



LAKESIDE WATER AND BUILDING SERVICES LTD.
(TRADING AS AQUALOGIC)

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HEALTH, SAFETY & ENVIRONMENTAL POLICY & PROCEDURES

MANUAL IDENTIFICATION

<u>BOOK NO.</u>	<u>ISSUED TO</u>	<u>DATE OF ISSUE</u>
1	Elaine Knighton – Managing Director	November 2017

AMENDMENT LIST

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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 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

4. Amendment procedures

This manual will require amendment as legislation changes and upon review by senior management. Amendment action will be instigated by Lakeside Water and Building Services Ltd however all employees are encouraged to contact their line manager should they perceive the need for additional information.

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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

15 November 2017

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 natural 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.

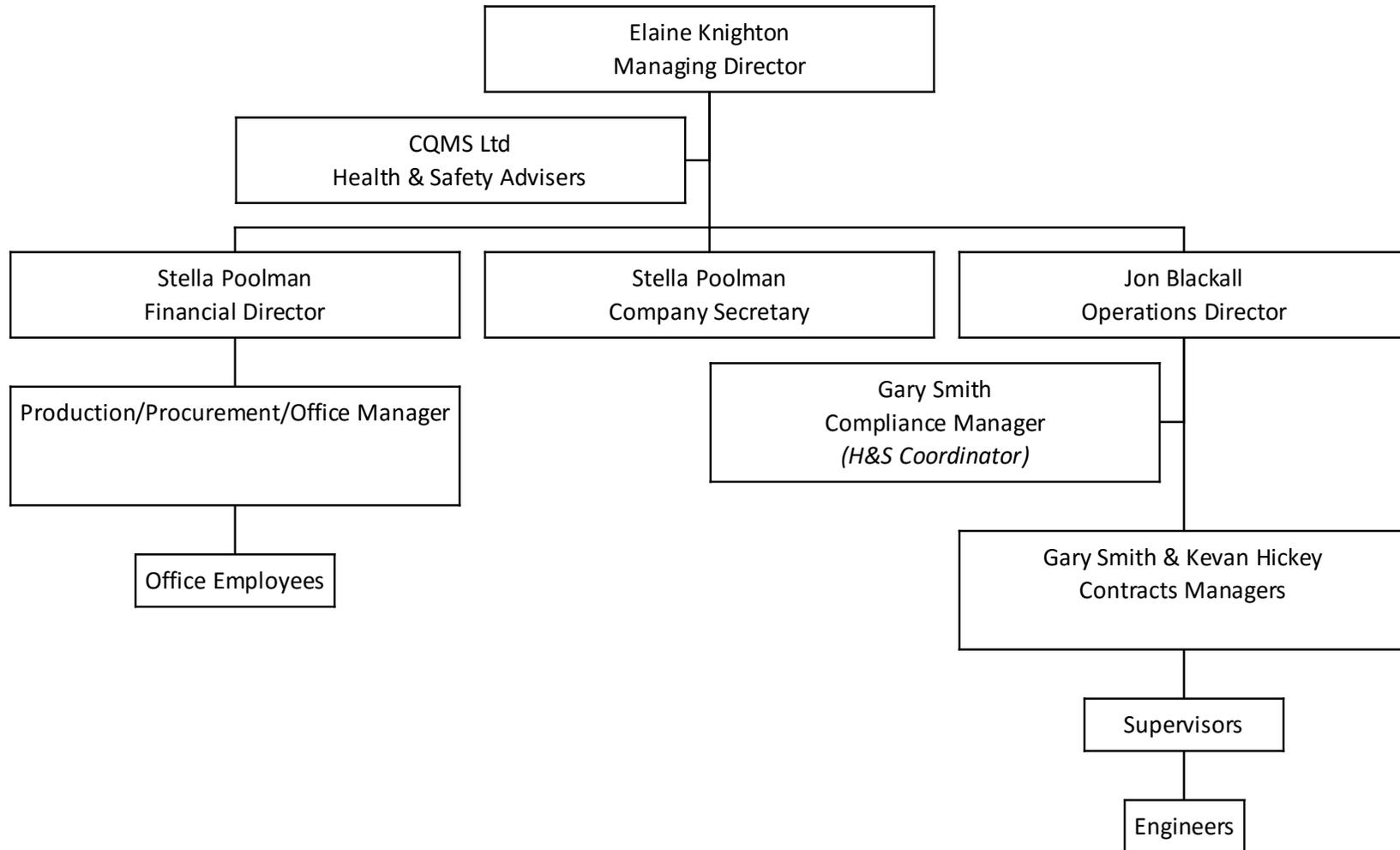
Lakeside Water and Building Services Ltd aims to establish a system which meets the standard of ISO 14001.

Signature	
Name	Elaine Knighton
Position	Managing Director
Date	15 November 2017

PART 2 – ORGANISATION

Management Structure for Health & Safety
Health, Safety and Environmental Responsibilities & Review & Monitoring Procedures
Individual Responsibilities

MANAGEMENT STRUCTURE for HEALTH AND SAFETY



HEALTH & SAFETY 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 and all other legislation relevant to its activities.
2. In order to achieve this, Lakeside Water and Building Services Ltd has delegated specific Health and Safety responsibilities to nominated individuals. Furthermore, health and safety training is integral in achieving Lakeside Water and Building Services Ltd's culture and ensuring nominated individuals have the knowledge to discharge their duties.

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 Environmental Protection Act 1990 and all other legislation relevant to its activities.
2. 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.
3. 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.

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. **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.
2. **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.
3. **Direct observation** of work and behaviour by supervisors to assess compliance with procedures/rules/systems particularly when directly concerned with risk control.

GENERAL RESPONSIBILITIES

RESPONSIBILITIES OF DIRECTORS

1. 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.
2. 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.
3. 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. Have overall responsibility for Lakeside Water and Building Services Ltd's Health, Safety and Environmental Policy.
2. 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.
3. Take direct responsibility for the Company's policy on Health and Safety and ensure that individual Directors and Managers are aware, understand and accept their responsibilities for the Health, Safety and Welfare of all Company employees.
4. Delegate to, and authorise, nominated individuals to implement the policy within their areas of responsibility.
5. 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.
6. 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.
7. Actively encourage consultation and communication between all employees and management to promote the Health, Safety and Welfare of all employees.
8. Foster within the Company an understanding that injury prevention and damage control are an integral part of business and operating efficiency.

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.

MONITORING RESPONSIBILITIES

Will monitor:

1. That all management are aware of their Health and Safety responsibilities and will periodically check the effectiveness of those managers
2. The development of the Health and Safety Policy through adequate consultation with all levels of employee.
3. That the Health and Safety arrangements in place are adequate to control all work related health risks.
4. That methods of communication to secure the highest level of awareness of the Company policy are practical and successful.
5. That the level of training and supervision provided is adequate for our Health and Safety needs.

FREQUENCY – QUARTERLY

INDIVIDUAL RESPONSIBILITIES CONTINUED

FINANCIAL DIRECTOR / COMPANY SECRETARY – MRS. STELLA POOLMAN

Main responsibilities are to:

1. Implement the requirements of the Company Health and Safety Policy within the offices reporting directly to the Managing Director.
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. Discipline any member of staff failing to comply with the requirements of the Policy.
6. Support the Managing Director in implementing the Company Health and Safety Policy throughout the Company.
7. Reprimand any member of staff for not discharging satisfactorily their Health and Safety responsibilities.

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.

MONITORING RESPONSIBILITIES

Will monitor:

1. That adequate funds and insurance are available to meet statutory requirements for Health and Safety throughout the Company.

FREQUENCY – ANNUALLY

INDIVIDUAL 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 Compliance Manager identify training needs of employees ensuring that all personnel under your control are given adequate supervision and provided with suitable information and training.
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. Ensure records are maintained.
10. Investigate all accidents and dangerous occurrences and report all instances to the Directors - ensure Accident Book is completed, promote action to preclude recurrence.
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 facilities are available.
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.

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.

INDIVIDUAL RESPONSIBILITIES CONTINUED

4. Ensure only registered waste carriers are used to transport waste.
5. Inform the Directors immediately of any spillage or discharge.

MONITORING RESPONSIBILITIES

Will monitor:

1. The means of communication used to report hazardous situations, accidents or incidents and the distribution of Health and Safety information.
2. 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.
3. That the Health and Safety arrangements in place are adequate to control all identified risks.
4. Safe systems of work for all employees under control, including contractors and sub contractors.
5. That the level of supervision provided is adequate throughout the area under control.
6. The correct use and maintenance of all plant, machinery and equipment.
7. The maintenance and upkeep of technical records and associated documentation.

FREQUENCY – QUARTERLY

INDIVIDUAL RESPONSIBILITIES CONTINUED

CONTRACTS MANAGERS

(HEALTH AND SAFETY COORDINATORS)

Main responsibilities are to:

1. Implement the requirements of the Company Health and Safety Policy as delegated by the Directors liaising closely with the Operations Director.
2. 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.
3. Coordinate and investigate all accidents and incidents ensuring the first aid book is completed and any statutory reporting is undertaken as per RIDDOR 2013. Advise the Managing Director of all serious incidents.
4. Ensure all works undertaken by the company comply with the CDM regulations to include planning, managing and monitoring the company work activities to ensure that operatives are safe as soon as they start work on site.
5. In liaison with the Operations Director identify employee training needs and ensure that all personnel under your control are given adequate supervision and are provided with information and training as is necessary.
6. Ensure the safe storage and stacking of all materials and that appropriate access equipment is provided, correctly used and maintained in a serviceable condition.
7. Ensure that all hazardous substances are correctly stored, handled and used and that valid safety data sheets / information labels and safety notices are held / displayed.
8. Ensure only authorised persons are permitted to complete installation work.
9. Ensure that all new machinery introduced into the company complies with current health and safety legislation and has the CE mark properly affixed.
10. Ensure that all road vehicle drivers are in possession of the appropriate driving licence and authority to drive Company vehicles.
11. Ensure that all statutory documentation, registers, test certificates, authorisations etc. are maintained and in date.
12. 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.

ENVIRONMENTAL RESPONSIBILITIES

Main responsibilities are to:

1. Make available to employees, customers, the public and statutory authorities relevant information about the Company's activities that affect Health, Safety and the Environment.
2. Encourage a pro-active approach towards recycling all waste products generated by Lakeside Water and Building Services Ltd.
3. Provide the information necessary to enable materials to be properly used, stored and disposed of so as to avoid unacceptable effects on personnel or the environment.

INDIVIDUAL RESPONSIBILITIES CONTINUED

MONITORING RESPONSIBILITIES

Will monitor:

4. That the Health and Safety arrangements in place are adequate to control all work related health risks.
5. The control, storage and disposal of all hazardous substances in use within client premises.
6. The correct use and maintenance of all vehicles, plant, machinery, and hand tools.
7. The production of waste, and the arrangements for disposal.
8. Company method statements and risk assessment to ensure that they remain suitable and sufficient for the company work activities.
9. That all employees / subcontractors under control are aware of their Health and Safety responsibilities and will periodically check the effectiveness of those employees / sub-contractors.

FREQUENCY – ANNUALLY

INDIVIDUAL RESPONSIBILITIES CONTINUED

PRODUCTION / PROCUREMENT / 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.

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 RESPONSIBILITIES CONTINUED

THE COMPANY SAFETY ADVISERS (CQMS LTD)

Main responsibilities are to:

1. Act as Competent Person as per the Management of Health and Safety at Work Regulations 1999.
2. Co-operate with, support and advise management on all matters relating to Health, Safety and Welfare, including statutory compliance.
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. Ensure 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 regular 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.

INDIVIDUAL 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:
 - > 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.
 - > 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 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. Ensure that all fire fighting equipment is checked regularly, e.g. annual checks for fire extinguishers etc.
5. 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.
6. Advise the Managing Director of any failures discovered during inspections or emergency drills which he is unable to effectively deal with.
7. 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.

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PART 3 – ARRANGEMENTS

Section 1 – Employees’ Duties

Section 2 – Specific Company Health and Safety Rules

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| 1 Accidents and Accident Prevention | 28 Lifting Operations |
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Section 3 – Lakeside Water and Building Services Ltd duties under Construction (Design and Management)

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. Under 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.

SECTION 2 - SPECIFIC COMPANY SAFETY RULES

1 ACCIDENTS AND ACCIDENT PREVENTION

- 1.1 All accidents, incidents and work-related ill-health must be reported to the Managing Director as soon as practicable and the accident book completed.
- 1.2 Lakeside Water and Building Services Ltd is required to report certain injuries and incidents to the HSE. In order for Lakeside Water and Building Services Ltd to comply with this requirement, the Managing Director must be notified immediately of the following:
- Accidents to employees, including minor injuries,
 - Accidents involving third parties, i.e. visitors, contractors etc,
 - Dangerous occurrences i.e. fires, gas leaks or explosions, chemical spillages, failure or collapse of lifting equipment etc,
 - Near Misses i.e. an incident which could have resulted in injury or damage to plant and / or equipment.
 - Work-related illness i.e. dermatitis, occupational asthma, tendonitis etc.
- 1.3 All employees are required by legislation to cooperate with accident / incident investigations to assist Lakeside Water and Building Services Ltd determine the underlying causes and appropriate measures to prevent reoccurrence.
- 1.4 **If in doubt contact your supervisor without delay.**

2 AIDS/HIV

- 2.1 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.
- 2.2 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 The company premises do not contain asbestos.

SPECIFIC COMPANY SAFETY RULES CONTINUED

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- 4.2 The company may work on projects where the possibility of asbestos exists, Lakeside Water and Building Services Ltd will obtain, prior to start work, a copy of the Client/Building Custodians Asbestos Survey/Asbestos Management Plan or consult information provided within the Pre Construction Information as per CDM 2015.
- 4.3 Lakeside Water and Building Services Ltd will ensure that any employee who may come into contact with asbestos during the course of their work will have undertaken suitable training in accordance with current legislation.

5 BATTERIES

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 manufacturer's guidance for rate of charging.

DRY CELL

- 5.3 In normal use dry cell batteries should provide no hazard, but you can help prevent any misuse or danger by following this safety advice.
- 5.4 Avoid touching dry cell battery contacts with your fingers or metal tweezers because this may discharge the battery. Use the outer edge as this will prevent you from discharging the battery.
- 5.5 Never heat, or dispose of the battery in a fire – this may cause leakage, a burst battery or fire.
- 5.6 Charge batteries only with the specified charger.
- 5.7 Batteries are to be stored in a cool dry place, with the ambient temperature around 25°C for best performance. Do not use, store in or expose the battery to a high ambient temperature, such as direct sunlight, inside Company vehicles during hot weather, in front of a heater, etc.
- 5.8 Inspect battery compartments every few months to be sure that the batteries are not leaking.
- 5.9 Only use batteries as intended and instructed by the manufacturer and also the equipment manufacturer's instructions. If in doubt, consult your Line Manager.

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.
- 8.6 Personal protective clothing including eye protection must be worn at all times during welding operations.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 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 DISPLAY SCREEN EQUIPMENT

- 9.1 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.
- 9.2 **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,
- 9.3 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.
- 9.4 Where problems arise in the use of display screen equipment, the employee must inform their line manager immediately.
- 9.5 Additional information is available in Part 4, Section 9, Occupational Health, item 3.

10 EATING AND DRINKING

- 10.1 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.
- 10.2 The Company provides canteen facilities for all employees who are employed in these environments so as to remove them from the risk.
- 10.3 Therefore, it is Company Policy that eating and drinking in these workplaces is prohibited and full use should be made of the facilities provided.

11 ELECTRICITY

- 11.1 Electricity is one of the safest forms of power if used properly but can easily be a killer if misused.
- 11.2 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.
- 11.3 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.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 11.4 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.
- 11.5 Do not carry out any repairs or fit electrical plugs/connections unless authorised by the Supervisor in charge.
- 11.6 No appliance may be connected to any electrical system by any means other than the correct plug or connections
- 11.7 Do not interfere with or open any electrical appliance.
- 11.8 All hand tools are to be operated through 110 volt transformers or provided with appropriate cut-off devices.

12 EMERGENCIES

- 12.1 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.
- 12.2 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.
- 12.3 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.
- 12.4 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.
- 12.5 All persons not concerned with the emergency action should be excluded from the area of contamination.
- 12.6 Employees must not obstruct any fire escape route, fire equipment or fire doors.

13 ENVIRONMENTAL PROTECTION

- 13.1 Always respect the natural environment and the local community.
- 13.2 All waste shall be disposed of in the relevant distinctly marked waste receptacle.
- 13.3 To prevent waste being spilled or wind blown, waste containers should not be overfilled.
- 13.4 Leaking or corroded containers shall not be used and should be reported to the relevant manager.
- 13.5 All waste shall be handled so as to prevent safety or health risks, having particular regard to accumulated waste.
- 13.6 Never allow hazardous substances to enter into water courses, drains etc. If a problem occurs report it immediately.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 13.7 All waste should be transferred only to a registered waste centre or by a registered waste carrier.
- 13.8 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.

14 FIRE

- 14.1 Employers are required to maintain their workplace in a safe condition, particularly with regard to fire.
- 14.2 Provide and maintain such fire precautions as are necessary to safeguard those who use the workplace.
- 14.3 Provide information, instruction and training to employees about fire precaution in the workplace.
- 14.4 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.

15 FIRST AID

- 15.1 First aid facilities are provided by the Company at each location in accordance with the Health and Safety (First Aid) Regulations 1981.
- 15.2 These first aid facilities shall be used by Company employees, contractors' employees and visitors in preference to any other arrangements for treatment.
- 15.3 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.

16 FORK LIFT TRUCKS (FLT)

- 16.1 No person is to operate an FLT on Company premises unless authorised and competent to do so.
- 16.2 FLT's must never be used on uneven or broken surfaces (unless rough terrain FLT).
- 16.3 Safe working loads must always be displayed on FLT's and never be exceeded.
- 16.4 Watch out for pedestrians.
- 16.5 Do not carry passengers on any part of the FLT.
- 16.6 Take care when braking, violent braking may cause the load to shift or fall.
- 16.7 Do not allow anyone to walk or stand under a load.
- 16.8 Sound your horn at corners, danger spots and doorways.
- 16.9 Do not move distances with the load raised. Always lower load when taken from height before moving off.
- 16.10 Do not run over cables or flexible hoses/pipes unless they are properly protected.
- 16.11 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.
- 16.12 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.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 16.13 When fork extensions or lifting cradles are fitted, the operator must ensure that retaining pins and safety clips are fitted.
- 16.14 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.
- 16.15 When a high load restricts forward vision, drive in reverse, except when going up an incline.
- 16.16 If a load appears to be unstable, do not lift it, report to your line manager.
- 16.17 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.

17 GAS FIRED EQUIPMENT AND GAS CYLINDERS

- 17.1 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.
- 17.2 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.
- 17.3 If in doubt, evacuate the building and inform the emergency services (Police and Fire) as well as the gas supplier.
- 17.4 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.
- 17.5 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.
- 17.6 Keep oils and grease away from oxygen cylinders as contact with oxygen can cause spontaneous ignition.
- 17.7 Ensure that all cylinders are kept away from any source of heat and that adequate ventilation is provided.
- 17.8 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.
- 17.9 Do not store oxygen cylinders with LPG cylinders.
- 17.10 Never attempt to repair or modify cylinder valves or safety relief devices. Report all damaged valves immediately to a line manager.
- 17.11 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.
- 17.12 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.
- 17.13 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.

SPECIFIC COMPANY SAFETY RULES CONTINUED

18 GROSS MISCONDUCT

- 18.1 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.

19 HAND AND POWER TOOLS (PUWER 98)

- 19.1 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.
- 19.2 Do not use or operate tools unless you know how to and are trained to do so.
- 19.3 Always use the correct tool for the job. Portable electrical tools and equipment should be 110 volts or less or fitted with RCD's.
- 19.4 Inspect tools regularly and take defective items out of use.
- 19.5 Make sure that handles are securely fitted to files, screwdrivers, hammers etc..
- 19.6 Cutting tools should always have a good sharp edge and any mushroomed chisel heads should be ground away.
- 19.7 Keep tools clean and put them away after use.
- 19.8 If eye protection is needed, make certain you wear it.
- 19.9 You may only change an abrasive wheel on a grinding machine if you are authorised and have been issued with a certificate of training.
- 19.10 Keep safety guards in place on all tools, portable and fixed.
- 19.11 Check that plugs and sockets are undamaged, correctly wired and are earthed. Electrical transformers should be positioned close to the working location where possible.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 19.12 It is recommended that very short 240v leads are used on transformers, in conjunction with cut-out devices.
- 19.13 Always disconnect the power supply to a machine or tool that is being cleaned, repaired or adjusted.
- 19.14 Do not force or overload tools and equipment.

20 HAZARDOUS SUBSTANCES

- 20.1 The Control of Substances Hazardous to Health Regulations 2002 (as amended) have been made to protect your health.
- 20.2 Identify the substance by carefully reading the instructions on the container, safety data sheet and COSHH assessment.
- 20.3 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.
- 20.4 Use the protective clothing and equipment provided.
- 20.5 Never decant chemicals into different labelled containers and **NEVER** into soft drink bottles.
- 20.6 Do not eat, drink or use the toilet without first thoroughly washing your hands.
- 20.7 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.
- 20.8 If your skin or eyes are splashed with chemicals, wash off immediately with clean running water.
- 20.9 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.
- 20.10 Some dusts and fumes are not harmful and are simply a nuisance, whilst others may permanently damage your lungs.
- 20.11 Ensure that the correct equipment for handling the product is available and used.
- 20.12 When working in atmospheres in which hazardous dust or fumes are present, it is important that suitable breathing apparatus or a respirator is worn.
- 20.13 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.
- 20.14 If you suspect that harmful dusts or fumes are present, immediately inform your line manager.
- 20.15 All vessels containing hazardous substances must be properly covered at all times to reduce the risk of fire and spread of toxic fumes.
- 20.16 Additional information is available in Part 4, Section 9, Occupational Health.

21 HEALTH MONITORING SURVEILLANCE

- 21.1 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.
- 21.2 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.
- 21.3 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.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 21.4 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.

22 HOT WEATHER WORKING

- 22.1 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.
- 22.2 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.

23 HOUSEKEEPING

- 23.1 Poor housekeeping is the underlying cause of the majority of accidents involving slips, trips and falls.
- 23.2 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.
- 23.3 Please ensure that all surplus oil and lubricants are removed from the workshop floor to help prevent slips and falls.
- 23.4 Tidy up your own waste and keep your work area clean. Remember, accumulated waste is a fire risk and a trip hazard.
- 23.5 Do not leave tools and equipment where they will be a hazard for others.
- 23.6 Keep all access ways, working platforms, stairs and corridors free from materials, waste and other obstructions.
- 23.7 Keep changing rooms and rest areas tidy.
- 23.8 Toilets and washing facilities are provided for your convenience and comfort. Help to keep them clean and sanitary.
- 23.9 Make proper use of all equipment and facilities provided to control working conditions/environment.

24 INSPECTIONS

- 24.1 **Workplace inspections** should be carried out at a frequency determined based upon on the nature of the work. Inspections may be less often, for example, if the work environment is low risk like in a predominantly administrative office. But if there are certain areas of a workplace or specific activities that are high risk or changing rapidly, more frequent inspection may be justified, for example on a construction project
- 24.2 **Incident Inspections** should be carried out after an accident causing a fatality, injury, or near miss, which could have resulted in an injury, or case of ill health and has been reported to the health and safety enforcing authority
- 24.3 **Equipment:** 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.
- 24.4 Work equipment inspection records are available in **Part 5, Work Equipment**.

SPECIFIC COMPANY SAFETY RULES CONTINUED

25 LADDERS

- 25.1 Ladders/step ladders must be used to gain access up to the higher levels of racks or shelves.
- 25.2 Never take short cuts, for example, by climbing up where you are not supposed to, or standing on something unstable.
- 25.3 Work may only be carried out from a ladder when the job is of short duration and can be done safely.
- 25.4 Never over-reach at the working position.
- 25.5 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.
- 25.6 Never attempt to repair damaged ladders.
- 25.7 Ladders should be set on a firm base, resting at an angle which is not too steep, and not too flat.
- 25.8 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.
- 25.9 Ensure your footwear is free from oil or grease before you climb any access equipment.

26 LEAD AT WORK

- 26.1 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
- 26.2 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.
- 26.3 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.

27 LEGIONELLA

- 27.1 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.
- 27.2 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.
- 27.3 Current records of maintenance must be readily available for inspection by informing authorities.

28 LIFTING OPERATIONS

- 28.1 Many accidents are caused by lifting incorrectly.
- 28.2 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

- 28.3 Safe working loads must be displayed on hoists and lifting tackle and should never be exceeded.
- 28.4 The item must be identified by a lifting gear register number and colour coded in the correct colour.
- 28.5 Wire rope slings should be free of cuts, excessive wear, kinking and general distortion of the sling legs.
- 28.6 All hooks, chains, roll pins, split pins and locking nuts must be checked daily for security of attachment.
- 28.7 Chains should be free of mechanical defects in individual links.
- 28.8 Distorted hooks (caused by overloading) should not be used.
- 28.9 Avoid carrying loads over the heads of other people. If necessary, give warning for them to keep clear.
- 28.10 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.
- 28.11 Never use slings or other lifting gear if its Safe Working Load (S.W.L.) cannot be established.
- 28.12 Never make up a sling or alter any lifting gear without instruction from your line manager.

29 MACHINERY, PLANT AND EQUIPMENT

29.1 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.

29.2 Notify your line manager at once if you think the machine is not working correctly.

29.3 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.

29.4 On machinery fitted with interlocks, make sure that the interlocks work correctly. If you find any defect, report it to your line manager immediately.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 29.5 Operating unguarded or badly guarded plant and machinery could cost you your life, so use the guards properly.
- 29.6 If under the age of 18 years, operate any item of plant or equipment unless authorised and under adequate supervision.

30 MANUAL HANDLING

- 30.1 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.
- 30.2 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.
- 30.3 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.
- 30.4 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.
- 30.5 The back must be kept straight, i.e. canted to an angle not exceeding 20 degrees from the vertical.
- 30.6 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.
- 30.7 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.
- 30.8 Body weight should be used to counterbalance the load by moving the rear leg a little further back as the load is being lifted.
- 30.9 Check for rough or sharp edges.
- 30.10 Always wear appropriate protective clothing including gloves.
- 30.11 **IF IN DOUBT, ASK YOUR LINE MANAGER.**

31 MOBILE TELECOMMUNICATIONS EQUIPMENT

- 31.1 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.
- 31.2 Should it be necessary to use such equipment, you must stop what you are doing and seek a safe place before operating the equipment.
- 31.3 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

31.4 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.

32 NAIL GUNS

32.1 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

32.2 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.

32.3 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.

32.4 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.

33 NOISE

33.1 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

- 33.2 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.
- 33.3 You must follow the Company's safe working procedure to minimise ill health from noise exposure.
- 33.4 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.
- 33.5 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.
- 33.6 Where applicable employees will be required to complete a Health Surveillance Questionnaire which will be reviewed on a periodic basis.
- 33.7 Additional information is available in Part 4, Section 9, Occupational Health.

34 OFFICES/ADMINISTRATION AREAS

- 34.1 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.
- 34.2 Filing cabinets should not be overloaded.
- 34.3 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,
 - Heavy and breakable items, particularly cleaning materials, should be securely stored on lower shelves below eye level.
- 34.4 Ensure sufficient lighting is available to carry out work in a safe and proper manner
- 34.5 Pointed objects including drawing pins should be boxed separately

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 34.6 Jammed staplers should be tested away from the eyes and with the thumb or fingers away from the ends
- 34.7 Paper guillotines are to have the cutting blade guarded, craft/paper knives are to be of an approved safety type.
- 34.8 Maintenance of office equipment, including computers, word processors, communication systems and electrics etc. should only be carried out by qualified personnel.

35 PERMIT TO WORK SYSTEMS

35.1 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.

35.2 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.

36 PERSONAL PROTECTIVE EQUIPMENT

- 36.1 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.
- 36.2 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.
- 36.3 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.
- 36.4 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.
- 36.5 Always wear sound, sensible footwear and avoid not only a painful injury, but the many other problems created by unsuitable footwear.
- 36.6 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.
- 36.7 **All employees must use all items of PPE provided as instructed.**

SPECIFIC COMPANY SAFETY RULES CONTINUED

37 PRESSURE SYSTEMS

37.1 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.

38 RISK ASSESSMENT

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

38.2 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.

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

39 SAFETY SIGNS/NOTICES

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

40 SCAFFOLDING

40.1 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.

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

40.3 **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.**

41 SKIN PROTECTION AND PERSONAL HYGIENE

41.1 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.

41.2 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.

41.3 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.

SPECIFIC COMPANY SAFETY RULES CONTINUED

42 SMOKING AT WORK

- 42.1 **Lakeside Water and Building Services Ltd operates a specific No Smoking Policy in all areas. Personnel found smoking are liable to severe disciplinary procedures.**

43 STORAGE RACKING

- 43.1 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.
- 43.2 Following the inspection a remedial procedure should be in place.
- 43.3 A record of all inspections should be kept for a minimum period of 12 months.

44 TRANSPORT AND VEHICLE HANDLING

GENERAL

- 44.1 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.
- 44.2 Only persons authorised by the Company who hold a current driving licence may drive a Company vehicle.
- 44.3 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,
- 44.4 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),
 - 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,
- 44.5 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.
- 44.6 No person under the influence of alcohol is to drive a Company vehicle.
- 44.7 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.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 44.8 When reversing from a blind exit, help should be sought to enable the manoeuvre to be completed safely.
- 44.9 The driver is responsible for ensuring all loads are carried in a safe and secure manner. Sheeting **must be** provided and secured where necessary.
- 44.10 The driver is responsible for ensuring the vehicle is securely locked when left unattended.
- 44.11 In the event of an accident, you should inform your line manager without delay.
- 44.12 Do not approach or walk near any reversing vehicle when the reversing audio alarm or lights are in operation or activated.
- 44.13 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.
- 44.14 If there are any doubts about your fitness to drive, these should be discussed in the first instance with your immediate manager.
- 44.15 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.**

45 VIBRATION

- 45.1 Hand Arm Vibration Syndrome (HAVS) may result from the repeated or prolonged use of a wide range of tools and equipment.
- 45.2 To minimise the risk of injury tools and equipment must only be used for the purpose they are designed for and must be maintained.
- 45.3 Any damaged or defective equipment must be removed from use and your line manager advised of the defective equipment.
- 45.4 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.
- 45.5 Lakeside Water and Building Services Ltd operates a purchasing policy and maintenance programme to reduce the risk of HAVS.
- 45.6 Additional information is available in Part 4, Section 9, Occupational Health.

46 VIOLENCE AT WORK

- 46.1 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.
- 46.2 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.
- 46.3 While attempting to prevent an act of violence no employee should risk his or her life or the lives of others.
- 46.4 In an emergency, employees should dial 999 and ask for the Police.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 46.5 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.
- 46.6 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).
- 46.7 As a priority, managers must inform Senior Management of all such incidents. Statements should also be taken from witnesses.
- 46.8 Senior Managers will, after appropriate consultation, prepare a report on the incident and make recommendations for immediate action.

47 VISITORS AND THE PUBLIC

- 47.1 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.
- 47.2 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.

48 WASTE DISPOSAL

- 48.1 Always respect the natural environment and the local community.
- 48.2 Ensure that all waste is placed in suitable containers or skips provided.
- 48.3 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.
- 48.4 Notify any leaks from tanks, machines, vehicles etc. to your line manager immediately.

49 WEILS DISEASE

- 49.1 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.
- 49.2 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.
- 49.3 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.

SPECIFIC COMPANY SAFETY RULES CONTINUED

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

50 WINDY CONDITIONS

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

50.2 Beware of sudden gusts, even on relatively calm days

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

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

50.5 Wind blown material can be lethal.

51 WORKING ALONE

51.1 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.

51.2 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.

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

51.4 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.

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

52 WORKING AT HEIGHT

52.1 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.

52.2 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.),

SPECIFIC COMPANY SAFETY RULES CONTINUED

- c) Where it is impracticable to provide parts a or b, then personal fall protection systems will be required (harness or lanyard).
- 52.3 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.
- 52.4 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.
- 52.5 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.
- 52.6 Never over-reach at the working position.
- 52.7 Ensure your safety footwear is free from oil or grease before you climb any access equipment.

53 YOUNG PERSONS

- 53.1 Children under the age of 13 are generally prohibited from any form of employment.
- 53.2 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.
- 53.3 A young person is defined as someone who has not yet reached the age of 18 years.
- 53.4 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.
- 53.5 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.
- 53.6 Children must not be employed in any way which is prejudicial to their Health or education.
- 53.7 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.

SECTION 3 – LAKESIDE WATER AND BUILDING SERVICES LTD DUTIES UNDER CONSTRUCTION, DESIGN & MANAGEMENT (CDM)

54 CONSTRUCTION, DESIGN & MANAGEMENT (CDM)

- 54.1 Lakeside Water and Building Services Ltd are aware of their duties as a Contractor under the Construction Design and Management Regulations 2015 and will participate in ensuring that the work site is a safe and healthy place to work.
- 54.2 Lakeside Water and Building Services Ltd will coordinate their work through communication and cooperation with all those involved via the Principal Contractor and Principal Designer.

55 RESPONSIBILITIES FOR CONTRACTORS UNDER CDM: **FOR ALL PROJECTS UNDER REGULATIONS 8 AND 15**

55.1 Contractors must:

- > Not accept an appointment unless they have the skills, knowledge and experience and, if they are an organisation, the organisational capability to fulfil the role in a manner that secures the health and safety of any person affected by the project.
- > Ensure any party appointed has the necessary skills, knowledge and experience and, if they are an organisation, the organisational capability to fulfil the role in a manner that mitigates risks to all persons affected by the project.
- > Not employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated.
- > Plan, manage and monitor construction work carried out by themselves or workers under their control to ensure it is carried out without risks to health and safety, so far as is reasonably practicable.
- > Provide adequate supervision, instruction and information to each worker under their control to mitigate the risks to health and safety.
- > Provide a suitable and sufficient health and safety induction (if not provided by the Principal Contractor) to include the procedures to be followed in the event of serious and imminent danger to health and safety, and information on risks to health and safety.
- > Cooperate with any other person working on the project, or an adjoining site, to enable them to comply with their duties.
- > Where there is more than one Contractor working on the project, comply with any directions given by the Principal Designer or the Principal Contractor, and the part of the Construction Phase Plan that are relevant to the Contractor's work on the project.
- > Where there is only one Contractor working on the project:
- > Take account of the general principles of prevention when design, technical and organisational aspects are being decided, and when estimating the time required to complete the work (or work stages).
- > Draw up a Construction Phase Plan, or make arrangements for one to be drawn up, as soon as is practicable prior to setting up a construction site.

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PART 4 - PROCEDURES

1. Accidents and Emergencies
2. Asbestos
3. Contractors
4. Equality
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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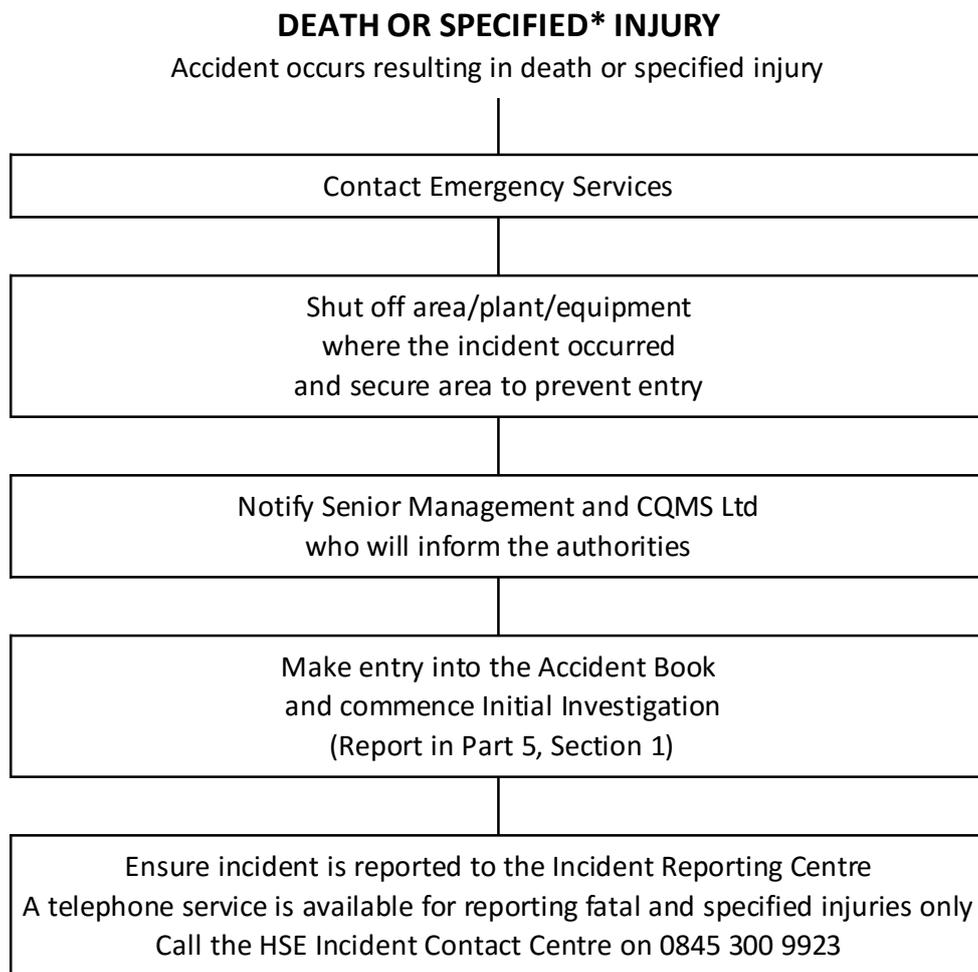
1. ACCIDENTS & EMERGENCIES

1.1 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 Regulations 2013**

Lakeside Water and Building Services Ltd nominated Health and Safety Coordinator should be fully conversant with the requirements.

Immediate Action flowcharts for accident reporting are as follows:



Note:

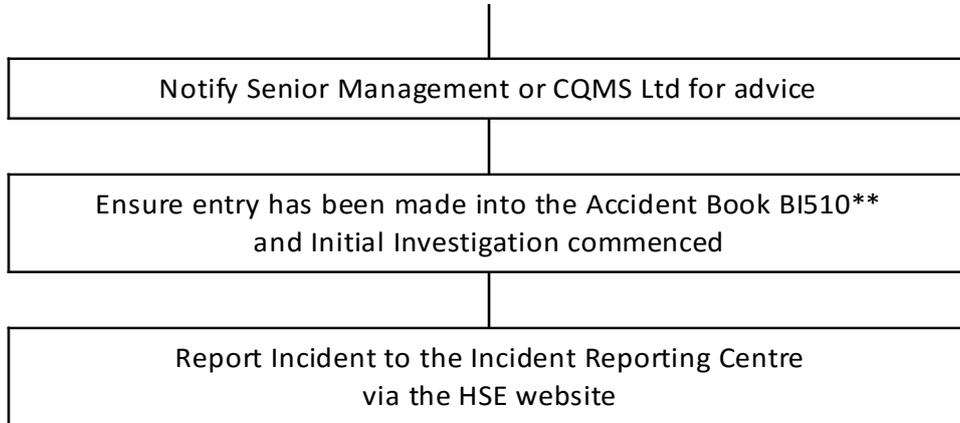
* Full classification of a specified injury is detailed within Regulation 4 & 5 of RIDDOR 2013

1. ACCIDENTS & EMERGENCIES CONTINUED

OVER SEVEN DAY INJURY

Full classification of reportable injuries are detailed within Regulation 4 of RIDDOR 2013

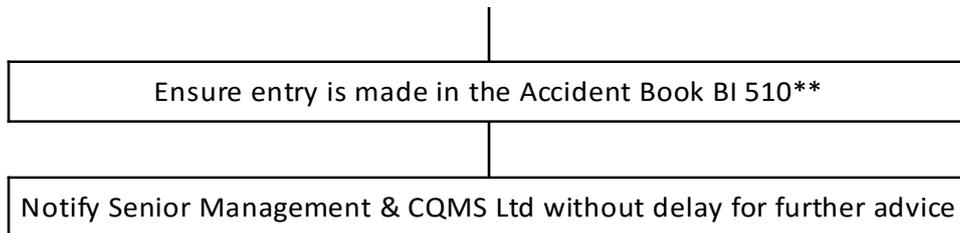
Accident occurs resulting in over 7 days lost time (including non-working days)



WORK RELATED ILLNESS*

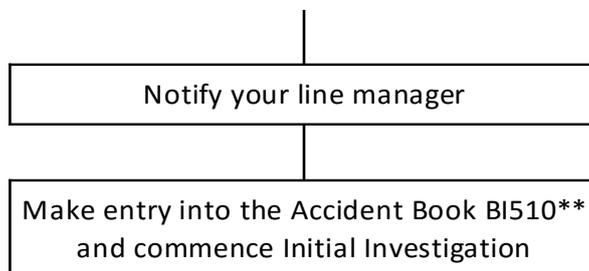
** Full classification of a work related illness is detailed within Regulations 8 & 9 of RIDDOR 2013*

An employee suffers from a diagnosed work related illness



MINOR INJURY

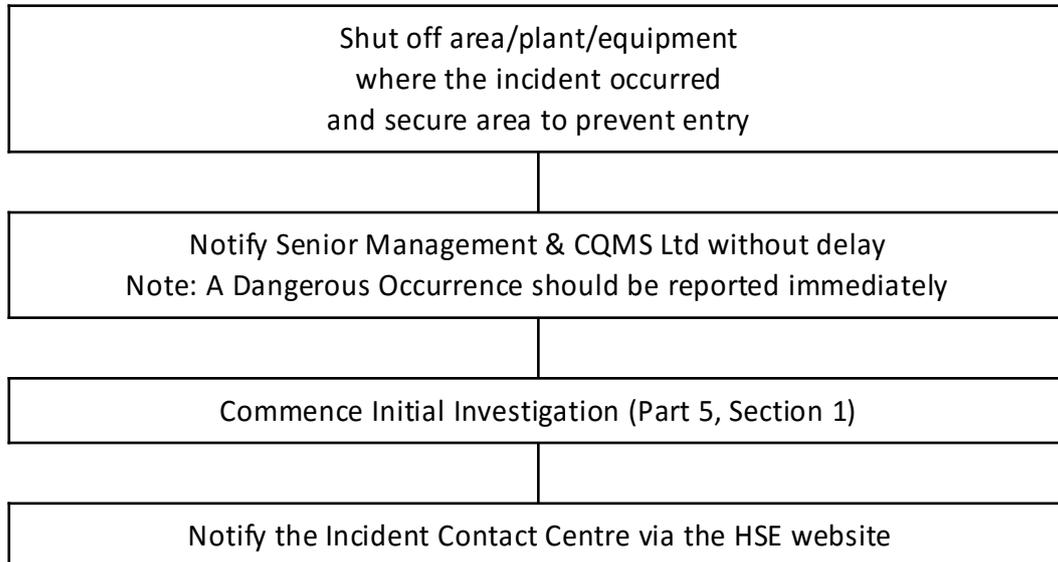
Accident occurs resulting in minor injury



1. ACCIDENTS & EMERGENCIES CONTINUED

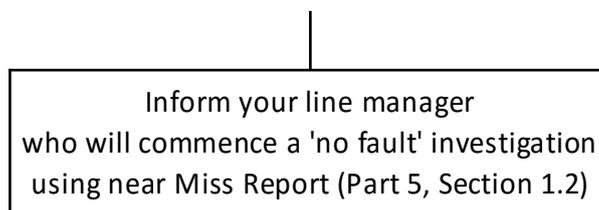
DANGEROUS OCCURRENCES

Incident occurs which does not result in a reportable injury, but clearly could have done



NEAR MISS

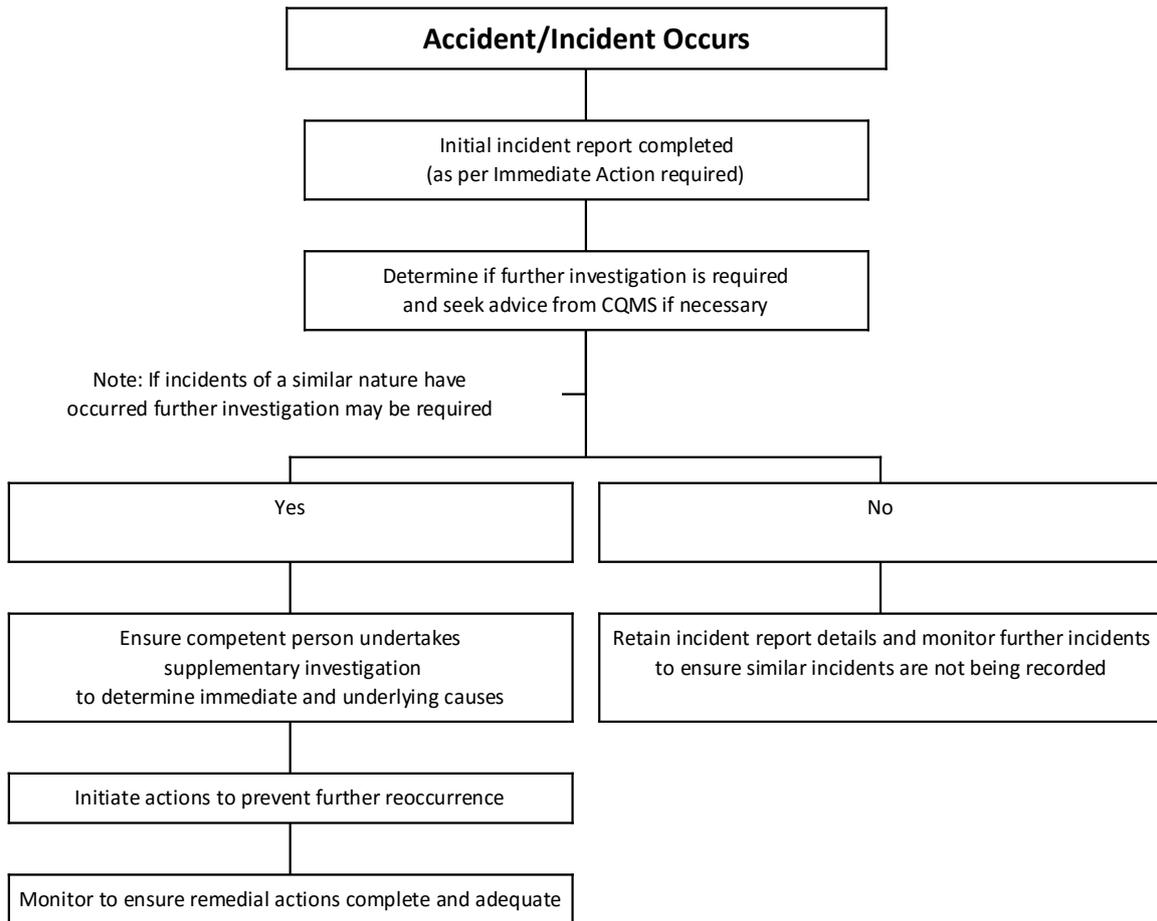
Near miss occurs which could have resulted in a fatality, injury or damage to plant or equipment



1. ACCIDENTS & EMERGENCIES CONTINUED

1.2 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 an external consultant.



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. | CHRYSTILE | - | White Asbestos |

CROCIDOLITE and AMOSITE are AMPHIBOLES with straight and relatively brittle fibres, whilst CHRYSTILE 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 Regulations 2013 require that fatal accidents, specified injury accidents and 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 (as amended), 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

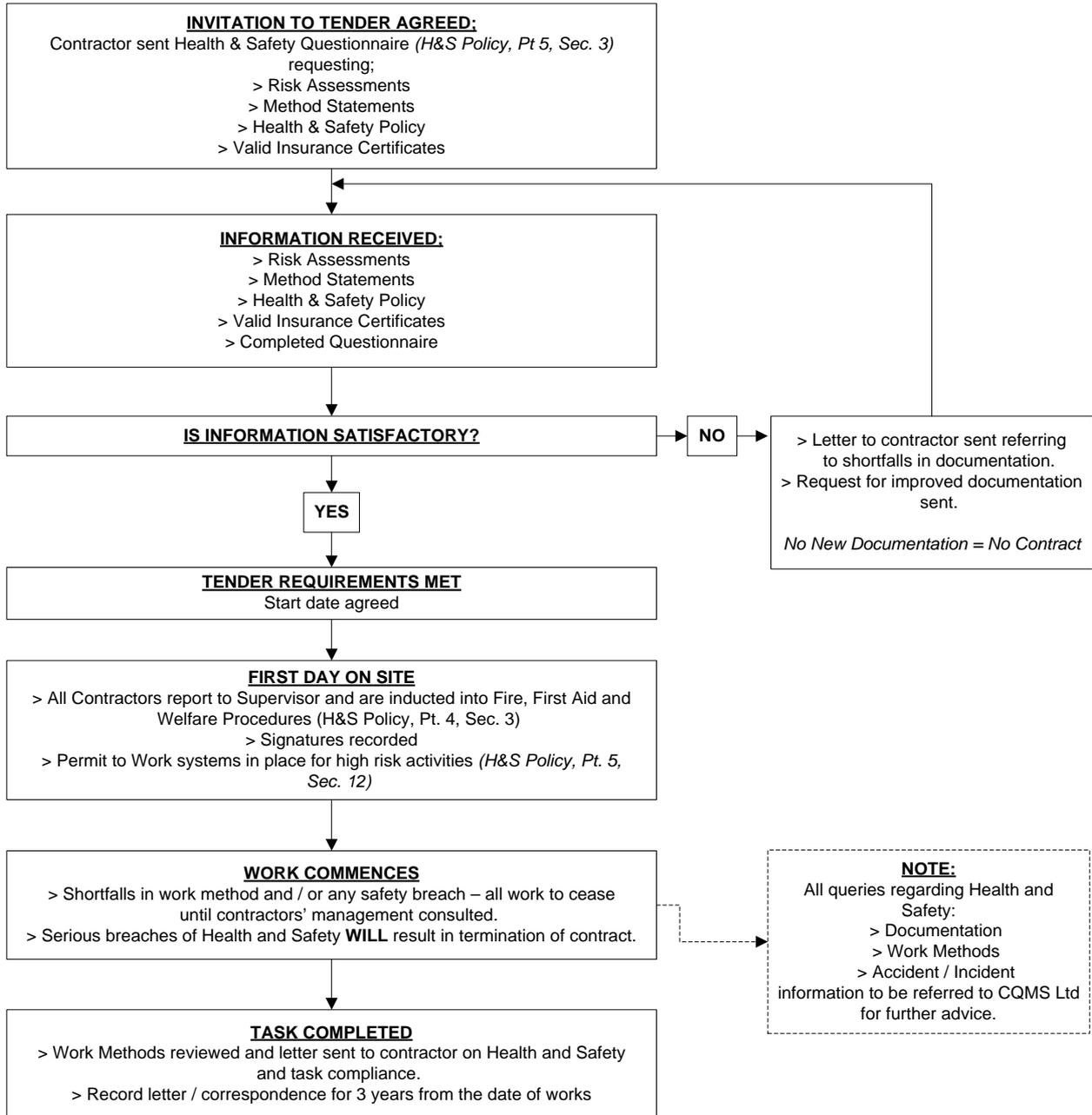
13. REMOVAL OF SURPLUS MATERIALS

- 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. THE EQUALITY ACT

The Equality Act provides a legal framework to protect the rights of individuals and advance equality of opportunity for all.

The Act simplifies, strengthens and harmonises the current legislation to provide Britain with a new discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.

The nine main pieces of legislation that have merged are:

- the Equal Pay Act 1970
- the Sex Discrimination Act 1975
- the Race Relations Act 1976
- the Disability Discrimination Act 1995
- the Employment Equality (Religion or Belief) Regulations 2003
- the Employment Equality (Sexual Orientation) Regulations 2003
- the Employment Equality (Age) Regulations 2006
- the Equality Act 2006, Part 2
- the Equality Act (Sexual Orientation) Regulations 2007

Employers must comply with the duties of the Equality Act and further information is available to download from <http://www.equalityhumanrights.com>

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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 in YES / NO 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 Systems and Supporting Techniques
5. 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.

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.

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. Occupational Health Questionnaire
8. Stress
9. Vibration

1. **ACQUIRED IMMUNE DIFFICIENCY 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 an occupational health questionnaire, 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.

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.

9. OCCUPATIONAL HEALTH CONTINUED

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 for all display screen equipment. 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.
- 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.

9. OCCUPATIONAL HEALTH CONTINUED

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. OCCUPATIONAL HEALTH QUESTIONNAIRE

- 7.1. Assessing a person's ability to carry out the duties of a job can be an important selection tool. Occupational health 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. THE EQUALITY 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 Equality Act 2010.

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

9. OCCUPATIONAL HEALTH CONTINUED

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

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-Pelmeur 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:

- 1 —→ **Look for the Hazards**
 - > Walk around your workplace,
 - > Ask your employees, or representatives, what they think,
 - > Manufacturers' instructions or data sheets can also help you spot hazards so can accident & ill-health records.
- 2 —→ **Decide who might be harmed**
 - > Young workers, trainees, new and expectant mothers, etc., who may be a particular risk,
 - > Cleaners, visitors, contractors, maintenance workers, etc., who may not be in the workplace all the time,
 - > Members of the public, or people you share your workplace with, if there is a chance they could be hurt by your activities.
- 3 —→ **Evaluate the risks and decide if existing controls are adequate or if more needs to be done**
 - > Consider how likely it is that each hazard could cause harm,
 - > Even after all precautions have been taken, some risk usually remains,
 - > What you have to decide for each significant hazard is whether this remaining risk is HIGH, MEDIUM or LOW.

First; ask yourself whether you have done all the things that the law says you have got to do; then, ask yourself whether generally accepted industry standards are in place; you must do what is reasonably practicable to keep your workplace safe.

Can I get rid of the hazard altogether and if not, how can I control the risks so that the harm is unlikely:

 - > Try a less risky option,
 - > Prevent access to the hazard (e.g. by guarding),
 - > Organise work to reduce exposure to the hazard,
 - > Issue personal protective equipment,
 - > Provide welfare facilities (e.g. washing facilities for removal of contamination and first aid).
- 4 —→ **Record your findings**
 - > You must also tell your employees about your findings,
 - > Suitable and sufficient – not perfect.

Risk Assessments must be suitable and sufficient

You need to be able to show that:

 - > A proper check was made,
 - > You asked who might be affected,
 - > You dealt with all the obvious significant hazards, taking into account the number of people who could be involved,
 - > The precautions are reasonable and the remaining risk is, so far as is reasonably practicable, low,
 - > KEEP A WRITTEN RECORD FOR FUTURE REFERENCE OR USE.
- 5 —→ **Review your assessment and revise if necessary**
 - > If there is any significant change, add to the assessment to take account of the new hazard. Don't amend your assessment for every trivial change, or still more, for each new job, but if a job introduces significant new hazards of its own, you will want to consider them in their own right and do whatever you need to keep the risks down.
 - > In any case, it is good practice to review your assessment from time to time to make sure that the precautions are still working effectively.

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 (as amended), 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 sub-ordinates 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 2013 if the violent incident resulted in injury which led to specified 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 2008.
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. Accidents and Emergencies
2. Asbestos
3. Contractors
4. Equality
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 ACCIDENT AND EMERGENCIES

1.1 INITIAL ACCIDENT / INCIDENT INVESTIGATION FORM		
Company:		
Accident / Incident Location:		
Date of Accident / Incident:		
SECTION A – DETAILS OF INJURY		
Injured person/s:		
What was the injury: i.e. laceration, fracture		
What part of the body was injured:		
About the accident: PLEASE TICK THE BOX THAT BEST DESCRIBES WHAT HAPPENED		
<input type="checkbox"/> Contact with moving machinery	<input type="checkbox"/> Fell from height	<input type="checkbox"/> Exposed to an explosion
<input type="checkbox"/> Hit by moving, flying or falling object	<input type="checkbox"/> Trapped by something collapsing	<input type="checkbox"/> Contact with electricity or an electrical discharge
<input type="checkbox"/> Hit by a moving vehicle	<input type="checkbox"/> Drowned or asphyxiated	<input type="checkbox"/> Injured by an animal
<input type="checkbox"/> Injured while handling, lifting or carrying	<input type="checkbox"/> Exposed to, or contact with, a harmful substance	<input type="checkbox"/> Physically assaulted by a person
<input type="checkbox"/> Slipped, tripped or fell on the same level	<input type="checkbox"/> Exposure to fire	<input type="checkbox"/> Other
Describe what happened:		
SECTION B – DETAILS OF PLANT / EQUIPMENT INVOLVED		
Type of equipment:		
Make / model:		
Serial No. / Reg. No.:		
Operator:		
Operators qualified:	YES / NO	If YES Expiry Date:
Date of last statutory inspection:		

1. ACCIDENT AND EMERGENCIES CONTINUED

SECTION C – WITNESS INFORMATION		
Witnesses to accident / incident:	YES / NO	How many?
<u>WITNESS 1</u>		
STATEMENT BY _____		
DATE _____		
<i>This statement was taken down by _____, on __/__/__. The witness was asked to read it and was then invited to add to it, delete from it or amend in any way. The witness then signed it as a true statement. This statement is true to the best of my knowledge and belief.</i>		
SIGNATURE OF WITNESS	SIGNATURE WITNESSED BY	
<u>WITNESS 2</u>		
STATEMENT BY _____		
DATE _____		
<i>This statement was taken down by _____, on __/__/__. The witness was asked to read it and was then invited to add to it, delete from it or amend in any way. The witness then signed it as a true statement. This statement is true to the best of my knowledge and belief.</i>		
SIGNATURE OF WITNESS	SIGNATURE WITNESSED BY	

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1 ACCIDENT AND EMERGENCIES CONTINUED

1.2 NEAR MISS REPORT

Company: _____

Location: _____

Date: _____

Time: _____

DESCRIPTION:

PERSONS INVOLVED:

NAME:	POSITION:	EMPLOYER:

ACTION REQUIRED / RECOMMENDATIONS:

- | | | | |
|---|------------------------|---------------|-----------------------|
| 1 | Risk Assessment review | Yes / No / NA | DATE COMPLETED: _____ |
| 2 | H&S Policy review | Yes / No / NA | DATE COMPLETED: _____ |
| 3 | Training required | Yes / No / NA | DATE COMPLETED: _____ |
| 4 | RECOMMENDATIONS | | |

ADDITIONAL INFORMATION:

DETAILS OF PERSON COMPLETING NEAR MISS REPORT

Name: _____

Position: _____

Date: _____

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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"/>	MINOR		COMPLETE 5.1.1 INITIAL INVESTIGATION FORM
<input type="checkbox"/>	Over 3 day		COMPLETE 5.1.1 INITIAL INVESTIGATION FORM
<input type="checkbox"/>	RIDDOR* REPORTABLE**		IF TICKED INDICATE TYPE BELOW
<input type="checkbox"/>	Fatality		
<input type="checkbox"/>	Specified injury or work related illness		
<input type="checkbox"/>	Over 7 day		
<input type="checkbox"/>	To a member of the Public		
<input type="checkbox"/>	Dangerous Occurrence		
ACCIDENT / INCIDENT INVESTIGATION COMPLETED:			Yes / No
<input type="checkbox"/>	Internal		
<input type="checkbox"/>	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 2013

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

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1. ACCIDENT AND EMERGENCIES – CONTINUED

FORM FOR GUIDANCE ONLY

1.4 RETURN TO WORK INTERVIEW FORM		
Name:	Job title:	Department:
DATES OF ABSENCE		
From:	To:	
1. Reason(s) for absence: (to be completed for all absences)		
2. Was the absence due to a work related accident?		<input type="checkbox"/> Yes <input type="checkbox"/> No
3. If YES was it reported?		<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Date reported: (If R.I.D.D.O.R. reportable please also detail F2508 incident reference number)		
5. Are you fully fit to return to work to usual duties? (If no please supply further details below)		<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are you continuing to undergo treatment or taking any medication which may affect your ability to do your job? (If no please supply further details below)		<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Are there any adjustments to workplace / hours / duties to be made to facilitate a return to work (ref. GP's recommendations) or to eliminate further absence?		
8. Employee information: provide the employee with an update on any changes during period of absence.		
Employee signature:		Date:
FOR OFFICE USE ONLY:		
Name of Interviewer:	<input type="checkbox"/> Further action required (IF YES DETAIL)	
Signature:		
Date:		

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ASBESTOS REGISTER
AND
MANAGEMENT PROCEDURES

(PLEASE INSERT)

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3. HEALTH AND SAFETY ASSESSMENT QUESTIONNAIRE

CONSTRUCTION PROJECTS ONLY

COMPETENCY EVALUATION QUESTIONNAIRE			
COMPANY NAME:			
ADDRESS:			
TELEPHONE NUMBER:			
CONTACT NAME:			
1. GENERAL INFORMATION:			
1.1 How many employees do you employ?	LAST YEAR:	YEAR BEFORE:	YEAR BEFORE:
1.2 How many subcontractors do you use?	LAST YEAR:	YEAR BEFORE:	YEAR BEFORE:
1.3 Do you have valid insurances in place?	Yes / No	If YES , please attach a copy	
1.4 Are you a member of an SSIP Scheme?	Yes / No	If YES please attach evidence	
2. HEALTH AND SAFETY POLICY, ORGANISATION FOR HEALTH & SAFETY & ARRANGEMENTS			
2.1 Do you have a Health and Safety Policy?	Yes / No / NA	If YES , please attach a copy	
3. COMPETENT ADVICE: CORPORATE & CONSTRUCTION RELATED			
3.1 Who is your Competent Person?	Name:		
3.2 Is the person named above competent to give construction related advice?	Yes / No	If YES , please attach your Competent Persons CV	
4. TRAINING & INFORMATION			
4.1 Do you have a training plan in place?	Yes / No	If YES , please attach your company training record	
5. INDIVIDUAL QUALIFICATIONS & EXPERIENCE			
5.1 Do all your employees hold appropriate qualifications and experience for all assigned tasks and be competently supervised?	Yes / No	If YES , please attach copy certificates / cards and individual training records	
6. MONITORING, AUDIT & REVIEW			
6.1 Do you monitoring, auditing and review your company Health and Safety procedures?			

COMPETENCY EVALUATION QUESTIONNAIRE

7. WORKFORCE INVOLVEMENT	
7.1 Do you hold consult with your workforce? i.e. hold safety meetings and risk assessment reviews	Yes / No
8. ACCIDENT / INCIDENT PROCEDURES	
8.1 Do you have accident / incident reporting procedures in place?	Yes / No
9. SUBCONTRACTORS/CONSULTING PROCEDURES (IF APPLICABLE)	
9.1 If you employ subcontractors how do you ensure they are competent? i.e. undertake competency assessments, monitor performance, check their insurance cover	
10. COOPERATING WITH OTHERS & COORDINATING YOUR WORK WITH OTHER CONTRACTORS	
10.1 How do you ensure cooperation and coordination with other contractors whilst working on site?	
11. RISK ASSESSMENT LEADING TO A SAFETY METHOD OF WORK (CONTRACTORS ONLY)	
11.1 Do you have Risk Assessments and Method Statements in place for all your company activities?	Yes / No If YES , please attach Risk Assessments & Method Statements
12. WELFARE PROVISION (PRINCIPAL CONTRACTORS & CONTRACTORS ONLY)	
12.1 Do you ensure that suitable welfare facilities are in place prior to commencement of works on site? i.e. Pre-start visits to site	Yes / No
DECLARATION:	
<p>I confirm that all information provided is true, to the best of my knowledge. I understand the HSE may be contacted to determine prosecution and/or Notice history. I understand that I will be required to ensure:</p> <ul style="list-style-type: none"> > All employees attend the Site Induction Programme undertaken on site. > All employees attend any safety presentations held whilst on site. > Safety method statements for activities to be undertaken that have been identified by my company as a medium or high risk are provided. > The names and addresses of self-employed operatives prior to commencement on site will be provided. 	
Name PLEASE PRINT	Job title:
Signature	Date:

4. EQUALITY

DISABILITY ACCESS REPORT

(PLEASE INSERT)

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5. ELECTRICAL

MAINS ELECTRICAL INSTALLATION
CERTIFICATE

(PLEASE INSERT)

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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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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 OCCUPATIONAL HEALTH 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		

Cont.,

MEDICAL INFORMATION CONTINUED:

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

Please tick appropriate box		YES	NO
18.	Hernia (Rupture)		
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:		

Cont.,

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:				
<i>*Under the Health and Safety (Display Screen Equipment) Regulations 1992, eye tests will be carried out, as applicable.</i>					
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		
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	

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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 Occupational Health 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/slippery 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:

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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.**

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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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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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PART 6 - COMPANY RISK ASSESSMENTS

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CQMS LIMITED - RISK ASSESSMENT PRINCIPLES

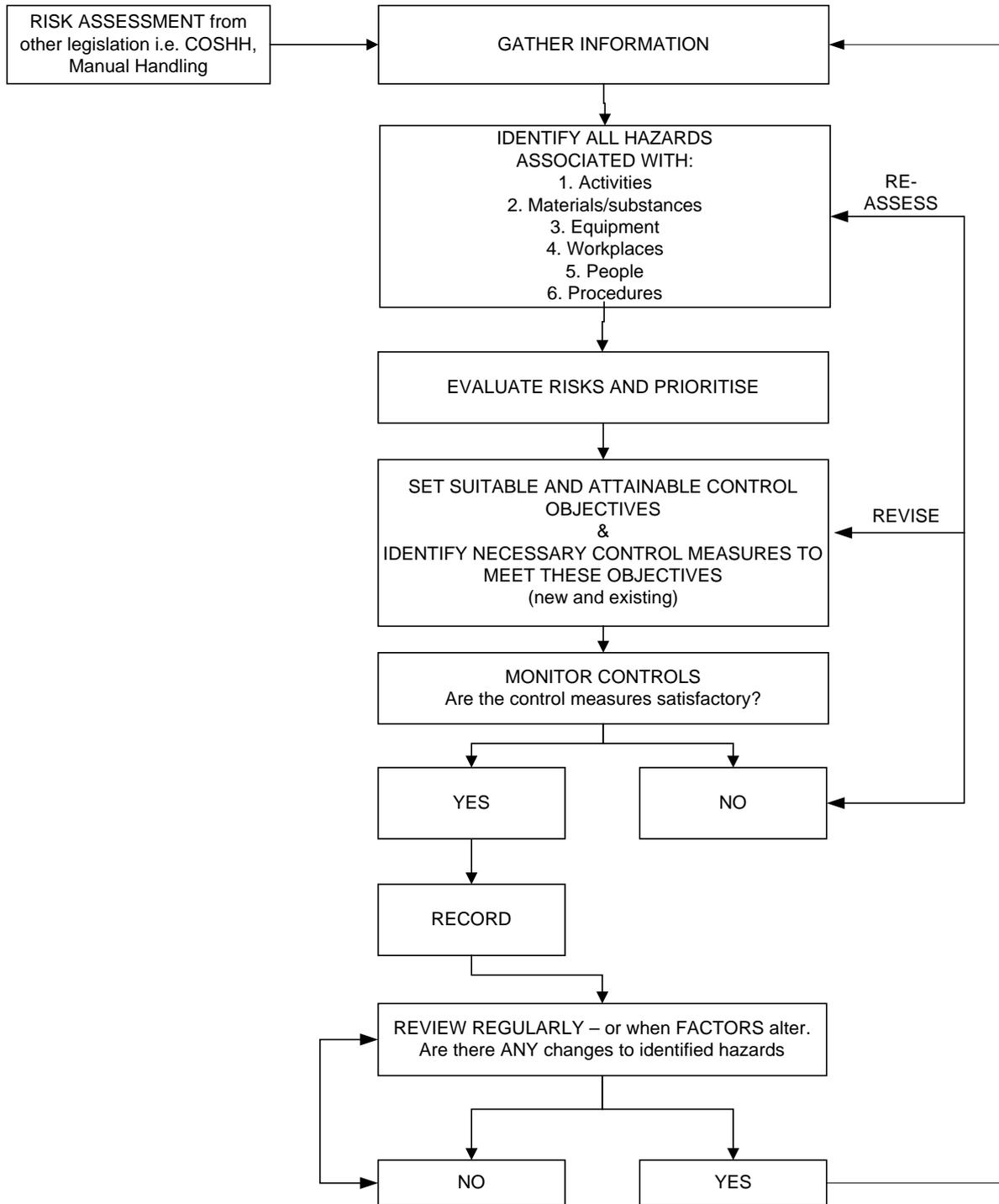
RISK RATING = PROBABILITY/FREQUENCY x SEVERITY

PROBABILITY/FREQUENCY SCALE		
Probability / Frequency	Descriptive phrase	
6	Inevitable	
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	Specified injury - permanent incapacity	
3	Specified 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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GENERAL RISK ASSESSMENTS
AS REQUIRED BY THE
MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

RISK ASSESSMENT (THE MAIN STEPS)



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DSE RISK ASSESSMENTS
AS REQUIRED BY THE
HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

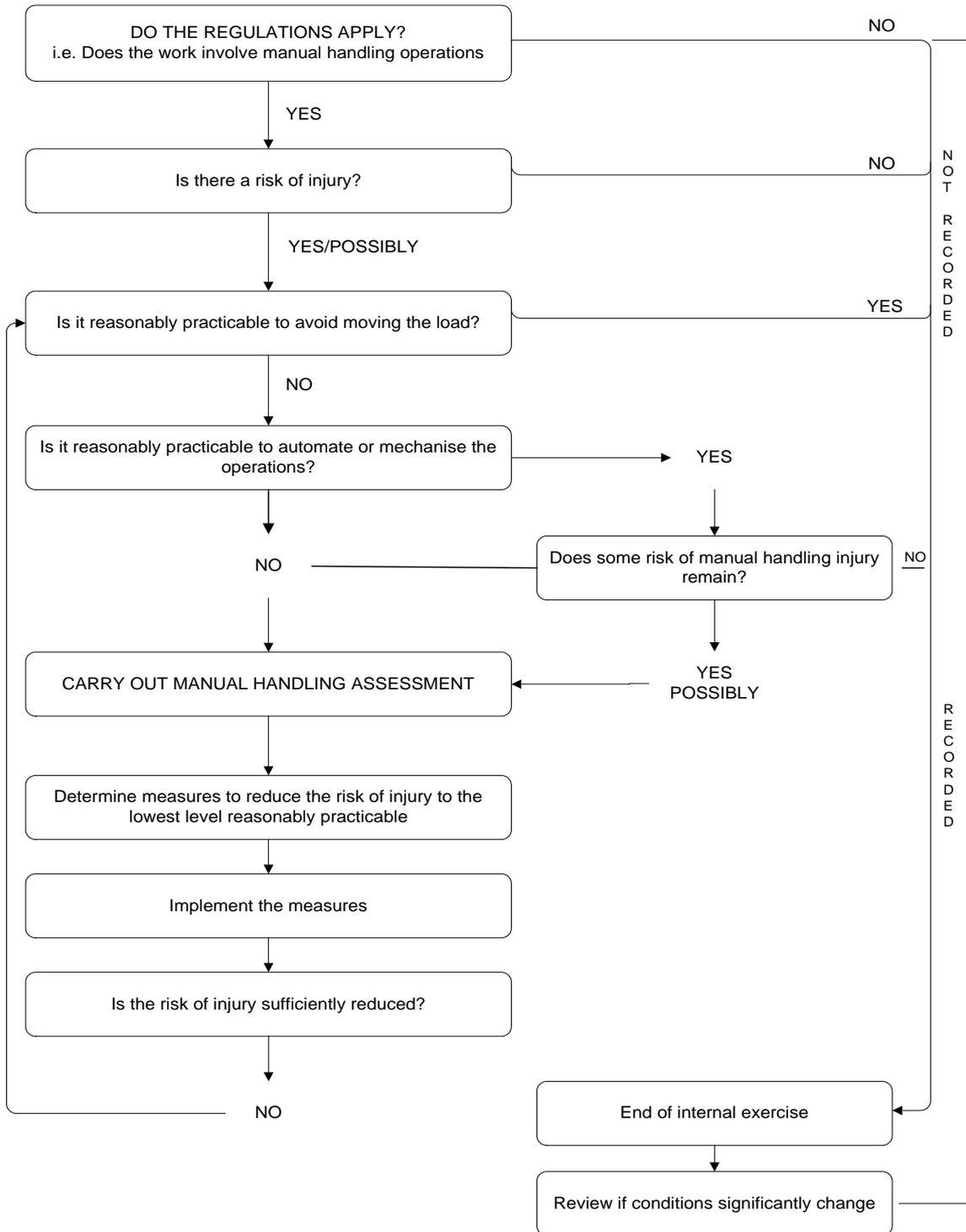
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MANUAL HANDLING RISK ASSESSMENTS
AS REQUIRED BY THE
MANUAL HANDLING OPERATIONS REGULATIONS 1992

MANUAL HANDLING OPERATIONS REGULATIONS 1992

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COSHH RISK ASSESSMENTS
AS REQUIRED BY THE
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
(AS AMENDED)

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SAFETY DATA SHEETS
TO SUPPORT LAKESIDE WATER AND BUILDING SERVICES LTD
COSHH ASSESSMENTS

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PART 7 - METHOD STATEMENTS
(SAFE SYSTEMS OF WORK)

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