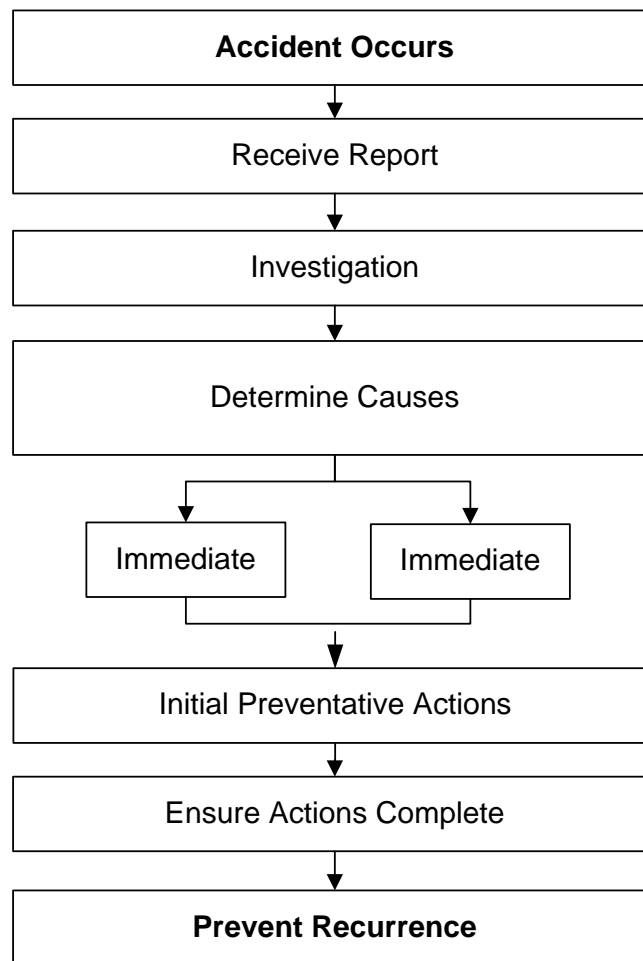


In the event of a dangerous occurrence the Enforcing Authority may require the area to remain undisturbed

1. ACCIDENTS & EMERGENCIES CONTINUED**ACCIDENT INVESTIGATION AND REPORTING**

The immediate purpose of accident investigation is to enable the true causes to be established so as to prevent recurrence. A secondary purpose is to assist in determining liability and whether any statutory provision has been breached. Investigations may be carried out internally on behalf of management or by a trade union safety representative. The company insurers or an inspection from the enforcing authority may undertake an external investigation.

Regulations 25(1) of the Social Security (Claims and Payments) Regulations 1979 requires the employer to take reasonable steps to investigate accidents and to record discrepancies between the findings of the investigation and what the injured person has alleged.



1. ACCIDENTS & EMERGENCIES CONTINUED

CHECK LIST

TO HELP WITH THE INVESTIGATION, FIND OUT AND RECORD THE FOLLOWING:

- Details of injured person(s).
- Brief details of person(s) undertaking the investigation.
- Details of injury, damage or loss.
- The time, date and location of the accident.
- The names and addresses of any witnesses, including a brief account of what each one saw.
- What the person(s) was/were doing at the time and why.
- Whether the person(s) has authorisation to be in the location and to carry out the particular task.
- Whether standards were in place for the premises, plant, substances, procedures involved.
- Were they adequate? Were they followed?
- Whether the person(s) was/were up to the job? Whether they were competent, trained and instructed?
- What equipment was being used at the time (where relevant) including a description of its general condition.
- Whether the activity was undertaken in the normal course of the injured person's work.
- A description of events leading to the accident.
- An account of how the accident happened.
- Remedial action taken to prevent recurrence.
- Whether previous incidents or accidents have occurred to the person or others, in the immediate context of the accident? If so, why weren't the lessons learnt?
- Most accidents have more than one cause so don't be too quick to blame individuals - try to deal with the root causes.

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2. ASBESTOS

INTRODUCTION

HISTORY

Asbestos has been used in a variety of building, insulation and household products in the UK. Asbestos fibres have excellent resilience and insulating properties. Around 6 million tonnes of Asbestos material have been imported into the UK since 1880 of which about 4.4 million tonnes have been used in building products such as roofing, cladding, thermal insulation and fire resistant internal panelling. However, when the risks to health from Asbestos exposure became known, controls were introduced and many uses of Asbestos are now banned in the UK. Many asbestos containing materials remain in place in commercial, public and domestic premises and some uses are still permitted.

WHY IS ASBESTOS DANGEROUS?

There are three main types of asbestos found in premises, which are 'blue asbestos' (crocidolite), 'brown asbestos' (amosite) and 'white asbestos' (chrysotile). All of them are dangerous, however blue and brown are more hazardous than white.

Asbestos is dangerous if fibres are breathed in as this can lead to cancers of the lung and chest lining. There can be a delay of 15 to 60 years from first exposure to asbestos to the onset of disease.

It is now illegal to use asbestos in the construction or refurbishment of premises, however it was in common use in the past and much of it is still in place. It is only if the asbestos is damaged or disturbed that it can become a danger to health because asbestos fibres are released into the air and people can breathe them in.

PEOPLE AT RISK

Anyone who disturbs asbestos that has deteriorated, or been damaged and is releasing fibres could be at risk. In practice this means anyone whose work involves drilling, sawing or cutting into the fabric or premises. They may all breathe in asbestos fibres during their day to day work.

MANAGEMENT

The widespread use of asbestos and the health concerns associated with it requires that it be effectively managed and the person in control of the premises with responsibility for any maintenance, refurbishment or other work which may disturb the fabric of the premises must ensure that they:

- A. Survey buildings for any asbestos containing materials and record its location, condition and amount.
- B. Presume unknown material is asbestos unless there is strong evidence to prove otherwise.
- C. Keep an up-to-date record of all surveyed components and assess the risk from the asbestos occurrences.
- D. Produce and implement a plan to manage the asbestos risk: i.e. decide whether the material needs monitoring, repairing or removing.
- E. Review and monitor the plan over time.
- F. Make the location and condition of any asbestos containing materials known to all those who need the information.

2. ASBESTOS CONTINUED

SOURCES OF ASBESTOS

Thermal insulation of pipes and boilers.

Fire protection in ducts, firebreaks, panels, partitions, ceiling panels.

Insulating boards used for fire protection and thermal insulation.

Asbestos cement products – wall cladding, gutters, water tanks.

Millboard, paper and paper products for insulation of electrical equipment.

COMPLYING WITH THE DUTY

You may appoint a competent person to carry out all or part of the work to meet the requirements of this new duty, you will have to be involved in the final assessment of the potential risk. In particular, it is you who will know how the premises are used and what disturbance is likely to occur.

DISPOSING OF ASBESTOS

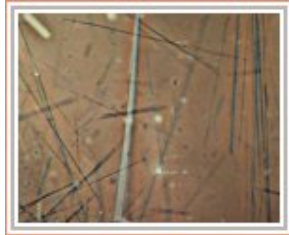
Asbestos waste is subject to waste management controls set out in the Special Waste Regulations 1996. Asbestos waste should be double-bagged in heavy duty polythene bags and clearly labelled with the label prescribed for asbestos, before it is transported to a disposal site. The waste can only be disposed of at a site licensed to receive it.

TYPES OF ASBESTOS

There are 3 main types of Asbestos that are widely found in buildings today. These are:

- | | | | |
|----|-------------|---|----------------|
| A. | CROCIDOLITE | - | Blue Asbestos |
| B. | AMOSITE | - | Brown Asbestos |
| C. | CHRYSTOTILE | - | White Asbestos |

CROCIDOLITE and AMOSITE are AMPHIBOLES with straight and relatively brittle fibres, whilst CHRYSTOTILE is a SERPENTINE material with curled, flexible fibres.



AMPHIBOLE FIBRE



SERPENTINE FIBRE

2. ASBESTOS CONTINUED

HEALTH RISKS

Asbestos splits longitudinally into very small fibrous dust particles which can be breathed in. Many of these will be expelled but some may lodge in the deeper parts of the lungs. Because they do not readily dissolve, they may persist for many years and can work their way through to the outer surface of the lung. Inhaling high levels of Asbestos fibres over a period of time can eventually lead to diseases for which there is no cure.

- **ASBESTOSIS** – irreversible fibrosis or scarring of the lungs in which the tissue becomes less elastic, making breathing progressively more difficult. This is an industrial disease arising from high levels of exposure to Asbestos fibres, including chrysotile, crocidolite and amosite. There is no risk of Asbestosis from normal levels of environmental exposure to Asbestos.
- **LUNG CANCER** – an increased incidence of lung cancer has been found in people who work with Asbestos. The increase in risk depends on the degree of exposure and is much greater for smokers than non-smokers, but is generally considered that levels of exposure which do not induce Asbestosis do not increase lung cancer risks. The three main types of Asbestos can all cause lung cancer but crocidolite and amosite are considered to be more dangerous than chrysotile.
- **MESOTHELIOMA** – a cancer of the inner lining of the chest or the abdominal wall. This cancer is generally very rare and most cases have been shown to be due to exposure to Asbestos in the workplace or to living in the same house as someone who works with Asbestos. Again amphibole Asbestos is considerably more dangerous than chrysotile.

The risk of developing an Asbestos related disease depends on a number of factors including the cumulative dose received, the time since first exposure and the type and size of the Asbestos fibres concerned. The majority of people now dying from Asbestos related diseases were exposed to Asbestos during the 1950's and 1960's, when Asbestos use in the UK was at its peak. Many of them were employed in the production of Asbestos products and in the building trade, and were exposed to high concentrations of airborne Asbestos fibres at work, often over many years. There is usually a long delay between first exposure to Asbestos fibres and diagnosis of disease ranging from 15 to as many as 60 years. Current UK regulations are such that those now working with Asbestos are unlikely to develop Asbestos related diseases provided they observe the required precautions.

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3. **SAFETY RULES FOR CONTRACTORS**

1. The health, safety and welfare of our employees has always been of prime consideration to Lakeside Water and Building Services Ltd. The standards which Lakeside Water and Building Services Ltd set itself are high. We therefore expect all contractors (and others) who provide sources of labour or who work within our premises to adopt the same high standards. The (non-exhaustive) rules set out below are intended to enable contractors to comply with Lakeside Water and Building Services Ltd requirements. **This does not relieve contractors of their own legal obligations to ensure a healthy and safe work place and practices**

Lakeside Water and Building Services Ltd will be glad to assist all contractors in any practicable way to ensure that work is carried out in a safe manner.

2. The following safety rules are applicable to all projects on Company premises/sites under our control and are to be implemented in conjunction with Specific Work Method Statements and Risk Assessments where necessary.
3. **GENERAL REQUIREMENTS**

The following rules are applicable to ALL contractors - e.g. construction, maintenance, etc. and are to be strictly adhered to at all times:

- A copy of the contractors Health and Safety Policy shall be submitted to Lakeside Water and Building Services Ltd upon request.
- Lakeside Water and Building Services Ltd Company Health and Safety Policy is available on request - it is the contractors legal duty to be familiar with and understand its contents.
- Where practicable, contractor employees shall be made identifiable by the employers name or company logo affixed to their safety helmet or overalls.
- Contractors employees shall confine themselves to the area in which they are to work, except when proceeding to stores, canteen, lavatories etc. They shall then use the recognised roads and walkways within the premises.
- Contractors will ensure that employees and others under their control have the expertise, experience and competency necessary to enable them to perform that service with due regard for their own safety and health, and that of company employees and other persons who may be affected by their actions.
- Individuals must register upon arrival on site, and when leaving.
- The site requires the wearing of safety helmets and footwear at all times. Other PPE will be used as required by the contractor.
- All injuries must be reported and recorded in the site accident book.
- The instruction or command depicted on safety signs must be complied with at all times.
- Individuals may only carry out tasks for which they are competent and authorised.
- Individuals may only operate and use plant or equipment for which they are trained and authorised.
- Defective or suspect plant or equipment must be tagged and withdrawn from use.
- Waste and debris must be cleared up as work progresses.
- Work may only be carried out in public access areas where so authorised by the contractor's supervisor.
- Welfare facilities must be maintained in a clean and hygienic condition.

3. SAFETY RULES FOR CONTRACTORS

4. FIRST AID TREATMENT

- First Aid facilities, which are provided to a scale suitable for Lakeside Water and Building Services Ltd's needs, are available for all contractors' employees, and these facilities shall be used in preference to any other arrangements for treatment.
- The arrangements for first aid treatment shall be made known to all personnel at the time of safety induction.

5. REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES

- 'The Reporting of Injuries, Diseases and Dangerous Occurrences (Amendment) Regulations 2012' (RIDDOR) require that fatal accidents, major injury accidents and scheduled dangerous occurrences shall be reported to the HSE by the employer of the person concerned using the quickest possible means. Contractors shall comply with the requirement and shall also give the relevant management full details of reportable accidents and dangerous occurrences without delay.

6. FIRE PRECAUTIONS

- Smoking is not allowed in any part of the premises OTHER than the designated smoking areas agreed by consultation with the Managing Director.
- Welding, burning or the use of open flames shall not be carried out in such areas until suitable arrangements have been agreed with the Managing Director.

7. MACHINERY AND EQUIPMENT

- Employees of contractors are not permitted to use any equipment or machinery belonging to the Company unless the Managing Director has given permission, unless the contractor employee is working directly with an authorised Company employee.
- Such permission shall be given only in exceptional circumstances, and the Manager shall make such arrangements as are necessary to safeguard the interests of the Company.
- Equipment, that is the property of another contractor shall not be used unless the specific permission of the owner has been obtained.
- Guards or fencing shall not be moved from machines or plant without exception.

BUILDINGS, PLANT AND VESSELS CONTAINING DANGEROUS SUBSTANCES

- Before any work is begun involving the use of flame or electric apparatus on or in near proximity to any building, plant, tank or vessel containing, or having contained, any flammable or explosive substance, all necessary steps must be taken to ensure that the work can be done without risk of fire or explosion. If it cannot be done without such risk, the contractor shall not start work and shall consult the Lakeside Water and Building Services Ltd Manager.

8. WORKSHOPS

- Contractors shall not use the Company's workshops, and the equipment contained therein, except by prior arrangement with the Manager.
- Where permission is given for workshop machines to be used, only those of the contractors' employees who are judged to be competent by the Managing Director to use the machines shall do so - they must not at any time be used by untrained personnel.

3. SAFETY RULES FOR CONTRACTORS

9. CONTROL OF HAZARDOUS SUBSTANCES

- When contractors bring substances onto the premises which are potentially hazardous to health within the meaning of the Control of Substances Hazardous to Health Regulations 2002 (COSHH), copies of the relevant Safety Data Sheets shall be given to the Manager on request.
- Contractors shall demonstrate that they have carried out Assessments required by the Manager and give details of control measure adopted to minimise exposure of their employees and Company employees when requested to do so.

10. PROTECTIVE CLOTHING AND PERSONAL EQUIPMENT

- Contractors shall provide such protective clothing and equipment as is necessary to secure the health and safety of their employees.

11. OVERHEAD WORK

- No work may be carried out above anyone's head without permission of the Managing Director and until precautions have been taken to ensure the safety of persons or property below, including the erection of signs and barriers.

12. ACCOMMODATION

Temporary huts or cabins for use as accommodation units, meal rooms, temporary workshops, etc. shall only be brought onto site by prior arrangement and shall be located in the positions allocated by the Manager.

All such huts and cabins shall:

- Be weatherproof
- Be incapable of harbouring vermin beneath their base or within:
- Be of adequate size commensurate with the numbers of people who may occupy them.
- Have adequate accommodation for clothing (working and non-working).
- Be adequately furnished.
- Have adequate and safe access and egress

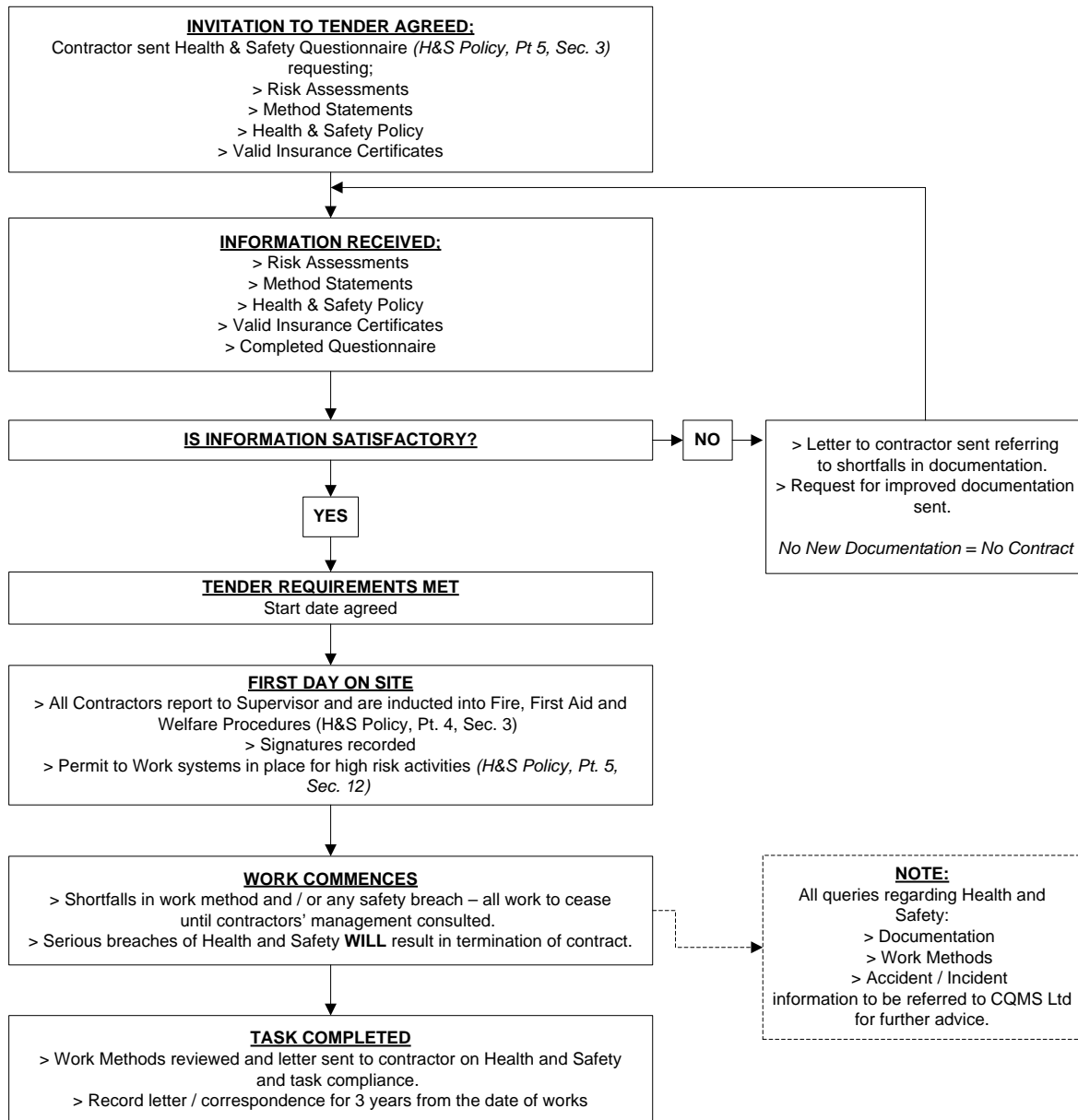
13. REMOVAL OF SURPLUS MATERIALS

- While the contractor is working, he shall maintain the highest standards of tidiness and good housekeeping relating to matters within his control.

All tools, surplus material, trade waste, packaging and other rubbish shall be removed on completion of the job by the contractor, and the area shall be left in a clean and tidy state to the satisfaction of the Managing Director.

3. SAFETY RULES FOR CONTRACTORS

CONTRACTOR APPRAISAL/TENDER PROCEDURE



4. DISABILITY DISCRIMINATION

The Disability Discrimination Act 1995 aims to end the unfair discrimination that is often suffered by people with disabilities in various fields including employment. It is unlawful for an employer to treat any employee or job applicant less favourably, because of a reason relating to his or her disability, than a person to whom the reason does not apply, unless the treatment can be shown to be justified. Furthermore, where a physical feature of the premises or a particular employment arrangement causes a disabled employee or job applicant substantial disadvantage compared to a non-disabled person, it is the duty of the employer to take such steps as it is reasonable, in all the circumstances of the case, for him/her to take in order to prevent the arrangements or feature having that effect. A failure to make such adjustment is unlawful discrimination in the absence of objective justification. The Act affects all areas of employment, including recruitment and internal vacancy-filling, performance appraisal, promotion, training and development.

The Disability Discrimination Act places duties on employers with regard to the employment of disabled persons.

Suitable and sufficient Risk Assessment must be carried out with regards to the disabled person.

Emergency plans and Fire Risk Assessments will need to be amended accordingly.

The access to goods and services part of the legislation may require premises to be audited with regards to access/egress, welfare and emergency facilities.

DEFINITION

'Disability' is defined as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out their normal day-to-day activities.

The Disability Discrimination Act 1995 makes it unlawful for employers to discriminate against current or prospective workers who have a disability or who have had a disability in the past. Commencing on 1 October 2004 the Regulations removed the small employer exemption to ensure that the Disability Discrimination Act applies to all employers irrespective of size. The employer also has a duty under the Disability Discrimination Act to make 'reasonable adjustments' to either the workplace, workstation or working environment to help the disabled person cope with their disability

A 'reasonable adjustment' is any step(s) that it is reasonable to have to take in all the circumstances. These adjustments should ensure that employment arrangements or premises do not put a disabled person at a disadvantage in comparison to a non-disabled person. An employment tribunal would look at all the circumstances of the case before making a decision as to what constituted reasonable adjustments. For example, things that may have a bearing would be the financial cost of the adjustment, the resources of the employer, practicability of the adjustment and the availability to the employer of financial or other assistance to help make an adjustment.

4. DISABILITY DISCRIMINATION CONTINUED

ACCESS AUDITS

Accessibility audits and design recommendations for employers and service providers.

Effective October 2004, businesses should address any physical features which make it difficult for disabled people to use their services. Adaptations and aids sometimes require specialist advice for their specification and installation. Providers of goods and services also should ensure their shops and showrooms are fully accessible.

The access issues which face employers and disabled employees.

Employing, or providing a service to, a disabled person may require no alterations or adaptations at all, but where they are required, assess those requirements and make recommendations on design and installation – whether it is for a factory, office or shop.

Access audits identify potential problem areas and recommend solutions across a broad range of issues including:

- The approach to the premises (parking, kerbs, lighting, etc.)
- The entrance (door width, level threshold, door handles)
- The reception (clear signing, non-slip flooring, communication aids)
- The corridor (width and space to manoeuvre)
- WC provided for people with disabilities
- Means of escape (visual alarm, exits accessible by all, signage).

We can also assess the needs of a disabled employee in their place of work, looking at:

- Design and layout of desks and furniture
- Access to heating and lighting controls
- Sufficient circulation space
- Adaptations and specialist equipment.

DISABILITY AWARENESS TRAINING

Training for employers and service providers on meeting the needs of disabled people.

The Disability Discrimination Act 1995 requires all employers to provide employment rights for disabled people. The Act also makes it unlawful for providers of goods and services to offer a less favourable service to a disabled person.

Courses are tailored to the needs of the organisation and its staff but typically may include:

- Introduction to the Disability Discrimination Act 1995
- Exploration of barriers to assess and integration
- Common assumptions and labelling
- Effective communications
- Review of existing organisational policies and procedures
- Guidance on good practice for employers and service providers.

Training days need to comprise of a variety of activities with high levels of participation and opportunities to explore issues.

5. ELECTRICAL

Electricity is one of the safest forms of power if used properly, but can easily become a killer if misused.

Each year accidents at work including electric shock or burns are reported to the HSE, many are fatal. Even non-fatal shocks can cause severe and permanent injury, shocks from faulty equipment and wiring may lead to falls possibly from height.

Those using electricity may not be the only ones at risk; poor electrical installation and faulty electrical appliances can lead to fire which may also cause death and injury to others. Most of these accidents can be avoided by careful planning and straightforward precautions.

The Electricity at Work Regulations 1989 require precautions to be taken against the risk of death or personal injury from electricity in work activities. The regulations place duties on employers, self employed and employees to reduce the risk of death or injury during the use of electricity.

ASSESSING THE RISK

The first stage in controlling risk is to carry out a risk assessment in order to identify what needs to be done. (This is a legal requirement for all risks at work).

When carrying out a risk assessment:

- Identify the hazards
- Decide who might be harmed, and how
- Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be taken
- If you have five or more employees, record any significant findings
- Review your assessment from time to time and revise it if necessary.

The risk of injury from electricity is strongly linked to where and how it is used. The risks are greatest in harsh conditions, for example:

- In wet surroundings – unsuitable equipment can easily become live and can make its surroundings live
- Out of doors – equipment may not only become wet but may be at greater risk of damage
- In cramped spaces with a lot of earthed metalwork, such as a tank or bin – if an electrical fault developed it could be very difficult to avoid a shock.

Some items of equipment can also involve greater risk than others. Extension leads are particularly liable to damage – to their plugs and sockets, to their electrical connections, and to the cable itself. Other flexible leads, particularly those connected to equipment which is moved a great deal, can suffer from similar problems.

REDUCING THE RISK

Once you have completed the risk assessment, you can use your findings to reduce unacceptable risks from the electrical equipment in your place of work. There are many things you can do to achieve this, here are some:

5. ELECTRICAL CONTINUED

ENSURE THAT THE ELECTRICAL INSTALLATION IS SAFE

- Install new electrical systems to a suitable standard, e.g. BS 7671 and then maintain them in a safe condition
- Existing installations should also be properly maintained
- Provide enough sockets-outlets – overloading sockets-outlets by using adaptors can cause fires.

PROVIDE SAFE AND SUITABLE EQUIPMENT

- Choose equipment that is suitable for its working environment
- Electrical risks can sometimes be eliminated by using air, hydraulic or hand-powered tools. These are especially useful in harsh conditions (confined spaces, explosive/flammable conditions)
- Ensure that equipment is safe when supplied and then maintain it in a safe condition
- Provide an accessible and clearly identified switch near each fixed machine to cut off power in an emergency
- For portable equipment, use socket-outlets which are close by so that equipment can be easily disconnected in an emergency
- The ends of flexible cables should always have the outer sheath of the cable firmly clamped to stop the wires (particularly the earth) pulling out of the terminals
- Replace damaged sections of cable completely
- Use proper connectors or cable couplers to join lengths of cable. Do not use strip connector blocks covered in insulating tape
- Some types of equipment are double insulated. These are often marked with a 'double-square' symbol. The supply leads have only two wires – live (brown) and neutral (blue). Make sure they are properly connected if the plug is not a moulded-on type
- Protect light bulbs and other equipment which could easily be damaged in use. There is a risk of electric shock if they are broken
- Electrical equipment used in flammable/explosive atmospheres should be designed to stop it from causing ignition. You may need specialist advice.

REDUCE THE VOLTAGE

One of the best ways of reducing the risk of injury when using electrical equipment is to limit the supply voltage to the lowest needed to get the job done, such as:

- Temporary lighting can be run at lower voltages, e.g. 12, 25, 50 or 110 volts
- Where electrically powered tools are used, battery operated are safest
- Portable tools are readily available which are designed to be run from a 110 volts centre-tapped-to-earth supply.

5. ELECTRICAL CONTINUED

PROVIDE A SAFETY DEVICE

If equipment operating at 230 volts or higher is used, an RCD (residual current device) can provide additional safety. An RCD is a device which detects some, but not all, faults in the electrical system and rapidly switches off the supply. The best place for an RCD is built into the main switchboard or the socket-outlet, as this means that the supply cables are permanently protected.

RCDs for protecting people have a rated tripping current (sensitivity) of not more than 30 milliamps (mA). Remember:

- An RCD is a valuable safety device, never bypass it
- If the RCD trips, it is a sign that there is a fault. Check the system before using it again
- If the RCD trips frequently and no fault can be found in the system, consult the manufacturer of the RCD
- The RCD has a test button to check that its mechanism is free and functioning. Use this regularly
- Always use an RCD when electricity and water are used in close proximity.

CARRY OUT PREVENTATIVE MAINTENANCE

All electrical equipment and installations should be maintained to prevent danger. It is strongly recommended that this includes an appropriate system of visual inspection and, where necessary, testing.

It is recommended that fixed installations are inspected and tested periodically by a competent person.

The frequency of inspections and any necessary testing will depend on the type of equipment, how often it is used, and the environment in which it is used. Records of the results of inspection and testing can be useful in assessing the effectiveness of the system.

Equipment users can help by reporting any damage or defects they find.

WORK SAFELY

Make sure that people who are working with electricity are competent to do the job. Even simple tasks such as wiring a plug can lead to danger – ensure that people know what they are doing before they start.

Check that:

- Suspect or faulty equipment is taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person
- Where possible, tools and power-socket-outlets are switched off before plugging in or unplugging
- Equipment is switched off and/or unplugged before cleaning or making adjustments.

More complicated tasks, such as equipment repairs or alterations to an electrical installation, should only be tackled by a competent person with a knowledge of the risks and the precautions needed.

You must not allow work on or near exposed live parts of equipment unless it is absolutely unavoidable and suitable precautions have been taken to prevent injury, both to the workers and to anyone else who may be in the area.

5. ELECTRICAL CONTINUED**UNDERGROUND POWER CABLES**

Always assume cables will be present when digging in the street, pavement or near buildings. Use up-to-date service plans, cable avoidance tools and safe digging practice to avoid danger. Service plans should be available from regional electricity companies, local authorities, highways authorities, etc. In all instances always consult the local Electricity Supplier for further advice.

OVERHEAD POWER LINES

When working near overhead lines, it may be possible to have them switched off if the owners are given enough notice. If this cannot be done, consult the owners about the safe working distance from the cables. Remember that electricity can flash over from overhead lines even though plant and equipment do not touch them. Over half of the fatal accidents each year are caused by contact with overhead lines. In all instances always consult the local Electricity Supplier for further advice.

ELECTRIFIED RAILWAYS AND TRAMWAYS

If working near electrified railways or tramways, consult the line or track operating company. Remember that some railways and tramways use electrified rails rather than over head cables.

MAINS ELECTRICAL INSTALLATION**TESTING FREQUENCY**

TYPE OF INSTALLATION	MAXIMUM PERIOD BETWEEN INSPECTIONS AND TESTING AS NECESSARY	REFERENCE (SEE NOTES)
GENERAL		
Domestic	10 years/change of occupancy	-
Commercial	5 years/change of occupancy	1,2
Educational establishments	5 years	1,2
Hospitals	5 years	1,2
Industrial	3 years	1,2
Residential accommodation	5 years	1
Offices	5 years	1,2
Shops	5 years	1,2
Laboratories	5 years	1,2
BUILDINGS OPEN TO THE PUBLIC		
Cinemas	3 years	2,6,7
Church installations	5 years	2
Leisure complexes (excl. swimming pools)	3 years	1,2,6
Places of public entertainment	3 years	1,2,6
Public Houses	5 years	2,6,7

5. ELECTRICAL CONTINUED

TYPE OF INSTALLATION	MAXIMUM PERIOD BETWEEN INSPECTIONS AND TESTING AS NECESSARY	REFERENCE (SEE NOTES)
BUILDINGS OPEN TO THE PUBLIC CONTINUED		
Restaurants and hotels	5 years	1,2,6
Theatres	3 years	1,2
Village halls/Community centres	5 years	1,2
SPECIALIST INSTALLATIONS		
Agricultural and horticultural	3 years	1,2
Caravans	3 years	-
Caravan parks	1 year	1,2,6
Highway power supplies	6 years	-
Marinas	1 year	1,2
Fish farms	1 year	1,2
Swimming pools	1 year	1,2,6
Emergency lighting	3 years	2,3,4
Fire alarms	1 year	2,4,5
Launderettes	1 year	1,2,6
Petrol filling stations	1 year	1,2,6
Construction site installations	3 months	1,2

NOTES:

Particular attention must be taken to comply with:

1. S1 1988 No. 1057, The Electricity Supply Regulations 1988 (as amended).
2. S1 1989 No 635, The Electricity at Work Regulations 1989 (Regulation 4 & Memorandum).
3. See BS 5266, Part 1: 1988 Code of practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment.
4. Other intervals are recommended for testing operation of batteries and generators.
5. See BS 5839, Part 1: 1988 Code of practice for system design installation and servicing (Fire detection and alarm systems for buildings).
6. Local Authority Conditions of Licence.
7. SI 1995 No 1129 (Clause 27), The Cinematograph (Safety) Regulations.

5. ELECTRICAL CONTINUED**PORTABLE APPLIANCES TESTING****GENERAL**

This specification relates to the inspection and testing of portable appliances connected to a 240V 50Hz single phase supply by means of a flexible cord and plug top.

All work will be carried out in a manner that complies with the Electricity at Work Regulations 1989.

LABELING OF EQUIPMENT TESTED

The identification label will be affixed to each item of equipment in a neat and tidy fashion, and will be visible when the equipment is installed in its normal working environment. All old tags and labels will be removed and replaced with new ones in subsequent testing phases.

EQUIPMENT REGISTER

An equipment register will be completed for each item tested.

VISUAL INSPECTION

Before each item of equipment is tested, a visual inspection shall first be carried out.

This preliminary check shall include the inspection of the following items:

1. PLUG TOPS

Plug tops shall not be cracked or otherwise damaged and should comply with the relevant British Standard (BS 1363/A). Cord grips will be in a good condition and must be properly adjusted. The correct size of fuse (to BS 1362) shall be fitted, and must be appropriate for the size of the flex conductor. Access to live parts should not be possible without the use of a tool.

2. FLEXIBLE CORDS

All flexible cords should have two layers of insulation throughout their length, and will show no signs of excessive wear or physical damage. Flexes intended to be permanently attached to an appliance shall be securely clamped to that appliance (internally or externally). Flexes shall be inspected at the plug top (unless of the moulded type) for correct polarity, security of connections and general condition at the point of termination. Flexes shall be replaced or re-terminated as necessary.

3. EQUIPMENT ENCLOSURES

All enclosures shall show no signs of damage to castings, outlets, switches or other controls. Access to live parts shall only be possible with the use of a tool. All retaining screws and fastenings shall be present and correctly tightened. Any damaged or missing items shall be reported and replaced as necessary.

5. ELECTRICAL CONTINUED

TESTING

The various tests shall be carried out using portable appliance tester with the testing procedures as detailed in the user's guide.

The following tests shall be performed:

1. EARTH BOND TEST (EARTH CONTINUITY)

For class 1 appliances (earthed appliances) the 8 amp earth bond terminal on the tester shall be utilised for appliances fused at up to 3 amps and 25 amp terminal for appliances fused between 5 and 13 amps. The earth impedance limit shall be set according to the size and length of the connecting flex. Special care will be taken to eliminate the possibility of parallel earth paths.

2. INSULATION RESISTANCE

This test is undertaken at 500V and applied between the appliance phase and neutral joined together and earth to ensure that the insulation is at an acceptable level. Normally above 9.9 ohm.

3. LOAD TEST

A load test will be carried out to determine the electrical consumption of the appliance.

4. OPERATION TEST

An operation test shall be performed to ensure that the equipment does not draw excessive current and all moving parts are working correctly.

5. EARTH LEAKAGE TEST

The test shall take place to measure the total current from live and neutral to earth under operating conditions and results should not exceed 3.5mA.

FAILURES

Any equipment failing the tests will be fitted with a 'FAIL – Do not use' label in red and then necessary action as to remedial works or disposal will be obtained from the authorised person.

EARTH CONTINUITY – I.T. EQUIPMENT

The earth continuity test on I.T. equipment is carried out in a similar manner to that for general class 1 equipment, except that a constant current of 100mA d.c. is applied. This reduced current is required to test I.T. equipment whose earth path could be damaged by the higher current produced by the test instrument.

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6. ENVIRONMENTAL PROCEDURES

Does the company have a certified Environmental Management System YES / NO in accordance with ISO:14001 or EMAS?

If yes, please insert a copy of certification in part 5, section 6.

No further action required with regard to this document

WHAT IS AN ENVIRONMENTAL MANAGEMENT SYSTEM?

An Environmental Management System (EMS) is part of a company's overall management system that defines, explains and documents:

1. The company's Environmental Policy, objectives, procedures and legal requirements
2. The roles, responsibilities and competence of employees in carrying out the Environmental Policy
3. The environmental impacts of the company's activities
4. How the company ensures and checks its Environmental Policy, and what is to be done if they are not compliant.
5. How the company ensure its employees have the relevant environmental knowledge and skills
6. How the continual improvement of environmental performance embodied is within the environmental procedures

ENVIRONMENTAL REVIEWS

An initial environmental review needs to be carried out in order to identify those aspects of the company's activities which will have an effect on the environmental performance.

The following areas should be considered:

1. **Energy use** (gas, oil, electricity)
2. **Waste reduction** (disposal of goods/packaging)
3. **Recycling** (waste/office paper etc.)
4. **Noise/air pollution** (emissions)
5. **Water** (general consumption and extraction)
6. **Business travel** (choice of vehicle/fuel, use of public transport)
7. **Purchasing** (purchasing goods/raw materials that are environmentally friendly and from sustainable sources)
8. **Staff training** (employees require relevant training with regard to their environmental responsibilities).

6. ENVIRONMENTAL PROCEDURES

SOURCES OF INFORMATION

DEPARTMENTS	
PRODUCTION	Monthly statements of production, technical files on products and waste production. Files on hazardous products.
ACCOUNTS	Statements of the quantities of water, electricity, gas and heating consumption – based upon monthly accounts.
MANAGEMENT	Financial data.
PURCHASING	Nature of quantities of raw materials, finished goods, packaging and waste disposal costs.
SUB-CONTRACTORS	What are their environmental procedures?
PERSONNEL	Nature and frequency of staff training.
ENVIRONMENTAL	Analyse technical reports, declarations of liquid and waste gas monitoring. Waste measurement, noise and air monitoring.

ENVIRONMENTAL OBJECTIVES

Once the initial environmental review has been completed, the company's environmental objectives should be formulated:

1. What are we going to improve environmentally?
2. When are we going to do it? (dates/timescales)
3. How are we going to improve it?

WHEN THE ENVIRONMENTAL OBJECTIVES ARE FORMULATED, WE SHOULD CONSIDER:

1. Are the objectives clearly and objectively formulated?
2. Are they consistent with the Company environmental policy?
3. Do they promote legal compliance?
4. Are they compatible with continuous improvements of the company environmental performance?
5. Are they relevant to the company's environmental impacts?
6. Do they focus on environmental legal compliance and reduction of significant environmental effects?
7. Do they expect to result in significant improvements of environmental performance?
8. Are they written?
9. Are they quantified?
10. Do they include deadlines?

6. ENVIRONMENTAL PROCEDURES

11. Is it technically possible to realise the objectives?
12. Were employees were involved in developing the objectives?
13. Is the relation between the different objectives known?
14. Are the objectives realistic for the activity?
15. Are they flexible enough to be adapted if necessary?

INTERNAL ENVIRONMENTAL AUDIT

Once the company has introduced a procedure/system for improving the environmental performance, it is important to ensure that this system is active, effective and in daily use. This can be done by carrying out an internal environmental audit. By auditing, management shows its interest in the system, making employees aware that it is serious about the system and expects everyone in the company to use it.

An internal environmental audit is a systematic examination of the environmental management systems that checks:

1. Whether the system is being used as planned
2. Whether the system actually works in practice.

An internal environmental audit should be carried out at regular intervals by selected, trained employees. If the environmental auditors find something that does not comply with the requirements of the environmental management systems (EMS) or something that seems inappropriate, they are to report these findings (non-compliances) to management.

AUDIT TOOLS

Each of the types of audit above use similar techniques adapted to a particular situation. Audit teams usually develop their own structure and approach for a particular study.

1. Checklist – useful in providing pointers to the type of information being sought. Also can be used to check compliance with certain procedures, where 'yes or no' answers can be given.
2. Questionnaire – this is useful for straightforward situations or when audits are repeated as part of an on-going programme. It is best to include open questions to allow for a full response rather than be restricted to 'yes or no' answers.
3. Interviews – these can be undertaken to determine staff awareness on site of particular environmental issues such as contents of the Environmental Policy, or awareness of spillage procedures. Interviews are often used as a tool for EMS auditing to determine effectiveness of staff training.
4. Observation – watching how a process is carried out can provide a more realistic picture of the extent of compliance with a specific procedure than could be obtained simply by asking an individual how a process is performed. However, this should never be used in isolation as it may not provide enough detail or may lead to incorrect assumptions if further investigations are not made.

6. ENVIRONMENTAL PROCEDURES

1. Discussion – at the start of an audit it is usual that a meeting is held with a key personnel on the site to inform him of the audit activities and what is required of him. Depending on the scale of the audit, review meetings can be held during, but certainly after, the audit to follow for clarification of any points raised.
2. Reporting – whatever the outcome of an audit, it is vital that it is recorded and then a report is produced. This report can be as detailed or as brief as the company requires. Phase 1 acquisition audits are often a tick sheet-type approach whilst due diligence audit reports can run into several volumes. What is generally required is a description of the site and type of business, a breakdown of issues covered, results and an action plan for the way forward. A concise executive summary or action plan is often produced separately, as it can be used as an additional management tool.

BENEFITS

The benefits of carrying out environmental audits are numerous and include:

1. Reducing liability and reducing the potential for environmental fines
2. Ensuring compliance with legislation
3. Reducing waste costs
4. Reducing water and energy costs
5. Good public relations if the results are published.

LEGISLATION/STANDARDS

1. Environmental Protection Act 1990
2. Management Licensing Regulations 1994 (as amended)
3. Environmental Protection (Duty of Care) Regulations 1991
4. ISO 14004 Environmental Management Systems – General Guidelines on Principals
5. Systems and Supporting Techniques
6. ISO 14010 Guidelines for Environmental Auditing – General Principles.

7. FIRE AND EMERGENCY PROCEDURES

FIRE PREVENTION

1. The purpose of the Regulatory Reform (Fire Safety) Order 2005 is to protect people from the risk of fire. Our Company recognises the importance of fire prevention/protection and this section outlines Company procedures for fire, fire drill, training and responsibilities.
2. The Company maintains Fire Procedures covering:
 - a. The dates of fire drills carried out,
 - b. The details of fire alarm call points used, (where fitted)
 - c. Details of individuals responsible for evacuation drills,
 - d. Details of fire assembly points,
3. Training includes:
 - a. Details of equipment and individuals trained,
 - b. The name of person giving training,
 - c. The date of instruction or exercise.
4. Fire instruction notices are displayed throughout our premises stating the action to be taken upon discovering a fire or hearing the fire alarm.

FIRE RISK ASSESSMENTS

The objective of a Fire Risk Assessment is to provide a safe environment from fire, which complies with the Regulatory Reform (Fire Safety) Order 2005. It is a dynamic process that requires management to continually assess fire hazards within the workplace and upgrade safety arrangements accordingly.

It is a comprehensive audit of the workplace, premises and activities which allows employers to provide and maintain adequate fire safety arrangements and it can either be carried out as a separate activity or be incorporated into the existing workplace Health and Safety regime.

The essential steps to Fire Risk Assessment are:

- Step 1 – Identify fire safety hazards within the workplace
- Step 2 – Decide who might be harmed and how
- Step 3 – Evaluate the risks arising from the hazards and decide whether existing precautions are adequate and appropriate.
- Step 4 – Record the findings of the assessment and action taken (legal requirement where 5 or more persons are employed)
- Step 5 – Review the assessment from time to time and revise it if necessary.

7. FIRE AND EMERGENCY PROCEDURES CONTINUED

IF YOU DISCOVER A FIRE

1. **SOUND THE ALARM** (by breaking glass at a safe fire point),
2. **SHOUT FIRE, FIRE, FIRE,**
3. **DIAL 999 AND ASK FOR THE FIRE SERVICE,**
4. When connected, state clearly your name and the name and address of the Company,
Company Name, Address and Telephone Number
Lakeside Water and Building Services Ltd
The Waterhouse
Unit 2
St. Marys Road
Ramsey
Cambs
PE26 2SW
Tel: 01487 815914
5. If the fire is small, and **IT IS SAFE TO DO SO**, and you have been properly trained, attempt to extinguish the fire with the nearest appropriate fire appliance.
6. **DO NOT PUT YOURSELF AT RISK**
7. **REMEMBER - NEVER** use water or a water extinguisher on a liquid or an electrical fire - it can be fatal.
8. **LEAVE THE BUILDING** by the nearest safe exit.
9. Proceed to your Fire Assembly Point.

7. FIRE AND EMERGENCY PROCEDURES CONTINUED

BOMB THREATS

IF A SUSPECT OBJECT IS DISCOVERED:

Follow the Golden Rules:

1. **DO NOT TOUCH OR MOVE THE OBJECT,**
2. If possible leave a distinctive marker near (not touching) the device,
3. Move away from the device to a designated control point,
4. Inform the Senior Management,
5. The Manager should implement the evacuation plan and inform the police,
6. Stay at the control point and draw an accurate plan of the location of the suspicious package or device,
7. **The person finding the object should be immediately available for interview by the Police.**

IF A SUSPICIOUS LETTER OR PARCEL IS RECEIVED:

8. **DO NOT MAKE ANY ATTEMPT TO OPEN THE PACKAGE**
9. Do not place the package:
10. Outside in the road or attempt to take it to the Police,
11. In a bucket of water or cover it with sand,
12. Behind an object of furniture that may hinder bomb disposal operations,
13. Inform the Senior Manager on site immediately.

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8. HAZARD AND INCIDENT REPORT

1. Hazard and incident reports are used to provide the company management with an early warning of possible accident injury and dangerous occurrences.
2. It is extremely important that all management and employees are encouraged to report all hazard and incidents without fear of blame.
3. ALL reports should be investigated fully by the appropriate staff with an outline of the findings being reported back to the originator of the report.
4. The reporting, investigation and remedial action generated by a hazard and incident report form could possibly prevent a serious injury or possibly a fatality.
5. The system will only work to its full potential if the company operates a no-blame culture.
6. **Reporting of all near misses allows for identification of patterns and enables remedial action to be implemented prior to a serious accident occurring.**

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9. OCCUPATIONAL HEALTH

1. Acquired immune deficiency syndrome (AIDS)
2. Alcohol and drugs
3. Display screen equipment
4. Hazardous substances
5. New and expectant mothers
6. Noise
7. Pre-Employment Questionnaire
8. Stress
9. Vibration

1. ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

In dealing with both potential and existing employees, this organisation will not take account of whether individuals are HIV infected or have AIDS except to the extent that it affects ability to work satisfactorily or puts at risk the Health and Safety of themselves or others.

1.1. Screening

No potential or existing employee will be required to submit to a test for HIV infection.

1.2. Recruitment

Employees with responsibility for recruitment will ensure that individuals are not excluded from employment on the grounds that they are known or suspected to be HIV infected. Neither will they be excluded on the basis that they are considered to be 'high risk' because of their sexual orientation. To this end, recruiters will not question applicants about their sexuality or about the possibility of infection.

Where, during the recruitment process, an individual does choose to reveal that he or she is infected, the recruiter should seek confidential advice from Senior Management on how to proceed.

Where HIV infection comes to light in the course of a pre-employment medical examination, it will be for the designated company doctor to decide whether the individual is capable of adequately performing the required duties and to advise management accordingly when making the usual medical report (see also 'Confidentiality' below).

1.3. Confidentiality

Any employee who becomes aware that a colleague is HIV infected will treat that information as confidential and will not disclose it to anyone else within or outside the organisation without the person's consent. Any breach of this rule will be regarded as a serious disciplinary offence and may result in summary dismissal. If, however, the employee is concerned about the Health and Safety implications of non-disclosure he or she should seek advice from the Managing Director ONLY, who will then deal with the matter as necessary.

When a designated Company doctor becomes aware that an individual is HIV infected he or she will not be expected to reveal that information without the person's prior consent.

9. OCCUPATIONAL HEALTH CONTINUED

Where, as a result of HIV infection, the individual is refused membership of the Company pension, private health insurance or life assurance schemes, those involved will not be expected to disclose the reason for exclusion without the persons' prior consent.

2. ALCOHOL AND DRUGS

- 2.1. The Company takes the view that the effects of taking or being under the influence of, alcohol or illegal substances at work constitutes an unacceptable Health and Safety hazard both to the individual and others who may be affected by their actions. It is therefore, against Company rules for any employee to be at their place of work whilst under the influence of alcohol and/or drugs.
- 2.2. The Managing Director or Manager will be responsible for informing all job applicants of this rule before offers of employment are made or accepted.
- 2.3. Managers responsible for departments shall do what is reasonably practicable to identify alcoholism and/or drug abuse so to ensure that no employee is allowed to be at their place of work and thus endanger others, whilst under the influence of alcohol and/or drugs. In all instances, managers should contact the Managing Director for further guidance.

3. DISPLAY SCREEN EQUIPMENT

- 3.1. Lakeside Water and Building Services Ltd' intention is to optimise the use and application of display screen equipment within the organisation, whilst safeguarding the health, welfare and job satisfaction of those involved in using such equipment.
- 3.2. **Health and Safety** – To secure the Health and Safety of workers in so far as is reasonably practicable, the Company will in consultation with workers:
- 3.3. Carry out an assessment of each work station taking into account the display screen equipment, the furniture, the working environment and the worker.
- 3.4. Take all necessary measures to remedy any risks found as a result of the assessment.
- 3.5. Take steps to incorporate changes of task within the working day to prevent intensive periods of on-screen activity.
- 3.6. Review software to ensure that it is suitable for the task and is not unnecessarily complicated.
- 3.7. Arrange for free provision of eye tests prior to employment, at regular intervals thereafter and where a visual problem is experienced.
- 3.8. Arrange for the free supply of any corrective appliance (glasses or contact lenses) where these are required specifically for working with display screen equipment.
- 3.9. Advise existing employees and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided.
- 3.10. Where an employee raises a matter related to Health and Safety in the use of display screen equipment, the company will:
 - Take all necessary steps to investigate the circumstances.
 - Take corrective measures where appropriate.
 - Advise the employee of the action taken.

9. OCCUPATIONAL HEALTH CONTINUED

- 3.11. Where problems arise in the use of display screen equipment, the employee must inform their line manager immediately.
- 3.12. In the case of an adverse health or medical condition, advise the employee's GP.
- 3.13. **Eyes and Eyesight Tests** - the Company will arrange for an eyesight test to be carried out as part of a pre-employment health examination. Where the results of the test indicate that glasses are required specifically for work with display screen equipment and upon confirmation of employment, the company will arrange for the supply of glasses. Where an employee is transferred, promoted or otherwise moved to a job involving the use of display screen equipment, he or she will be entitled to an eye or eyesight test. This entitlement also applies where display screen equipment has become a significant part of the work for an employee not previously considered a regular user.

4. HAZARDOUS SUBSTANCES

- 4.1. No product or substances should be purchased or used on Company premises that have not been assessed in line with the Company's COSHH Procedures.
- 4.2. Any new or alternative products or substances that may be required for use on Company premises, must be authorised and assessed before being purchased and put into use.
- 4.3. Each department has copies of relevant COSHH assessments and managers are to ensure these are always readily available for all employees use.

5. NEW AND EXPECTANT MOTHERS

- 5.1. Many women work while they are pregnant and many return to work while they are still breastfeeding.
- 5.2. We recognise there are many possible hazards in the workplace for expectant mothers which might also be transmitted to their unborn - or new - children. These range from general, everyday matters such as handling heavy objects or shocks and vibrations, to specific risks associated with particular substances or a feature of the working environment (e.g. noise, ionising and non-ionising radiation, extremes of heat and cold).
- 5.3. It is our policy to identify and counter all such hazards as required by the Management of Health and Safety at Work Regulations 1999, to ensure that women who are pregnant, breastfeeding or new mothers do not have their health jeopardised by indifferent working conditions.
- 5.4. We acknowledge that the requirements in the EU (European Union) Directive regarding time off, have already been implemented by the Social Security Maternity Benefits (Amendment) Regulations 1994 and that employees will need to inform the Company (by means of written notice) of their condition.

9. OCCUPATIONAL HEALTH CONTINUED

- 5.5. Written notices and other information should be submitted in the first instance to the Managing Director who will arrange for appropriate guidance from Senior Management where necessary.

6. NOISE

- 6.1. Excessive noise from plant and tools can cause, over a period of time, progressive and generally irreversible loss of hearing - noise induced hearing loss. Prior to this it can cause a constant rushing or ringing noise in the ears, tinnitus. This can make communication difficult resulting in accidents through either instructions not heard or misheard.
- 6.2. In accordance with the Control of Noise at Work Regulations 2005, action will be taken when working area noise levels exceed 80dB(A). If noise levels cannot be reduced below this level then suitable hearing protection will be available. If noise levels exceed 85dB(A) and it is not possible to reduce below this level, then the area of 85dB(A) level will be demarcated, ear protection zone warning signage erected and all personnel operatives must wear personal ear protectors whilst in the zone.
- 6.3. The Company shall ensure that risk assessments are carried out and will take remedial action as necessary to maintain noise levels within the permitted limits. The Company shall ensure through its purchasing policy that all plant/equipment purchased will be reviewed as to the control measures fitted to reduce noise where necessary.
- 6.4. Where applicable employees will be required to complete a Health Surveillance Questionnaire which will be reviewed on a periodic basis.

7. PRE-EMPLOYMENT QUESTIONNAIRE

- 7.1. Assessing a person's ability to carry out the duties of a job can be an important selection tool. Pre-employment questionnaire should be seen as a way of:
- 7.2. Screening candidates in – not screening them out
- 7.3. Identifying any risks to prospective employees, colleagues or clients
- 7.4. Identifying any support needed by the prospective employee to do the job effectively
- 7.5. Identifying any disability issues, such as potential reasonable adjustments
- 7.6. Identifying any potential attendance problems
- 7.7. Providing a base-line of health for future reference.
- 7.8. The level of check can take various forms, from verifying the number of days' absence with the previous employer to requiring the employee to undergo a thorough medical examination. The type of check that is undertaken should depend upon the requirements of the job.

7.9. CHECKING DAYS ABSENT

The previous employer should be asked to verify the number of days absence had when in their employment in the reference. However, it will be necessary to justify using the number of days' absence as a criterion for selection if the absence arises from a disability.

9. OCCUPATIONAL HEALTH CONTINUED

7.10.HEALTH QUESTIONNAIRES

Where it is not necessary to examine all new recruits it may be appropriate to use a health questionnaire to highlight any cases that give risk to concern. Referrals can then be made to the GP or the occupational health adviser. Care should be taken to ensure that disabled people are not referred simply because they have a disability. The reason for the referral must relate to the requirements of the job.

7.11.MEDICAL REFERRAL

When referring a prospective employee to their GP or the occupational health adviser, it is essential that the company provides detailed information on the requirements of the job, including the type of tasks that the individual will be expected to undertake. The company should also be clear about what information they are seeking from the medical expert. As well as advice on whether or not the candidate is medically suitable for the job, the company should seek information on whether the employee has a disability and if so, whether any reasonable adjustments could be considered to enable the candidate to be appointed to the job.

7.12.MEDICAL REPORTS

As part of the medical referral process, the company or the occupational health adviser can obtain a medical report about the applicant provided that they comply with the Access to Medical Reports Act.

7.13.MEDICAL EXAMINATIONS

An examination should only be carried out where it is necessary to determine the applicant's suitability for the post. For example, to see whether he or she has sufficient strength to carry out the task. The applicant should be informed of the reason for the examination and what is being looked for.

7.14.DISABILITY DISCRIMINATION ACT

If a health check does reveal a condition which will mean that an employee will have difficulty carrying out any of the job duties then the company should consider whether a reasonable adjustment could be made, as required by the Disability Discrimination Act 1995.

7.15.DATA PROTECTION ACT AND HUMAN RIGHTS ACT

Information about a person's health condition is sensitive personal data for protection purposes. The employee should be asked to consent to the obtaining, holding and processing of health information. The reasons why the information is required, what it will be used for and whom it may be disclosed to, for example, occupational health, should be provided.

Requiring an employee to complete a health questionnaire or have a medical could be seen as an interference with a person's right to respect for their private life and a breach of the Data Protection Act. Companies should consider carefully whether they are necessary in light of the job in question.

7.16.BENEFITS TO EMPLOYER

Benefits to the employer can be summarised as:

- Identification of occupational health risks
- Identification of proactive occupational health strategies
- Compliance with legislation
- Introduction of employer standards

9. OCCUPATIONAL HEALTH CONTINUED

- Support for other professional functions
- Healthier employees with increased morale
- Increased productivity
- Reduced absence through illness or absence attributed to illness
- Reduced absence from low morale/lack of motivation
- Good image for management – “caring employer”.

7.17. BENEFITS TO EMPLOYEE

Benefits to the employee can be summarised as:

- Reduced risk of occupational disease
- Feeling of security that health is being protected
- Reduced absence through illness
- Available health care system to report illness
- Support for employer health and safety policies and procedures through awareness
- Collaboration with other health care providers.

8. STRESS

8.1. Stress is defined by the HSE as ‘the adverse reaction people have to excessive pressure’.

8.2. The results of employees suffering from stress may be an increase in staff turnover, increase in sickness absence, reduced work performance, poor timekeeping and/or more customer complaints.

8.3. Employers need to recognise the factors which may cause stress, and how to reduce stress levels in employees. The table below is a guide to the potential problems and possible actions.

PROBLEMS WHICH CAN LEAD TO STRESS	MANAGEMENT ACTION
Culture Lack of communication / consultation Blame culture / denial of potential problems	Provide opportunities for staff consultation Introduce clear business objectives Avoid encouraging people to work excessively long hours.
Demands of the job Too much / little time Too much / little training Boring / repetitive work Working environment	Ensure individuals are matched to jobs which suit their ability Ensure workplace hazards (e.g. noise) are properly controlled.

9. OCCUPATIONAL HEALTH CONTINUED

Control Lack of control over work activities	Give more control to staff, enabling them to plan their own workload and make decisions about how any potential problems are to be tackled.
Relationships Poor relationships with management / co-workers Bullying, racial or sexual harassment	Initiate effective systems to prevent bullying and harassment (e.g. proper investigation of complaints)
Change Uncertainty about what is happening Fears about job security	Ensure good communication with staff Provide effective support for staff throughout the process
Role Confusion about job role(s)	Ensure everyone has clearly defined objectives and responsibilities
Support and the individual Lack of support from management and co-workers Inability to balance the demands of work and home life	Support and encourage staff, even when things go wrong Encourage a healthy work-life balance

8.4 The symptoms of stress can differ from person to person. They may include the following:

- Changes in mood/behaviour.
- Deteriorating relationships with colleagues.
- Irritability.
- Absenteeism.
- Reduced performance.
- Headaches, nausea, weight gain/loss, increased/reduced appetite.
- Use / increased intake of cigarettes, alcohol and/or drugs.

9. VIBRATION

HAND ARM AND WHOLE BODY VIBRATION

9.1. Hand Arm Vibration (HAV)

Regular long term exposure to HAV may cause diseases which are painful and disabling. Look out for HAV risks in all industries where hand-held power tools and machines which transmit vibration into the hands are used.

9. OCCUPATIONAL HEALTH CONTINUED

9.2. Whole Body Vibration (WBV)

Regular long term exposure to WBV is associated with back pain alongside other factors such as poor posture and heavy lifting. Look out for WBV risks where any commercial/construction/industrial vehicles are driven regularly for most of the day.

9.3. CONTROLLING THE RISKS

The risks can be controlled by good management.

9.4. HOW EXPOSURE OCCURS

Exposure to vibration at work can occur in two main ways:

9.5. HAND-TRANSMITTED VIBRATION (HAV)

Vibration transmitted through the seat of feet (WBV).

Workers may be exposed to HAV when operating hand-held power tools such as road breakers or when holding materials being worked by machines such as pedestal grinders. Exposure may result in a range of health effects collectively known as Hand Arm Vibration Syndrome or HAVS. The most well known health effect is vibration white finger, but other effects include damage to sensory nerves, muscles and joints in the hands and arms.

9.6. HAVS is a widespread industrial disease affecting thousands of workers. Attacks are painful and can result in the loss of the ability to grip properly. Any vibrating tool or process which causes tingling or numbness after 5 to 10 minutes of continuous use is suspect. Tools and processes likely to be hazardous are listed in the guidance. Where people regularly work with these for prolonged periods there is likely to be a risk of injury. Sometimes it is possible to assess the danger by measuring the vibration exposure, but with current technology this is often difficult or impractical.

9.7. Preventative programmes can do much to control the risk. Such programmes include:

- Identifying hazardous jobs
- Vibration control
- Information and training for workers and supervisors
- Routine health surveillance.
- Drivers of some mobile machines, including certain tractors, fork lift trucks and quarrying or earth-moving machinery, may be exposed to WBV and shocks which are associated with back pain. Other work factors, such as posture and heavy lifting, are also known to contribute to back problems for drivers and the relative importance of WBV is not clear at present.

9.8. TECHNICAL WAYS TO REDUCE VIBRATION

The basic reduction methods are to:

- Eliminate the hazard
- Substitute an alternative low-vibration process
- Reduce the vibration generated
- Minimise the forces needed to apply and control tools
- Minimise transmission of vibration to the hands
- Decrease exposure times.

OCCUPATIONAL HEALTH CONTINUED

- Vibration reduction should be considered at the process and product design stages, when selecting tools, and when individual work tasks and work stations are being designed or assessed.

9.9. CLINICAL EFFECTS AND THE HEALTH SURVEILLANCE PROGRAMME

- HAVS comprises vascular, neurological and musculoskeletal components.
- The longer a worker is exposed to hand-transmitted vibration, the worse the symptoms become.
- The degree to which symptoms regress on removal from exposure is not known with certainty, but neurological symptoms possibly do not improve while vascular symptoms may do so.
- The Stockholm Workshop scales should be used to classify HAVS symptoms.
- Other vascular symptoms include the Taylor-Pelmear assessment scale and the method described by Griffin.
- Medical management of workers showing symptoms should include the following:
- Establishing review periods to monitor the rate of progression
- Advising workers individually about the likely effects of continuing to work with high vibration
- Recommending that workers stop exposure if this is likely to cause disease progressing to Stockholm stage 3 vascular or sensor neural
- Providing employers with anonymous grouped information about the incidence of symptoms in the workforce.

9.10. MEASURING HAND ARM VIBRATION

- The average magnitude of vibration is indicated by the root-mean-square (rms) frequency-weighted acceleration.
- Vibration accelerometers measure vibration along a single axis.
- The total vibration can be determined by measuring along three orthogonal axes and combining the results to give a single overall acceleration level.
- Correct selection and mounting of the accelerometer is important.
- Vibration exposure A(8) can be calculated from the vibration measurements and the duration of exposure.

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10. PERSONAL PROTECTIVE EQUIPMENT RECORDS

The Personal Protective Equipment at Work Regulations 1992 requires every employer to ensure that suitable Personal Protective Equipment is provided to his/her employees who may be exposed to a risk to their Health and Safety whilst at work, except where and to the extent that such risk has been adequately controlled by other means which are equally or more effective.

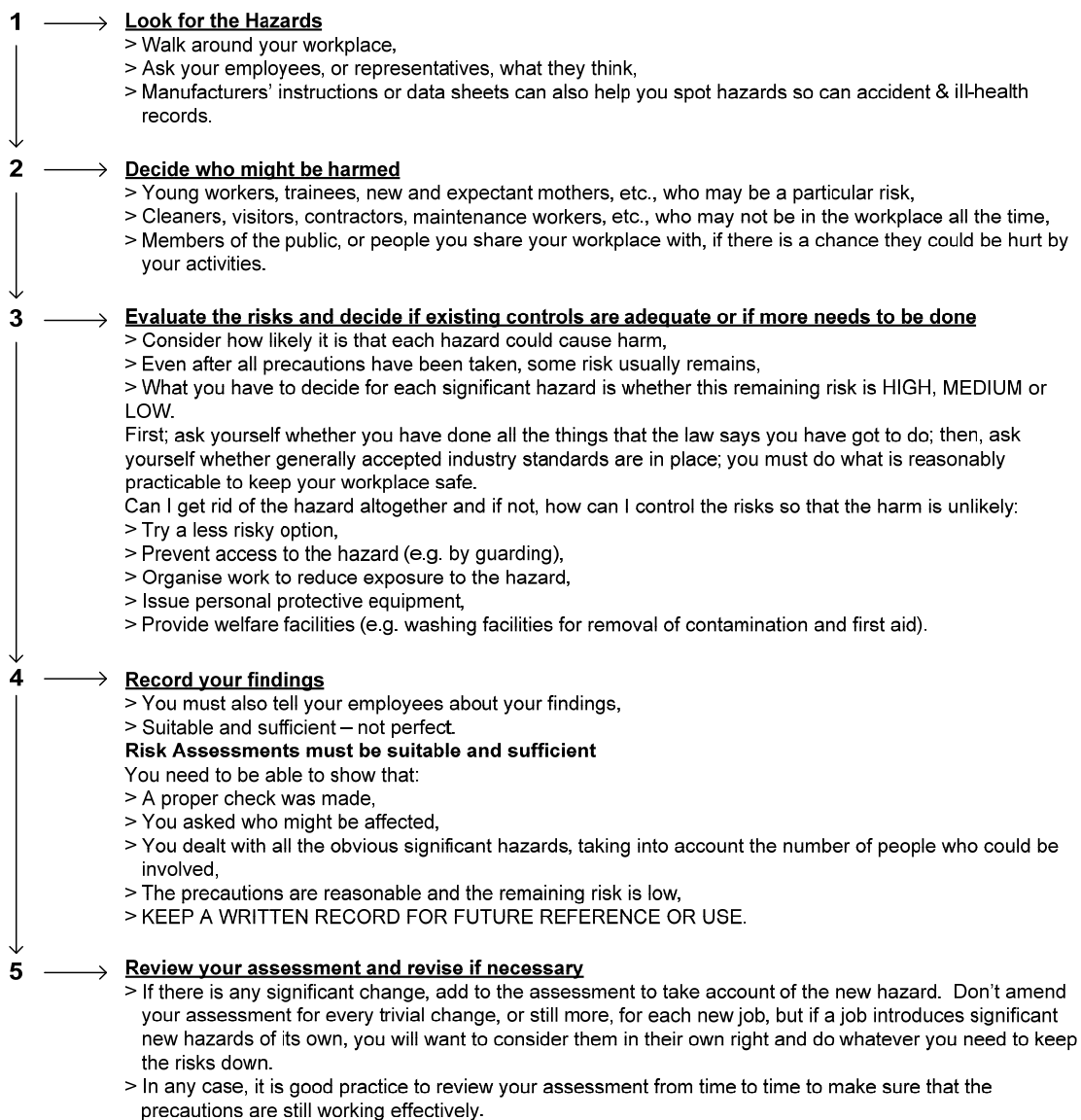
1. The Management of Health and Safety at Work Regulations 1999 require the employer to identify and assess the risks to Health and Safety in the workplace so enabling the most appropriate means of reducing those risks to an acceptable level to be determined.
2. When selecting PPE to be used whilst doing a job, the nature of the job and the demands it places on the worker must be taken into account.
3. An effective system of maintenance and records are essential to make sure the equipment continues to provide the degree of protection for which it was designed.

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11. RISK ASSESSMENT PROCEDURES

DEFINITIONS

1. **'Hazard'** means anything that can cause harm (e.g. chemicals, electricity, working from ladders etc.). **'Risk'** is the chance that somebody will be harmed by the hazard.
2. The Management of Health and Safety at Work Regulations 1999 requires employers to assess the risks to the Health and Safety of employees and to anyone else who may be affected by their work activity. This is to ensure that the necessary preventive and protective measures can be identified and, if necessary, further measures implemented in order to further reduce the risk. Specific risk assessments are also completed for manual handling operations, Control of Substances Hazardous to Health (COSHH) substances and Display Screen Equipment (DSE) users.
3. There are five steps to assess the risks in the workplace:



GUIDANCE TAKEN FROM HSE PUBLICATION: 5 STEPS TO RISK ASSESSMENT, INDG163

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12. SAFE SYSTEMS OF WORK/SAFE WORKING PROCEDURES

The Health and Safety at Work etc. Act 1974, requires the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health. To enable the employer to comply with this requirement a 'Safe System of Work' has to be defined in the workplace.

1. A safe system of work may be defined as the integration of personnel, articles and substances in a laid out and considered method of working, which takes proper account of the potential hazard to employees and others in vulnerable situations and provides a formal framework to ensure that all of the steps necessary for safe working have been anticipated and implemented.
2. Where safe systems of work are to be developed, consideration should be given to the following factors:
 - a. Safe design of equipment,
 - b. Safe installation of equipment,
 - c. Safe premises, vehicles, plant, tools and equipment,
 - d. Correct use of plant, tools and equipment (training and supervision),
 - e. Planned maintenance of vehicles, plant and equipment,
 - f. The working environment, lighting, heating and ventilation,
 - g. Trained and competent employees,
 - h. Adequate and competent supervision,
 - i. Competent management,
 - j. Regular revisions of all written safe systems of work.
3. Lakeside Water and Building Services Ltd will prepare and implement safe systems of work/safe working procedures where appropriate and managers and supervisors are authorised to carry out Job Safety Analysis to improve work procedures. To achieve this employees, supervisors and management should:
 - a. Select the work or equipment requiring a safe working procedure,
 - b. Examine the total situation,
 - c. Develop the best method for doing the work,
 - d. Record how the work is to be done,
 - e. Install the work method into the company's operations,
 - f. Maintain and review the working procedure.

Once the individual job has been analysed, a written safe system of work/safe working procedure containing all relevant job safety instructions will be produced and all employees notified of the system and their responsibility to comply with it.

12. SAFE SYSTEMS OF WORK/SAFE WORKING PROCEDURES CONTINUED

Lakeside Water and Building Services Ltd is a caring employer, which seeks, as far as is reasonable and practicable, to help staff who suffer hardship or personal difficulty which may seriously affect their work and general well-being. Managers are accountable for the welfare of their employees.

General Arrangements

1. Management will arrange suitable health surveillance of all our employees where it is appropriate for the protection of their health as required by specific legislation i.e. Management of Health and Safety at Work Regulations 1999 (Risk Assessment), Control of Substances Hazardous to Health Regulations 2002 (COSHH), Control of Noise at Work Regulations 2005, etc.
2. Confidential health information about any employee will be kept secure and any information therein only divulged to third parties with the informed written consent of the employee to whom the record refers.

A permit to work provides a formal safety control system against accidental injury to personnel, plant or products, when hazardous work is undertaken. The permit to work, consisting of a document detailing the work to be done and the precautions to be taken, is a statement that all foreseeable hazards have been noted and precautions defined. It does not, in itself, make the job safe but relies for effectiveness on specified personnel implementing it conscientiously under supervision and control.

All daily permits to work must be obtained and are controlled by Lakeside Water and Building Services Ltd Managing Director.

Requirements of Permit to Work:

The permit must specify clearly who is to do the work, who is the authorized person responsible for the work, the time for which it is valid, the work to be done and the necessary precautions.

Until the permit is cancelled, it supersedes all other instructions.

No person must carry out any work not covered in the permit. If there is a change in the work, the permit must be amended or cancelled.

Where another person takes over the permit, as, for instance, in an emergency, that person must assume full responsibility for the work, either until the work is complete or he has formally returned the permit to the originator.

There must be liaison with other work areas whose activities could be affected by permit work.

You may also sometimes be instructed to wear high visibility clothing or if you have work in wet and inclement weather, wear waterproof clothing - use it for your own safety and look after it.

All employees must use all items of PPE provided as instructed.

13. TRAINING

- 1 Under Section 2 of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, employers have a duty to ensure that employees are provided with adequate training, especially at the recruitment stage. Lakeside Water and Building Services Ltd's policy is to provide training for all employees as follows:
 - Induction Training - will include an introduction to the Company Health and Safety Policy, general and specific hazards in the work area and specific hazards and relevant safety procedures of the job/task. The location and use of emergency and fire fighting equipment, evacuation and fire action procedures, first aid and accident reporting procedures, safe use and maintenance of vehicles, plant, equipment and tools. Personal protective equipment, environmental protection requirements, welfare arrangements, lone working procedures, company Employee Handbook and location of Health and Safety information and notices.
 - Changes at work - will include adequate training on changes of work pattern, machinery, new technology, modifications to existing machinery and changes of individual responsibilities i.e. promotion - where specific knowledge of machinery is essential.
 - Refresher Training - training will be repeated where necessary to ensure continued competence and special consideration will be given to those individuals who have to deputise for others.
- 2 In addition to the training outlined above, it is Lakeside Water and Building Services Ltd' policy that practice fire and imminent danger drills - including evacuation - will be carried out twice per year, but may be more frequent at the discretion of Senior Management.
- 3 All practice drills and evacuation exercises will be observed by individual(s) nominated by Senior Management to ensure any failings are identified and corrective action taken.
- 4 Details of all training carried out are held in the separate statutory and training records manual and/or the employees training file.
- 5 Training requirements are identified by the supervisors responsible for that department and passed to the Managing Director for action. Senior Management will assess the training requirements requested and arrange training, if agreed.
- 6 All new employees will be provided with induction training by the Manager responsible for their work area and issued with a Employee Handbook. A Safety Induction Checklist (Section 5 Part 13.1) will be used as a guide to identify any areas the employee does not understand and the requirement of additional training. When satisfactorily completed the checklist will be signed by the line manager and the Employee and kept within the employee's training file.
- 7 Training is defined by the Department of Employment as 'systematic development of attitude, knowledge and skill patterns required by an individual to perform adequately a given task or job'. Under the Health and Safety at Work etc Act 1974, the requirement is broadened to include 'to perform safely a given task or job'. It is a general requirement for all levels of employees, starting at the shop floor and including senior management.
- 8 Training should not be used to compensate for inadequacies in equipment or machinery. It may be appropriate to use training as a temporary means of control pending improvements.
- 9 Systematic training makes full use of skills available in training staff. It guarantees better safety performance and morale and results in better productivity, ease of mind and sense of security, it also excludes misfits whilst facilitating the understanding and acceptance of change.

13. TRAINING CONTINUED

- 10 Identification of job, health and safety problems can help to identify training needs. With new jobs this can involve comparison with similar existing jobs or possibly by reference to other organisations with similar jobs. With existing jobs, analysis can involve:
- Consideration of accident, ill health and incident records to identify how such events have occurred and the action required to prevent recurrence.
 - Information from employees on how jobs are done, the sequence of tasks involved and the tools, materials and equipment used.
 - Observing and questioning employees to see what they are doing and why. In complex process plant the analysis needs to take account of all the possible consequences of human error, including those which may be remote from the particular task in hand.
- 11 With management jobs, the analysis should cover both the job itself and the work of subordinates to take account of the supervisor part of the job. Job and task health and safety analysis should identify:
- Organisational needs, including the health and safety policy, the structure and systems for the control of health and safety, means of securing the co-operation of all employees, means of communication for health and safety and means for ensuring the competence of individuals.
 - Job needs, including leadership skills, communication skills, understanding risks, planning, measuring, review and auditing skills.
 - Individual needs, including induction training, continuation training, changes of activities and new equipment.
- 12 All staff, irrespective of position within the organisation will receive induction training, some of which will be off the job. Topics for inclusion in induction training are as follows:
- The organisations Statement of Intent and Health, Safety and Environmental Policy and the responsibilities of all concerned.
 - Procedures for reporting hazards, accidents, near misses and ill health.
 - Details of hazards specific to the job which may be associated with machinery, hazardous substances or energy sources used, the operating instructions and precautions necessary, together with formally written safe systems of work and emergency procedures where applicable.
 - The position and effectiveness of all machinery stops, emergency stops and isolation switches.
 - Procedures to follow in the event of a fire or other emergency, means of escape, assembly points and the name of the competent person in the area.
 - Safety monitoring procedures currently in place and the systems for measurement of Health and Safety performance.
 - Current welfare arrangements, sanitization, washing, clothing storage and changing, meal arrangements, first aid arrangements and smoking policy.
 - Arrangements for the safe use, storage, maintenance and provision of all personal protective equipment assessed as required for the task.
 - Sources of health and safety information and how it will be disseminated.
 - The role of the appointed Health and Safety Adviser and Safety Representatives and the Health and Safety Committee where appropriate.
 - Food safety and personal hygiene.

14. VIOLENT INCIDENT

Companies must ensure that a clear policy is in place that sets out the responsibilities, duties and procedures for protecting and dealing with violence.

1. All violent incidents to employees must be recorded and reported to the appropriate management.
2. The Health and Safety Executive (HSE) should be informed under RIDDOR 2012 if the violent incident resulted in injury which led to major injury or an over 7 day incident.
3. All violent incidents must be investigated and the victims informed of the investigation findings where possible.
4. Companies must seriously consider legal proceedings to combat violent incidents from recurring.
5. Where an incident has occurred that has led to psychological effects i.e. long term stress, then the Company will consult specialist advice and above all offer support and counselling for the person(s) involved.

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15. WORK EQUIPMENT

1. Anyone who has ever had to select work equipment knows that there are many conflicting factors to consider. Cost may change a decision so that cheaper equipment is used in favour of better and more expensive equipment, although the combined cost of maintenance, capital outlay, downtime and lost production may well be more expensive in the long term. It is important to ensure that, if cheaper equipment is chosen, it will be reliable and will not present greater hazards by the nature of its construction.
2. Work equipment should be selected on the basis of its initial integrity, the nature of the task for which it is to be used and the nature of the working environment. The effect the equipment has on existing activities and the effect of existing activities on the equipment and its operator should be taken into account.
3. The purchaser should ensure that any new machinery bought is marked with the CE mark. The presence of this mark indicates that the designer and manufacturer have conformed with the essential Health and Safety requirements of all relevant EC Product Directives that apply to the equipment at the time of supply.
4. The safety of work equipment depends on the standard of design and manufacture, and the standard of maintenance and use. Although the manufacturer may supply equipment to a defined standard, and will almost certainly indicate some limits, the user may be tempted to exceed any stated limitations when faced with an unusual or urgent demand. Machinery safety, therefore, can be an area of potential conflict with an organisation.
5. Specific legislation to govern machinery safety includes the Provision and Use of Work Equipment Regulations 1998 and the Supply of Machinery (Safety) Regulations 1992.
6. Where equipment for lifting loads is in use, the Lifting Operations and Lifting Equipment Regulations 1998 will apply.

7. MACHINERY HAZARDS

Machinery hazards will fall into two main classes, mechanical and non-mechanical.

8. MECHANICAL HAZARDS

Mechanical hazards can give rise to injury as a result of:

- a. Contact or entanglement with the machinery,
- b. Trapping between the machine and any material or fixed structures,
- c. Contact or entanglement with any material in motion,
- d. Being struck by ejected parts of the machinery,
- e. Being struck by material ejected from the machinery.

Basic machinery movement consists of rotary, sliding or reciprocation motion, or a combination of these. These movements can cause injury by entanglement, friction or abrasion, cutting, shearing, stabbing or puncture, impact, crushing, or by drawing a person into a position where one or more of these injuries can occur.

9. CONTACT OR ENTANGLEMENT

Entanglement can occur from 'drawing in' hazards between two parts rotating in opposite directions, or from contact with singly rotating surfaces (e.g. a drill bit)

10. CUTTING HAZARDS

Cutting hazards are created by all kinds of cutting tools such as milling cutters, circular saws, band saws, grinding machines or by the sharp edges of moving materials.

15. WORK EQUIPMENT

11. IMPACT

Impact injuries are caused when parts of machinery in motion hit a body but do not cause any penetrating injury.

12. CRUSHING

Crushing occurs when a part of the body is caught between a moving part of a machine and a static part of a nearby solid structure.

13. DRAWING IN HAZARDS

Shearing or crushing injuries can occur when a part of the body is drawn into an in-running nip, such as a V-belt and pulley or chain and sprocket. Nips are also formed between counter-rotating drums or rollers, between material wound onto a drum or material passing over roller conveyors.

14. NON-MECHANICAL HAZARDS

The use of machinery will also expose the operator to hazards other than those due to the mechanical actions of the machine. These can be activities associated with the task or incidental environmental conditions.

15. SELECTION OF SAFEGUARDS

Guards or safety devices suitable for the purpose should be used where there are hazards that cannot be avoided or sufficiently limited by design. Many of the accidents involving moving machinery are preventable by the use of reasonably practicable safeguards. About half of these preventable accidents occur because employers have failed to provide proper safeguards, and the other half are caused by employers removing the safeguards that have been provided.

16. CONTROLS

A control is the manual actuator that the operator touches to start a machine, change a function, such as speed or direction, and finally to stop the machine. It may operate directly but is more often a part of a control system incorporating sensors, limit devices, brakes, clutches or other components. A control may consist of nothing more than a simple on/off switch. New equipment will probably be supplied with appropriate controls; machines consisting of linked sub-assemblies may need a systematic risk assessment to determine the best positions for controls. The development of programmable electronic systems has brought new and less obvious risks into the workplace that cannot be easily assessed.

Controls must be positioned out of any danger zone, except those that perform a safety function, such as emergency stop controls. Emergency stop controls should be provided at every control position, and their operation should not increase the risk of injury from another source.

Operators should have a clear view from the control position so that no-one is placed at risk when a machine is started up. On complicated continuous production machinery this may not be possible, and procedures such as signalling will have to be devised to overcome the problem.

15. WORK EQUIPMENT

17. MOBILE WORK EQUIPMENT

There is no specific definition of mobile work equipment in PUWER 1998. This would, however, include forklift trucks and mobile elevating work platforms (MEWPs). Another example of mobile work equipment are automatically guided vehicles (AGVs). The safety of persons operating or likely to come into contact with mobile work equipment (MWE) must be ensured. No employee must be carried by MWE unless it is suitable for carrying persons and incorporates features for reducing to as low as reasonably practicable, risks to their health or safety, including risks from wheels or track. Forklift trucks should be equipped or adapted to reduce the risk to safety from its overturning to as low as reasonably practicable. Self-propelled work equipment must be provided with means to prevent unauthorised starting; have appropriate facilities to minimise the consequences of a collision.

18. MAINTENANCE

The Provision and Use of Work Equipment Regulations 1998 (PUWER) require employers to ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair, and that where necessary has a maintenance log, the log is kept up to date. The statutory duty to maintain equipment so as to avoid risks to health and safety is therefore absolute and unqualified, and the keeping of records is mandatory where risks exist or where records are specified under other legislation. There may also be a statutory duty for equipment to undergo periodic testing and/or inspection.

The proper management of maintenance is often neglected, resulting in equipment that is unsafe, unreliable, unproductive and unprofitable. UK companies regularly spend more on maintaining existing plant and equipment than they do on new purchases, and much of this expenditure can be wasted because of poor planning. In order for a maintenance management programme to be effective, it must be planned in the same way as any other critical business activity that has a direct influence on profitability. Planning should begin with the preparation of a register of plant and equipment and maintenance schedule (including statutory tests and examinations) for individual items should be devised. This initial preparation can then be developed into an integrated programme which will include budget organisation and stock control for spare parts.

19. STATUTORY TESTS AND EXAMINATION

For ease of administration, statutory tests and examination should be incorporated into the maintenance schedules. Relevant statutes must be consulted to ensure compliance. The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply to almost all situations where lifting equipment is in use at work. These regulations require that any lifting equipment which is exposed to conditions causing deterioration which is liable to result in dangerous situations is thoroughly examined at intervals ranging from 6 to 12 months depending on what it is, and is subject to inspection by a competent person at suitable intervals between those thorough examinations. In specified circumstances, where the safety of lifting equipment depends on the installation conditions, it must be thoroughly examined after installation and before being put into service for the first time.

20. MAINTENANCE LOGS

It is strongly recommended that maintenance activities are properly documented in a maintenance log. This will not only meet the requirements applying to certain equipment where the keeping of records is a statutory duty, but will also provide a plant history on which future maintenance and replacement programmes can be based.

15. WORK EQUIPMENT

21. INSPECTIONS

Regular inspections, daily, weekly or monthly, by the operator or user will greatly assist the maintenance and safety of the work equipment. Legislation requires formal inspections to be carried out on certain items of work equipment. Any faults found should be reported in accordance with company procedures.

22. TRAINING

Operators should be fully informed of the hazards presented by machinery and the risk control measures employed. Training in the recognition of hazards and correct working procedures is an important part of risk control.

Operators have a responsibility for their own safety and that of others who may be affected by their activities. They should be fully involved in the risk management process. Although performance monitoring is an important function of supervision, communication and assistance should not be neglected.

Personal protective equipment should be supplied where its use results in a beneficial risk reduction when all other practicable precautions have been taken.

PART 5 - DOCUMENTATION

- 1. Accident and Emergencies**
 - Accident Initial Investigation Form
 - Post Accident Checklist
- 2. Asbestos Survey**
- 3. Contractors Assessment Questionnaire**
- 4. Disability Survey of Premises**
- 5. Electrical Safety**
 - 1.1 Mains electrical installation certificate
 - 1.2 PAT testing register
- 6. Environmental Audit Form**
- 7. Fire and Emergency Documents**
 - 7.1 Fire Risk Assessment
 - 7.2 Fire Procedures Training Records
 - 7.3 Inventory of Fire Fighting Equipment
 - 7.4 Fire Evacuation Record (6 monthly)
 - 7.5 Fire Alarm Location of Call Points
 - 7.6 Fire Alarm Location of Smoke/Heat Detectors
 - 7.7 Fire Appliances Service Record
 - 7.8 Fire Alarm Test Record (weekly)
 - 7.9 Emergency Lighting Test Record (weekly)
 - 7.10 Fire/Emergency Exit Doors & Escape Routes Examination Record (weekly)
- 8. Hazard and Incident Documentation**
 - 8.1 Hazard Record
 - 8.2 Hazard Reporting Form
- 9. Occupational Health**
 - Pre-Employment Health Assessment Questionnaire
 - Initial/Annual Noise & Vibration Screening Questionnaire
 - New & Expectant Mothers at Work Risk Assessment
- 10. Personal Protective Equipment (PPE)**
 - 10.1 PPE Issue Record
 - 10.2 PPE Maintenance Record

PART 5 – DOCUMENTATION CONTINUED

- 11. Risk Assessment – Blank Document**
 - 11.1 Additional Risk Assessment Request Form
- 12. Permits to Work**
 - 12.1 Asbestos
 - 12.2 Confined Spaces Entry
 - 12.3 Electrical Work
 - 12.4 Excavation
 - 12.5 Hot Works
 - 12.6 Working at Height
- 13. Training Records**
 - 13.1 Employee Health and Safety Induction Record
 - 13.2 Specific Work Equipment Training Record
 - 13.3 First Aid Training Record
 - 13.4 Manual Handling Training Record
 - 13.5 Display Screen Equipment Training Record
- 14. Violent Incident Documentation**
 - 14.1 Violent Incident Record
 - 14.2 Violent Incident Report Form
- 15. Work Equipment Inspection/Maintenance Records**
 - a. Work Equipment Inspection Record

1 ACCIDENT AND EMERGENCIES

ACCIDENT INITIAL INVESTIGATION FORM

Department:

Position:

Location of Accident (be specific):

Date of Accident:

SECTION A – DETAILS OF INJURY

Name:

Nature of Injury:

SECTION B – DETAILS OF EQUIPMENT

Type:

Make:

Serial No. / Reg. No:

Operators Name:

Operators Certificate No.:

Expiry Date:

1. ACCIDENT AND EMERGENCIES CONTINUED

SECTION C – DETAILS OF WITNESS

Witness One

Name: _____

Statement: _____

Witness Two

Name: _____

Statement: _____

1. ACCIDENT AND EMERGENCIES – CONTINUED**SECTION D – ADDITIONAL INFORMATION**

Please ensure all details have been taken.

Measurements	Witness Statements	Photographs
Test Certificates	Plant	Operator
Equipment	Other	Risk Assessments
Construction Plan	Phase	Method Statements

Note: End all witness statements with:

'This statement was taken down by (NAME) on (DATE) at (TIME). The Witness was then asked to read it and invited to add to it, delete from it or amend it. They then signed it as a true statement.'

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1. ACCIDENT AND EMERGENCIES – CONTINUED

1.3 POST ACCIDENT/INCIDENT CHECKLIST			
Company: _____			
Accident/Incident Location: _____			
Date of Accident/Incident: _____			
Injured person/s: _____			
TYPE OF ACCIDENT / INCIDENT:			
<input type="checkbox"/> <input type="checkbox"/>	MINOR COMPLETE 5.1.1 INITIAL INVESTIGATION FORM		
<input type="checkbox"/>	RIDDOR* REPORTABLE** IF TICKED INDICATE TYPE BELOW		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Fatality Major injury or condition Over 7 day To a member of the Public Dangerous Occurrence		
ACCIDENT / INCIDENT INVESTIGATION COMPLETED: _____ Yes / No			
<input type="checkbox"/> <input type="checkbox"/>	Internal External		
REVIEW OF ACCIDENT/INCIDENT INVESTIGATION REPORT RECOMMENDATIONS:			
1	Risk Assessment	Yes / No / NA	DATE COMPLETED: _____
2	H&S Policy	Yes / No / NA	DATE COMPLETED: _____
3	Training required	Yes / No / NA	DATE COMPLETED: _____
4	Other: DETAILS: _____		
FURTHER INFORMATION:			
DETAILS OF PERSON CARRYING OUT ACCIDENT / INCIDENT REPORT			
Name: _____			
Company: _____			
Date: _____			

* THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES (AMENDMENT) REGULATIONS 2012

** IN ACCORDANCE WITH COMPANY PROCEDURES DETAILED WITHIN PART 4, ACCIDENTS & EMERGENCIES, NOTIFY SENIOR MANAGEMENT OR CQMS LTD.

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2 ASBESTOS REGISTER & MANAGEMENT PROCEDURES

ASBESTOS REGISTER
AND
MANAGEMENT PROCEDURES

(PLEASE INSERT)

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3. CONTRACTORS ASSESSMENT QUESTIONNAIRE

This questionnaire forms part of the documentation required by contractors invited to undertake work for Lakeside Water and Building Services Ltd.

Please ensure **all** parts of this questionnaire are completed. Attach a separate sheet of paper if required.

Company name	
Address	
Tel No.	
Fax No.	
Email address:	
Trade:	
Details of work being tendered for:	

	Last year	Year before	Year before
No. employees			
No. subcontractors			

	Last year		Year before		Year before	
	Employees	Subcontractors	Employees	Subcontractors	Employees	Subcontractors
No. fatalities						
No. major specified injuries						
No. over 3 day injuries						

	Question	Response	
1	Do you have a Health and Safety Policy? If yes, please attach a copy dated within the last 12 months.	yes / no	
2	How is your Health and Safety Policy drawn to the attention of your employees?		
3	Do you employ a full/part time safety practitioner/adviser? If yes, please provide certificates/CV. If no, how do you obtain advice on H&S issues?	yes / no	

CONTRACTORS HEALTH & SAFETY QUESTIONNAIRE - continued

	Question	Response		
4	Do you provide any of the following safety training? If yes, please attach copies of certificates/cards as evidence. If no, please explain how you will fulfil your statutory obligation prior to personnel working on behalf of Lakeside Water and Building Services Ltd.		Employees	Subcontractors
		Induction training	YES / NO	YES / NO / NA
		Management Supervisors	YES / NO	YES / NO / NA
		Task Specific (RA/MS)	YES / NO	YES / NO / NA
		Toolbox Talks	YES / NO	YES / NO / NA
		Plant/Equipment	YES / NO	YES / NO / NA
		First Aid	YES / NO	YES / NO / NA
		CITB H&S test	YES / NO	YES / NO / NA
		CSCS (or other skills cards)	YES / NO	YES / NO / NA
5	Do you have procedures to ensure a healthy workforce? If yes, please attach details.	YES / NO		
6	Does your company have accident/incident reporting/investigation procedures? If yes, please attach details.	YES / NO		
7	In the event of a dangerous occurrence as a result of your work activities, who would report and investigate?			
8	How frequently do you monitor your safety performance whilst on site?	Constantly/ Daily/ Weekly/ Other:		
9	Do you provide your employees with personal protective equipment? If no, please explain how you will fulfil your statutory obligations.	YES / NO		
10	If you employ subcontractors: do you check their insurance cover?	YES / NO / NA		
	do you check their tools? If no, who does check them?	YES / NO / NA		
	how do you ensure they are competent to carry out tasks?			
11	Do you have procedures for monitoring/auditing your Company health and safety performance? If no, how do you ensure you are meeting your targets?	YES / NO		

CONTRACTORS HEALTH & SAFETY QUESTIONNAIRE - continued

	Question	Response	
12	Has your Company received any Improvement and/or Prohibition Notices from Enforcing Authorities, or been subject to prosecution as a result of your undertakings (in the last 3 years)? If yes, please provide brief details.	YES / NO	
13	Please provide details of any safety organisation, group, trade association, professional body or competence scheme of which you are a member. Please attach evidence.		
14	Do you consider your Company to be competent to carry out the tasks tendered for?	YES / NO	
15	Please provide names, addresses and telephone numbers of two other references to demonstrate competency for the type of work to be tendered for.		

INFORMATION CHECKLIST

Please complete the checklist below, enclose all relevant documentation (electronically whenever possible) and send to Lakeside Water and Building Services Ltd. Copy to be held at your Company Head Office.

Information:	Yes	No	N/A
Health and Safety Policy			
Risk Assessments			
Method Statements			
Public Liability Insurance certificate			
Employers Liability Insurance certificate			
Training Certificates/Cards			
Trade Certificates (e.g. GAS SAFE/NICEIC,etc)			

I confirm that all information provided is true, to the best of my knowledge.

I consent to the HSE being contacted, if necessary, to verify my answer to question 12.

I consent to the references given in response to question 15 being contacted to verify our Company's competency.

In undertaking any work for Lakeside Water and Building Services Ltd, I understand that I will be required to ensure:

- All employees attend the Lakeside Water and Building Services Ltd Site Induction Programme undertaken on site.
- Employees attend any safety presentations held whilst on site.
- Safety method statements for activities to be undertaking that have been identified by Lakeside Water and Building Services Ltd as a medium or high risk are provided.
- The names and addresses of self-employed operatives prior to commencement on site are provided.

Name: _____
Please print

Job title: _____

Signature: _____

Date: _____

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DESIGNERS/CONSULTANTS HEALTH & SAFETY QUESTIONNAIRE

This questionnaire forms part of the documentation required by designers/consultants invited to undertake work for Lakeside Water and Building Services Ltd.

Please ensure **all** parts of this questionnaire are completed. Attach a separate sheet of paper if required.

Company name	
Address	
Tel No.	
Fax No.	
Email address:	
Trade:	
Details of work being tendered for:	

	Last year	Year before	Year before
No. employees			
No. subcontractors			

	Last year		Year before		Year before	
	Employees	Subcontractors	Employees	Subcontractors	Employees	Subcontractors
No. fatalities						
No. major specified injuries						
No. over 3 day injuries						

	Question	Response	
1	Do you have a Health and Safety Policy? If yes, please attach a copy dated within the last 12 months.	yes / no	
2	How is your Health and Safety Policy drawn to the attention of your employees?		
3	Do you employ a full/part time safety practitioner/adviser? If yes, please provide certificates/CV. If no, how do you obtain advice on H&S issues? Who is your competent person (Management of Health and Safety at Work) Regs 1999?	yes / no	

DESIGNERS/CONSULTANTS HEALTH & SAFETY QUESTIONNAIRE - continued

	Question	Response		
4	Do you provide any of the following safety training? If yes, please attach copies of certificates/cards as evidence. If no, please explain how you will fulfil your statutory obligation prior to personnel working on behalf of Lakeside Water and Building Services Ltd.		Employees	Subcontractors
		Induction training	YES / NO	YES / NO / NA
		Management Supervisors	YES / NO	YES / NO / NA
		First Aid	YES / NO	YES / NO / NA
		CITB H&S test	YES / NO	YES / NO / NA
		CSCS (or other skills cards)	YES / NO	YES / NO / NA
		H&S (e.g. NEBOSH / IOSH)	YES / NO	YES / NO / NA
		Construction (Design & Management) Regs 2007	YES / NO	YES / NO / NA
5	Do you have procedures for carrying out design work in accordance with the CDM Regulations 2007? If yes, please attach details.	YES / NO		
6	Do you have arrangements for ensuring cooperation and communication with the Client and CDM Coordinator? If yes, please provide details.	yes / no		
7	Do you provide your employees with personal protective equipment? If no, please explain how you will fulfil your statutory obligations.	YES / NO		
8	If you employ subcontractors: do you check their insurance cover? how do you ensure they are competent to carry out tasks? Please provide details of the vetting procedure.	YES / NO / NA		
9	Do you have procedures for monitoring/auditing your Company health and safety performance? If no, how do you ensure you are meeting your targets?	YES / NO		
10	Has your Company received any Improvement and/or Prohibition Notices from Enforcing Authorities, or been subject to prosecution as a result of your undertakings (in the last 3 years)? If yes, please provide brief details.	YES / NO		

DESIGNERS/CONSULTANTS HEALTH & SAFETY QUESTIONNAIRE - continued

	Question	Response	
11	Please provide details of any safety organisation, group, trade association, professional body or competence scheme of which you are a member. Please attach evidence.		
12	Do you consider your Company to be competent to carry out the tasks tendered for?	YES / NO	
13	Please provide names, addresses and telephone numbers of two <i>other</i> references to demonstrate competency for the type of work to be tendered for.		

Information Checklist

Please complete the checklist below, enclose all relevant documentation (electronically whenever possible) and send to Lakeside Water and Building Services Ltd. Copy to be held at your Company Head Office.

Information:	Yes	No	N/A
Health and Safety Policy			
Risk Assessments			
Method Statements			
Professional Indemnity Insurance certificate			
Training Certificates/Cards			
Relevant work experience details			

I confirm that all information provided is true, to the best of my knowledge.

I consent to the HSE being contacted, if necessary, to verify my answer to question 10.

I consent to the references given in response to question 13 being contacted to verify our Company's competency.

In undertaking any work for Lakeside Water and Building Services Ltd, I understand that I will be required to ensure:

- All employees attend the Lakeside Water and Building Services Ltd Site Induction Programme undertaken on site (if applicable).
- The names and addresses of self-employed operatives prior to commencement on site are provided.

Name: _____
Please print

Job title: _____

Signature: _____

Date: _____

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4. DISABILITY SURVEY OF PREMISES

DISABILITY ACCESS REPORT

(PLEASE INSERT)

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5. ELECTRICAL

MAINS ELECTRICAL INSTALLATION
CERTIFICATE

(PLEASE INSERT)

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5.2 PAT TESTING REGISTER

COMPANY NAME: _____					DATE: _____	
LOCATION: _____						
EQUIPMENT	DESCRIPTION	LOCATION	SERIAL NO.	FREQUENCY	LAST INSPECTION	NEXT INSPECTION

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6. ENVIRONMENTAL AUDIT FORM

Purpose	To ensure that the environmental management system is used and is effective.
Scope	The entire environmental management system.
Responsibility	Environmental manager.
Forms and support material	Plan for Internal Environmental Audit, _____ Document ref. name/no. Checklist for Environmental Audit, Document _____ ref. name/no Audit Report, Document ref. name/no. _____ Non-compliance and Correction Report, _____ Document ref. name/no.
Training	The members of the audit team should have appropriate training. The audit leader must be independent of the area to be audited.

PROCEDURE	DESCRIPTION	RESPONSIBILITY
Annual plan	Each year a plan for the environmental audit in the following year is prepared and signed by management. This plan serves to ensure that the entire environmental management system is examined in the coming year and the plan must specify when the audit will be carried out and those responsible for carrying it out.	Environmental manager
Preparation	Before the individual audits are carried out, checklists are developed for the area to be audited, based on procedures, objectives, action plans. They can be used to measure results in each area. The staff of the area will be audited should be informed in advance about when the audit will be done and what it will cover.	Audit team
Audit	Based on the checklists, the audit is carried out in the form of interviews about – and observations of – the actual state of affairs.	Audit team
Wrap-up meeting	The audit team examined the observations and decides whether areas of non-compliance observed should be included in correction reports or whether they can be solved immediately. An audit report is prepared which is examined together with the manager responsible for the area in question; minor areas of non-compliance are taken care of immediately, while a conclusion for the audit as a whole is written down. Correction reports are examined with the manager responsible for the area audited and corrective action is agreed upon. The audit leader and the responsible manager sign the reports made. The reports are given to the environment manager, with one copy going to the responsible manager.	Audit leader

6. ENVIRONMENTAL AUDIT FORM CONTINUED

Follow up	When deadlines for corrective action are reached, the manager responsible for the area audited is contacted and the environmental manager checks the corrective action carried out. If corrective action is effective, the case is closed. If not, a new report is prepared.	Responsible manager
Reporting	A joint report is prepared on the basis of all the internal environmental audits of the company. This report forms the basis for management's review of the whole system.	Environment manager

PROCEDURE FOR INTERNAL ENVIRONMENTAL AUDIT

Document Ref. name/no:			
Issued by:		Approved by:	
Purpose:	To ensure that the environmental management system is used and is effective.		
Scope:	The entire environmental management system.		
	The audit leader must be independent of the area to be audited.		
Responsibility:	Environmental Manager		
Training:	The members of the audit team should have appropriate training.		

Plan for Internal Environmental Audit Document Ref. name/no:	
Audit Report Document Ref. name/no:	
Non-conformance and Correction Report Document Ref. name/no:	
Checklist for Environmental Audit Document Ref. name/no:	
Additional forms and support material:	

6. ENVIRONMENTAL AUDIT FORM CONTINUED

PLAN FOR INTERNAL ENVIRONMENTAL AUDIT	
COMPANY/DEPT.	
FORM NO:	
DATE:	

FOR YEAR: _____	AREA/PROCEDURE TO BE AUDITED	TEAM/ PERSON RESPONSIBLE
JAN		
FEB		
MAR		
APR		
MAY		
JUN		
JUL		
AUG		
SEPT		
OCT		
NOV		
DEC		

WEEK NO. OF PLANNED ENVIRONMENTAL AUDIT	
ENVIRONMENTAL AUDIT COMPLETED	
FOLLOW-UP ON CORRECTIVE ACTIONS	
DATE:	
SIGNATURE:	
POSITION:	

6. ENVIRONMENTAL AUDIT FORM CONTINUED

AUDIT REPORT – ENVIRONMENTAL MANAGEMENT	
COMPANY/DEPT.	
FORM NO:	
Audit date:	Audit leader:
Area/procedure audited:	Responsible manager:
Procedure no:	Employee(s) interviewed:
Purpose of audit:	
Description of non-compliance corrected during the audit:	
How many checklists are enclosed:	How many non-compliance and correction reports are enclosed:
Reference no./names of non-compliance and correction reports:	
Description of the efficiency of the environmental management system:	
How many observations are enclosed:	
Signed/date: Audit leader:	Signed/date: Responsible manager:
TO BE FILLED IN BY THE ENVIRONMENTAL MANAGER:	
Correction report enclosed which have been satisfactorily completed:	
Signed/date:	

6. ENVIRONMENTAL AUDIT FORM CONTINUED

NON-COMPLIANCE AND CORRECTION REPORT			
COMPANY/DEPT.			
FORM NO:			
Area/procedure to be audited:	Audit leader:	Responsible manager:	Date:
1. Non-compliance ascertained in environmental management:			
Confirmation of observations made by manager in charge			
Date:		Signature of responsible manager:	
2. Proposed changes, including dates for such changes:			
Changes will be carried out by:			
Person responsible for carrying out changes:			
Name:		Position:	
Date:		Signature of responsible manager:	
3. Follow up on change:			
Change works as intended			
Change does not work as intended			
- see audit report no.:			
Date:		Signature of environmental manager:	

6. ENVIRONMENTAL AUDIT FORM CONTINUED

CHECKLIST FOR ENVIRONMENTAL AUDIT					
COMPANY/DEPT.					
FORM NO:					
DEPARTMENT			AUDIT LEADER AUDIT TEAM		
AREA/PROCEDURE TO BE AUDITED			RESPONSIBLE MANAGER		
ITEM IN DESCRIPTION	CONTACT PERSON	TESTED CHECKPOINT/ QUESTION/ DOCUMENT	RESULT OK/NON-COMPLIANCE	NON-COMPLIANCE IN KEYWORDS AND COMMENTS:	NON-COMPLIANCE REPORT NO.
DATE		SIGNATURE OF ENVIRONMENTAL AUDITOR			

7. FIRE AND EMERGENCY DOCUMENTS

7.1 FIRE RISK ASSESSMENT

FIRE RISK ASSESSMENT

(PLEASE INSERT)

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7. FIRE AND EMERGENCY DOCUMENTS CONTINUED**7.2 FIRE PROCEDURES TRAINING RECORD**

DATE	DETAILS OF TRAINING	EMPLOYEE NAME	INSTRUCTOR/ AUTHORITY

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7. FIRE AND EMERGENCY DOCUMENTS CONTINUED**7.3 INVENTORY OF FIRE FIGHTING EQUIPMENT**

EQUIPMENT TYPE	QUANTITY	LOCATION

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7. FIRE AND EMERGENCY DOCUMENTS CONTINUED**7.4 FIRE EVACUATION DRILL RECORD**
(AT LEAST 6 MONTHLY)

DATE	NO. OF PARTICIPANTS	EVACUATION TIME	PERSON IN CHARGE OF DRILL	COMMENTS

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7. FIRE AND EMERGENCY DOCUMENTS CONTINUED**7.5 FIRE ALARM LOCATION OF CALL POINTS**

CALL POINT NUMBER	LOCATION	ZONE NUMBER

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7. FIRE AND EMERGENCY DOCUMENTS CONTINUED**7.7 FIRE FIGHTING APPLIANCES SERVICE RECORD**
(ANNUAL)

DATE	DETAILS OF SERVICE WORK	FURTHER ACTION	NAME

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7. FIRE AND EMERGENCY DOCUMENTS CONTINUED**7.8 FIRE ALARM TEST RECORD**
(WEEKLY)

DATE	CALL POINT NUMBER	SATISFACTORY Yes/No	FAULTS FOR ACTION	TESTED BY

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7. FIRE AND EMERGENCY DOCUMENTS CONTINUED**7.9 EMERGENCY LIGHTING TEST RECORD**
(WEEKLY)

DATE	NO. TESTED/POSITION	DETAILS OF FAULT	CHECKED BY	ACTIONED & DATE

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7. FIRE AND EMERGENCY DOCUMENTS CONTINUED**7.10 FIRE/EMERGENCY EXIT DOORS & ESCAPE ROUTES**
EXAMINATION RECORD (WEEKLY)

Date	Condition	Further Action	Action Completed	Name

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8. HAZARD AND INCIDENT DOCUMENTATION - CONTINUED**8.2 HAZARD REPORTING FORM**

LOCATION:		SERIAL NO	
EMPLOYEE NAME:		DATE:	
INCIDENT OR HAZARD:			
REPORTED TO:			
MANAGEMENT ACTION TAKEN:			
Originator of Hazard Report advised of Action:			Yes/No
REVIEW DATE:			

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9. OCCUPATIONAL HEALTH

9.1 PRE-EMPLOYMENT MEDICAL QUESTIONNAIRE

(PRIVATE AND CONFIDENTIAL)

Please complete this form and return it to us in the envelope provided.

SECTION A			
Mr/Mrs/Miss/Ms:			
Surname:			
Forename/s:			
Home Address:			
Postcode:			
Date of Birth:			
Telephone No.:			
Post Applied For:			
<i>All medical information will remain confidential to Lakeside Water and Building Services Ltd</i>			
SECTION B			
Medical Information:			
Have you ever suffered from or received treatment for any of the following?			
PLEASE TICK APPROPRIATE BOX		YES	NO
1.	Heart Trouble / Angina		
2.	Any Circulatory Disorder/Hand/Arm Vibration Syndrome		
3.	Rheumatic Fever		
4.	High Blood Pressure		
5.	Diabetes		
6.	Kidney / Bladder Trouble		
7.	Jaundice / Liver		
8.	Stomach		
9.	Frequent Sore Throats		
10.	Ear Infection / Hearing Defect		
11.	Fits / Blackouts / Dizziness / Fainting		
12.	Migraine / Frequent or Severe Headache		
13.	Anxiety / Anorexia / Mental Illness		
14.	Joint Disorders		
15.	Back Injury / Back Problems		
16.	Varicose Veins		
17.	Skin Problems - Eczema / Dermatitis		
18.	Hernia (Rupture)		

Medical Information CONTINUED:

Have you ever suffered from or received treatment for any of the following?

Please tick appropriate box		YES	NO
19.	Arthritis		
20.	Any ill health related to taking drugs or alcohol		
21.	Any other serious illness or operation		

Please give details below including dates, duration and treatment for any of questions 1 - 21 to which you have answered 'yes', or if you have any doubt about your answers.

SECTION C

PLEASE TICK APPROPRIATE BOX (IF NECESSARY)		YES	NO
1.	Do you smoke?		
2.	Have you ever smoked for as long as one year?		
3.	How many years have you smoked?		
4.	How many do (did) you smoke?		
5.	<u>Ex-smokers</u> When did you stop smoking?		
6.	Have you ever had:		
	a. an injury / operation affecting your chest?		
	b. bronchitis?		
	c. pleurisy?		
	d. pulmonary tuberculosis?		
	e. hay fever?		
	f. bronchial asthma?		
7.	a. Is your eyesight satisfactory (with glasses, if worn)?*		
	b. Has your colour vision been tested?		
	If yes, is your colour vision normal or deficient?		
	c. Do you expect to use a VDU on a regular basis?		
8.	Is your hearing satisfactory (with hearing aid, if worn)?		
9.	Have you had any absence due to illness during the past 5 years (including injury or disability) totalling 10 days or more in any one year? If yes, please give details of illness and periods of absence:		

10.	Are you receiving any form of medical treatment at the present time or regularly taking any medicines, i.e. tablets, injections or special diet? Please give details:				
<p><i>*Under the Health and Safety (Display Screen Equipment) Regulations 1992, eye tests will be carried out, as applicable.</i></p>					
SECTION D					
PERSONAL DETAILS:					
What is your height (without shoes)?					
What is your weight (without shoes)?					
Is your weight increasing / steady/ reducing?					
Please state approximate weekly alcohol consumption					
Have you ever been vaccinated or immunised against the following?					
If yes, state when:	Yes	No	Childhood	Other date	
TB (BCG)					
RUBELLA (German Measles)					
POLIO					
TETANUS					
HEPATITIS B					
OTHER					
OCCUPATIONAL HISTORY					
START/FINISH			JOB TITLE		
<p>I declare to the best of my knowledge the answers to the questions on this form are correct. I understand that a false declaration may lead to subsequent termination of my employment.</p>					
Signature				Date	

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9. OCCUPATIONAL HEALTH CONTINUED

PRIVATE AND CONFIDENTIAL

9.2 INITIAL/ANNUAL NOISE & VIBRATION SCREENING QUESTIONNAIRE

Please complete this form and return it to us in the envelope provided.

SECTION A – PERSONAL DETAILS			
Surname:			
Forename/s:			
Date of Birth:			
Telephone No.:			
Job Title:			
Employee/NI Number:			
SECTION B - NOISE			
Please tick appropriate box		YES	NO
1.	Have you worked in an environment that requires hearing protection?		
2.	Do you suffer from hearing loss?		
3.	Do you suffer with tinnitus/ringing in the ear?		
4.	Has your hearing deteriorated in the last year?		
5.	Do you wear a hearing aid?		
6.	Have you been provided with hearing protection?		
7.	Is the protection comfortable to wear?		
8.	Do you use it?		
SECTION C - VIBRATION			
Please tick appropriate box (if necessary)		YES	NO
1.	Have you ever used tools or equipment that vibrates or has an impact?		
2.	Do you have any numbness/tingling in your fingers lasting more than 20 minutes?		
3.	Do you have numbness/tingling in your fingers any other time?		
4.	Do you have numbness/tingling in your hand/wrist?		
5.	Have your fingers ever gone white on exposure to cold?		
6.	Are you experiencing any problems in your hands/wrists/shoulders?		
7.	Do you have difficulty gripping small objects?		
I declare to the best of my knowledge the answers to the questions on this form are correct. I understand that a false declaration may lead to subsequent termination of my employment.			
Signature		Date	
Date of Pre-employment or last screening questionnaire:			

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9. OCCUPATIONAL HEALTH CONTINUED

PRIVATE AND CONFIDENTIAL

9.3 NEW AND EXPECTANT MOTHERS AT WORK - RISK ASSESSMENT

1. The phrase 'New & Expectant Mothers' means an employee who is pregnant, who has given birth in the previous six months, or who is breastfeeding.
2. Initial risk assessments should take account of potential risks to females of child bearing age. Procedures for controlling risks to the workforce will normally be sufficient. Any risks identified should be brought to the attention of employees.
3. On receipt of notification of pregnancy, birth, or breastfeeding a specific risk assessments is to be completed. A copy of the findings must be brought to the attention of the employee.
4. The individual assessment must be reviewed as pregnancy progresses and during post natal and breastfeeding.

Assessment Date:		Assessors Name:	
Review Date:		Assessors Position:	
EMPLOYEE DETAILS			
Name:		Position:	
RISK ASSESSMENT			
Has specific medical advice been received? Yes/No If yes, please attach a copy and note any actions taken as a result.			
RISK	CONSIDER	FINDINGS	ACTION
Movements & Posture	Nature, duration and frequency of tasks		
	Pace and intensity of the work		
	General environment (heat, cold) and suitability of equipment, confined spaces		
	Patterns of work – time and rest breaks		
Manual Handling	There is likely to be increased risk and manual handling should be avoided or minimised.		

9. OCCUPATIONAL HEALTH CONTINUED

PRIVATE AND CONFIDENTIAL

9.3 NEW AND EXPECTANT MOTHERS AT WORK - RISK ASSESSMENT CONTINUED

RISK	CONSIDER	FINDINGS	ACTION
Lone Working	Increased risk of medical emergency.		
Violence	Increased risk of injury.		
Working Conditions	Rest facilities, hygiene facilities (pregnant and nursing mothers may need frequent access to welfare facilities and a private room for breastfeeding or expressing milk for which a storage facility may also be required).		
	Mental and physical fatigue		
	Stress		
	Work at height (including stepladders)		
Additional Considerations	Sickness & Headaches		
	Backache (increased by prolonged standing)		
	Increased size		
	Tiredness		
	Balance (wet/slippy surfaces)		
	Comfort (clothing/PPE)		
	Seating		
Assessors Signature:		Date:	
Copy Received by: (Employee signature)		Date:	

10. PERSONAL PROTECTIVE EQUIPMENT

10.1 ISSUE RECORD

Name: _____ Department _____
 Position: _____

ISSUE			
DATE	TYPE OF PPE	QUANTITY	EMPLOYEE SIGNATURE
RETURN			
DATE	TYPE OF PPE	QUANTITY	SUPERVISOR SIGNATURE

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11. RISK ASSESSMENT DOCUMENTATION

11.1 ADDITIONAL RISK ASSESSMENT REQUEST FORM

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11.1 ADDITIONAL RISK ASSESSMENT REQUEST FORM

ADDITIONAL RISK ASSESSMENT REQUEST	
PART 1:	COMPANY INFORMATION
COMPANY NAME	
CONTACT NAME	
POSITION	
TEL.	
PART 2	TYPE OF RISK ASSESSMENT REQUIRED
GENERAL <input type="checkbox"/> MANUAL HANDLING <input type="checkbox"/> COSHH <input type="checkbox"/> DSE <input type="checkbox"/>	
PART 3	TASK/WORK ACTIVITY
DESCRIPTION OF WORK / ACTIVITY / SUBSTANCE	
HAZARD IDENTIFIED	
PERSONS AFFECTED	EMPLOYEES <input type="checkbox"/> GENERAL PUBLIC <input type="checkbox"/> MANAGEMENT <input type="checkbox"/> YOUNG PERSONS <input type="checkbox"/> VISITORS <input type="checkbox"/> OTHER <input type="checkbox"/>
PLANT, EQUIPMENT & TOOLS USED	
ADDITIONAL INFORMATION	

SIGNED:

DATE:

INTENTIONALLY LEFT BLANK

12. PERMIT TO WORK

CQMS	PERMIT TO WORK	PERMIT NUMBER:	
ASBESTOS			
PART 1:		LOCATION AND JOB DETAILS	
LOCATION:			
ROOM/PLOT:	DATE:	TIME:	
DESCRIPTION OF WORK:			
PART 2		CONTROLS	
Asbestos management report available	YES	NO	N/A
Asbestos survey carried out	YES	NO	N/A
Operatives competent and trained to recognise asbestos	YES	NO	N/A
Work activity WILL NOT displace asbestos materials	YES	NO	N/A

NO OTHER WORK THAN THAT STATED ABOVE TO BE CARRIED OUT

PART 3	DECLARATION BEFORE WORK STARTS
I have issued this Permit to Work and ensured a safe system of work is in place.	
Signed: _____ Name: _____	
Date: _____ Time: _____	
I have read and understood the requirements of this Permit, associated risk assessments and method statements.	
Signed: _____ Name: _____	
Date: _____ Time: _____	
PART 4	DECLARATION ON COMPLETION OF WORKS
The works specified in the above Permit have been completed. The work area has been left in a safe and tidy condition.	
Signed: _____ Name: _____	
Date: _____ Time: _____	
By the signature above the contractor declares the works to which this Permit refers to is completed. I hereby cancel this Permit to Work.	
Signed: _____ Name: _____	
Date: _____ Time: _____	

**THIS PERMIT IS TO LAST NO LONGER THAN 24 HOURS.
IT IS THEN TO BE KEPT AS A RECORD FOR 6 MONTHS**

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12. PERMIT TO WORK CONTINUED

CQMS	PERMIT TO WORK	PERMIT NUMBER:		
CONFINED SPACES				
PART 1:		LOCATION AND JOB DETAILS		
LOCATION:				
ROOM/PLOT:		DATE:	TIME:	
DESCRIPTION OF WORK:				
PART 2		CONTROLS		
Is entry into the confined space necessary?		YES	NO	N/A
Is the confined space vertical?		YES	NO	N/A
Is the confined space horizontal?		YES	NO	N/A
Has the atmosphere been tested?		YES	NO	N/A
Is the access/egress adequate?		YES	NO	N/A
Has mechanical/electrical been isolated?		YES	NO	N/A
Specialist tools and equipment provided?		YES	NO	N/A
Are emergencies and procedures equipment required?		YES	NO	N/A
Are operatives trained for the task?		YES	NO	N/A
PART 3		DECLARATION BEFORE WORK STARTS		
I have issued this Permit to Work and ensured a safe system of work is in place.				
Signed: _____		Name: _____		
Date: _____		Time: _____		
I have read and understood the requirements of this Permit, associated risk assessments and method statements.				
Signed: _____		Name: _____		
Date: _____		Time: _____		
PART 4		DECLARATION ON COMPLETION OF WORKS		
The works specified in the above Permit have been completed. The work area has been left in a safe and tidy condition.				
Signed: _____		Name: _____		
Date: _____		Time: _____		
By the signature above the contractor declares the works to which this Permit refers to is completed. I hereby cancel this Permit to Work.				
Signed: _____		Name: _____		
Date: _____		Time: _____		

THIS PERMIT IS TO LAST NO LONGER THAN 24 HOURS.**IT IS THEN TO BE KEPT AS A RECORD FOR 6 MONTHS.**

INTENTIONALLY LEFT BLANK

12. PERMIT TO WORK CONTINUED

CQMS	PERMIT TO WORK	PERMIT NUMBER:	
ELECTRICAL WORK			
PART 1:		LOCATION AND JOB DETAILS	
LOCATION:			
ROOM/PLOT:	DATE:	TIME:	
DESCRIPTION OF WORK:			
PART 2	CONTROLS		
Can the plant/equipment/system be isolated?	YES	NO	N/A
Can the isolation system be locked?	YES	NO	N/A
Are notices being displayed?	YES	NO	N/A
Are all tools insulated?	YES	NO	N/A
Can other operatives be excluded?	YES	NO	N/A
Other precautions:			
PART 3	DECLARATION BEFORE WORK STARTS		
I have issued this Permit to Work and ensured a safe system of work is in place.			
Signed: _____		Name: _____	
Date: _____		Time: _____	
I have read and understood the requirements of this Permit, associated risk assessments and method statements.			
Signed: _____		Name: _____	
Date: _____		Time: _____	
PART 4	DECLARATION ON COMPLETION OF WORKS		
The works specified in the above Permit have been completed. The work area has been left in a safe and tidy condition.			
Signed: _____		Name: _____	
Date: _____		Time: _____	
By the signature above the contractor declares the works to which this Permit refers to is completed. I hereby cancel this Permit to Work.			
Signed: _____		Name: _____	
Date: _____		Time: _____	

THIS PERMIT IS TO LAST NO LONGER THAN 24 HOURS.**IT IS THEN TO BE KEPT AS A RECORD FOR 6 MONTHS**

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12. PERMIT TO WORK CONTINUED

CQMS	PERMIT TO WORK	PERMIT NUMBER:	
EXCAVATE			
PART 1:		LOCATION AND JOB DETAILS	
LOCATION:			
ROOM/PLOT:	DATE:	TIME:	
DESCRIPTION OF WORK:			
PART 2	CONTROLS		
Service drawing available on site	YES	NO	N/A
CAT scanner on site and trained operatives available	YES	NO	N/A
Method of preventing trench collapse in place	YES	NO	N/A
Trench boxes/shoring/battering back/excavation stepped	YES	NO	N/A
Will excavation work take place close to service	YES	NO	N/A
Method of dig	MACHINE	HAND	AIR TOOLS
Fencing of excavation required	YES	NO	N/A
Traffic management required	YES	NO	N/A
End of day safety measures required	BACK FILL & MAKE GOOD	COVER WITH ROAD PLATE	FENCING
PART 3	DECLARATION BEFORE WORK STARTS		
I have issued this Permit to Work and ensured a safe system of work is in place.			
Signed: _____		Name: _____	
Date: _____		Time: _____	
I have read and understood the requirements of this Permit, associated risk assessments and method statements.			
Signed: _____		Name: _____	
Date: _____		Time: _____	
PART 4	DECLARATION ON COMPLETION OF WORKS		
The works specified in the above Permit have been completed. The work area has been left in a safe and tidy condition.			
Signed: _____		Name: _____	
Date: _____		Time: _____	
By the signature above the contractor declares the works to which this Permit refers to is completed. I hereby cancel this Permit to Work.			
Signed: _____		Name: _____	
Date: _____		Time: _____	

THIS PERMIT IS TO LAST NO LONGER THAN 24 HOURS.**IT IS THEN TO BE KEPT AS A RECORD FOR 6 MONTHS**

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12. PERMIT TO WORK CONTINUED

CQMS	PERMIT TO WORK	PERMIT NUMBER:		
HOT WORKS				
PART 1:		LOCATION AND JOB DETAILS		
LOCATION:				
ROOM/PLOT:		DATE:	TIME:	
DESCRIPTION OF WORK:				
PART 2		CONTROLS		
Loose combustible materials cleared		YES	NO	N/A
Non-moveable combustible materials covered		YES	NO	N/A
Gas cylinders secured		YES	NO	N/A
Work equipment maintained		YES	NO	N/A
Other person who may be affected removed		YES	NO	N/A
Bitumen boilers/lead heater 3m from gas cylinders		YES	NO	N/A
Welding/cutting/grinding work area screened to contain spray		YES	NO	N/A
Suitable fire extinguishers in place for the work area		YES	NO	N/A
Fire check carried out 30 minutes after completion		YES	NO	N/A
PART 3		DECLARATION BEFORE WORK STARTS		
I have issued this Permit to Work and ensured a safe system of work is in place.				
Signed: _____		Name: _____		
Date: _____		Time: _____		
I have read and understood the requirements of this Permit, associated risk assessments and method statements.				
Signed: _____		Name: _____		
Date: _____		Time: _____		
PART 4		DECLARATION ON COMPLETION OF WORKS		
The works specified in the above Permit have been completed. The work area has been left in a safe and tidy condition.				
Signed: _____		Name: _____		
Date: _____		Time: _____		
By the signature above the contractor declares the works to which this Permit refers to is completed. I hereby cancel this Permit to Work.				
Signed: _____		Name: _____		
Date: _____		Time: _____		

THIS PERMIT IS TO LAST NO LONGER THAN 24 HOURS.**IT IS THEN TO BE KEPT AS A RECORD FOR 6 MONTHS.**

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12. PERMIT TO WORK CONTINUED

CQMS	PERMIT TO WORK	PERMIT NUMBER:		
WORKING AT HEIGHT				
PART 1:		LOCATION AND JOB DETAILS		
LOCATION:				
ROOM/PLOT:		DATE:	TIME:	
DESCRIPTION OF WORK:				
PART 2		CONTROLS		
Firm level ground to base equipment on.		YES	NO	N/A
Overhead cable and obstruction avoided or precautions taken.		YES	NO	N/A
Fragile areas identified and protected (re roof lights).		YES	NO	N/A
Scaffolds and tower scaffolds erected and inspected.		YES	NO	N/A
Working platform operated by competent person.		YES	NO	N/A
Collective fall arrest systems (nets, bags, crash deck).		YES	NO	N/A
Individual fall arrest systems (harness and lanyard)		YES	NO	N/A
Ladders – Short duration, simple tasks (secured and at the correct angle).		YES	NO	N/A
Risk Assessment in place for the task.		YES	NO	N/A
PART 3		DECLARATION BEFORE WORK STARTS		
I have issued this Permit to Work and ensured a safe system of work is in place.				
Signed: _____		Name: _____		
Date: _____		Time: _____		
I have read and understood the requirements of this Permit, associated risk assessments and method statements.				
Signed: _____		Name: _____		
Date: _____		Time: _____		
PART 4		DECLARATION ON COMPLETION OF WORKS		
The works specified in the above Permit have been completed. The work area has been left in a safe and tidy condition.				
Signed: _____		Name: _____		
Date: _____		Time: _____		
By the signature above the contractor declares the works to which this Permit refers to is completed. I hereby cancel this Permit to Work.				
Signed: _____		Name: _____		
Date: _____		Time: _____		

THIS PERMIT IS TO LAST NO LONGER THAN 24 HOURS.**IT IS THEN TO BE KEPT AS A RECORD FOR 6 MONTHS.****NOTE: THIS WORK PERMIT DOES NOT APPLY TO THOSE CONSTRUCTION COMPANIES INVOLVED IN NEW BUILD/REFURBISHMENT WHERE THEY ARE IN CONTROL OF THE SITE**

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13. TRAINING RECORDS

13.1 EMPLOYEE HEALTH AND SAFETY INDUCTION TRAINING RECORD

Name: _____ Department: _____
 Position/Job: _____ Recruitment Date: _____

<u>INDUCTION MANDATORY INSTRUCTION</u>			
	DETAILS	YES	NO
1	Introduction to the Company Health and Safety Policy & Procedures	<input type="checkbox"/>	<input type="checkbox"/>
2	Introduction to Employee Handbook	<input type="checkbox"/>	<input type="checkbox"/>
3	Location of Health and Safety Information and Notices	<input type="checkbox"/>	<input type="checkbox"/>
4	Fire Action & Evacuation Procedures	<input type="checkbox"/>	<input type="checkbox"/>
5	Location and Use of Emergency/Fire Fighting Equipment	<input type="checkbox"/>	<input type="checkbox"/>
6	First Aid & Accident Reporting Procedures	<input type="checkbox"/>	<input type="checkbox"/>
7	Specific Hazards and Relevant Safety Procedures of the Job/Task	<input type="checkbox"/>	<input type="checkbox"/>
8	Personal Protective Equipment Issue	<input type="checkbox"/>	<input type="checkbox"/>
9	General Hazards in the Work Area	<input type="checkbox"/>	<input type="checkbox"/>
10	Welfare Arrangements	<input type="checkbox"/>	<input type="checkbox"/>
11	Food Safety and Hygiene	<input type="checkbox"/>	<input type="checkbox"/>
12	Electrical Safety	<input type="checkbox"/>	<input type="checkbox"/>
13	Environmental Protection Requirements	<input type="checkbox"/>	<input type="checkbox"/>
14		<input type="checkbox"/>	<input type="checkbox"/>
15		<input type="checkbox"/>	<input type="checkbox"/>
Employee Signature		Date:	
Supervisor/Manager Signature		Date:	

NOTE: THIS DOCUMENT SHOULD BE COPIED AND COMPLETED WITH ALL EMPLOYEES ON THEIR FIRST WORKING DAY WITH THE COMPANY AND THEN STORED IN THEIR EMPLOYEE RECORD FILE.

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13. TRAINING RECORDS CONTINUED**13.2 SPECIFIC WORK EQUIPMENT TRAINING RECORD**

Name: _____ Department: _____
 Position/Job: _____ Recruitment Date: _____

TYPE OF EQUIPMENT/ TRAINING	INITIAL DATE	REFRESHER DATE	REFRESHER DATE	REFRESHER DATE	REFRESHER DATE	REFRESHER DATE	TRAINING CERTIFICATE HELD? YES/NO

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13. TRAINING RECORDS CONTINUED**13.3 FIRST AID TRAINING RECORD**

DATE	DETAILS OF TRAINING	EMPLOYEE NAME	INSTRUCTOR/ AUTHORITY

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14. VIOLENT INCIDENT DOCUMENTATION

14.1 VIOLENT INCIDENT RECORDS

SERIAL NO	DATE	EMPLOYEE NAME	MANAGERS NAME	ACTION TAKEN

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14. **VIOLENT INCIDENT DOCUMENTATION CONTINUED****14.2 VIOLENT INCIDENT REPORT FORM**

LOCATION		
Date of incident	Day of week	Time
EMPLOYEE:		
Name		Address
Job/Grade		
Store		
What activity were you engaged in at the time of the incident?		
DETAILS OF ASSAILANT (S)		WITNESS (ES)
Name(s)		Name(s)
Address(es)		Address(es)
Age		Age
Male/Female		Male/Female
Other details		Other details
WHAT HAPPENED?		
Give an account of the incident, including any relevant events leading to the incident.		
OUTCOME		
Injury? Verbal Abuse? Anti-social behaviour? Damage to personal/other property?		
Time lost		
Legal action?		
DETAILS OF LOCATION OF INCIDENT		
Provide sketch if possible		
Any other relevant information		

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15. WORK EQUIPMENT INSPECTION/MAINTENANCE RECORDS

INSPECTION REPORT

Site Address:

Inspection carried out for: (co):

Inspection carried out by:

Position:

[illegible]

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PART 6 - COMPANY RISK ASSESSMENTS

The Health and Safety at Work etc. Act 1974

Overview of the Environmental Protection Act 1990

Introduction to Risk Assessments

General Assessments

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CONTENTS

The Health and Safety at Work etc. Act 1974

The Environmental Protection Act 1990

Introduction to Risk Assessments

Overview of the Workplace Regulations

Overview of the Work Equipment Regulations

Overview of the Lifting Operations Regulations

Overview of the Control of Pollution Regulations

General Assessments:

Overview of the Management of Health and Safety at Work Regulations and Assessments

Overview of the Work at Height Regulations

Overview of the DSE Regulations and Assessments

Overview of the Manual Handling Operations Regulations and Assessments

Overview of the PPE Regulations

Overview of the COSHH Regulations and Assessments

Overview of the Control of Noise at Work Regulations

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THE HEALTH AND SAFETY AT WORK etc. ACT 1974:

The Health and Safety at Work etc Act 1974 resulted from the findings of the Robens Report. Previous legislation tended to be very piecemeal and applied only to specific industries or workplaces, and was primarily concerned with the requirements for plant and equipment to be safe. As a result, over 5 million workers were unprotected by any health and safety legislation.

MAIN PRINCIPLES OF THE ACT

THE HEALTH AND SAFETY AT WORK ACT:

- **Covers everyone** involved with work or affected by work activities (except domestic servants in private homes).
- Is built on **general duties** which aim to cover all possible hazards and sources of danger at work.
- Aims to encourage employers to improve their **organisation** and systems for ensuring safety at work
- Seeks to **involve employees**, through their **unions**, in the job of making work safer - while accepting that the main responsibility for this rests on the employer. One aim is to improve the information made available to workers and their representatives.
- Provides new, stronger **powers for inspectors**.
- Creates a new **framework** for the development and updating of detailed safety law. The old laws remain in force while this is being done. (This is why the act is often called an 'enabling act'. It sets the stage for further work in improving the law).

THE HEALTH AND SAFETY AT WORK ACT GENERAL DUTIES:

- The duties in the Health and Safety at Work Act are of a general and all-embracing kind.
- The duties on employers are the central part of the Act, since employers are primarily responsible for the safety of their employees.

THE MAIN DUTIES ON EMPLOYERS ARE CONTAINED WITHIN SECTION 2 OF THE HEALTH AND SAFETY AT WORK ETC ACT 1974.

THE HEALTH AND SAFETY AT WORK ETC. ACT 1974 CONTINUED**GENERAL DUTIES**

- Section 2** General duties of employers to their employees
- Section 3** General duties of employers and self employed to persons other than their employees
- Section 4** General duties of persons concerned with premises to persons other than their employees
- Section 5** Repealed by the Environmental Protection Act 1990
- Section 6** General duties of manufacturers etc. as regards articles and substances for use at work
- Section 7** General duties of employees at work
- Section 8** Duty not to interfere with, or misuse things, provided pursuant to certain provisions
- Section 9** Duty not to charge employees for things done pursuant to certain specific requirements

SECTION 2 - GENERAL DUTIES OF EMPLOYERS TO THEIR EMPLOYEES

1. It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.
2. Without prejudice to the generality of an employer's duty under the preceding subsection, the matters to which that duty extends include in particular
 - a) the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health:
 - b) arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances:
 - c) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;
 - d) so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
 - e) the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.
3. Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.
4. Regulations made by the Secretary of State may provide for the appointment in prescribed cases by recognised trade unions (within the meaning of the regulations) of safety representatives from amongst the employees, and those representatives shall represent the employees in consultations with the employers under subsection (6) below and shall have such other functions as may be prescribed.

THE HEALTH AND SAFETY AT WORK ETC. ACT 1974 CONTINUED

5. Repealed by Employment Protection Act 1975
6. It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.
7. In such cases as may be prescribed it shall be the duty of every employer, if requested to do so by the safety representatives mentioned in [subsection (4)] above, to establish, in accordance with regulations made by the Secretary of State, a safety committee having the function of keeping under review the measures taken to ensure the health and safety at work of his employees and such other functions as may be prescribed.

SECTION 3 - GENERAL DUTIES OF EMPLOYERS AND SELF EMPLOYED TO PERSONS OTHER THAN THEIR EMPLOYEES

1. It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.
2. It shall be the duty of every self-employed person to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that he and other persons (not being his employees) who may be affected thereby are not thereby exposed to risks to their health or safety.
3. In such cases as may be prescribed, it shall be the duty of every employer and every self-employed person, in the prescribed circumstances and in the prescribed manner, to give to persons (not being his employees) who may be affected by the way in which he conducts his undertaking the prescribed information about such aspects of the way in which he conducts his undertaking as might affect their health or safety.

SECTION 4 - GENERAL DUTIES OF PERSONS CONCERNED WITH PREMISES TO PERSONS OTHER THAN THEIR EMPLOYEES

1. This section has effect for imposing on persons duties in relation to those who—
 - a) are not their employees; but
 - b) use non-domestic premises made available to them as a place of work or as a place where they may use plant or substances provided for their use there, and applies to premises so made available and other non-domestic premises used in connection with them.
2. It shall be the duty of each person who has, to any extent, control of premises to which this section applies or of the means of access thereto or egress there from or of any plant or substance in such premises to take such measures as it is reasonable for a person in his position to take to ensure, so far as is reasonably practicable, that the premises, all means of access thereto or egress there from available for use by persons using the premises, and any plant or substance in the premises or, as the case may be, provided for use there, is or are safe and without risks to health.
3. Where a person has, by virtue of any contract or tenancy, an obligation of any extent in relation to—
 - a) the maintenance or repair of any premises to which this section applies or any means of access thereto or egress there from; or
 - b) the safety of or the absence of risks to health arising from plant or substances in any such premises;

THE HEALTH AND SAFETY AT WORK ETC. ACT 1974 CONTINUED

- c) that person shall be treated, for the purposes of subsection (2) above, as being a person who has control of the matters to which his obligation extends.
- 4. Any reference in this section to a person having control of any premises or matter is a reference to a person having control of the premises or matter in connection with the carrying on by him of a trade, business or other undertaking (whether for profit or not).

SECTION 5 REPEALED BY THE ENVIRONMENTAL PROTECTION ACT 1990**SECTION 6 - GENERAL DUTIES OF MANUFACTURERS ETC. AS REGARDS ARTICLES AND SUBSTANCES FOR USE AT WORK**

- 1. It shall be the duty of any person who designs, manufactures, imports or supplies any article for use at work or any article of fairground equipment—
 - a) to ensure, so far as is reasonably practicable, that the article is so designed and constructed that it will be safe and without risks to health at all times when it is being set, used, cleaned or maintained by a person at work;
 - b) to carry out or arrange for the carrying out of such testing and examination as may be necessary for the performance of the duty imposed on him by the preceding paragraph;
 - c) to take such steps as are necessary to secure that persons supplied by that person with the article are provided with adequate information about the use for which the article is designed or has been tested and about any conditions necessary to ensure that it will be safe and without risks to health at all such times as are mentioned in paragraph (a) above and when it is being dismantled or disposed of and
 - d) to take such steps as are necessary to secure, so far as is reasonably practicable, that persons so supplied are provided with all such revisions of information provided to them by virtue of the preceding paragraph as are necessary by reason of its becoming known that anything gives rise to a serious risk to health or safety.
- (1A) It shall be the duty of any person who designs, manufactures, imports or supplies any article of fairground equipment—
 - e) to ensure, so far as is reasonably practicable, that the article is so designed and constructed that it will be safe and without risks to health at all times when it is being used for or in connection with the entertainment of members of the public;
 - f) to carry out or arrange for the carrying out of such testing and examination as may be necessary for the performance of the duty imposed on him by the preceding paragraph;
 - g) to take such steps as are necessary to secure that persons supplied by that person with the article are provided with adequate information about the use for which the article is designed or has been tested and about any conditions necessary to ensure that it will be safe and without risks to health at all times when it is being used for or in connection with the entertainment of members of the public; and
 - h) to take such steps as are necessary to secure, so far as is reasonably practicable, that persons so supplied are provided with all such revisions of information provided to them by virtue of the preceding paragraph as are necessary by reason of its becoming known that anything gives rise to a serious risk to health or safety.
- 2. It shall be the duty of any person who undertakes the design or manufacture of any article for use at work [or of any article of fairground equipment] to carry out or arrange for the carrying out of any necessary research with a view to the discovery and, so far as is reasonably practicable, the elimination or minimisation of any risks to health or safety to which the design or article may give rise.

THE HEALTH AND SAFETY AT WORK ETC. ACT 1974 CONTINUED

3. It shall be the duty of any person who erects or installs any article for use at work in any premises where that article is to be used by persons at work [or who erects or installs any article of fairground equipment] 8 to ensure, so far as is reasonably practicable, that nothing about the way in which [the article is erected or installed makes it unsafe or a risk to health at any such time as is mentioned in paragraph (a) of subsection (1) or, as the case may be, in paragraph (a) of subsection (1) or (1A) above].
4. It shall be the duty of any person who manufactures, imports or supplies any substance—
 - a) to ensure, so far as is reasonably practicable, that the substance will be safe and without risks to health at all times when it is being used, handled, processed, stored or transported by a person at work or in premises to which section 4 above applies;
 - b) to carry out or arrange for the carrying out of such testing and examination as may be necessary for the performance of the duty imposed on him by the preceding paragraph
 - c) to take such steps as are necessary to secure that persons supplied by that person with the substance are provided with adequate information about any risks to health or safety to which the inherent properties of the substance may give rise, about the results of any relevant tests which have been carried out on or in connection with the substance and about any conditions necessary to ensure that the substance will be safe and without risks to health at all such times as are mentioned in paragraph (a) above and when the substance is being disposed of; and
 - d) to take such steps as are necessary to secure, so far as is reasonably practicable, that persons so supplied are provided with all such revisions of information provided to them by virtue of the preceding paragraph as are necessary by reason of its becoming known that anything gives rise to a serious risk to health or safety.
5. It shall be the duty of any person who undertakes the manufacture of any [substance] to carry out or arrange for the carrying out of any necessary research with a view to the discovery and, so far as is reasonable practicable, the elimination or minimisation of any risks to health or safety to which the substance may give rise [at all such times as are mentioned in paragraph (a) of subsection (4) above].
6. Nothing in the preceding provisions of this section shall be taken to require a person to repeat any testing, examination or research which has been carried out otherwise than by him or at his instance, in so far as it is reasonable for him to rely on the results thereof for the purposes of those provisions.
7. Any duty imposed on any person by any of the preceding provisions of this section shall extend only to things done in the course of a trade, business or other undertaking carried on by him (whether for profit or not) and to matters within his control.
8. Where a person designs, manufactures, imports or supplies an article [for use at work or an article of fairground equipment and does so for or to another] on the basis of a written undertaking by that other to take specified steps sufficient to ensure, so far as is reasonably practicable, that the article will be safe and without risks to health [at all such times as are mentioned in paragraph (a) of subsection (1) or, as the case may be, in paragraph (a) of subsection (1) or (1A) above], the undertaking shall have the effect of relieving the first-mentioned person from the duty imposed to such extent as is reasonable having regard to the terms of the undertaking.
- (8A) Nothing in subsection (7) or (8) above shall relieve any person who imports any article or substance from any duty in respect of anything which—
 - a) in the case of an article designed outside the United Kingdom, was done by and in the course of any trade, profession or other undertaking carried on by, or was within the control of, the person who designed the article; or

THE HEALTH AND SAFETY AT WORK ETC. ACT 1974 CONTINUED

- b) in the case of an article or substance manufactured outside the United Kingdom, was done by and in the course of any trade, profession or other undertaking carried on by, or was within the control of, the person who manufactured the article or substance.
9. Where a person ("the ostensible supplier") supplies any [article or substance] to another ("the customer") under a hire-purchase agreement, conditional sale agreement or credit-sale agreement, and the ostensible supplier;
- a) carries on the business of financing the acquisition of goods by others by means of such agreements; and
 - b) in the course of that business acquired his interest in the article or substance supplied to the customer as a means of financing its acquisition by the customer from a third person ("the effective supplier"),
- the effective supplier and not the ostensible supplier shall be treated for the purposes of this section as supplying the article or substance to the customer, and any duty imposed by the preceding provisions of this section on suppliers shall accordingly fall on the effective supplier and not on the ostensible supplier.
10. For the purposes of this section an absence of safety or a risk to health shall be disregarded in so far as the case in or in relation to which it would arise is shown to be one the occurrence of which could not reasonably be foreseen; and in determining whether any duty imposed by virtue of paragraph (a) of subsection (1), (1A) or (4) above has been performed regard shall be had to any relevant information or advice which has been provided to any person by the person by whom the article has been designed, manufactured, imported or supplied or, as the case may be, by the person by whom the substance has been manufactured, imported or supplied.

SECTION 7 - GENERAL DUTIES OF EMPLOYEES AT WORK

It shall be the duty of every employee while at work—

- a. to take reasonable care for the health and safety of himself and, of other persons who may be affected by his acts or omissions at work; and
- b. as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

SECTION 8 - DUTY NOT TO INTERFERE WITH, OR MISUSE THINGS, PROVIDED PURSUANT TO CERTAIN PROVISIONS

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

SECTION 9 - DUTY NOT TO CHARGE EMPLOYEES FOR THINGS DONE PURSUANT TO CERTAIN SPECIFIC REQUIREMENTS

No employer shall levy or permit to be levied on any employee of his any charge in respect of anything done or provided in pursuance of any specific requirement of the relevant statutory provisions.

THE HEALTH AND SAFETY AT WORK ETC. ACT 1974 CONTINUED

POWERS OF INSPECTORS:

- enter premises at any reasonable time.
- take a constable where necessary.
- take any authorised person required to assist in the investigation
- examine, investigate and require premises to be left undisturbed
- take samples
- dismantle or test any dangerous article or substance
- seize any article or substance required as evidence, and destroy or render harmless anything which is a source of imminent danger.
- In addition the Inspector can inspect or take copies of any document you are required to keep and ask for assistance or facilities to be made available.

IMPROVEMENT AND PROHIBITION NOTICES

IMPROVEMENT NOTICE

- Served when in the opinion of the Inspector there is a breach of law. The notice will require the employer to remedy the offence by a date specified on the notice.
- The employer has a right to appeal (S.24) to an industrial tribunal in writing within 21 days. The notice is suspended until the hearing.

PROHIBITION NOTICE

- Served when in the opinion of the Inspector:
 - there is a risk of serious personal injury.
 - and in addition breaches of law.
- The notice will require that activity to cease until remedied.
- Employers may appeal to an industrial tribunal (S.24) within 21 days, but in this case the notice stays in force unless the tribunal directs otherwise.

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THE ENVIRONMENTAL PROTECTION ACT 1990

The Environmental Protection Act 1990: Part 1 introduced the concept of integrated pollution control (IPC) to control the release of polluting substances to air, land and water. IPC is concerned with ensuring the use of 'best available techniques not entailing excessive costs', and to ensure the consideration on all aspects of the environment of the release from industrial processes. This last part is of particular note, since historically UK legislation tended to treat an individual issue and reduce the release of a substance to one environmental media (e.g. air), and as a result pollution of another media (e.g. water) increased. The concept of Local Air Pollution Control (LAPC) was also introduced, which is a separate regime for controlling emissions to the air from generally lower environmental risk processes.

Part 2 of the Environmental Protection Act 1990 introduces a duty of care with regards to waste and enforces the 'polluter pays' principle, whereby the person (or Company) who is responsible for significant land contamination has to pay for the clean up costs.

The Environmental Protection Act 1990 is arranged into 9 parts, as detailed below, with a brief summary of the main points of each section.

PART 1 – INTEGRATED POLLUTION CONTROL AND AIR POLLUTION CONTROL BY LOCAL AUTHORITIES

1 Preliminary

- 1.1 Definitions of key terms.

2 Authorisations

- 2.1 No person shall carry on a prescribed process after the date prescribed or determined, except under an authorisation granted by the enforcing authority and in accordance with the conditions to which it is subject.

3 Enforcement

- 3.1 If the enforcing authority is of the opinion that the person that the person carrying on a prescribed process under an authorisation is contravening any condition of the authorisation, the authority may serve an enforcement notice.
- 3.2 If the enforcing authority is of the opinion that continuing with the prescribed process involves an imminent risk of serious pollution to the environment, the authority may serve a prohibition notice.
- 3.3 The powers granted to Inspectors under the Environmental Protection Act 1990 are similar to those granted to Inspectors under the Health and Safety at Work etc Act 1974.

4 Publicity

- 4.1 It is the duty of each enforcing authority to maintain a public register containing prescribed particulars of, or relating to:
 - applications for authorisations made to that authority
 - authorisations granted by the authority
 - notifications issued by the authority
 - revocations of authorisations
 - appeals
 - convictions for such offences, etc.

THE ENVIRONMENTAL PROTECTION ACT 1990 CONTINUED**5 Provisions as to offences**

- 5.1 If the enforcing authority is of the opinion that a person has failed to comply with, or contravened any requirement or prohibition imposed by an enforcement or prohibition notice, then the authority may take proceedings to the High Court.

6 Authorisations and other statutory controls**PART 2 - WASTE ON LAND****7 Preliminary**

- 7.1 Definitions of key terms.

8 Prohibition on unauthorised or harmful depositing, treatment or disposal of waste

- 8.1 A person shall not:

- deposit controlled waste, or knowingly cause or knowingly permit controlled waste to be deposited in or on any land unless a waste management licence authorising the deposit is in force and the deposit is in accordance with the licence
- treat, keep or dispose of controlled waste, or knowingly cause or knowingly permit controlled waste to be treated, kept or disposed of in or on any land, or by means of any mobile plant, except in accordance with a waste management licence.

9 Duty of care etc. as respects waste

- 9.1 It is the duty of any person who imports, produces, carries, keeps, treats or disposes of controlled waste, or as a broker, has control of such waste, to take all such measures applicable to him in that capacity as are reasonable in the circumstances-

- to prevent any contravention by any other person
- to prevent the escape of the waste from his control or that of any other person
- on the transfer of waste, to secure that the transfer is only to an authorised person, and that there is a transfer of a description of the waste.

- 9.2 Any person who fails to comply with the duty imposed shall be liable:

- on summary conviction, to a fine not exceeding the statutory maximum, and
- on conviction of indictment, to a fine.

10 Waste Management Licences

- 10.1 A waste management licence is a licence granted by a waste regulation authority authorising the treatment, keeping or disposal of any specified description of waste in or on specified land or the treatment or disposal of any specified description of controlled waste by means of specified mobile plant.

- 10.2 The waste regulation authority may modify the conditions of the licence to any extent which is desirable and is unlikely to require unreasonable expense on the part of the holder,

- 10.3 Licences may be suspended or revoked by a waste regulation authority if they consider that the holder of the licence has ceased to be fit and proper, if the continuation of the activities authorised by the licence would cause pollution to the environment or harm to human health which cannot be avoided by modification of the conditions of the licence.

THE ENVIRONMENTAL PROTECTION ACT 1990 CONTINUED**11 Collection, disposal or treatment of controlled waste**

- 11.1 A waste collection authority may, if requested by any person, supply him with receptacles for commercial or industrial waste and make a reasonable charge for the collection and disposal of the waste.
- 11.2 If, in the opinion of the waste collection authority, it is likely that there may be commercial or industrial waste which (if not stored in receptacles) may cause a nuisance, the authority may serve a notice requiring the occupier of the premises to provide receptacles at the premises.

12 Special waste and non-controlled waste

- 12.1 If the Secretary of State considers that controlled waste of any kind is (or may be) so dangerous or difficult to treat, keep or dispose of then he shall make provision by regulations for the treatment, keeping or disposal of that waste.

13 Publicity**14 Supervision and enforcement**

- 14.1 The Secretary of State may appoint as inspectors such persons having suitable qualifications, and may terminate any appointment made under this sub-section.
- 14.2 Any waste regulation authority may appoint as inspectors such persons having suitable qualifications, and may terminate any appointment made under this sub-section.
- 14.3 An inspector will not be liable in any civil or criminal proceedings for anything done in the purported performance of his functions, if the court is satisfied that the act was done in good faith and that there were reasonable grounds for doing it.
- 14.4 The powers granted to Inspectors under the Environmental Protection Act 1990 are similar to those granted to Inspectors under the Health and Safety at Work etc Act 1974.

15 Supplemental

- 15.1 Appeals relating to legal proceedings and civil liability.
- 15.2 Further definitions.

PART 3 – STATUTORY NUISANCES AND CLEAN AIR**16 Statutory Nuisances: England and Wales****17 Statutory Nuisances: Scotland****18 Termination of existing controls over offensive trades and businesses****19 Application to gases of certain Clean Air Act provisions****PART 4 – LITTER, ETC.****20 Provisions relating to litter****21 Abandoned trolleys****PART 5 – AMENDMENT OF THE RADIOACTIVE SUBSTANCES ACT 1960**

THE ENVIRONMENTAL PROTECTION ACT 1990 CONTINUED

PART 6 – GENETICALLY MODIFIED ORGANISMS

**PART 7 – NATURE CONSERVATION IN GREAT BRITAIN AND COUNTRYSIDE MATTERS
IN WALES**

PART 8 – MISCELLANEOUS

PART 9 – GENERAL

SCHEDULES 1-16

RISK ASSESSMENTS

INTRODUCTION

1. The information contained in this manual covers the relevant risk assessments for our company which enables us to comply with the general duties placed upon employers by the Health and Safety at Work etc Act 1974 and the more specific legislation as follows:
 - A The Health and Safety at Work etc. Act 1974
 - B The Workplace (Health, Safety and Welfare) Regulations 1992 (as amended 2002)
 - C The Provision and Use of Work Equipment Regulations 1998 (as amended 2002)
 - D The Lifting Operations and Lifting Equipment Regulations 1998 (as amended 2002)
 - E The Management of Health and Safety at Work Regulations 1999 (as amended 2003)
 - F The Control of Pollution (Oil Storage) (England) Regulations 2001
 - G The Work at Height Regulations 2005
 - H The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)
 - I The Manual Handling Operations Regulations 1992 (as amended 2002)
 - J The Personal Protective Equipment at Work Regulations 1992 (as amended 2002)
 - K The Control of Substances Hazardous to Health Regulations 2002 (and amendment 2005)
 - L The Control of Noise at Work Regulations 2005
2. A general outline of the Regulations is given at each section. Further information should be sought from CQMS Limited or by consulting the relevant Approved Code of Practice (ACOP)
3. Although failure to comply with any provisions of the Approved Codes of Practice are not in itself an offence, the failure may be taken in court in criminal proceedings as proof that a person has contravened the Regulation to which the provision relates. In such a case however, it will be open for that person to satisfy a Court that he or she as complied with the Regulations in some other way!

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WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS

1992

1. Employers have a general duty under Section 2 of the Health and Safety at Work etc Act 1974, to ensure so far as is reasonably practicable the Health, Safety and Welfare of their employees at work. Persons in control of non-domestic premises also have a duty under Section 4 of the Act towards people who are not their employees but use the premises. These Regulations expand on those duties and are intended to protect the health and safety of everyone in the workplace, and to ensure that adequate facilities are provided for people at work.
2. **Regulation 1 - Citation and Commencement** - The Regulations come into effect in four stages. Workplaces which were used for the first time after 31 December 1992, and modifications, extensions and conversions started after that date, should comply as soon as they are in use. In existing workplaces (apart from any modifications) the Regulations take effect on 1 January 1996 and the laws in Schedule 2 will continue to apply until that date. Any workplaces or parts of workplaces located at a quarry or above ground at a mine used for the first time after 26 October 1995, and modifications, extensions and conversions started after that date, should comply as soon as they are in use. In existing workplaces at a quarry or above ground at a mine (apart from any modifications) the Regulations take effect on 26 July 1998.
3. **Regulation 2 - Interpretation** - These Regulations apply to a wide range of workplaces not only factories, shops and offices, but also for example schools, hospitals, hotels and places of entertainment. The term workplace also includes common parts of shared buildings, private roads and paths on industrial estates and business parks and temporary work sites (but not construction sites). These Regulations aim to ensure that workplaces meet the health, safety and welfare needs of each member of the workforce which may include people with disabilities. Building Regulations and British Standards also apply.
4. **Regulation 3 - Application of these Regulations** - All operational ships, boats, hovercrafts, aircraft, trains and road vehicles are excluded from the regulations except that Regulation 13 - Falls and Falling Objects applies when aircraft, trains and road vehicles are stationary in a workplace. The regulations apply to locations above ground in mines and quarries. The regulations do not apply to construction sites.
5. **Regulation 4 - Requirements under these Regulations** - Employers have a general duty under Section 2 of the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work. Persons in control of non-domestic premises also have a duty under Section 4 of the Act towards people who are not their employees but use their premises. These Regulations expand on these duties and are intended to protect the health and safety of everyone in the workplace, and to ensure that adequate welfare facilities are provided for people at work.
6. **Regulation 5 - Maintenance of workplace, equipment, devices and systems** - The workplace and equipment and devices (emergency lighting, fencing, window cleaning equipment, safety harness anchorage points, etc) should be maintained in an efficient state, in efficient working order and good repair. If a potentially dangerous defect is identified it should be rectified immediately or steps taken to prevent access or use.

The frequency of maintenance will depend on the equipment or device involved, its age, frequency of use, type of use, etc.
7. **Regulation 6 - Ventilation** - Workplaces should be sufficiently well ventilated so that stale air or air which is hot or humid because of the process or equipment in use is replaced at a reasonable rate. Any air introduced for circulation should be free from impurity, and must not be offensive or cause ill health. Mechanical ventilation systems should be regularly cleaned, tested and maintained to ensure they are kept clean and free of anything which could contaminate the air.

WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992 CONTINUED

8. **Regulation 7 - Temperature in indoor workplaces.** - Temperatures in indoor workplaces should provide reasonable comfort without the need for special clothing, temperatures should normally be at least 16 degrees Celsius unless the work involves severe physical effort, in which case the temperature should be at least 13 degrees Celsius. These temperatures are for general working conditions and could not be applied where rooms have to be open to the outside or where food products are kept cold. Thermometers should be available at a convenient distances from every part of the workplace to enable temperatures to be measures throughout the workplace.
9. **Regulation 8 - Lighting** - Lighting should be adequate and sufficient to enable people to work, use facilities provided, and move from place to place without experiencing eye strain. Emergency lighting should be powered from a source independent from that of normal lighting and be immediately effective without need for action from anyone. It should provide sufficient light to enable persons at work to take any action necessary to ensure their health and safety.
10. **Regulation 9 - Cleanliness** - The standard of cleanliness required will depend on the use to which the workplace is put. For example an area in which people take meals would be expected to be cleaner than a workshop. Floors and traffic routes should be cleaned regularly, interior walls and ceilings should be cleaned at suitable intervals.
11. **Regulation 10 - Room dimensions and space** - Workrooms should have enough space to enable people to get to and from workstations and move within the room with ease. Workrooms should be of sufficient height to provide safe access. Obstructions should be clearly marked.
12. **Regulation 11 - Workstations and Seating** - Workstations should be arranged so that each task can be carried out safely and comfortably. Work materials and controls should be within easy reach, without undue bending or stretching.
13. **Regulation 12 - Conditions of Floors and Traffic Routes** - Floors and traffic routes should be of sound construction and should have adequate strength and stability taking account of the loads and traffic passing over them. Floors should not be overloaded. Open staircases should be securely fenced and a secure and substantial handrail should be provided and maintained on at least one side of every staircase. Additional handrails should be provided down the centre of particularly wide staircases.
14. **Regulation 13 - Falls or Falling Objects** - Secure fencing should be provided to prevent people falling from edges, and fencing should be adequate to prevent objects falling onto people. Dangerous substances in tanks, pits or other structures should be securely fenced or covered.

Secure fencing should be provided where a person may fall 2 metres or more. Fencing should also be provided where a person may fall less than 2 metres where there are factors which increase the likelihood of a fall or the risk of serious injury.
15. **Regulation 14 - Windows and Transparent or Translucent Doors.** - Transparent or translucent surfaces should be clearly marked and constructed from a safe material or be adequately protected against breakage. Large uninterrupted surfaces give the impression of being open and individuals may believe they can walk through. In such cases these surfaces must be clearly marked.
16. **Regulation 15 - Windows & Skylights** - Windows should be capable of opening in a safe manner and controls should be easily accessible. There should be provision to clean windows safely if they cannot be cleaned from the ground or other suitable surface. Suitable provision includes:
 - a) Fitting windows which can be cleaned from the inside.

WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992 CONTINUED

- b) Fitting access equipment such as suspended cradles or travelling ladders.
 - c) Providing anchorage points for safety harnesses.
 - d) Providing suitable conditions for future use of mobile access equipment including ladders up to 9 metres long. Ladders over 6 metres long will require fixing points to provide security.
17. **Regulation 16 - Ability to Clean Windows etc. Safely** - Suitable provision should be made so that windows and skylights can be cleaned safely if they cannot be cleaned from the ground or other suitable surface.
- a) Suitable provision includes:
 - b) Fitting windows which can pivot or open inwards to enable safe cleaning,
 - c) Fitting access equipment i.e. cradles or travelling ladders,
 - d) Possible suitable access for mobile access equipment,
 - e) Suitable anchorage points.
18. **Regulation 17 - Traffic Routes** - There should be sufficient traffic routes of sufficient width and headroom to allow people on foot or in vehicles to circulate safely and without difficulty. Where pedestrian and vehicle routes cross, then appropriate crossing points should be provided. Potential hazards on traffic routes used by vehicles should be clearly signed.
19. **Regulation 18 - Doors and Gates** - Doors and gates which swing in both directions should have a transparent panel unless they are low enough to see over. Sliding doors should have stops fitted to prevent the door coming off the track and upward opening doors should have a ratchet or counter balance fitted. Power operated doors should have safety features fitted such as:
- a) A sensitive edge or detector to prevent people being stuck or trapped.
 - b) A device to limit the closing force so that it is insufficient to cause injury.
 - c) An operating control which is held in position during the whole of the closing motion. This should be suitable where the risk of injury is low and speed of closure is low.
- Such a control when released should cause the door to stop or re-open immediately and should be positioned so that the operator has a clear view of the door throughout its movement.
- Power operated doors should have a readily identifiable and accessible control switch, so it can be stopped quickly in an emergency. If tools are required to manually operate the door then they should be accessible.
20. **Regulation 19 - Escalators and Walkways** - Covered by the HSE's Publication on the safe use and periodic thorough examination of escalators.
21. **Regulation 20 - Sanitary Conveniences** - Suitable and sufficient sanitary conveniences shall be provided at accessible places and will depend on the number of employees. A general outline is given in the Regulations but generally up to 5 employees will need 1 toilet with washing facilities, up to 25 employees will need 2 toilets with washing facilities. More detail is available in the Approved Code of Practice.
22. **Regulation 21 - Washing Facilities** - Sufficient facilities should be provided to enable everyone at work to use them without delay. Information on the numbers required is obtainable in the approved code of practice or by contacting CQMS for advice.

WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992 CONTINUED

23. **Regulation 22 - Drinking Water.** - Drinking water taps should not be installed where contamination is likely and should not be installed in sanitary accommodation. Drinking water supplies should be marked where people could otherwise drink from supplies which are not meant for drinking. Cold water supplies which are not suitable for drinking must be clearly marked by a suitable sign.
24. **Regulation 23 - Accommodation for Clothing** - Accommodation for work clothing and workers' own personal clothing should enable it to hang in a clean, warm, dry, well ventilated place where it can dry out during the course of a working day where necessary. Effective means should also be taken to ensure the security of clothing. This may be achieved, for example, by providing a lockable locker for each worker.
25. **Regulation 24 - Facilities for Changing Clothes** - A changing room should be provided for employees who change into special work clothing and to prevent their own clothing being contaminated by a harmful substance.
26. **Regulation 25 - Facilities for Rest and Meals.** - Suitable facilities should be provided for all workers and should be large enough with sufficient seats with back rest, and tables for the maximum number of workers likely to use them at any one time. Seats in work areas can be counted as eating facilities provided they are in a sufficiently clean place and there is a suitable surface on which to place food. Eating facilities should be kept clean and suitable hygiene standards maintained at all times. Rest areas should be arranged to enable employees to use them without experiencing discomfort from tobacco smoke. This can be achieved by:
- a) Prohibition of smoking in rest areas.
 - b) Provision of separate areas for smokers.
- Provision should also be made for disabled persons at work with adequate and suitable seating.
27. **Regulation 25A –** Areas of the workplace directly occupied by disabled persons such as stairs, washbasins, lavatories, workstations etc., shall where necessary be organised in such a way as to take account of such persons.
28. **Regulation 26 - Exemptions** - Armed Forces application only.
29. **Regulation 27 - Repeals and Revocations** - Superseded some older legislation.

IT MUST BE REMEMBERED THAT THE ABOVE INFORMATION IS AN OVERVIEW OF AN 50 PAGE DOCUMENT. FURTHER INFORMATION CAN BE OBTAINED FROM THE APPROVED CODE OF PRACTICE OR CQMS LTD.

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

1. The Provision and Use of Work Equipment Regulations 1998 (PUWER 98) lay down important Health and Safety laws for the provision and use of work equipment and its safe use. PUWER makes more explicit the general duties on employers, the self-employed and persons in control to provide safe plant and equipment. Virtually all the requirements of those Regulations exist in law or constitute good working practice. These Regulations bring together those requirements and apply them across all industrial, commercial and service sectors.
2. PUWER 98 updates the original Provision and use of Work Equipment Regulations 1992 and employers with well chosen and maintained equipment will find compliance with PUWER 98 relatively straight forward.

The major changes are:

- a) Inspection - Regulation 6,
- b) Mobile Work Equipment - Regulations 25 to 30 and,
- c) Power Presses - Regulations 31 to 35 which are contained in a separate Code of Practice.

The Regulations take effect from 5 December 1998 on all new Work Equipment but existing Mobile Work Equipment have until 5 December 2002 to comply with Regulations 25 to 30.

NOTE: EMPLOYERS, USERS, PROVIDERS OF MOBILE WORK EQUIPMENT MUST CARRY OUT A RISK ASSESSMENT ON ALL MOBILE WORK EQUIPMENT TO DETERMINE IF REGULATIONS 25 TO 30 SHOULD BE APPLIED.

WHERE ANY DOUBT EXISTS CONTACT CQMS FOR FURTHER ADVICE.

3. Employers have a duty to ensure that items of work equipment provided to their employees complies with these Regulations. The self-employed must comply with the same duties in respect of work equipment they use at work. The Regulations place duties on all employers providing work equipment to ensure that it is suitable and well maintained etc. On multi-occupancy or multi-contractor sites arrangements will have to be made among themselves whereby shared equipment is controlled and maintained. As with the management of Health and Safety at Work Regulations activities must be co-ordinated and information shared to ensure that each complies with their responsibilities.
4. **Regulations 1, 2 and 3** - Outlining Citation - Interpretation and Application of the Regulations.
5. **Regulation 4 - Suitability of Work Equipment.**
 - a) This is the cornerstone of the regulations and it addresses work equipment from three aspects:
 - i) The equipment's initial integrity.
 - ii) The place where it will be used, and
 - iii) The purpose for which it will be used.
 - b) The selection of suitable equipment makes it possible to reduce or eliminate risks before the equipment is used. Equipment must be suitable, by design, construction or adaptation for the actual work it has to do. This means that the work equipment provided has been produced for the work to be undertaken and that it is used in accordance with the manufacturers specifications and instructions. Employers will also need to assess the location in which work equipment is to be located and used, and take into account any risks which may arise from the particular circumstances, i.e., wet environment, flammable atmosphere, confined spaces, ergonomics, ventilation etc.

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 CONTINUED

6. **Regulation 5 - Maintenance** - It is important that work equipment is maintained so that its performance does not deteriorate to the extent that it puts people at risk. The level of maintenance will vary enormously depending on the equipment, e.g., visual checks on hand held tools, hammers, chisels etc. to complicated maintenance programmes for complex plant. Equipment needs to be checked regularly to ensure that all safety related features work correctly. Routine maintenance should be carried out to the manufacturers recommendations. Planned preventative maintenance may be required to prevent failures occurring while the equipment is in use.

7. **Regulation 6 - Inspection** - Where a Risk Assessment identifies a significant risk to the operator or other workers from the installation or use of work equipment or where there is a statutory requirements for inspection then a suitable inspection must be carried out. The inspection should be carried out by a competent person who has the necessary knowledge and experience to carry out the inspection.

The level of competency to carry out inspections will depend on the complexity of the equipment i.e. Plant Engineers, Insurance Inspectors.

Frequency of inspection should be determined based on the type of equipment, its usage and its working environment.

8. **Regulation 7 - Specific Risks** - Where specific risks are identified the use of that work equipment must be restricted to those persons given the task of using it. Repairs, modifications, etc. to the work equipment must also be restricted to those persons specifically designated to perform operations of that nature. Where possible risks should be eliminated or if not possible then provide adequate guards and design safe systems of work to deal with residual risks.

9. **Regulation 8 - Information and Instructions**. Employers must provide employees with, all relevant information and instruction as may be necessary to ensure so far as is reasonably practicable, their Health and Safety. Where systems are complicated, then written, comprehensible instructions should be provided to all employees.

Consultation with employees, there are requirements under the safety Representatives and Safety Committee Regulations 1997 and the Health and Safety (Consultation with Employees) Regulations 1996 for employers to consult with their employees on:

- a) Any measures which may affect their Health and Safety,
- b) Information they must have regarding Risk Assessments,
- c) Any arrangements for getting a competent person to help comply with Health and Safety,
- d) Planning and organising of any Health and Safety Training,
- e) The arrangements for Serious and Imminent Danger.

10. **Regulation 9 - Training**. Training and instruction is a central requirement of the Health and Safety at Work Act and many other specific Regulations. Training, coupled with proper supervision is essential for all young people but all employees including supervisors and management will need to be aware of the training requirements under these Regulations.

The level of training required will be in relation to the complexity of the equipment used. Some training on simple equipment (hand tools) is self explanatory but as equipment becomes more complex or dangerous i.e. chainsaws, Sthil saws, scaffolding, mobile work equipment etc. then formal training will be required.

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 CONTINUED

11. **Regulation 10 - Conformity with Community Requirements.** The aim is to ensure that work equipment provided for use in the workplace after 5 December 1998 meets certain Health and Safety requirements. It places a duty on employers that complements those on manufacturers and suppliers in other legislation regarding the initial integrity of equipment.
12. **Regulation 11 - Dangerous Parts of Machinery.** A risk assessment carried out under Regulation 3 of The Management of Health and Safety at Work Regulations 1999 should identify hazards presented by machinery. The assessment will identify measures which can be taken to overcome risks that the hazard(s) present. **Remember once risks are identified then remedial action must be taken!**

The levels of protection are:

- a) Fixed, enclosed, guards,
 - b) Interlocking guards and pressure mats,
 - c) Jigs, push studs, etc.,
 - d) Provision of information, instruction, training and supervision.
13. **Regulation 12 - Protection Against Specified Hazards** - The Risk Assessment carried out under Regulation 3 of The Management of Health and Safety at Work Regulations 1999 should identify the hazards and risks associated with Work Equipment and should cover:
- a) Materials falling from equipment i.e. scaffold boards, ladders etc.,
 - b) Rupture or disintegration of equipment parts i.e. abrasive wheels,
 - c) Materials ejected from a machine i.e. swarf,
 - d) Collapse of scaffolding,
 - e) Overheating or Fire, Noise, Radiation etc.,
 - f) Explosion of equipment - build up of pressure, ignition of flammable gas or vapour, chemical radiation.
14. **Regulation 13 - High or Very Low Temperatures** - Employers must ensure that Work Equipment or Parts of Work Equipment which is at a high or very low temperature has protection where appropriate so as to prevent injury to any person by burn, scald or sear.

Regulations 14-18 - Controls and Control Systems. Start/stop and emergency stop controls again will be identified by the risk assessment and will need to be put in place or moved depending on the assessment. The complexity of the controls will largely be dependent on the type of equipment they have to stop or control but the requirement will be to bring the equipment to a safe condition in a safe manner. **Control systems can be complicated and further advice should always be sought if there is any doubt about their ability to control or stop work equipment.**

Control systems must be easily identified and their markings clearly visible, colour, shape and position are important.

Failure of any control system or its power supply should lead to a 'fail-safe' condition. BS EN 60204-1 and BS EN 954-1 gives guidance on design of control systems.

15. **Regulation 19 - Isolation** - Means establishing a break in the energy supply in a secure manner, i.e., by ensuring that inadvertent re-connection is not possible. The possibilities and risks of reconnection should be identified during the risk assessment which should establish how security can be achieved. A lock off device may be required.

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 CONTINUED

16. **Regulation 20 - Stability** - All machines should be suitably fixed to ensure stability. There are many types of equipment that might fall over, collapse or overturn unless suitable precautions are taken. Mobile equipment can have outriggers fixed to increase stability. Scaffold can have additional supports fixed. Where counterbalancing is employed for mobile equipment then its stability should be re-appraised.
17. **Regulation 21 - Lighting** - Should be adequate for the machine in use and requirements of the task.
18. **Regulation 22 - Maintenance Operations** - employees shall take all appropriate measures to ensure so far as is reasonable practicable, maintenance operations which involve a risk to Health and Safety can be carried out while the equipment is shut down or appropriate operations by providing:
- a) Temporary guards,
 - b) Limited movement controls,
 - c) Crane speed operated by hold-to-run controls etc.
19. **Regulations 23 and 24 - Markings and Warnings** - All controls start/stop buttons, isolation switches should be clearly marked, maximum rotation speed of abrasive wheels should be marked and specific warnings should be posted. Warnings can be audible or visible but must be easily perceived and understood by all especially warnings of imminent danger.
20. **Regulation 25 - Employees Carried on Mobile Work Equipment** - Employees must ensure that risks to the operator of Mobile work Equipment and other workers due to the work equipment travelling are controlled. Workers should be protected from falling out of the equipment and from unexpected movement. A Risk Assessment should cover:
- a) Suitability of equipment to carry people,
 - b) Seating,
 - c) Cabs, operators stations and work platforms,
 - d) Equipment not specifically designed for carrying people,
 - e) Falling object protective structures (FOPS),
 - f) Restraining systems,
 - g) Speed adjustment,
 - h) Guards and barriers.
21. **Regulation 26 - Rolling over of Work Equipment** - In addition to the more general requirements of Regulation 25, Regulation 26 covers the measures necessary to protect employees carried on mobile work equipment where there are risks from roll over while it is travelling i.e. a dumper truck or roller or any plant on a site where there is a risk of Roll Over.
- Where there is a risk of Roll Over, identified by the risk Assessment required by Regulation 3 of The Management of Health and Safety at Work Regulations 1999 then ROPS will have to be fitted.
- CONTACT CQMS IF THERE IS ANY DOUBT.**
23. **Regulation 27 - Overturning of Forklift Trucks** - Fork lift trucks must be assessed to ensure that safe systems are in place, i.e. Roll Over Protection and restraining systems for operators.

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 CONTINUED

24. **Regulation 28 - Self Propelled Work Equipment** - Self propelled work equipment must be assessed to ensure that unauthorised start up is prevented, starter keys and starting devices must be accessible only to authorised personnel. The Risk Assessment should also cover:
- a) Minimising the consequences of a collision or rail-mounted work equipment,
 - b) Devices or stopping and breaking,
 - c) Emergency breaking and stopping devices,
 - d) Drivers field of vision,
 - e) Lighting equipment for use in the dark,
 - f) Carriage of appropriate Fire Fighting Equipment.
25. **Regulation 29 - Remote Controlled Self Propelled Work Equipment** - requires employees to consider as part of the Risk Assessment, risk due to the movement of equipment, to the person controlling the equipment and anyone in the vicinity - You may need to consider alarms or flashing lights and sensing equipment.
26. **Regulation 30 - Drive Shafts** - Every employer shall assess the risks associated with seizure of the drive shaft, if seizure could lead to risk of ejection of parts of the shaft or associated equipment then measures should be taken to protect against such risks.
27. **Regulations 31- 35** - Refer to Power Presses and are contained in a separate Code of Practice.
28. **Regulations 36, 37, 38 and 39**
- a) Exemptions to the Armed Forces
 - b) Transitional Provisions
 - c) Repeal of Enactment
 - d) Revocation of Instruments.

IT MUST BE REMEMBERED THAT THE ABOVE INFORMATION IS AN OVERVIEW OF AN 84 PAGE DOCUMENT. FURTHER INFORMATION CAN BE OBTAINED FROM THE APPROVED CODE OF PRACTICE OR CQMS LTD.

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THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998

1. The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) came into force on the 5 December 1998 and apply to all premises and work situations subject to the Health and Safety at Work etc. Act 1974. They build on the requirements of the Provision and Use of Work Equipment Regulations 1998. These Regulations replace the majority of existing law but there are some exceptions i.e. the Docks Regulations 1998 and the Mines (Shafts and Winding) Regulations 1993. It is important for employers/users/duty holders to remember that in addition to complying with LOLER they will also need to comply with PUWER 98 and other applicable Health and Safety Law.
2. The Management of Health and Safety at Work Regulations 1999 (as amended) require a Risk Assessment to be carried out to identify the nature and level of risk associated with lifting operations. You should take appropriate precautions to eliminate or control these risks. When considering a risk assessment you need to consider:
 - a) The type of load being lifted, its weight, shape and what it consists of,
 - b) The risk of a load falling or striking a person or some other object and the consequences,
 - c) The risk of lifting equipment striking a person or some other object and its consequences,
 - d) The risk of lifting equipment failing or falling over while in use and its consequences.
3. Young persons are often exposed to risks to their Health and Safety when using work equipment as a consequence of their immaturity, lack of experience or absence of awareness of existing or potential risks. Therefore you should not allow young persons to use high risk lifting equipment unless they have the necessary maturity and competency, which includes having completed appropriate training. However they (young persons) must be adequately supervised both during training and after training. A young person is someone under the age of 18 years.
4. **Regulation 1 - Citation and Commencement** - these Regulations come into force as of 5 December 1998 and includes existing equipment, second hand equipment, leased equipment and new equipment. LOLER applies to off shore installations, wells, pipelines and connected activities within the territorial waters of the UK.
5. **Regulation 2 - Interpretation** - The Regulations are aimed primarily at the type of equipment which was covered by previous lifting legislation, i.e. cranes, lifts and hoists and associated components, i.e. chains, ropes, slings, hooks, shackles etc. Examples of lifting equipment covered include:
 - a) Passenger lifts used in office blocks,
 - b) Ropes and pulleys on building sites,
 - c) Dumb waiter in a restaurant,
 - d) A vacuum lifting crane,
 - e) Scissor lifts,
 - f) Front end loader on a tractor,
 - g) A bath hoist in a nursing home,
 - h) Vehicle tail lifts etc.

THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998 CONTINUED

6. **Regulations 3 - Application** - These Regulations have a general application and apply wherever the Health and Safety at Work etc. Act 1974 applies. They apply to all sectors including offices, shops, factories, hospitals, hotels, places of entertainment, off shore etc.:
 - a) Employers have a duty to ensure that lifting equipment provided for their employees and the self employed working for them comply with these Regulations,
 - b) The self employed must comply with the same duties in respect of lifting equipment they use at work,
 - c) The Regulations apply to employers who choose to allow their employees to provide their own lifting equipment,
 - d) Employers who have control of lifting equipment or its management or the way it is used also have duties as far as their control permits.
7. **Regulation 4 - Strength and Stability** - You should assess whether the lifting equipment has adequate strength for its proposed use. Account should be taken of the combined forces to which the lifting equipment will be subjected to as well as the weight of any associated accessories. A competent person should ensure that the strength and stability of the lifting equipment continues to be adequate for the tasks the equipment is intended to be used for. The Risk Assessment should consider:
 - a) The strength of the ground surface - spreader plates may be needed,
 - b) Stability of the surface - nearby excavations,
 - c) Sloping surfaces,
 - d) Size and nature of load and how it intended to be lifted,
 - e) Adverse weather conditions,
 - f) Mobile lifting equipment i.e. cranes, FLTs, tractor front loaders,
 - g) Dismantled and re-assembled lifting equipment,
 - h) Preventing overload.
8. **Regulation 5 - Lifting Equipment Used for Lifting Persons** - Equipment used for lifting persons should be specifically designed for that purpose. The raising and lowering of persons by work equipment which is not specifically designed for that purpose should only be undertaken in exceptional circumstances. Although equipment such as forklift trucks, telescopic handlers and cranes with suitably designed carriers can be used to lift persons you should look at purpose built and designed equipment such as Mobile Elevated Work Platforms (MEWPs).
9. The term carrier includes the following:
 - a) A car of a passenger lift,
 - b) A cage in a construction lift,
 - c) A platform on a MEWP,
 - d) A cradle suspended from a hook or block,
 - e) A bosons chair or a harness used by an arborist.
 - f) Carriers should be suitably protected to prevent persons being injured during access/egress. There must be suitable edge protection and the floor should be slip resistant. Devices must be fitted to prevent free fall in the event of malfunction and emergency procedures must be in place.

THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998 CONTINUED

10. **Regulation 6 - Positioning and Installation** - Precautions must be in place to prevent a freely suspended load from moving in an uncontrolled manner, devices should be fitted to prevent any risk of the load falling freely. Measures must be in place to protect workers in the event of a power failure and the lifting equipment subsequently cannot hold the load. Adequate safe guards must be in place to prevent access/egress gates being opened while the lift is motion. Lifting equipment should be installed to minimise the need to lift loads over persons.
11. **Regulation 7 - Marking of Lifting Equipment** - Every employer shall ensure that work equipment is marked in a clearly visible manner, Safe Working Load (SWL). Safe Working Loads generally indicate the safe load the equipment can lift but this will change when accessories are fitted i.e. jibs on cranes, telescopic jibs, MEWPs on cantilevered arms. Where extensions are fitted to any lifting equipment then the employer/duty holder/user must ensure that the equipment is still safe to lift the load. Slings, shackles, eye bolts, clamps, lifting magnets, vacuum lifters and lifting hoists, must also be checked for SWL.
12. **Carriers must display the maximum number of persons to be carried.**
13. **Regulation 8 - Organisation of Lifting Operations** - Every employer shall ensure that on every lifting operation involving lifting equipment, the following is considered:
- Properly planned by a competent person who has carried out an adequate risk assessment on the operation,
 - Loads should not be carried or suspended over areas occupied by persons unless adequate precautions are taken,
 - Loads should not be left suspended,
 - Adequate communication should be in place where the operators visibility is in doubt,
 - Lifting accessories used for securing the load should be capable of lifting the load i.e. ropes, chains, slings, etc.,
 - The working environment will need to be assessed i.e. wind strength - direction.
 - Location - there must be adequate room to move the load,
 - Overturning - appropriate measures should be in place to prevent overtaking, tilling, moving or slipping,
 - Lifting equipment should not be used to drag loads,
 - Proximity hazards need to be assessed,
 - Pre-use checks should be carried out - schedules/statutory maintenance carried out.
14. **Regulation 9 - Thorough Examination and Inspection** - You should ensure that all thorough examinations and inspections are carried out by a competent person who is sufficiently independent and impartial to allow objective decisions to be made - the Competent Person will consider:
- Testing - nature and method,
 - Installations and re-configuration,
 - In service thorough examinations.
15. The frequency and extent of inspections required will be dependent on the potential risk from the lifting equipment. The inspection should include, where appropriate, visual checks and functional tests.

THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998 CONTINUED

16. **Regulation 10 - Reports and Defects** - Where a Competent Person identifies defects which need to be made good within a specified timescale they should submit the report promptly to allow the employer to take the necessary remedial action within the required time. In normal circumstances the reports should be completed and forwarded to the employer within 28 days. In certain circumstances, where there is an imminent risk or **SERIOUS** personal injury arising from failure of the equipment a report is sent to the local enforcing authorities i.e. the Health and Safety Executive or Local Environmental Health Officer.
17. **Regulation 11 - keeping Information** - Reports of thorough examinations and other relevant documents should be readily available to Inspectors from the relevant enforcing authority should they request to see them.
18. **Regulation 12 - Exemptions for the Armed Forces**
19. **Regulation 13 - Amendment to the Ship Building and Ship Repairing Regulations 1960**
20. **Regulation 14 - Amendment of the Docks Regulations 1998**
21. **Regulation 15 - Repeal of Provisions of the Factories Act 1961**
22. **Regulation 16 - Repeal of Section 85 of the Mines and Quarries Act 1954**
23. **Regulation 17 - Revocations of Instruments.**

IT MUST BE REMEMBERED THAT THE ABOVE INFORMATION IS AN OVERVIEW OF A 62 PAGE DOCUMENT. FURTHER INFORMATION IS AVAILABLE FROM THE APPROVED CODE OF PRACTICE OR CQMS LTD.

THE CONTROL OF POLLUTION (OIL STORAGE) (ENGLAND) REGULATIONS 2001

1. Regulation 1

- a) These regulations apply in England only. However, equivalent standards would apply in the rest of the UK.
- b) 'Oil' means any kind of oil and includes, diesel, petrol, lubricants etc.
- c) 'Container' means a tank, drum or mobile bowser and secondary containment system means a drip tray, bund or other means of preventing oil not in its container, from escaping.

2. Regulation 2

These regulations do not apply if the container is 200 Litres or less, or if the container is wholly underground or in a building.

3. Regulation 3

Oil must be stored in a container of sufficient strength to be unlikely to burst or leak in normal use.

The container has to be in a containment system which:

- a) Has a capacity not less than 110% of the containers capacity,
- b) Is positioned to minimise the risk of damage by impact,
- c) Has base and walls impermeable to water and oil.

Where a fill pipe or delivery pipe is not within the containment a drip tray must be used to catch any spillages when in use.

Where a drum is used for storage within a drip tray the tray must have a capacity of not less than 25% of the drum capacity.

4. Regulation 4

Fixed tanks must satisfy the following:

- a) Flexible delivery pipes must be fitted with a tap or valve which closes automatically when not in use.
- b) The pipe must be in a locked cabinet or have a lockable valve which is locked shut when not in use.
- c) Delivery pipe must be kept within the containment system when not in use.

5. Regulation 5

Mobile bowers must satisfy the following:

- a) Delivery pipes must be fitted with a manually operated pump or have a valve which closes automatically when not in use.
- b) The pump must have a lockable valve at the container end and be locked when not in use.

NOTE: THIS GUIDANCE IS A SUMMARY OF THE REGULATIONS ONLY. FURTHER DETAILS ARE AVAILABLE FROM CQMS

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS

1999

These Regulations impose on employers and the self-employed the following specific duties:

- a) To make a formal assessment of risks so as to identify the measures necessary to protect the employee. In companies with 5 or more employees the risk assessment must be in writing.
- b) To implement arrangements for effective planning, organization, control, monitoring and review of the protective and preventive measures required.
- c) To provide employees with health surveillance where necessary.

1. **Regulation 1 - Citation, Commencement and Interpretation** - The Regulations are cited as The Management of Health and Safety at Work Regulations 1999 and come into force on 1 January 1993 and outlines the application of the regulations.
2. **Regulation 2 - Disapplication of the Regulations** - Refers to the masters of sea-going ships in respect of the normal ship-board activities of a ships crew under the direction of the master.
3. **Regulation 3 - Risk Assessment - General Principles of Risk Assessments:** A risk assessment should involve identifying the hazards present in any undertaking and then evaluating the extent of the risks involved:
 - a) A hazard is something with the potential to cause harm. (This can include substances, machines or methods of work)
 - b) Risk expresses the likelihood that the harm from a particular hazard is realised.
 - c) The extent of the risk covers the population which might be affected by the risk, i.e., the number of people who might be exposed and the consequences for them.

The purpose of the risk assessment is to help the employer or the self-employed to determine what measures should be taken to comply with their duties under "relevant statutory provisions". This phrase covers the general duties in the Health and Safety at Work etc Act 1974 and the more specific duties in the various Acts and Regulations (including these Regulations) associated with the HSW Act. In essence the risk assessment guides the judgement of the employer or the self-employed as to the measures they ought to take to fulfil their statutory obligations.

A suitable and sufficient risk assessment:

- a) Should identify the significant risks arising out of work. This means focusing on those risks that are liable to arise because of work activity. Employers and the self-employed are expected to take reasonable steps to familiarise themselves with the hazards and risks in their work, e.g., reading HSE guidance, trade press and company or supplier manuals.
- b) Should be appropriate to the nature of the work and such that it remains valid for a reasonable period of time. This should enable management to use positively the risk assessment findings to change working procedures or to introduce medium to long-term plans.
- c) Should enable the employer or the self-employed person to identify and prioritize the measures that need to be taken to comply with the relevant statutory provisions.

Should be reviewed on a regular basis, it is not a **once only activity**. As the nature of the work changes then further hazards and risk may develop. Monitoring of the workplace is essential and may reveal near misses or defects. The assessment needs to be reviewed if there are developments which suggest it may no longer be valid.

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 CONTINUED

4. **Regulation 4 - Principles of Prevention to be applied:** Employees and the self employed need to introduce preventative and protective measures to control risk identified by a Risk Assessment as outlined:

The preventative and protective measures that have to be taken following the risk assessment depend on the relevant legislation, both the Health and Safety at Work etc Act and legislation covering particular hazards or sectors of work. The following principles should apply:

- a) If possible avoid the risk altogether, i.e., by not using a particular dangerous substance.
- b) Combat the risk at source, i.e., reduce the risk not place a warning sign.
- c) Adapt work to the individual, i.e., the design of the workplace and work equipment.
- d) Take advantage of new technical progress which can improve working procedures.
- e) Risk prevention needs to be part of a coherent Health and Safety Policy which will take account of how work is organised, working conditions and the working environment.
- f) Give priority to those measures which protect the whole workplace. Encourage a positive Health and Safety attitude at all levels of the organisation.

Controlling Risks:

Prioritise your management action plan to control the identified risks. A suggested method would be to:

- a) address the highest risks first and work down, i.e. look at the recorded evaluation of 'High, Medium, Low'.
- b) nominate the manager responsible for initiating the agreed plan of attack and decide on the required completion dates.
- c) regularly monitor and review progress.
- d) record details of Management Action Plan forms (supplied).

In order to minimise the risk potential of all your undertakings and to ensure that all concerned are made aware of the Health and Safety responsibilities, a working knowledge of all relevant legislation is essential. This can be achieved by putting into practice formal induction training to provide all your employees with information about:

- a) all known hazards and risks.
- b) company Health and Safety Policy requirements
- c) relevant Risk Assessments
- d) specific safety rules and safe working procedures.

REMEMBER: RISK ASSESSMENT IS NOT AN END IN ITSELF, IT IS MERELY A STRUCTURED WAY OF ANALYSING RISKS AND POINTING THE WAY TO PRACTICAL SOLUTIONS.

4. **Regulation 5 - Health and Safety Arrangements** - Health and Safety arrangements should be integrated with the Company's general management system and should cover:

- a) Planning - adopting a systematic approach which identified priorities and sets objectives.
- b) Organisation - putting in place the necessary structure for Health and Safety

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 CONTINUED

- c) Control - procedures are implemented
 - d) Monitoring and review - Procedures/Policies/Risk Assessments must be monitored and reviewed as necessary.
5. **Regulation 6 - Health Surveillance** - Where a Risk Assessment identifies circumstances in which personnel are exposed to an identifiable or adverse health condition and there are valid techniques to detect the condition and surveillance is likely to improve the health of employees then surveillance must be provided.
6. **Regulation 7 - Health and Safety Assistance**: Employers must have access to competent help in applying the provisions of Health and Safety law and in particular in devising and applying protective measures unless they are competent to undertake the measures without assistance. Those employed to provide assistance must be competent to do so and will need:
- a) Knowledge and understanding of the work involved, the principles of risk assessment and prevention, and current health and safety applications.
 - b) The capacity of applying this to the task required by the employer, which might include identifying the health and safety problems, assessing the need for action, designing and developing strategy and plans, implementing and evaluating these plans and promoting and communicating health and safety.
 - c) **Employers should appoint their own employees or themselves if the necessary competence is in place to provide that assistance. If the level of competence is not available or insufficient then the employer should appoint an external service or person. In some circumstances a combination of internal and external competence might be appropriate.**
7. **Regulation 8 - Procedures for Serious and Imminent Danger**: All employers must establish, specify and implement procedures to be followed in the event of serious or imminent danger. This means providing:
- a) Information relating to the nature of hazards involved.
 - b) Procedures to enable persons affected to stop work and proceed to a place of safety.
 - c) Preventing persons resuming work where a danger is still imminent.
 - d) Restricting access to danger areas.
 - e) Nominating sufficient competent persons to oversee evacuation.
- Emergency procedures should be in writing and should be periodically exercised to familiarize staff on what actions they are required to take.
8. **Regulation 9 - Contacts with External Services** - Employers should establish procedures for any worker to follow in situations presenting serious or imminent danger. Employees need to know the nature of the risk, what to do if anything goes wrong, how to report it, how to make all others on the premises aware of the danger.
- Emergency procedures should be written down and clearly set out the actions and limit of actions to be taken by employees. Induction training should cover all emergency procedures and should familiarise employees with those procedures.
9. **Regulation 10 - Information for Employees**: All employees must be provided with comprehensible information capable of being understood by all employees. This should take account of their level of training, knowledge, and experience. Special consideration should be given to employees with language difficulties or disabilities.

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 CONTINUED

- 10. Regulation 11 - Co-operation and Co-ordination:** Requires all sites/premises which are shared i.e., different employers and the self - employed to co-operate and co-ordinate their health and safety arrangements. Risk assessments may have to cover the workplace as a whole to ensure that emergency arrangements are fully effective. The form of co-ordination adopted will depend on the circumstances but all employers and the self-employed will need to satisfy themselves that the arrangements are adequate.
- 11. Regulation 12 - Non-Employees:** i.e., employees of other employers or sub-contractors. Information provided as a result of a risk assessment must be made available to non-employees and must be sufficient to enable other employees to identify any person nominated to help with emergency procedures. The first employer must also take reasonable steps to ensure that non-employees have received all relevant risk assessment information.
- 12. Regulation 13 - Capabilities & Training:** When allocating work employers must ensure that the demands of the task do not exceed the employees ability. If additional training is required then it should be provided. Training should be provided:
- On induction of all new employees.
 - On transfer, or taking on new responsibilities.
 - Where there is a change in the work equipment or systems of work.
- 13. Regulation 14 - Employees Duties:** Employees have a duty under section 7 of the Health and Safety at Work etc Act 1974 to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. Employees must co-operate with their employer to enable them (employers) to comply with their statutory duties.
- Section 8 of the Health and Safety at Work etc Act 1974 also places a duty on the employee not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.
- Regulation 12 requires employees -
- to use machinery, equipment, dangerous substances, transport equipment, means of production and safety devices in accordance with any relevant training and instructions: and
 - to inform their respective employers or any specified fellow employees of dangerous work situations and shortcomings in those employers' health and safety arrangements.
- 14. Regulation 15 - Temporary Workers** - Both the employment agency (where used) and the user employer must provide information to the employee. Basically the temporary worker is entitled to exactly the same level of information regarding Health and Safety at the workplace.
- 15. Regulation 16, 17, 18 - Risk Assessment in Respect of New or Expectant Mothers** - where the risk assessment identified risk to new and expectant mothers and there risks cannot be avoided by the preventative and protective measures taken by an employer, the employer will need to:
- alter her working conditions or hours of work if it is reasonable to do so and would avoid the risk or, if these conditions cannot be met:
 - identify and offer her suitable alternative work that is available, and if that is not feasible:
 - suspend her from work. The Employment Rights Act 1996 (which is the responsibility of the Department of Trade and Industry) requires that this suspension should be on full pay. Employment rights are enforced through employment tribunals.

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 CONTINUED

All employees should take account of women of child-bearing age when carrying out the risk assessment and identify the preventative and protective measures that are required in Regulation 3. The additional steps of altering working conditions or hours of work, offering suitable alternative work or suspension as outlined above may be taken once an employee has given her employer notice in writing that she is pregnant, has given birth within the last six months or is breastfeeding. If the employee continued to breastfeed for more than six months after the birth she should ensure the employer is informed of this, so that the appropriate measures can continue to be taken.

Employers need to ensure that those workers who are breastfeeding are not exposed to risks that could damage their Health and Safety as long as they breastfeed. If the employee informs her employer that she is pregnant for the purpose of any other statutory requirements, such as statutory maternity pay, this will be sufficient for the purpose of these Regulations.

Once an employer has been informed in writing that an employee is a new or expectant mother, the employer needs to immediately put into place the steps described above. The employer may request confirmation of the pregnancy by means of a certificate from a registered medical practitioner or a registered midwife in writing. If this certificate has not been produced within a reasonable period of time, the employer is not bound to maintain changes to working hours or conditions or to maintain paid leave. A reasonable period of time will allow for all necessary medical examinations and tests to be completed.

16. **Regulation 19 - Protection of Young Persons** - the employer needs to carry out the risk assessments before young workers start and to see where risk remains, taking into account of control measures in place, as described in regulation 3. For young workers, the risk assessment needs to pay attention to areas of risk:

- a) which is beyond their physical or psychological capacity,
- b) involves exposure to dangerous substances,
- c) involves the risk of accidents to young persons with lack of maturity or experience and training,
- d) involves external heat or cold, noise, vibration or radiation.

For several of these areas the employer will need to assess the risks with the control measures in place under other statutory requirements. When control measures have been taken against these risk and if a significant risk still remains, no child (young worker under the compulsory school age) can be employed to do this work.

17. **Regulation 20 - Exemption** - Armed Forces application only.
18. **Regulation 21 - Employers Liability** - an employer is not to be afforded a defence for any contravention of his Health and Safety obligations by reason of any act or default caused by an employee or by a person appointed to give competent advice. It does not affect employees' duties to take reasonable care of their own Health and Safety and that of others affected by their work activity.
19. **Regulation 22 - Exclusion of Civil Liability** - Breach of a duty imposed by these Regulations shall not confer a Right of Action in any civil proceedings.
20. **Regulation 23 - Extension Outside the UK** - The Regulations will apply to the premises and activities outside the UK to which sections 1-59 and 80-82 of the Health and Safety at Work etc. Act applies.

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 CONTINUED

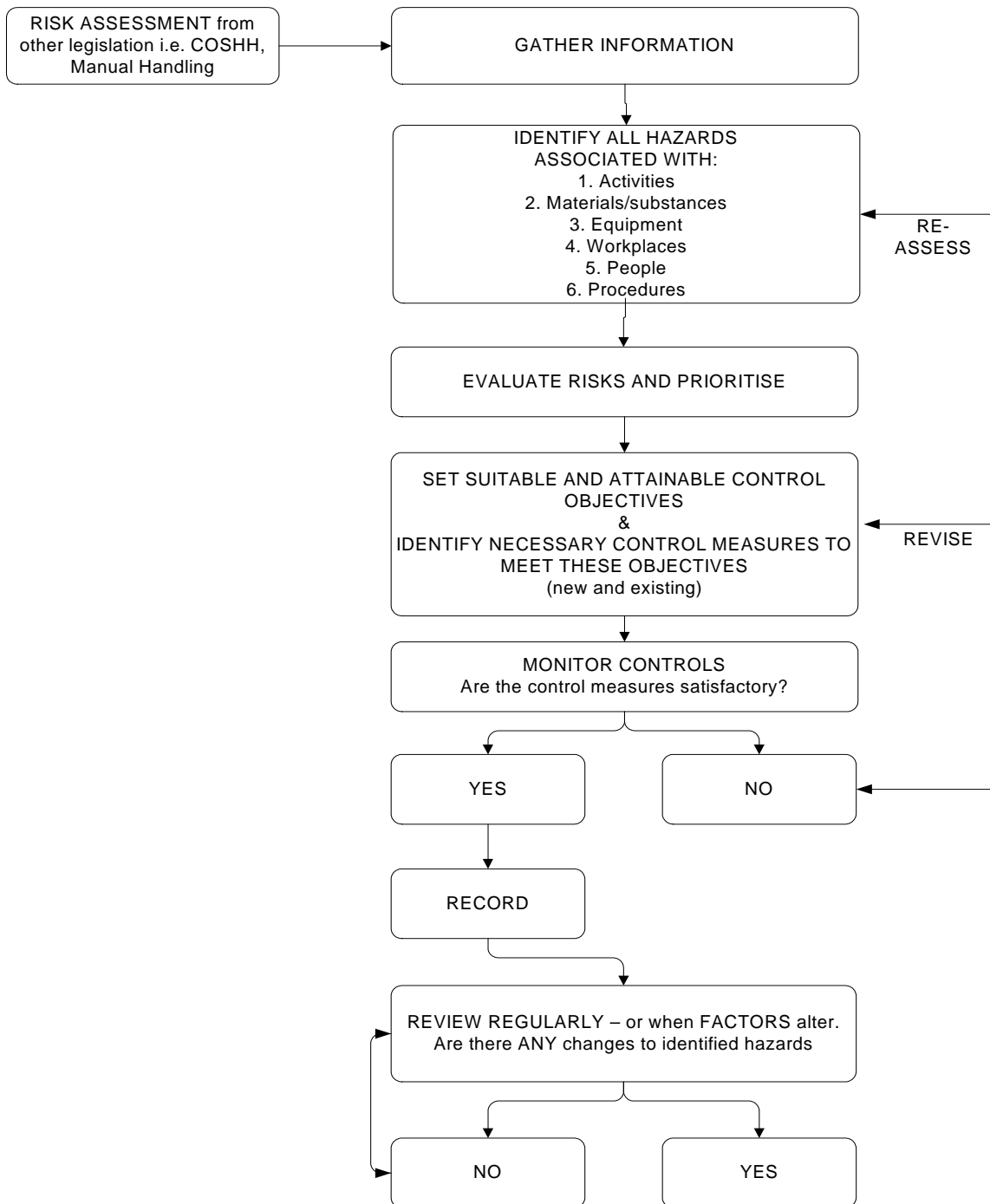
21. **Regulation 24 - Amendment of the Health and Safety (First-Aid) Regulations 1981** - Regulation 6 of the Health and Safety (First Aid) Regulations 1981 is hereby revoked.
22. **Regulations 25 - Amendment of the Offshore Installations and Pipeline Works (First Aid) Regulations 1989** - Regulation 25 limits the scope of the exemptions that can be granted by the Health and Safety Executive.
23. **Regulation 26 - Amendment of the Mines Miscellaneous Health and Safety Provisions Regulations 1995** - Regulation 26 introduced a new paragraph into Regulation 4 of the Mines Miscellaneous Health and Safety Provisions Regulations 1995. This requires that a fire protection plan be included in all cases in the Health and Safety document required by these Regulations.
24. **Regulation 27 - Amendment of the Construction (Health, Safety and Welfare) Regulations 1996** * - this Regulation amends Regulation 20 of the Construction (Health, Safety and Welfare) Regulations 1996, so that arrangements for dealing with foreseeable emergencies on construction sites include designating people to implement the arrangements and arranging necessary contacts with external services, especially rescue work and fire-fighting.
25. **Regulation 29 - Revocations and Consequential Amendments** - the Management of Health and Safety at Work Regulations 1992, the Management of Health and Safety at Work (Amendment) Regulations 1994, the Health and Safety (Young Persons) Regulations 1997 and Part III of the Fire Precautions (Workplace) Regulations 1997 are hereby revoked.
26. **Regulation 30 - Transitional Provision** - the substitution of provisions in these Regulations for provision of the Management of Health and Safety at Work Regulations 1992 shall not affect the continuity of the law; and accordingly anything done under or for the purposes of such provision of the 1992 Regulations shall have effect as if done under or for the purposes of any corresponding provision of these Regulations.

IT MUST BE REMEMBERED THAT THE ABOVE INFORMATION IS AN OVERVIEW OF A 48 PAGE DOCUMENT. FURTHER INFORMATION IS AVAILABLE FROM THE APPROVED CODE OF PRACTICE OR CQMS LTD.

*** NOTE: THE CONSTRUCTION (HEALTH, SAFETY AND WELFARE) REGULATIONS 1996 HAS BEEN REPLACED BY THE CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS 2007.**

RISK ASSESSMENT

(THE MAIN STEPS)



RISK ASSESSMENT PRINCIPLES

RISK RATING = PROBABILITY/FREQUENCY x SEVERITY

PROBABILITY/FREQUENCY SCALE		
Probability / Frequency	Descriptive phrase	
6	Inevitable/almost a certainty	
5	A frequent occurrence	
4	An occasional occurrence	
3	A very likely occurrence	
2	A possible occurrence	
1	A highly improbable occurrence	
SEVERITY SCALE		
Severity	Descriptive phrase	
6	Multiple fatalities	
5	Single fatality	
4	Major injury - permanent incapacity	
3	Major injury, absent from work for more than 7 days but with subsequent full recovery.	
2	Minor injury, absent from work for less than 7 days with complete recovery.	
1	Minor injury with no lost time and complete recovery.	
SCORE RATING/PRIORITY OF ACTION SCALE		
16-36	High	Immediate action
8-15	Medium	Action within 3 to 6 months
2-6	Low	Action within 6 to 12 months
1	Insignificant	No immediate action - keep under review

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RISK ASSESSMENT MANAGEMENT ACTION PLAN HAZARD INDEX

**ASSESSMENT
GROUP**



GENERAL RISK ASSESSMENT

☐

DISPLAY SCREEN EQUIPMENT

☐

MANUAL HANDLING

□

CONTROL
SUBSTANCES
HAZARDOUS
HEALTH

OF
TO

5

NOISE

3

(OTHER)

PREPARED BY:

NAME

SIGNATURE

POSITION

DATE _____

[illegible]

REVIEW DATE

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WORK AT HEIGHT REGULATIONS 2005

1. The Work at Height Regulations 2005 weighs down important Health and Safety law with regard to working at height.

The Regulations will apply to all work at height where there is a risk of fall liable to cause personal injury, they place duties on employers, the self-employed, and any person who controls the work of others to the extent of that control.

2. The Regulations will require duty holders to ensure:
 - All work at height is properly planned and organised;
 - Those involved in work at height are competent;
 - The risks from work at height are assessed and appropriate work equipment is selected and used;
 - The risks from fragile surfaces are properly controlled; and
 - Equipment for work at height is properly inspected and maintained.

The Regulations include Schedules giving requirements for existing places of work and means of access for work at height, collective fall prevention (e.g. guardrails and working platforms), collective fall arrest (e.g. nets, airbags, etc.), personal fall protection (e.g. work restraints, fall arrest and rope access) and ladders.

WHERE ANY DOUBT EXISTS CONTACT CQMS FOR FURTHER ADVICE.

3. **Regulations 1, 2 and 3** outline citation – interpretation and application of the Regulations.

4. **Regulation 4 – Organisation and Planning**

The cornerstone of the Regulations and requires employers to ensure that any work at height is:

- a) Properly planned.
- b) Appropriately supervised.
- c) Carried out in a manner which is, so far as is reasonably practicable, safe.
- d) Planning includes the selection of work equipment.
- e) Planning for emergencies and rescue.
- f) Weather conditions do not jeopardise the health and safety of persons involved.

5. **Regulation 5 – Competence**

Every employer shall ensure that persons engaged in any work at height activity are competent to do so or are adequately supervised, including planning supervision and organisation.

6. **Regulation 6 – Avoidance of risk from work at height**

Risk assessment must be carried out under Regulation 3 of the Management of Health and Safety at Work Regulations 1999. Work should not be carried out at height where it is reasonably practicable not to. Where work is carried out at height, every employer shall take suitable and sufficient measures to prevent any person falling.

WORK AT HEIGHT REGULATIONS 2005 CONTINUED**7. Regulation 7 – Selection of work equipment for work at height**

Every employer in selecting work equipment for use in work at height shall give collective protective measures priority over personal protection measures, take into account working conditions and risks to the safety of persons where work equipment is to be used.

- The distance negotiated when work equipment is used for access/egress;
- The distance and consequence of potential falls.
- The duration and frequency of use.
- The need for easy and timely evacuation and rescue in an emergency.
- The risks from use, installation and removal of work equipment, to include evacuation and rescue.

The employer will select work equipment for work at height which is of suitable dimension for the task and loading and which is the most suitable equipment with regard to purpose in Regulation 6.

8. Regulation 8 – Requirement for particular work equipment

Every employer shall ensure that a guardrail, toe boards, barrier or similar collective means of protection as detailed in Schedule 2 is complied with. Working platforms comply with Part 1 of Schedule 3 and where scaffolding is provided Part 2 of Schedule 3 as complied with nets, airbags or other collective safeguards for arresting falls which is not part of personal fall protection system is to comply with Schedule 4.

Personal fall protection, rope access, fall arrest systems must comply with Schedule 5.

Ladders must comply with Schedule 6.

9. Regulation 9 – Fragile surfaces

Employers shall ensure that no person at work passes across, or near, to works from, or near, a fragile surface. Where it is not reasonably practicable to do so, sufficient platforms, guardrails covering or similar means of support or protection is used. Where a risk of fall remains despite measures taken, suitable and sufficient measures to minimise the distance and consequence of his fall should be taken. Prominent warning notices or other means of warning of the fragile surface must be displayed.

10. Regulation 10 – Falling objects

Suitable means of preventing objects or materials falling shall be taken where reasonably practicable. Where this is not possible, suitable and sufficient steps are to be taken to prevent persons being injured by falling materials or objects which are liable to cause personal injury. Materials stored on work platforms should be stored in such a way to prevent injury to any person arising from collapse, overturning or unintended movement.

11. Regulation 11 – Danger areas

Where a workplace contains an area in which owing to the nature of the work, there is a risk of any person at work falling a distance or being struck by falling objects which is liable to cause injury. All such areas must be clearly indicated.

12. Regulation 12 – Inspection of work equipment

Where the safety of work equipment depends on how it is installed or assembled, it should not be used until it has been inspected in that position. Where deterioration is liable to result in dangerous situations, inspection shall be carried out at regular intervals and at times where circumstances which are liable to jeopardise the safety of the work equipment, to ensure health and safety conditions are maintained and faults are rectified in good time.

WORK AT HEIGHT REGULATIONS 2005 CONTINUED

13. **Regulation 13 – Inspection of places of work at height**

Employers shall ensure the surface and every parapet, permanent rail or other fall protection measures of every place of work at height are checked on each occasion before the place is used.

14. **Regulation 14 – Duties of persons at work**

Every person shall report any activity or defect relating to work at height which he knows as likely to endanger the safety of himself or others.

Every person shall use work equipment provided for working at height or safety device provided for work equipment in accordance with any training or instruction provided.

15. **Regulation 15 – Exemption by Health and Safety Executive**

By issue of certificate in writing, the Health and Safety Executive can grant exemption in certain circumstances.

16. **Regulation 16 – Exemption for the Armed Forces**

17. **Regulations 17, 18, 19 – Amendment, repeal and removal of Regulations, Acts and Instruments.**

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HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

1. **Regulation 1 - Citation - Commencement - Interpretation and Application** - These Regulations are cited as the Health and Safety (Display Screen Equipment) Regulations 1992 and come into force on 1 January 1993 and require every employer to perform a suitable and sufficient analysis and risk assessment to identify any hazards and then evaluate risks and their extent.

Who is a user? - Generally, whenever any of the following criteria apply then the person concerned is a user:

- a) The individual depends on the use of display screen equipment to do the job, as alternative systems are not readily available for achieving the same results.
- b) The individual has no discretion as to the use or non-use of the display screen equipment.
- c) The individual needs significant training and/or particular skills in the use of display screen equipment to do the job.
- d) The individual normally uses display screen equipment for continuous spells of one hour or more at a time.
- e) The individual uses display screen equipment in this way more or less daily.
- f) Fast transfer of information between the user and the screen is an important requirement of the job.
- g) The performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequences of error may be critical.

2. **Regulation 2 - Analysis of Work Station (Risk Assessment)** - Employers will need to:

- a) Assess display screen equipment workstations and reduce risks which are discovered.
- b) Ensure that workstations meet the minimum requirements set for the display screen, chair, work desk, keyboard and general working environment.
- c) Plan display work to ensure there are breaks or changes in display screen activities.
- d) Provide eye and eyesight tests for all users and provide special appliances where required for working on display screen equipment.
- e) Provide information, instruction and training for display screen users.

Suitable and Sufficient Assessment: Risk assessment should be:

- a) Systematic including investigation of non-obvious causes of problems, e.g., poor posture may be a response to glare rather than poor furniture.
- b) Appropriate to the likely degree of risk, this will largely depend on the duration, intensity and difficulty of the work undertaken.
- c) Comprehensive covering organisational, job, workplace and individual factors.
- d) Incorporate information provided by both employer and worker.

Who should do assessments. Those nominated to do assessments should be familiar with Management of Health and Safety at Work Regulations 1999 covering risk assessments and have the ability to:

- a) Assess risks from the workstation.
- b) Draw on additional risk information as required.

HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992 CONTINUED

- c) Draw valid and reliable conclusions based on the information gained on the assessment.
 - d) Formulate a clear record of the assessment and communicate the findings to management to enable them to take action.
 - e) Recognise their own limitations.
 - f) **Assessments should be reviewed as changes in equipment or workstation occur.**
2. **Regulation 3 - Requirements for Workstations:** The schedule sets out the minimum requirements for display screen workstations covering the equipment, the working environment and the interface between computer and user.
- Display Screen: Characters well defined, stable, contrast adjustable, swivel & tilt and free of reflective glare.
- Keyboard: Tiltable and separate from the screen, adequate space on worktop, matt surface to avoid glare, key symbols legible and clear.
- Work desk: Adequate size to allow flexible working arrangement, document holder, stable, adjustable and low reflective surface.
- Work Chair: Stable, comfortable, seat adjustable in height and back adjustable in height and tilt. Footrest available on request.
- Environment: The workstation should be designed to provide adequate space for the user.
- Lighting should be satisfactory with no reflections on the screen and windows should have adjustable covers.
- Noise emitted from the equipment should be at a minimum and not distract users and any heat generated from the equipment should not be excessive and cause discomfort to users. An adequate level of humidity should always be maintained.
3. **Regulation 4 - Daily Work Routine of Users** - The employer should plan the activities of users to ensure they (users) are able to benefit from breaks or changes of activity, where users are intensive keyboard operators then the employer will need to look at breaks of 5 minutes + per hour of keyboard activity. Where users are working in situations which require a change of work i.e. filing etc. then this can be used as a break time.
4. **Regulation 5 - Eyes & Eyesight** - Employers are required to provide users, on request with eye and eyesight tests. These tests should be provided by a qualified ophthalmic optician as soon as possible after the user has requested it. The employer is responsible for bearing the cost of eyesight tests and where 'special' corrective appliances (spectacles) are provided then the employers liability for costs is restricted to the cost of a basic appliance, i.e., of a type and quality adequate for its function. If users wish to choose more costly appliances the employer is not obliged to pay for these. In these circumstances the employer may provide a basic appliance or contribute a portion to the total cost.
5. **Regulation 6 - Provision of Training.** Employers should ensure that all users receive adequate Health and Safety training in addition to the training required to do the work itself. Training should be aimed at reducing or minimising the risks identified in the risk assessment and should cover the following:
- a) The desirability of comfortable posture and the importance of postural change.
 - b) The use of adjustment mechanisms on equipment, particularly furniture.
 - c) The use and arrangement of workstation equipment to provide good posture.

HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992 CONTINUED

- d) The need for regular cleaning and maintenance.
 - e) The need to take advantage of regular breaks and changes of activity.
 - f) Organisational arrangements to report problems to management.
 - g) Information on the regulations especially regarding eyesight tests.
6. **Regulation 7 - Provision of Information** - Places a duty on every employer to ensure all users are provided with adequate information about all aspects of Health and Safety relating to their workstations.
7. **Regulation 8 - Exemption Certificates** - Armed Forces application only.
8. **Regulation 9 - Extensions outside Great Britain** - The Regulations will apply to the premises and activities outside the UK to which sections 1-59 and 80-82 of the Health and Safety at Work etc. Act applies.

IT MUST BE REMEMBERED THAT THE ABOVE INFORMATION IS AN OVERVIEW OF A 45 PAGE DOCUMENT. FURTHER INFORMATION IS AVAILABLE FROM THE APPROVED CODE OF PRACTICE OR CQMS LTD.

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RISK ASSESSMENT MANAGEMENT ACTION PLAN HAZARD INDEX

ASSESSMENT GROUP

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GENERAL RISK ASSESSMENT



DISPLAY SCREEN EQUIPMENT

☐

MANUAL HANDLING

CONTROL
SUBSTANCES
HAZARDOUS
HEALTH

OF
TO

5

NOISE

5

(OTHER)

PREPARED BY:

NAME

SIGNATURE

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DATE _____

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REVIEW DATE

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MANUAL HANDLING OPERATIONS REGULATIONS 1992

1. More than a quarter of the accidents reported each year to the enforcing authorities are associated with manual handling. The majority of reported manual handling accidents result in over three day injury, most commonly, a sprain or strain often of the back.
2. **Regulation 1 - Citation and Commencement** - These Regulations may be cited as the Manual Handling Operations Regulations 1992 and come into force on 1 January 1993.
3. **Regulation 2 - Interpretation** - Defines the terms: Injury, Load, Manual Handling Operations and duties of the self employed.
4. **Regulation 3 - Disapplication of Regulations** - These Regulations do not apply to sea-going ships or crew in respect of the normal ship board activities.
5. **Regulation 4 - Duties of Employers** - These Regulations should not be considered in isolation. Regulation 3 (i) of The Management of Health and Safety at Work Regulations 1999 requires employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees while at work. Where the assessment indicates a possibility of risk from manual handling of loads, the requirement of these Regulations should be observed. The employer should:
 - a) Avoid hazardous manual handling operations so far as is reasonably practicable.
 - b) Assess any hazardous manual handling operations which cannot be avoided.
 - c) Reduce the risk of injury so far as is reasonably practicable.
6. **Risk of Injury:** Where an assessment indicates a risk of injury from manual handling operations the employer should consider:
 - a) Elimination of handling - can the manual handling operation be eliminated? i.e., move the process closer to the distribution point.
 - b) Automation - can the process be automated or mechanised?
7. In most cases employers should be able to carry out the assessment or delegate to others within their organisation. A meaningful assessment can only be based on a thorough practical understanding of the type of manual handling operation to be performed. Assessors need to be competent and understand:
 - a) The requirements of the Regulations.
 - b) The nature of the handling operations.
 - c) Human capabilities.
 - d) High risk activities.
 - e) Methods of reducing risk.

The assessment should cover 4 main areas:

 - f) **The task** - Does the task involve excessive lifting, reaching, carrying, prolonged physical effort or sudden movement?
 - g) **The load** - Is it heavy, bulky, unstable, sharp, hot, cold or difficult to handle?
 - h) **The working environment** - Are floors uneven or slippery, are there extremes of temperature or humidity, poor lighting conditions, adequate ventilation?
 - i) **Individual capability** - Does the task require unusual physical strength/ height, does it put at risk pregnant workers, or others?

MANUAL HANDLING OPERATIONS REGULATIONS 1992 CONTINUED

Reducing the Risk of Injury - In all cases where an assessment indicates a risk of injury then the employer must so far as is reasonably practicable reduce the risk to his employees:

- a. **The task** - Improve the task layout, use the body more effectively, improve the work routine, introduce team handling.
- b. **The load** - Make it lighter, smaller, easier to handle, more stable.
- c. **The environment** - Remove space constraints, improve floor conditions, improve lighting.
- d. **Individual capability** - Personal considerations, are there any employees who have a medical history, i.e., back problems, recently pregnant or other health problems which could affect their manual handling capability?
- e. **Information and Training**: Employers should ensure that employees understand clearly how manual handling operations have been designed to ensure their safety. In devising a training schedule particular attention should be paid to:
 - i. How particularly hazardous handling operations may be recognised.
 - ii. How to deal with unfamiliar handling operations.
 - iii. The proper use of handling aids.
 - iv. The proper use of personal protective equipment.
 - v. The importance of good housekeeping.
 - vi. Factors affecting individual capability.
 - vii. Good handling technique.

In general employees should be advised to treat unfamiliar loads with caution, where there is any doubt about weight or centre of gravity then further advice should be sought from their line manager.

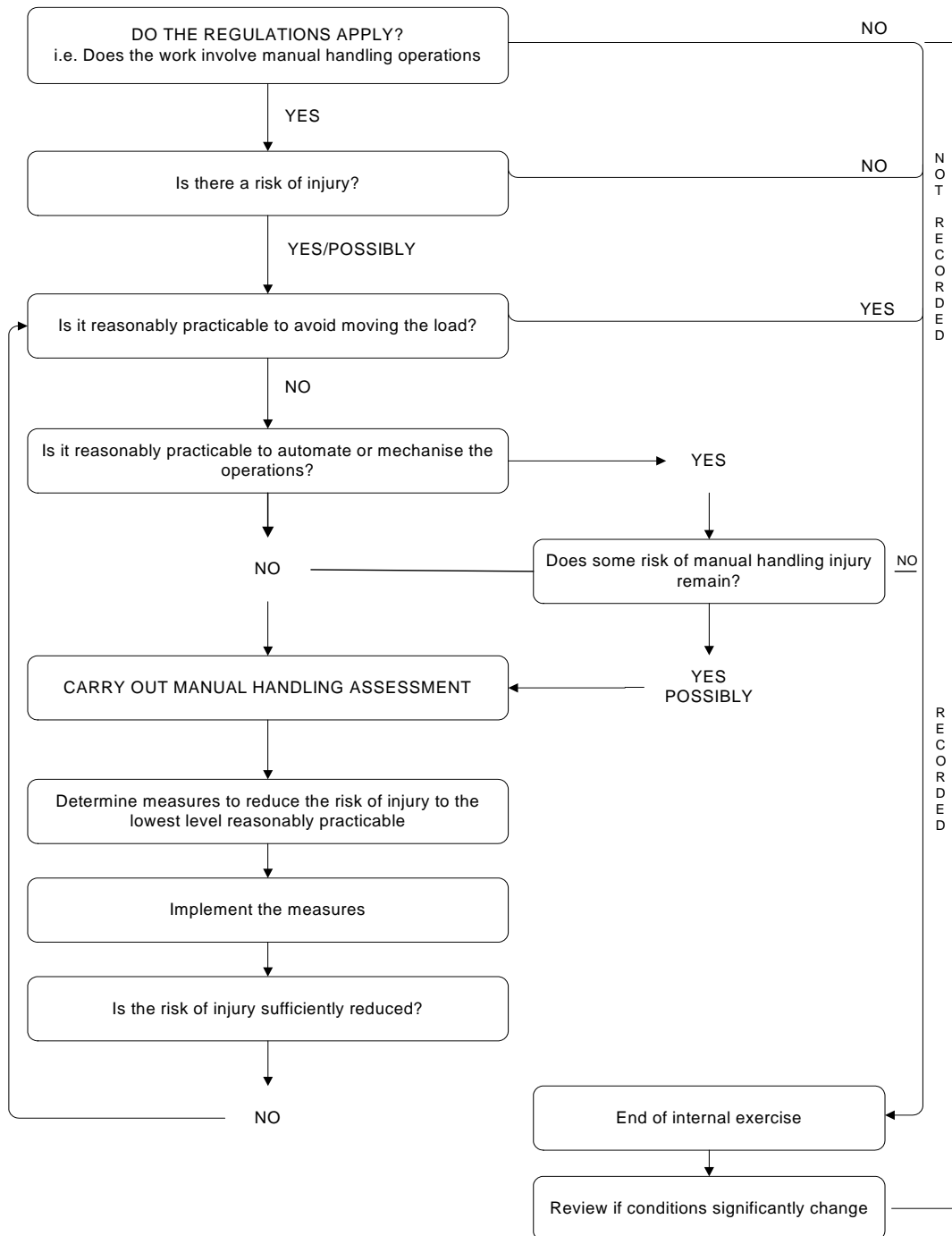
Assessments should be reviewed and kept up to date. Reviews should be carried out where there are changes in manual handling operations or injury occurs.

8. **Regulation 5 - Duty of Employees** - Section 7 of the Health and Safety at Work Act places a duty on all employees to take reasonable care of their own Health and Safety and that of others who may be affected by their activities.
9. **Regulation 6 - Exemption Certificates** - Armed Forces application only
10. **Regulation 7 - Extensions outside Great Britain** - The Regulations will apply to the premises and activities outside the UK to which sections 1-59 and 80-82 of the Health and Safety at Work etc. Act applies.
11. **Regulation 8 - Repeals and Revocations** - The Regulations Repeal parts of the Children and Young Persons Act 1933, The Apprentice (Safety, Health and Welfare Provisions) Act 1956 and the Offices, Shops and Railway Premises Act 1963.

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MANUAL HANDLING OPERATIONS REGULATIONS 1992

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RISK ASSESSMENT MANAGEMENT ACTION PLAN HAZARD INDEX

ASSESSMENT GROUP

GENERAL RISK ASSESSMENT

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DISPLAY SCREEN EQUIPMENT



MANUAL HANDLING

CONTROL
SUBSTANCES
HAZARDOUS
HEALTH

OF
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PREPARED BY:

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PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS

1992

1. The Management of Health and Safety at Work Regulations 1999 require employers to identify and assess the risks to health and safety present in the workplace, thereby providing the most effective means of reducing these risks to an acceptable level. There is a hierarchy of control measures and Personal Protective Equipment should always be regarded as the last resort.
2. In order to provide PPE for their employees, employers must do more than simply have the equipment on the premises, it must be readily available and serviceable for the task on which it is to be used. By virtue of section 9 of the Health and Safety at Work etc Act 1974 no charge can be made to the worker for the provision of PPE which is used only at work.
3. **Regulation 1 - Citation and Commencement** - The Regulations are cited as the Personal Protective Equipment at Work Regulations 1992 and shall come into force on 1 January 1993.
4. **Regulation 2 - Interpretation** - Personal Protective Equipment means all equipment, including clothing affording protection against the weather which is intended to be held or worn by a person at work which protects him against risks to his Health and Safety.
5. **Regulation 3 – Disapplication of these Regulations** - The Regulations do not apply in certain areas such as sea going ships, uniforms, sports and other Regulations which require specific protective equipment i.e. radiation, asbestos etc.
6. **Regulation 4 - Provision of Personal Protective Equipment** - When selecting PPE, the employer should consider the nature of the job and the demands it places on the worker. The employer will need to consider the physical effort required to do the job, the methods of work, time spent wearing the PPE, visibility, noise & communication. The aim should be to provide PPE which will give minimum discomfort to the wearer. All PPE should be approved and display the CE mark of conformity.
7. **Regulation 5 - Compatibility of Personal Protective Equipment** - If more than one item of PPE is worn they must be compatible with each other e.g. hard hats and some respirators or eye protection. In such cases selection of PPE is very important.
8. **Regulation 6 - Assessment of Personal Protective Equipment** - The purpose of assessment is to ensure that the PPE chosen for a task is correct for the particular risks involved and for the circumstances of its use. It follows on from risks identified in the general risk assessment. Once potential hazards are known there may be several types of PPE which would be suitable. The employer will need to identify the hazards present and then select the appropriate PPE. Hazards present could be dust, splashes or projectiles/impact and the PPE will need to be designed for dust, chemicals or impact resistance. Manufacturers and suppliers must provide all relevant information on their products as required by section 6 of the Health and Safety at Work etc Act 1974.
9. **Regulation 7 - Maintenance of PPE** - An effective system of maintenance must be in place to ensure that protective equipment continues to provide the necessary protection it was originally designed to do. Maintenance includes where necessary, cleaning, disinfection, examination, replacement, repair and testing. The responsibility for maintenance should be laid down and records of tests and examinations should also be kept.

The frequency of maintenance will depend on the equipment in use, i.e., fall arrest equipment will require regular planned maintenance while gloves may require visual checks by the user. Manufacturers maintenance schedules should normally be followed (including replacement times & shelf lives).

PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992 CONTINUED

10. **Regulation 8 - Accommodation for PPE** - Accommodation should be provided so that PPE can be safely stored when not in use. The storage should be adequate to protect the PPE from contamination, loss or damage. Where PPE becomes contaminated during use the accommodation should be separate from any provided for ordinary clothing and where necessary be suitably labelled. Where PPE contains hazardous materials or the residue of chemicals then special storage may be required.
11. **Regulation 9 - Information, Instruction and Training** - Employers must provide suitable information, instruction and training for their employees to enable them to make effective use of the PPE provided. Users must be trained in the proper use of PPE, how to correctly fit and wear it and what its limitations are. The level of training will depend on the complexity of the equipment. Simple head protection may only need basic instruction while more complicated breathing equipment will require formal in-depth training by qualified instructors. All levels of employee and management should be involved and training should include:
- a) Explanation of risk involved and why PPE is needed.
 - b) The operation, performance and limitation of the equipment.
 - c) Instructions on the selection, use, storage and written permits to work involving PPE should be explained in detail.
 - d) Compatibility with other PPE, working conditions, incorrect fitting, damage, wear, defects and arrangements for reporting loss or damage/defects.
 - e) Practical training in putting the PPE on, wearing and removing it.
 - f) Training on maintenance and testing where appropriate and safe storage.
- The extent of the training will depend on the complexity of the PPE but particular concern should be given to induction training of new employees, initial training on new PPE and refresher training on occasions. Employers must ensure that employees are given sufficient training to enable them to understand the risks and precautions involved and the training must be comprehensible to all employees.
12. **Regulation 10 - Use of Personal Protective Equipment** - PPE should be used in accordance with the employers instructions which should be based on the manufacturers instructions for use.
13. **Regulation 11 - Reporting Loss or Defect** - Employees must take all reasonable care of their PPE and report any loss/damage to the employer immediately.
14. **Regulation 12 - Exemption Certificates** - Armed Forces application only.
15. **Regulation 13 - Extension outside Great Britain** - The Regulations will apply to the premises and activities outside the UK to which sections 1-59 and 80-82 of the Health and Safety at Work etc. Act applies.
16. **Regulation 14 - Modifications, Repeal and Revocations** - The Regulations repeal certain older legislation.

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CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (as amended)

1. Every year some 10,000 people in the United Kingdom are treated in hospital for chemical injuries. Approximately 600 spend more than 6 months in hospital because of occupational skin disease and it is estimated that up to 8% of deaths from cancer are work related.
2. The COSHH Regulations attempt to reduce the risk to individuals by setting out a legal framework for controlling individuals exposure to hazardous substances at work. An essential part of the Regulations is for the employer to carry out a suitable and sufficient assessment of the health risks created, and the steps required to protect peoples health.
3. The cornerstone of COSHH is Regulation 6, it states:
 - a) An employer shall not carry out any work which is liable to expose employees to any substance hazardous to health unless he has made a suitable and sufficient assessment of the risks created by that work to the health of those employees and the steps that need to be taken to meet the requirement of the Regulation.
 - b) It requires the employer, whose work might expose his employees to substances hazardous to health to:
 - i) Identify the hazards present.
 - ii) Assemble all relevant information about the work, working practices and how people come into contact with the substances.
 - iii) Make conclusions based on the data collected about the risks to health created by the hazard.
 - iv) Identify the appropriate steps to be taken to meet the requirements of the Regulations.

4. What is a Substance Hazardous to Health:

- a) All substances or preparations classified as dangerous to health under the Chemicals (Hazard Identification and Packaging for Supply) Regulations 2002 (CHIP).
- b) Substances with a working exposure limit which are listed in the Health and Safety Executive Publication EH40/2005 Table 1: List of approved workplace exposure limits (as consolidated with amendments October 2007).
- c) Dusts of any kind in substantial concentrations.
- d) A biological agent.
- e) Any other substance creating comparable hazards to people's health.

5. Hazard: The hazard of a substance is its potential to cause harm.

Risk: The risk presented by the substance is the likelihood that it will cause harm in the particular circumstances of its use. The extent to which risk can be reduced depends on the nature of the hazard and the degree of control exercised over exposure. Low hazard may present high risk if control is inadequate, i.e., Tippex thinners in normal office use is low risk but in a confined space will become a high risk.

6. Assessment:

An employer may delegate assessments to any other person but he must ensure that person is competent to carry out the assessment. Competency means that the delegated individual must be aware of the Regulations, what is required by them and have a good understanding of the substance or process in use.

The competent person should understand the meaning of Maximum Exposure Limits, Occupational Exposure Standards, Exhaust Ventilation, Personal Protective Equipment, etc.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 CONTINUED**7. Information is essential at the assessment stage and can consist of:**

- a) **Product Labels:** All hazardous substances must by law be labelled in accordance with the Chemicals (Hazard, Information and Packaging for Supply) Regulations 2002. If unmarked substances are held they should not be used but be disposed of safely. The label warns users that the substance is hazardous but does not contain enough information to complete an assessment.
 - b) **Safety Data Sheets:** You must obtain a copy of the safety data sheet for any hazardous substance you hold. All suppliers must by law provide a copy of the data sheet for any hazardous substance they supply. The data sheet should provide enough safety information to successfully draw conclusions from it that are relevant to the way you use it in your workplace.
 - c) **HSE Guidance Note EH40:** Lists all substances which have been assigned a Working Exposure Limit.
 - d) **HSE Guidance Notes:** The HSE have published a number of guidance notes which can assist in assessment of specific chemicals.
8. **How does the substance enter and affect the body?-** Determine from all information gathered how the substance can enter the body (inhaled, ingested, absorbed, injected) and how it affects the body (short-term, long-term, minor, fatal)
9. Provided enough information has been collected it should be possible to reach a conclusion about the risk to employees, e.g.:
- a) The risk is insignificant and unlikely to increase in the future.
 - b) The risk is controlled but could change and requires constant monitoring.
 - c) The risk is high now and must be controlled or work stopped.
 - d) The risk is uncertain, the hazard is known but you are uncertain of the degree and extent of the exposure.
 - e) A decision cannot be made, insufficient information is available.
10. **Deciding on Control Measures:** Control measures will vary according to what substance/processes are in use. This can range from Local Exhaust Ventilation to Personal Protective Equipment.
11. **Monitoring and Health Surveillance:** Exposure to hazardous substances must be effectively monitored by a suitable procedure and relevant records kept for five years, although if the record is of the exposure to an identifiable individual then the record must be kept for 40 years.

In some cases, health surveillance of employees exposed to hazardous substances may be necessary, where such an exposure may result in an identifiable disease or other adverse health effect under the work conditions, or where the exposure is to one of the substances specified in Schedule 5. Medical surveillance may also be necessary in certain prescribed cases, and must occur under the supervision of an Employment medical Adviser or appointed Doctor, who may suspend, or attach conditions to, the employment of persons who are exposed to hazardous substances. Employees required to undergo health surveillance must be allowed to attend in work time without any detriment to their earnings, etc and any costs must be borne by the employer.

Health surveillance records must be kept for 40 years from the last entry and may be accessed by the person to whom the record relates. In the event of a company ceasing to trade, the records must be offered to the HSE.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 CONTINUED

12. **Information, Instruction and Training:** It is essential that, having completed the assessment, all relevant information is passed onto persons using hazardous substances. All users must be made aware of the hazard present, the precautions to be taken and the control measures in place. Basic training in the handling, and disposal of hazardous substances must be provided.

13. **Biological Agents:** The detailed provisions relating to biological agents are contained in Regulation 2 and Schedule 3 of the Regulations and require biological agents intended for use at work to be classified according to the degree and nature of the risk, and to the effectiveness of available treatment. Group 1 biological agents are the least harmful, Group 4 agents the most. Other provisions are similar to those contained in the main Regulations and include risk assessment and preventing/controlling exposure. Comprehensive 'containment measures' for Group 2, 3 and 4 biological agents are provided and are applicable to the types of work specified.

Other provisions include personal protective equipment (PPE), a designated 'bio hazard' sign, written instructions, exposure records and notification to HSE of intended use, storage or consignments of Group 2, 3 and 4 biological agents (with certain exceptions).

The Approved List of biological agents are classified on the basis of their ability to cause disease by infection. Only agents in Groups 2, 3 and 4 are listed. Those not listed in these groups are not implicitly classified in Group 1.

The Approved List also gives a separate indication of which biological agents are capable of causing allergic or toxic reactions or where there is an effective vaccine available. This is shown by the following notations:

A: possible allergic effects;

T: toxin production;

V: vaccine available.

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RISK ASSESSMENT MANAGEMENT ACTION PLAN HAZARD INDEX

**ASSESSMENT
GROUP**
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 GENERAL RISK
ASSESSMENT

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 DISPLAY
SCREEN
EQUIPMENT

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 MANUAL
HANDLING

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 CONTROL
SUBSTANCES
HAZARDOUS
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THE CONTROL OF NOISE AT WORK REGULATIONS 2005

These Regulations came into force on the 6th April 2006, and are designed to limit hearing damage caused by exposure to excessive noise levels at work. These Regulations were made under the Health and Safety at Work etc Act 1974 and apply to all employers, employees, and self-employed persons in the United Kingdom, except master and crew of sea-going vessels or their employers, and the crew of any aircraft or hovercraft moving under their own power. They also replace the Noise at Work Regulation 1989

Noise

Noise is often described as unwanted sound or a subjective response to sound. Industrial sound responsible for hearing damage constitutes noise in that sense. Noise-induced hearing loss is an escalating problem for employers, with the threat of potential claims relating to deafness, tinnitus and other disorders. It is important that noise control programmes are implemented.

Action Levels

The Regulations specify three action levels of noise exposure, which, if reached, trigger certain actions which must be taken by both employers and employees. The action levels are as follows:

1. Lower Exposure Action Values - occur when daily or weekly exposure reaches 80 dB or peak sound pressure of 135 dB.
2. Upper Exposure Action Values - occur when daily or weekly exposure reaches 85 dB or peak sound pressure of 137 dB.
3. The Exposure Limit Value which must not be exceeded are daily or weekly exposure to 87dB or peak sound pressure of 140 dB. These exposure limit values take into account any reduction in exposure provided by hearing protection.

Assessment of Exposure (Regulation 5)

One of the main requirements of the Regulations are to ensure an adequate assessment of the noise exposure in the workplace is made by a competent person, if an employee is likely to be exposed to a noise level at or above the Lower Exposure Action Value.

To be considered adequate, an assessment must identify all of the employees likely to be exposed and provide sufficient information to the employer to enable him to reduce the noise exposure of his employees. Areas should be identified where Lower or Upper Exposure Values are likely to be exceeded and sufficient information should be provided to instruct employees on measures to be taken to protect their hearing.

The noise assessment shall be reviewed when there is reason to suspect that the assessment is no longer valid, there has been a significant change in the work to which the assessment relates, and where, as a result of the review, changes in the assessment are required.

Elimination, or Control, of Exposure to Noise at the Workplace (Regulation 6)

Employee exposure to noise should be eliminated at source or, where this is not reasonably practical, reduced to as low a level as possible.

If employees are likely to be exposed to noise at or above an Upper Exposure Action Value, exposure is to be reduced to the lowest practicable level by establishing organisation and technical measures excluding the provision of personal hearing protection.

The actions taken by the employees shall be based upon the general provision of prevention detailed in the Management of Health and Safety at Work Regulation 1999:

1. Alternate working methods to reduce noise.
2. Choice of work equipment, emitting the least possible noise with regards to the work to be done.

THE CONTROL OF NOISE AT WORK REGULATIONS 2005 CONTINUED

3. Design and layout of workplaces, work stations and rest facilities.
4. Information and training for employees.
5. Appropriate maintenance.
6. Limit duration and exposure to noise.

The employer shall ensure that his employees are not exposed to noise above an Exposure Limit Value.

If Exposure Limit Value is exceeded forthwith:

1. Reduce exposure to noise below the Exposure Limit Value.
2. Identify the reason for the Exposure Limit Value being exceeded and modify the organisational and technical measure taken.

Ensure rest facilities exposure to noise is reduced to a level suitable for their purpose.

Adapt any measure taken in compliance with these requirements to take into account any employees who are likely to be particularly at risk from exposure to noise. Consult the employees concerned on measures to be taken.

Hearing Protection (Regulation 7)

Hearing protection shall be provided on request to any employee who is exposed to noise at, or above, the Lower Exposure Action Value.

Hearing protection shall be provided to all employees who are exposed to noise which cannot be reduced by other means, below an Upper Exposure Action Value.

Establish hearing protection zones if employees are likely to be exposed to noise at, or above, an Upper Exposure Action Value. The hearing protection zone is to be identified by suitable signage and access restricted.

Personal hearing protection provided should eliminate, or reduce, the risk to as low a level as is reasonable practicable.

Maintenance and Use of Equipment (Regulation 8)

Employees shall ensure so far as reasonably practicable anything provided to him/her other than personal hearing protection is properly used and maintained.

Employees shall make full use of any personal hearing protection and other measures provided.

Health Surveillance (Regulation 9)

If the risk assessment indicates there is a risk to health due to exposure of noise those employees are to be placed under suitable health surveillance to include testing. Hearing records shall be made available to the employee and enforcing authority.

Where hearing surveillance identifies problems the employers shall ensure the employee is examined by a doctor and any recommended remedial action taken.

Information, Instruction and Training (Regulation 10)

Where employees are exposed to noise which is likely to be at, or above, the Lower Exposure Action Value the employer shall provide suitable and sufficient information, instruction and training.

Information, Instruction and Training is to include:

1. Nature of risk exposure to noise.
2. Organisational and technical measure taken.
3. Exposures limit values and upper and lower exposure action values.

THE CONTROL OF NOISE AT WORK REGULATIONS 2005 CONTINUED

4. Significant funding from the risk assessment.
5. Availability and provision of hearing protection.
6. Reporting signs of hearing protection (why and how).
7. Entitlement to health surveillance.
8. Safe working produces to minimise noise.
9. Collective results of any health surveillance.

Information instruction and training will be updated to take into account any changes to work activity and methods.

Employees shall ensure that any person, whether his employee or not, who carries out work in connection with the employees duties has suitable and sufficient information, instruction and training.

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RISK ASSESSMENT MANAGEMENT ACTION PLAN HAZARD INDEX

**ASSESSMENT
GROUP**

☐

GENERAL RISK
ASSESSMENT

☐

DISPLAY
SCREEN
EQUIPMENT

☐

MANUAL
HANDLING

☐

CONTROL
SUBSTANCES
HAZARDOUS
HEALTH

☒

OF
NOISE
TO

☐

(OTHER)

PREPARED BY:

NAME

SIGNATURE

POSITION

DATE

SER NO	ACTION REQUIRED	ACTION BY	TARGET DATE	COMPLETED YES/NO	DATE

REVIEW DATE

INTENTIONALLY LEFT BLANK