

# Health & Safety Handbook v4



Wat-er Save Services Ltd

Agricultural House, Acland Road

Dorchester DT1 1EF

Office Tel: 01305 260151

Office Fax: 01305 266070

## Table of Contents

Health and Safety Policy and Statement of Intent.....	2
Organisational Functions and Responsibilities .....	3
Management Structure for the Implementation of the Health and Safety Policy .....	3
Management Responsibilities .....	3
Directors.....	3
Health and Safety Advisor .....	4
Project Managers and Engineers .....	5
All Employees and Sub-contractors .....	5
Review and updating Health and Safety Information .....	5
Arrangements.....	6
ACCESS and EGRESS .....	6
ACCIDENT and NEAR-MISS REPORTING .....	7
ALCOHOL and DRUGS.....	9
ASBESTOS.....	10
COMPRESSED GAS CYLINDERS (transportable gas containers).....	12
DRIVING.....	14
ELECTRICITY at WORK .....	17
EMERGENCY PROCEDURES .....	18
FIRE PREVENTION.....	20
FIRST AID .....	22
HAZARDOUS SUBSTANCES .....	24
HOUSEKEEPING .....	25
INDUCTION of NEW EMPLOYEES .....	27
MAINTENANCE of PLANT and EQUIPMENT .....	28
MANUAL HANDLING .....	30
PERMITS TO WORK .....	<b>Error! Bookmark not defined.</b>
PERSONAL PROTECTIVE EQUIPMENT.....	32
RISK ASSESSMENT .....	34
STATUTORY INSPECTIONS .....	36
TEMPORARY and CASUAL STAFF.....	37
USE of HAND TOOLS.....	39
WASTE DISPOSAL .....	40
WORK RELATED UPPER LIMB DISORDER.....	42
WORKING at HEIGHT.....	44

## Health and Safety Policy and Statement of Intent

Wat-er Save Services Ltd believes that one of its most important functions is the prevention of accidents and ill health. We do not want any of our employees or any other person for whom we have a legal or moral responsibility to suffer as the result of our activities or work processes. To this end we intend to comply with all Health and Safety Legislation enacted under the Health and Safety at Work Act 1974, Approved Codes of Practice, best guidance and work methods available.

### To help achieve Wat-er Save Services' health and safety commitments we will:

- Ensure the requirements of ISO 45001 and applicable statutory and regulatory requirements are complied with.
- Co-operate with and maintain good relationships with regulatory authorities and other stakeholders and, where appropriate, provide information and assistance regarding health and safety matters.
- Cultivate a health and safety conscious workforce and endeavour to promote the same with suppliers, contractors and others who can affect our health and safety performance and reputation.
- Ensure resources are used efficiently and safely with the aim of eliminating hazards and reducing health and safety risks.
- Consult and listen to staff and other stakeholders regarding health and safety matters ensuring no one is penalised for highlighting something that could potentially cause harm to someone for whom we have a duty of care.
- Learn from our experiences and analyse data to facilitate continual improvement of health and safety performance.
- Set objectives and targets to help prevent injury and illness and monitor their achievements.
- Communicate this policy to staff, contractors and others working on our behalf to ensure they are aware of their health and safety responsibilities and make it available to others as necessary.
- Review this policy at least annually and, where necessary, revise it to ensure it remains relevant to Wat-er Save Services Ltd's health and safety goals and aspirations.

## Organisational Functions and Responsibilities

Legal provisions require the employer to identify the duties and responsibilities on health and safety for management.

Those involved in the management of Wat-Er-Save Services Ltd. have those duties and responsibilities clearly defined. This is to ensure the Health and Safety General Policy and Statement of Intent are taken account of when designing and implementing systems and procedures.

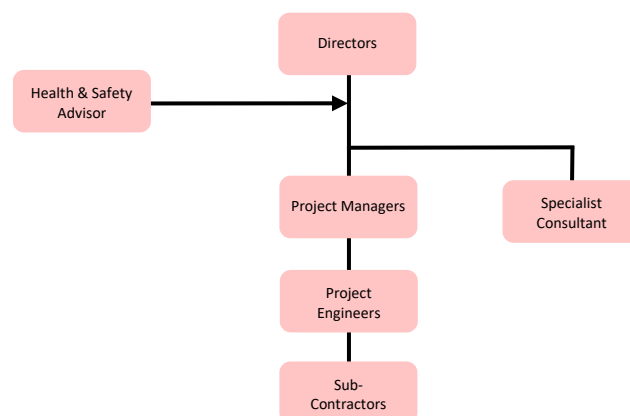
Management also has a responsibility and duty to ensure that: -

- employees are aware and understand the Health and Safety General Policy and Statement of Intent.
- employees are aware and understand the Health and Safety rules relating to their work
- employees are adequately instructed, trained and supervised
- employees are made aware of the hazards and risks associated with their work activities
- employees are provided with safe products, substances and equipment, safe methods of work and an environment that is safe and healthy to work in.

The above duties and responsibilities on Wat-Er-Save Services Ltd. are implemented through the use of the information outlined within this handbook and other management system information and through management carrying out periodic monitoring of the areas within their control.

## Management Structure for the Implementation of the Health and Safety Policy

The Management Structure diagram outlines the chain of command in respect of health and safety management within Wat-Er-Save Services Ltd. and shows who has the responsibility for the implementation of the Health and Safety General Policy and Statement of Intent and are accountable for their areas of responsibility.



## Management Responsibilities

Alongside each of the organisational positions given in the management structure for the implementation of the health and safety policy, individual management responsibilities are allocated that are deemed the most important to be undertaken by the persons concerned for which they are held accountable. These are outlined below.

You are to monitor the satisfactory accomplishment of the key responsibilities and to do this it is necessary to state how these can be achieved.

To ensure Wat-Er-Save Services Ltd. fulfils the objectives outlined in the Statement of Intent, the management structure indicates all who have responsibilities for health and safety and are held accountable for what happens in their areas of control.

## Directors

The Directors shall understand the Health and Safety Policy and its implementation within the area of their responsibility and ensure its implementation. They shall devise, implement and maintain safe systems of work for all areas of operation. Hazards brought to their notice must either be dealt with as a matter of high priority or passed immediately to the person responsible for action.

Their main responsibilities are to:

- Ensure that their subordinate personnel know and accept their responsibilities with respect to the Health & Safety Policy Statement.
- Co-operate with the Safety Advisor, plan and implement a health and safety programme with the object of attaining the optimum level of health and safety.
- Ensure that all employees are properly trained and that new employees receive adequate initial safety instructions prior to starting work.
- Ensure a record of all Health and Safety training is kept up to date and available for inspection when required.
- Be aware of statutory requirements and codes of practice applicable to the operations under their control, ensuring that infringements do not occur.
- Ensure that consideration is given to the Health & Safety Policy Statement in all operations, and that all employees are familiar with the requirements of fire prevention, firefighting and other relevant Health and Safety Legislation and procedures, i.e., COSHH, Electricity at Work, etc.
- Monitor and stimulate all subordinate staff and sub-contractors to take a proactive interest and involvement in Health and Safety.
- Ensure that all staff are made aware of all hazards, highlighted by Risk Assessment or COSHH Assessment or any other form of Hazard Analysis.
- Carry out routine inspections of their work areas taking all action to eliminate hazards identified.
- In liaison with safety staff, ensure that suitable and sufficient training is available and that all courses contain a safety element where relevant.
- Ensure that all chemical substances are stored safely and used according to current legislation and manufacturers recommendations.
- They shall be responsible for ensuring their COSHH Assessments and records are current and up to date.
- Ensure that procedures for the safe use of machinery, equipment, and tools are established and conformed with.
- Ensure that adequate first aid is available and that employees and sub-contractors are made aware of where and how first aid can be obtained.
- Ensure that self-certification documents are completed after absence from work due to illness.
- Ensure that drivers of vehicles and mobile plant have legally required documentation to carry out their duties.
- Ensure that Risk Assessments are current and up to date.
- Ensure that all accidents and reportable occurrences are reported, recorded and investigated as laid down in the company accident report procedure.
- Attempt to identify the causes of such accidents and where appropriate take measures to prevent a reoccurrence.
- Ensure a management system that complies with the requirements of ISO 45001 is established and maintained and that reports regarding health and safety performance are presented and used as a basis for continual health and safety improvement.

## Health and Safety Advisor

To provide advice and guidance on safety matters to all personnel employed by Wat-Er-Save Services Ltd.

Wat-Er-Save Services Ltd. authorises the Health and Safety Advisor to take immediate steps through line management to stop any dangerous or illegal practices:

- Keep managers informed of new legislation and the implications of existing legislation and legal aspects of fire and safety matters.
- Monitor the policy and maintain effective communications.
- Maintain liaison and co-operate with clients and external authorities as appropriate.
- Appraise and advise in all equipment and methods of work design, development, installation and commissioning stages in order to ensure the integration of Health and Safety considerations.
- Prepare and update Fire Evacuation Procedures and ensure explanatory notices are suitably displayed and conduct practice evacuation duties twice yearly.
- The above key health and safety responsibilities have been identified together with the way they are to be put into effect using appropriate techniques, e.g., checklists, registers or assessment documentation.

## Project Managers and Engineers

- The Health and Safety Policy Statement is brought to the attention of all employees and is displayed in a prominent location.
- The objectives outlined within the Safety Policy and Management Control System are fully understood and observed by persons under your control.
- Changes in the Health and Safety Policy and Management Control System are brought to the attention of all persons under your control.
- All relevant registers, notices and documents are maintained and available for inspection.
- Regular meetings are held where any matters relating to Health, Safety or welfare may be discussed.
- Matters concerning safety raised by any employee are thoroughly investigated and where necessary, effective action taken. Matters which cannot be effectively remedied are referred to the Director of Operations for advice and guidance.
- Persons under your control are adequately trained to carry out any task required of them in a safe manner.
- All accidents, ill health or near miss incidents arising from the work activity are adequately investigated, recorded and reported as detailed in the Accident and Reporting Procedure.
- The Health and Safety monitoring activities are carried out at the recommended frequencies.
- Adequate welfare facilities are provided and maintained to a satisfactory standard.
- A safe means of access and egress to the place of work is provided.
- The workplace is maintained in a clean and tidy condition, with effective cleaning schedules implemented.
- Any hazardous substances that are used, transported, stored and / or handled are done so correctly and in accordance with established rules and procedures.
- All items of personal protective equipment are suitable for their application, adequately maintained, in good condition and readily available.
- All vehicles are in good condition, adequately maintained, regularly serviced in accordance with legal requirements with appropriate records kept.

## All Employees and Sub-contractors

In accordance with Sections 7 and 8 of the Health and Safety at Work Act 1974, it shall be the duty of every EMPLOYEE whilst at work:

- To take reasonable care for the Health and Safety of himself and other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer, so far as is necessary, to enable any requirements imposed to be complied with.

Employees and sub-contractors are required to comply with their statutory obligations and to:

- Work safely in the interests of both themselves and other persons.
- Wear protective equipment and clothing provided by the company and make proper use of safety devices at all times.
- Report to their supervisor all accidents, 'near misses' and damage and ensure they are recorded in the accident book.
- Report unsafe conditions, plant defects and equipment defects to their Supervisor.
- Comply with all rules, regulations and codes of practice affecting Health and Safety.
- Attend safety training in accordance with the company's requirements.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare in pursuance of any of the relevant statutory provisions.

## Review and updating Health and Safety Information

The Health and Safety Manual and procedures will be regularly reviewed by the Directors at least annually, and updated whenever required, as a result of changes in health and safety legislation and/or company policy. Their Health and Safety Manual will be registered as a controlled document and any updates will be notified by the Health and Safety Advisor. The review must be recorded and any changes brought to the attention of the work force.

## Arrangements

### ACCESS and EGRESS

#### 1. General Statement

Wat-Er-Save Services Ltd. is committed to providing a safe place of work and a safe means of access and egress within all parts of the workplace. Safe access and egress includes movement in and out of the workplace, and safe access within the workplace. Directors are responsible for implementing this policy which covers the following:

- a) access to and egress from the workplace
- b) routes through working areas
- c) accessibility of storage areas
- d) access to and egress from an individual's workplace
- e) emergency exit routes
- f) use of access equipment, such as ladders and lifts
- g) limitation of access to hazardous/high security areas
- h) temporary arrangements for access
- i) external pathways and roadways around the workplace
- j) common parts of the building, e.g., reception, staircases, etc.

#### 2. Arrangements for Ensuring the Health and Safety of Workers

Wat-Er-Save Services Ltd. will, in consultation with workers and their representatives, ensure that:

- a) articles or substances do not impede safe access and egress at the workplace and that objects which may restrict safe movement within the workplace are removed immediately
- b) any access restrictions are adhered to so that suitable and safe arrangements for work in confined spaces and other areas of high-risk are guaranteed
- c) formalised systems of work are designed and implemented in all areas of significant risk, enlisting professional assistance where required
- d) employees are encouraged to report any situation where safe access and egress is restricted or obstructed and arrange for the appropriate remedial action to be taken immediately
- e) access equipment is regularly inspected to ensure that it is maintained in a safe condition.

#### 3. Safe System of Work

The following points will assist in ensuring that safe access and egress is achieved.

- 1. Do not store objects on the floor or in walkways; return articles or equipment to their designated storage point when they are no longer required.
- 2. Ensure that articles are not stored precariously on top of cabinets or on shelves. These could fall on to a passer-by.
- 3. Carry out regular inspections of walkways to ensure that they are free from obstructions.
- 4. Dispose of obsolete and waste items immediately.
- 5. Regularly check the suitability of lighting.
- 6. Ensure that flooring is suitable for the purpose and is maintained in safe condition.
- 7. Regularly check that there is sufficient space to move freely.
- 8. Closely monitor the working activities of contractors on the site, to ensure that they do not hinder safe access/egress of personnel.
- 9. Ensure that access equipment, e.g., ladders and kick-stools, is suitable for the purpose and maintained in safe condition.
- 10. Comply with safe working arrangements in areas of high-risk or security.

## 4. Record Keeping

Records should be kept as a matter of policy, for example of the maintenance of designated access and egress routes, to demonstrate that required standards have been achieved.

## 5. Inspections

There should be regular inspections of access/egress routes. Typical items which should be checked and recorded during an inspection include:

- a) suitability and condition of walkway
- b) presence of obstructions in walkways
- c) ease of passage during emergency evacuation
- d) presence and condition of emergency lighting (where relevant)
- e) suitability of lighting
- f) guardrails on the edges of excavations, etc
- g) facilities for personnel with limited mobility
- h) presence of any blockages in walkways which could prevent access/egress
- i) details, duration and condition of any temporary access arrangements.

## ACCIDENT and NEAR-MISS REPORTING

### 1. General Statement

This policy outlines the procedures which are to be adopted when any employee, visitor or contractor experiences an accident, near miss or dangerous occurrence on Wat-Er-Save Services Ltd.'s premises during the course of their employment. This will also apply to visitors who are members of the public and therefore not at work. For the purposes of this policy, brief definitions and examples of an accident and a near miss are given below.

**Accident** — an unplanned event which causes injury to persons, damage to property or a combination of both. Examples include: a fall resulting in a fracture, incorrect operation of machinery leading to breakdown.

**Near miss** — an unplanned event which does not cause injury or damage but could do so. Examples include: articles falling near to people, short-circuits on electrical equipment.

This policy covers reporting and recording procedures for managers, employees and non-employees. Suitable information and training will be given to all personnel regarding accident reporting and the location and completion of the accident book. The persons responsible for co-ordinating all incident reporting are the Directors.

### 2. Accident Book

All accidents resulting in personal injury must be recorded in Wat-Er-Save Services Ltd. accident book. This is located in a central position within the building and contains information which must be recorded under law. The accident book will be regularly reviewed by senior management to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

### 3. Reporting Procedure — Employees

In addition to an entry in the accident book, any accident or dangerous occurrence must be reported to a responsible person. Injuries, which occur whilst carrying out work duties off-site, must be reported in the same way and the occupier of the site should be advised accordingly.

If an injury renders an employee unable to make an entry in the accident book, this should be completed by a witness or someone who is able to enter an account of the incident. The employee's account must be entered as soon as possible after the event. Employees must ensure that they are aware of the location of the accident book.



All accidents and near misses must be recorded, however minor. Unless Wat-Er-Save Services Ltd. is informed of these incidents, it will be unable to take remedial action. An injury may be dealt with by a first aider or the situation taken under control by an appointed person. However, if an emergency arises, medical assistance, e.g., an ambulance, must be called at the first opportunity. Any incident involving an emergency must be reported to senior management immediately.

Where an accident results in absence from work, employees must tick the appropriate box on the self-certification form. Employees who are absent as a result of an accident at work must keep Wat-Er-Save Services Ltd. informed of their progress, up to and including a return to normal duties.

#### **4. Reporting Procedure — Managers**

If an injury, damage incident or near miss is reported to a member of management, that manager should ensure that appropriate records are maintained. If the incident results in over seven consecutive days of incapacity for work it is reportable under RIDDOR 2013 and the local enforcing authority must be informed by an online report (see below), within ten days. Major incidents (as defined in RIDDOR 2013) must also be reported to the enforcing authority immediately by telephone on 0345 300 9923 and be followed up within 10 days by completing an online form (see below). A copy of the completed form should be kept with other company records including documents relating to the accident investigation, and to advise the insurers of a potential claim. RIDDOR reports should be completed online at <http://www.hse.gov.uk/riddor/report.htm> The manager must keep records of any developments to the injured person's health, up to and including a return to normal duties. The manager must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident. The manager is responsible for assisting contractors and visitors in complying with company policy regarding accident reporting whilst on company premises.

#### **5. Accident Reporting Procedure — Visitors/Contractors**

Any non-employee who is involved in an accident or near-miss incident whilst on company premises must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that company procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

#### **6. Accident Reporting Procedure — Members of the Public**

If an injury occurs to a member of the public on company premises which results in their removal from site for hospital treatment, then this is notifiable to the local enforcing authority immediately and an online report must be completed within 10 days (see 4 above).

In the event of an accident requiring notification to the HSE you should contact the HSE Incident Contact Centre (ICC) as follows:

Telephone: 0845 300 9923

Internet: <http://www.hse.gov.uk/riddor/report.htm>

The ICC is open between 0830 and 1700 Monday to Friday.

#### **7. Safe System of Work**

All accidents and near-miss incidents must be reported, however minor. In order to achieve this, the following procedure should be adopted.

1. Obtain treatment for the injury from a first aider or other appointed person.
2. Make the area safe following the incident (e.g., by using barriers, warning notices), to safeguard other personnel in the vicinity (except where the accident results in a major injury, in which case the scene should be left undisturbed until advised otherwise by the enforcing authority).
3. Enter details in the accident book.

4. Inform the injured person's manager (or a responsible person) of the incident.
5. Keep Wat-Er-Save Services Ltd. informed of any after-effects of the incident, including periods of total or partial incapacity for work.
6. Review existing workplace risk assessments and safe systems of work in light of the accident investigation results.

## 8. Record Keeping

A record must be kept of all accidents and dangerous occurrences (near-miss incidents). All sites must keep an accident book which meets with the requirements of the Social Security (Claims and Payments) Regulations. The accident book must contain specific information relating to the incident. An approved form of accident book is available from many suppliers and is designed to enable compliance with the Social Security (Claims and Payments) Regulations and to assist employers in identifying injuries reportable under RIDDOR 2013. The record must contain the following information:

- a) the date and time of the incident
- b) the full name and address of the person(s) affected
- c) the person completing the entry if different from (b) above
- d) the occupation of the person(s) affected
- e) the nature of the injury or condition
- f) the place where the accident or near miss occurred
- g) a brief but clear description of the circumstances.

Additionally, under RIDDOR 2013, when a person not at work is involved in a reportable accident, then the name, status (e.g., bystander, visitor or customer) and nature of injury must be recorded as part of the incident record. The date and method of reporting events to the enforcing authority, e.g., by telephone, must also be kept. The accident book must be retained for at least three years from the last date of entry. Details of any training provided to those responsible for reporting accidents and near misses should also be recorded elsewhere. (The same reporting duties apply in respect of the self-employed.)

Copies of all accident report forms must be forwarded to Head Office for retention. Where appropriate, the details of the accident are to be recorded in the site accident book.

## ALCOHOL and DRUGS

### 1. General Statement

Wat-Er-Save Services Ltd. is concerned to provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work. The policy, which applies to all employees, aims to:

- a) promote the health and well-being of employees and to minimise problems at work arising from the effects of alcohol or drugs
- b) identify employees with possible problems relating to the effects of alcohol or drugs at an early stage
- c) offer employees known to have alcohol or drug-related problems affecting their work referral to an appropriate source for diagnosis and treatment if necessary.

The policy does not apply to an employee who commits a clear breach of company rules due to overindulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate. The persons responsible for implementing this policy are the Directors.

### 2. Arrangements for Securing the Health and Safety of Workers

Wat-Er-Save Services Ltd. will, in consultation with workers and their representatives:

- a) advise all existing employees and all persons starting work of the risks to health arising from the effects of alcohol or drugs (including some legitimately prescribed medications)

- b) encourage employees, who may have alcohol or drug-related problems which affect their work, to take advantage of Wat-Er-Save Services Ltd. Referral procedure for diagnosis and treatment
- c) enable supervisors and managers to identify job performance problems that may be attributable to the effects of alcohol or drugs and to consult with the appropriate company specialist to determine whether there is sufficient concern to warrant a medical evaluation
- d) in cases where the effects on work of misuse of alcohol or drugs is confirmed or admitted, agree upon a programme of treatment in consultation with Wat-Er-Save Services Ltd. medical advisor and the employee
- e) instruct Wat-Er-Save Services Ltd. medical advisor to co-ordinate, monitor and if necessary participate in the treatment, which may involve recourse to, or liaison with, the general practitioner (GP), counsellor, hospital outpatient department or in-patient care.

Wat-Er-Save Services Ltd. will establish policy rules relating to an employee who is found to have misused alcohol or drugs or admits to the same. The policy rules may cover:

- a) disciplinary action for refusal to accept help
- b) conditions for accepting treatment
- c) future employment if treatment proves to be successful
- d) observation of medical confidentiality
- e) effects upon pensions, benefits and employment rights.

### 3. Information and Training

Wat-Er-Save Services Ltd. will provide sufficient information, instruction and training as is necessary to ensure that all employees have the knowledge required:

- a) to understand the dangers associated with the effects of alcohol or drugs at work and Wat-Er-Save Services Ltd. policy regarding this
- b) to understand Wat-Er-Save Services Ltd. procedures that will be adopted where there is found to be a deterioration in work performance from these effects
- c) to understand the legal consequences of their actions.

Managers and supervisors will be given additional training, as necessary, to enable them to deal with any physiological problems that may arise as a result of the effects of alcohol or drugs upon work performance.

### 4. Safe System of Work

The effects of alcohol or drugs at work can create serious health and safety risks. Therefore, the following rules should be adhered to.

1. Do not come to work under the influence of alcohol or drugs.
2. Do not bring alcohol or non-prescribed drugs on to company premises.
3. Check with your doctor or pharmacist about the side-effects of prescribed medications.
4. Never drive or operate machinery if you are affected by alcohol or drugs.
5. Ask your general practitioner or Wat-Er-Save Services Ltd. for guidance and advice on sensible limits of alcohol consumption.
6. Offer support and advice to colleagues who you suspect of suffering from alcohol or drug abuse: do not "protect" them by keeping silent.
7. Ask for assistance if you feel that matters are beyond your own control.

## ASBESTOS

### 1. General Statement

Wat-Er-Save Services Ltd. acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed as far as is reasonably practicable. This will be achieved by

minimising exposure through the management of asbestos-containing materials in the workplace premises. Everyone who needs to know about the asbestos will be effectively alerted to its presence. No one will be allowed to start work that could disturb asbestos unless the correct procedures are to be employed. This policy requires the full cooperation of management and staff at all levels. The persons responsible for the implement of this policy are the Directors.

## **2. Arrangements for Managing Asbestos in the Workplace Premises**

Asbestos-containing materials within the worksite will be managed to ensure the prevention of the presence of asbestos fibres in the air that can be inhaled by employees and others who may be present in the workplace.

## **3. Assessment**

The workplace will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary. The amount and condition of the asbestos-containing material will be assessed and the measures identified to ensure that airborne asbestos fibres are not present or formed in the workplace.

## **4. Written plan**

A written plan that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps taken to put the plan into action. The plan and the arrangements will be reviewed at regular intervals, or when there has been a significant change.

## **5. Control of access to asbestos-containing materials**

Access to asbestos-containing materials in the workplace will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. A plan or register showing the location of all asbestos-containing materials and presumed asbestos-containing materials will be made available. Systems will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of its location.

## **6. Monitoring and maintenance**

The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

## **7. Asbestos-related emergencies**

Procedures, including the provision of information and warning systems, to deal with asbestos-related incidents, will be in place, unless there is only a slight risk to the health of employees.

## **8. Arrangements for Controlling Work on Asbestos in the Workplace Premises**

Anyone working on, or removing asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres. Where work on asbestos insulation, asbestos coating or asbestos insulating board is to be carried out a contractor licensed under the Asbestos (Licensing) Regulations 1983 (as amended) (as amended) will be employed, unless the work is exempted from the Regulations.

## **9. Selection and control of contractors to work on asbestos-containing materials**

When contractors are engaged to work in the premises adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health. Only contractors licensed under the Control of Asbestos Regulations 2012 (CAR) will be used for the removal of Asbestos insulation, asbestos, asbestos coating or asbestos insulating board unless it involves of short duration. Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with CAR and employ the procedures set out in HSG247: and HSE Asbestos Essentials Task Sheets: Asbestos Essentials Task Manuals. When any contractor who may do work on the premises, arrives on the site they must report to a nominated person or a contact. Where appropriate a permit to work system will be operated.

## **10. Procedures for Dealing with Health and Safety Issues**

Where an employee raises a problem related to health and safety in the use of asbestos, Wat-Er-Save Services Ltd. will:

- a) take all necessary steps to investigate the circumstances
- b) take corrective measures where appropriate, and

- c) advise the employee of actions taken.

Where a problem arises in the condition of asbestos-containing material in the premises or during work with an asbestos-containing material, the employee must:

- a) inform a responsible person immediately, usually a supervisor or manager
- b) in the case of an accident or emergency, respond quickly to ensure effective treatment.

## 11. Safe System of Work

Asbestos is hazardous to the employee and others if asbestos fibres are inhaled. The formation of airborne asbestos fibres can be prevented if the asbestos-containing materials in the workplace are maintained in good condition and not damaged. This can be achieved if you:

- a) do not carry out any work without consulting the nominated person
- b) do not work upon asbestos-containing material without an assessment of the risk
- c) follow the written plan at work
- d) use the control measures identified as necessary to carry out the work without risk to health, and
- e) report any damage or deterioration of asbestos-containing materials or any incidents during work with asbestos.

## 12. Record Keeping

Records must be kept of the following.

1. Management of asbestos-containing materials:
  - a) a plan showing the location of asbestos-containing materials within the premises
  - b) a plan outlining the measures to be taken to manage the risks from the asbestos-containing materials in the premises
  - c) records of information obtained during the selection of licensed asbestos removal contractors.
2. Work with asbestos:
  - a) assessment of potential exposures from work operations involving asbestos
  - b) work plans for work involving asbestos
  - c) information, instruction and training given to employees
  - d) maintenance of engineering checks, inspections and regular examinations by competent persons
  - e) air monitoring results (where appropriate)
  - f) health records and surveillance of employees exposed to asbestos above the action level
  - g) provision and maintenance of respiratory protective equipment
  - h) any occurrences of other persons exposed to uncontrolled releases of asbestos above the control limit
  - i) consignment notes under the Special Waste Regulations 1996 (as amended) for waste.

## COMPRESSED GAS CYLINDERS (transportable gas containers)

All reasonable steps will be taken by Wat-Er-Save Services Ltd. to secure the health and safety of employees who work with compressed gas cylinders (transportable gas containers) and associated plant and equipment.

Wat-Er-Save Services Ltd. acknowledges that health and safety hazards may arise from the reception, transport, distribution, storage, use and/or disposal of any compressed gas cylinder or gas contained within it. It is the intention of Wat-Er-Save Services Ltd. to ensure that any risks are reduced to a minimum. Adequate training will be given and the correct information on safe working procedures will be supplied to each employee handling compressed gases.

The implementation of this policy requires the complete cooperation of all members of management and staff. Existing channels of communication with employees or their representatives will be utilised for dealing with such

problems that may arise. Wat-er-Save operates a no blame culture and openly encourages employees and other stakeholders to feedback any health and safety concerns and improvement ideas to a Director. No employee will be penalised for highlighting something that could potentially harm someone inside or outside the business. The persons responsible for implementing this policy are the Directors.

## 1. Arrangements for Securing the Health and Safety of Workers

Wat-Er-Save Services Ltd. will, in consultation with employees and/or their representatives:

- a) carry out an assessment of each workstation or operation to note any risks with substances, plant or equipment that may affect the worker or the environment
- b) take all necessary measures to rectify or reduce to a minimum any risks highlighted as a result of the assessment
- c) introduce changes in work procedures wherever possible to reduce the risk to the worker or the environment
- d) introduce safety devices into the plant and equipment or supply all necessary PPE in order to minimise the risk of injury or damage to persons, plant or the environment
- e) provide employees with accurate information on the safe use of compressed gas cylinders (transportable gas containers) and gases and the plant and equipment used in conjunction with them.

## 2. Procedures for Dealing with Health and Safety Issues

When a matter related to health and safety is raised by an employee regarding the safe use, etc of working with compressed gas cylinders (transportable gas containers) and gases contained within them, Wat-Er-Save Services Ltd. will:

- a) investigate the circumstances of the enquiry or complaint
- b) take the necessary corrective measures where appropriate
- c) advise the employee of the action taken

Where a problem arises regarding either the use of compressed gas cylinders (transportable gas containers), gases contained within them or plant and equipment used with them, employees must adopt the following procedures:

- a) inform a responsible person immediately
- b) in the case of a health condition, advise Wat-Er-Save Services Ltd. doctor or
- c) their own general practitioner.

## 3. Information and Training

Wat-Er-Save Services Ltd. will provide sufficient information, training and instruction as is necessary to ensure the health and safety of workers involved in the use or handling of compressed gas cylinders (transportable gas containers), gases and plant or equipment used with them. This provision also applies to others not in direct contact with gases or equipment (such as purchasing staff) as well as temporary staff and contractors.

## 4. Personal protective equipment

Employees are entitled to the supply of all PPE, its periodic replacement due to fair wear and tear and its inspection by a competent person at intervals recommended by the equipment supplier or statutory requirement.

## 5. Safe System of Work

Badly located equipment or incorrect positioning of plant and equipment can result in discomfort and in some cases permanent disability. Poor planning of the working procedure can also add to these conditions. These situations can be avoided by adopting some simple precautions.

1. Make sure that all equipment is operating correctly and that the working position is comfortable.
2. Follow any safe system of work or other procedure which has been devised for the task.
3. Ensure that breaks are taken during long periods of a working procedure.

4. Be aware of safety devices installed in the plant or equipment.
5. Use any PPE provided and ensure that it is properly maintained.
6. Do not allow modification of or tampering with gas cylinders or plant or equipment used with them.
7. If any faults in the equipment are apparent, cease work and report to the immediate supervisor.

## 6. Record Keeping

Records should be kept of the following.

1. Information and training given to employees.
2. Assessments of the risks associated in using compressed gases.
3. Actions taken as a result of the assessments.
4. Supply and training in the use of PPE.
5. Modifications and safety devices fitted to existing and new plant and equipment.
6. Incidents involving compressed gases, cylinders or related equipment.
7. Ill health/injury related to use of compressed gases, etc.
8. The supply and return of compressed gas cylinders (transportable gas containers).
9. Copies of certificates and design specifications.

## DRIVING

Employers need to recognise the specific risks involved in driving vehicles as part of employment and the full range of factors that may affect these risks. Wat-Er-Save Services Ltd. recognises that the use of motor vehicles on company business requires additional health and safety measures to protect both employees and third parties. The employer recognises that the occupational risks associated with driving are related to a wide range of factors including:

- a) driver competence
- b) vehicle fitness for purpose
- c) shift working and total hours worked
- d) unaccompanied working
- e) the nature of the goods being transported.

The employer is committed to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving on company business.

### 1. Arrangements for Securing the Health and Safety of Workers

Wat-Er-Save Services Ltd. acknowledges that those driving on company business may be at increased occupational risks related to:

- a) fatigue
- b) stress
- c) working alone
- d) unforeseen events.

Wat-Er-Save Services Ltd. recognises that procedures and processes need to be developed and maintained to reduce these risks as far as reasonably practicable and to take steps to effectively manage those that cannot be avoided. To this end Wat-Er-Save Services Ltd. will:

- a) undertake that risk assessments are completed and that journeys are planned and allocated in accordance with the findings of these assessments
- b) ensure as far as is reasonably practicable that all those driving on business are competent and fit to do so

- c) provide any additional training that may be deemed necessary to reduce driving related occupational risks
- d) encourage a sensible and mature attitude towards motor vehicles and driving in all employees
- e) ensure as far as is reasonably practicable that company vehicles are suitable for their purpose
- f) provide and maintain additional tools and equipment necessary for the purposes of the journey
- g) provide sufficient information and guidance for management to enable them to understand the additional occupational risks involved in driving.

## 2. Safe System of Work

All employers have the duty to develop, implement and maintain safe systems of work for all employees regardless of the nature of the employees' tasks and the environment within which they are performed. This requires that adequate processes and procedures are in place to manage driver-related risks. With respect to reducing occupational risks to employees who are required to drive as part of their employment Wat-Er-Save Services Ltd. will put procedures in place to ensure:

1. **Fitness of the vehicle for its purpose.** Wat-Er-Save Services Ltd. will ensure that vehicles used in journeys are matched with the purpose of the journey and that they are suited as far as reasonably practicable to any load being transported, terrain to be covered and delivery conditions. Wat-Er-Save Services Ltd. Will also ensure as far as is reasonable practicable that any vehicles provided by Wat-Er-Save Services Ltd. are suited to the needs of the driver and those involved in loading and unloading from company vehicles. Where appropriate additional tools will be provided for the loading and unloading of vehicles.
2. **Breakdown and repair.** Wat-Er-Save Services Ltd. will ensure that drivers have adequate access to technical and personal support in the case of breakdown or accident. These services will be provided in a prompt and reliable manner by competent persons.
3. **Vehicle maintenance.** Wat-Er-Save Services Ltd. will ensure that competent personnel maintain all vehicles registered for use on company business to a sufficient standard. Wat-Er-Save Services Ltd. will ensure that necessary repairs are made in a reasonable timeframe and that no vehicle in an unfit state will be knowingly used on company business.
4. **Safe working hours.** Wat-Er-Save Services Ltd. recognises the particular importance of guarding against fatigue and stress to safeguard the health and safety of those driving on company business and of other road users and third parties. Wat-Er-Save Services Ltd. will ensure that effective and robust policies and procedures are in place to manage the hours worked by those driving on company business. These procedures will ensure that drivers do not drive more than the permitted hours in a twenty-four hour period, and that drivers receive sufficient time off and rest breaks over the working week to avoid excessive fatigue and stress. Drivers not covered by statutory regulation of hours will be required to maintain their driving hours within sensible limits. In addition, Wat-Er-Save Services Ltd. will take all reasonably practicable measures to develop and maintain a culture of risk awareness in all drivers, particularly amongst younger drivers and those who manage their own driving activities. No employee driving on company business will be encouraged to drive in a manner that may increase the risks to themselves or to other road users. Wat-Er-Save Services Ltd. will take all reasonably practicable measures to ensure that journeys are sensibly scheduled, that unnecessary travel is reduced to the minimum and that sufficient time is allowed for both journey and any loading/unloading. No driver will be penalised for delays due to circumstances beyond their reasonable control or encouraged to extend their working hours in a manner that may increase their own risks of accident or injury or those of other road users. Wat-Er-Save Services Ltd. will roster journeys so that drivers' working hours are kept at the levels recommended by best practice wherever possible and to make sure that drivers get sufficient rest breaks during their working hours. Wat-Er-Save Services Ltd. will install and maintain tracking devices where required and statutory limits on driving hours and driver rest will be rigorously enforced.
5. **Lone worker protection procedures.** Wat-Er-Save Services Ltd. recognises that those driving on company business may face additional occupational risks related to lone working and will take steps to ensure that they can remain in contact with co-workers and others in a manner that allows them to seek assistance when necessary. Wat-Er-Save Services Ltd. will ensure that there are procedures for ensuring that emergency communications channels are provided and maintained for staff working alone. In addition Wat-Er-Save Services Ltd. will take all reasonably practicable measures to ensure that drivers have adequate information regarding the route and destination of a journey taken on company business. Access to necessary navigation



aids and travel instructions will be provided at the commencement of the journey wherever possible. Drivers will also be informed where reasonably practicable of any specific requirements and restrictions at the destination including security and loading/unloading procedures. Wat-Er-Save Services Ltd. will take all reasonably practicable steps to protect employees from violence and/or harassment resulting from their employment as drivers.

6. **Driver safety and compliance with road traffic duties.** Wat-Er-Save Services Ltd. will put in place policies and procedures to ensure that drivers understand their duties under road traffic legislation and drivers' hours regulations (where applicable) to prevent the use and abuse of alcohol and drugs by those who are required to drive as part of their employment.
7. **Driver training.** Wat-Er-Save Services Ltd. will take all reasonably practicable measures to ensure that those who drive as part of their employment are eligible and competent to do so. As part of this Wat-Er-Save Services Ltd. undertakes to provide sufficient driver training and education to ensure that drivers are equipped to manage the situations and circumstances likely to be involved in journeys undertaken on company business. This training may include:
  - a) first aid procedures
  - b) breakdown procedures
  - c) loading/unloading equipment and techniques.

Wat-Er-Save Services Ltd. will also ensure that all drivers receive training on their duties under the road traffic legislation and drivers' hours regulations (where applicable) on the need to reduce additional risks. This training should include information regarding:

- a) consequences of alcohol and drug use
  - b) the effects of speed and traffic levels
  - c) the effects of fatigue and stress.
8. **General health and safety.** Wat-Er-Save Services Ltd. will ensure that all health and safety policies recognise the special needs of all employees who drive vehicles as part of their employment. Risk assessments and policies on manual handling and the provision of work equipment in particular will make allowance for the needs of drivers and those assisting in the delivery of goods.

### 3. Record Keeping

All employers should ensure that adequate records are kept to ensure that any risk assessments that are required are performed and maintained and that staff are appropriately trained and informed. These records should be sufficient to demonstrate that all reasonably practicable steps have been taken to protect employees and third parties from unnecessary risks associated with the driving of vehicles on the employers business. To ensure that full compliance measures are in place and can be demonstrated all employers should keep the following:

1. **Records of detailed risk assessments.** These should clearly indicate which staff and situations are covered by a risk assessment and they should detail the actions taken as a result of the assessment.
2. **Training and records of those driving motor vehicles** as a part of their employment. These may include records for monitoring driver licences, additional/post licence acquisition driver training, first aid and emergency management training.
3. **Driver performance records.** These should include details of accidents and road traffic offences, driving hours worked and also complaints from the public or other drivers where substantiated.
4. **Vehicle use records.** These may include details on how and when vehicles are used and a record of how vehicles are allocated to drivers.
5. **Vehicle maintenance records.** These should cover mileage, insurance, repair and usage records for all company owned/operated vehicles.

## ELECTRICITY at WORK

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. Wat-Er-Save Services Ltd. acknowledges that work on electrical equipment can be hazardous and it is therefore Wat-Er-Save Services Ltd.'s intention to reduce the risks as far as is possible. The implementation of this policy requires the total cooperation of all members of management and staff, as well as any contractors hired to carry out work involving electrical equipment. The person responsible for implementing this policy are the Directors.

Where a problem arises related to electricity at work, employees must inform a responsible person immediately and Wat-Er-Save Services Ltd. will then take the necessary measures to investigate and remedy the situation.

### 1. Arrangements for Securing the Health and Safety of Workers

Wat-Er-Save Services Ltd. will, in consultation with workers and their representatives:

- a) ensure that electrical installations and equipment are installed in accordance with the current Institute of Electrical Engineers (IEE) Wiring Regulations
- b) maintain the fixed installation in a safe condition by carrying out routine safety testing
- c) inspect and test portable and transportable equipment as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, ie how carefully it is handled)
- d) promote and implement a safe system of work for maintenance, inspection or testing
- e) forbid live working unless absolutely necessary, in which case a permit to work must be issued before work begins
- f) ensure that employees who carry out electrical work are competent to do so
- g) forbid all work by Wat-Er-Save Services Ltd.'s staff on equipment or systems above 650 volts: such work will be carried out under contract by approved contractors who are required to be competent, trained and equipped for this work
- h) exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) Wat-Er-Save Services Ltd.'s health and safety arrangements
- i) provide suitable personal protective equipment if required, maintaining it in a good condition
- j) maintain detailed records of (a)–(i) above.

### 2. Information and Training

Wat-Er-Save Services Ltd. will provide information, instruction and training for all employees to enable them to carry out their duties without putting their health and safety at risk. Electrical work should only be carried out by competent persons. If it is found necessary to use in-house technical staff to carry out such work, they will be adequately trained to the level required.

### 3. Safe System of Work

Most people are aware of the health and safety hazards associated with electricity. To avoid injury, or worse, it is essential to adopt the following precautions.

#### Faulty Equipment

1. Report faults immediately. Do not use or continue to use faulty equipment.
2. Do not carry out repairs, etc, or even fit plugs, unless you are authorised to do so.

### 4. Portable and Transportable Electrical Equipment

1. Personal issue equipment should be visually inspected at least once a week by the user.
2. Equipment used out of doors should be 110 volt or be supplied via a residual current device (RCD).
3. Avoid using long extension leads wherever possible. If their use is unavoidable, ensure that the connector is manufactured to BS 4343 (this has been replaced by BS EN 60309-2, but still remains current).

### 5. Temporary Installations

Temporary wiring must be as safe as a permanent installation and must be replaced by a permanent installation as soon as practicable if it is likely to be needed for a period longer than three months.

## 6. Electrical Work — High Voltage

Do not carry out work on equipment or systems above 650 volts. Only Wat-Er-Save Services Ltd.'s approved contractors are authorised to carry out this work.

### Electrical Work — Voltages up to 650

1. All work on electrical equipment or systems which involve the exposure of conductors must be carried out with the supply switched off, isolated and secured against re-energisation.
2. A proving test to ensure isolation must be completed before starting work and an approved test instrument must be used for this purpose.

## 7 Live Working

1. Live working must be avoided wherever possible. Work on or near live conductors is only permitted when essential for equipment fault diagnosis.
2. Only competent persons can be authorised to carry out live working.
3. A permit to work is required before working live.
4. All practicable precautions must be taken when working live to ensure the safety of persons, including:
  - a) the use of special tools, rubber mats and gloves
  - b) the presence of another authorised person who understands the activity and who is able to handle an emergency (e.g., remove the victim from further danger, administer first aid)
  - c) the erection of safety barriers to keep unauthorised persons out of harm's way.

## 8. Record Keeping

Records should be kept of the following.

1. Inspections and tests of the following (detailing date tested, name of tester and date of next test) plus details of any modifications or repairs made:
  - a) fixed electrical installations
  - b) portable and transportable appliances
  - c) personal protective equipment.
2. Instruments and test equipment used for electrical work.
3. Matters relevant to personal competence and training in respect of persons who carry out, supervise, manage or assess electrical work.
4. Copies of any permits to work issued for work on electrical equipment.
5. Contractor's safety information.
6. Safety information provided to contractors.

## EMERGENCY PROCEDURES

It is the intention of Wat-Er-Save Services Ltd. to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, Wat-Er-Save Services Ltd. acknowledges that despite these measures it cannot be assumed that a major incident will never occur. Although such an incident is highly unlikely if all risks are adequately controlled, the consequences could be catastrophic and so Wat-Er-Save Services Ltd. will plan certain emergency procedures to ensure injury and damage limitation in the event of such an incident. The person responsible for implementing these procedures are the Directors.

The organisation will also endeavour to give information and training as often as is necessary to all employees (and other persons, such as contractors and visitors) to enable a better understanding of these matters.

Any concerns employees may have regarding Wat-Er-Save Services Ltd.'s emergency procedures should be reported to a responsible person immediately. Wat-Er-Save Services Ltd. will then take the necessary measures to investigate and remedy the situation.

## 1. Emergency Arrangements for Controlling a Major Incident

In order to be prepared for any emergency event, Wat-Er-Save Services Ltd. will plan for reasonably foreseeable incidents and prepare a written plan outlining procedures to be followed in such an event. These plans will be discussed with all interested parties before being finalised. (The type of incidents for which plans should be prepared depend on the workplace and the work activity, but typical examples include serious accidents, explosions, floods, fire, bomb threats, spillages or release of hazardous substances or release of radioactivity.

Wat-Er-Save Services Ltd. will, in consultation with workers and their representatives:

- a) carry out a risk assessment to identify foreseeable major incidents for which emergency procedures would be required
- b) establish procedures to be followed by employees in the event of an emergency situation, including:
  - a. raising the alarm
  - b. means of escape
  - c. assembly points and "safe havens"
  - d. summoning the emergency services
  - e. evacuation of disabled persons
- c) appoint persons to be responsible for specific procedures in the event of an emergency situation (plus deputies for those listed below to cover holiday or sick leave), including:
  - a. incident controller
  - b. site main controller
  - c. employees responsible for shutting down plant and making it safe before evacuating the area
  - d. fire wardens and fire marshals
  - e. persons responsible for emergency power supplies and lighting
  - f. persons responsible for moving equipment to or from the scene of the incident
  - g. first aiders
  - h. rescuers (if appropriate)
- d) provide a written version of the procedures to all personnel, including details of the responsibilities of persons listed in (c)
- e) ensure that the plans cover night and shift working, weekend working and closures for holidays
- f) ensure there is an up to date call-out list for key personnel and that this is readily accessible
- g) clearly label all important items such as shut-off valves, electrical isolators and fire points or equipment
- h) at regular intervals stage evacuation drills, test and check emergency equipment and inspect the means of escape
- i) keep all access routes for emergency services and all escape routes clear at all times
- j) assist the emergency services by clearly marking the premises and by drawing up a simple plan of the premises (e.g., showing the location of hazardous substances)
- k) reassess the emergency plan at regular intervals and following any major change in process plant and personnel, and update or alter it as necessary
- l) provide training in emergency procedures for all employees, plus specialist training for those with special responsibilities.

## 9. Record Keeping

Employers must maintain satisfactory records which must be readily available for inspection at any reasonable time by the relevant enforcing authorities. Records should be kept of the following.

1. Procedures to be followed in the event of an emergency.
2. Competent persons responsible for implementing procedures.
3. Details of emergency evacuation drills and any other relevant training provided.
4. Maintenance of emergency alarms and other equipment for use in an emergency.

## FIRE PREVENTION

As far as reasonably practicable, all steps shall be taken by Wat-Er-Save Services Ltd. to prevent, or minimise the probability of, all causes of fire. Wat-Er-Save Services Ltd. acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly scrutinised to ensure that they are adequate, ie fire evacuation drills, inspections of the means of escape and maintenance of fire warning systems and fire-fighting equipment will take place regularly. To this end all employees shall be given suitable instruction in basic fire prevention measures. Any employees involved in processes or activities that give rise to special fire hazards shall be given appropriate training in avoidance of fire. Employees should report any concerns they have about fire hazards, etc to a responsible person, so that Wat-Er-Save Services Ltd. can take the appropriate measures to eliminate the problem. The persons responsible for the implementation of this policy are the Directors.

### 1. Arrangements for Securing the Health and Safety of Workers

Periodic inspections and assessments shall be carried out to identify fire risks and ensure that appropriate precautions are in place. Wat-Er-Save Services Ltd. will ensure that housekeeping standards are such as to minimise the risk and development of fire. Effective security precautions shall be taken to minimise the risk of arson both within buildings and on the grounds of every site.

Wat-Er-Save Services Ltd. will also exercise suitable control over contractors' operations and the fire risks associated with such operations; all contractors working on company premises shall be bound, under the terms of their contract, to comply with Wat-Er-Save Services Ltd.'s conditions for contractors. (Guidance on this subject is found in Fire Prevention on Construction Sites (published jointly by the Building Employers Confederation, the Loss Prevention Council and the National Contractors Group).

In accordance with The Regulatory Reform (Fire Safety) Order 2005. Wat-Er-Save will undertake a Fire Risk Assessment for all premises it occupies or is responsible for. This will follow the five steps to fire risk assessments process as endorsed by the HSE. <https://www.gov.uk/government/publications/fire-safety-risk-assessment-5-step-checklist> In addition the company will implement the following fire prevention measures.

### 2. Electrical safety

Much can be done to prevent fires of electrical origin simply by good maintenance and routine inspection of equipment. Wat-Er-Save Services Ltd. will therefore:

- a) arrange for testing and inspection of the fixed electrical installations and portable appliances in accordance with the current edition of the Institution of Electrical Engineers' Regulations for Electrical Installations (equivalent to BS 7671: 1992) (consideration should be given to the use of residual current devices, which detect earth leakage and automatically isolate the associated circuit)
- b) take appropriate precautions to reduce the risk of ignition by electrical equipment or other sources of ignition in any areas where combustible dusts, flammable liquids or flammable gases are used or stored
- c) arrange for employees' personal electrical equipment intended for use on company premises to be inspected and tested by a competent person before use and at regular intervals
- d) arrange for any portable heaters (to be provided by Wat-Er-Save Services Ltd. only) to be inspected and tested by a competent person before use, sited so as to avoid any risk of ignition of combustible materials and returned to store after use (radiant bar electric fires are prohibited under all circumstances).

### 3. Smoking

Wat-er-Save Services Ltd. Smoking is NOT permitted in any building (including client buildings) or in company vehicles. Smoking is also prohibited whilst onsite (Except in permitted designated smoking areas) including the following areas:

- a) wherever discarded smokers' materials are likely to act as a source of ignition
- b) wherever a fire could develop unnoticed
- c) wherever even a small fire could result in significant loss.

#### 4. Arson

To prevent arson by outsiders, Wat-Er-Save Services Ltd. will provide measures such as secure boundaries (e.g., site fences and intruder-resistant external doors), security lighting, intruder alarms, patrols by security personnel and controlled access to ensure that only authorised people enter the premises.

#### 5. Safe System of Work

In all fire prevention instructions to employees the following items should be included to ensure safe working arrangements.

1. Observe the following safety measures with regard to electrical equipment:
  - a. avoid temporary connections and joints in cables
  - b. avoid the use of adaptors and extension leads as far as practicable
  - c. do not carry out work on electrical installations; only competent, qualified persons should undertake this work
  - d. ensure that there is a clear space around switchgear, light fittings and appliances that are sources of heat
  - e. avoid bringing your own electrical appliances to work if at all possible, but if you do, ensure that the equipment is inspected and tested before use and put on the same maintenance routine as Wat-Er-Save Services Ltd.'s electrical appliances
  - f. switch off all electrical equipment at the end of the working day unless its operation is required; in small premises, complete isolation of the entire electrical installation may be necessary.
2. Reduce the risk of arson by:
  - a. ensuring that security doors are not left open
  - b. reporting any failure of security lighting
  - c. being vigilant; challenge those whom you suspect to be unauthorized personnel.
3. Never smoke in the following areas:
  - a. wherever flammable liquids or gases, or combustible dusts, may be present
  - b. wherever large amounts of combustible storage, wastes, packing materials, etc are present
  - c. warehouses, storage areas, stockrooms and loading bays
  - d. plant rooms
  - e. infrequently visited areas
  - f. computer rooms and other areas housing sensitive electronic equipment.
4. Keep your work area clean and dispose of waste regularly and safely.

#### 6. Record Keeping

Maintenance of fire warning systems, fire-fighting equipment and fire detectors is part of fire prevention and proper maintenance records are therefore essential. Records of fire evacuation drills and inspections of the means of escape should also be kept. Electrical sources of ignition are one of the three major causes of fire. Therefore, records should be kept of inspections and tests of electrical installations and portable electrical equipment. General fire safety training (see s.2 of HSW Act) should include instruction on fire prevention and should be recorded.

## 7. The Regulatory Reform (Fire Safety) Order 2005

Water-Er-Save Services Ltd will comply with the Regulatory Reform (Fire Safety) Order 2005. In complying it will ensure a Fire Risk Assessment is undertaken for all premises it occupies by a competent person. It will ensure a 'Responsible Person' is identified and is aware of their responsibilities. The Responsible Person will ensure the deployment of suitable Fire Safety precautions, means to warn occupants of Fire and Fire Fighting means. The Responsible Person will also ensure all occupiers and staff have been made aware of the contents of the Fire Risk Assessment, undertake regular Fire evacuation exercises and are trained in the use of Fire Fighting equipment.

## FIRST AID

Wat-Er-Save Services Ltd. is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work. First Aid provision will be evaluated by means of undertaking a First Aid needs assessment. To this end, Wat-Er-Save Services Ltd. will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organisation are met.

Should employees have concerns about the provision of first aid within the organisation, they should inform a responsible person to enable Wat-Er-Save Services Ltd. to investigate and rectify the situation if necessary. The persons responsible for the implementation of this policy are the Directors. The company will comply with the provisions of The Health and Safety (First-Aid) Regulations 1981.

### 1 Arrangements for Securing the Health and Safety of Workers

#### 1.1 First aid personnel

First aid personnel are employees who have volunteered for the role and who have been assessed as being suitable. Where there are insufficient numbers of volunteers, Wat-Er-Save Services Ltd. will nominate a person from each area to take charge of the situation where an employee becomes injured or ill and requires attention. The appointed person need not necessarily be a qualified first aider but he or she will be given a clear indication of his or her responsibilities and the training required in order to effectively discharge them.

First aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements. First aid personnel will be provided with retraining at regular intervals in order to ensure that their skills are maintained.

Wat-Er-Save Services Ltd. will ensure that there are sufficient first aid personnel within the workplace to adequately cover for every shift through the carrying out of a first aid assessment. This includes night shifts and weekend working (where relevant). Notices will be displayed in all workplaces giving the location of first aid equipment and the name(s) and location(s) of personnel concerned.

#### 1.2 Legal indemnity of first aiders

It is unlikely that first aid personnel rendering assistance to a colleague will become subject to legal action because of a deterioration in the colleague's condition. However, Wat-Er-Save Services Ltd. has arranged to guard against this possibility by providing through its insurance policies indemnification for any member of staff who assists an employee who becomes ill or is injured at work, either on or off the premises.

#### 1.3 First aid boxes

First aid boxes are provided within the workplace to ensure that there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies which are required under law. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes. The location of first aid boxes and the name of the person responsible for their upkeep will be clearly indicated on notice boards throughout the workplace. First aid boxes will display the following information:

- a) the name of the person responsible for their upkeep
- b) the nearest location for further supplies
- c) the contents of the first aid box and replenishing arrangements
- d) the location of the accident book.

First aid boxes are maintained and restocked when necessary by authorised personnel. These personnel will be aware of the procedure for re-ordering supplies.

## 1.4 Portable first aid kits

For work away from the normal workplace, where access to facilities may be restricted. Examples of these circumstances include:

- a) work with potentially dangerous tools and machinery away from base location
- b) staff travelling abroad on business
- c) staff travelling in vehicles on a regular basis, e.g., contracts manager
- d) staff whose work takes them to isolated or remote locations

## 2. Recording accidents

All accidents must be recorded, however minor. Wat-Er-Save Services Ltd. has provided an accident book in which all incidents must be noted. The accident book is housed in a central location, details of which are displayed on first aid boxes. It is the responsibility of employees to ensure that they complete an entry in the accident book as soon as possible after the injury has occurred. Where the injured person is unable to enter his or her account into the accident book, the first aider or witness (where relevant) should enter details on the employee's behalf. Where an accident results in admittance to hospital, or inability to continue work, the relevant manager must be informed immediately.

For the purposes of maintaining first aid supplies, first aiders should keep a record of those supplies that are used, by whom and for what reason.

## 3. Safe Systems of Work

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment is available at the workplace.

1. First aid personnel must inform Wat-Er-Save Services Ltd. when their training certification period is nearing expiry.
2. Management must ensure that employees are familiar with the identity and location of their nearest first aider and first aid box.
3. The name(s) and location(s) of first aid personnel and equipment must be displayed on the first aid box, on the door of the first aid room and on notice boards.
4. Ensure that information displayed on notice boards, the first aid room and first aid boxes is updated to reflect any changes in location or changes in appointed personnel which may take place.
5. Ensure that the contents of each first aid box are regularly checked to establish that supplies are sufficient to meet requirements.
6. Order replacement supplies immediately after equipment has been used.
7. Ensure that there is easy access to first aid equipment and the first aid room at all times.
8. Summon professional medical assistance where necessary.
9. Ensure that details of all accidents are reported and entered into the accident book.

## 4. Record Keeping

Records should be kept of the following:

- a) first aiders' details
- b) training provided to first aiders
- c) first aid supplies, including location and content of boxes, and the person responsible for checking and reordering supplies
- d) details of first aid treatment administered.

All accidents, however minor, must be recorded, details of which should be kept in an accident book (further details are given earlier in Accident and Near-Miss reporting).



## HAZARDOUS SUBSTANCES

Wat-Er-Save Services Ltd. acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

Wat-Er-Save Services Ltd. undertakes to control exposure by engineering means where reasonably practicable. Where exposure cannot be adequately controlled by engineering means, appropriate PPE will be provided free of charge after consultation with employees or their representatives.

All employees will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health. The implementation of this policy requires the total cooperation of all members of management and staff. The persons responsible for implementing this policy are the Directors.

### 1 Arrangements for Securing the Health and Safety of Workers

Wat-Er-Save Services Ltd. will, in consultation with workers and their representatives, implement the following.

1. An inventory of all substances hazardous to health kept on site will be maintained, with appropriate hazard information.
2. Competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control.
3. All operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken where elimination or substitution of the hazardous substance is not possible.
4. Engineering controls will be properly maintained and monitored to ensure their continued effectiveness. This will be achieved by planned preventive maintenance and annual performance monitoring.
5. All employees, and others who may work in the affected areas, will be informed of the purpose and safe operation of all engineering controls.
6. PPE will be used only as a last resort or as a back up measure during testing or modification of other controls.
7. The type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions. Where possible, the number of different types will be minimised to prevent mistakes with servicing or replacement.
8. Each assessment will be reviewed annually and all operations using hazardous substances will be reassessed every three years.
9. Health surveillance of employees, where indicated to be necessary by the assessment, will be carried out by qualified professionals.
10. Employee health records will be kept of all exposures to substances hazardous to health for a minimum of 40 years.
11. All employees will be provided with comprehensible information and appropriate training on the nature of the hazardous substances with which they are working and they will be informed about any monitoring and health surveillance results.
12. All changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

### 2. Procedures for Dealing with Health and Safety Issues

Where an employee raises a point related to the use of substances hazardous to health

Wat-Er-Save Services Ltd. will:

- a) ensure that the hazard associated with the substance has been correctly identified
- b) ensure that the assessment of the use of the substance is correct and up to date
- c) ensure that the controls in place are adequate
- d) correct any observed deficiencies in the control of the hazards

- e) inform the employee, and his or her representative where appropriate, of the results of the investigation and actions taken.

If an identified exposure has taken place, those affected, and their managers and representatives, will be informed immediately. Possible health effects will, in addition, be communicated to Wat-Er-Save Services Ltd. occupational health physician and the employee's own general practitioner.

### 3. Information and Training

Wat-Er-Save Services Ltd. will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors. Managers and supervisors of areas that use substances hazardous to health will be given additional training to ensure the proper management of the risks.

### 4. Safe System of Work

Employees must be encouraged to report defects and systems must be in place for prompt repair and for the provision of temporary replacement controls (e.g., PPE). The following steps can be taken to minimise the risk:

- a) ensure hazard information is kept up to date
- b) ensure assessments are reviewed annually and reassessed every three years or when material changes are made
- c) ensure employees are trained in the nature of the hazards and use of control measures
- d) ensure controls are maintained and monitored
- e) ensure all documentation is comprehensive and comprehensible
- f) encourage employees to report faults and problems.

### 5. Record Keeping

Under the provisions of COSHH, records should be kept of the following.

1. Inventory of risks of exposure.
2. Assessment of risks of exposure.
3. Control measures provided.
4. Methods of use of control measures and defect/fault reporting.
5. Examination, testing and repairing of control measures. Either the record itself, or a summary, must be kept for a minimum of five years (regulation 9).
6. Exposure monitoring: for five years if a record of background exposure or control proving record, and for 40 years if a record of exposure of an identifiable employee (regulation 10).
7. Individual health record of exposure or potential exposure for 40 years from date of last entry (regulation 11).
8. Training given to employees.

Although COSHH specifically requires records of 5, 6 and 7 above, other items (1, 2, 3, 4 and 8 above) will also be needed to demonstrate full compliance.

## HOUSEKEEPING

Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and/or organisational deficiencies within the workplace. Wat-Er-Save Services Ltd. recognises the need to ensure that adequate standards of housekeeping are achieved. This policy is designed to ensure that Wat-Er-Save Services Ltd. attains the highest possible standards and is in accordance with its commitment to provide a safe place of work; the person responsible for its implementation are the Directors.

Examples of poor working practices include:

- a) untidiness
- b) lack of thought and consideration by the individual
- c) ignoring rules and procedures.

Poor housekeeping resulting from organisational arrangements includes:

- a) badly designed systems of work
- b) insufficient space for work activity
- c) inadequate storage facilities
- d) lack of training or information
- e) poor supervision
- f) infrequency or inefficiency of cleaning arrangements.

## 1. Organisational Arrangements for Housekeeping

### 1.1 Inspections of the workplace

Workplace inspections will be carried out on a regular basis by designated personnel to identify areas where standards require improvement. These areas will be highlighted for remedial action.

### 1.2 Storage facilities

Storage areas will have been defined within the workplace. Requirements should be reviewed periodically and whenever refurbishment or relocation takes place. Articles and substances will be stored in defined areas at all times.

## 2. Information and Training

Suitable information and training will be provided to all employees in housekeeping arrangements within the workplace and in standards that must be achieved.

### Responsibilities — Manager and Supervisor

Managers and supervisors must ensure that their areas of responsibility maintain satisfactory standards of housekeeping at all times. The following duties apply.

1. Ensure that articles are not left in walkways or on the floor.
2. Ensure that there are no trailing cables.
3. Ensure that articles are stored in designated places.
4. Regularly check the working area to ensure that satisfactory standards of housekeeping are maintained.
5. Arrange for obsolete or unwanted articles of furniture to be removed.

### Responsibilities — Employees

Employees are responsible for the following.

1. Ensuring that they do not allow waste materials to accumulate in their working area, and keeping their workstations tidy.
2. Acting in accordance with information and training relating to housekeeping in the workplace.
3. Reporting problems relating to storage or removal of articles to a responsible person.

## 3. Safe Systems of Work

In order to ensure that satisfactory standards of housekeeping are achieved the following arrangements should be adhered to.

1. Check that the workplace is free from hazards at the beginning of each day.
2. Always put articles away immediately after use.
3. Clear up any spillages, etc immediately.

4. Do not allow objects to protrude into walkways.
5. Ensure that waste materials are properly stored and are removed on a regular basis.
6. Ensure that special arrangements are made for the removal of unusual or extra large objects or substances.
7. Do not store articles or substances anywhere other than in designated areas.
8. Ensure the workplace is tidy and articles and substances have been put away at the end of the shift.

## INDUCTION of NEW EMPLOYEES

In order to secure the health and safety of all employees, Wat-Er-Save Services Ltd. will provide health and safety training to new employees which will be incorporated into general induction training.

Induction training should commence on the first day of employment so that employees are familiar with basic procedures once they are at their place of work. Where this is not possible, induction training will take place as soon as possible after the employee has started work. The persons responsible for this are the Directors.

The training will last as long as required and is dependent on the amount of information contained within the course. (Typically an induction course can last from a half day to three days. For some jobs employees will need skills training courses, in which case the training may last for some weeks.)

The health and safety component of induction training will contain the following:

- a) company health and safety policy — the contents of Wat-Er-Save Services Ltd. policy statement will be covered in detail, including the responsibilities set out in the policy, and will enable the employee to become acquainted with the organisational arrangements
- b) accident reporting procedures/first aid — this will cover the action to take when an accident has occurred, the person to be informed and where to go for first aid treatment (this section will also cover Wat-Er-Save Services Ltd.'s procedure as to the investigation of accidents: the reporting procedure will be explained so that the employee is aware as to what will happen when an accident occurs)
- c) fire procedures and precautions — this section covers action to be taken when the fire alarm sounds and will include:
  - a. the location of the fire exit
  - b. the assembly point
  - c. the responsible person the employee must report to
  - d. further instructions on the action to be taken in the event of discovering a fire
  - e. what to do with machinery or processes left prior to evacuating an area
- d) introduction to safety legislation — the employee should be introduced to the legislation that applies to Wat-Er-Save Services Ltd. and the workplace; examples of legislation that may be covered include:
  - a. the Health and Safety at Work Act 1974 (essential)
  - b. the Management of Health and Safety at Work Regulations 1999 (essential)
  - c. the Health and Safety (Display Screen Equipment) Regulations 1992
  - d. the Control of Substances Hazardous to Health Regulations 2002 as amended
  - e. the Manual Handling Operations Regulations 1992
- e) occupational health — information on the services provided so that employees are aware of the medical services Wat-Er-Save Services Ltd. provides and any health surveillance required for their work activity
- f) site safety rules — this section will cover Wat-Er-Save Services Ltd. and departmental safety rules
- g) safety procedures — items for discussion in this section could include:
  - a. personal protective equipment
  - b. use of ladders
  - c. safe manual handling of loads
  - d. permits to work.

Written information will be provided on the subjects covered on the induction course. This can be in the form of course notes or an employee's handbook. It will be useful for employees to recap if they are unsure on any section of the course. After a suitable period of time, the training will be followed up to assess the effectiveness of the course and to correct any deficiencies or misunderstandings. The induction course will then be used as a basis for additional safety training in the future.

## 1. Safe System of Work

In order to instil the importance of a safety culture into employees' minds as soon as they start work, effective induction training with regard to health and safety is essential. The following procedures should be followed.

1. Arrange for induction training to be given as soon as possible after the employee has started work.
2. Establish what written information is required.
3. Ensure that all information relevant to the new employee is covered in the training.
4. Ensure that the employee understands the topics covered and has the opportunity to clarify any points arising out of training.
5. After a suitable period of time, the employee should receive a follow up visit from the course presenter to answer any question or correct any misunderstandings arising from the course.

## 2. Record Keeping

Once the induction training has been completed, a record of the training should be kept. The name of the employee, the date and subjects covered should be included. These records can then be used and updated for any further courses attended by the employee. Records must be made available for inspection if requested by an enforcement agency.

## MAINTENANCE of PLANT and EQUIPMENT

Wat-Er-Save Services Ltd. will take all reasonable steps to ensure the safety of all employees maintaining the machinery as well as the safety of those affected by the maintenance work. Wat-Er-Save Services Ltd. will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely. Wat-Er-Save Services Ltd. will seek to inform and train personnel to implement this policy. The implementation of the policy needs the cooperation of all management and staff. The persons responsible for implementing this policy are the Directors.

### 1. Arrangements for Securing the Health and Safety of Workers

Wat-Er-Save Services Ltd. will, in consultation with the maintenance staff and their representatives:

- a) carry out an assessment of how the machinery should be isolated for specific maintenance work
- b) carry out an assessment of how the machinery should be isolated to enable general maintenance work to be carried out safely
- c) carry out an assessment of the maintenance of the machine itself including any heavy parts that have to be moved, any positions that have to be reached to achieve the necessary result (e.g., climbing outside a safety barrier on a crane) and any risks of parts falling
- d) carry out an assessment of how the maintenance of the machine affects its environment
- e) carry out an assessment of all hazards that arise when guards have been removed
- f) take appropriate measures for the protection of any person carrying out maintenance operations which the assessment has shown to involve risk to health or safety
- g) provide any personal protective equipment that might be necessary to carry out the work safely
- h) ensure that employees are aware of the reporting procedures, so that a responsible person is informed of any problems as soon as they arise and remedial action can be taken.

### 2. Information and Training

Wat-Er-Save Services Ltd. will give sufficient information, instruction and training as is necessary to ensure the health and safety of all maintenance staff and any others affected by maintenance of the machinery. Managers responsible for supervising the maintenance of the machinery will be appropriately trained.

### 3. Safe Systems of Work

The Provision and Use of Work Equipment Regulations 1998 outline the following safe systems of work.

1. Work equipment should be maintained in an efficient state, in efficient working order and in good repair.
2. Maintenance logs should be kept up to date.
3. Appropriate work equipment should be provided with suitable means to isolate it from all sources of energy. Appropriate measures should be taken to ensure that reconnection to the energy source will not expose any person using or maintaining the work equipment to any risk to his or her health or safety. Where any electrical power is involved in the machine to be maintained it should always be checked that this is dead before work is started.
4. All persons who maintain machinery and all persons who supervise or manage the maintenance of machinery should have available to them adequate and readily comprehensible safety and health information and, where appropriate, written instructions pertaining to the maintenance of the machinery. This information will include the conditions in which, and the methods by which, the machinery should be maintained, any foreseeable abnormal situations and the action to be taken when they occur, as well as any conclusions to be drawn from experience in maintaining the machinery.
5. All persons who maintain or who supervise or manage maintenance of work machinery should have received adequate training for the purposes of their health and safety.
6. Measures should be taken to:
  - a. prevent access to any dangerous part of machinery
  - b. stop the movement of any dangerous part of machinery before any person enters a danger zone.
7. Where necessary a permit to work system should be rigorously adhered to.
8. Isolation of all equipment or machinery from all sources of energy should be possible, and should be carried out before maintenance work commences (unless running maintenance is being carried out). Reconnection and isolation procedures must avoid any risks.

### 4. Record Keeping

Records should be kept of the following.

1. Tests of the machinery, initially from the supplier and subsequently from maintenance personnel. These tests should include the following (where relevant):
  - a. measurement of any noise or high or low temperatures
  - b. effects of any materials being used either during normal running or during maintenance work, including operating chemicals, cleaning chemicals or grease (as outlined in the Control of Substances Hazardous to Health Regulations 2002 (COSHH) as amended
  - c. effects of waste created or found during maintenance.
2. Training of management supervising the maintenance of the machinery.
3. Training of maintenance personnel.
4. Any accidents or "near misses" involving the machinery and maintenance work on it (as outlined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013).
5. Information given to maintenance personnel.
6. Safe systems of maintaining and testing the machinery.
7. Safe systems of access to the machinery in order to maintain it.
8. Actual maintenance work carried out on the machinery including what was done, when and by whom. These details can be used to assess an individual's ability as well as providing information when any faults or unexpected breakdowns occur after the maintenance has been finished and the machinery put back into operation.

## MANUAL HANDLING

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace. The person with the responsibility for implementing the provisions of this policy are the Directors.

### 1 Arrangements for Securing the Health and Safety of Workers

#### 1.1 Elimination of hazardous manual handling activities

Wat-Er-Save Services Ltd. will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys, chutes and conveyors.

#### 1.2 Assessment of risk

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment.

##### The task

Bending and stooping to lift a load significantly increases the risk of back injury. Items should ideally be lifted from no lower than knee height to no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased. Where items are required to be lifted from above shoulder height, a stand or suitable means of access should be used. Items which are pushed or pulled should be as near to waist level as possible. Pushing is preferable particularly where the back can rest against a fixed object to give leverage.

Carrying distances should be minimised, especially if the task is regularly repeated. Repetitive tasks should be avoided wherever possible. Tasks which involve lifting and carrying should be designed in such a way as to allow for sufficient rest breaks to avoid fatigue. Avoid tasks which require twisting the body wherever possible.

##### The load

The load should be kept as near as possible to the body trunk to reduce strain and should not be of such size as to obscure vision. An indication of the weight of the load and the centre of gravity should be provided where appropriate.

Unstable loads should be handled with particular caution. The change in centre of gravity is likely to result in overbalancing. Ensure that there is a secure handhold, using gloves where necessary to protect against sharp edges or splinters.

##### The individual

Consideration must be given to age, body weight and physical fitness. Regard must be given to personal limitation; employees must not attempt to handle loads which are beyond their individual capability. Assistance must be sought where this is necessary. Persons with genuine physical or clinical reasons for avoiding lifting should be made allowance for, as should pregnant women, who should not be required to undertake hazardous lifting or carrying tasks.

Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury. Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

##### The working environment

There must be adequate space to enable the activity to be conducted in safety and the transportation route must be free from obstruction. Lighting, heating and weather conditions must be taken into account. Floors and other working surfaces must be in a safe condition, and adequate ventilation is required, particularly where there is no natural ventilation.

##### Other factors

Use of personal protective equipment may be necessary whilst carrying out manual handling activities. If the use of PPE restricts safe and easy movement, this should be reported. Constant interruptions from other workers must be avoided, as this can reduce the concentration of an individual.

## 2. Duties of Managers and Supervisors

Managers or supervisors must ensure that:

- a) manual handling assessments are carried out where relevant and records are kept
- b) employees are properly supervised
- c) adequate information and training is provided to persons carrying out manual handling activities
- d) any injuries or incidents relating to manual handling are investigated, with remedial action taken
- e) employees adhere to safe systems of work
- f) safety arrangements for manual handling operations are regularly monitored and reviewed
- g) employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work
- h) special arrangements are made, where necessary, for individuals with health conditions which could be adversely affected by manual handling operations.

### Duties of Employees

Employees must ensure that:

- a) they report to management (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity
- b) they comply with instruction and training which is provided in safe manual handling activities
- c) their own health and safety is not put at risk when carrying out manual handling activities
- d) they use equipment which has been provided to minimise manual handling activities
- e) any problems relating to the activity are reported to a responsible person.

## 3. Information and Training

Suitable information and training will be provided to persons who are required to carry out manual handling activities. Training needs will be identified and reviewed by a responsible person. Refresher training will also be given at reasonable intervals. Employees will be informed of approximate weights of loads which are handled and objects which have eccentric weight distribution.

## 4 Safe Systems of Work

Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions.

1. Ensure that formalised systems of work which have been designed for the work activity are complied with.
2. Make full and proper use of aids to lifting and carrying, such as trolleys, chutes and access equipment.
3. Store heavy items between shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
4. Use the legs and knees to bend and lift — do not stoop or bend the back.
5. Avoid tasks which require stretching or twisting.
6. Ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue.
7. Ensure that there are no sharp, hot or cold edges which could cause injury.
8. Ensure that walkways are free from obstructions.
9. Make full and proper use of personal protective equipment.



10. Report any problems or concerns associated with manual handling operations to a responsible person without delay.

## 5. Record Keeping

Employers with five or more employees must record assessments which have identified a significant risk of injury. These may be kept in any format, provided that they are easily retrievable and kept up to date. These records should identify the following.

1. Location/department.
2. Activity under assessment.
3. Description of activity/present system of work.
4. Previous accident/damage statistics for activity.
5. Numbers and groups of employees involved.
6. Groups or individual employees identified as being at higher risk.
7. Significant risks identified from assessment.
8. Existence and effectiveness of existing control measures.
9. Any further controls which are required.
10. Target date for implementation of controls.
11. Date for review.
12. Name of assessor(s).
13. Date of assessment.

Assessments of low risk activities which can be very quickly and easily repeated need not be formally recorded. Records should also be kept of any training given to employees.

## PERSONAL PROTECTIVE EQUIPMENT

Wat-Er-Save Services Ltd. will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by Wat-Er-Save Services Ltd. to secure the health and safety of employees who work with PPE.

Wat-Er-Save Services Ltd. acknowledges that health and safety hazards will have been identified if this equipment is used. It is the intention of Wat-Er-Save Services Ltd. to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. Wat-Er-Save Services Ltd. will seek to give information and training to enable a fuller understanding of these issues.

The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication. The persons responsible for implementing this policy are the Directors.

### 1. Arrangements for Securing the Health and Safety of Workers

Wat-Er-Save Services Ltd. will, in consultation with workers and their representatives:

- a) carry out an assessment of proposed PPE to determine whether it is suitable
- b) take any necessary measures to remedy any risks found as a result of the assessment
- c) ensure that where two (or more) items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately
- d) arrange for adequate accommodation for correct storage of the PPE
- e) implement steps for the maintenance, cleaning and repair of PPE

- f) train staff in the safe use of PPE for all risks within the organisation
- g) replace PPE, which has been provided to meet a statutory obligation, as necessary and at no cost to the employee
- h) inform every employee of the risks which exist
- i) reassess as necessary if substances used or work processes change.

## 2. Procedures for Dealing with Health and Safety Issues

Where an employee raises a matter related to health and safety in the use of PPE, Wat-Er-Save Services Ltd. will:

- a) take all necessary steps to investigate the circumstances
- b) take corrective measures where appropriate
- c) advise the employee of action taken.

Where a problem arises in the use of PPE the employee must:

- a) inform a responsible person immediately
- b) in the case of an adverse health condition advise Wat-Er-Save Services Ltd. doctor and his or her own general practitioner.

## 3. Information and Training

Wat-Er-Save Services Ltd. will give sufficient information, instruction and training, including demonstrations in the wearing of PPE, to ensure the health and safety of workers using PPE, which includes temporary staff, persons gaining work experience with Wat-Er-Save Services Ltd. and contractors, as well as those in direct employment. Managers and supervisors who are responsible for users of PPE will also receive appropriate training.

## 4. Safe System of Work

The use of PPE is an important means of controlling risks involved in various work activities. To ensure that it is effective, it is necessary to follow the manufacturer's and employer's instructions on its correct use. The following procedures should be observed when using PPE.

1. Ensure that protective clothing fits properly and adjust PPE so that it is comfortable when working.
2. Make sure that the PPE is functioning correctly before use in specified work activity: if in any doubt, report the suspected defect.
3. When using two (or more) types of PPE together, ensure that items are compatible when used together and that combined use does not reduce their effectiveness.
4. Report symptoms of discomfort or ill health immediately.
5. Inform the employer of any training needs.

## 5. Record Keeping

Records should be kept of the following.

1. The results of the PPE assessment.
2. Actions taken as a result of PPE assessment.
3. Inventory of PPE equipment and to whom each item has been supplied.
4. The provision of training.
5. Information given to employees.
6. Complaints or alleged reports of discomfort, or non-suitability of the PPE discovered following field tests or surveys.
7. Action taken in respect of such complaints.
8. Manufacturers' advice with regard to compatibility of various items of PPE which are used together.
9. Replacement of PPE (with dates).

10. Maintenance and testing of PPE equipment.
11. PPE given as a personal issue.

## RISK ASSESSMENT

Wat-Er-Save Services Ltd. accepts that some of its operations may, unless properly controlled, create risks to members of staff, and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level.

Wat-Er-Save Services Ltd. will take all reasonable steps to ensure that risk assessments are carried out which will detail the range of hazards associated with working operations together with any necessary remedial actions.

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

### 1. Procedures for Dealing with Health and Safety Issues

The current system for managerial interface with employees is via Wat-Er-Save Services Ltd. health and safety adviser.

The employee safety representatives will provide an avenue through which any concerns raised by employees, emanating from the risk assessments, can be brought to the attention of senior management for more formal discussion.

Whilst the normal information interchange will take place between senior and line management, Wat-Er-Save Services Ltd. has detailed Site Agent as the senior manager with special responsibility for the implementation and operation of the risk assessment process.

## 2. Planning and Organisation

Wat-Er-Save Services Ltd. will, in consultation with the employees' representatives, make the necessary arrangements for a formalised approach to the assessment process. This will involve an initial discussion on a system for rating risks found during the assessments so that they can be classified and thus prioritised.

## 3. Control and Monitoring

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

To achieve this a proper system for the formulation of remedial actions to cater for the hazards identified has been developed.

The health and safety committee will discuss all items of concern arising from the completed risk assessment procedure. Any hazards arising from the assessments given the priority of urgent or high priority action will be discussed by both senior management and the employee representatives within 24 hours with work stopping if necessary.

## 4. Information and Training

Members of the team will, where necessary, be given:

- a) training to improve their knowledge of the risk assessment procedure
- b) any additional detailed knowledge about how to assess risks within the working environment that they will be assessing.

## 5. Liaison with Non-employees

The Safety Adviser and Contracts Manager have been charged with the responsibility for ensuring that all personnel who would require information on the range of hazards identified are appraised of the necessary detail prior to the commencement of work with Wat-Er-Save Services Ltd. This will include:

- a) all direct and non-direct contractors
- b) personnel from the relevant statutory authorities who require access to Wat-Er-Save Services Ltd.'s working environment
- c) any other person who may lawfully enter on to company premises.

Liaison will also be maintained with our neighbour companies to ensure that co-operation can be achieved in the event of the need for a co-operative response to any hazard.

## 6. Safe System of Work

A risk assessment must identify all hazards within Wat-Er-Save Services Ltd.'s operations. These will occur in the following areas:

- a) both direct and non-direct employees (contractors, agency and part-time operators)
- b) the current equipment and any equipment that is planned to be hired or purchased in the future
- c) the materials used within the working environment (COSHH will only have covered the use of chemical aspects)
- d) the working environment for personnel and others
- e) current operations (ie whether they create a problem which could affect the quality of products and services)
- f) loss of process and any risks that could affect the process operations.

Once a hazard has been identified, its risk is assessed to determine how and whether it should be controlled. Systems and management standards will need to be produced and implemented, having included input from all levels of management. Co-operation is vital in this area if these standards are to be accepted.

Whilst trivial risks may require no action, the assessment will need to indicate the criteria used to determine this.

## 7. Record Keeping

Regulation 3(4) of MHSWR requires employers with five or more employees to keep records of all assessments which will detail the significant findings associated with the assessments.

The record will need to include information regarding the following.

1. The significant sources of harm (hazards) to health and safety identified during the assessment.
2. The existing control measures currently in place and their level of effectiveness in controlling those risks (with reference and access to works manuals or other documentation if appropriate).
3. The people who may be affected by the risks identified, in particular any personnel who may be especially at risk.
4. The decisions taken as a result of the assessment.
5. Training in risk assessment techniques provided to employees.

These records will be reviewed at the following occasions:

- a) after an accident
- b) on introduction of new equipment/substances
- c) after a change of procedure
- d) annually should none of the above occur.

## STATUTORY INSPECTIONS

In order to safeguard employees using certain types of equipment in the course of their duties, Wat-Er-Save Services Ltd. will arrange for regular examinations and tests to be carried out on such equipment at least as frequently as stipulated in the relevant statutory requirement.

Wat-Er-Save Services Ltd. will also ensure that these inspections are carried out by a competent person who is experienced in the use and examination of such equipment. The person responsible for arranging statutory inspections and liaising with the competent person are the Directors.

Wat-Er-Save Services Ltd. will provide any information and training needed to ensure that examinations present no risk to the safety of the examiner, employees or other persons.

Should any employees raise any concerns regarding statutory inspections, these should be addressed to a responsible person in order that corrective action may be taken.

### 1. Arrangements for Securing the Health and Safety of Workers

Wat-Er-Save Services Ltd. will, in consultation with workers and their representatives:

- a) ensure that tests and examinations of all listed equipment are undertaken before the equipment is taken into use (this should be carried out by the manufacturer or installer who should issue a test report: Wat-Er-Save Services Ltd. will ensure that this has been done and ensure that the person is competent to carry out the test)
- b) list all items of equipment requiring a statutory inspection with details of inspection intervals
- c) nominate a person to be responsible for arranging the inspection and keeping the records of inspection
- d) ensure that all listed equipment is inspected at the required intervals by a competent person
- e) take steps to ensure that the equipment is in a safe condition to be inspected
- f) liaise with the competent person, whose examination will involve:
  - a. a visual inspection to ascertain if there are any defects or weaknesses in the equipment (checking for defects such as metal fatigue, cracks, fissures, wear, corrosion or other problems that might affect the safe working load of the equipment, if applicable)
  - b. a test of normal operating conditions to identify any failings in operation

- g) following inspection and issue of the report, deal with all defects listed in the report, attending immediately to all significant defects requiring notification to the HSE
- h) keep records of inspections and make a record of the inspection in the general register.

## 2. Safe System of Work

Failure to carry out statutory inspections is not only an offence, it can also have catastrophic consequences, e.g., undetected fractures or shears on lifting tackle could lead to a collapse of a lift or hoist and result in serious injury. The following precautions should be observed with regard to such inspections.

1. Allow only competent persons to undertake statutory examinations.
2. Arrange for examinations to be carried out at least as frequently as required by the relevant legislation; never exceed the stated interval.
3. Make sure that equipment is in a safe condition to be inspected.
4. Deal immediately with any defects found and notify the HSE if necessary.

## 3. Record Keeping

Following the inspection, the competent person will issue a report of the inspection. The relevant legislation may require the report to be on a standard form; this is dependent on what equipment has been examined.

The report will list the items examined and the tests conducted on the equipment and will state the defects that were found (if any). The competent person will submit recommendations for action to be taken by the owner in order to rectify the defect. If the defect found is significant, a copy of the report is submitted to the nearest HSE office for notification purposes. The HSE may then visit to ascertain whether repairs have been carried out.

Following the inspection, the record of the test must be entered into the general register of the factory and made available for inspection purposes.

The COSHH Regulations require that the employer keeps a suitable record of such examinations conducted and any repairs that have been carried out. These records must be kept and made available for at least five years from the date of the test.

The Lifting Operations and Lifting Equipment Regulations 1998 require that records of thorough examinations should be kept available for inspection as follows:

- a) thorough examination before the equipment is put into service for the first time — until the employer ceases to use the equipment
- b) thorough examination of an accessory before it is put into service — for two years after the report is made
- c) the six-monthly thorough examination of equipment for lifting people — until the next examination or two years, whichever is later the six-monthly thorough examination of lifting accessories and the annual thorough examination of other lifting equipment — either until the next examination or two years, whichever is later.

## TEMPORARY and CASUAL STAFF

Wat-Er-Save Services Ltd. will take the necessary measure to ensure the health and safety of any temporary and casual staff in its employment.

Any problems connected with temporary or casual staff should be reported to a responsible person so that remedial action can be taken.

The implementation of this policy requires the cooperation of management and staff, and the person responsible for its implementation are the Directors are.

## 1. Arrangements for Ensuring the Health and Safety of Workers

### 1.1 Temporary staff

The information required to be provided (under regulation 10 of MHSWR) to any person whom Wat-Er-Save Services Ltd. has employed under a fixed-term contract must include the following:

- a) the qualifications and skills required to do the work safely
- b) the health surveillance to be provided to the temporary worker under statutory provisions
- c) the risks to health and safety identified by workplace assessments
- d) any preventive measures to be taken
- e) safe working procedures
- f) the identity of the competent person taking charge during an emergency
- g) any risks notified to Wat-Er-Save Services Ltd. arising from a shared workplace.

Wat-Er-Save Services Ltd. has to ensure that the employee is competent to do the job and must make arrangements for health surveillance to be conducted prior to the employee starting work.

MHSWR also apply to temporary employees who work for Wat-Er-Save Services Ltd. through an employment agency. If Wat-Er-Save Services Ltd. wishes to use an employment agency, the agency must be provided with information on the following:

- a) qualifications or skills required to carry out the work safely
- b) the specific features of the job which relate to the employee's safety.

Under regulation 10 of MHSWR, Wat-Er-Save Services Ltd. must ensure that employees from the agency are provided with information on the following:

- a) risks to health and safety arising out of that work
- b) measures taken to comply with statutory provisions
- c) the nominated person in their work area responsible for implementing evacuation procedures.

### 1.2 Casual employees

Under s.3 of HSW Act Wat-Er-Save Services Ltd. has a duty to conduct its business to ensure, so far as is reasonably practicable, that casual employees are not exposed to risks to their health and safety.

Regulation 10 of MHSWR also has provision for the casual worker. The duties here are to provide instructions and information relating to any risks to a person's health and safety which arise out of Wat-Er-Save Services Ltd.'s undertaking.

## 2 Information and Training

As with new staff, temporary or casual employees will be unaware of company procedures. There will be a need for them to undergo a certain amount of induction training, though not as extensively as for permanent staff. They should be made aware of the existing emergency procedures and the action to be taken should an emergency situation arise.

Safety training should cover topics similar to those included on the induction course. Additional topics that could be dealt with include:

- a) the work area — what Wat-Er-Save Services Ltd. does, what part of the process or system the employee fits in to and what the employee will be expected to do while at work
- b) system of work — location of the work area, process information or machinery operation instructions
- c) personal protective equipment (PPE) — types available (the employer should supply all personal protective equipment and give basic instruction as to how, when and where it should be used)

- d) health surveillance — the employee must be provided with information on any health surveillance that may be required under statute law
- e) site safety rules — in order for temporary workers to conform to site procedures, site rules must be brought to their attention and in particular any safety rules relating to their department or work area.

The employer must ensure that the temporary worker is competent to do the job or, in the case of a casual worker, provide adequate supervision to ensure that basic safety requirements are complied with.

Ignoring the safety of temporary staff indicates a lack of attention to the maintenance of Wat-Er-Save Services Ltd.'s safety standards. Depending on the employee's length of service the training must be followed up to ensure that it has been understood and is being followed.

## 2. Safe System of Work

1. Ensure that all temporary employees are competent to undertake the task which they have been contracted to do.
2. Ensure that all temporary and casual staff are provided with information to enable them to work safely.
3. Supply information as required to employment agencies.
4. Ensure that the employee understands Wat-Er-Save Services Ltd.'s systems of work and the action to take in the event of an emergency.
5. Keep records of all information and training given to temporary and casual employees.
6. Where necessary, conduct health surveillance on temporary and casual staff prior to commencement of employment.

## 3. Record Keeping

The employer must ensure that adequate records are kept relating to training and health records as required by statute law. The employer must keep a comprehensive record of all training given to temporary staff and keep details of where they worked and what activities were carried out.

## USE of HAND TOOLS

Wat-Er-Save Services Ltd. will, in accordance with its general duties, make a suitable and sufficient assessment of the risks to the health and safety of our employees to which they may be exposed whilst working with hand tools.

These risks will then be controlled so far as is reasonably practicable so that neither Wat-Er-Save Services Ltd.'s employees nor others who could also be exposed to them will be put at risk.

Responsibility for the implementation of the provisions of this policy lies with Directors.

### 1. Arrangements for Securing the Health and Safety of Workers

Wat-Er-Save Services Ltd. will, in consultation with workers and their representatives:

- a) ensure that the correct tool for the job is provided
- b) ensure that employees do not misuse tools, which can lead to damage of materials, equipment and the tools as well as possibly leading to injury
- c) implement a system for reporting defective tools at all workplaces
- d) inform users of their responsibility to maintain tools and report any defects to their immediate supervisor
- e) ensure that defective tools are taken out of use and returned to the stores
- f) implement a system for the replacement of defective tools which will be made known to all employees
- g) arrange for tools to be repaired by trained personnel only
- h) arrange for regular inspection of electrically powered tools in accordance with EAWR; all such tools will be tagged showing the date of the last test
- i) provide personal protective equipment if necessary



- j) ensure that work areas are kept clear of debris and any items that may impede the safe and efficient use of tools
- k) provide suitable storage facilities for tools.

## 2. Training and Information

All employees using tools will be trained in their use and the use of any associated equipment used in conjunction with the prime tool. Any employee who is not conversant with a tool must make it known to his or her supervisor.

## 3. Safe System of Work

To ensure the safe use of hand tools the following procedures should be followed.

1. All portable appliances should be used in accordance with the safe system of work.
2. Where electric powered tools are used from a trailing lead:
  - a. the length of the lead should be kept to a minimum
  - b. the cable should be heavy duty and capable of serving the equipment that it is to supply
  - c. it should be paid out fully from any winding drum and if at all possible be protected from damage
  - d. it should be laid with care to ensure that it does not present a trip hazard to others or to the user of the equipment.
3. When using power tools that are designed to be fitted with guards, the guards will be fitted correctly prior to the use of the tool.
4. Power tools must be isolated from the power source before any routine adjustments are carried out (e.g., when replacing bits or blades).
5. The correct fuse rating must be used for all electric tools.
6. When using compressed air tools:
  - a. couplings should be securely attached before allowing air to flow
  - b. air compressors should be located outside the building in which the work is being conducted
  - c. all hoses and couplings should be checked regularly by the user and supervisors
  - d. hoses should be routed so that they do not obstruct access, allow free movement of the tool and are not likely to become damaged whilst in use.
7. Supervisors should ensure that equipment and tools are properly maintained and repaired, that correct working methods are followed and that no unsafe practices are tolerated.
8. Employees should use tools in the correct manner and for the correct job, using the safety devices and equipment provided, and report conditions they believe to be dangerous.

## 4. Record Keeping

Records should be kept of the following.

1. Issue and receipt of all tools.
2. All tools returned as defective. As well as making a record of the defects the tools must themselves be clearly marked as being defective.
3. Details of inspection of hand tools (in compliance with regulation 6 of PUWER).
4. Details of inspection and testing of electrically powered hand tools (in compliance with regulation 4 of EAWR).
5. Information provided to persons using work equipment (in compliance with regulations 8 and 9 of PUWER).
6. Details of induction and skills training given to personnel, as well as management and supervisory training courses (in compliance with regulations 8 and 9 of PUWER).

## WASTE DISPOSAL

This organisation is committed to ensuring the health, safety and welfare of its employees and of others who may be affected by the waste materials which result from our work. Our policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements. The waste disposal arrangements will be

regularly reviewed. Recycling initiatives will be taken where reasonably practicable in order to help protect the environment and make better use of resources. The persons responsible for the implementation of this policy are the Directors.

## 1. Arrangements for Securing the Health and Safety of Workers

### 1.1 Waste disposal containers

Suitable receptacles for the collection of waste are provided in strategic positions throughout the workplace. Each container clearly displays the type of waste that it is designed to hold. Waste products must only be placed into those receptacles that have been allocated for that purpose. Containers must be adequate to prevent the escape of waste. Waste containers are emptied regularly and are removed by an authorized person. If additional disposal facilities are required these may be obtained by request from a responsible person.

Where it can be determined that certain waste is suitable for recycling, the appropriate containers will be supplied and clearly marked.

### 1.2 Disposal of hazardous waste

Suitable arrangements will be made for the disposal of hazardous waste that is generated as a by-product of a work activity. The correct pre-notification and documentation procedure will be followed for Special Waste.

Arrangements for the removal of special waste, e.g., liquids, asbestos and other hazardous substances, must be made with an authorised and competent person. Liquid waste, other than normal effluent, must not be poured into the sewers. Arrangements for disposal of liquid waste can be made with an authorised person.

Employees will be supplied with any personal protective equipment necessary for the safe handling of waste materials.

## 2. Use of waste disposal equipment

Equipment provided for the preparation of waste must only be used by fully trained and competent personnel who have been authorised to carry out the work. Examples of waste preparation equipment include compactors, bailers, shredders and sluices. Licences will be obtained where required.

### 2.1 Management responsibility

Managers must ensure that this policy is adhered to within their area of authority. Special arrangements regarding disposal of waste products must be organised in association with the Waste Regulation Authority or a competent and licensed contractor.

### 2.2 Employee responsibility

All employees must ensure that they dispose of waste products in receptacles specifically provided for that purpose taking note of any segregation requirements. If an appropriate container is not available, this must be reported to a manager who will make suitable arrangements.

The use of personal protective equipment may be necessary during the handling of some wastes. Any requirement must be established before the waste handling activity commences.

Employees should be aware of their responsibilities under the Duty of Care. Employees must report any problems which arise regarding waste disposal to a responsible person (usually a manager or supervisor) so that corrective action can be taken.

## 3. Information and training

Suitable and sufficient information and training will be provided, as necessary, to ensure that this policy is fully understood and adhered to and that no person is put at risk by the inappropriate disposal of waste.

## 4. Safe System of Work

This system of work has been designed to ensure that disposal of waste at the workplace is carried out safely and in accordance with the law.

1. Use only designated receptacles for holding waste products. Do not put waste materials in receptacles that have not been allocated for that specific purpose. Take note of any segregation requirements, e.g., for hazardous waste or recyclable materials.
2. Do not discard waste carelessly into receptacles; place it properly inside the unit.
3. Do not overfill waste containers. Inform a responsible person when additional resources are likely to be required.
4. Report any leakage or overflow of waste from a waste container to a responsible person.
5. Ensure that any spillage of substances at the workplace is cleared in an approved manner and that any materials used for clearing are properly disposed of.
6. Make a note of any special arrangements or precautions that will have to be taken by the authorised waste remover.
7. Do not use disposal preparation equipment and machinery unless you are trained and authorised to do so.
8. Wear any personal protective equipment that is required for the safe handling of waste products.

## 5. Record Keeping

The Waste (England and Wales) Regulations 2011 require that records of waste transfer and disposal arrangements are kept. A transfer note must be completed and handed to the carrier or authorised waste disposal body. This note contains information about the waste and about the parties to the transference of waste. Copies of a transfer note must be kept by both parties for a minimum of two years.

The regulations do not require every individual transfer to be independently documented. For example, regular collections of non-hazardous commercial waste or removal of a large quantity of waste by multiple vehicles can be included within a single transfer note, provided that the description and other details about the contents of the waste are covered in the original note. In these instances, one transfer note would be valid for up to one year.

There is no compulsory format for keeping records. It is left to the responsible person to keep records which meet with requirements and are appropriate for the organisation's own procedures. An example of a suitable form is given in the Approved Code of Practice Waste management: the duty of care (published by the Department of the Environment (DOE) and available from HMSO).

Copies of Special Waste consignment notes should be kept for at least two years.

Records should be kept of correspondence between waste disposal authorities and approved recycling organisations as a demonstration that Wat-Er-Save Services Ltd. has complied with statutory requirements for making arrangements for disposal of waste.

Where the employer operates recycling schemes (paper, aluminium cans, etc) a record should be kept of the recycling company's authority to carry out the work along with details of the waste that is transferred to the organisation.

## WORK RELATED UPPER LIMB DISORDER

Wat-Er-Save Services Ltd. is aware that some repetitive activities, or combination of activities can result in the condition referred to as WRULD or RSI. This commitment extends to taking all reasonable precautions necessary to secure the health and safety of employees through the application engineering and sound ergonomic principles.

Due to the nature of WRULD it is a clear responsibility of all employees to consult and inform management of perceived risks and of any symptoms.

## 1. Arrangement for Securing the Health and Safety of Employees

1. Risk assessment of all activities to identify risks which could lead to WRULD. Repetitive and non-repetitive jobs will be identified and classified.
2. Evaluation of the possible methods of hazard elimination, e.g., does the job have to be done this way, can it be improved by engineering, equipment or design methods, etc.
3. Through the risk assessment process to identify, reduce and control situations and activities which create health risks due to:
  - a. extreme joint movement.
  - b. excessive force levels
  - c. highly repetitive and stereotyped movements
  - d. poor design of tools, workstations and equipment
  - e. lack of job rotation and job variation which results inadequate recovery periods.
4. The overall objective is to adopt basic design and engineering principles with the objective of fitting the task to the individual, as far as reasonably practicable.
5. To establish capability needs for tasks.
6. To implement self and management referral systems for employees who may experience symptoms.
7. To ensure all applicants are made aware of the job requirements and of their responsibilities to report symptoms, e.g., to warn and educate applicants before they start a job known to involve high-risk activities.
8. To provide adequate training from day one.
9. To provide competent, informed and adequate supervision.

## 2. Safe System of Work

To ensure a safe system of work the following measures should be adopted.

1. A risk assessment should be undertaken looking at the design of the workplace and the work activities carried out so that risks are reduced to the lowest extent reasonably practicable.
2. Training should be given in the use of equipment and a desired working method demonstrated.
3. Employers should ensure that applicants are informed of the job requirements before commencing employment in a job known to involve high risk activities.
4. Employees should be made aware of their responsibility to report symptoms of WRULD.
5. Users of DSE should be made aware of their right to request eye examinations carried out by a competent person.
6. Employers should provide competent, informed and adequate supervision.

## 3. Record Keeping

In addition to normal health and safety records that should be maintained relating to particular work activities and related risks, the following should be kept and reviewed on a regular basis or when there is substantial change.

1. Proof that the risks created due to the activity have been notified to the employee prior to commencing work, e.g., *Burgess v Thorn Consumer Electronics Ltd [1983]* defined the employer's duty to warn employees to report problems at once; consult their GP; and explain the consequence of failure to do comply and *Repall & Others v Thorn Consumer Electronics [1985]*. Put the duty to warn at "before the work having inherent risk is begun. Then it is open to employee to say they does not wish to do the job. If no other work available they may be dismissed". This case emphasised the necessity to educate, ie explain why it was necessary to report problems.
2. Risk assessment with particular reference to work activities, environmental, work organisation, procedures or processes.
3. Information which identifies actions taken as a result of the assessment, with particular reference to those measures taken to identify and reduce risk of WRULD.

4. Records of training provided to reduce the risks of WRULD which may include information about the inherent health risks.
5. Health surveillance records.
6. Attendance control and analysis of reasons for absence to identify the possible effects of repetitive work and stress.

## WORKING at HEIGHT

All reasonable steps shall be taken by Wat-Er-Save Services Ltd. to provide a safe working environment for employees required to carry out their trade or professional skills at height.

Wat-Er-Save Services Ltd. shall comply with The Work at Height Regulations 2005 as amended and provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity. The employee and any other person involved in the work activity shall cooperate in the implementation of this policy.

The responsibility for the implementation of this section of the policy on behalf of Wat-Er-Save Services Ltd. lies with Site Agent.

### 1 Arrangements for Securing the Health and Safety of Workers

Wat-Er-Save Services Ltd. will, in consultation with workers and their representatives:

- a) carry out an assessment of the risks involved in work at height and take steps to eliminate or control them
- b) provide all the necessary equipment to allow safe access to and egress from the place of work
- c) provide suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary at, the workplace
- d) when working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue
- e) when working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible
- f) arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so
- g) appoint a competent person to be responsible for the supervision of the erection, altering and dismantling of scaffolding and for the inspection of equipment used in work at height.

### 2. Procedures for Dealing with Health and Safety Issues

Wat-Er-Save Services Ltd. will prepare a method statement (a written safe system of work incorporating the results of any risk assessments made) for work at height, to be followed by all involved in such work. Where it is not possible to follow the method statement:

- a) no further work should be undertaken
- b) a responsible person should be informed
- c) alternative procedures will be outlined and workers will be advised of these following appropriate consultation.

### 3. Information and Training

Wat-Er-Save Services Ltd. shall provide any information, instruction and training that an employee may require to carry out his or her trade or skill in a safe manner when working at height. Wat-Er-Save Services Ltd. shall ensure that supervisors responsible for ancillary plant and equipment used for the work are suitably and adequately trained and capable of providing the correct information on its use.

### 4. Safe Systems of Work

In order to prevent falls of persons or objects from a height, the following measures should be taken.

1. Plan work in advance to anticipate potential problems and implement safe procedures.
2. If at all possible, arrange for work to be done at ground level or provide adequate platforms where this cannot.
3. Scaffolding should be erected by trained and experienced workmen making use of all the necessary plant and equipment including lighting where required.
4. Ensure that adequate edge protection is provided.
5. Ensure that the surfaces of working platforms, gangways and runs are free of protrusions and obstructions and that they are large and strong enough to hold workers along with their tools and materials.
6. Erect barriers or use covers to prevent falls through openings in the floor.
7. Make use of safety harnesses and belts, or safety nets, where these are required.
8. Follow the method statement laid down by Wat-Er-Save Services Ltd.; if this is not possible, inform a responsible person immediately.
9. Inspect equipment before use; scaffolding should be inspected by a competent person.
10. Report any defects found to a responsible person immediately.

## 5. Record Keeping

Records should be kept of all items relating to working at height, which include the following.

Specified inspections of scaffolds (as prescribed by regulations 29 and 30 and Schedule 7 of CHSWR).and in accordance with The Work at Height Regulations 2005 as amended.

*\*\*Above legislation was repealed in 2007 by the Construction (Design and Management) Regulations 2007 which were themselves repealed by the 2015 regulations of the same name which are currently in force. [JR 03.07.2019]*

1. Details of routine inspections (including dates, defects discovered, and action taken) of items required for working at height, such as:
  - a. ladders, walkways, crawling boards, etc
  - b. scaffolding and trestles
  - c. mobile work platforms
  - d. barriers, etc.
2. Details of competent person(s) responsible for supervising erection, altering or dismantling of scaffolds or for inspection of particular equipment.
3. Any medical conditions which may prevent or hinder persons from carrying out activities involved in working at height, such as visual impairment and loss of hearing.
4. The results of assessments of the risks to which persons may be exposed whilst working at height, plus any review or revision made to working procedures arising from these assessments.

Details of information and training