

Continuum Group Limited

Health and Safety Policy

Author: Nick Tilley BSc (Hons), MSc, MCIEH, CMIOSH, MSoFHT

Date: March 2016

THIS POLICY HAS BEEN DERIVED FROM THE EXPERIENCE OF COMMON SENSE COMPLIANCE
IT MAY NOT BE COPIED OR TRANSFERRED TO ANY OTHER UNIT THAN THAT MENTIONED ABOVE.

This Page Is Intentionally Blank

Contents

Continuum Group Ltd – Health and Safety Policy

	Page Number
1. Statement of Intent	8
2. Organisation and Responsibilities	10
3. Risk Assessment	16
4. Safety Arrangements	22
1. Management of Health and Safety	24
2. Training	34
3. Expectations of Employees	36
4. Manual Handling	38
5. Chemical and Biohazards	40
6. Personal Protective Equipment	44
7. Employment of Young Persons	46
8. New and Expectant Mothers	50
9. First Aid	52
10. Work Equipment	54
11. Electrical Safety	60
12. Gas Safety	64
13. Monitoring of Contractors	66
14. Catering and Bar Safety	74
15. Slips, Trips and Falls	76
16. Office Safety and Working with Display Screen Equipment	78
17. Company Vehicles	80
18. Accident Reporting	84
19. Staff Security	88
20. Staff Consultation and Notice Boards	90
21. Control of Legionella	92
22. Asbestos	98
23. Confined Spaces	100

This Page Is Intentionally Blank

Health and Safety Monitoring Forms

Form 1 – Quarterly Internal Audit Form

Form 2 – Manual Handling Form

Form 3 – COSHH assessment Form

Form 4 - PPE Issue Log / Review Form

Form 5 – Young Person’s Risk Assessment

Form 6 – Expectant Mother’s Risk Assessment

Form 7 – Conditions for Contractors

Form 8 – Contractor’s Indemnity

Form 9 - Contractors permit to work

Form 10 – Who is a DSE User?

Form 11 – Risk Assessment Form for DSE Users

Form 13 – Legionella Control Maintenance

Forms 14 – Legionella Housekeeping Sheet

Form 15 – Electrical Tests and Appliance Testing

Form 16 – Work Equipment Register

This Page Is Intentionally Blank

This Page Is Intentionally Blank

Section 1:

Continuum Group Limited

Statement of Intent

Continuum Group Limited is committed to ensuring that the health, safety and welfare of all employees and third parties during the working operation of the business is maintained and forms an integral part of business strategy.

The company wholly accepts the aims and provisions of the Health and Safety at work Act 1974 and respective Regulations. Therefore it is the company aim to operate the business with health and safety as a top priority together with other business aspirations.

Further it is the intention of the Board to apply all current health and safety legislation through the implementation of the company health and safety policy.

Continuum Group Limited also believes in common sense being applied to the implementation of the health and safety policy.

This policy has been produced from risk assessments of company activities, which are detailed in the written risk assessments and arrangements located within the policy document.

The company also recognises that its management and employees have an individual responsibility for ensuring strict adherence to all company health and safety arrangements. Therefore all management and employees are obliged to co-operate with the company in maintaining good standards of Health and Safety.

This includes their statutory responsibility in:

- Carrying out their duties in a safe manner with due regard to the health, safety and welfare of themselves, their colleagues and third parties;

- Not interfering with any items, equipment or environment which may affect the health, safety or welfare of themselves, their colleagues and third parties.

- Reporting any defects or hazards without delay to their immediate superior.

Signed Date.....

Juliana Delaney, Chief Executive Officer - Continuum Group Limited

This Page Is Intentionally Blank

Section 2: Organisation and Responsibilities

Managing Director

- The Chief Executive Officer, with the support of the Board, has ultimate responsibility for the setting, implementation, control, monitoring and review of the Company health and safety policy, and will ensure that health and safety is given equal importance to all other business functions. This will include issues being placed before the Board if considered appropriate.
- The Chief Executive Officer is responsible for ensuring that adequate resources are budgeted for and made available to enable the health and safety policy to be implemented and operated within the company. This will include the adequate training of management and provision of expert support for management.
- The Chief Executive Officer will ensure that competent persons are employed to assist the Board in carrying out their statutory responsibilities.

Company Directors

- They will regularly review operational standards of health, safety and welfare within their respective parts of the business, under their control and take the appropriate action.
- Directors are to follow up on internal and external reports on standards of health, safety and welfare with their management team.
- They are to provide an annual board report regarding the health and safety management within their areas of responsibility within the company.

Group Head of Operations (Deputised by the Deputy Head of Operations)

- To formulate the strategic management of health and safety and the setting of the annual objectives.
- Is responsible for ensuring the review of Company performance with regard to implementation of the health and safety policy.

- Is responsible for ensuring that changes in legislation or company activity changes are reflected in the policy; and amendments are made, when required.
- Ensure that budgets include adequate funds for health and safety. When appropriate, support additional requests for capital expenditure from general managers on matters, which have implications for health, safety and welfare.
- Ensure that appropriate food safety, fire and general health and safety training resources and materials are available to general managers to assist the practical implementation of group policies.
Co-ordinate group health and safety training policies and develop new courses or qualifications as the requirements of legislation change.
- Regularly communicate with General Managers and other employees on matters relating to health, safety and welfare.

General Managers

- They will ensure that the health and safety policy and respective risk assessments are reviewed and up to date. This will include site specific risk assessments, manual handling, COSHH and display screen equipment.
- Will ensure compliance with all the relevant statutory requirements detailed within the health and safety policy.
- Will ensure that contracts are approved to allow for statutory examinations, as well as ensuring that services and repairs of work equipment are able to be carried out as and when required.
- Ensure all work equipment is safe to use and ensure supervision of the user as related to risk.
- Ensure that statutory examinations/services/repair of work equipment are up to date and carried out at the correct frequency.

- Ensure electrical safety checks take place; including formal visual inspections, combined inspection and test (Portable Appliance tests (PAT testing)) and fixed electrical installations are up to date and recommendations actioned when required.
- Ensure all gas appliances are maintained in a safe condition by routine maintenance.
- Ensure all company ladders are numbered and checked every 3 months with records, plus user checks.
- Ensure a maintenance system is available and checked daily. If high risk/urgent then immediate action must be taken.
- Identify work requirements for contractors and arrange "Permit to Work," when required.
- Action, as required, all hazards which have been identified.
- Ensure any work equipment in disrepair is appropriately signed and isolated if safe to do so.
- To carry out the Internal Audit every 3 months.
- To ensure that Health and Safety is given some prominence at departmental meetings.
- To ensure that there is sufficient first aid cover on site.
- Ensure that all accidents are reported on Complyforce, that accidents are reviewed and that a full investigation takes place, with corrective action, if required.
- Ensure all reportable accidents/situations defined by RIDDOR are reported appropriately.
- Ensure staff have access to health and safety documentation.
- Ensure health and safety induction training takes place on the first week of employment and records signed.
- They will identify any retraining needs for staff and arrange for this training to occur.

- Ensure all staff attend annual refresher health and safety training. This includes COSHH, manual handling, risk assessments, fire, work equipment, policy and other specific hazards related to specific jobs.
- Ensure training records are kept up to date.
- Ensure, when required, PPE is provided, maintained and replaced. Further staff are trained on its use. This will include, when required, expert advice is provided for the provision of personal protective equipment (PPE).
- Carry out young person and expectant mothers assessments, when required.

Duty Management

- The duty manager will ensure health and safety standards are maintained throughout the operation during the respective shift.
- The duty manager whilst on duty will ensure that any incident or accident is reported to the respective General Manager.

Company Environmental Health Consultant

- Undertake compliance audits within the company.
- Review the implementation of audit recommendations.
- To provide independent support for the company when required. This could include interpretation of statutory requirements, assistance with company health and safety strategy, provide an independent report for serious accidents and review the policy when required.
- Confirm amendments to this policy document.

Health and Safety Meeting

- This meeting is convened to review the whole health and safety management within the company on a six monthly basis. This review will allow for any corrective action to be taken, assess if

agreed objectives had been achieved/on target to be reached within the set time frame and set new objectives, review the policy/risk assessments in the light of new data.

All Employees

- All employees are required to conduct themselves in such a manner as not put the health and safety of themselves, their colleagues, visitors or other persons at risk.
- All employees are required to comply with the rules set out in section 3 of this policy.
- All employees must follow all safe working procedures, which form part of their ongoing training and as such will sign to this effect.
- All employees will report any hazards/violent situation to their line manager.
- All employees will look after equipment which is designed to protect health and safety.

This Page Is Intentionally Blank

Section 3 – Risk Assessments

Introduction

Health and Safety legislation requires that every employer identifies the **significant hazards** within their workplace and ensures that these are controlled to protect both staff and members of the public (this is set out in the **Management of Health and Safety at Work Regulations 1999**).

This process is called risk assessment and must be written down if you have five or more employees. The hazard can be anything with the potential to cause **harm**. For example: physical hazards such as fire, chemicals and the use of electrical equipment and also procedural hazards such as contractors working on site.

The risk is the chance or likelihood that the hazard will actually cause harm.

Whenever possible hazards should be **removed** or **eliminated**. However, sometimes they can only be **reduced** and **controlled**, or as a last resort **protection** provided.

The following assessment highlights the general risks identified within the operation. However, each directorate should add any hazards specific to their operation and include additional assessments whenever new safety problems are identified or anticipated. For example, if alterations or building works are carried out.

Blank assessment forms are included to help the development of this process and should be used by General Managers. A guide to using the form is included.

The method used to carry out the risk assessments follows approved safety guidance (**HS (G) 65**) and includes vital information about :-

- The significant hazards
- The likelihood of an accident and seriousness of any injury which could occur
- The person or groups of people who could be affected by a hazard
- The safety controls used and those which could be used in future

Risk Rating Guide

A **risk rating** system from 1 to 9 is used to help prioritise the degree of risk. The higher the number then the more urgent it is to control the hazard.

If the risk rating is above 3, then action should be taken to reduce or remove the hazard (and therefore also reduce the risk rating).

There is a need to identify two factors, the hazard and the risk. Therefore once a hazard has been identified two questions need to be asked:-

1. If this hazard caused an accident would it result in:

- An injury or near miss which just needs to be noted in the accident book: Value 1
- An injury which requires more than 3 days off work: Value 2
- A major injury as defined by RIDDOR: Value 3

2. What is the likelihood of this accident occurring:

- Seldom (yearly?) Value 1
- Probable Value 2
- Certain Value 3

Once decided the two respective numbers are multiplied together giving possible values of 1, 2, 3, 4, 6, 9. These figures will provide guidance on the level of priority required. Refer to the table below.

Risk rating = Hazard Severity x Likelihood of Occurrence

The risk ratings calculated take into account the accident records, set out in the accident book and also the working practices seen during audits.

The **risk rating** should be used to **prioritise** the actions taken to ensure that effective safety controls are put in place and that a safe working procedure is followed.

The required safety measures and controls are set out in the assessment and further details are included in the **Health and Safety Policy** arrangements.

RISK RATING VALUE	ACTION REQUIRED
1	Low risk and low priority since controlled
3	Low to medium risk – should receive attention to check controls are effective
4	Medium risk – must receive attention. The risk should be reduced. Check effectiveness of present controls.
6	High risk – urgent attention needed to further control the risk
9	Unacceptable risk – unacceptable situation. Must receive immediate attention to remove or reduce risk to an acceptable level.

ACTION PLAN

The following action plan should be used to implement the assessment findings and to make sure that it is kept up to date:-

- All members of staff must be **shown** and **made aware** of this risk assessment. In addition it is recommended that a copy is placed on the staff notice board(s).
- Suitable **staff training** regarding this risk assessment should be carried out during induction and refresher training.
- As previously discussed the risk assessment should be **amended** to include any new areas of concern. The details recorded in your accident book and complaint records should help.
- The risk assessment should form part internal audits and hazard spotting process. The risk assessments will also need to be reviewed if new jobs are introduced or workplace hazards change. The risk assessment must be reviewed at least annually or when:
 - A work practice changes
 - New equipment/chemicals/substances are being used
 - Change of building design
 - Provision of a new operation on site

- Any individuals working who may require special needs
- Any change in legislation
- Any time where the management feel it is necessary to carry out a revision.

The Health and Safety Policy contains safety procedures and information which should be followed at all times. This assessment should be used alongside the policy and can be cross referenced.

Risk Assessment Form

Reference No.

Company: Continuum

Date of Assessment:

Attraction:

Department:

Assessors Name:

General Manager:

Hazard/Task:

Review Date:

Outline of Hazard/Task:		
Which persons are at risk?	What is the degree of risk?	Degree of risk:
	<p>Resultant injury:</p> <p style="text-align: center;">1 2 3</p> <p>Level of risk:</p> <p style="text-align: center;">1 2 3</p>	<p style="text-align: center;">1 2 3 4 6 9</p> <p>Level of risk: (Circle level)</p> <p>Low</p> <p>Medium</p> <p>High</p>
<p>What are the present arrangements in the health and safety policy?</p> <p>Section(s):</p> <p>Additional present controls:</p>		
<p>Detail the controls which are to be implemented to control the level of risks: (Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide PPE).</p>		

General Manager's signature:

Review Date:

This Page Is Intentionally Blank

Section 4: Safety Arrangements

1. Management of Health and Safety
2. Training
3. Expectations of Employees
4. Manual Handling
5. Chemical and Biohazards
6. Personal Protective Equipment
7. Employment of Young Persons
8. New and Expectant Mothers
9. First Aid
10. Work Equipment
11. Electrical Safety
12. Gas Safety
13. Monitoring of Contractors
14. Catering and Bar Safety
15. Slips, Trips and Falls
16. Office Safety and Working with Display Screen Equipment
17. Company Vehicles
18. Accident Reporting
19. Staff Security
20. Staff Consultation and Notice Boards
21. Control of Legionella
22. Asbestos
23. Confined Spaces

This Page Is Intentionally Blank

Arrangement 1: Management of Health and Safety

This health and safety policy is based on information determined by the risk assessment carried out by senior management and the Company Environmental Health Consultant.

This health and safety policy forms the foundation for the company's health and safety management systems to be managed throughout the company.

The general principles employed are as follows:

Risk assessments: The risk assessments include:

Generic risk assessments

Site specific assessments

Control of Substances Hazardous to Health assessments

Manual Handling assessments

Display Screen Equipment assessments

Fire risk assessments

Young persons

Expectant mothers

Stress Assessments

Generic risk assessments identify key hazards associated within the business as a whole. The generic assessments are then used by the General Managers to compile site specific assessments which will detail key operational issues for the respective staff, visitors and contractors.

Health and Safety Policy

This document forms the key to the health and safety management within the company and has been compiled from information obtained from the risk assessments. The policy is structured as follows:

1. Statement of Intent
2. Organisation and Responsibilities
3. Risk Assessments
4. Safety Arrangements

Training

The risk assessments and the health and safety policy are then trained to all staff. The level of knowledge relates directly with their job role within the organisation and the requirements detailed within the Organisational Responsibilities section of the policy.

Policy implementation

Once trained it is expected that all staff, from the Board, senior managers, managers and employees are able to fully implement the policy within their respective areas of responsibility.

Auditing

To ensure that management understand the policy and, that the policy works effectively with improvements identified, internal and external audits take place. For internal audit the internal audit Form 1 is to be used every 3 months.

The Health and Safety Meeting

This committee is convened to review the whole health and safety management within the company every 6 months. This review will allow for any corrective action to be taken, assess if agreed objectives had been achieved/on target to be reached within the set time frame and set new objectives, review the policy/risk assessments in the light of new data.

The Health and Safety management system is completed by this review of the policy and risk assessments.

Implementation of the policy

1. A site competent person(s) needs to be appointed by the general manager. It would normally be expected that this person would be the health and safety representative (Head of Department level or above). This responsibility requires attendance of the company's health and safety policy training course.
2. The competent person needs to set up:
 - A Operational health and safety file
 - B Contractors signing in book

A Operational health and safety file

This folder should contain:

- Generic Risk assessments
- Site/departmental specific risk assessments
- COSHH assessments
- Manual handling assessments
- DSE assessments
- Staff training record form
- PPE issue log
- Work equipment register
- PAT records
- Electrical Installation certificate (copy)
- Gas safety certificate
- Lift Examination Certificates/written scheme of works
- Pressure vessel examination certificate/written scheme of work
- Legionella control records
- Asbestos register if applicable
- Archive of health and safety committee minutes
- Waste transfer notes for waste
- Internal audit form
- External audit form
- Enforcement agency correspondences
- Archive of risk assessments (3 years)

Note: The expectant mother and young person assessments are to be kept secure in personal files.

B Contractors signing in book

This folder should be located in the duty manager's office and contain:

- Condition of contractors, including spares
- Permit to work forms, including spares
- Contractors indemnity form

A separate book should be available for signing contractors in and out. This book will have name, company, visitors badge number, person meeting, work on site, time in and time out.

Health and Safety Form 1

Quarterly Internal Audit Form

(3 Monthly)

Name of Assessor:

Date:

Attraction:

Areas/Sites Assessed:

			Action required and by whom?	Completed	
	Sat	Unsat.		Initial	Date
Health and Safety Administration					
Policy up to date and signed (see arrangement 1)					
Generic risk assessments available and understood (see arrangement 1)					
Site specific risk assessments available, covering hazards and reviewed (see arrangement 1)					
COSHH assessments available, up to date and understood, with TDS (see arrangement 5)					
Manual Handling Assessments available, covering MH hazards and reviewed (see arrangement 4)					
DSE assessments available, up to date and understood (see arrangement 16)					
Young person's assessments available, if required (see arrangement 7)					
Expectant mother assessments available, if required (see arrangement 8)					
Has the condition of Asbestos been reviewed and are contractors being made aware of the location if present. (see arrangement 22)					

(Form 1)			Action required and by whom?	Completed	
	Sat	Unsat.		Initial	Date
Have staff security arrangements been implemented as per arrangement 19 of the policy?					
Staff training records available and up to date (see arrangement 2)					
Is first aid cover appropriate? (see arrangement 9)					
Accident book/ Complyforce in use (see arrangement 18)					
Are accident/incident records reviewed, trends identified and appropriate action taken? (see arrangement 1)					
Company vehicles checked/documented (see arrangement 17)					
Work equipment register available and up to date (see arrangement 10)					
Electrical PAT schedule up to date and all equipment labelled (see arrangement 11)					
Is the electrical installation certificate available? (see arrangement 11)					
Have all gas appliances got an up to date Gas safety certificate? (see arrangement 12)					
Are contractors controlled whilst on site? (see arrangement 13)					
Have training needs been reviewed? (see arrangement 2)					
Staff Notice Board (see arrangement 20)					
Is the notice board clearly identified?					
Is a copy of the h/s "statement of intent" attached?					
Is the location of the company policy and risk assessments identified?					

(Form 1)			Action required and by whom?	Completed	
	Sat	Unsat.		Initial	Date
Is a list of first aiders and location of first aid kits attached?					
Are minutes of the last h/s committee attached?					
Is the employers liability insurance certificate attached and in date?					
Is the emergency procedure clearly attached?					
Fire Safety					
Is the fire risk assessment completed and actioned?					
Are daily fire checks completed?					
Have all staff been fire trained in the last 6 months?					
Has there been a fire evacuation in the last 6 months?					
Have all extinguishers been serviced in the last year?					
Are any fire doors propped open?					
Are any exits blocked or obstructed?					
Are ignition sources controlled?					
Is combustible material controlled?					
Has the fire alarm been serviced within at least the last 6 months?					
Have all of the weekly fire alarm tests been completed testing different call points and can the fire alarm be heard in all areas of the building?					
Are monthly emergency lighting checks being completed as per the fire policy?					
Has the emergency lighting got an up to date service report?					

Form 1			Action required and by whom?	Completed	
	Sat	Unsat.		Initial	Date
Have fire doors been inspected on a monthly basis?					
Have the fire extinguishers been checked on a monthly basis?					
Has the kitchen duct work been cleaned?					
Are the Legionella controls in place? (see arrangement 22)					
Maintenance					
Is the maintenance book available and up to date?					
Identify any issues which require attention?					
Work Equipment					
Is all work equipment in good repair?					
Chemical safety					
Are all chemicals stored safely?					
Is PPE issued, in good repair and available?					
Have any confined spaces been identified and controlled if necessary?					

This Page Is Intentionally Blank

Arrangement 2: Training

Training forms a central component to the health and safety of employees and third parties. The company recognises the need to ensure that all employees are given appropriate training support to enable all tasks to be completed effectively and safely.

Regular risk assessments on site together with employee appraisals will determine the level of training needed for each type of task.

The policy relates to permanent, part time or temporary employees.

Hazards

- Untrained staff can be dangerous to work with.
- Less understanding of the hazards associated with the task will increase the risk of an accident.
- Unsafe actions increase the chances of an accident occurring.

Policy and procedure

All new staff will be given induction on the first week of employment by the line managers. The areas that need to be covered are:

- Location of the health and safety policy and notice board.
- Fire arrangements.
- Evacuation procedure.
- First aid arrangements.
- Aspects of the health and safety and risk assessments which relate to their responsibilities.

Whenever practical the training should be “on the job.”

The company require that as a minimum all employees attend refresher training annually. However there may be a need to re-train staff sooner, if the need is identified; for example changes in the work environment, new equipment, new work activity, amended policy /risk assessments, changing work systems, change of responsibility or any change of circumstance which effects health and safety.

All part time or temporary employees must be treated as permanent staff and re-trained for each new contract.

Training records must be maintained detailing training on:

- Induction
- Policy
- Manual Handling
- COSHH
- Risk Assessments
- First Aid
- Use of Specific Types of Equipment
- The Respective Safe Systems of Work
- Fire Safety

Arrangement 3 - Expectation of Employees

All staff have a legal responsibility whilst in the work place and as such the company have expectations and requirements for all staff members. These are as follows:

- Employees must conduct themselves in a safe manner whilst at work and not put themselves or others at risk of injury.
- All staff will be taken through the company health and safety policy on induction and sign the induction training record to detail their understanding.
- All employees must follow the rules when handling chemicals, ensure correct lift posture when manual handling and use equipment as instructed.
- Employees must not interfere with anything provided in the interests of safety which could lead to an accident or injury.
- All personal protective equipment issued to employees must be worn when required, stored safely and any damaged reported to the line manager immediately.
- Employees must only carry out tasks which they have been trained to do.
- Employees must not mess around or play practical jokes which could lead to injury to themselves or others.
- Employees must be aware of the location of the accident book and record all accidents that occur within the accident book. Line management must be informed of such incidences.

This Page Is Intentionally Blank

Arrangement 4: Manual Handling

The company is required to carry out specific risk assessments which relate to manual handling tasks. Management do not expect any member of staff to lift, push or move a load which may result in injury to themselves. The emphasis is to eliminate tasks which may be hazardous and if this is not possible then implement a control which will reduce the risk of an accident/serious injury occurring.

The General Managers are responsible for ensuring the manual handling assessments are carried out. They must ensure that the assessments are in writing and are trained to the relevant employees.

The manual handling tasks are first identified in the site specific risk assessments. If management consider that there is a need to or that the manual handling hazard is quantified above 3 then a further assessment is required using the risk assessment format. Once the assessment has been carried out a detailed working procedure must be made within the recommendations.

The assessment must consider the task, the load, the environment and the individual's ability to carry out the task.

Task

What is the frequency of the task and how can this influence health and safety?

Does the task require any personal protection? Does the protection pose any other hazards?

What equipment is used? Is a safe system of work required?

Does twisting or stooping occur? Can it be eliminated?

The load

What is the weight? Is it too heavy?

What is the shape? Does the shape make it difficult to move?

What is the size of the object? Is it difficult or awkward to carry?

Are there handles? Does the material make it dangerous to carry?

Where is the centre of gravity? Does this influence the carrying or movement of the load?

The Environment

Is there enough space/height to move?

Are there any changes in levels when carrying out the task?

Can the objects temperature or the environmental temperature influence the task?

Individual Capability

The individual's ability to carry out a task must be considered.

Is the employee strong enough?

Has the individual been trained to carry out the task?

Are there any medical reasons that could influence the task being carried out safely? E.g. back problems.

Does the personal protective equipment fit?

In most cases with the type of tasks being carried out on sites only employees with special needs may need documented assessments in this section.

The following general rules for lifting must be followed:

- No exceptional load is to be handled unless an assessment has been made.
- If any individual is unhappy about moving a load then they must not move it. A further assessment must be carried out.
- Basic lifting rules must be followed: "Keep the back straight and bend the knees."
- Mechanical assistance available and used where possible and especially if the assessment identifies the need. If two persons are not able to move the object safely then mechanical assistance should be considered as necessary.
- Clear floor spaces, route ways before moving the object.
- Loads must be broken down into manageable portions where possible.

Arrangement 5 - Chemical and Biohazard Safety

The company is required to carry out risk assessments of all chemicals and substances, including microbiological agents to ensure that employees are not put a risk of injury whilst handling these chemicals or substances.

The General Managers will ensure that all chemicals and substances that are used on site have respective assessments carried out. All COSHH assessments will be reviewed on a regular basis and at least annually.

The General Managers must ensure that the assessments are trained to all relevant employees and implemented. If a manager is concerned that the assessments do not address issues that are specific to his/her department then the assessments will need to be reviewed.

NB Substances could include bacteria/viruses from bodily fluids.

The General Managers must keep the COSHH assessments readily available.

A register of chemicals in current use is to be kept up-to-date and on display on the Health and Safety notice board.

For any new chemical or substance on site an assessment must be carried out by using the CoSHH assessment forms.

This will require technical data sheets being obtained from the chemical supplier or obtaining specialist information.

The following rules must always be followed:

- **Must** store in a locked, well ventilated and labelled area.
- **Must** only allow for authorised access.
- **Must** always follow the instructions carefully.
- **Must** only use approved labelled containers.
- **Must** use the correct chemicals for their correct task.
- **Must** use protective equipment and over clothing where appropriate.
- **Never** use food containers or vessels for chemicals.
- **Never** mix chemicals together.
- **Never** drink the chemicals.

NB By products may be produced in certain situations, which need to be considered. These may include:

- Carbon Monoxide from enclosed car parks and poorly maintained gas burning equipment.
- Gases generated by mistaken mixing of products such as toilet cleaner and bleach.

Health and Safety Form 2

Manual Handling Form

Attraction:

Date of Assessment:

Assessors Name:

Line Manager:

Department:

Task:

Outline of Task: (inc frequency, body posture, ppe worn etc)

Hazards Associated with the Environment: (considerations include work area layout, physical, environmental)

Hazards the load creates: (consideration include weight, size, shape, centre of gravity, handles etc)

Detail Employees: (name, strength, knowledge, medical history etc)

Detail the controls which are to be implemented to control the level of risks:

General Manager's signature:

Review Date:

Health and Safety Form 3

Control of Substances Hazards to Health Regulations 2002

Assessment Sheet

Substance:

Date of Assessment:

Attraction:

Department:

Assessors Name:

EMERGENCY TEL No:

Supplier:

Hazards Warning: Circle if the substance is:

Irritant/Corrosive/Harmful/Toxic/Very toxic

(Unless the assessment is for a biological agent and it is not one of the above then no further action is required, although a normal risk assessment may be considered).

Brief description of use: (including how often it is used, how it is applied, PPE worn)

Chemical/Substance: List ingredients, state,

Likely route into the body: (consider how it is applied)

Inhalation/Ingestion/Absorption/Contact/Injection

Conclusion: (consider the risk of the user by the way the substance is used, applied, information on the technical data sheet, PPE used etc.)

Recommendations: (List the controls that are required to reduce the risk of harm through the substances use)

Site Competent Person Signature:

Arrangement 6: Personal Protective Equipment

The company is required to ensure that the personal protective equipment (PPE) is provided to employees when it is appropriate. This decision is based on risk assessment.

- Management will only use personal protective equipment as a last resort. All other control measures through risk assessment must be considered first.
- PPE can include protective clothing e.g. aprons, safety footwear and hard hats.
- The management must ensure that any PPE provided is suitable for the protection of the user against the hazard, able to fit the individual comfortably and does not pose any undue/uncontrolled additional hazard to the wearer.
- In situations where specialised PPE is considered a possibility, the General Managers must arrange expert advice.
- Management must ensure that the wearers of PPE are properly trained on the use of the equipment. This must include the employee's responsibilities, what the protection is for and how to use it properly.
- The company are obliged to:
 - Provide the PPE free of charge
 - Ensure the PPE is maintained in a good and safe condition
 - Replace it free of charge, if required
 - Provide suitable storage facilities for the PPE
 - Use the PPE log when issuing the equipment to employees
 - Use the internal management audit from to check the condition of issued PPE as part of the maintenance control of the equipment.
- Employees must:
 - Use the PPE properly
 - Report any missing equipment
 - Report any defects to the PPE to the management
 - Clean where required all PPE and store safely

Arrangement 7: Employment of Young Persons

The company is required to carry out specific risk assessments on employees aged 16 or 17 years.

Due to their age and relative life experiences young persons may put themselves and others at unnecessary risk. Management need to assess the individual to assure that this is not the case.

A situation may occur when the role maybe beyond the physical or mental ability of that person, involves a risk of an accident which the young person is unlikely to appreciate or avoid the risks due to their insufficient attention to safety or lack of experience or training.

Specific high risk tasks would be considered unacceptable for a young person.

- Working with dangerous equipment
- Working in confined spaces
- When the safety of other is dependant on the young person e.g. directing vehicles
- Working at height
- With a task which has particularly complex safety instructions.

When carrying out the assessment the assessor must identify whether risks to health exist and if so what control can be implemented. By using the young person's assessment form the following questions should be considered:

- What is the age and experience of the young person?
- What is the layout of the work area for the young person?
- What is the nature of the work to be undertaken?
- Will he/she be exposed to physical, chemical or environmental agents? Do these have an impact on their health and safety?
- What type of work equipment is the young person expected to use operate/clean?
- Does the work area create specific hazards for young persons
- What is the level of supervision available from the management team onsite?
- Who will be responsible on a day to day basis? (A young person must have permanent supervision).
- What controls are to be implemented to reduce the risk of situations occurring?
- What training is available for the young person?

Once agreed the completed assessment must be signed off by the General Managers and the employee.

Working hours

Specific controls exist over working hours. The main points are as follows:

- Minimum ½ hour break after 4 ½ hours working
- Maximum working day of 8 hours
- Maximum working week of 40 hours
- No night work permitted, i.e. between 11pm and 6am

Further advice should be sought if it is thought working times could breach these restrictions.

Health and Safety Form 5
Risk Assessment Form for Young Persons

(For sixteen and seventeen year olds)

Attraction:

Date of Assessment:

Employees Name:

Age:

Assessors Name:

Outline job role:

List Hazards (considerations include work area layout, physical, environmental and chemical hazards):

List any work equipment used:

Detail experience:

Detail Knowledge and training needs:

Detail level of supervision required:

Detail the controls which are to be implemented to control the level of risks:

General Manager's signature:

Employees signature:

Arrangement 8: New and Expectant Mothers

The company recognises that a number of safety hazards found at work may affect the health and safety of new and expectant mothers or their children. If the work carried out by new or expectant mothers could involve a risk to safety, or if women of child rearing age are employed then a risk assessment should be carried out. Each relevant person should be assessed individually using the “Assessment of New and Expectant Mothers” form and then informed about any potential risks to their safety or that of their child.

New or expectant mothers include all employees who are pregnant, or have given birth in the last 6 months or are breastfeeding.

Any process, or working condition including physical, biological or chemical agents which could affect the employee or her child should be assessed and suitable control measures put in place.

Considerations are as follows:

- Manual handling of loads, since mobility may be affected. Postural problems may increase as pregnancy progresses and hormonal changes can affect ligaments making them more susceptible to injury. Also, after giving birth, particularly after caesarean section, lifting capabilities may be reduced. It is recommended that manual handling is discouraged as part of the assessment.
- Times of work and night work should also be considered since morning sickness may be a problem on early shifts or if strong odours occur. If a pregnant worker has a medical certificate stating that night work could affect her health and safety then suitable daytime work should be offered.
- Movement in confined spaces since balance and agility may be affected by the increased abdominal size.
- The layout and organisation of work are important since posture, comfort, co-ordination and dexterity may be affected. Pregnant workers may not be able to use steep stairs, ladders or work at height and any workstations may have to be adjusted, with separate ergonomic assessments considered.
- Access to rest facilities and toilets may become increasingly important and be affected by reduced mobility.
- Suitable break times should be discussed with the employee.
- Standing work may lead to fatigue and other physical work has been linked with miscarriage, premature birth and stress.

- Personal Protective Equipment may no longer fit properly or may be uncomfortable to wear. A review of the PPE may need to be considered.
- Working in hot or cold conditions again may affect the comfort of pregnant employees and lead to physical conditions (such as haemorrhoids) or mental stress and anxiety.
- Any hazardous environments such as wet floors, slippery slopes and areas susceptible to ice should also be considered.
- Use of chemicals which can penetrate skin or be absorbed should be considered and all COSHH assessments and safety data sheets checked for any reference to side effects. Special attention should be given to pesticide exposure and any tetragons.
- Contact with infections or biological agents should also be considered. Generally the risk is no higher than to other employees.
- Display screen equipment - the emissions from such equipment are not considered to be a significant risk to expectant mothers or their children.
- The risk assessment should be carried out by discussion with the employee and reviewed at least every 3 months (ideally monthly). However, since pregnancies vary considerably management should constantly review the effects and update the assessment as often as necessary.

Once agreed the completed assessment must be signed off by the General Managers and the employee.

Arrangement 9: First Aid

The correct response to give first aid to an injured person once an accident has occurred is vital.

The aim of giving first aid is to provide treatment to preserve life, to minimise the consequence of an injury until a medical professional is on site and provide treatment to minor injuries which would not normally receive treatment.

Policy and Procedures

- The General Managers must ensure that an appointed person is available when employees are on site and working. These can be shared across the organisation as long as the appointed person is readily available. Normally all duty management will be trained to an appointed person level.
- The role of an appointed person is to take control of a situation if a serious injury occurs. The appointed person should be able to administer simple emergency first aid until a medical practitioner is available and be responsible for the first aid equipment.
- An appointed person must attend an “appointed person” course which is approved by the Health and Safety Executive. This is normally a day duration.
- A first aid container must be available within each department.
- The first aid containers must have the following as a minimum:
- There is an external check of first aid kits every 3 months.

Item	Quantity
Guidance card	1
Individual sterile adhesive dressings (blue)	20
Sterile eye packs	6
Medium sized sterile un-medicated wound dressings	6
Eye irrigation sterile water (300ml min.)	3

Latex gloves and disposable aprons must be available for use by the first aider. Some individuals are allergic to latex and therefore alternative may need to be considered.

Health and Safety Form 6 Risk Assessment for New and Expectant Mothers

Assessment No.

Attraction:

Date of Assessment:

Employees Name:

Due Date:

Assessors Name:

Outline the job role:

List Hazards (consideration include work area layout, physical, environmental and chemical hazards, confined spaces, standing time, manual handling, night work and PPE).

List any work equipment used:

Welfare facilities (consider toilets, drinking water, rest facilities, breaks):

Detail the controls which are to be implemented to control the level of risks:

Date of next review:

General Manager signature:

Employees signature:

Arrangement 10: Work Equipment

The Company recognises that work equipment within the business can be dangerous and require specific procedures to reduce the risk of accidents occurring.

Work equipment can be defined as any item used in the course of a work activity. This definition includes simple hand tools through to pieces of machinery, for example: knives, hammer, drill, and ladders.

Hazards

- If wrongly used, poorly maintained or the wrong equipment for the task then there is a high risk of an accident occurring.
- The type of injuries can be severe, from deep cuts and burns to amputation.

Policy and procedures

- The purchase of new equipment must have a CE mark and appropriate documentation (i.e. instructions for use and maintenance).
- Any purchase of second hand equipment must have documentation/instructions and maintenance records provided by the last user. An inspection should be carried out before the equipment is used for the first time.
- All staff must be trained in the safe operation of equipment in accordance with manufacturer instructions and/or safe systems of work compiled as part of the risk assessment.
- Any person using work equipment, including maintenance must be provided with information on use.
- The training should be provided by a competent person.
- General Managers will ensure that equipment is properly checked and that any of the staff using the equipment are properly trained.
- Training will only be carried out by a Competent Person or trained supervisor. Untrained staff must never use or clean equipment.
- Each piece of equipment is checked, where appropriate, to ensure the safe operation. Check the following:
 - Is the machine operating within manufacturing limitations?
 - Are appropriate guards provided?
 - Is the user protected against burns/scalds?
 - Is the start/stop/emergency stop controls easily accessible and in working order?
 - Is the isolation switch available?

- Is the equipment stable?
 - Is there sufficient lighting?
 - Is health and safety signage clear?
- Any misuse of equipment will be treated as gross misconduct.
 - The General Managers will ensure that any equipment which is in disrepair will be appropriately signed and isolated if safe to do so.
 - No person under the age of eighteen may use dangerous machines. This is a machine where moving parts can be exposed and cause serious injury or due to the nature of the equipment could cause serious injury.
 - Under no circumstances must work equipment be operated unless all safety guards are in position.
 - When cleaning dangerous machines, ensure the machine is switched off and the plug removed from the mains sockets or the electrical supply isolated. A safe system of work must be provided.
 - Take extra care in handling dangerous or sharp parts of machinery when cleaning and use appropriate guards as recommended by manufacturers.
 - Before commencing use of work equipment always ensure that it has been reassembled correctly.
 - Report any faults, electrical or mechanical, immediately to the line Manager/Supervisor.
 - Ensure that warning signs and information are displayed prominently.
 - Under no circumstances will any contractor use any of the company's work equipment unless he has been called in to maintain or repair it.
 - All equipment should be listed together with the appropriate maintenance regime and time intervals between checks. The maintenance needs are determined by a competent person.
 - A maintenance schedule is written for each item of work equipment and a record kept of all checks.
 - All maintenance and inspections must be carried out by a competent person. A competent person will have received information, instruction and training' which is appropriate to the individual pieces of work equipment.
 - All maintenance activities carried with completion dates must be recorded in the maintenance book.
 - All newly installed equipment must not be used until the installer has provided a commissioning certificate.

Ladder Safety

The use of ladders by staff and contractors within the business create a hazard to employees. Staff must be trained and made aware of the hazards associated with the use of ladders, with training recorded. Management must ensure that all staff use the equipment safely and within suitable locations.

All high level access tasks must have a risk assessments carried out prior to the task being completed.

NB A cherry picker or tower should be used for high level access to the lights in the public area.

All ladders will be CE approved and a record of the equipment must be recorded on the work equipment register, which allows for checks to be documented.

The following rules must be complied with:

- Only company ladders are to be used.
- Carry out a check of the ladder before every use to ensure it is in good condition, no rungs are cracked or missing or dirty e.g. oily, greasy, wet.
- The ladder must be fitted with non-slip feet.
- When choosing a ladder, it must be strong enough for the job and approved.
- Do not use a makeshift or homemade ladder or carry out ad hoc repairs
- When placing the ladder, rest it on a firm, level surface.
- Do not place it on material to gain extra height.
- Ladders must extend at least 1m above the alighting place unless there is a suitable handhold to provide support.
- Angle the ladder so that the bottom will not slip outwards. This is at approximately 75 degrees from the horizontal.
- Rest the ladder against a solid surface. Equipment such as ladder stays can be used to spread the load if the surface is brittle.
- Ladders used for access or as a place of work must be secured or footed.
- Extending ladders need an overlap of at least three rungs.
- Never paint ladders as this may hide defects.
- Do not carry heavy items or long lengths of material up ladders.
- Carry light tools in a shoulder bag or holster attached to a belt so that you have both hands free to hold the ladder when climbing or descending.
- Never overreach.

- Do not use the top of a step-ladder to work from unless specifically specially designed.
- Ladders must be stored safely and secured.
- When a ladder is in close proximity to pedestrians or vehicles then a barrier must be erected at the base of the ladder to protect both the ladder and the pedestrians/vehicles.
- The General Manager is responsible for ensuring that all ladders are numbered and checked every month. The corresponding number and check must be recorded on the work equipment register.
- Users of ladders must check the ladder prior to use.
- If a defect is identified then it must be withdrawn from use immediately.

Lifts and Lifting Equipment

It is recognised that the use of lifts or lifting equipment can be dangerous, especially if the equipment is not installed, maintained, serviced and examined effectively. Further if this type of equipment is not used properly then serious injuries can occur.

Lifting equipment will include the cherry picker used in the public area.

Hazards

- Poor maintenance of any lifting equipment can result in a malfunction, which can cause serious injury.
- Due to the nature of the equipment entrapment of limbs, tools and clothing is possible. This can lead to serious injury.
- The moving around of such equipment can lead to manual handling difficulties.

Policy and Procedure

Examination/ written scheme of examination

All lifts and lifting equipment must be thoroughly examined by a competent person every 12 months or in accordance with a written scheme of examination or passenger lifts requiring a six monthly examination. The examination certificates and written scheme of works are to be held by the General Manager or if the building facilities are managed by a third party, then the General Manager is required to obtain proof from the third party that the examination(s) have taken place.

Pressure Systems

There can be a serious hazard from such installations and equipment within the unit. The hazards include explosion or sudden pressure release of gas or steam.

Pressure Vessels include equipment which has:

- Compressed or liquefied gas including air above 0.5 bar pressure
- Pressurised hot water systems (where the water is held above boiling point)
- A system containing steam at any pressure

Such equipment is likely to include:

- coffee machines for beverage making,
- jacketed steam boilers for food cooking,
- compressed gas cylinders
- hot water boilers
- fixed LPG tanks
- pressure cookers
- portable hot water/ steam cleaning unit
- air compressors (greater than 250 bar litres)

The company insurers produce a written scheme of examination. This will include:

- Identification number of the equipment
- Parts of the item which are to be examined
- The nature of the examination required including the inspection and testing to be carried out on any protective devices
- The date by which the initial examination is to be completed (for newly installed systems)
- The maximum interval between inspections
- The name of the competent person certifying the written scheme of examination
- The date of the certification

The written scheme must then be certified by the competent person. To confirm if the engineer is competent then contact United Kingdom Accreditation Service (UKAS) as part of the Inspection Body accreditation system (BS EN 45004). A competent person will be registered by UKAS. Telephone number 020 8917 84190.

A maintenance schedule should be written for each pressure system and a record kept of all checks. The manufacturer of the equipment should be consulted with regard to providing a suitable service engineer. If the pressure vessels are managed/owned by a third party, then

the General Manager is required to obtain proof from the third party that the examination(s) have taken place.

Arrangement 11: Electrical Safety

As with all equipment, if the equipment is used safely, maintained properly and generally looked after then the risk of an accident is minimal. This is also true for any electrical installations.

However if the electrical systems are not properly controlled then the consequences can be severe.

Hazards

- There is possible injury due to electrocution whilst handling electrical equipment or using an electrical systems.
- There is possible harm to individuals or damage to property due to electrical fires.

Policy and procedure

DAILY CONTROLS

- No wiring must be damaged, burnt or frayed.
- There must be no exposed wires.
- Insulating tape must not be used as a permanent repair.
- No plugs are to be used if they are damaged, cracked or distorted.
- No power sockets are to be damaged, cracked or insecure.
- All plugs must terminate with the outer insulation of the cable firmly gripped. No inner wiring must be seen.
- Do not over load any power supply via adapters.
- No cables are to be situated where they can get damaged, wet, get pulled or pushed or left under floor covering e.g. carpets.

Management controls

Portable appliances (including extension leads)

Users of portable electrical appliances must check for the following immediately prior to use:

- damage to the cable covering e.g., (cuts, abrasions)
- damage to the plug e.g., (bent pins, cracked casing)
- taped joints in cable
- cords not gripped i.e., coloured internal wires showing at plug
- damage to outer cover of equipment or obvious loose parts
- overheating (burn marks, stains)

Any defects are to be immediately reported on to the Maintenance system and equipment taken out of use until repaired.

The General Manager is responsible to ensure formal visual inspections occur and its documentation.

This is to include checking:

- fuse
- cord grips secured
- wires fitted and attached to correct terminals
- terminal screws are tight
- no sign of internal damage

The General Manager is responsible for arranging combined inspection and test, and its documentation.

Any equipment found with defects must be immediately take out of use, isolated and signed “Do Not Use – Defective”.

Repair of the equipment prior to re-commissioning is required.

(NB. This Portable Appliance Testing (PAT) equipment includes electrically spurred equipment).

The frequency of inspection of Portable appliances is detailed in the table below.

EQUIPMENT	USER CHECKS	FORMAL VISUAL INSPECTION	COMBINED INSPECTION AND TESTING
Extra low voltage	No	No	No
IT Equipment (computers, fax, photocopier)	Yes	3 years	3 years
Double insulated <u>Not hand held</u> (fans, table lamps, slide projectors)	Yes	3 years	3 years
Double insulated <u>hand held</u> (floor cleaner)	Yes	1 year	3 years
Earthed equipment (electric kettles, irons, kitchen equipment)	Yes	1 year	1 years
Extension leads (mains voltage)	Yes	1 year	1 year

No person shall be deemed competent to carry out combined inspection and testing of portable appliances (PAT testing) unless they hold the following qualification:

City and Guilds 2377-002 Certificate of Competence for the Inspection and Testing of Electrical Equipment or equivalent.

A schedule must be available for all PAT tested equipment with date of test and “pass/fail.”

No employees can carry out any electrical work. Only electrical engineers accredited by the National Inspecting Council for Electrical Installation Contractors (NICEIC).

A record must be kept in the Maintenance Book of any works.

A record of all such routine checks must be within the unit.

A periodic inspection and test must be carried out by an electrician accredited by NICEIC. A certificate will be submitted to the Company by the Contractor, and this should remain on the site for the lifetime of the installation. The electrical installation should be re-inspected every 5 years.

All minor works will be carried out by a NICEIC accredited contractor. A certificate will be submitted to the Company by the Contractor and this should remain on site for the lifetime of the installation.

This Page Is Intentionally Blank

Arrangement 12: Gas Safety

Due to the explosive/flammable nature of gas it is vital that all the equipment is installed, maintained and serviced professionally.

Hazards

- Equipment that is not maintained properly may lead to gas leakage, fires or explosions.
- Poor storage of gas may lead to gas leakage, fires or explosions.

Policy and Procedures

All works carried out on any gas appliance must only be undertaken by a Gas engineer. Accredited by the Gas Safe Register. Work includes installation, maintenance, servicing, permanently adjusting, repairing, altering or renewing of the appliance, or purging it of air or gas.

Prior to work commencing the gas engineer must show the Gas Safe Register membership card. There are different levels of accreditation and therefore this must also be checked as being suitable for the works.

Re-lighting an appliance after the supply has been temporarily disconnected does not require the services of a qualified person.

All test certificates must be kept for a period of two years. The certificate includes:

- the address of the premises
- the date on which the flue or appliance was tested
- details and location of the appliance including make, model and serial number
- remedial action if necessary
- name of the service engineer and Gas Safe Register registration number
- a statement confirming the work complies with the Gas Safety (Installation and Use) Regulations 1998

For all fixed appliances, associated pipe work/flues and portable gas appliances the General Manager must ensure that they are maintained in a safe condition that will not cause harm. Therefore effective routine maintenance must be carried out.

For specific requirements reference must be made to the manufacturer's instructions for servicing of appliances. The Management will keep a maintenance record including when each gas appliance was checked, a list of the defects found (if any) and the remedial action taken. This information should be recorded in the work equipment register and made available for inspection by authorised officers.

The interval between certified inspections must be no longer than 12 months. If the gas appliances are managed by a third party, then the General Manager is required to obtain proof from the third party that the examination(s) have taken place.

If any appliance is found to be unsafe by the competent person then written confirmation must be forwarded to the Company immediately. The appliance must be withdrawn from use and a label attached to it stating that it is dangerous.

NB It is an offence for the appliance to be used if it has been considered unsafe.

If any manager believes that gas or products of combustion are escaping, ACT IMMEDIATELY.

The supply must be shut off at the meter or main gas shut off valve.

ALL STAFF SHOULD BE AWARE OF THE POSITION OF THE MAIN GAS SHUT OFF VALVE.

Arrangement13: Monitoring of Contractors

The use of contractors on site enables the company to use specialist skills when required. Unfortunately as the contractors are only onsite for short periods of time they will not be totally aware of all the health and safety situations which may arise onsite. In addition to this their work may involve high risk activities which the company management or employees will not recognise. These two situations can result in accidents, which sometimes can be of a serious nature.

The Company therefore recognises that there must be a clear route of communication between both parties to understand hazards which may occur and ensure that the hazards are managed to minimise the risk.

Hazards

- The type of hazards will depend on the work to be carried out. These may include injuries with electrics, falls from height, slips, trips and falls, customer injury etc.

Policy/Procedures

All contractors that are considered must be able to demonstrate their competency to carry out the task(s); for example Gas Safe registration. Choosing a contractor should be via a tendering process, which should consider the following:

Tender for major works contractors procedures

Tender stage prior to onsite works

- The requirements for the works is clearly laid out by the senior management team including working times, access routes and fire precautions expected and a brief introduction to the inherent hazards on site.
- Submission of safe system of work by the contractor detailing; equipment to be used, method of work, responsible persons on site and a risk assessment.
- Submission of insurance cover. The insurance company should be approached to detail minimum levels of insurance cover expected from contractors.
- Submission of references at least 2 references should be taken up prior to the commencement of work.
- The contractor will be required to sign an indemnification form to assure the safety of their undertaking. (The indemnity form is to be kept on the Health and Safety File until the work is completed and then transferred to the archive).

Onsite

- The contractor will be working in an identifiable work area that will be segregated from employees.
- The contractors signing in book will be used together with an additional permit to work system for hot work and work at heights. Details of the fire procedure and any specific hazards will be discussed with the contractor at this time.
- Non contractor visitors for example; enforcement officers or local dignitaries will, wherever practical, be accompanied by a member of Management.
- The monitoring of the work of contractors is important. The work method indicated by the contractor on their method statement or on the permit to work (see below) should be checked against during the contracted works. Discrepancies should be highlighted and safety issues dealt with immediately.
- There will be an ongoing review of contractors used within the company to assess their performance.
- The “permit to work” management system will allow for the general management and contractors to agree the safest method of carrying out a task with minimal risk.
- The Permit to work Form 9 must be completed, ensuring that all the details outlined are completed properly.
- A detailed safe system of work is required, giving a step by step account of how the work is to be carried out safely and identifying the controls the contractor is to put into place to minimise risks.
- The form must be signed by the commissioning senior manager and the contractor prior to the works being initiated.
- The commissioning senior manager must check on a regular basis on the contractor to assess the health and safety performance of the contractor, and if required take appropriate steps to rectify problems identified.
- When the work is complete the contractor must report back to the commissioning senior manager and sign off the “permit to work” as work complete.
- The “permit to work” must be filed in the control of contractors file.

Short term contractors

The contractors signing in book will be used together with an additional permit to work system for high risk activities; including hot work, work at heights and lift work. When signing-in the duty manager must ensure that the contractor understands the conditions for working on site. These are on the “Conditions for Contractors” Form 7 and must be signed by the contractor with a visitors badge issued.

The signing in book will have name, company, visitors badge number, person meeting, work on site, time in and time out.

The log is kept at reception, where **all** contractors shall book in and out.

Health and Safety Form 7

Conditions for Contractors

Continuum Group Limited strives to ensure the health and safety for all users on site is not compromised and therefore you are expected to work in a manner which is safe and does not put our staff, customers, contractors or yourself at risk of injury.

- 1 You will be accompanied by a member of staff where feasible.**
- 2 You must ensure you sign in and out of site when starting or finishing work.**
- 3 You will only use your company equipment, which must be safe to use. Equipment must have it respective statutory examination, if required.**
- 4 Must only work in the areas required for your task.**
- 5 Barriers must be used, if appropriate, to define your work area and protect users of the facility.**
- 6 Tools must not be left unattended.**
- 7 Good standards of housekeeping must be maintained.**
- 8 All works must comply with the Health and Safety at Work etc. act 1974 and related regulations.**
- 9 You are expected to behave in a safe and professional manner.**
- 10 You must know what to do in the event of the fire alarm being activated. This will be outlined to you by the duty manager.**

Contractor Signature:

Date:

Contractor Printed name:

Time in:

Contractor company:

Time out:

Health and Safety Form 8

Contractor Indemnity Form

The term “contractors” will include its employees, agent’s representatives, and sub-contractors working on Continuum Group Limited premises.

- This document shall be read with and form an integral part of all contracts between the Continuum Group Limited and the Contractor.
- The policy of the company is to protect the health and safety of its employees and all persons who come onto Continuum Group Limited premises. For this to be achieved it is a condition of the Contractor to comply with the following:
 - The Contractor must comply with the provisions of the Health and Safety at Work etc. Act 1974 and all relevant statutory and non-statutory codes and regulations.
 - The Contractor hereby agrees to provide a standard of care and duty towards all other persons on the premises and further agrees to indemnify and keep indemnified the Company against all actions, proceedings, fines, costs, damages, claims and expenses including legal costs.
 - On arrival on the premises the Contractor will report to reception who will arrange for the commissioning manager to meet with the contractor. Continuum Group Limited will ensure the contractor is accompanied to the area of work.
 - The Contractor will inform the commissioning manager of any known or suspected hazard or anything/matter which may affect the safe running of the business by the company on the premises or area of work, including positioning of electricity, gas, data cable, telephone cables and pipes. This will include any increased risk of exposure to persons on site.
 - Any items brought on to site by the Contractor, including tools, equipment, substances, must satisfy the commissioning manager that hazards are controlled.
 - Must ensure proper provision is made to protect and warn persons on site of the hazards.
 - The Contractor will not enter any area of the building which is not required as part of the commissioning work.
 - The Contractor will not use any equipment, substance or material owned by Continuum Group Limited.
 - No works involving the use of any naked flame will be carried out unless a safe system of work has been agreed by the commissioning Manager. Further the Contractor will

ensure that the works are insured to ????? pounds. The contractor will provide fire fighting equipment for such tasks.

- The Contractor will work in a clean, safe and tidy manner at all times. The Contractor will co-operate with the staff and management of Continuum Group Limited whilst on site, and will comply with any reasonable request by staff or management.
- Any accident or incident will be reported to the commissioning manager immediately. Any reportable accidents or incidents will be reported by the Contractor to the Authorities with Continuum Group Limited being kept up to date of conversations and correspondences.

Any breach of the above provisions and terms shall entitle Continuum Group Limited, without prejudice to any other rights it may have, to terminate the contract immediately.

The Contractor will indemnify and hold Continuum Group Limited harmless OF from and against any and all liabilities for death, illness or injury to any employees of Continuum Group Limited or the Contractor or any third party and for loss of or damage to property of Continuum Group Limited or the Contractor or property of their personnel or any third party, and against all claims, costs, demands, proceedings and causes of action that results, which are due to any negligent act or default on the part of the Contractor its personnel or agents or sub-contractors in the performance of any of its obligations under the contract.

The Contractor will maintain a policy of insurance in respect of their liabilities on the following basis:

- Legal liability to their employees of an unlimited amount.
- Legal liability to third parties in the sum of ?????? pounds per incident or series of incidents arising out of the same event and will maintain the policy during the term of the contract, providing evidence of such a policy.

This indemnity form must be signed by both parties below.

On behalf of Continuum Group Limited:

Signed by:

Witnessed by:

Contractor:

Signed by:

Witnessed by:

Health and Safety Form 9 Contractors Permit To Work

Attraction:

This permit is to be completed by the contractor in the presence of the General Manager or site competent person			
Name of Contractor:			
Contract manager:		Telephone No.:	
Description of Authorised Work:			
Duration of Work (inc. number of days and times on site):			
Nature of Work to be Undertaken - tick appropriate box			
Roof Work	<input type="checkbox"/>	Hot work including welding	<input type="checkbox"/>
Confined Space	<input type="checkbox"/>	Window Cleaning	<input type="checkbox"/>
	<input type="checkbox"/>	Other: (specify)	<input type="checkbox"/>
Detail the safe working practices for the work: (attach the risk assessments for the work)			
Valid from:		Valid until:	
I have received this Permit to Work and accept responsibility for ensuring that the work is carried out to follow the safe working practices and the risk assessments detailed on this document.			
Signature of Contractor:		Date:	
This Permit to Work has been accepted by Continuum Group Limited			
Signed..... Duty Manager			

This Page Is Intentionally Blank

Arrangement 14: Catering and Bar Safety

Bar and catering areas can be very hazardous areas to work, with a number to high risk activities taking place. Injuries from cuts, burns to chemical accidents and serious slips can occur.

Policy/Procedure

- Only authorised persons are allowed into the kitchen or bar areas.
- Remove all spillages immediately.
- Only trained persons are to use dangerous machines, including slicer, mincer, mixer, food processor and waste disposal unit.
- Carry out manual handling assessments for the movement of hot liquids. Large cooking pots containing hot liquid must not be carried across the kitchen; a safe system of decanting should be implemented.
- Follow the rules of the COSHH assessments.
- Do not touch any rodent bait left in these areas.
- Take care when using knives and sharp utensils. Store them safely.
- Use electrical equipment safely.
- Ensure any walk in freezers/chiller does not have ice build ups on the floor, that the emergency release works (only try with a colleague around).
- Only use suitable step ladders for high level access; e.g. store rooms.
- Use hot equipment carefully.

All catering and bar staff will be trained in all tasks.

Bar and Cellar Safety

The following points must be followed:

General Cleanliness and Maintenance

- All areas must be maintained in a clean condition, free from spillages and clear of obstructions.
- Any damage to flooring must be repaired to eliminate any trip hazards.
- Staircases, lighting and ventilation must be maintained in good condition at all times.
- All defects will be noted in the Maintenance Book.

Gas Cylinders

- All Gas cylinders must be secured in an upright position or laid flat. Secure storage should be achieved by strapping chaining or wedging.

- Gas cylinders must be kept away from heat sources.
- Gas cylinders must not be dropped or thrown.

Leakage

- All cellars should ideally have a CO2 indicator on the outside wall by the door to the cellar area. This should indicate if the levels of CO2 are safe within the cellar.
- If there is a leak noted then do not enter the area. If it is felt safe to do so then ventilate the area, but not before contacting the duty manager.

Manual Handling Issues

- Barrels and cylinders must always be carried so that they are always under the complete control.
- Care must be taken not to damage barrels and cylinders.
- If found to be damaged then report this to the Duty Manager.
- Barrels must not be stored more than one high. Crates and boxes must be stacked safely and stable.
- A manual handling assessment must be written for the movement and handling of kegs within the business.

Breakages

A separate solid bin must be provided for the storage of broken glass or sharp objects. There must never be direct hand contact with broken glass, use a dustpan and brush.

Chemical Hazards

- When beer line cleaning the correct PPE should be issued and staff instructed in how the PPE should be worn. Staff **must** wear the PPE for beer line cleaning. Records of training must be kept.
- After the lines have been cleaned and flushed through check that no chemical is left in the lines by the use of litmus paper to test the pH of the pull through.
- Only use metal measuring containers to establish the amount of line cleaner required.

NB: Other policy arrangements are also involved within the safety of the catering areas and the bar operation.

Arrangement 15: Slips, Trips and Falls

It is very important that all floor areas, steps and corridors are kept safe. This will allow for the safe and easy use during their normal use or if required during an emergency.

Hazards

- The unsafe use, management or maintenance can lead to slips, trips and falls in these areas; either by staff, visitors or contractors.
- These areas can be particularly hazardous during emergency situation, for example a fire evacuation.
- A high number of slip injuries because spillages are not removed safely/properly.
- Fall from windows if not restricted and maintained in good repair.

Policy/Procedures

- Floor areas, corridors and stairs must be kept well maintained.
- At least one handrail must be provided for stairs. If stairs are considered too steep or wide then handrails on both sides of the stairs should be provided.
- Nosing to steps or stairs must be clearly visible. High visibility tape must only be used as a short term measure. Outside walkways, floor surfaces and steps must be clearly defined.
- There must be daily inspections by duty managers of all floor areas, corridors, stairways and fire routes. Any defects highlighted must be recorded in the maintenance book and actioned within a reasonable timescale.
- Lighting levels must allow for the safe use of these areas and maintained in working order. This includes the availability of secondary lighting along escape routes.
- Floor areas, corridors, escape routes and stairways must not be used as storage areas and kept clear at all times.
- Spillages must be cleared without delay, following the procedure below:
 - For any spillage a warning sign must be immediately placed around the effected area. (At no time must the spillage be left unattended).
 - The floor must be cleaned using the correct dilution of floor detergent using a mop and bucket. The correct dilution can be found with the suppliers instructions.
 - Take care to ensure that the mop is not over saturated with water.
 - It is important to ensure that hot water is used to allow for effective cleaning and quicker drying. To assist drying good ventilation must be maintained.
 - Floor warning sign must not be removed until the floor is thoroughly dry.

Health and Safety Form 10 Who is a Display Screen Equipment User?

Attraction:

Date of Assessment:

Job Title:

Assessor:

Employee:

Department:

Result: Yes/No

- 1 Does the employee use display screen equipment?
- Yes - Go to 2
No - Not a "user", no further action required under this assessment
- 2 Is the operation of display screen equipment the principle function of the employee during the course of each working day (continuous use for more than 50% of the time)?
- Yes - Definite "user", regulations apply. Assessment required.
No - May still be a user, go to 3
- 3
- a) Are means other than Display screen equipment available to do the job?
- Yes No
- b) Can an employee move to do other tasks at their discretion?
- Yes No
- c) Does the employee need additional Skills, and significant training in the use of display screen equipment to Do the job?
- Yes No
- d) Does the employee use the equipment more or less daily?
- Yes No
- e) Does the employee continuously use Display screen equipment for prolonged spells of more than 1 hour?
- Yes No
- f) Is fast transfer of information between Employee and screen vital to do the job?
- Yes No
- g) If the employee makes a mistake on The equipment are the consequences Critical?
- Yes No
- 4 Are more than 4 shaded boxes ticked?
- Yes - Definite "user" regulations apply. Assessment required.
No - Not a "user" but review if job alters.

Arrangement 16: Office Safety and Working with Display Screen Equipment

General Office Safety

All Staff must ensure that office work is conducted in a safe manner and in particular the following good practices are observed:

- * The floors and walkways must be kept clear of boxes, files and other stationary.
 - * Access to shelving and other high items must only be undertaken with the foot stool or steps provided.
 - * Filing cabinets should not be overfilled and only one drawer opened at any time to prevent overbalancing.
 - * All trailing electrical cables must be adequately covered.
 - * All electrical equipment must not be interfered with or panels removed, particularly the photocopier.
 - * Care taken with the use of chemicals and substances, particularly toner, tippex and thinners.
 - * Manual handling risks are to be kept to a minimum and assistance provided when moving heavy loads.

Display Screen Equipment

There is a requirement to carry out a risk assessment for all “users” of display screen equipment.

A 'User' means an employee for whom the display screen equipment forms a significant and habitual part of his or her normal work. This normally means more than 4 hours a day. Individual ‘users’ should be assessed and their details included on the form.

To help decide if an employee is a user use the form “Who is a User.” If a person is a user then the display screen assessment form must be used. The “Conclusions and Recommendations” box must always be filled in with details of any improvements needed to workstations or the way people work at them. Also, general information on safe working practices and advice should be included.

All workstations (computers, VDU’s or similar screens) must be assessed.

All 'users' are entitled to changes in work activity at regular intervals throughout the day and will be entitled to free eye tests and corrective lenses in accordance with the Regulations.

Risk Assessment Form for Display Screen Equipment Users

Attraction:

Date of Assessment:

Employees Name:

Line Manager:

Assessors Name:

Date of next review:

Outline of job role:	
The equipment: (including chair, table, screen, keyboard, mouse, software).	
The Environment: (including lighting, space, ventilation).	
Training requirements: (including user's knowledge on use of equipment, break taken, solutions).	
Conclusion of risk with recommendations:	
Users signature:	Date:
Assessors Signature:	Date:
Actioned by line manager: Yes/no	Line managers signature:

Arrangement 17: Company Vehicles

The use of company vehicles by drivers during work time account for a large number of serious vehicle accidents a year. Whilst there is legislation relating to vehicle use on the public highway, health and safety legislation also applies.

Hazards

- Vehicles involved in road traffic accidents.
- Pedestrians and other vehicle users being injured or killed when struck by a vehicle directly or indirectly.

Policy/Procedures

Assessing the journey

All company car drivers must ensure they plan for their journey appropriately. This should include allowing the time to travel safely, consider local rush areas, the weather, traffic reports, is the journey necessary etc. The aim in doing so is to identify and minimise any risk factors which could cause an accident.

Ensure the route is planned beforehand. Use motorways and dual carriageways if possible as these are statistically safer. Allow sufficient time for the journey taking into account any possible delays from road works or traffic congestion. An indication of poor journey planning is the perceived need to exceed applicable speed limits.

If time pressure is an issue, stop and phone ahead to notify clients/colleagues that you may be late.

Driving behaviour

All drivers must hold a full driving licence for the class of vehicle being driven. All drivers should be aware of the fact that driving performance is an acquired skill that will vary between individuals and with age, experience, mental and physical fitness and the degree of concentration being given to it. The company reserves the right to annually request details of any motor convictions against individuals as a means of monitoring general driving performance.

The points below highlight how performance can be maximised or improved:

- **Reduce non-stop driving times or distances.** As a general rule journey planning should allow for a 15 minute break after a maximum of 2.5 hours driving time.
- **Avoid night driving** if possible and those times when body rhythms mean that you might be normally awake but would be sleepier, for most people 5:30-6:30 am and 2:30-3:30 pm.
- **Avoid driving in adverse conditions.** When conditions give rise to significantly reduced visibility or the possibility of reduced vehicle control, e.g. heavy fog or snow, consideration should be given to breaking, delaying or cancelling the journey. If this occurs at remote locations an overnight stop should be considered (if so your line manager should be contacted to discuss if possible).
- **Mobile phones** – In order to protect the driver's safety as well as other road users the company does not allow the use of mobile phones while driving, except by designated personnel who will be fitted with a hands free kit. The mobile phone must **never** be hand held whilst driving. Mobile phones must be switched off when driving. All calls and message pick ups must be when the car is in a safe and legally parked position.
- **Driver fitness** – A number of medical conditions may affect driving ability. If employees have any medical conditions which could affect driving ability then the matter needs to be discussed with the employee's doctor and reported to the line manager. Care must be taken when on medication as some side effects may inhibit safe driving. Labels should be checked or doctors consulted. There must be no consumption of alcohol or recreational/illegal drugs immediately prior to, or during, periods of driving for work or during work time.

Vehicle maintenance

The vehicle must be maintained. It is the responsibility of the driver to ensure that vehicles are booked for servicing at the manufacturers' specified intervals. Weekly checks should also be carried out to ensure headlights, and indicators are working. Never drive a car if there is any doubt about its road worthiness.

Vehicle breakdown

In the event of a breakdown move the vehicle off the carriageway if this is possible and safe to do so. Hazard warning lights should be turned on. On motorways and high speed roads it can be dangerous to remain in the car and therefore it is advisable to stand behind barriers if possible. In some cases, however, it may be more hazardous to move out of the car, e.g. in tunnels with no place where passengers could stand out of the traffic flow. In such cases an individual assessment should be made of whether or not to move outside the vehicle.

The driver of the vehicle should notify the nominated breakdown service provider of the location of the car. If the car is in a position where it presents a hazard to other traffic, or a risk to occupants, the police should also be notified immediately. If on a motorway numbering on posts indicating the nearest emergency phone can be used to give an accurate position.

Vehicle accidents

In the event of being involved in an accident the following guidance should be followed:

- Make the scene of the accident as safe as possible **without putting yourself at risk**.
- Use hazard warning lights, and reflective triangles if supplied with the vehicle. Consider posting a person to warn other traffic to slow down or move out **but only** if this is safe and can be done without the need to stand in or next to the traffic flow. This should be carefully assessed and generally not attempted on roads with fast moving traffic and no clear footpath.
- **Do not** move any injured person unless they are in immediate danger from other vehicles or exposure to fire or harmful substances.
- Call the emergency services as soon as possible.
- The name and addresses of all drivers involved must be exchanged and given to police and anyone else with reasonable cause to request them. If possible the names and addresses of all independent witnesses should be obtained.
- If the accident is damage-only ensure the vehicle is road worthy before continuing the journey.
- Following the accident an insurance report form should be filled in. As much specific information as possible should be provided and if a camera is available photographs taken. Ideally notes should be taken about how the accident occurred and the position of other vehicles, etc before leaving the accident scene.
- It is recommended that each vehicle has a first aid kit, CO2 extinguisher and a high visibility jacket for emergency situation.

This Page Is Intentionally Blank

Arrangement 17: Accident Reporting

Management of Accidents

Management recognises the need to learn from accidents that occur within the business and to examine the cause of such accidents to prevent a recurrence. To ensure that this occurs all accidents to the staff must be recorded in an accident book and on Complyforce. The accident book must have an approved format which can be obtained from HMSO and located within the duty manager's office.

In the case of accidents that necessitate the injured person leaving the site for treatment, a formal investigation must be undertaken by the General Managers and a report should be forwarded to the Group Head of Operations and Common Sense Compliance – 01761 235604, attached to Complyforce.

In certain circumstances, accidents which cause injury and certain dangerous occurrences not necessarily resulting in injury, will fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Reporting Of Accidents

Some accidents need to be reported to the Local Authority. This notification must be made within a given time period which is set by the regulations. This varies from immediate notification by telephone or fax for specified injuries or dangerous occurrences to written notification on a standard F2508 for over seven day injuries. The accident reporting form can be found at www.riddor.gov.uk and must be forwarded within 15 days.

It is the General Managers responsibility to ensure that the accident or event is notified within the correct time period.

Deaths

All deaths to workers and non-workers must be reported if they arise from a work related accident, including an act of physical violence to a worker. Suicides are not reportable.

Under the regulations **Specified Injuries** are:

- Any fracture other than to fingers thumbs or toes;
- Crush injuries leading to internal organ damage;

- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- Scalpings (separation of skin from the head) which require hospital treatment;
- Unconsciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Permanent loss of sight or reduction of sight in one or both eyes;

Over seven day injuries to workers

This is where an employees or self employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Injuries to non-workers

Work related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Reporting of Dangerous Occurrences

There are a number of other incidents or near misses that need to be reported to the enforcing authority:

- The overturning, collapse or failure of a lift or mobile platform
- The failure of a pressure system leading to the death of an employee
- Short circuit linked with a fire or explosion leading to the closure of the business

There are several exceptions to the list of dangerous occurrences.

Reporting of a Disease

There are a number of reportable occupational diseases; including:

- Carpal tunnel syndrome;

- Sever cramp of the hand or forearms;
- Occupational dermatitis
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

If an employee contracts an illness which may have been due to the work environment then this must be reported by the Group General manager and company Environmental Health consultant.

Monitoring

On an annual basis, an analysis of all accidents should be carried out and discussed by the staff health and safety committee to decide on priorities for action for the following year. All serious accidents will be examined by the health and safety committee.

This Page Is Intentionally Blank

Arrangement 19: Staff Security

Violence to staff can be both verbal and physical abuse. This can be from colleagues, customers or members of the public.

Staff can be confronted with these situations at any time and even from a theft or malicious situation. Senior Staff will be properly trained in managing a confrontational situation to minimise/limit the risk of a violent outcome/injuries that may occur.

Policy/Procedures

- The General Manager must carry out a specific risk assessment which relate to their staff security.
- Under no circumstances should staff confront any person where they believe there is a risk of danger to themselves, including confrontation with a view of theft.
- It is important that staff remain calm and disciplined during such incidents.

Employees must inform the duty manager and the Police immediately after such incidents have occurred.

This Page Is Intentionally Blank

Arrangement 20: Staff Consultation and Notice Boards

The company recognises that staff involvement in the management of health and safety is vital, as health and safety is the responsibility of all management and employees. In addition under the Health and Safety (Consultation of Employees) Regulations 1996 the company has a responsibility to provide methods of consultation and communication.

Hazards

- Poor communication can lead to confused messages thereby putting employees at possible increased risk of incidences occurring.
- Limited consultation can lead to inefficient work procedures or ineffective welfare management.
- To discuss health and safety concerns identified by all members of staff.

Policy/Procedures

The health and safety committee responsibilities are:

- Ensure that the health and safety policy and respective risk assessments are reviewed and up to date;
- Ensure the minutes are distributed to the Group Head of Operations for approval.

The health and safety committee will be made up of:

- General Manager
- Attraction Competent person
- Staff representative from each department

The Committee will meet on a minimum of 4 occasions each year and the General Manager will chair the meeting.

Formal minutes of the meeting must be written. These minutes (once agreed) must be placed on the Staff Health and Safety notice board

Agenda for the meeting must include:

- Last Minutes
- Review of Accidents
- Review of Incidence
- Review of Policy Implementation

- Review of the Policy
- Training Review
- Safety issues highlighted by employees
- Any Other Business
- Date of Next Meeting

Staff Notice Boards

Staff notice board must display the following:

- A clear sign stating 'Health and Safety Notices'
- A copy of the company's "Statement of Intent" for Health and Safety
- Notice of the location of the Health and Safety policy.
- Notice of accident reporting procedure.
- A list of current First Aiders and location of First Aid Kits
- A list of members on the Health and Safety committee
- Minutes of the last Health and Safety committee
- The current Employers Liability Insurance Certificate
- Notice of the emergency fire procedure.
- Register of COSHH substances on site.
- Any other details relating to Health and Safety which the General Manager feels is relevant.

Arrangement 21: Control of Legionnaires Disease

The Management recognises the risks associated with Legionnaires Disease and the water system within the building.

The General Managers will ensure that the water system within the building is safe and any risks from Legionella bacteria are managed to ensure the use of the building is safe. The following procedure is carried out or that competent contractors are employed to manage and maintain the system in accordance with HS (G) 70 – The Control of Legionellosis. (This maybe through the Landlord/ Facility manager(s) of the building):

- A General Risk Assessment of all relevant areas, tasks and equipment must be carried out. This should be via a specialist competent person. The controls for such an assessment are detailed within this arrangement.
- Water tanks will be inspected annually and cleaning/maintenance carried out. A regular check to ensure that covers are in place is necessary.
- Any showerheads will be disinfected and de-scaled on a three-monthly basis as part of a planned preventative routine, records being kept using Form 14.
- Cold water temperature is to be maintained below 20°C (including within food humidifiers).
- Hot water systems shall be maintained at source at 65°C and at least 50°C at the furthest outlet after one minute of running.
- Calorifiers will be pasteurised to 70°C annually or effective biocides used. These include chlorine dioxide used at 0.5 mg/l or the use of ozone and ionisation.

All outside contractors employed to carry out routine maintenance, cleaning, sampling and chemical supply must have a written risk assessment and supply copies of COSHH assessments for all substances used on site.

Because of the complexity of controlling risks from Legionella and carrying out the regime recommended by HS(G) 70 it is strongly advised that competent outside contractors are consulted to maintain and monitor the systems.

To ensure that Management controls have been implemented, Form 13 must be used and completed for respective years.

Further Guidance:

Cold Water Storage and Distribution System

- Tanks should be divided or duplicate tanks installed in such a manner that a through flow is obtained and stagnation does not occur.
- Light coloured non-metallic tanks such as fibreglass are recommended. Where metal tanks are used these must be painted white on the interior surface with a bituminous paint suitable for use in water supplies, and where gaskets are required, a Neoprene type must be used. Existing metallic tanks must be painted white on the interior surfaces with a bituminous paint suitable for use in water supply.
- All tanks must be fitted with lids and arrangements made to prevent birds, etc., entering the overflow or vent pipes by fitting fine wire mesh or wire balloons to the outlets.
- Cleaning must take place at least annually, preferably before the beginning of April, to precede the bird nesting season.
- Arrangements should be made by lagging, shading or any other means to ensure the temperature of cold water storage tanks is maintained below 20°C at all times wherever possible.
- Where water softeners are in use, any chlorination must be on the outlet side to ensure that the chlorine does not adversely affect the resin base.
- Shower heads should be of the stainless steel type, cleaned on a regular basis by removal and soaking in a chlorine solution. Keep records that this has been undertaken. It is recommended that spare shower heads are obtained so that, on a routine basis a given number of 'clean' shower heads can replace an equal number to be chlorinated. This cycle can be on-going and should be designed to achieve total treatment.
- Dead legs to be removed, by re-design if necessary.
- Little used outlets such as plant room sinks, hose pipes or rooms not used for periods of a week should be run through to minimise stagnation of water in the pipes.

Hot Water Systems

- The temperature at the hot water generating source should be 65°C with a fall to not less than 50°C at the furthest outlet after one minute of running water. The lagging of all hot water pipes is to be carried out to ensure these temperatures are achieved and the condition of lagging should be regularly checked.
- Closed off areas of the unit must be run off before re-letting such as after a refurbishment or seasonal shut down.
- Little used outlets such as plant room sinks or rooms not used for periods of a week should be run through to minimise stagnation of water in the pipes.
- Dead legs to be removed, by re-design if necessary.

Calorifiers

- Drain, clean and de-scale ensuring all sludge in base is removed including the area below the position of the drain pipe.
- Allow to dry.
- Re-fill and raise temperature to 70°C over entire surface of calorifier for 6 to 12 hours with flow valve closed, to obtain pasteurisation of interior of installation. Suitable biocides may also be used to treat these systems.
- This treatment must be carried out annually
- When returning the calorifier to service, open the header valve very slowly to reduce any risk of turbulence.

This Page Is Intentionally Blank

Health and Safety - Form 13

Legionella Control Maintenance

TO BE UNDERTAKEN BY ENGINEER - ANNUALLY UNLESS OTHERWISE STATED

Attraction:	Manager:
Responsible Person - Engineer/Maintenance:	
Date Task Undertaken:	Date of This Check:

The following works are to be undertaken as specified.

ITEM TO BE CHECKED	FREQUENCY	UNDER-TAKEN	TEMP. ACHIEVED	CORRECTIVE ACTION REQUIRED
Secure covers on water tanks	6 monthly			
Cleanliness and evidence of corrosion in tanks (annually clean as necessary)	Annually			
Insulation on tanks and water temperature (below 20°C.)	Monthly			
Carry out pasteurisation of hot water system	Annually			
Temperature recorded at boiler and/or calorifier (above 65°C.) for 6-12 hours	Annually			
Temperature recorded at furthest outlet of hot water system (above 50°C.)	Monthly			
Check to evaluate if any parts of the system are redundant or where water may be stagnant.	Annually			
Condition of lagging to pipework throughout	6 monthly			
Check service records and condition of humidifiers, air conditioning plant (if applicable)	6 monthly			

I have undertaken this work in accordance with the Company Policy.

Signed **Position** **Date**

Arrangement 22: Asbestos

It is possible that employees may occasionally come into contact with asbestos material. High risk areas include boiler rooms, pipe lagging, old fire doors, roofing material etc.

Policy/procedure

- The Building must have an asbestos register available, carried out by a competent person. This will be managed by the General Manager.
- Any advise given by the report must be acted upon; for example removal, labelling.
- A checking system must be implemented to inspect the condition of any material without putting any persons at risk.
- The General Manager must review and keep up to date the register.

If there are any concerns then the company Environmental Health Consultant must be contacted. (Common Sense Compliance on 01761 235604).

This Page Is Intentionally Blank

Arrangement 23: Confined Spaces

There may be areas within the operation which could be considered to be a confined space, which can create additional hazards; including fire, explosion, asphyxiation, drowning or body temperature variation.

Confined spaces are defined as being a chamber, vat, silo, trench, pipe, sewer, flue, well, ducts, vessels, tunnels, boreholes, manholes, shafts, excavations, sumps, inspection pits and enclosed rooms (plant rooms); or other similar space which, because it is enclosed or substantially enclosed creates a “specified risk.”

Policy/Procedure

- No person should enter a confined space unless it is necessary. Other work may negate the need to enter the confined space.
- A task specific risk assessment must be carried out. Considerations should include training, PPE, fire safety, rescue equipment, communication, control of any plant equipment, alarm systems, etc.

This Page Is Intentionally Blank