

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

HEALTH AND SAFETY
DOCUMENTATION

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PART 1

HEALTH AND SAFETY POLICY EXTRACT

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

November 2007

ENVIRONMENTAL POLICY STATEMENT

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

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

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

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

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

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

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

Signature 

Name Elaine Knighton

Position Managing Director

Date November 2007

PART 2 – ORGANISATION

Management Structure for Health & Safety

Health, Safety and Environmental Responsibilities

General Responsibilities

Individual Health, Safety and Environmental Responsibilities

Elaine Knighton – Managing Director

Stella Poolman – Financial Director

Peter Clerk – Technical Director

Production/Procurement Manager

Company Safety Advisers

All Employees

Fire Marshals

First Aiders

Review & Monitoring Procedures

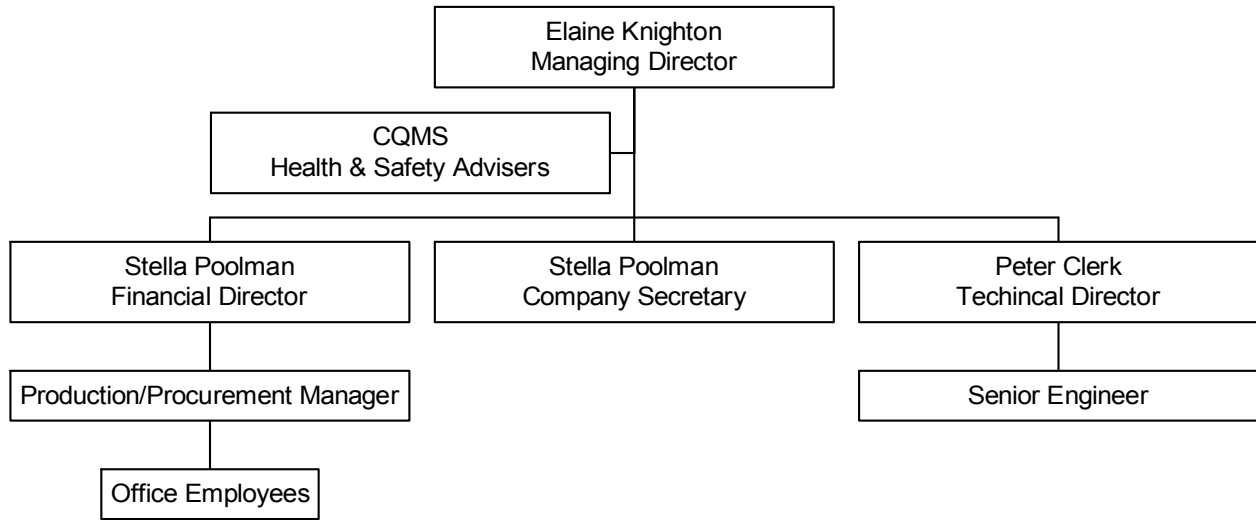
Individual Health & Safety Monitoring Procedures

Managing Director

Financial Director

Technical Director

COMPANY HEALTH & SAFETY MANAGEMENT STRUCTURE



HEALTH, SAFETY & ENVIRONMENTAL RESPONSIBILITIES

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

GENERAL RESPONSIBILITIES

RESPONSIBILITIES OF DIRECTORS

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

RESPONSIBILITIES OF MANAGERS

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

GENERAL RESPONSIBILITIES CONTINUED**RESPONSIBILITIES OF SUPERVISORS**

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

INDIVIDUAL HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES

MANAGING DIRECTOR – MRS. ELAINE KNIGHTON

Main responsibilities are to:

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

ENVIRONMENTAL RESPONSIBILITIES

Main responsibilities are to:

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

INDIVIDUAL HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES CONTINUED

FINANCIAL DIRECTOR – MRS. STELLA POOLMAN

Main responsibilities are to:

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

ENVIRONMENTAL RESPONSIBILITIES

Main responsibilities are to:

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

TECHNICAL DIRECTOR – MR. PETER CLERK

Main responsibilities are to:

1. Implement the requirements of the Company Health and Safety Policy as delegated by the Directors. Liaise closely with the Managers and where appropriate Clients and Contractors on Health and Safety issues.
2. Know the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant Regulations and Codes of Practice.
3. In liaison with the Office Manager identify training needs and ensure that all personnel under your control are given adequate supervision and are provided with such information and training as is necessary to secure their Health and Safety.
4. Ensure that all road vehicle drivers are in possession of the appropriate driving licence and authority to drive company vehicles.
5. Ensure that all statutory documentation, registers, test certificates, authorisations etc. are maintained and in date.
6. Ensure arrangements are in place for communicating Health, Safety and Welfare information throughout the Company

INDIVIDUAL HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES CONTINUED

7. Ensure that risk assessments are carried out in all areas and that employees are made aware of hazards identified by risk assessment.
8. Ensure that suitable Personal Protective Equipment (PPE) and clothing is provided where and when appropriate and that employees are given adequate instruction, information and training on its use, maintenance and storage - that records of issue and maintenance are kept.
9. Ensure that arrangements are in place for first aid and fire prevention and that sufficient equipment and trained personnel are available to deal with emergencies and maintain records.
10. Investigate all accidents and dangerous occurrences and report all instances to the Directors - ensure Accident Book is completed, promote action to preclude recurrence. Liaise with CQMS Ltd.
11. Ensure that all hazardous substances are correctly controlled, stored and handled and that the relevant product safety data sheets and COSHH Risk Assessments are available in the workplace.
12. Ensure that good housekeeping and hygiene standards are maintained at all times and that suitable and sufficient welfare, washing and sanitary facilities are provided as required by the Workplace (Health, Safety and Welfare) Regulations 1992.
13. Carry out regular fire prevention inspections in all areas of responsibility. Ensure there is no build up of flammable materials and obstruction of emergency escape routes and that fire fighting equipment is available and that there are adequately trained personnel to cover emergencies.
14. Ensure only authorised persons are permitted into the Warehouse areas.
15. Reprimand any employees failing to comply with Company Policy.
16. Set a personal example.

ENVIRONMENTAL RESPONSIBILITIES

Main responsibilities are to:

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

INDIVIDUAL HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES CONTINUED

PRODUCTION PROCUREMENT AND OFFICE MANAGER

Main responsibilities are to:

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

ENVIRONMENTAL RESPONSIBILITIES

Main responsibilities are to:

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

INDIVIDUAL HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES CONTINUED

THE COMPANY SAFETY ADVISERS (CQMS LTD)

Main responsibilities are to:

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

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

Main responsibilities are to:

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

ENVIRONMENTAL RESPONSIBILITIES

Main responsibilities are to:

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

INDIVIDUAL HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES CONTINUED

FIRST AIDER/APPOINTED PERSON

Main responsibilities are to:

1. Carry out all first aid activities in accordance with the Health and Safety (First Aid) Regulations 1981 as amended, and the Health and Safety Executive Code of Practice No 42.
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 BI 510.
4. Arrange for the first aid posters to be positioned prominently throughout the premises.

FIRE MARSHAL

Main responsibilities are to:

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

INTRODUCTION TO REVIEW AND MONITORING PROCEDURES

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

Monitoring includes:

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

INDIVIDUAL HEALTH AND SAFETY MONITORING PROCEDURES

MANAGING DIRECTOR

Will monitor:

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

FREQUENCY – ONGOING

INDIVIDUAL HEALTH AND SAFETY MONITORING PROCEDURES CONTINUED

TECHNICAL DIRECTOR

Will monitor:

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

FREQUENCY – ONGOING

FINANCIAL DIRECTOR

Will monitor:

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

FREQUENCY – ONGOING

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PART 3 - ARRANGEMENTS

Section 1 – Employees Duties

Section 2 – Specific Company Safety Rules

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SECTION 1 – EMPLOYEES DUTIES

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

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

1. Take all reasonable care of your own Health and Safety.
2. Ensure that you do not put at risk the Health and Safety of any other person.
3. Co-operate with your employer, or any other person, with duties relating to Health and Safety.
4. Not interfere with or misuse anything provided for your Health, Safety or Welfare.
5. Comply with Lakeside Water and Building Services Ltd's Health, Safety and Environmental Policy.
6. Observe all safety rules and emergency procedures in place throughout the Company.
7. Never operate any item of plant or equipment unless trained and authorised to do so.
8. Report defects in plant or equipment to supervisory staff without delay.
9. Report any activity, procedure or situation which you consider to be a potential hazard without delay to your line manager.
10. Comply with the safety regulations or safe working procedures relating to the task you are performing and use the correct protective clothing, tools or equipment provided for use when undertaking the task.
11. Keep tools, appliances and equipment in good condition.
12. 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.
13. Avoid improvisation which invokes unnecessary risks.
14. 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.
15. Report all accidents or near misses at work to management whether injury is sustained or not.
16. Assist with the investigation of accidents, near misses or dangerous occurrences at work when necessary.
17. Maintain a clean and tidy workplace
18. Develop a personal concern for safety especially where vulnerable (e.g. new or young) employees are concerned.
19. When visiting other workplace premises be fully aware of the procedures for such visits with regard to Health and Safety.
20. Ensure that access routes, corridors, fire lanes etc. are kept clear from obstruction.
21. Not bring, consume or take alcohol, drugs or any other illegal substances onto company premises or endanger yourself or others whilst under the influence of alcohol and/or drugs while at your place of work.

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

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SECTION 2 - SPECIFIC COMPANY SAFETY RULES

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| 2 Aids/HIV | 30 Machinery Plant & Equipment |
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| 10 Display Screen Equipment | 38 Pressure Systems |
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| 12 Electricity | 40 Safety Signs/Notices |
| 13 Emergencies | 41 Scaffolding |
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| 21 Hazardous Substances | 49 Waste Disposal |
| 22 Health Monitoring Surveillance | 50 Weils Disease |
| 23 Hot Weather Working | 51 Windy Conditions |
| 24 Housekeeping | 52 Working Alone |
| 25 Inspections | 53 Working at Height |
| 26 Ladders, etc. | 54 Young Persons |
| 27 Lead at Work | |
| 28 Legionella | |

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SPECIFIC COMPANY SAFETY RULES

1 ACCIDENTS AND ACCIDENT PREVENTION

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

2 AIDS/HIV

2.1 CONFIDENTIALITY

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

3 ALCOHOL AND DRUGS

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

SPECIFIC COMPANY SAFETY RULES CONTINUED**4 ASBESTOS**

- 4.1 Although it is now illegal to use asbestos in construction and refurbishment of any premises, many thousands of tonnes were used in the past and much is still in place.
- 4.2 There are three main types of asbestos:
- Blue asbestos (crocidolite)
 - Brown asbestos (amosite)
 - White asbestos (chrysotile)
- 4.3 All are dangerous, but blue and brown asbestos are more hazardous than white.
- 4.4 If you own, occupy, manage or have responsibility for non domestic premises which may contain asbestos, you will either have:
- A legal duty to manage the risk from this material, or
 - A duty to co-operate with whoever manages that risk.
- 4.5 The Control of Asbestos at Work Regulations 2006 details the duties placed upon owners/occupiers. If you have maintenance or repair responsibilities, you will be required to manage the risk from asbestos by:
- Ascertaining if there is asbestos in the premises, amounts and its condition or,
 - Presuming material contains asbestos unless you have strong evidence that it does not,
 - Making and updating records and location of asbestos or presumed Asbestos Containing Materials (ACMs),
 - Assessing the risk,
 - Preparing a plan giving details on how you are going to manage the risk,
 - Provide information to anyone who is to work on or disturb any location that may contain asbestos,
 - Regularly review and monitor your plan and arrangement.

5 BATTERY CHARGING

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

6 CONFINED SPACES

- 6.1 A confined space is defined as any place, including any chamber, tank, vat, silo or other restriction where means of access/egress is difficult or where work involved presents a reasonably foreseeable risk of serious injury.
- 6.2 Where work in confined spaces is required then adequate means of control must be in place. In all cases, a permit to work system must be in place and all operatives involved must be trained in accordance with the Confined Spaces Regulations 1997.

7 CONSULTATION & COMMUNICATION

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

SPECIFIC COMPANY SAFETY RULES CONTINUED

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

PROCEDURES

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

8 CUTTING AND WELDING

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

SPECIFIC COMPANY SAFETY RULES CONTINUED

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

9 DISABILITY

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

10 DISPLAY SCREEN EQUIPMENT

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

11 EATING AND DRINKING

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

SPECIFIC COMPANY SAFETY RULES CONTINUED**12 ELECTRICITY**

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

13 EMERGENCIES

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

14 ENVIRONMENTAL PROTECTION

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

SPECIFIC COMPANY SAFETY RULES CONTINUED

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

15 FIRE

- 15.1 Employers are required to maintain their workplace in a safe condition, particularly with regard to fire.
- 15.2 Provide and maintain such fire precautions as are necessary to safeguard those who use the workplace.
- 15.3 Provide information, instruction and training to employees about fire precaution in the workplace.
- 15.4 Provide a suitable and sufficient Risk Assessment by a competent person of the risk from fire in the workplace and how it affects their employees and those who may be affected by their undertakings.
- 15.5 Regulation 7(8) in the 1999 Management of Health and Safety at Work Regulations requires that a competent person in the employer's employment shall be appointed in preference to a competent person who is not in such employment.

16 FIRST AID

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

17 FORK LIFT TRUCKS (FLT)

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

SPECIFIC COMPANY SAFETY RULES CONTINUED

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

18 GAS FIRED EQUIPMENT AND GAS CYLINDERS

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

SPECIFIC COMPANY SAFETY RULES CONTINUED

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

19 GROSS MISCONDUCT

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

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

20 HAND AND POWER TOOLS (PUWER 98)

20.1 Both powered and non-powered hand tools cause thousands of injuries each year, but it is worth noting that non-powered tools cause ten times as many as powered tools. Never use tools which are in any way defective.

20.2 Do not use or operate tools unless you know how to and are trained to do so.

20.3 Always use the correct tool for the job. Portable electrical tools and equipment should be 110 volts or less or fitted with RCD's.

20.4 Inspect tools regularly and take defective items out of use.

20.5 Make sure that handles are securely fitted to files, screwdrivers, hammers etc..

20.6 Cutting tools should always have a good sharp edge and any mushroomed chisel heads should be ground away.

20.7 Keep tools clean and put them away after use.

20.8 If eye protection is needed, make certain you wear it.

20.9 You may only change an abrasive wheel on a grinding machine if you are authorised and have been issued with a certificate of training.

20.10 Keep safety guards in place on all tools, portable and fixed.

SPECIFIC COMPANY SAFETY RULES CONTINUED

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

21 HAZARDOUS SUBSTANCES

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

22 HEALTH MONITORING SURVEILLANCE

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

SPECIFIC COMPANY SAFETY RULES CONTINUED

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

23 HOT WEATHER WORKING

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

24 HOUSEKEEPING

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

25 INSPECTIONS

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

SPECIFIC COMPANY SAFETY RULES CONTINUED**26 LADDERS**

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

27 LEAD AT WORK

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

28 LEGIONELLA

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

29 LIFTING OPERATIONS

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

SPECIFIC COMPANY SAFETY RULES CONTINUED

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

30 MACHINERY, PLANT AND EQUIPMENT

30.1 Before using any machinery, check every time that:

- You know how to stop the machine before it is started, especially if fitted with an emergency stop control,
- All guards are fitted correctly, and all mechanical guards are working, and any transparent guards are clean,
- All materials to be used are clear of working parts of the machine,
- The area around the machine is clean, tidy and free from obstruction,
- You are wearing appropriate protective clothing and equipment, e.g. safety glasses/boots/gloves/ear protection,
- All materials being worked are secured in clamping devices before operations are undertaken.

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

30.3 **NEVER:**

- Use a machine unless authorised and trained to do so,
- Attempt to clean a machine whilst in motion, nor reach past guarding. Switch off the machine and isolate if appropriate,
- Use a machine or appliance which has a 'DANGER' or 'DO NOT USE' sign attached. These signs may only be removed by an authorised person who is satisfied the machine is safe to use,
- Wear dangling chains, loose clothing, gloves, rings or long hair which could get caught up in moving parts,
- Distract people who are using machines,
- Leave the machine in an unsafe condition or in motion whilst unattended - unless authorised to do so,
- Clean a machine whilst switched on,
- Disable any safety features or guarding.

SPECIFIC COMPANY SAFETY RULES CONTINUED

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

31 MANUAL HANDLING

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

32 MOBILE TELECOMMUNICATIONS EQUIPMENT

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

SPECIFIC COMPANY SAFETY RULES CONTINUED

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

33 NAIL GUNS

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

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

33.2 CARTRIDGE OPERATED TOOLS – HILTI GUNS

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

33.3 GAS OPERATED – PASLODE GUNS

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

33.4 PNEUMATIC/COMPRESSED AIR GUNS

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

34 NOISE

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

SPECIFIC COMPANY SAFETY RULES CONTINUED

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

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

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

FILING CABINETS, STORAGE UNITS, ETC.

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

SPECIFIC COMPANY SAFETY RULES CONTINUED

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

GENERAL

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

36 PERMIT TO WORK SYSTEMS

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

36.2 REQUIREMENTS OF PERMITS TO WORK:

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

37 PERSONAL PROTECTIVE EQUIPMENT

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

SPECIFIC COMPANY SAFETY RULES CONTINUED

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

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

38 PRESSURE SYSTEMS

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

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

39 RISK ASSESSMENT

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

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

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

40 SAFETY SIGNS/NOTICES

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

41 SCAFFOLDING

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

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

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

42 SKIN PROTECTION AND PERSONAL HYGIENE

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

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

SPECIFIC COMPANY SAFETY RULES CONTINUED

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

43 SMOKING AT WORK

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

44 STORAGE RACKING

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

45 TRANSPORT AND VEHICLE HANDLING**GENERAL**

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

SPECIFIC COMPANY SAFETY RULES CONTINUED

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

46 VIBRATION

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

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

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

48 VISITORS AND THE PUBLIC

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

49 WASTE DISPOSAL

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

SPECIFIC COMPANY SAFETY RULES CONTINUED

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

50 WEILS DISEASE

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

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

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

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

51 WINDY CONDITIONS

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

51.2 Beware of sudden gusts, even on relatively calm days

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

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

51.5 Wind blown material can be lethal.

52 WORKING ALONE

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

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

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

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

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

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

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

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

54 YOUNG PERSONS

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

SPECIFIC COMPANY SAFETY RULES CONTINUED

54.7 Lakeside Water and Building Services Ltd Policy is to:

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

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PART 2

RISK ASSESSMENTS



MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
MANAGEMENT ACTION PLAN HAZARD INDEX

| <u>Serial number:</u> | <u>Work Task/Activity:</u> | <u>Risk Rating:</u> | <u>Review Date:</u> |
|------------------------------|---|----------------------------|----------------------------|
| 01 | Fire and Emergency Procedures | Medium | 06/11/2010 |
| 02 | Provision of First Aid | Low | 06/11/2010 |
| 03 | Use of Portable Electrical and Hand Tools | Low | 06/11/2010 |
| 04 | Use of Ladders and Stepladders | Low | 06/11/2010 |
| 05 | Exposure to Hazardous Substances | Low | 06/11/2010 |
| 06 | Storage of Materials on Sites | Medium | 06/11/2010 |
| 07 | Erecting/Using/Dismantling Mobile Scaffold Towers | Medium | 06/11/2010 |
| 08 | Servicing of Water Treatment Plant, Softness and Filtration Systems and Associated Pipework | Medium | 06/11/2010 |
| 09 | Decontamination of Legionella Susceptible Plant | Medium | 06/11/2010 |
| 10 | Work - Hot Temperatures | Medium | 06/11/2010 |
| 11 | Manual Handling Operations | Medium | 06/11/2010 |
| 12 | Driving Company Vehicles | Medium | 06/11/2010 |
| 13 | Work Activities of Young Persons on Sites | Medium | 06/11/2010 |
| 14 | Working in Confined Spaces | Medium | 06/11/2010 |
| 15 | Working Close to the Side of Water | Medium | 06/11/2010 |
| 16 | Operation and Maintenance of Powered Stair climber | Medium | 06/11/2010 |
| 17 | Working Alone | Medium | 06/11/2010 |
| 18 | Exposure to Noise | Medium | 06/11/2010 |
| 19 | Working at Height | Medium | 06/11/2010 |
| 19a | Working at Height | Medium | 06/11/2010 |

KEY TO RISK RATING: PROBABILITY: 1 (Improbable) > 6 (Inevitable);
SEVERITY: 1 (Minor Injury) > 6 (Multiple Fatality)

TOTAL RISK RATING: 1 = Insignificant (No action required); 2 to 6 = Low (Action 6-12 mths);
7 to 15 = Medium (Action 3-6 mths) 16 to 36 = High (Immediate Action)



MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities **Serial Number:** 01

Work Task/Activity: Fire and Emergency Procedures

Significant Hazards:

1. Fire.
2. Smoke inhalation.
3. Explosion.
4. Inadequate storage of gas cylinders.
5. Obstructed fire access routes.
6. No training in the use of fire extinguishers.
7. Personal injury or death.
8. Damage to buildings, plant or machinery.

Persons Affected:

Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 3 Severity: 6 Equals: 18 Risk Rating: High

Control Measures:

1. Fire appliances are provided in vehicles and serviced annually.
2. Fire procedures and signs are in place.
3. Facilities for fighting fires on site are provided by the clients or sub-contractors.
4. Employees inducted onto clients premises.

PPE Requirements: No

Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details)

Residual Risk: Probability: 2 Severity: 6 Equal: 12 Risk Rating: Medium

Additional Control Measures:

1. Ensure employees are trained to use fire appliances.
2. Ensure Permit to Work procedure is in place if required.
3. Ensure access routes to all fire exits are kept clear at all times.

Assessed by: Brian Waterall - CQMS Ltd **Name of Management Responsible:**
Date of Assessment: 06/11/2007 **Signature:**
Review Date: 06/11/2010 V.3. © CQMS LTD 2006



MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities **Serial Number:** 02

Work Task/Activity: Provision of First Aid

Significant Hazards:

1. Delay or inadequate treatment of injured persons.
2. Lack of first aid facilities i.e. first aid boxes, eye wash, etc.
3. More severely injured persons.

Persons Affected:

Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 3 Severity: 3 Equals: 9 Risk Rating: Medium

Control Measures:

1. There are first aid boxes available within the premises and travelling first aid kits within site vehicles.
2. Site personnel covered by main contractor and/or clients first aid personnel.

PPE Requirements: No

Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details)

Residual Risk: Probability: 2 Severity: 3 Equal: 6 Risk Rating: Low

Additional Control Measures:

1. Ensure that contents of the first aid boxes and kits are kept up to the minimum standard.
2. Consider providing a proprietary AIDS protection kit for inclusion within the first aid boxes and kits.
3. Ensure that all accidents, however small, are recorded in DSS Accident Book B1510.

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MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities **Serial Number:** 03

Work Task/Activity: Use of Portable Electrical and Hand Tools

Significant Hazards:

1. Badly maintained tools.
2. Incorrect tool being used.
3. Electric shock.
4. Burns.
5. Impact from hand tools.
6. Fractures.

Persons Affected:

Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 3 Severity: 3 Equals: 9 Risk Rating: Medium

Control Measures:

1. Employees given Health and Safety training.
2. All portable electrical tools are PAT tested and records held.
3. All portable electrical tools are to 110V or through a transformer.
4. Visual checks are carried out by user.
5. Personal protective equipment provided to user.

PPE Requirements: Yes

Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details) As required for task

Residual Risk: Probability: 2 Severity: 3 Equal: 6 Risk Rating: Low

Additional Control Measures:

1. Ensure that visual checks are continued to be carried out on the tools.
2. Ensure that the correct hand tool is used.
3. Damaged tools must be removed from service and either repaired or disposed of.

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KEY TO RISK RATING: PROBABILITY: 1 (Improbable) > 6 (Inevitable); SEVERITY: 1 (Minor Injury) > 6 (Multiple Fatality) TOTAL RISK RATING: 1 = Insignificant (No action required); 2 to 6 = Low (Action 6-12 mths); 7 to 15 = Medium (Action 3-6 mths) 16 to 36 = High (Immediate Action)



MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities
Serial Number: 04

Work Task/Activity: Use of Ladders and Stepladders

Significant Hazards:

1. Falls from height.
2. Personal injuries i.e. fractures, bruising.
3. Possible fatalities.

Persons Affected:

Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 3 Severity: 3 Equals: 9 Risk Rating: Medium

Control Measures:

1. Employees provided with Health and Safety training.
2. Visual inspection of equipment carried out prior to use.
3. Ladders should only be used as a work platform for short durations and light natured tasks.

PPE Requirements: Yes

Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details)

Residual Risk: Probability: 2 Severity: 2 Equal: 4 Risk Rating: Low

Additional Control Measures:

1. Number/identify each set of ladders and stepladders owned by the Company.
2. Ensure all ladders and steps are maintained and records held.

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MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities **Serial Number:** 05

Work Task/Activity: Exposure to Hazardous Substances

Significant Hazards:

1. Contact/exposure to hazardous substances.
2. Lack of control measures in case of spillage.
3. None use of the personal protective equipment (PPE).
4. Inadequate training/information.
5. Environmental contamination.
6. Fire.
7. Explosion.
8. Personal injuries: burns, dermatitis, asphyxiation.

Persons Affected:

Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 3 Severity: 3 Equals: 9 Risk Rating: Medium

Control Measures:

1. Employees given basic Health and Safety information at induction.
2. COSHH assessments carried out. Health and Safety Data Sheets available for most substances.
3. Suitable and sufficient warning signs and barriers are used.
4. Adequate PPE is provided and used.
5. First aid kits and containers of emergency eye wash readily available.
6. Portable fire extinguishers are available to tackle any small outbreak of fire.

PPE Requirements: Yes

Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details) As per COSHH

Residual Risk: Probability: 2 Severity: 3 Equal: 6 Risk Rating: Low

Additional Control Measures:

1. Ensure that all persons exposed or in contact with hazardous substances use the PPE and control measures provided.
2. Ensure that the present system of storage and disposal of waste hazardous substances is in accordance with the regulations.
3. Ensure that the first aid equipment is maintained up to the required standard.
4. Ensured that all employees and other persons visiting the premises and sites know what action to take in case of an emergency involving hazardous substances.

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MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities **Serial Number:** 06

Work Task/Activity: Storage of Materials on Sites

Significant Hazards:

1. Injuries caused by falling materials.
2. Slips, trips and falls from poor housekeeping.
3. Environmental contamination.
4. Lack of security/control of entry.

Persons Affected:

Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 3 Severity: 4 Equals: 12 Risk Rating: Medium

Control Measures:

1. Minimal amount of materials held on site. Where practicable they are stored in secured contained.
2. Hazardous substances are securely stored to prevent access to unauthorised persons.
3. Drums and containers are clearly marked to indicate their contents.
4. Entry is restricted to authorised persons. Safety signs are displayed.

PPE Requirements: Yes

Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details) As required

Residual Risk: Probability: 2 Severity: 4 Equal: 8 Risk Rating: Medium

Additional Control Measures:

1. Monitor storage areas to ensure: materials are correctly stacked and are secure.
2. Adhere to any special requirements imposed by the client/ main or main contractor.

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MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities **Serial Number:** 07

Work Task/Activity: Erecting/Using/Dismantling Mobile Scaffold Towers

Significant Hazards:

1. Falls from height.
2. Manual handling of components/sections of the mobile tower.
3. Incorrect erection of scaffold tower.
4. Personal injuries i.e. lacerations, bruising, back strain, strained wrists, fractures etc.

Persons Affected:

Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 3 Severity: 5 Equals: 15 Risk Rating: High

Control Measures:

1. Only specifically trained operatives are allowed to erect and dismantle the towers.
2. Work area checked for overhead cables uneven ground, services and waste materials before erection of mobile scaffold.
3. Personal protective equipment (PPE) is available and used.
4. First aid facilities are available.

PPE Requirements: Yes

Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details)

Residual Risk: Probability: 2 Severity: 5 Equal: 10 Risk Rating: Medium

Additional Control Measures:

1. Ensure only authorised persons and those under their direct supervision erect mobile towers.
2. The mobile tower is to be cleared of operatives and material before moving it to a new position.

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MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities **Serial Number:** 08

Work Task/Activity: Servicing of Water Treatment Plant, Softness and Filtration Systems and Associated Pipework

Significant Hazards:

1. Falls from height.
2. Manual handling of heavy components.
3. Use of hand and portable power tools.
4. Dust contamination.
5. Noise in confined areas.
6. Personal injuries: back strain, wrist sprains, lacerations, fractures, irritation to eyes, skin and respiratory system.
7. Confined spaces.
8. Possible fatality.
9. Hazardous substance.

Persons Affected:

Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 3 Severity: 5 Equals: 15 Risk Rating: High

Control Measures:

1. Operatives given training at induction on method of work etc.
2. Operatives trained in the use, erection and dismantling of tower scaffold and ladders.
3. Personal protective equipment (PPE) is available and used by the operatives.
4. All electrical portable tools are PAT tested annually and the results recorded.
5. Only 110v portable electrical powered tools used.
6. All the hand tools and power tools are physically examined before use.
7. COSHH Risk Assessment and Safety Data Sheets are available for all materials use.
8. Personnel trained in confined space work.
9. Operatives given Manual Handling Training.

PPE Requirements: Yes

Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details) See COSHH RA

Residual Risk: Probability: 2 Severity: 5 Equal: 10 Risk Rating: Medium

Additional Control Measures:

1. Ensure that when working at height that any area below is screened/barriered off.
2. Ensure all tool and equipment is maintained in accordance with manufacturers instruction and is visually checked before use.
3. Check that working area is not a confined space.
4. Ensure operatives are aware of what confined spaces are, and are suitable trained.

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MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities **Serial Number:** 09

Work Task/Activity: Decontamination of Legionella Susceptible Plant

Significant Hazards:

1. Exposure to hazardous micro-organisms.
2. Falls from height.
3. Chemical contamination.
4. Poor manual handling practices.
5. None use of personal protective equipment (PPE).
6. Personal injuries: respiratory complaints, strains, sprains, fractures, lacerations etc.
7. Possible fatalities.

Persons Affected:

Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 3 Severity: 5 Equals: 15 Risk Rating: High

Control Measures:

1. Only experienced/trained operatives carry out the task.
2. Personal protective equipment (PPE) is available i.e. waterproof clothing, face masks, gloves, etc.
3. COSHH assessment sheet available for chemical substances used.
4. Suitable provision for working at height.

PPE Requirements: Yes

Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details) Waterproof Clothing

Residual Risk: Probability: 2 Severity: 5 Equal: 10 Risk Rating: Medium

Additional Control Measures:

1. Ensure that there is adequate ventilation within the area to the plant where work is being carried out.
2. Ensure facilities are available for any leakage of the chemicals.
3. Ensure that there is a suitable and secure access to the plant being decontaminated.
4. Adhere to any special requirements imposed by the site operator or main contractor.

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MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities **Serial Number:** 10

Work Task/Activity: Work - Hot Temperatures

Significant Hazards:

1. Burns from direct sun.
2. Dehydration from excessive exposure to the sun and or heat.

Persons Affected:

Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 3 Severity: 5 Equals: 15 Risk Rating: Medium

Control Measures:

1. Operatives are advised to take plenty of water throughout the working day.
2. Palatable water supply provided.
3. Operatives advised to retain light clothing protection.

PPE Requirements: No

Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details)

Residual Risk: Probability: 2 Severity: 5 Equal: 10 Risk Rating: Medium

Additional Control Measures:

1. Ensure adequate supply of water is available for all site operatives.
2. Advise all operatives of dangers of dehydration and sunburn.
3. Monitor all work during clear/ hot days and re-enforce advice to all workers in exposed areas.
4. Advise operatives on use of skin protection and monitor use of light clothing.
5. Monitor all work in enclosed areas.

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MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities **Serial Number:** 11

Work Task/Activity: Manual Handling Operations

Significant Hazards:

1. Lack of training in manual handling techniques - back injuries (slipped discs), hernias, damaged knee joints, torn ligaments, general body strain, trapped, crushed, fractured hands, fingers, feet and toes.
2. Stress.
3. Pain.

Persons Affected:

Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 3 Severity: 4 Equals: 12 Risk Rating: Medium

Control Measures:

1. Employees are given Health and Safety information on induction.
2. Wherever possible mechanical means should be used to eliminate Risk of Manual Handling.
3. Safe systems of work for Manual Handling work are in operation.
4. Manual handling assessments have been carried out.

PPE Requirements: Yes

Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details)

Residual Risk: Probability: 2 Severity: 4 Equal: 8 Risk Rating: Medium

Additional Control Measures:

1. Monitor manual handling tasks - review safe systems of work, update if possible - ensure all employees are made aware of any changes.
2. Ensure hazards are reduced by using the lifting devices, equipment cranes, FLT's where provided.
3. Refer to Manual Handling Assessments.
4. Consider use of powered star climber for movement of heavy components.

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MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities **Serial Number:** 12

Work Task/Activity: Driving Company Vehicles

Significant Hazards:

1. Road traffic accidents - none compliance with traffic signs and instructions.
2. Fire explosions.
3. Persons being struck by loose articles in vans.
4. Inhalation of hazardous substances/spillages in vans.
5. Equipment falling off vehicles.
6. Failure to use designated parking area.
7. Speeding.
8. Drink driving.

Persons Affected:

Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 2 Severity: 5 Equals: 10 Risk Rating: Medium

Control Measures:

1. Driving licence checked by Company on an annual basis.
2. Insurance's in place.
3. Materials properly packed/stored and secured in vans.
4. Information on hazardous substances carried in vans.
5. Vehicles maintained to manufactures instructions.
6. All loads secured by tie down straps.
7. Accident reporting procedures detailed in Company Policy.

PPE Requirements: No

Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details)

Residual Risk: Probability: 2 Severity: 4 Equal: 8 Risk Rating: Medium

Additional Control Measures:

1. Ensure all tie down straps are examined for security/serviceability.
2. Ensure only authorised personnel drive company vehicles.

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KEY TO RISK RATING: PROBABILITY: 1 (Improbable) > 6 (Inevitable); SEVERITY: 1 (Minor Injury) > 6 (Multiple Fatality) TOTAL RISK RATING: 1 = Insignificant (No action required); 2 to 6 = Low (Action 6-12 mths); 7 to 15 = Medium (Action 3-6 mths) 16 to 36 = High (Immediate Action)



MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities **Serial Number:** 13

Work Task/Activity: Work Activities of Young Persons on Sites

Significant Hazards:

1. Lack of training, knowledge and experience.
2. Inadequate supervision can result in personnel being seriously or fatally injured - cuts and bruises, fractures, amputations, eye and head injuries.
3. Exposure to hazardous materials and substances can result in acute or chronic health problems.
4. Poor housekeeping standards - fire/ explosion.
5. Lack of personal protective equipment (PPE) or failure to wear PPE.

Persons Affected:

Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 3 Severity: 5 Equals: 15 Risk Rating: High

Control Measures:

1. No-one under the age of 18 years (except for apprentices or YP on approved local authority scheme is employed on any working site.
2. Strict levels of supervision are maintained at all times.
3. The relevant Health and Safety information, instruction and training is recorded.
4. Induction training is recorded.
5. PPE is provided and worn.
6. Clear concise instruction are given before each task is carried out by relevant supervision i.e. Method Statement - Risk Assessment.
7. On-going training is carried out on site and at Technical College.

PPE Requirements: No

Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details)

Residual Risk: Probability: 2 Severity: 5 Equal: 10 Risk Rating: Medium

Additional Control Measures:

1. Ensure all young persons (apprentices) employed on site are properly supervised at all times.
2. Ensure that induction training is given before any work is carried out.
3. Advise young persons to follow the reporting for all accidents and dangerous occurrences.
4. Advise young persons to report any abuse, violence etc. to their supervisor.
5. Ensure additional young persons Risk Assessment carried out at induction.

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KEY TO RISK RATING: PROBABILITY: 1 (Improbable) > 6 (Inevitable); SEVERITY: 1 (Minor Injury) > 6 (Multiple Fatality) TOTAL RISK RATING: 1 = Insignificant (No action required); 2 to 6 = Low (Action 6-12 mths); 7 to 15 = Medium (Action 3-6 mths) 16 to 36 = High (Immediate Action)



MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities **Serial Number:** 14

Work Task/Activity: Working in Confined Spaces

Significant Hazards:

1. Lack of information and training.
2. Safe systems of work not in place, i.e. Permits to Work not in use.
3. Inadequate supervision and control.
4. Contamination, lack of oxygen, toxic gases.
5. Release of liquids.
6. Gas testing and rescue equipment not available.
7. No safety man in place (top man).
8. Loss of consciousness.
9. Potential fatalities.

Persons Affected:

Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 4 Severity: 5 Equals: 20 Risk Rating: High

Control Measures:

1. Safe system of work in place i.e. Permit to Work.
2. Operatives trained in Confined Spaces Regulations.
3. All task well supervised and correct procedures are followed.
4. All confined spaces gas tested and ventilated as required.
5. Safety man in place.
6. Safety signage and equipment in place.
7. PPE provided and worn, including all necessary rescue equipment.

PPE Requirements: Yes

Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details)

Residual Risk: Probability: 2 Severity: 5 Equal: 10 Risk Rating: Medium

Additional Control Measures:

1. Site Risk Assessment required before carrying out work.
2. Confined space to be gas tested for presence of toxic gases, low/high oxygen levels.
3. Ensure correct procedures are followed i.e.. no entry before gas testing.
4. Ensure any person working with confined spaces is trained.
5. Ensure all PPE and rescue kit is worn.
6. Ventilate confined space as required.
7. Ensure Permit to Work system is in place.

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MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities **Serial Number:** 15

Work Task/Activity: Working Close to the Side of Water

Significant Hazards:

1. Falling into water swallowing contaminated water.
2. Inadequate guarding.
3. No life saving equipment.
4. Ill health.
5. Possible fatality (drowning).
6. Access by children or unauthorised persons.

Persons Affected:

Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 4 Severity: 5 Equals: 20 Risk Rating: High

Control Measures:

1. Safe system of work in place i.e.. Permit to Work.
2. Trained operatives employed who are aware of the precautions to be taken.

PPE Requirements: No

Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details)

Residual Risk: Probability: 2 Severity: 5 Equal: 10 Risk Rating: Medium

Additional Control Measures:

1. Site Risk Assessment required before carrying out work.
2. Ensure suitable safety arrangements are in place either permanent or introduced for the duration of the works i.e.. temporary guardrails, life saving equipment.
3. Ensure suitable testing of the water has been carried out, so that hazards are known.
4. Ensure suitable and sufficient First Aid arrangements are in place.
5. Ensure the work area is secured at the end of the working day.

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KEY TO RISK RATING: PROBABILITY: 1 (Improbable) > 6 (Inevitable); SEVERITY: 1 (Minor Injury) > 6 (Multiple Fatality) TOTAL RISK RATING: 1 = Insignificant (No action required); 2 to 6 = Low (Action 6-12 mths); 7 to 15 = Medium (Action 3-6 mths) 16 to 36 = High (Immediate Action)



MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

| | | | |
|--------------------------|---|-----------------------|----|
| Company/Location: | Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities | Serial Number: | 16 |
|--------------------------|---|-----------------------|----|

| | |
|----------------------------|--|
| Work Task/Activity: | Operation and Maintenance of Powered Stair climber |
|----------------------------|--|

| |
|---|
| Significant Hazards: 1. Crush cuts fracture injuries caused by equipment falling from stair climber. 2. Uneven work services. 3. Untrained/Unauthorised work operatives. 4. Burns, inhalation of fumes and gases - acid burns - electric shock/burns |
|---|

| |
|--|
| Persons Affected: Employees: <input checked="" type="checkbox"/> Visitors: <input type="checkbox"/> Management: <input checked="" type="checkbox"/> General Public: <input type="checkbox"/> Young Persons: <input type="checkbox"/> Other: (details) |
|--|

| |
|---|
| Risk (No Controls): Probability: 4 Severity: 5 Equals: 20 Risk Rating: High |
|---|

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|--|
| Control Measures: 1. All operatives have read and understood operating instructions - records maintained. 2. Regular inspections of equipment by competent person IAW Power Regulations - Records maintained. 3. Load secured with Appropriate straps or other accessories. 4. Protective clothing to be worn as directed - Steel toecap boots to be worn whilst operating stair climber 5. Additional care to be taken when working on uneven surface. 6. Battery removal for recharging carried out in accordance with operating instructions. 7. First aid fire appliances available. 8. Eye wash available. 9. Warning signage provided. |
|--|

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|--|
| PPE Requirements: Yes Head Protection: <input type="checkbox"/> Ear Protection: <input type="checkbox"/> Eye Protection: <input type="checkbox"/> Breathing Aids: <input type="checkbox"/> Foot Protection: <input checked="" type="checkbox"/> Dust/Fume Mask: <input type="checkbox"/> Gloves: <input checked="" type="checkbox"/> Chemical Protection: <input checked="" type="checkbox"/> High Visibility Clothing: <input type="checkbox"/> Respirator: <input type="checkbox"/> Harness: <input type="checkbox"/> Other PPE: (details) |
|--|

| |
|---|
| Residual Risk: Probability: 2 Severity: 5 Equal: 10 Risk Rating: Medium |
|---|

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|---|
| Additional Control Measures: 1. Ensure equipment maintenance program adhered to - records maintained. 2. Ensure retaining devices used at all times by operatives. 3. Ensure PPE worn as required. 4. Ensure warning signage displayed during operation. |
|---|

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|--|--|
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| Date of Assessment: 06/11/2007 | Signature: |
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MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities **Serial Number:** 17

Work Task/Activity: Working Alone

Significant Hazards:

1. Exposure to verbal abuse and violence.
2. Physical attacks resulting in physical and mental injury.
3. Sexual harassment.
4. Confinement.
5. Abduction.

Persons Affected:

Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 2 Severity: 4 Equals: 8 Risk Rating: Medium

Control Measures:

1. Violence and security procedures detailed in Health and Safety Policy.
2. Violent Abuse reporting procedures contained in Health and Safety Policy.

PPE Requirements: No

Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details)

Residual Risk: Probability: 2 Severity: 4 Equal: 8 Risk Rating: Medium

Additional Control Measures:

1. Ensure all personnel are aware of security procedure.
2. Arrange for Health and Safety training for all personnel.
3. Ensure lone workers have means of communication e.g. radio on persons.

Assessed by: Brian Waterall - CQMS Ltd. **Name of Management Responsible:**
Date of Assessment: 06/11/2007 **Signature:**
Review Date: 06/11/2010 V.3. © CQMS LTD 2006



MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities **Serial Number:** 18

Work Task/Activity: Exposure to Noise

Significant Hazards:

1. High and excessive noise levels
2. Temporary hearing loss.
3. Permanent hearing loss.
4. Mental and physical stress.
5. Nausea.
6. Certain illnesses.
7. Accidents falls and mishaps.

Persons Affected:

Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 6 Severity: 4 Equals: 24 Risk Rating: High

Control Measures:

1. Hearing protection provided.

PPE Requirements: Yes

Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details)

Residual Risk: Probability: 4 Severity: 4 Equal: 16 Risk Rating: Medium

Additional Control Measures:

1. Specific risk assessment of the work area, looking at level, type and duration of exposure.
2. Type of equipment and plant used, engineering methods of reducing noise.
3. Replacement of plant and equipment with newer less noisy alternatives.
4. Hearing protection should be suitable for the exposure (but not over protective).
5. Provide relevant information, instruction and training.
6. Provide Health Surveillance (hearing checks) to employees likely to be regularly exposed to the Upper Action Levels.
7. Reduce exposure to noise whenever possible.

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Date of Assessment: 06/11/2007 **Signature:**
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MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities **Serial Number:** 19

Work Task/Activity: Working at Height

Significant Hazards:

1. Falls from height.
2. Possible fatality fractures, injuries.
3. Falling equipment, materials and tools.
4. Damaged to property and materials.
5. Lack of management and Risk Assessment.
6. Unauthorised access/ egress.
7. No safety signs.

Persons Affected:

Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 5 Severity: 5 Equals: 25 Risk Rating: High

Control Measures:

1. Project managed, supervised and Risk Assessed correctly.
2. Suitable means of access to be provided i.e. scaffold/ mobile tower scaffold/ mobile work platform/ ladders.
3. Edge protection and toe board to be fitted to all work platforms.
4. Inspection to be carried out as required.
5. Records and reports to be maintained.
6. Inspection of all in-situ access equipment carried out.
7. All relevant PPE is available and used.

PPE Requirements: Yes

Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details)

Residual Risk: Probability: 2 Severity: 5 Equal: 10 Risk Rating: Medium

Additional Control Measures:

1. Scaffold to be built to required standard and design.
2. Hand over certificates to be obtained.
3. Weekly inspection carried out and records maintained.
4. Tower scaffold erect by trained competent persons.
5. No operative to stay on work platform during movement.
6. Mobile work platform to be specified by type of equipment.
7. Operators to be trained and harness to be worn.

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Date of Assessment: 06/11/2007 **Signature:**
Review Date: 06/11/2010 V.3. © CQMS LTD 2006



MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) - Site Activities **Serial Number:** 19a

Work Task/Activity: Working at Height

Significant Hazards:

Persons Affected:
Employees: Visitors: Management:
General Public: Young Persons: Other: (details)

Risk (No Controls): Probability: 5 Severity: 5 Equals: 25 Risk Rating: High

Control Measures:

PPE Requirements: Yes
Head Protection: Ear Protection: Eye Protection: Breathing Aids:
Foot Protection: Dust/Fume Mask: Gloves: Chemical Protection:
High Visibility Clothing: Respirator: Harness: Other PPE: (details)

Residual Risk: Probability: 2 Severity: 5 Equal: 10 Risk Rating: Medium

Additional Control Measures:
8. Ensure all in-situ access is in good state before use.
9. Ensure all relevant PPE is worn.

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Date of Assessment: 06/11/2007 **Signature:**
Review Date: 06/11/2010 V.3. © CQMS LTD 2006

KEY TO RISK RATING: PROBABILITY: 1 (Improbable) > 6 (Inevitable); SEVERITY: 1 (Minor Injury) > 6 (Multiple Fatality) TOTAL RISK RATING: 1 = Insignificant (No action required); 2 to 6 = Low (Action 6-12 mths); 7 to 15 = Medium (Action 3-6 mths); 16 to 36 = High (Immediate Action)



CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
MANAGEMENT ACTION PLAN HAZARD INDEX

| <u>Serial Number:</u> | <u>Chemical/Substance Name:</u> | <u>Risk Rating:</u> | <u>Review Date:</u> |
|------------------------------|--|----------------------------|----------------------------|
| 1 | Fast Release Chlorine Tablets | Low | 06-Nov-10 |
| 2 | Boiler Water Oxygen Scavenger (BWT 001) | Medium | 06-Nov-10 |
| 3 | Boiler Water Alkalinity Builder (BWT 004) Caustic Soda | High | 06-Nov-10 |
| 4 | Boiler Scale inhibitor / Sludge Conditioner (BWT 006) | Low | 06-Nov-10 |
| 5 | BWT 013 | Low | 06-Nov-10 |
| 6 | PCC 003 | High | 06-Nov-10 |
| 7 | Closed System Corrosion Inhibitor (CST 782 A) | High | 06-Nov-10 |
| 8 | MBT HYP Sodium Hypochlorite Disinfectant | High | 06-Nov-10 |
| 9 | Iron HR Tablet | Low | 06-Nov-10 |
| 10 | Copper/zinc LR tablet | Low | 06-Nov-10 |
| 11 | DPD No. 3 Tablet | Low | 06-Nov-10 |
| 12 | DPD No. 4 Tablet | Low | 06-Nov-10 |
| 13 | DPD No. 1 Tablets | Low | 06-Nov-10 |
| 14 | Total Hardness Buffer (TH2) | Medium | 06-Nov-10 |
| 15 | Calcium Hardness Buffer | Medium | 06-Nov-10 |
| 16 | Molybdate HR No. 1 Tablet | Medium | 06-Nov-10 |
| 17 | Molybdate HR No. 2 Tablet | Medium | 06-Nov-10 |
| 18 | Chloride Titrant | Low | 06-Nov-10 |
| 19 | Alkalinity Titrant | Low | 06-Nov-10 |
| 20 | Phosphonate Titrant | Low | 06-Nov-10 |
| 21 | Sulphate Titrant | Low | 06-Nov-10 |
| 22 | Nitrate Titrant | Medium | 06-Nov-10 |
| 23 | Redox Solution 263 MV | Low | 06-Nov-10 |
| 24 | Redox Standard Solution 465 MV | Medium | 06-Nov-10 |

KEY TO RISK RATING: Insignificant - No action required; Low - Action 6 to 12 mths; Medium - Action 3 to 6 mths; High - Immediate Action



CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
MANAGEMENT ACTION PLAN HAZARD INDEX

| <u>Serial Number:</u> | <u>Chemical/Substance Name:</u> | <u>Risk Rating:</u> | <u>Review Date:</u> |
|------------------------------|---|----------------------------|----------------------------|
| 25 | Yes/No Hardness Tablets | Low | 06-Nov-10 |
| 26 | Potassium Chromate Indicator | High | 06-Nov-10 |
| 27 | Phenolphthalein Indicator | Low | 06-Nov-10 |
| 28 | Acid/ Starch Indicator | Medium | 06-Nov-10 |
| 29 | Ferroun Indicator | Low | 06-Nov-10 |
| 30 | Total Hardness Indicator | High | 06-Nov-10 |
| 31 | Total Hardness Indicator Tablets | Low | 06-Nov-10 |
| 32 | 4.5 Indicator Solution | Medium | 06-Nov-10 |
| 33 | Barium Chloride Solution | Medium | 06-Nov-10 |
| 34 | Palient test Organphoshate No 2 Solution | Low | 06-Nov-10 |
| 35 | Sulphuric Acid Solutions 1:1 | High | 06-Nov-10 |
| 36 | Standard Conductivity Solution 1413 | Low | 06-Nov-10 |
| 37 | Acetic Acid 20% | Medium | 06-Nov-10 |
| 38 | Activator P10 | Low | 06-Nov-10 |
| 39 | Aqua PWT Corrosion Inhibitor | Insignificant | 06-Nov-10 |
| 40 | B10X 500 | Low | 06-Nov-10 |
| 41 | Mono Ethylene Glycol | Low | 06-Nov-10 |
| 42 | Multitreat Ps Corrosion Inhibitor | Low | 06-Nov-10 |
| 43 | AQ 017T Corrosion Inhibitor | Low | 06-Nov-10 |
| 44 | AQ 018T Corrosion Inhibitor | Low | 06-Nov-10 |
| 45 | AQ 019M Organic Biocide and Biodispersant | Low | 06-Nov-10 |
| 46 | AQOIB Oxygen Scavenger | Low/Medium | 06-Nov-10 |
| 47 | AQ 022M Biocide | Medium | 06-Nov-10 |
| 48 | AQ O24M Biocide | Medium | 06-Nov-10 |

KEY TO RISK RATING: Insignificant - No action required; Low - Action 6 to 12 mths; Medium - Action 3 to 6 mths; High - Immediate Action



CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
MANAGEMENT ACTION PLAN HAZARD INDEX

| <u>Serial Number:</u> | <u>Chemical/Substance Name:</u> | <u>Risk Rating:</u> | <u>Review Date:</u> |
|------------------------------|--|----------------------------|----------------------------|
| 49 | AQ 028M | Medium/High | 06-Nov-10 |
| 50 | AQ 20B Tannins | Low to none | 06-Nov-10 |
| 51 | AQ030 Biocide | Low | 06-Nov-10 |
| 52 | AQ 2B Sludge conditioner | Low | 06-Nov-10 |
| 53 | AQ O4b Caustic Alkali Solution | Low | 06-Nov-10 |
| 54 | AQ 05B Sludge conditioner | Low | 06-Nov-10 |
| 55 | AQ 06B Water conditioner | Low | 06-Nov-10 |
| 56 | AQ 07B Corrosion inhibitor | Low/Medium | 06-Nov-10 |
| 57 | AQ 08B corrosion inhibitor | Low | 06-Nov-10 |
| 58 | AQ 096T corrosion inhibitor | Low | 06-Nov-10 |
| 59 | AQ 097T Corrosion inhibitor | Low | 06-Nov-10 |
| 60 | AQ 13B Sludge Conditioner | Low | 06-Nov-10 |
| 61 | AQ 14B Sludge Conditioner | Low | 06-Nov-10 |
| 62 | AQ 34B Multipurpose Treatment | Low/Medium | 06-Nov-10 |
| 63 | AQ 780C Corrosion Inhibitor | Low | 06-Nov-10 |
| 64 | AQ 782C Corrosion Inhibitor | Low/Medium | 06-Nov-10 |
| 65 | AQ 783C Corrosion Inhibitor | Low/medium | 06-Nov-10 |
| 66 | AQ BRR Solution | Low to nil | 06-Nov-10 |
| 67 | AQ FRC Chlorine release tablets | Low | 06-Nov-10 |
| 68 | AQ ISA Descalent | Low | 06-Nov-10 |
| 69 | AQ MEG Antifreeze | Low | 06-Nov-10 |
| 70 | AQ OD Oil Dispersant | Negligible | 06-Nov-10 |
| 71 | AQ PCC 2 | Negligible | |
| 72 | AQ PG Monopropylene Glycol | Negligible | 06-Nov-10 |

KEY TO RISK RATING: Insignificant - No action required; Low - Action 6 to 12 mths; Medium - Action 3 to 6 mths; High - Immediate Action



CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
MANAGEMENT ACTION PLAN HAZARD INDEX

| <u>Serial Number:</u> | <u>Chemical/Substance Name:</u> | <u>Risk Rating:</u> | <u>Review Date:</u> |
|------------------------------|--|----------------------------|----------------------------|
| 73 | AQ RD Sanitiser | Medium | 06-Nov-10 |
| 74 | AQ RT Softener | Negligible | 06-Nov-10 |
| 75 | AQ SRC Chlorine Tablets | Low | 06-Nov-10 |
| 76 | AQ ST Dechlorinating agent | Negligible | 06-Nov-10 |
| 77 | AQ X100C Corrosion inhibitor | Negligible | 06-Nov-10 |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 1

Chemical/Substance Name Fast Release Chlorine Tablets

Description of Use: To disinfectant water storage tanks.
Users: Lakeside Water Employees
Method of Application: Place tablets in water

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry:
Working Exposure Limits: None
Is Health Surveillance or Monitoring Required: None
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: None

Risk Rating: Low

Control Measures:

- Avoid contact with skin and eyes, care taken not to splash in eyes when dissolving.
- Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

- Ensure high standards of personal hygiene are maintained

| | |
|---|--|
| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |



CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002

RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 2

Chemical/Substance Name Boiler Water Oxygen Scavenger (BWT 001)

Description of Use: Water Treatment
Users: Lakeside Water Employees
Method of Application: Decanted to system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: Yes
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: No
Up to Date (Chip 3): Yes

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Suitable gloves, goggles, overalls and respirator

Risk Rating: Medium

Control Measures:

1. Only sufficient quantities for the task are used.
2. Relevant Personal Protective equipment to be issued.
3. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Ensure substances correctly stored in sealed containers.
2. Operatives to wear relevant Personal Protective Equipment.

| | |
|---|--|
| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 3

Chemical/Substance Name Boiler Water Alkalinity Builder (BWT 004) Caustic Soda

Description of Use: Water Treatment
Users: Lakeside Water Employees
Method of Application: Decanted to system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input checked="" type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Suitable gloves, goggles, overalls and respirator

Risk Rating: High

Control Measures:

1. Store in accordance with instructions (Away from Acids) operatives to wear suitable protective personal equipment i.e. Alkay resistant rubber gloves, eye/face protection to BS 20292C & suitable overalls.
2. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Ensure stored correctly and away from acids.
2. All operatives MUST wear required Personal Protective Equipment.

Assessed By: Brian Waterall - CQMS Ltd **Name of Management Responsible:**
Date of Assessment: 06-Nov-07 **Signature of Management:**
Review Date: 06-Nov-10

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 4

Chemical/Substance Name Boiler Scale inhibitor / Sludge Conditioner (BWT 006)

Description of Use: Water Treatment
Users: Lakeside Water Employees
Method of Application: Decanted to system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Rubber gloves

Risk Rating: Low

Control Measures:

- For prolonged use wear rubber gloves.
- Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

- Ensure stored in accordance with the guidelines.
- Monitor for prolonged use.

| | |
|---|--|
| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 5

Chemical/Substance Name BWT 013

Description of Use: Water Treatment
Users: Lakeside Water Employees
Method of Application: Decanted to system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Rubber gloves

Risk Rating: Low

Control Measures:

1. Store in accordance with the instruction avoid prolonged use as this may cause irritation.
2. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Store correctly.
2. Monitor for prolonged use.

Assessed By: Brian Waterall - CQMS Ltd **Name of Management Responsible:**
Date of Assessment: 06-Nov-07 **Signature of Management:**
Review Date: 06-Nov-10

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 6

Chemical/Substance Name PCC 003

Description of Use: Water Treatment
Users: Lakeside Water Employees
Method of Application: Decanted to system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input checked="" type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Suitable gloves, overalls, face shield

Risk Rating: High

Control Measures:

1. Store in accordance with instruction.
2. Wear relevant Personal Protective Equipment.
3. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Store Correctly.
2. Ensure all operatives wear the relevant Personal Protective Equipment I.e. Rubber Gloves, overalls & Face shield to BS 2092.2.

Assessed By: Brian Waterall - CQMS Ltd **Name of Management Responsible:**
Date of Assessment: 06-Nov-07 **Signature of Management:**
Review Date: 06-Nov-10

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 7

Chemical/Substance Name Closed System Corrosion Inhibitor (CST 782 A)

Description of Use: Water Treatment
Users: Lakeside Water Employees
Method of Application: Decanted to system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): Yes

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input checked="" type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Suitable gloves, overalls, face shield

Risk Rating: High

Control Measures:

1. Store correctly, containers with residue should be disposed of as special way wear relevant Personal Protective Equipment.
2. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Store & Dispose off correctly.
2. Ensure Operatives wear the Relevant Personal Protective Equipment I.e. Rubber gloves eye/face protection to BS 2092.C and overalls.

Assessed By: Brian Waterall - CQMS Ltd **Name of Management Responsible:**
Date of Assessment: 06-Nov-07 **Signature of Management:**
Review Date: 06-Nov-10

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 8

Chemical/Substance Name MBT HYP
Sodium Hypochlorite Disinfectant

Description of Use: Water Treatment
Users: Lakeside Water Employees
Method of Application: Decanted to system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): Yes

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input checked="" type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Suitable gloves, overalls, face shield

Risk Rating: High

Control Measures:

1. Use only in required quantities.
2. Rubbery PVC Gloves, Eye protection to BS2092Z, Coveralls.
3. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Ensure stored correctly away from acids only required quantities are used.
2. All relevant PPE is used.

| | |
|---|--|
| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT**








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 9

Chemical/Substance Name Iron HR Tablet

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Inhalation/absorption
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Suitable gloves, goggles and overalls

Risk Rating: Low

Control Measures:
 1. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:
 1. Wear suitable PPE; goggles, gloves, protective clothing.

| | |
|---|--|
| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 10

Chemical/Substance Name Copper/zinc LR tablet

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Suitable gloves, goggles and overalls

Risk Rating: Low

Control Measures:

1. Store in cool, well ventilated area.
2. Avoid direct contact.
3. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Wear suitable PPE, goggles, gloves and personal clothing.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 11

Chemical/Substance Name DPD No. 3 Tablet

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Suitable gloves, goggles and overalls

Risk Rating: Low

Control Measures:

1. Store in a cool ventilated place.
2. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Wear suitable PPE, goggles, gloves and protective clothing.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 12

Chemical/Substance Name DPD No. 4 Tablet

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: N/A
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Suitable gloves, goggles and overalls

Risk Rating: Low

Control Measures:

1. Store in a cool, well ventilated area.
2. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Wear suitable PPE.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 13

Chemical/Substance Name DPD No. 1 Tablets

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: N/A
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Suitable gloves, goggles and overalls

Risk Rating: Low

Control Measures:

1. Store in a cool, well ventilated area.
2. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Wear suitable PPE.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 14

Chemical/Substance Name Total Hardness Buffer (TH2)

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Breathing apparatus, gloves, overalls and respirator

Risk Rating: Medium

Control Measures:

1. Use only in well ventilated areas.
2. Self contained breathing apparatus must be used when handling in an emergency.
3. Avoid direct contact with substance.
4. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Avoid direct sunlight and heat.
2. Store in cool ventilated area.
3. Ensure all relevant PPE is worn including goggles, gloves and protective clothing.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT**








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 15

Chemical/Substance Name Calcium Hardness Buffer

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input checked="" type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Breathing apparatus, gloves, overalls and respirator

Risk Rating: Medium

Control Measures:

1. Use only in well ventilated areas.
2. Avoid direct contact with substance.
3. Self contained breathing apparatus must be worn in an emergency.
4. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Avoid direct sunlight and heat.
2. Store in cool ventilated area.
3. Ensure all relevant PPE is worn including goggles, gloves and protective clothing.
4. Emits toxic fumes if burnt.

Assessed By: Brian Waterall - CQMS Ltd **Name of Management Responsible:**
Date of Assessment: 06-Nov-07 **Signature of Management:**
Review Date: 06-Nov-10

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 16

Chemical/Substance Name Molybdate HR No. 1 Tablet

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input checked="" type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Suitable gloves, goggles, overalls and respiratory protection

Risk Rating: Medium

Control Measures:

1. Use only in well ventilated areas.
2. Self contained breathing apparatus to be available in case of an emergency.

Further Action Required:

1. Avoid direct sunlight and heat.
2. Store in cool ventilated area.
3. Ensure all relevant PPE is worn including goggles, gloves and protective clothing.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 17

Chemical/Substance Name Molybdate HR No. 2 Tablet

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Suitable gloves, goggles, overalls and respiratory protection

Risk Rating: Medium

Control Measures:

- Avoid direct contact.
- Use in well ventilated area.

Further Action Required:

- Ensure all relevant PPE is worn including goggles, gloves and protective clothing.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 18

Chemical/Substance Name Chloride Titrant

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Gloves, goggles and overalls

Risk Rating: Low

Control Measures:

1. Ensure suitable PPE is worn including goggles, gloves and protective clothing.

Further Action Required:

1. Wear self contained breathing apparatus in case of fire.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 19

Chemical/Substance Name Aikalinity Titrant

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Gloves, goggles and overalls

Risk Rating: Low

Control Measures:
 1. Ensure suitable PPE is worn, goggles, gloves and protective clothing.

Further Action Required:
 1. Wear self contained breathing apparatus in case of fire.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 20

Chemical/Substance Name Phosponate Titrant

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Gloves, goggles and overalls

Risk Rating: Low

Control Measures:
1. Ensure suitable PPE is worn, goggles, gloves and protective clothing.

Further Action Required:
1. Wear self contained breathing apparatus in case of fire.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 21

Chemical/Substance Name Sulphate Titrant

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Gloves, goggles and overalls

Risk Rating: Low

Control Measures:

1. Ensure suitable PPE is worn, goggles, gloves and protective clothing.
2. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. None at this time

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 22

Chemical/Substance Name Nitrate Tirant

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Suitable gloves, goggles, overalls and respiratory protection

Risk Rating: Medium

Control Measures:

1. Store in well ventilated areas.
2. Avoid direct contact with substance.
3. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Ensure all relevant PPE is worn including goggles, gloves and protective clothing.

Assessed By: Brian Waterall - CQMS Ltd **Name of Management Responsible:**
Date of Assessment: 06-Nov-07 **Signature of Management:**
Review Date: 06-Nov-10

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT**








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 23

Chemical/Substance Name Redox Solution 263 MV

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: N/A
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Gloves, goggles and overalls

Risk Rating: Low

Control Measures:

- Suitable PPE to be worn, goggles, gloves and protective clothing.
- Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

- Wear self contained breathing apparatus in case of fire.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 24

Chemical/Substance Name Redox Standard Solution 465 MV

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Suitable gloves, goggles, overalls and respiratory protection

Risk Rating: Medium

Control Measures:

1. Ensure area is well ventilated.
2. Avoid direct contact with substance.
3. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Ensure suitable PPE is worn including goggles, gloves and protective clothing.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 25

Chemical/Substance Name Yes/No Hardness Tablets

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Gloves, goggles and overalls

Risk Rating: Low

Control Measures:

- Suitable PPE should be worn i.e. goggles, gloves and protective clothing.
- Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

- Ensure suitable PPE is worn including goggles, gloves and protective clothing.

Assessed By: Brian Waterall - CQMS Ltd **Name of Management Responsible:**
Date of Assessment: 06-Nov-07 **Signature of Management:**
Review Date: 06-Nov-10

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 26

Chemical/Substance Name Potassium Chromate Indicator

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input checked="" type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Gloves, goggles, overalls and respiratory protection

Risk Rating: High

Control Measures:

1. Store in cool well ventilated area.
2. Avoid direct contact.
3. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Self contained breathing apparatus must be used when handling.
2. Wear suitable PPE i.e. Goggles, gloves, suitable protective clothing.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 27

Chemical/Substance Name Phenolphthalein Indicator

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Gloves, goggles and overalls

Risk Rating: Low

Control Measures:

1. Store in cool well ventilated area
2. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Wear suitable PPE i.e. goggles, gloves, protective clothing.

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|---|--|
| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 28

Chemical/Substance Name Acid/ Starch Indicator

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: Yes

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|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Gloves, goggles, overalls and respiratory protection

Risk Rating: Medium

Control Measures:

- Suitable PPE worn, goggles, gloves, protective clothing.
- Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

- Self contained breathing apparatus to be worn, when fire fighting as substance emits toxic fumes during combustion

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 29

Chemical/Substance Name Ferroin Indicator

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Gloves, goggles and overalls

Risk Rating: Low

Control Measures:

1. Store in cool well ventilated area.
2. Avoid direct contact.
3. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Wear suitable PPE, goggles, gloves and protective clothing.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT**








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 30

Chemical/Substance Name Total Hardness Indicator

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Gloves, goggles, overalls and respiratory protection

Risk Rating: High

Control Measures:

1. Store in cool well ventilated area
2. Avoid direct contact with the substance.
3. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Wear suitable PPE i.e. goggles, gloves, protective clothing.
2. Wear self-contained breathing apparatus when handling.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT**








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 31

Chemical/Substance Name Total Hardness Indicator Tablets

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Gloves, goggles and overalls

Risk Rating: Low

Control Measures:

1. Store in cool well ventilated area.
2. Avoid direct contact.
3. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Wear suitable PPE i.e. goggles, gloves, protective clothing.

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|---|--|
| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 32

Chemical/Substance Name 4.5 Indicator Solution

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Gloves, goggles and overalls

Risk Rating: Medium

Control Measures:

1. Store in cool well ventilated area.
2. Avoid direct contact with the substance.
3. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Ensure suitable PPE is worn i.e. goggles, gloves, protective clothing.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT**








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 33

Chemical/Substance Name Barium Chloride Solution

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Gloves, goggles, overalls and respiratory protection

Risk Rating: Medium

Control Measures:

1. Store in cool well ventilated area.
2. Avoid contact with substance
3. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Ensure suitable PPE is worn i.e. goggles, gloves, protective clothing.

Assessed By: Brian Waterall - CQMS Ltd **Name of Management Responsible:**
Date of Assessment: 06-Nov-07 **Signature of Management:**
Review Date: 06-Nov-10

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 34

Chemical/Substance Name Patient test Organphoshate No 2 Solution

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, Absorption
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Gloves, goggles and overalls

Risk Rating: Low

Control Measures:

- Suitable PPE to be worn goggles, gloves, protective clothing.
- Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

- None.

| | |
|---|--|
| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
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CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 35

Chemical/Substance Name Sulphuric Acid Solutions 1:1

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: Yes

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|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Rubber gloves, face shield, rubber apron and respiratory protection

Risk Rating: High

Control Measures:

1. Self contained breathing apparatus to be worn, goggles or face shield, gloves, suitable protective clothing.
2. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Store in cool ventilated area away from sources of heat.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 36

Chemical/Substance Name Standard Conductivity Solution 1413

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Gloves, goggles and overalls

Risk Rating: Low

Control Measures:

1. Store in well ventilated area.
2. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Wear suitable PPE i.e. goggles, gloves, protective clothing when dealing with quantities.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
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CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 37

Chemical/Substance Name Acetic Acid 20%

Description of Use: Testing of Water Systems
Users: Lakeside Water Employees
Method of Application: Decanted into water sample

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Absorption, inhalation, ingestion
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: N/A
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Gloves, goggles and overalls

Risk Rating: Medium

Control Measures:

1. Storage area to be well ventilated.
2. Avoid direct contact with substance.
3. Stored in accordance with Safety Data Sheet - Safety Data Sheets maintained and available for all products stored.

Further Action Required:

1. Ensure suitable PPE is worn i.e. goggles, gloves, suitable protective clothing.

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| Assessed By: Brian Waterall - CQMS Ltd | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 38

Chemical/Substance Name Activator P10

Description of Use: For use in water purification.
Users: Lakeside Water Employees
Method of Application: Decanted to system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, inhalation, sin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

1. All quantities to be disposed of via foul drain - larger quantities to be disposed of via licensed contract IAW waste disposal instructions.
2. Operatives issued with PPE adequate for task.

Further Action Required:

1. Small quantities to be disposed of via foul drain - larger quantities to be disposed of via licensed contractor IAW waste disposal instructions.
2. Ensure operatives wear PPE as required.

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| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT**








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 39

Chemical/Substance Name Aqua PWT Corrosion Inhibitor

Description of Use: Used as corrosion inhibitor through portable water systems
Users: Lakeside Water Employees
Method of Application: Decanted to system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, inhalation, skin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: No
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: No

Risk Rating: Insignificant

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 40

Chemical/Substance Name B10X 500

Description of Use: Water purification
Users: Lakeside Water Employees
Method of Application: Decanted to system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, Inhalation, skin or eye contact
Working Exposure Limits: Yes
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 41

Chemical/Substance Name Mono Ethylene Glycol

Description of Use: Used as anti-freeze for closed chilled water systems
Users: Lakeside Water Employees
Method of Application: Decanted to system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, inhalation, skin and eye contact
Working Exposure Limits: Yes
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

| | |
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| Assessed By: | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 42

Chemical/Substance Name Multitreat Ps Corrosion Inhibitor

Description of Use: Used as corrosion inhibitor in water treatment
Users: Lakeside Water Employers
Method of Application: Decanted to system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, Skin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT**








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 43

Chemical/Substance Name AQ 017T Corrosion Inhibitor

Description of Use: Corrosion inhibitor for use in open recirculating cooling systems
Users: Lakeside Water Employees
Method of Application: Decanted to system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, skin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT**








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 44

Chemical/Substance Name AQ 018T Corrosion Inhibitor

Description of Use: Corrosion inhibitor for use in open recirculating cooling systems
Users: Lakeside Water Employees
Method of Application: Decanted to system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, skin and eye contact
Working Exposure Limits: No
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

1. All operatives trained and receive instructions prior to use (Safety Data Sheets Available).
2. Operatives issued with PPE adequate for task.

Further Action Required:

1. Small quantities to be disposed of via foul drain - larger quantities to be disposed of via licensed IAW waste disposal instructions.
2. Ensure operators wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT**








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 45

Chemical/Substance Name AQ 019M Organic Biocide and Biodispersant

Description of Use: Biocide and Biodispersant for use in open recirculating cooling systems
Users: Lakeside Water Employees
Method of Application: Decanted to system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, inhalation, skin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: Yes

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|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input checked="" type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 46

Chemical/Substance Name AQOIB Oxygen Scavenger

Description of Use: Liquid oxygen scavenger
Users: Lakeside Water Employees
Method of Application: Decanted to system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, inhalation, skin and eye contact
Working Exposure Limits: Yes
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): Yes

Hazard Rating on product: Yes

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|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low/Medium

Control Measures:

1. All operatives trained and receive instruction prior to use (safety data sheet available).
2. Operatives issued with PPE adequate for the task.
3. If used in aerosol form operators aware of requirement to wear respiratory protection.

Further Action Required:

1. Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
2. Ensure operatives wear PPE as required.
3. Ensure high standards of personal hygiene.

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|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 47

Chemical/Substance Name AQ 022M Biocide

Description of Use: Biocide for control of bacteria, fungi and algae in recirculating cooling systems and condensers.
Users: Lakeside Water Employees
Method of Application: Decanted to system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, inhalation, skin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): Yes

Hazard Rating on product: Yes

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|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input checked="" type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Medium

Control Measures:

1. All operatives trained and receive instruction prior to use (safety data sheet available).
2. Operatives issued with PPE adequate for the task.

Further Action Required:

1. Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
2. Ensure operatives wear PPE as required.
3. Ensure high standards of personal hygiene.

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|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 48

Chemical/Substance Name AQ O24M Biocide

Description of Use: Biocide for control of bacteria, fungi and algae in recirculating cooling systems and condensers
Users: Lakeside Water Employees
Method of Application: Decanted into system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, inhalation, skin and eye contact.
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): Yes

Hazard Rating on product: Yes

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|---|--|--|--|---|--|--|
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| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input checked="" type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Medium

Control Measures:

1. All operatives trained and receive instructions prior to use (Safety Data Sheets Available).
2. Operatives issued with PPE adequate for task.

Further Action Required:

1. Ensure operatives wear PPE as required.
2. Ensure operatives aware of specific methods of clean up (see Safety Data Sheets).
3. Ensure high standards of personal hygiene.

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| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 49

Chemical/Substance Name AQ 028M

Description of Use: Biocide for the control of bacteria, fungi and algae in open recirculating cooling systems.
Users: Lakeside Water Employees
Method of Application: Solid Halogen Release

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, inhalation, skin and eye contact.
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): Yes

Hazard Rating on product: Yes

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| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input checked="" type="checkbox"/> | Corrosive: <input checked="" type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Medium/High

Control Measures:

1. All operatives trained and receive instruction prior to use (safety data sheet available).
2. Operatives issued with PPE adequate for the task.
3. Operatives use in well ventilated areas.

Further Action Required:

1. Follow safety data sheet for disposal instructions.
2. Ensure operatives wear PPE as required.

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| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 50

Chemical/Substance Name AQ 20B Tannins

Description of Use: Used for treatment of boiler feed water
Users: Lakeside Water Employees
Method of Application: Decanted to system

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, skin and eye contact
Working Exposure Limits: Nil
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: No

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|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes see data sheet

Risk Rating: Low to none

Control Measures:

1. All operatives trained and receive instruction prior to use (safety data sheet available).
2. Operatives issued with PPE adequate for the task.

Further Action Required:

1. Do not allow to enter water course.
2. Ensure high standards of personal hygiene.

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| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 51

Chemical/Substance Name AQ030 Biocide

Description of Use: Used for the control of bacteria, fungi and algae in open recirculating cooling systems.
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, skin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: Yes

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|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input checked="" type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

1. All operatives trained and receive instruction prior to use (safety data sheet available).
2. Operatives issued with PPE adequate for the task.

Further Action Required:

1. Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractors IAW waste disposal instructions.
2. Ensure operatives wear PPE as required.
3. Ensure high standards of personal hygiene.

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|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT**








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 52

Chemical/Substance Name AQ 2B Sludge conditioner

Description of Use: Used as a sludge conditioner in boiler feed water treatment.
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, skin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: No

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|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

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|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 53

Chemical/Substance Name AQ O4b Caustic Alkali Solution

Description of Use: Used in the treatment of boiler feed water
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, inhalation, skin and eye contact
Working Exposure Limits: Yes
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): Yes

Hazard Rating on product: Yes

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|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input checked="" type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 54

Chemical/Substance Name AQ 05B Sludge conditioner

Description of Use: Used as a sludge conditioner in boiler feed water treatment.
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, inhalation, skin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): Yes

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input checked="" type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 55

Chemical/Substance Name AQ 06B Water conditioner

Description of Use: Used for treatment of boiler water
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: No

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|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Ensure employees wear PPE as required.

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| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 56

Chemical/Substance Name AQ 07B Corrosion inhibitor

Description of Use: Corrosion inhibitor for the protection of boiler condensate lines.
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, inhalation, skin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): Yes

Hazard Rating on product: Yes

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|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input checked="" type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low/Medium

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.
- Ensure high standards of personal hygiene.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 57

Chemical/Substance Name AQ 08B corrosion inhibitor

Description of Use: Used to protect the condensate lines of steam raising plant
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, inhalation, skin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: Yes

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|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 58

Chemical/Substance Name AQ 096T corrosion inhibitor

Description of Use: Used as scale and corrosion inhibitor for cooling systems and evaporative condensers.
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, skin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: Yes

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|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

| | |
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| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 59

Chemical/Substance Name AQ 097T Corrosion inhibitor

Description of Use: Corrosion inhibitor for opening cooling systems and evaporative condensers.
Users: Lakeside Water Employers
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, skin and eye contact.
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

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| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 60

Chemical/Substance Name AQ 13B Sludge Conditioner

Description of Use: Sludge conditioner for the feed water treatment of steam raising plant.
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Skin and eye contact.
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

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| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 61

Chemical/Substance Name AQ 14B Sludge Conditioner

Description of Use: Slued conditioner for feed water treatment of steam raising plant.
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, skin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 62

Chemical/Substance Name AQ 34B Multipurpose Treatment

Description of Use: Multipurpose feed water treatment
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, inhalation, skin and eye contact.
Working Exposure Limits: Yes
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): Yes

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input checked="" type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low/Medium

Control Measures:

1. All operatives trained and receive instruction prior to use (safety data sheet available).
2. Operatives issued with PPE adequate for the task.

Further Action Required:

1. Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
2. Ensure operatives wear PPE as required.
3. Ensure used in well ventilated areas when practicable.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Jan-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 63

Chemical/Substance Name AQ 780C Corrosion Inhibitor

Description of Use: Corrosion inhibitor for use in closed systems.
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Skin and eye contact.
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

| | |
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| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT**








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 64

Chemical/Substance Name AQ 782C Corrosion Inhibitor

Description of Use: Corrosion inhibitor for the protection of closed circuit, low and medium hot water pressure system
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, skin and eye contact.
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): Yes

Hazard Rating on product: Yes

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|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input checked="" type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input checked="" type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low/Medium

Control Measures:








- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

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| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 RISK ASSESSMENT

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|--|---|--|--|---|-------------------------------------|--|---|-------------------------------------|--|
| Company/Location: | Lakeside Water and Building Services Ltd (Trading as Aqualogic) | Serial Number: 65 | | | | | | | |
| Chemical/Substance Name | AQ 783C Corrosion Inhibitor | | | | | | | | |
| Description of Use: | Corrosion inhibitor for the protection of closed circuit, low and medium hot water pressure systems | | | | | | | | |
| Users: | Lakeside Water Employees | | | | | | | | |
| Method of Application: | Decanted to systems | | | | | | | | |
| Form of Hazard: | Liquid: <input checked="" type="checkbox"/> Solid: <input type="checkbox"/> Spray: <input type="checkbox"/> Dust: <input type="checkbox"/> Fume: <input type="checkbox"/> | | | | | | | | |
| Route of Entry: | Ingestion, skin and eye contact | | | | | | | | |
| Working Exposure Limits: | N/A | | | | | | | | |
| Is Health Surveillance or Monitoring Required: | No | | | | | | | | |
| Safety Data Sheets Attached: | Yes | | | | | | | | |
| Up to Date (Chip 3): | Yes | | | | | | | | |
| Hazard Rating on product: | Yes | | | | | | | | |
|        | | | | | | | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 14%;">Irritant/ Harmful: <input type="checkbox"/></td> <td style="width: 14%;">Oxidising: <input type="checkbox"/></td> <td style="width: 14%;">Corrosive: <input type="checkbox"/></td> <td style="width: 14%;">Toxic: <input checked="" type="checkbox"/></td> <td style="width: 14%;">Highly Flammable: <input type="checkbox"/></td> <td style="width: 14%;">Explosive: <input type="checkbox"/></td> <td style="width: 14%;">Environmental: <input checked="" type="checkbox"/></td> </tr> </table> | | | Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input checked="" type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input checked="" type="checkbox"/> |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input checked="" type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input checked="" type="checkbox"/> | | | |
| PPE Required: | Yes | | | | | | | | |
| Risk Rating: | Low/medium | | | | | | | | |
| Control Measures: | | | | | | | | | |
| <ol style="list-style-type: none"> 1. All operatives trained and receive instruction prior to use (safety data sheet available). 2. Operatives issued with PPE adequate for the task. | | | | | | | | | |
| Further Action Required: | | | | | | | | | |
| <ol style="list-style-type: none"> 1. Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions. 2. Ensure operatives wear PPE as required. | | | | | | | | | |
| Assessed By: | Brian Waterall | Name of Management Responsible: | | | | | | | |
| Date of Assessment: | 06-Nov-07 | Signature of Management: | | | | | | | |
| Review Date: | 06-Nov-10 | V.3.© CQMS LTD 2006 | | | | | | | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 66

Chemical/Substance Name AQ BRR Solution

Description of Use: Used to generate hypobomous acid
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: No known effects
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low to nil

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.
- Exotoxic effects slight - only large concentrations will kill aquatic life.

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| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |








CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT

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|--------------------------|---|--------------------------|
| Company/Location: | Lakeside Water and Building Services Ltd (Trading as Aqualogic) | Serial Number: 67 |
|--------------------------|---|--------------------------|

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|--------------------------------|---------------------------------|
| Chemical/Substance Name | AQ FRC Chlorine release tablets |
|--------------------------------|---------------------------------|

| | |
|-------------------------------|--------------------------|
| Description of Use: | Chlorination |
| Users: | Lakeside Water Employees |
| Method of Application: | Soluble tablets |

| | |
|---|--|
| Form of Hazard: | Liquid: <input type="checkbox"/> Solid: <input type="checkbox"/> Spray: <input type="checkbox"/> Dust: <input type="checkbox"/> Fume: <input type="checkbox"/> |
| Route of Entry: | Ingestion, inhalation, skin and eye contact. |
| Working Exposure Limits: | Yes |
| Is Health Surveillance or Monitoring Required: | No |
| Safety Data Sheets Attached: | Yes |
| Up to Date (Chip 3): | No |

| | | | | | | |
|--|-------------------------------------|-------------------------------------|---------------------------------|---|-------------------------------------|---|
| Hazard Rating on product: | Yes | | | | | |
|        | | | | | | |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

| | |
|----------------------|-----|
| PPE Required: | Yes |
|----------------------|-----|

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|---------------------|-----|
| Risk Rating: | Low |
|---------------------|-----|

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|--------------------------|---|
| Control Measures: | <ol style="list-style-type: none"> All operatives trained and receive instruction prior to use (safety data sheet available). Operatives issued with PPE adequate for the task. |
|--------------------------|---|

| | |
|---------------------------------|--|
| Further Action Required: | <ol style="list-style-type: none"> Ensure product does not enter ground water, water courses or sewage systems without decontamination. Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions. Ensure operatives wear PPE as required. |
|---------------------------------|--|

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| Assessed By: Brian Waterall | Name of Management Responsible: | |
| Date of Assessment: 06-Nov-07 | Signature of Management: | |
| Review Date: 06-Nov-10 | | V.3.© CQMS LTD 2006 |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 68

Chemical/Substance Name AQ ISA Descalcent

Description of Use: Used as scale and deposit remover.
Users: Lakeside Water Employees
Method of Application: Dissolved in warm water

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, inhalation. Skin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): Yes

Hazard Rating on product: Yes

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|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions
- Ensure operatives wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 69

Chemical/Substance Name AQ MEG Antifreeze

Description of Use: Used as anti-freeze in closed chilled water systems
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, inhalation, skin and eye contact
Working Exposure Limits: Yes
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 70

Chemical/Substance Name AQ OD Oil Dispersant

Description of Use: Used as oil dispersant in cooling systems.
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Skin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Negligible

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractors IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 71

Chemical/Substance Name AQ PCC 2

Description of Use: Used to remove iron oxide deposits for industrial pipework and heat exchanges.
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, skin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Negligible

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractors IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

| | |
|----------------------------|--|
| Assessed By: | Name of Management Responsible: |
| Date of Assessment: | Signature of Management: |
| Review Date: | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 72

Chemical/Substance Name AQ PG Monopropylene Glycol

Description of Use: Used as anti-freeze where low toxicity is required
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, skin and eye contact
Working Exposure Limits: Yes
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Negligible

Control Measures:

1. All operatives trained and receive instruction prior to use (safety data sheet available).
2. Operatives issued with PPE adequate for the task.

Further Action Required:

1. Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractors IAW waste disposal instructions.
2. Ensure operatives wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT**








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 73

Chemical/Substance Name AQ RD Sanitiser

Description of Use: Used as a non foaming non tainting and non polluting disinfectant.
Users: Lakeside Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, inhalation, skin and eye contact
Working Exposure Limits: Yes
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): Yes

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input checked="" type="checkbox"/> | Corrosive: <input checked="" type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Medium

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractors IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 74

Chemical/Substance Name AQ RT Softener

Description of Use: Used as a defoulant
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, skin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Negligible

Control Measures:

1. All operatives trained and receive instruction prior to use (safety data sheet available).
2. Operatives issued with PPE adequate for the task.

Further Action Required:

1. Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractors IAW waste disposal instructions. .
2. Ensure operatives wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT**








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 75

Chemical/Substance Name AQ SRC Chlorine Tablets

Description of Use: Slow dissolving chlorine tablets for water treatment
Users: Lakeside Water Employees
Method of Application: Dissolved in water

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Ingestion, skin and eye contact
Working Exposure Limits: Yes
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): Yes

Hazard Rating on product: Yes

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input checked="" type="checkbox"/> | Oxidising: <input checked="" type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Low

Control Measures:

1. All operatives trained and receive instruction prior to use (safety data sheet available).
2. Operatives issued with PPE adequate for the task.
3. Used in well ventilated areas only.

Further Action Required:

1. Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
2. Ensure operatives wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 76

Chemical/Substance Name AQ ST Dechlorinating agent

Description of Use: Used as dechlorinating agent
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Skin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Negligible

Control Measures:

- All operatives trained and receive instruction prior to use (safety data sheet available).
- Operatives issued with PPE adequate for the task.

Further Action Required:

- Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
- Ensure operatives wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002
RISK ASSESSMENT








Company/Location: Lakeside Water and Building Services Ltd (Trading as Aqualogic) **Serial Number:** 77

Chemical/Substance Name AQ X100C Corrosion inhibitor

Description of Use: Corrosion inhibitor for hot and chilled systems
Users: Lakeside Water Employees
Method of Application: Decanted to systems

Form of Hazard: Liquid: Solid: Spray: Dust: Fume:
Route of Entry: Skin and eye contact
Working Exposure Limits: N/A
Is Health Surveillance or Monitoring Required: No
Safety Data Sheets Attached: Yes
Up to Date (Chip 3): No

Hazard Rating on product: No

| | | | | | | |
|---|--|--|--|---|--|--|
|  |  |  |  |  |  |  |
| Irritant/ Harmful: <input type="checkbox"/> | Oxidising: <input type="checkbox"/> | Corrosive: <input type="checkbox"/> | Toxic: <input type="checkbox"/> | Highly Flammable: <input type="checkbox"/> | Explosive: <input type="checkbox"/> | Environmental: <input type="checkbox"/> |

PPE Required: Yes

Risk Rating: Negligible

Control Measures:

1. All operatives trained and receive instruction prior to use (safety data sheet available).
2. Operatives issued with PPE adequate for the task.

Further Action Required:

1. Small quantities to be disposed of via foul drain - large quantities to be disposed of via local licensed contractor IAW waste disposal instructions.
2. Ensure operatives wear PPE as required.

| | |
|--------------------------------------|--|
| Assessed By: Brian Waterall | Name of Management Responsible: |
| Date of Assessment: 06-Nov-07 | Signature of Management: |
| Review Date: 06-Nov-10 | |



**MANUAL HANDLING REGULATIONS 1992
MANAGEMENT ACTION PLAN HAZARD INDEX**

| <u>Serial Number:</u> | <u>Operations Covered by this Assessment:</u> | <u>Risk Evaluation:</u> | <u>Review Date:</u> |
|-----------------------|---|-------------------------|---------------------|
| 1 | Movement of Tools/Equipment/Containers/Components to and from Vehicles to/from Site/Storage | Medium | 06/11/2010 |



MANUAL HANDLING REGULATIONS 1992

RISK ASSESSMENT

| | | |
|--------------------------|---|-------------------------|
| Company/Location: | Lakeside Water and Building Services Ltd (Trading as Aqualogic) | Serial Number: 1 |
|--------------------------|---|-------------------------|

| | |
|---|---|
| Operations Covered by this Assessment: | Movement of Tools/Equipment/Containers/Components to and from Vehicles to/from Site/Storage |
|---|---|

| | |
|----------------------------|--|
| Personnel Involved: | Service engineers/Installation Engineers |
|----------------------------|--|

THE TASKS - do they involve:

| | | |
|--|--|--|
| Holding loads away from trunk? <input checked="" type="checkbox"/> | Large vertical movements? <input checked="" type="checkbox"/> | Repetitive handling? <input checked="" type="checkbox"/> |
| Twisting? <input checked="" type="checkbox"/> | Carrying over a long distance? <input checked="" type="checkbox"/> | Insufficient rest or recovery? <input checked="" type="checkbox"/> |
| Stooping? <input checked="" type="checkbox"/> | Strenuous pushing or pulling? <input checked="" type="checkbox"/> | A Workrate imposed by a process? <input checked="" type="checkbox"/> |
| Reaching upwards? <input checked="" type="checkbox"/> | Unpredictable movement of loads? <input checked="" type="checkbox"/> | |

Additional Information:

1. Loads are primarily manually unloaded/loaded from vehicles and storage area.
2. Mechanical loading i.e. sack barrows/trolley/fork lifts/palletiser should be used wherever possible.

THE LOADS - are they:

| | | |
|---|---|--|
| Heavy? <input checked="" type="checkbox"/> | Difficult to grasp? <input checked="" type="checkbox"/> | Unstable, or contents likely to shift? <input type="checkbox"/> |
| Bulky/unwieldy? <input checked="" type="checkbox"/> | Offset centre of gravity? <input checked="" type="checkbox"/> | Intrinsically harmful (eg hot, sharp)? <input checked="" type="checkbox"/> |

Additional Information:

1. Weight varies depending on the type of material being handled i.e. cartons, gas cylinders, machine parts, etc.
2. Some loads may require two persons to handle.
3. PPE is available to operatives carrying out the task.

THE WORKING ENVIRONMENT - are there:

| | | |
|--|--|--|
| Space constraints? <input checked="" type="checkbox"/> | Hot/cold/humid conditions? <input checked="" type="checkbox"/> | Poor lighting conditions? <input checked="" type="checkbox"/> |
| Variations in levels of floors? <input checked="" type="checkbox"/> | Strong air movements? <input checked="" type="checkbox"/> | High or sudden noise levels? <input checked="" type="checkbox"/> |
| Uneven, slippery, unstable floors? <input checked="" type="checkbox"/> | | |

Additional Information:

1. Some sites have limited space for the manual movement of the goods/loads.
2. Some of the loads being held in open air locations.

INDIVIDUAL CAPABILITY:

| | |
|---|--|
| Require unusual capability (eg strength)? <input checked="" type="checkbox"/> | Is movement of posture hindered by clothing or PPE? <input type="checkbox"/> |
| Call for special information or training? <input checked="" type="checkbox"/> | Affect health problems (eg disabled, pregnant)? <input type="checkbox"/> |

Additional Information:

1. Operatives should be medically fit to handle the various loads.
2. Operatives should receive specific training in the tasks to be undertaken.

| | |
|-------------------------|---------------|
| RISK EVALUATION: | Medium |
|-------------------------|---------------|

Additional Control Measures:

1. All operatives should be given specific training, instruction and supervision in the Manual Handling techniques associated with their task. Record details of training.
2. Ensure that operatives wear the PPE that is needed when handling the equipment.
3. Where ever possible use mechanical lifting equipment in the lifting and movement of loads/ goods.
4. Always store the goods in a neat/ suitable position/ location for ease of retrieval.

| | | |
|---|--|----------------------|
| Assessed by: Brian Waterall - CQMS Ltd | Name of Management Responsible: | |
| Date of Assessment: 06/11/2007 | Signature: | |
| Review Date: 06/11/2010 | | V.3. © CQMS LTD 2005 |

PART 3

METHOD STATEMENTS

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

METHOD STATEMENT

**TITLE GENERAL DELIVERY/FITTING ACTIVITIES
INCLUDING ROUTINE
MAINTENANCE/DISINFECTION OF WATER
SOFTENERS AND RESIN BEDS**

SITE

| AMENDMENT NUMBER | PREPARED BY | DATE PREPARED |
|------------------|-------------|---------------|
| AL1 | CQMS Ltd. | 06/11/07 |

| AMENDMENT NUMBER | REVISED BY | DATE REVISED | DETAILS OF REVISION |
|------------------|------------|--------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |

**METHOD STATEMENT FOR GENERAL DELIVERY/FITTING ACTIVITIES INCLUDING ROUTINE
MAINTENANCE/DISINFECTION OF WATER SOFTENERS AND RESIN BEDS**

CONTENTS

INTRODUCTION

1. Description of the Works
2. Preparations
3. Resources
4. Emergency Situations
5. High Risk Activities
6. First Aid and Welfare
7. Access and Egress
8. Methodology
9. List of Operatives Briefed

INTRODUCTION

It is the Company's policy to ensure that its operations will be conducted in such a way to ensure the health, safety and welfare of its employees and any other person who may be affected by their undertakings, so far as is reasonable practicable.

This method statement should be read in conjunction with (company name)'s Health, Safety & Environmental Policy & Procedures and Risk Assessments, which will detail significant risks and control measures in place and those to be implemented.

It is the responsibility of supervisors to ensure that all tasks undertaken are planned, assessed and carried out in such a way as to ensure the safety of those people carrying out the task and those who may be affected by the works.

1. DESCRIPTION OF THE WORKS

- 1.1. The delivery, fitting and relevant testing of water softener, associated accessories and resin beds.

2. PREPARATIONS

- 2.1. All traffic routes for pedestrians and vehicles will be discussed with the Client and agreed prior to any site activity.

3. RESOURCES

PERSONNEL

- 3.1. All personnel who are to carry out the work will have read and understood this method statement in conjunction with risk assessments (see signature page at the back).
- 3.2. All operatives will be inducted onto site in accordance with the Client's Procedures.
- 3.3. Those operatives operating items of plant and equipment will have the relevant cards / certificates, which will be in date.
- 3.4. Where required, operatives will hold relevant industry accredited certificates/cards.
- 3.5. All operatives are supplied with the relevant Personal Protective Equipment (PPE) as listed below:
 - > Safety helmet
 - > Safety boots / Wellingtons
 - > High visibility vests / coats
 - > Gloves
 - > Goggles (as required)
 - > Ear defenders (as required)
 - > Respiratory Protective Equipment (RPE) – dust / fume mask (as required).

**METHOD STATEMENT FOR GENERAL DELIVERY/FITTING ACTIVITIES INCLUDING ROUTINE
MAINTENANCE/DISINFECTION OF WATER SOFTENERS AND RESIN BEDS**

SUPERVISION

- 3.6. Suitable supervision will be supplied by Lakeside Water and Building Services Ltd taking into account the task in hand.
- 3.7. Supervisors must be aware of additional risks that will be caused by this task, as detailed below:
- 3.8. Manual handling of product - Vehicles will be parked as close to the plot as possible and unloaded. The items will be placed on sack barrows/stair walkers where the ground conditions permit.

PLANT AND EQUIPMENT

- 3.9. Plant and equipment required are listed below:
- 3.10. Sack barrow/stair walker

MATERIALS

- 3.11. Materials required are listed below:
- 3.12. N/A

4. EMERGENCY SITUATIONS

- 4.1. All work must stop if:
- 4.2. If any accident/incident or dangerous occurrence.
- 4.3. If told to do so by Client or Company Supervisor.
- 4.4. If this Method Statement can not be complied with.

5. HIGH RISK ACTIVITIES

- 5.1. *If applicable, e.g. Confined Spaces, and details of the relevant extra control measures to be taken.*

6. FIRST AID AND WELFARE

- 6.1. The Company is responsible for providing suitable and sufficient first aid and arrange welfare facilities in accordance with current regulation.
- 6.2. Operatives should only consume food in designated areas and only after adequate washing.
- 6.3. In the event of an accident, the Client or Company's accident book should be completed and also details reported to Head Office. If the accident becomes reportable under R.I.D.D.O.R. Regulations 1995, CQMS Ltd. will carry out accident investigation and report the accident to the H.S.E.

**METHOD STATEMENT FOR GENERAL DELIVERY/FITTING ACTIVITIES INCLUDING ROUTINE
MAINTENANCE/DISINFECTION OF WATER SOFTENERS AND RESIN BEDS**

7. **ACCESS AND EGRESS**

- 7.1. Access and egress to the site is from as directed by the Client.
- 7.2. Delivery vehicles will be marshaled by a competent banksman in an area agreed with the traffic management system.

8. **METHODOLOGY**

- 8.1 On arrival to site, report to the client/Site Management and book in.
- 8.2 Ensure specific instruction received with regards to access and any specific hazards on site.
- 8.3 On completion of all relevant Safety checks carry out task as per Company job description (attached).
- 8.4 On completion of task issue. Hand over certificate.

PART 4

ACCIDENT REPORTING PROCEDURE (FLOWCHART)

GUIDE TO ACCIDENT REPORTING PROCEDURE

