

HYDRO-LOGIC SERVICES

HEALTH & SAFETY PRINCIPLES & PRACTICES - LIVING OUR VALUES

Uncompromising about Health and Safety

We're responsible for the well-being of our staff at work, in the office, in the field and in travelling between places of work. And we care for the safety of others touched by what we do. We take health and safety seriously, as a value and not just as an obligation.

We do this by:¹

In General

- Assigning health and safety duties and responsibilities to key staff, as depicted in the organisation chart.
- Assessing and managing the health and safety risks associated with the work we do in the office, in the workshop, in the field and in travelling between places of work, by:
 - Providing generic risk assessments and management procedures for all key activities undertaken by staff, and requiring staff to be familiar with the risks and to implement the stated risk management procedures when undertaking those tasks.
 - Providing site-specific risk assessments and management procedures, as the situation requires, and requiring familiarity with and observance by staff engaged in work at those sites.
 - Providing method statements that define how key tasks should be performed.
- Training staff in health and safety practices on induction, using a bespoke Induction Checklist supported by on-line documentation.
- Conducting annual refresher courses in health and safety practices, for all staff
- Requiring staff to be aware of, and to comply with the provisions in the Company's Health and Safety Manual (the current copy of which is posted to the Company's intranet).
- Ensuring staff are aware of their health and safety responsibilities, to themselves, their colleagues and to others.
- Providing Personal Protective Equipment (PPE) to staff to enable them to undertake all tasks assigned to them in a safe and effective manner.
- Providing health and safety training to CSCS (Construction Skills Certification Scheme) standards to staff whose work involves the installation of equipment and/or working on designated construction sites.

In the Office

- Providing fire extinguisher sets on all floors in all offices, and ensuring they are properly maintained and serviceable.
- Posting fire alarm response notices in all offices.
- Training staff in how to raise a fire alarm, and how to respond to it.
- Providing first aid kits in all offices.
- Training First Aid Officers in each office, and posting notices to make staff aware of their local First Aid Officer(s).
- Providing safe access and egress in all work spaces and avoiding blocking routes.
- Checking safe electrical connections on all mains powered equipment (PAT testing) at bi-annual intervals.
- Prohibiting work on electrical and live equipment by untrained staff.
- Providing an accident log book ("Accident Book") in each office.
- Requiring all accidents at work to be reported in the Accident Book.

¹ The information presented here summarises the contents of the Company's Health & Safety Manual, which should be regarded as the definitive source in these matters.

- Requiring the Health and Safety Officer of each office to report notifiable accidents to the Company Health and Safety Manager, and by him/her to the Managing Director and to the Health and Safety Executive as may be required.
- Providing a Near Miss log book in each office; requiring all “near miss” incidents or accidents at work to be reported in the Near Miss Book.
- Requiring the Health and Safety Officer of each office to report notifiable accidents to the Company Health and Safety Manager, and by him/her to the Managing Director as may be advisable.
- Undertaking classifications and assessments of the use of display screen use by staff, at least annually.

In the Workshop/Store

- Providing Local Use risk assessments in respect of any hazardous substances stored on the premises.
- Storing fuel in marked containers in locked and ventilated outdoor cabinets, not indoors.
- Storing hazardous substances correctly and in accordance with COSHH guidelines.
- Storing equipment in a safe manner, on strong sturdy benches or racks, and to a safe height only.
- Keeping storage areas and workshops clean, tidy and organised, and not over-loaded or cluttered.
- Requiring staff to exercise due care and attention when lifting or carrying equipment, with regard to size, weight and other material factors, and to refrain from lifting large and heavy equipment alone, per the guidelines.
- Providing proper clothing (PPE), tools and equipment for the job, and ensuring that staff using those tools and equipment are properly trained in the use and maintenance of them.

In the field

- Requiring staff to exercise due care and to take all reasonable steps to avoid and/or reduce risks to themselves and others, consistent with the purposes of the fieldwork.
- Requiring staff to be familiar with and to implement the risk assessments and risk management procedures pertaining to all fieldwork activities undertaken by them.
- Requiring staff undertaking field activities for which no risk assessments and risk management procedures then exist to complete them and to secure approval for them. These should then be adopted into the Company system by their Project Manager or Line Manager before commencing the work.
- Requiring staff working in remote locations, confined spaces or other potentially hazardous situations to work in teams of two or more, wherever generic or site-specific assessments state the need to do so.
- Requiring staff working alone in the field to do so only where the Company’s generic and site-specific risk assessments allow so, and then to use the Company’s loneALERT satellite or text-in systems and procedures to ensure safe lone working.
- Requiring staff working near streams, rivers, lakes, reservoirs and other surface waters to follow the procedures defined in the Company’s generic risk assessment and method statement for working near water .
- Requiring staff working in streams, rivers, lakes, reservoirs or other surface waters to follow the procedures defined in the Company’ generic risk assessment and method statement for working in water, in particular in regard to the safe limits defined in our Working in Water policy for the use of thigh waders, chest waders, wet suits and dry suits, and entry into and working in watercourses and water bodies. If conditions are deemed to be hazardous, work should not be commenced or continued.
- Requiring staff working on rivers, lakes, reservoirs or other surface waters to follow the procedures defined in the Company’s policy and practice manual on working in and on water bodies.
- Requiring staff driving a power boat to be qualified to RYA Level 2 standard.
- Issuing all staff engaged in working near, in or on water with a Leptospirosis (Weil’s Disease) information card and ensuring that each company vehicle has hand wipes and cleaners.

- Issuing all staff engaged in construction work or in working on designated construction sites with a CSCS (Construction Skills Certification Scheme) card, on completion of approved training.
- Providing all field staff with training in basic first aid to appointed persons standard.
- Providing each member of field staff with a lifejacket to be worn as per guidelines in generic method statements/ risk assessments for routine fieldwork tasks.
- Undertaking regular checks and maintenance on PPE equipment, including lifejackets, hard hats and specialist equipment (e.g. for confined spaces entry).
- Requiring staff to observe safe practice in the use of ladders, including observing safe grounding and lean point principles.
- Requiring all staff to be able to carry out suitable Risk Assessments.
- Requiring all staff to understand legal requirements relating to entry into Confined Spaces.
- For staff engaged in working in confined spaces, and/or in sewer or drainage systems, and/or undertaking MCERTS work:
 - Requiring designated staff to understand the Water UK National Classification for entry into confined spaces (NC 1-4).
 - Providing designated staff with training and City & Guilds accreditation for entry into confined spaces, including for the use of breathing apparatus as appropriate.
 - Providing designated staff with NRSWA (Chapter 8) training for working within the highway.
 - Provide designated staff with all necessary equipment to carry out confined space access and egress safely, and the training required to operate such equipment.
 - Provide designated staff with all necessary PPE to carry out confined space entry safely.
 - Requiring staff to test and monitor atmospheric conditions within a confined space prior to entry.
 - Requiring staff to minimise the risk of working near open access shafts.
 - Requiring designated staff to understand risks associated with sudden increase in fluid levels within a confined space.
 - Requiring designated staff to understand the risk of excessive heat and/or humidity within a confined space.
 - Requiring designated staff to minimise risks associated with biological and/or chemical residue within a confined space.
 - Requiring designated staff to understand risks associated with working in contact with Sewage (leptospirosis/hepatitis A/hepatitis B/HIV/aerosol micro-organisms/poliomyelitis/tetanus).

Travelling

- Mandating travelling by train on company business as a preference to be exercised whenever practicable.
- Drivers must not initiate a phone call whilst driving, they must stop to do so, and remain stationary for the duration of the call.
- Selecting locations for regional offices which are near to good public transport links.
- Requiring drivers to stop as soon as possible after receiving a call, when driving, and remain stationary for the duration of the call.
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- Providing first aid kits in company cars.
- Maintaining company vehicles in good road order, and requiring staff using private vehicles for company business to do similarly.
- Requiring tyre pressures, tyre conditions, horn operation, indicator lamps, lights, wipers, oil levels and water levels in vehicles used for company business are checked at weekly intervals.
- Requiring staff to observe speed limits and safety notices, and to take account of road, traffic and weather conditions when driving on company business.

- Ensuring that all staff are legally licensed, entitled and insured to drive company vehicles they are asked to use on company business.
- Instructing staff to park vehicles used on company business in safe places.
- Instructing staff to avoid taking non 4x4 company vehicles off paved and made road surfaces, including onto road verges, except as specifically approved in advance.
- Providing training in driving 4x4 vehicles on-road and off-road, for staff whose work does or could involve the use of such vehicles on- and off-road.
- Instructing staff to drive carefully and responsibly when using 4x4 vehicles off road.
- Instructing staff to take rest breaks of a minimum of 15 minutes at 2 to 3 hour intervals when driving on company business.

Working Abroad

- Requiring staff to adhere to the provisions in the Company's Working Abroad policy, which covers, amongst other things, limitations on travel to and activities in countries beyond the UK in respect of health and safety.

Signed:



Name: Dr Colin Fenn

Position: Director

This document to be reviewed at all board meetings. Date: January 2017 Version 1.1