

# Health & Safety Policy



**K A WATTS**  
**PLUMBING & HEATING LIMITED**

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Person responsible for Health and Safety  
Mr Ricky Jenkins

Health and Safety Manager  
Mr David Taylor



Health & Safety Policy

Issue No. 3

Date: 03.05.22

**I confirm that I have read and understood the K A Watts Health & Safety Policy**

**Name:** .....

**Signed:** .....

**Date:** .....



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Health & Safety Policy

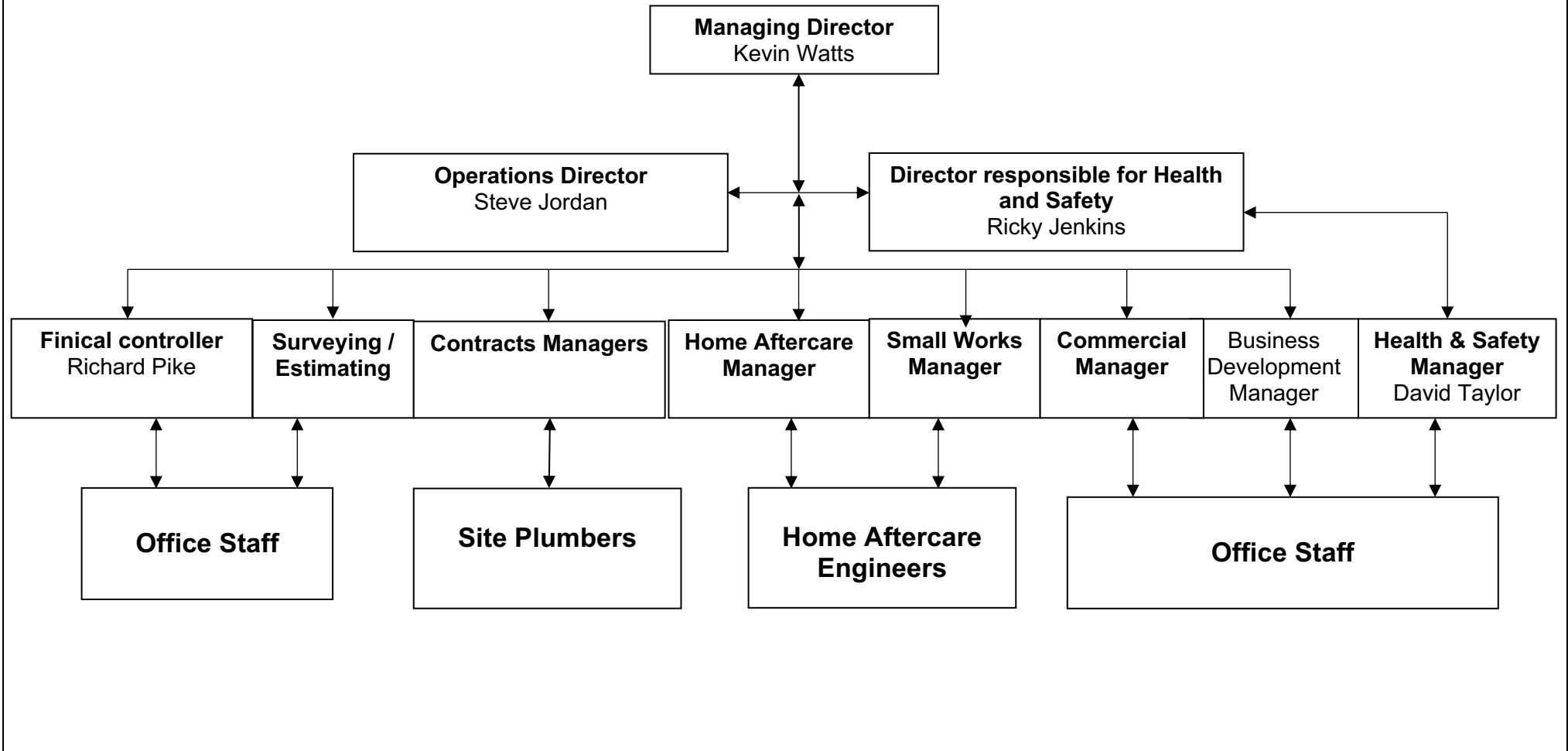
Section No. 2

Issue No. 3

Date: 03.05.22

**Health and Safety Implementation Plan**

| Principal Legislation & K A Watts Plumbing & Heating Ltd procedures  | H&S Advice  | Planning  | Monitoring on site by Management   | Monitoring on site by Safety Advisors   | Auditing                                      | Third Party Auditing & Review   |
|--|---|---|--|---|---|---|
| <p>Health and Safety at work etc Act 1974</p> <p>Construction Design and Management Regulations 2015</p> <p>Working at Height Regulations 2007</p> <p>Plus various other regulations and ACOPS</p> <p>K A Watts Plumbing &amp; Heating Ltd health and Safety Policy/ Procedures.</p> <p>Gas Safe Legislation</p> | <p>Health and Safety Executive</p> <p>Director Responsible for Health and Safety</p> <p>K A Watts Plumbing &amp; Heating Ltd Health and Safety Manager</p> <p>Clients Health and Safety advisor</p> | <p>Surveying</p> <p>Contract information</p> <p>Pre-Start Meeting</p> | <p>Weekly site visits by site supervisors</p> <p>Periodic visits by Contracts Directors</p> <p>Monthly labour Meetings with site supervisors &amp; Contracts Managers.</p> | <p>Monthly site visit by Health and Safety Department.</p> <p>Constant monitoring by clients Health and Safety advisors</p> | <p>Periodic Sampling by Managing Director</p> | <p>Periodic review by K A Watts Plumbing &amp; Heating Ltd Board</p> <p>Annual review by External Health and Safety Consultant.</p> |





## Health & Safety Policy

Section No. 4

Issue No. 3

Date: 03.05.22

### General Policy Statement of K A Watts Plumbing & Heating Ltd.

The K A Watts Plumbing & Heating Ltd. fully recognises the importance of maintaining good standards of Health & Safety management and the impact this has on the effectiveness and sustainability of its business.

The overall aim of this statement is to set out the Policy objectives which The K A Watts Plumbing & Heating Ltd. will seek to achieve by good management practice and the application of legislative requirements, industry codes of practice and K A Watts Plumbing & Heating Ltd standards where applicable. The following Policy objectives will apply to the office and sites.


The Policy reflects the commitment of K A Watts Plumbing & Heating Ltd. and those accountable to the K A Watts Plumbing & Heating Ltd for its implementation.

- It is the policy of K A Watts Plumbing & Heating Ltd. to ensure so far as is reasonably practicable the Health, Safety and Welfare of all our employees. Equally, we accept a similar responsibility for the Health and Safety of all other persons who may be affected by our activities. Every employee has a moral and legal responsibility to see that their actions do not place other employees, members of the public or fellow workers in jeopardy from an accident or Health Hazard.
- We commit to ensure Safe and healthy working conditions for the prevention of work-related injury or ill health across all our business operations.
- We regard the Legal Health and Safety requirements as a **minimum Standard** and expect managerial targets to be achieved without compromising Health and Safety Criteria.
- We acknowledge that the key to successful Health and Safety Management requires an effective Policy, Organisation and arrangements that reflect the commitment of senior Management to improving Health and Safety. To sustain that commitment we will continually measure, monitor and prepare and revise where necessary an annual plan to ensure that Health & Safety standards are adequate.
- We will provide and maintain safe and healthy working conditions, plant, equipment and systems of work for all our employees.
- We will ensure that all Risk Assessments as required by relevant legislation are completed, there recommendations implemented and that all employees are provided with sufficient information regarding those assessments.
- We will provide such information, instruction, training and supervision as necessary to enable our employees to develop and maintain essential Health and Safety skills and will encourage the growth of a positive Health and Safety culture.
- We will ensure continued consultation with our workforce to enable all viewpoints and recommendations to be discussed at regular intervals.
- We will strive to protect the environment by controlling the emission of pollutants and by reducing the risk of contamination to soil, water and the atmosphere.
- Where there is a conflict between the demands of work operations and Health and Safety, Health and Safety will take priority.

**Signed on behalf of K A WATTS PLUMBING & HEATING LTD.**

**Ricky Jenkins ..... Director**

**3<sup>rd</sup> May 2022**

|   |                        |                       |
|---|------------------------|-----------------------|
|  | Health & Safety Policy | <b>Section No. 5</b>  |
|   |                        | <b>Issue No. 3</b>    |
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### Organisation

#### Managing Director

- Will initiate the K A Watts Plumbing & Heating Ltd 's Health & Safety Policy for the prevention of injury, ill health, damage and wastage, and set targets for reduction of accident rates.
- Is responsible for ensuring that he understands and implements the K A Watts Plumbing & Heating Ltd Health & Safety Policy, and has overall responsibility for Health and Safety within K A Watts Plumbing & Heating Ltd . The main role of this position being to ensure that the K A Watts Plumbing & Heating Ltd and management properly address Health and Safety issues
- Understand the requirements placed upon him and K A Watts Plumbing & Heating Ltd under current legislation. Keep himself informed and abreast of the latest developments in Health and Safety in the industry and encourage distribution of relevant information throughout K A Watts Plumbing & Heating Ltd through the assistance of the Health and Safety Manager.
- Reprimand any member of staff failing to satisfactorily discharge the responsibilities allocated to them.
- Arrange for funds and facilities to meet the requirements of the policy.
- Set a personal example.

#### Director responsible for Health and Safety

- Understanding the K A Watts Plumbing & Heating Ltd Health & Safety and Environmental Policy and the duties assigned to him
- Co-ordinating the Health and Safety function and Activities within K A Watts Plumbing & Heating Ltd . Directing and promoting the establishment of and co-operation with the Health and Safety policies within K A Watts
- Ensuring that all accidents, dangerous, occurrences and environmental incidents are investigated to a level appropriate to the severity,
- Will ensure that work will only be given to those who are trained and are competent to carry out the work, any trainees will be adequately supervised.
- When new equipment/substance or a work practice has been changed he will ensure that all the relevant Health and Safety information has been dealt with.
- Liaise with the Health and Safety Manager on a regular basis on products and facilities.

**Health and Safety Manager**

- The Health and Safety Manager has a responsibility to provide advice, assistance and support to all staff in all parts of the business this is achieved by,
- Closely integrating Health & Safety into normal business practices so that it is not only given due prominence at all times, but also forms part of the organisations normal processes and methods of operation.
- Providing suitable information to all staff at all levels within the organisation so that they have the knowledge and confidence to manage routine Health & Safety issues as a normal part of their duties.
- The provision of suitable Health & Safety systems and procedures that meet the needs of the business and functions of the business and the respective departments.
- Actively measure the Health & Safety performance of the different parts of the business and present feedback and guidance on levels of compliance to the Director responsible for Health and Safety.
- Liaise with external organisations; both those in the Health & Safety field and those affected by K A Watts

**Estimators & surveyors**

- Understanding K A Watts Plumbing & Heating Ltd Health and Safety Policy and the duties assigned to him
- Ensuring that at tender stage of contracts, so far as is practicable, adequate resources are allocated and costed to have the Health, Safety and Environmental issues identified within the project, managed adequately and effectively

**Buyers**

- Understanding the K A Watts Plumbing & Heating Ltd Health and Safety Policy and the duties assigned to him.
- Ensuring that when an item of plant or equipment is purchased /hired the order requires that it complies with the Health and Safety at Work Act and all other relevant legislation.
- Instructions are supplied to the user covering its correct use and safe operation.
- Provision & Use of Work Equipment Regulations (PUWER) and Lifting Operations & Lifting Equipment Regulations (LOLER) inspection and test records if applicable are issued with the equipment
- Ensuring that when any substance is purchased the order requires that its contents are defined and that the correct literature including hazard data sheets, details of its safe storage and use, and weights for handling and transport are supplied to the site with any delivery,

**Health and Safety Administrator**

- Understanding the K A Watts Plumbing & Heating Ltd safety policy.
- Arrange for annual Health and Safety inspections of the office.
- Ensure that DSE assessments are completed by all users of computers where they are used for 30 minutes or more.

**Contracts Managers**

- Understanding the K A Watts Plumbing & Heating Ltd safety policy.
- Lease with the Health and Safety Manager for specific site issues.
- Ensure that site workers are not putting themselves at risk.
- Act upon discussions with site workers when a health and safety issue has been raised.
- Organise sites so that work is carried out to the required standard and with the minimum amount of risk to operatives or damage to equipment.
- Co-ordinate and consult with the principal contractor to avoid confusion of areas of responsibility

**Site Foreman/ Supervisor**

- Understanding the K A Watts Plumbing & Heating Ltd safety policy
- Organise sites so that work is carried out to the required standard and with the minimum amount of risk to operatives or damage to equipment
- Continually review site activities and ensuring that risk assessments are carried out when necessary
- Co-ordinate and consult with the principal contractor to avoid confusion of areas of responsibility
- Commending site operatives who help to eliminate hazards by action or initiative

**Site operatives/Employees, Self employed**

- Understand the K A Watts Plumbing & Heating Ltd safety policy
- Comply with all safety rules and risk assessments and method statements
- Report any shortcomings in Health and Safety Arrangements, which may endanger themselves or others. These must be reported to the Site foreman
- Co-operate with the employer in order to comply with any Health and Safety Law
- Only use proper means of access and egress
- Employees will only be asked to undertake work that they are competent to do.
- Workers must not use any equipment until they have been trained in its use and are considered competent.

**Members of Office Staff are responsible for:**

- Understanding the K A Watts Plumbing & Heating Ltd Health & Safety Policy and Procedures, and the duties assigned to them under them.
- Attending an H&S Induction.
- Developing a personal concern for safety for themselves and others.
- Using the correct equipment for the job.
- Reporting any work situation defects, or shortcomings in H&S arrangements, which might endanger themselves or others, who might be affected by what they do. These defects are to be reported to their Line Manager. If they are still concerned then the defect is to be reported to the H&S Manager.
- Avoiding any improvisation which entails unnecessary risk.
- Being familiar with the procedure for summoning the emergency services in the event of accident or fire.
- Being familiar with the procedure to be followed in the event of fire.
- Being familiar with the location and operation of the fire-fighting equipment and fire alarm control points.
- Being familiar with the arrangements for first aid treatment.
- Reporting to their Line Manager as soon as possible any accident requiring first aid treatment.
- Suggesting ways of improving safety conditions.



## Health & Safety Policy

**Section No. 6.1**

**Issue No. 3**

**Date: 03.05.22**

### Arrangements

This section of the Policy describes Working policies of the K A Watts Plumbing & Heating Ltd .

### Health and Safety Induction

All persons in the direct employ of K A Watts Plumbing & Heating Ltd. Will receive a comprehensive Health and Safety Induction into the Health & Safety Policy and the Safe Working Practices of the K A Watts Plumbing & Heating Ltd .

- The induction is to be carried out by a line manager. This is the initial point of contact between the K A Watts Plumbing & Heating Ltd and the inductee; hence, it is the ideal opportunity for a demonstration to the new employee of the safety culture being operated.
- The inductee will complete the induction sheets.

The induction process is a requirement of the Management of Health & Safety at Work Regulations, which require all employees to be adequately instructed, informed and trained prior to commencing work.

### Training

#### Management Responsibilities

- Line Managers have responsibility to ensure that KA Watts (Plumbing & Heating) Ltd. employees under their control receive adequate training so that they are able to discharge their duties in a safe manner and without risk to their own health and safety or that of others who might be affected by their work.
- Managers/Assistants at all levels in the K A Watts Plumbing & Heating Ltd are to ensure so far as is reasonably practicable, that every employee under their direct control, or any individual entering an area under their control, has been trained so that they discharge their duties safely and without risk to their own Health and Safety or that of others who might be affected by their work. They must also ensure that all persons entering an area under their control have undergone a Health & Safety Induction.
- Before any Manager or Supervisor allows any employee who is untrained or partially trained to enter an area under his/her control, he/she must ensure that a responsible individual adequately supervises the employee.
- All members of staff will receive adequate Health & Safety training

#### Operative training

- As it is a requirement of the Health and Safety at Work Act training shall be offered to employees.
- Throughout the course of employment training may be necessary to further careers within the K A Watts Plumbing & Heating Ltd and to ensure that K A Watts Plumbing & Heating Ltd. obligations are met.

### Young Persons

A young person is defined as being someone who is past the minimum school leaving age of 16 but has not yet attained the age of 18. Check age of any young person, if under 16, they are not permitted to work in a K A Watts Plumbing & Heating Ltd. premises unless on a recognised work experience Scheme, or under current legislation.

On arrival they must receive the same induction as any other person. In addition, they must be given a tour of the site as part of their induction. This should include the location of the following: Stores, offices, kitchens, first aid/accident book. Fire exits/equipment, welfare/toilets/canteen/washing facilities; any "forbidden" areas where Young Persons are not permitted to enter.

It is at this point that the parents / guardians should be formally invited to come and see the workplace. This must be carried out within the first two weeks of their employment. A copy of a standard letter can be found in the standard documents register. The Standard letter **MUST** be sent via recorded delivery or e-mailed to the parents/guardians and in the case of young people on work experience the school, the work experience organiser and local education authorities.

A risk assessment is to be carried out for the work activities in which young people are engaged. These risk assessments must be communicated to the young person, sent via recorded delivery or e-mail to their parents/guardians and any other bodies as outlined above. If they are to be sent via e-mail then proof must be made and put on their file.

The legislation requires that you, as the employer, ensure that young persons are protected from risks which are due to their:

- Mental limitations (lack of knowledge and experience).
- Physical limitations (the body is not fully developed).
- Immaturity (requiring further supervision).

#### Prohibition from certain work activities

Taking account of the risk assessment it may be necessary to prohibit young persons from certain work activities, unless:

- It is necessary for their training; and
- They are under the direct supervision of a competent person; and
- The risks have been reduced so far as is reasonably practicable.

#### Review of Risk Assessments

When Risk assessments that affect young person's change, these must be resent to the parents/guardian of the young person.



## Health & Safety Policy

**Section No. 6.4**

**Issue No. 3**

**Date: 03.05.22**

### **Consultation and Communication including Breaches of Policy**

All employees are encouraged to co-operate with management in promoting and developing Health and Safety within the K A Watts Plumbing & Heating Ltd.

If an employee has a legitimate complaint or identifies a hazard or unsafe working practice, then he/she should advise his/her supervisor immediately both verbally and in writing.

Quarterly Safety meetings will be held with all staff to discuss Health and Safety will be held. The Health and Safety Manager will attend these meetings and feed back to the Managing Director.

All employees are encouraged to play an active part in consultation and communication within the K A Watts Plumbing & Heating Ltd.

### **Breaches of Policy**

Any breaches of this policy will result in disciplinary action up to and including dismissal being taken in accordance with the disciplinary procedure.



## Health & Safety Policy

**Section No. 6.5**

**Issue No. 3**

**Date: 03.05.22**

### Aids/HIV

#### Confidentiality

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



**Alcohol and Drugs**

K A Watts Plumbing & Heating Ltd. takes the view that the effects of taking, or being under the influence of alcohol or illegal substances at work constitutes an unacceptable Health and Safety hazard both to the individual and others who may be affected by their actions. It is therefore against K A Watts Plumbing & Heating Ltd rules for any employee to be at their place of work whilst under the influence of alcohol and/or drugs. Any member of staff who is, in the opinion of the management team, under the influence of alcohol and/or drugs will be suspended from duty and may be subject to disciplinary action.

Employees may come across used hypodermic needles during the course of the work. In this instance employees must contact immediately their line manager who will arrange for the safe removal of the hypodermic needles.

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|  | <p style="text-align: center;">Health &amp; Safety Policy</p> | <b>Section No. 6.7</b> |
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**Child Protection & DBS Checks**

In the execution of their duties it is possible that employees may deal with children and vulnerable adults when working on occupied premises. To this end it is the policy of KA Watts (Plumbing & Heating) Ltd. for all its' Home Aftercare engineers and small works team to adhere to the K A Watts Plumbing & Heating Ltd 's child protection policy which is detailed in a separate document and is available on request. All employees should read, understand and be familiar with this policy.

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|  | <p style="text-align: center;">Health &amp; Safety Policy</p> | <b>Section No. 6.8</b> |
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**Stress in the workplace**

KA Watts (Plumbing & Heating) Ltd. must assess the risk of stress caused or exacerbated at work, those identified must have a risk assessment carried out, if an employee feels that they are suffering from work related stress they should in the first instance contact The K A Watts Plumbing & Heating Ltd Manager who will use the stress assessment form in the standard documents register, the employee should then see their doctor.

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|  | Health & Safety Policy | <b>Section No. 6.9</b> |
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### Welfare

The Office facility must include the following as a minimum:

- Sufficient toilets to cater for the maximum number of staff
- Sanitary bins in the female toilets
- Sufficient sinks for washing hands with hot and cold (or warm) running water, plus soap and a means to dry hands
- A means to heat food, such as a microwave oven
- A supply of drinking water plus containers to drink from, such as plastic cups

### Site Welfare

As K A Watts Plumbing & Heating never act as principal contractor this will always be raised at any pre start meeting and agreed in writing that the principal contractor will provide the welfare facilities.

Our customer aftercare engineers will with the permission of the property owner use the facilities in the property.

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|  | <p style="text-align: center;">Health &amp; Safety Policy</p> | <b>Section No. 6.10</b> |
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**Visitors**

Visitors present themselves in several forms. These may be Consultants, Contractors, or members of the Statutory Authorities. This becomes a particular problem when the premises must be evacuated in the event of an emergency e.g. fire. All visitors must sign in using the visitors' book. It is extremely important to raise their awareness of any procedural arrangements; visitors must not be allowed to wander into areas that pose a significant risk of injury, ill health and in the worst-case scenario, fatality.

### Violence

KA Watts Plumbing & Heating Ltd. employees may be verbally abused or physically attacked by angry/ abusive customers or other KA Watts Plumbing & Heating Ltd. employees during the course of their employment.

Violence at work is defined by the Health and Safety Executive (HSE) as 'any incident in which an employee is abused, threatened or assaulted in circumstances arising out of the course of his/her or her employment' .

There are various types of violence:

- Attack - force is used to cause harm.
- Threat - expression of intent to cause injury.
- Harassment - behaviours which annoy or troubles.

Violence can often be predicted as a ladder of aggression exists. Early detection and diffusion of potentially violent situations can help manage and control violence and prevent injury. The various stages of aggression are outlined below.

1. Sarcasm
2. Ridicule
3. Offensive Language / Gestures
4. Personal Space Invasion
5. Dismissive behaviour
6. Innuendo / Insults
7. Verbal Abuse
8. Deliberate Silence
9. Vandalism
10. Harassment
11. Threatening Gestures
12. Physical Violence

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|  | <p style="text-align: center;">Health &amp; Safety Policy</p> | Section No. 6.11 |
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**Violence (continued)**

Associated Hazards

Violence can result in various forms of injury either physical or psychological. Psychological effects often affect K A Watts Plumbing & Heating Ltd physical injury and affect those threatened, bullied or harassed.

There is a specific legal requirement to provide counselling / health surveillance for those that may have suffered as a result of violence or abuse.

There are a number of factors which increase the risk of violence in the workplace. These include:

- Working alone.
- Handling cash.
- Providing or withholding a service.
- Exercising authority.
- Working with people under stress.
- Inadequate stock levels.
- Poor service levels and long waiting times

Where these situations exist they should be considered in the risk assessment and appropriate control measures put into place.

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|  | <b>Health &amp; Safety Policy</b> | <b>Section No. 6.12</b> |
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### Construction Design and Management

**Everyone** has Health and Safety duties and responsibilities.

The Construction (Design & Management) Regulations 2015(CDM Regulations) place duties upon Clients, Designers and Contractors and the Principal designer. The Regulations also introduce documents – Health & Safety Plans and the Health & Safety File. All these Duty Holders have a role to ensure that health and safety is taken into account and managed effectively throughout all stages of the construction project.

KA Watts Plumbing & Heating role within CDM is as a contractor and Designer our role as a Designer is outlined here :

When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:

- construction
- the maintenance and use of a building once it is built
- Provide information to other members of the project team to help them fulfil their duties.

You will need to identify your own particular role such as Client, Principal Designer, Designer, Principal Contractor or Contractor, including where these roles overlap at the different stages of a project.

A commitment to health and safety is required by all those in the construction process who can contribute to the avoidance, reduction and management of health and safety risks. Each Duty Holder under the CDM Regulations has a different and clear role. By working together through teamwork and collaboration with other Duty Holders, all parties can improve health, safety and welfare standards on all our developments and for subsequent work (maintenance).

The health and safety plan may be regarded as the most important document referred to in the regulations. If it is properly prepared and then properly used, compliance with it will have the potential to improve the management of health and safety on site, and also to reduce the number of accidents and the incidence of ill health that occur.

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|  | Health & Safety Policy | <b>Section No. 6.13</b> |
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### **Contractors Competency**

The Health & Safety Questionnaire found in Standard documents register has been designed to enable the K A Watts Plumbing & Heating Ltd to assess a contractor's competency to carry out his work for us in relation to health and safety matters, and to assure ourselves that they have sufficient resources to effectively manage health and safety on the works undertaken for us.

- A nominated person on behalf of the K A Watts Plumbing & Heating Ltd. should ensure that the questionnaire be sent out with the initial enquiry to the contractor.
- Upon receipt of the completed form, it should be assessed to ensure all sections have been completed thoroughly.
- If there are any gaps or negative answers, then in consultation with the Health and Safety Manager an assessment must be made as to the suitability of the contractor.
- If the contractor is not approved, then the Contracts Director will write to the contractor informing them of the decision.

Once the contractor has been appointed, and KA Watts Plumbing & Heating Ltd. has approved the risk assessment/ method statement for that contractors work on site, then the Contracts Managers must ensure that:

- The contractor has instructed his/her operatives in that risk assessment/method statement.
- And they receive an induction as described below.

All Contractors Documentation must be reviewed on an annual basis; this will allow for Legislative changes and/or changes in K A Watts Plumbing & Heating Ltd Policies and working practices.

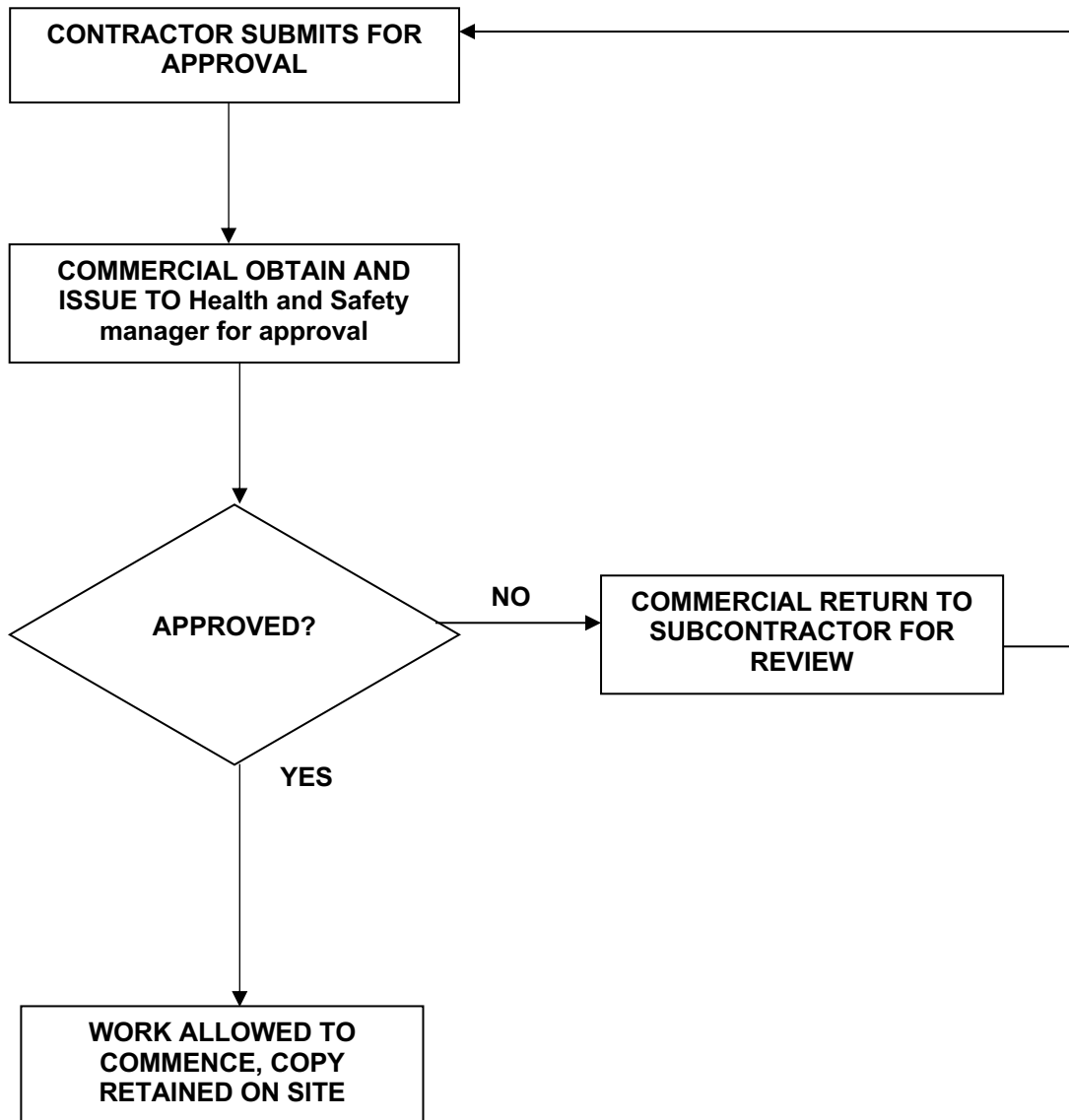
### **Health and Safety Induction Contractors**

All contractors who work on our Sites will be inducted by the Principal Contractor site manager.

- This induction should be made specific to the Site and to the personal needs of the employee
- The inductee will complete the induction sheets given out by the principal contractor.

**Contractors Competency (Continued)**

The flow chart below details the process to be followed when approving sub-contractors method statements.



|   |                                   |                         |
|---|-----------------------------------|-------------------------|
|  | <b>Health &amp; Safety Policy</b> | <b>Section No. 6.14</b> |
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### Permits to work

This procedure applies to both K A Watts Plumbing & Heating Ltd. employees and sub-contractors that work on behalf of K A Watts Plumbing & Heating Ltd. A permit to work can be described as a formal, written system used to control certain types of work where there is a greater than normal risk of injury, ill health or fatality. The permit is a written document used to specify the procedural arrangements that are to be taken to control the potential risk. Many maintenance activities utilise these documents and control measures to ensure extra precautionary measures are taken. The permit forms part of a safe system of work and when used in the correct manner the work can only be started after the safety procedures have been identified. The formalisation of the written procedure provides a clear record of the foreseeable hazards that should be considered. They are also used as a method of communication between parties i.e. those authorising the work, those doing the work.

Typical foreseeable hazards that present a risk to warrant the use of a permit to work system are:

- Electric shock - where there is an increased likelihood of contact with electric currents lock off procedures should be installed and a permit activated.
- Fire risks - where there is an increased risk of fire when hot work is likely to be carried out such as welding or flame cutting.
- Asphyxiation - where Maintenance Engineers or other persons are required to enter confined spaces and there is an increased likelihood of fumes and toxic gases.
- Falls from height - where roof working etc. is to be carried out and there is an increased risk of fatality due to falls.
- Chemical exposure - where Maintenance Engineers enter areas that would normally contain chemicals and other substances.
- Works to be carried out on or adjacent to underground services.
- Inadvertent automated machinery start-up - this can pose a serious hazard and can be either mechanical and / or stored energy such as pressurised systems.

Permits to work can be used to confirm that you have provided a safe system of work. KA Watts Plumbing & Heating Ltd. Permits to Work and Hot works Permit can be found in the standard documents register. Those performing work under a permit to work system must adhere to the requirements, activities and practices established within the permit. The general principle of a Permit to Work system is to ensure that effective communication takes place between all those who may be involved in an operation. The permit to work should also take into account any conditions and requirements. This is to ensure that suitable and sufficient emphasis can be given to particular hazards and the necessary precautions.

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|  | <p>Health &amp; Safety Policy</p> | <p><b>Section No. 6.15</b></p> |
|   |                                   | <p><b>Issue No. 3</b></p>      |
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**Risk Assessments and Safety Method Statements**

Under the Management of Health and Safety at Work Regulations 1999 all work activities must be risk assessed, however it is only necessary for formal written assessments to be completed for medium and high risk activities, these are to include all Work at Height, all tasks to be carried out by Young Persons, all tasks relating to New and Expectant Mothers.

These Risk Assessments will be prepared by KA Watts Plumbing & Heating Ltd. And will be subject to inspection by the Health and Safety Manager.

Risks are quantified by the terminology Low (L) Medium (M) and High (H)

KA Watts Plumbing & Heating Ltd. Risk assessment form will be used for these assessments. A copy can be found in the standard documents register. Risk assessments must be communicated to employees through the sheet found in the standard documents register.

Risk assessments are carried out by the Site Foreman for onsite activities that occur out of the normal day to day running of the site, these will be inspected by the Health and Safety Department.

Risk assessments must be reviewed when any of the following takes place, these reviews must be recorded;

- Annually
- Equipment change
- Major or frequent incidents
- Change of work conditions

If the findings of the review show significant changes then the corresponding risk assessment must be rewritten and a new date put on it.

**Safety Method statements**

A method statement is a statement prepared detailing how a work operation is to be carried out in a manner, which is safe, and without risk to health.

A method statement is closely inter-linked to risk assessments and plays a fundamental part in the management procedures of the K A Watts Plumbing & Heating Ltd . It provides the basic vehicle for the transmission of information to those who will be doing the work (i.e. employees).

To begin writing a method statement, put down whatever work task you intend to carry out, then how you are to get the job done. With the knowledge that you have gained, based on your experience of hazards, risks and the work itself, you should know how to avoid problems, accidents and ill health. This will enable you to get the job done safely and efficiently, knowing what you can and can't do. Detail all the hazards that you think might be present. Write down the risks associated with those hazards and the consequences if those hazards are realised and something goes wrong. Then consider how to avoid things going wrong. Think about:

- A safe system of work
- A safe place of work
- Information, instruction, training and supervision
- Providing suitable and adequate work equipment & personal protective equipment

If you do the same sort of task often, this will be quite easy, but if the job is more complicated, or new to you, it will require more thought and advice may have to be sought from the Safety Department. If so, do not hesitate in contacting them.

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**Control of Substances Hazardous to Health (COSHH)**

COSHH requires precautions to be taken to prevent or control exposure to substances whether they have immediate or long-term effect on health. All exposure routes have to be considered - breathing in dust or fume, swallowing substances (e.g. through not washing hands before eating food) or through skin contact (e.g. cement or solvent dermatitis).

The purpose of an assessment is to:

- Enable a valid decision to be made about measures necessary to control substances hazardous to health arising from any work.
- Enable the employer to demonstrate readily, both to himself and other persons, that all the factors pertinent to the work have been considered.
- Achieve an informed and valid judgement about the risks, the steps which need to be taken to achieve and maintain adequate control and the need for monitoring exposure at the workplace.

Assessments for hazardous substances must be related to the actual circumstances of the work place. To write a COSHH assessment there must be a Safety Data Sheet which is obtained from the supplier of the substance.

The COSHH assessment sheet found in the Standard documents register must be used.

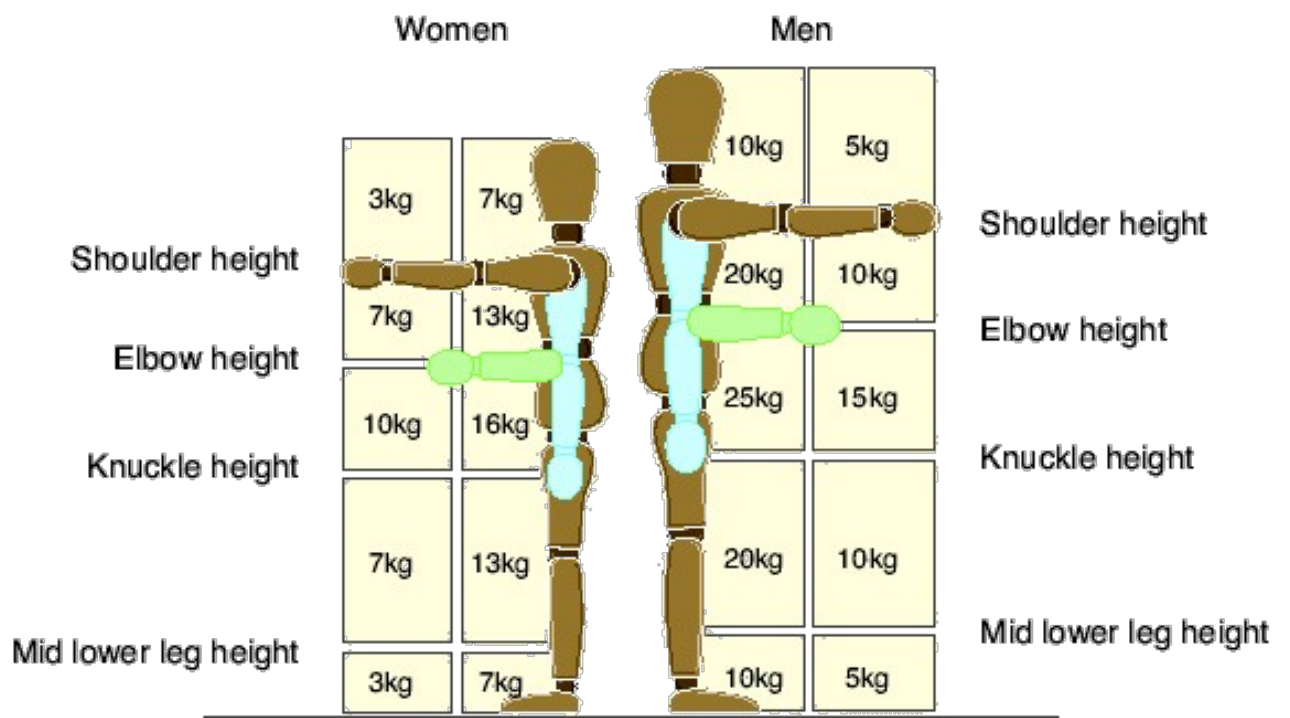
The COSHH assessment must be communicated to employees that use the product, the sheet found in the Standard documents register must be used to demonstrate this.

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### Manual Handling

- The K A Watts Plumbing & Heating Ltd. recognises the Manual Handling Operations Regulations 1992 and is aware of the need to take action to avoid injuries associated with the manual handling of loads. Managers and supervisors will avoid, in so far as is reasonably practical, any hazardous manual handling operations during work under their control.
- If potentially hazardous manual handling cannot be avoided, managers and supervisors will make an assessment of proposed operation which takes into account the nature of the task, the physical characteristics of the load, the working environment in which the load is to be handled and the physical conditions, capabilities and skills of the individuals who are likely to have to undertake the operation. Having made the assessment and decided that the load can be handled manually without undue risk, the manager / supervisor will devise a safe system of work for the manual handling operation. However, if having made the assessment, the manager / supervisor concludes that the load cannot be handled without risk, he/she will not attempt to have the load moved and will seek advice or assistance.
- It is K A Watts Plumbing & heating Ltd intention to keep under review its materials handling operations and, where necessary, to introduce mechanical handling equipment and provide training for employees to use such equipment without risk. A manual handling assessment form can be found in the Standard documents register and must be completed by a competent person.
- The picture overleaf shows the guidelines issued by the HSE and as such should be used as a ready reckoner for any manual handling tasks.

**Manual Handling**



### Noise at Work

In accordance with the Noise at Work Regulations KA Watts (Plumbing & Heating) Ltd. shall carry out noise assessments following the guidelines set out below:

- An initial, estimated, assessment can be made either by using manufacturers' data or other reliable information, which is available. This would be a 'first step' towards complying with the NAW Regulations and would enable you to identify workers who needed personal protection straight away.
- Decide if a noise assessment is needed. As a general rule if people have difficulty speaking to each other over approximately 1m, then you will need to make a noise assessment. This should take account of others who may be affected as well as your own employees.
- Assess the noise. The assessment should be made by a competent person appointed by the sub-contractor carrying out the operation. They must be someone who understands the NAW Regulations and the Health & Safety Executive's (HSE) guidance on assessments and how to apply it.

Action levels are a value of 'daily personal exposure to noise = LEP, <sup>d</sup> which depend on working area noise levels and exposure times.

- The first action level is 80dB (A), LEP, <sup>d</sup>
- The second action level is 85dB (A), LEP, <sup>d</sup>
- **Reduce noise as far as reasonably practicable.** The most effective and reliable way of controlling exposure is by engineering measures at source. This can be achieved by making sure that noise reduction is built into machinery when you are buying it. Ask for information on machine noise levels before equipment is purchased or hired.
- **Provide ear protection.** Earmuffs or earplugs should be worn by people exposed at or above 85 dB (A), LEP, <sup>d</sup>. **This is not an alternative to controlling noise at source.**

Between the 80 dB (A) and 85 dB (A) action levels you should make sure that ear protection is freely available and that people know that unless the protection is worn, there is some risk to their hearing.

Ear protection is not mandatory below the second action level, but must be worn when entering an ear protection zone.

- **Inform workers about the level of their personal LEP, <sup>d</sup> exposure.** If your noise assessment shows personal exposure at or above any of the action levels, inform your employees there is a noise hazard and tell them what you want them to do to minimise their risk of hearing damage.
- **Mark ear protection zones.** Zones should be marked wherever employees are likely to be exposed to the second action level or above.

### Vibration

The use of various types of hand-held tools, in particular those which are of a rotary or percussive nature, are a serious cause of growing concern. The regular and prolonged use of such tools can cause the users to suffer various forms of damage, a condition known as 'hand-arm vibration syndrome' (HAVS). The most common form of which is the damage caused by vibration white finger (VWF), or Reynard's Syndrome.

People who are regularly exposed to high vibration can have conditions such as 'dead finger' or 'dead hand', which is caused by damage to the blood vessels or blood supply. Damage to nerves of the finger causing permanent loss of feeling and other damage to muscles and bone may also contribute to pain and stiffness in the hands and wrists.

Symptoms of vibration white finger are usually set off by the cold, with early indications of the fingertips rapidly becoming pale and loss of feeling. These attacks can produce numbness and 'pins and needles'. This phase is followed by an intense red flush (sometimes preceded by a dusky bluish phase) signalling the return of blood circulation to the fingers and is usually accompanied by an uncomfortable throbbing. Continued work will see the affected area becoming larger.

Various tools and operations can expose personnel to hazards from vibrations and will have impact on the long-term effects including bone and muscle damage. The risk of their causing vibration-related injury depends on a number of issues:

- The amount of vibration
- How long the equipment is used and the conditions of use
- The posture of the operative
- The temperature at which work is carried out

#### **Methods to reduce exposure**

Some of the more fundamental methods which are required to be implemented by employers to reduce hazards to employees from vibration are:

- The elimination, if possible, of the hazard through substitution of other non-hazardous processes e.g. by automation or mechanisation of the process
- The reduction of vibration at source by modifying or redesigning the equipment or process, along with correct installation and regular maintenance
- The reduction of vibration transmission in the path between the source and the handles or other surfaces gripped by operatives' hands
- The minimisation of the amount of force required to apply and control the tools
- The reduction of the exposure period for the operative through a job rotation

#### **Personal protective equipment**

The wearing of personal protective equipment specially designed to reduce the effects of vibration is essential, but these are not usually effective in reducing the amount of vibration reaching the operative's fingers. Special anti-vibration gloves and high absorbency materials fitted around the handle of the tool will lessen the effects of the vibration, but will not necessarily remove the whole problem.

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### Asbestos

When working with asbestos, airborne fibres that are inhaled are known to cause;

- Asbestosis (asbestosis induced lung fibrosis)
- Mesothelioma (cancer of the pleura or lining of the lung)
- Bronchogenic lung cancer.

The link between asbestos and cancer is now well established. It is therefore essential that the procedures in this section be fully complied with.

#### **Precautions**

Prior to the commencement of any demolition or refurbishment work a check by a specialist UKAS accredited Appointed Asbestos Consultant must be carried out to determine if any asbestos based materials exist within the structure or the ground. If an initial survey / investigation identifies the existence of asbestos than a more thorough survey must be carried out and a report produced identifying the types and locations of the asbestos. Based on the asbestos survey the asbestos removal contractor must produce a method statement detailing how they will prevent or reduce exposure to asbestos fibres in line with current legislation and guidance. The asbestos consultant who produced the initial survey report must approve this before work commences.

The method statement should include details of the following;

- Method of removal
- Type of enclosure
- Testing of enclosure i.e. smoke testing
- Negative pressure arrangements
- Decontamination procedures
- Respiratory protective equipment and other protective clothing
- Air monitoring arrangements
- Removal of waste
- Copies of consignment notes
- The clearance certificate

It is imperative that the contractor carried out the works in accordance with the approved method statement. If there needs to be any change to the method of work then the method statement must be revised and be approved by all relevant parties involved.

In the majority of cases a specialist asbestos removal contractor, with a licence that has been issued by the HSE, will carry out the removal works. A copy of this licence must also be seen by KA Watts (Plumbing & Heating) Ltd. prior to work commencing. If the assessment indicates that the action levels specified within the asbestos regulations is likely to be exceeded, then the asbestos removal contractor must notify the enforcing authority (HSE / local authority) 14 days prior to the work commencing. Copies of this notification must be kept on site.

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|  | Health & Safety Policy | Section No. 6.20 |
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### Asbestos

#### Instructions to Employees on Discovery of Asbestos

- 1) Stop work immediately.
- 2) A copy of EM1 What to do if you discover or accidentally disturb asbestos during your work is in the customer Aftercare folder which all customer after engineers and small works engineers have in there van.

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|  | <p style="text-align: center;">Health &amp; Safety Policy</p> | <b>Section No. 6.21</b> |
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### Leptospirosis

1. Leptospirosis (Weil's disease) comes from urine left by rats in the normal course of working KA Watts. employees are not affected by it, however there are occasions when it may be present some of these are;

- Working on water tanks
- Working near to rivers
- Inner city sites

All employees are issued with rat cards (indg84) from the HSE,



These will both describe to employees the symptoms of Weil's disease as early diagnosis is paramount and inform doctors that the employee is working in an area that Weil's disease is present.

The Leptospirosis bacteria can get in to the body through cuts, scratches, through the lining of the mouth throat and eyes after coming in to contact with contaminated areas.

Personnel hygiene and covering up of cuts and grazes is the key in preventing our employees from contracting Weil's disease,

Employees are all informed of these needs when there is a possibility of the Leptospirosis bacteria being present.

In the unfortunate event that an employee contracts Weil's disease then the appropriate authorities will be informed.

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### Gas Fitters

**All Gas fitters must:**

- Carry a current Gas Safe identity card which has the following details
- Name and photograph of the employee
- Their employers trading name
- Registration number
- Expiry date
- Gas Safe registered installer Logo
- The employee must only carry out work for which he/she has been trained.

This includes installation of Gas pipework and installing Gas appliances.

Gas Safe Example card



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|  | <p style="text-align: center;">Health &amp; Safety Policy</p> | <b>Section No. 6.23</b> |
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**Confined Spaces**

There are occasions during the course of Employment with K A Watts that entry into confined spaces may be required,

A confined space according to current Legislation is when the following occurs;

Any place that is enclosed and there is a reasonably foreseeable specified risk.

When it is known that there will be confined space entry required for any project that K A Watts is to carry out then there must never be any lone working allowed,

This would be part of the Safe system of work that is required of the Confined space regulations. And would be in more detail in the method statement for the project.

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|  | Health & Safety Policy | <b>Section No. 6.24</b> |
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### Occupational Health

Occupational Health is vast some of the topics of occupational health are covered within this policy. Any other type of occupational health K A Watts shall in the first instance contact the Health and Safety Manager who shall make arrangements for these issues to be covered and or the appropriate medical examinations.

When any new staff member joins K A Watts Plumbing & Heating Ltd at the point of induction a Health Questionnaire shall be completed. This will form a base line to be measured on and a health questionnaire will be completed on an annual basis.

All staff verbally informed and informed by email off the use of the E-hub app. The company has an open door policy and are able to talk to managers about any Wellbeing issue that arises. And to contact e-hub direct .



## Health & Safety Policy

Section No. 6.25

Issue No. 3

Date: 03.05.22

### Personal Protective Equipment

- To protect workers, the last line of defence would be to give them Personal Protective Equipment.
- The wearing of PPE is mandatory when identified in a risk assessment, the risk assessment shall state what type of PPE is to be worn for example safety footwear.
- Safety helmets, goggles, respiratory masks, ear defenders and Safety footwear are all provided to protect the wearer from injury or ill health and must be worn when requested to do so.
- Protective footwear is essential to prevent injury from falling objects and the danger from treading on rusty nails, Trainers and unprotected rubber boots must not be worn on site.
- The only Safety helmet that may be worn on construction sites is one that has the BSEN 397 stamped on the inside.
- If any item is left at home or mislaid then you will be unable to work
- All persons will be required to complete the PPE register found in the standard documents register.
- If any item of PPE is lost or broken the employee **must** request a replacement. From the safety department.
- The minimum requirement for PPE within KA Watts is ;

Hard Hat,  
Safety Boots,  
High Viz Vest,

Other PPE may be required by individual Site requirements.

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|  | <b>Health &amp; Safety Policy</b> | <b>Section No. 6.26</b> |
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### Working at Height

#### **Ladders, Steps, scaffolds and Lightweight staging**

All these working platforms provided by the sub-contractors on site must be inspected by them prior to use, and recorded in the PUWER Inspection sheet, which can be found in the standard documents register. If the equipment is supplied by KA Watts (Plumbing & Heating) Ltd., then it is the responsibility of the Site Foreman to inspect and record.

All steps, scaffolds and lightweight staging must

- Not exceed 1.5m in height
- Be erected on a concrete base or other supportive, stable base that is approved by the Site Foreman.

All ladders and access equipment must be isolated and put out of use at the end of each working day.

All ladders and access equipment must be provided with a safe, unobstructed access.

- 1) Determine whether a step ladder is the right device to carry out the operation safely by carrying out a risk assessment.
- 2) Is the operative fit enough to work at height?
- 3) That the step ladder is in good condition.
- 4) That the ladder is positioned correctly and safely.
- 5) The operation that is being carried out has a maximum duration of 30minutes.
- 6) Only use light materials and tools whilst climbing the ladder.
- 7) Never overreach whilst carrying out the activity.
- 8) Make sure 3 points of the body are in contact with the ladder.
- 9) Always work facing forward and not side ways on.
- 10) Inspect the stepladders daily for damage.
- 11) Please ensure the PUWER log is completed following inspection of step ladders.

#### **Working with or near fragile material**

In the event that KA Watts Plumbing & Heating Ltd. personnel have to work near to fragile material, the following shall be observed:

- No work or walking on the fragile material
- Youngman's or similar boards will be carefully placed on the fragile material
- Scaffold guard rails will be erected to prevent access onto the material
- Harnesses will be worn

The above procedure will also apply if working with fragile material. Separate Risk Assessments will need to be carried out.

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## **PUWER – Provision And Use Of Work Equipment Regulations**

### **Introduction**

PUWER applies to all types of work equipment, including lifting equipment: Work equipment covers almost any equipment used at work, e.g. hand tools such as hammers and screwdrivers; ladders; abrasive wheels, lathes etc.

### **Inspection requirements**

PUWER introduces a requirement to carry out inspections of work equipment. Certain types of equipment are required to be inspected under specific regulations e.g. Scaffolding, is under CDM 2015 Regulations. An inspection is required for work equipment when it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to operate. An assessment must be made of all other work equipment to determine if an inspection is needed and how often.

### **Implementation Within KA Watts Plumbing & Heating Ltd.**

A competent person should, carry out an assessment of all work equipment to identify if it is suitable and how regular the equipment should be inspected. The PUWER Assessment Record Sheet found in the Standard documents register is used to do this. This assessment only need be done once for existing equipment, all new equipment must be assessed before being putting into use; this is then reviewed on an annual basis.

### **Tools and Work Equipment**

The most effective approach to maintaining records would be for The K A Watts Plumbing & Heating Ltd Manager to ensure that employees complete the record sheet for their respective work equipment. The list below gives some examples of various types of work equipment and the inspection required.

- Low risk equipment such as hand tools e.g. hammers, saws, screwdrivers, and battery operated tools (excluding charge units) etc., will require a visual check to be made by the user before each use. This does not require recording by the person making the check. The person carrying out these checks must be competent.
- Equipment of higher risk and equipment with moving parts e.g. MEWPS; ladders, etc., will require an inspection to be made by a competent person with an entry being made within the Provision and Use of Work Equipment Regulations 1988 – Inspection Records. Found in the standard documents register. The inspection will be required to be made on a weekly basis. A before use check will also be required but this does not need to be recorded unless a fault is found.
- High risk equipment such as equipment used in emergency procedures (emergency hoists) or breathing apparatus used in confined spaces require formal inspection before each use and a written record to be made within the work equipment-inspection records.

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### Fire & Schedule of Inspections

The K A Watts Plumbing & Heating Ltd must have a fire risk assessment carried out to identify and assess the hazards likely to cause a fire. This assessment must be revised and kept up to date on an annual basis and whenever the layout, equipment, materials or plant changes. A standard Fire Risk Assessment can be found in the Standard documents register. The following is also part of the Fire risk assessment.

During any fire evacuation or drill there must be one person in charge; this does not necessarily mean The K A Watts Plumbing & Heating Ltd Manager it can be any nominated individual however it is commonly accepted practice for this to be the Duty Key-Holder. This person is called the Emergency Co-ordinator.

The main duties of the position are:

- Co-ordinate any evacuations.
- Liaise with the emergency services.
- The Emergency Co-ordinator must possess an orange high visibility vest that is to be worn at all times while co-ordinating an emergency, including drills.

#### Drills

An Emergency Evacuation Procedure **must** be carried out every 6 months; this is to be done without the prior knowledge of any member of staff. This will be arranged by any one of the following, director responsible for Health and Safety, or the Health and Safety Manager. Following any fire drill The Fire Evacuation form found in the standard documents register shall be completed and distributed as identified on the form.

#### Extinguishers

Sufficient and suitable fire extinguishers must be provided. There should be the following types of extinguishers within the complex:

- Water
- Carbon Dioxide (CO2)
- Each kitchen should also be provided with a wall mounted fire blanket.
- Foam
- Powder
- Wet chemical where necessary.

Each fire extinguisher must be checked on a monthly basis. This check should include, but may not be limited to the following items: the condition of the extinguisher i.e. is there any damage; has the extinguisher been discharged; is the extinguisher in the correct location; if wall mounted the condition of the bracket.

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**Fire & Schedule of Inspections (Continued)**

**Signs**

The following information signs must to be displayed:

- Fire fighting – Red rectangle or square with white pictogram indicating the meaning (i.e. location of fire fighting equipment)
- Safe condition signs – Green background to rectangle or square with white pictogram or text. The majority of these must contain a pictogram.
- Fire Instruction Notice – White on blue. This provides information on what to do upon discovering a fire.

The type, location, etc. of these signs must be decided in conjunction with the Health and Safety Manager.

As a minimum the following signs will be required in every building:

- Fire exit signs at every door and at every change of direction on the fire escape routes. All these signs must contain a pictogram. A number of these signs will need to be illuminated, with backup power supplies.
- 'Fire door keep closed' signs on every fire door. This includes all doors on the fire escape route and those leading onto the escape route. This is particularly important on doors leading into stairwells used as escape routes.
- Fire fighting signs indicating the location of fire fighting equipment. These are usually located above the extinguishers and hose reels but may need to be displayed in a more prominent location where the equipment is in a recess or side room.
- Fire information signs detailing:
  - The names and locations of the fire wardens,
  - Location(s) of the assembly point(s), and
  - Types and uses of fire extinguishers

**Emergency Plan**

A written plan detailing all the emergency procedures in place must be produced and displayed within the premises. This should contain a plan of the facilities showing:

- Fire escape routes,
- Fire points,
- First aid boxes,
- Assembly points
- Locations of gas bottles
- Statement of asbestos, either stating no asbestos contained in the building or a plan showing locations of asbestos.



**Fire & Schedule of Inspections including Precautions on Site (Continued)**

**Fire Log Book**

It is of paramount importance that KA Watts Plumbing & Heating Ltd. complete a Fire Log Book completely for the following reasons:

1. When the Fire Brigade come to visit the premises it must be the first document that is shown to them so that they can see what we, as a K A Watts Plumbing & Heating Ltd , are doing regarding fire.
2. If we do not show that we are competent in dealing with fire correctly then the Fire Authority can and will close the facility and prosecute the K A Watts Plumbing & Heating Ltd .

The Fire Log Book demonstrates an overview of everything that happens within the K A Watts Plumbing & Heating Ltd regarding Fire. Items to be included, but not restricted to the following:

- Dates that testing was carried out, i.e. extinguisher checks, fire door checks etc. no in depth details are needed just the type of check carried out and the date.
- Any fire training that has been carried out;
- Checks or maintenance carried out by external companies
- Details of any visits from the Fire Officer
- Fire evacuations



**Fire & Schedule of Inspections (continued)**

**Tests and Inspections of Fire Fighting Equipment**

All extinguishers must be inspected and tested at regular intervals no greater than 12 months by a competent person from an appropriate supplier. Each extinguisher must carry a label indicating the date the next test is required. In addition to the above The Health and Safety Manager shall ensure that a weekly inspection is carried out on all extinguishers. Some items to inspect for, but are not limited to areas follows: fixing to the wall; has the extinguisher been discharged; is there any damage to the extinguisher; is the right extinguisher in the right place. The Weekly Fire Extinguisher Check form must be completed and is found in the standard documents register.

**Alarm**

K A Watts Plumbing & Heating Ltd must have an alarm system that is audible in all areas of the building. This may be in the form of a siren. A competent member of staff must test the alarm every week. These tests must be recorded in the relevant forms found in the standard documents register.

**Fire Detection System**

A fire detection system must exist in conjunction with an alarm. This will include smoke detectors located within the main public Arena, the office areas, changing rooms and escape corridors. Heat detectors may also be required.

**Emergency Lighting**

The emergency lighting system within The K A Watts Plumbing & Heating Ltd must be maintained in good working order, and a regular schedule of inspections followed where a competent person will inspect the system and recorded.

**Escape Routes**

Where possible every member of staff should have access to two escape routes from their place of work. These should provide access to a safe place (i.e. outside the building) within two to three minutes. Where this is not possible then the single escape route must allow them to get to the safe area within one minute. Public will escorted to an area of safety by members of Arena staff. This will be done in a calm and orderly manner in order to maintain a safe evacuation procedure.

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### **Fire & Schedule of Inspections (continued)**

#### **Assembly Point**

An assembly point must be designated for both staff and the public to go to in the event of an emergency. The assembly point must:

- Be a sufficient distance from the building so as not to present a risk to persons waiting there from a fire in the building.
- Not be located on the public highway, to avoid incidents involving traffic.
- Clearly marked with a suitable sign.
- Not obstruct the emergency services.

#### **Smoking**

In accordance with current legislation it is the policy of KA Watts Plumbing & Heating Ltd. not to allow smoking or Vaping anywhere within the building.



**Fire & Schedule of Inspections (Continued)**

**Precautions on Site**

In the course of work KA Watts Personnel will be required to adhere to the site rules as laid out by the Principal Contractor. Additionally all operatives will be required to have a Fire Extinguisher with them when carrying out any hotworks. Hot works permits will be completed and fire extinguisher will be checked and an annual service will be carried out.

**Schedule of Regular Inspections**  
**Fire Systems**

| FREQUENCY   | ACTION   | RESPONSIBILITY                         |
|-------------|--|--|
| Daily       | Fire alarm indicator panel checked for normal condition. Any defect/fault to be recorded in the logbook and action taken to rectify.                     | Nominated Person to arrange / carryout |
|             | The indicator lights in emergency lights are to be checked for operation. Any defect/fault is to be recorded in the logbook and action taken to rectify. | Nominated Person to arrange / carryout |
| Nightly     | Escape routes, exit doors, fire-resisting doors to be checked, and unnecessary electric plugs to be disconnected, waste bins to be checked.              | Respective Fire Warden to carry out    |
| Monthly     | Emergency lighting is to be tested Any defect/fault to be recorded in the logbook and action taken to rectify.   | Nominated Person to arrange / carryout |
|             | Fire alarm system to be checked for operation r. Any defect/fault to be recorded in the logbook and action taken to rectify.                             | Nominated Person to arrange / carryout |
| Six Monthly | Fire training and drills for day staff. Nature of instruction to be recorded in logbook.   | Nominated Person to arrange            |
|             | Fire alarm to be tested by actuation from different points every 6 months. Any defect/faults to be recorded in the logbook and action taken to rectify.  | Nominated Person to arrange / carryout |
| Yearly      | Fire extinguishers tested. Any defect/fault to be recorded in the logbook and action taken to rectify.   | Nominated Person to arrange            |
|             | Emergency lighting tested in accordance with BS. Any defect/fault to be recorded in the logbook and action taken to rectify.                             | Nominated Person to arrange            |
|             | Fire alarm tested and certificate delivered by competent engineer. Any defect/fault to be recorded in the logbook and action taken to rectify.           | Nominated Person to arrange            |
| Five Yearly | Fire alarm-wiring test. Test inspection and competent engineer's report.   | Nominated Person to arrange            |

|   |                                   |                                |
|---|-----------------------------------|--------------------------------|
|  | <p>Health &amp; Safety Policy</p> | <p><b>Section No. 6.29</b></p> |
|   |                                   | <p><b>Issue No. 3</b></p>      |
|   |                                   | <p><b>Date: 03.05.22</b></p>   |

**First Aid**

The Health and Safety (First-Aid) Regulations 1981 require KA Watts (Plumbing & Heating) Ltd. to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

The minimum first aid provision for the office is as follows:

- A suitably stocked first aid box/room.
- A body spillage kit.
- A minimum of two First Aiders who have undergone training in administering first aid at work and hold a current First Aid at Work certificate. The training course provider must be approved by the Health & Safety Executive,
- The Accident/Incident report form found in the Standard documents register must be accessible by all members of staff.

Staff need to ensure that all of the stock in both first aid kit and body spillage kit is regularly checked to see if it is in date. Out of date stock must be disposed of immediately and replaced with new in date stock.

**First Aid on Site**

Signs need to be displayed giving the names of the first-aiders and the location of the first-aid box, and these details must be entered into the Emergency Plan.

First-aiders should be provided in sufficient numbers and at appropriate locations to enable first-aid to be administered without delay. Each site will operate with at least one first-aid-er on site at all times that the site is open. The HSE assess most construction sites as high risk and therefore advise the following as the minimum number of first aiders on site.

- 5-50 – at least one first aider.
- More than 50 – one additional first aider for every 50 employed.

The above mentioned conditions will be met by the Principal Contractor.

### **Incident Investigation and Reporting**

While every effort is made to prevent any injuries to persons within the K A Watts Plumbing & Heating Ltd unfortunately incidents do occur which sometimes lead to injury.

For this reason, it is essential that every incident is investigated to:

- Determine the causes, and
- Prevent it from happening again.

Under current legislation and HSE guidance there are several categories of incident, each of which needs to be dealt with in a different way:

- Fatal injuries
- Major injuries
- Injuries preventing the injured person from working for more than Seven days
- Dangerous Occurrences that did not result in serious injury but had the potential to do so.
- Minor injuries such as cuts and bruises

Following any of the above, then a report of the incident must be produced using the forms found in the standard documents register.

#### **Fatal and Major Injuries**

**It is a criminal offence not to report any such incident.** The Managing Director, or Director responsible for Health and Safety shall liaise with the Health and Safety Manager for investigation purposes. The HSE/ Local authority will also investigate all fatal injuries and most serious Major Injuries. Where such an incident takes place then Accident/Incident Report Form in the Standard documents register must be completed by the Nominated Person. In the case of Fatal and serious Major injuries the investigation will be more comprehensive than that of a minor incident. The Extended Accident/Incident Investigation Report Form will be completed and supported with additional information which may include:

- Stopping all works in The K A Watts Plumbing & Heating Ltd or in the area of the incident. In the worst case scenario after consultation with the Managing Director the premises may have to be closed.
- Interviewing witnesses and the taking of statements.
- Removal of materials, plant or tools from the premises for further examination.

### **Over Seven Day Injuries**

Where such an incident takes place then Accident/Incident Report Form in the Standard documents register must be completed immediately following the incident.

### **Minor injuries (Non Reportable)**

Any injuries not included in the above descriptions are classed as Minor Injuries. This includes cuts, burns, etc., which are treated on site or at the local hospital and involve less than three days off work (refer to over 7-day injury above). These injuries are not reportable to the enforcing authority but must be entered into the Accident/Incident Report Form in the standard documents register

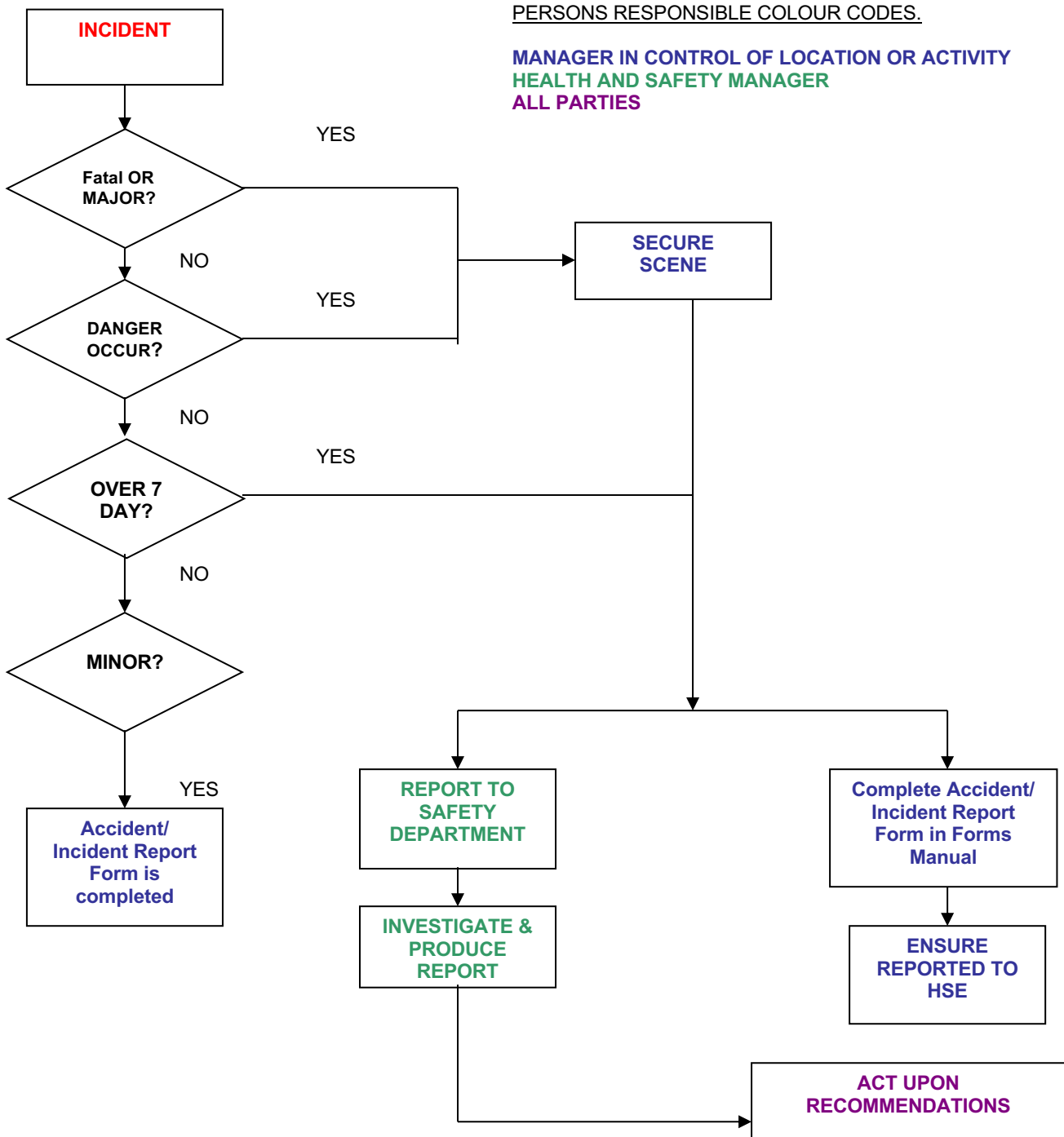
### **Reporting to Enforcing Authority**

All incidents listed as 'reportable' under the RIDDOR regulations must be reported to the Health and Safety Executive (HSE). In the case of Fatal or 'Major' injuries, this must be by the quickest possible means. Within 10 days

Reportable under RIDDOR is any of the following:

- Fatal injuries
- Major injuries
- Injuries preventing the injured person from working for more than three days
- Dangerous occurrences that did not result in serious injury but had the potential to do so.
- Amputations
- Broken bones but NOT fingers and toes.

**Actions Following an Incident**



### **Inspection and Monitoring**

#### **Health and Safety Monitoring**

A site safety inspection will be carried out by the Health and Safety Department. All Sites will be inspected at intervals agreed by the Director Responsible for Health and Safety or Health and Safety Manager..

The aims of the Health and Safety inspection are as follows:

- To ensure that The K A Watts Plumbing & Heating Ltd is adhering to the Health and Safety Policy
- To give advice
- To highlight poor practice
- To check documentation ensuring that all paperwork is being completed correctly
- To create a positive Health and Safety culture within the K A Watts Plumbing & Heating Ltd
- To promote good examples of Health and Safety

#### **Health and Safety Inspection Reports**

When KA Watts Plumbing & Heating Ltd. Health & Safety reports are generated following an inspection, they **must** be sent to Director responsible for Health and Safety and Contracts Manager responsible for the site.

#### **Director Health and Safety Visits**

A director of the K A Watts Plumbing & Heating Ltd shall carry out Director Health and Safety visits every 3 months they shall complete the director H&S visits found on the standard documents register. A copy of this form must be sent to the Health and Safety Manager. For any actions to be completed.

#### **Statutory Authority Visits**

Sites can be visited by a variety of statutory bodies, either unannounced, or arranged by the K A Watts Plumbing & Heating Ltd . To ensure proper feedback is given, a Statutory Authority Visit Report Sheet found in the Standard documents register. Following one of these visits, the Site foreman will complete a report e-mail a copy to, the Health and Safety Manager.

### **Electrical Equipment**

Generally portable electrical equipment is equipment that has a lead (cable) and plug and which is normally moved around or can easily be moved from place to place. This includes vacuum cleaners, kettles, heaters, fans, televisions and desk lamps; and also equipment that could be moved, such as photocopiers, fax machines, and desktop computers.

The risks from this equipment are low compared to most other workplaces. However, if there has never been an inspection system, or if maintenance has been neglected, there is a greater chance that some of the equipment has become dangerous and action will be needed.

The leads and plugs, or sometimes the equipment itself, can become damaged. This may result in an electric shock. Electric shocks can kill. Damaged equipment can also cause fires.

For this reason, it is essential that regular inspections and tests take place to identify damaged or faulty equipment as soon as possible. A table identifying the frequency of inspections can be found in the standard documents register.

#### **Formal Inspections**

In addition to the visual inspection a competent electrician should carry out a formal inspection. This would include removal of the PLUG cover and checking:

- The fuse i.e. it is a proper fuse NOT a piece of wire, a nail, the ampage etc;
- The cord grip is holding the OUTER part (sheath) of the cable tightly;
- The wires, including the earth where fitted, are attached to the correct terminals and the condition

This can be carried out at the same time as the testing detailed.

#### **Testing**

Some faults cannot be seen just by looking, particularly lack of continuous earth's. For some equipment the earth is essential to safety. Therefore all earthed equipment, and most leads and plugs connected to equipment, should also have an occasional combined inspection and test to look for these and other faults.

Combined inspection and testing can be carried out at the start of a maintenance system to establish the initial condition of the equipment.

Combined inspection and testing should be carried out:

- Where there is reason to suspect the equipment may be faulty, damaged or contaminated but this cannot be confirmed by visual inspection;
- After any repair, modification or similar work to the equipment, when its integrity needs to be established

**Electrical Equipment (Continued)****Visual Inspection – By Equipment User**

This is the most important maintenance precaution. Around 95% of faults or damage can be found just by looking (visual inspection).

The user of the equipment should carry out this inspection. The frequency will depend on the amount of movement experienced by the equipment. For example an electric kettle experiences a lot of cable movement, but a photocopier does not. For this reason the kettle needs to be visually inspected much more frequently than the copier. The table overleaf indicates the type of equipment requiring visual inspection.

First, identify the equipment and where and how it is used. The things to look for on the equipment, the cable and plug (after disconnecting it) are signs of:

- Damage, e.g. cuts, abrasion (apart from light scuffing) to the cable covering;
- Damage to the plug, e.g. the casing is cracked or the pins are bent;
- Non-standard joints including taped joints in the cable;
- The outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. Look to see if the coloured insulation of the internal wires is showing;
- Equipment that has been used in conditions where it is not suitable, e.g. a wet or dusty workplace;
- Damage to the outer cover of the equipment or obvious loose parts or screws; and
- Overheating (burn marks or staining)



Health & Safety Policy

Section No. 6.32

Issue No. 3

Date: 03.05.22

**Schedule Electrical Inspections**

| <b>EQUIPMENT / ENVIRONMENT</b>  | <b>USER CHECKS</b> | <b>FORMAL VISUAL INSPECTION</b>   | <b>COMBINED INSPECTION AND TESTING</b>  |
|---|--------------------|---|---|
| Battery-operated: (less than 20 volts)  | Yes                | No  | No  |
| Extra low voltage (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights | Yes                | No  | No  |
| Information technology e.g. desktop computers, VDU screens                                  | Yes                | Yes, 2 – 4 years  | No, if doubly insulated – otherwise up to 5 years                             |
| Photocopiers, fax machines: NOT hand-held. Rarely moved                                     | Yes                | Yes, 2 – 4 years  | No, if doubly insulated – otherwise up to 5 years                             |
| Double insulated equipment: NOT hand-held. Moved occasionally, e.g. fans,                   | Yes                | Yes, 2 – 4 years  | Yes 4 years   |
| Double insulated equipment HAND-HELD e.g. some floor cleaners fans,                         | Yes                | Yes, 6 months – 1 year  | Yes 4 years   |
| Earthed equipment (Class 1): e.g. electric kettles, some floor cleaners                     | Yes                | Yes, 6 months – 1 year  | Yes, 2 years  |
| Cables (leads) and plugs connected to the above.  | Yes                | Yes, 6 months – 4 years depending on the type of equipment it is connected to | Yes, 6 months – 5 years depending on the type of equipment it is connected to |
| 110v equipment including extension leads  | Yes                | Yes before each use   | Yes before first use then every 3 months                                      |

### The Office

Office work is often perceived as "safe" in comparison with work in traditional heavy industry. However, according to Labour Force Survey statistics, there are around 30,000 accidents serious enough for office workers to take more than three days off work each year, and a Health and Safety Executive (HSE) survey found that 90,000 office workers get repetitive strain injuries (RSI) every year

In KA Watts (Plumbing & Heating) Ltd. office there are a number of hazards and risks that need to be properly managed if injury or loss of life is to be prevented. Current health & safety legislation puts strict legal duties on the K A Watts Plumbing & Heating Ltd , both as an employer and as Controller of the Premises, to prevent injury. These include:

- Health & Safety at Work etc Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health & Safety at Work Regulations 1999
- Health & Safety (Display Screen Equipment) Regulations 1992
- Manual Handling Operations Regulations 1992
- Electricity at Work Regulations 1989

All of these statutes are legally enforceable against the K A Watts Plumbing & Heating Ltd or an individual. Any breach can lead to criminal prosecution.

All of the above regulations are covered within this Health & Safety Policy.

An office risk assessment must be carried out using the form found in the Standard documents register.

|   |                        |                         |
|---|------------------------|-------------------------|
|  | Health & Safety Policy | <b>Section No. 6.34</b> |
|   |                        | <b>Issue No. 3</b>      |
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### Display Screen Equipment

Display screen equipment (DSE) applies to every member of staff who uses a workstation (desk, chair, computer etc.) for more than 30 minutes continuous use a day. For users to avoid poor posture, eyestrain, etc., which in turn results in poor health or injury, employees must complete the DSE assessment found in the standard documents register. This assessment is a self assessment and must be reviewed annually or upon any changes to the workstation. If there are any negative responses then the health and safety Manager must be contacted who will then come and inspect the workstation to review any necessary precautions.

This is particularly relevant to workstations with computers (Display Screen Equipment).

Prior to any one starting to use a new workstation it must be assessed in accordance with the DSE Regulations to ensure that the hazards have been addressed. As a minimum the workstation must include:

- Sufficient work surface for them to carry out their work; i.e. desk space not less than that taken by a computer and other equipment.
- A swivel chair on wheels with arms, adjustable height and adjustable back support
- A computer with independent keyboard, and adjustable screen. This also applies to laptops, though the screen on the laptop may be considered as adjustable.
- Adequate lighting must also be provided.

The HSE Guidelines suggest that short, frequent breaks are taken e.g. a 5-10 minute break after 50-60 minutes of continuous work. This need not be a rest break but merely a change of activity, i.e. filing papers or any other task that does not require use of a computer.

|   |   |                         |
|---|---|-------------------------|
|  | <p style="text-align: center;">Health &amp; Safety Policy</p> | <b>Section No. 6.35</b> |
|   |   | <b>Issue No. 3</b>      |
|   |   | <b>Date: 03.05.22</b>   |

**Driving**

Whilst driving a vehicle for work purposes employees are reminded of the need to follow the Highway Code. Those who drive in a manner which contravenes current legislation whilst at work could be subject to disciplinary action.

|   |   |                         |
|---|---|-------------------------|
|  | <p style="text-align: center;">Health &amp; Safety Policy</p> | <b>Section No. 6.36</b> |
|   |   | <b>Issue No. 3</b>      |
|   |   | <b>Date: 03.05.22</b>   |

**Lone Working**

**Definition of Lone Working for KA Watts (Plumbing & Heating) Ltd. :** *“Any paid member of staff who carries out their work in a location away from the venue and in isolation from colleagues, or who is travelling between work locations on business, or who is working alone in the venue. This may be on a regular or occasional basis.”*

During the course of any Lone Working the employee must:

- Ensure that they carry and use any and all equipment provided for their safety e.g. two way radios or mobile phones and make sure batteries are working.
- Follow all working practices and procedures that have been put in place by KA Watts (Plumbing & Heating) Ltd. This includes all Risk Assessments appertaining to the tasks being undertaken.
- Keeping in contact with a designated person whilst working alone
- Informing the designated person of any changes to their movements for example if their vehicle breaks down
- Ensuring that their vehicle has sufficient petrol/fuel, oil and water especially when entering an unknown area;
- Ensuring that weather and road conditions are safe for travel.
- Knowing what to do if threatened verbally or physically
- Reporting to the designated person immediately if they experience anything out of the ordinary
- Ensuring that a record is made of the date, time and location of any incident
- Ensuring that an outside individual will take action if they fail to report in at a scheduled time
- Knowing where the first aid box and telephones are located in the venue.
- When working after hours in the venue, ensuring that where possible all external doors are locked to prevent unauthorised access.
- In the event of a fire being found by the lone worker the alarm is to be raised, guests are to be escorted from the building to the muster point safely and efficiently. Make no attempt to tackle the blaze, and call 999. This must be followed by a call to the designated person.
- In the event of the Fire Alarms being activated, make no attempt to investigate, escort all guests safely and efficiently to the muster point. Call 999. This must be followed by a call to the designated person.

**Action to be taken if you are threatened verbally or physically**

- If you are in a position to do so, get out as quickly as possible
- Do not feel embarrassed about causing a scene, do all you can to attract attention
- Call 999 on your mobile phone and remember to tell them your address
- If possible, dial 999 again on terrestrial phone as the call will be traced automatically.