

# Health and Safety Policy Statement

**1 September 2017**

Our policy is to provide and maintain safe and healthy working conditions for all our employees, contractors, and agency staff working on our behalf. In addition we will seek to ensure the work that we carry out does not affect the health and safety of others, e.g. our customers, visitors and members of the public.

We will achieve this policy, in part, by:

1. Appointing competent Managers who are responsible for health and safety in their respective areas;
2. Ensuring that adequate resources and sufficient financial arrangements are in place to control health and safety risks arising from our work activities;
3. Consulting with all our employees on matters affecting their health and safety and providing information, instruction, training and supervision, as appropriate;
4. Seeking advice and assistance from external organisations to supplement our own in-house health and safety initiatives;
5. Monitoring and reviewing the health, safety and welfare arrangements we have put in place at least every twelve months to determine their continued effectiveness;
6. Setting goals and following action plans to ensure continuous improvement in health and safety performance; and
7. Promoting a positive health and safety culture within our organisation, e.g. with Managers leading by example.

This statement is intended to encourage a positive attitude to safety and should be used in conjunction with the additional safety guidelines issued periodically.

I look forward to your full co-operation and support.



..... **Chief Executive**  
**Mr. P.J. Camamile**

**1. THE HEALTH AND SAFETY POLICY OF  
WATER MANAGEMENT ALLIANCE (KING'S LYNN  
INTERNAL DRAINAGE BOARD)**

Our policy is to provide and maintain safe and healthy working conditions for all our employees and any contractors and casual labour working on our behalf. In addition, we will seek to ensure that the work we carry out does not affect the health and safety of others, e.g. members of the public and our customers.

**2. THE ORGANISATION FOR CARRYING OUT THE POLICY**

**Responsibilities of the Board**

The Board of King's Lynn Internal Drainage Board recognise and accept their overall responsibility for health and safety, and will ensure that arrangements are in place to satisfy the health and safety regulations and codes of practice that are applicable to the industry.

The Chief Executive of Water Management Alliance is Mr. P.J. Camamile.

**Responsibilities of the Managers, Supervisors and Foremen**

The Managers, Supervisors and Foremen are responsible for ensuring that all health and safety arrangements are adhered to in the area of work for which they have control and responsibility:

Name	Position / Responsibility
G Howe	Operations Manager
R Taylor	Works Supervisor
M Neale	Project Manager

**Responsibilities of All Employees**

It is your responsibility to co-operate in the implementation of this Health and Safety Policy. You have a legal duty to ensure your own safety and the safety of others (for example your fellow workmates, contractors working on the same premises and customers and visitors to the premises) under the Health and Safety at Work Act 1974. You must therefore:

- i) Comply with safety rules, operating instructions and working procedures laid down in your area of work, and take reasonable care, to the best of your knowledge, to avoid injury to yourself and others.
- ii) Use all equipment and protective clothing where and when it is required, and in the correct manner. In addition, you must report any fault or deficiency in the equipment, immediately to your Manager or Supervisor.
- iii) Report all accidents, injuries, near misses, spillages and any other potential safety hazards, promptly to your Manager or Supervisor.
- iv) Not misuse anything provided in the interests of health and safety.

**Responsibilities of Contractors**

All contractors working for King's Lynn Internal Drainage Board are required to adhere to King's Lynn Internal Drainage Board's safe working procedures as well as any procedures detailed in their own health and safety policy. In addition to their general responsibilities under the Health and Safety at Work Act 1974, specific responsibilities include:

1. All plant, machinery and other work equipment and tools brought onto site by contractors must be in a safe condition.
2. Contractors must be familiar with the work they are required to carry out and any relevant safety requirements, method statements, etc.
3. Contractors must report all accidents, injuries and dangerous occurrences to King's Lynn Internal Drainage Board.
4. Contractors must ensure that appropriate action is taken to rectify unsafe systems or actions.

**3. IMPLEMENTATION OF THE POLICY**

This section provides guidance for those responsible for health and safety (*that means you!*), on how to minimise health and safety risks.

**Safety Information**

Induction training is carried out for all new employees. In addition safety information is provided in the form of this and other periodically updated booklets and safety signs posted around the Board's premises and sites.

**Fire Prevention and Fire Emergencies**

In general, you should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be the source of a fire.

Fire procedure notices are displayed at various locations around the site. Please familiarise yourself with these procedures.

Any act or omission, which you believe may constitute a fire risk, should be immediately notified to the Supervisor, who will take the appropriate action.

**The Safe Use of Work Equipment**

It is your responsibility to use plant and work equipment in the correct manner. You must report any damage or defects to plant and machinery immediately to your Manager or Supervisor.

- Do not operate machinery that you are not trained and authorised to use.
- Never ride on any vehicle unless the vehicle is fitted with a passenger seat.
- NEVER carry out maintenance tasks with the engine running and ALWAYS use safety bars or props when working under extended hydraulic rams.
- ALWAYS ensure that power take off guards are fully serviceable with the guard being held stationary by retaining chains or other suitable method.

Ensure that you replace all guards and that safety devices are working. NEVER tamper with them or make them inoperative.

**Electrical Tools and Equipment**

Electrical tools face harsh conditions on site. When misused they can get damaged and become dangerous. Every year there are around 200 cases of serious electric shocks on construction sites. The following arrangements should be observed by all personnel:

- A) Visually inspect all electrical equipment prior to use. All electrical faults are to be reported to the Plant Engineer. Do not tamper with faulty equipment. Only competent electricians should repair electrically powered equipment.
- B) Electrical equipment should be switched off when not in use.
- C) 30% of all accidents are slips, trips and falls. Cables should be so positioned so that they do not constitute a tripping hazard.
- D) Unless otherwise stated, only low voltage (110 volt) electrical equipment or battery operated equipment should be used.

**Use of Lifting Equipment**

It is the responsibility of the named Managers to ensure that all lifting operations are suitably planned and those of you involved are provided with adequate information, method statements etc.

Lifting equipment should be:

- of adequate strength and stability for each load to be lifted;
- clearly marked to indicate the safe working load (SWL); and
- adequately planned by a competent person, supervised and carried out in a safe manner.

**Mobile Elevating Working Platform/Tower Scaffold**

There is a risk of falling when working at height. For this reason **all** working platforms must have toeboards, top handrail and intermediate handrail. If you are using a MEWP ensure that you have received training and are competent to use it. If you are working from a tower scaffold, ensure that it has been erected in accordance with the manufacturer's instructions. The height of a tower should generally not exceed three times the narrowest base dimension and don't forget that the tower should be erected on a firm and level base. If the tower is fitted with castor wheels these must be locked off when the tower is being used.

**Working Around Electrical Services**

When working in the vicinity of overhead electricity lines, the following procedure should be followed.

- a) Prior to commencing work or moving machines, and after every break, check ahead for overhead lines. Do not work in a length unless you have visually checked ahead for overhead lines. As soon as you see an overhead electricity line you should leave your machine and place a warning sign 20 metres from the line on the side you are working. You should never work/move within 100 metres of an overhead electricity line without carrying out this operation.
- b) When you reach the warning sign you should inspect the site to see whether you consider that it is safe to work/move under the wires. If you decide that it is safe to proceed, set and test the height limiter on the machine, if fitted, and proceed with caution.
- c) If you have any doubts whatsoever about whether to proceed or not contact your Operations Manager or Works Supervisor to measure the height.
- d) Particular care must be taken when carrying long metal objects such as level staffs, ladders, scaffold poles etc.

**Working in Confined Spaces**

Entry is periodically required to inspection chambers, pump chambers and pipelines. Due to changes in water levels and biological hazards, these areas may become oxygen deficient and/or have flammable/toxic gases present. The following procedure should be followed when entering these and other areas which fall into the category of 'Confined Spaces'.

1. Before entry, gas testing of the atmosphere in the confined space must be carried out to check for any oxygen deficiency or flammable/toxic gases that may be present.
2. Where work is being carried out in confined spaces, gas testing must be carried out at the start of each shift. The equipment used to carry out gas testing must be fully calibrated.
3. In the case of a routine inspection of a confined space, and immediately following satisfactory gas tests, telephone/radio contact must be made with the office prior to entry. The approximate length of time for completion of the inspection should be given.
4. When the inspection has been completed, telephone/radio contact should again be made with the office to confirm that the inspection has been completed and that no personnel remain in the confined space.
5. Certain maintenance operations may negatively affect the atmosphere, e.g. welding or use of chemicals. Where entry is required for maintenance rather than inspection, contractors carrying out the work are requested to provide details of the steps taken to ensure the safety of those working in the confined space, e.g. ventilation considerations, isolation requirements, etc.
6. In the case of maintenance operations where several men may be involved, it is not necessary to establish telephone/radio contact with the office, however gas testing must be carried out prior to entry into the confined space and at intervals as the work progresses or as may be specified in a Method Statement.
7. Where work in confined spaces is being carried out by contractors, the Operations Manager / Health and Safety Supervisor should ensure that those contracted to undertake the work are competent in terms of confined spaces working.

If an accident occurs whilst someone is working in a confined space, under no circumstances should you attempt to rescue the person concerned. Immediately telephone/radio the emergency services.

Not knowing the dangers of confined spaces has led to the deaths of many workers. Often the dead include not only those working in the confined space but also those who, not properly equipped, try to rescue them.

#### Excavations

Before starting to excavate, consult service location plans and check the area for the presence of underground services, using the Cable Avoidance Tool (CAT). Any damage to underground services should be reported to the Operations Manager / Health and Safety Supervisor.

The main hazards from excavations are from; collapse of the sides of the excavation, materials falling into the excavation, people and vehicles falling into the excavation and build up of dangerous gases in the excavation.

- ◆ Trenches and excavations deeper than 1.2 metres must either be battered at a safe angle, or supported by sheeting, strutting, etc.
- ◆ Spoil should not be dumped close to the excavation, so that extra strain on the sides is prevented.
- ◆ If excavations are found to be waterlogged they should be pumped out. Ensure that the sides are not undermined as a result of pumping out.
- ◆ If whilst in the trench you can smell hydrogen sulphide (rotten eggs) leave the trench immediately.

#### Personal Hygiene

Good standards of personal hygiene are very important in minimising contact with oil, drainage water and other hazardous substances that may be present.

- 1) Keep hands clean by making full use of the washing materials and facilities provided.
- 2) Ensure that you wash your hands thoroughly before and after using the toilet and before eating, drinking or smoking.

#### Weils Disease

Those employed in the drainage and water industries are two of the main groups at risk of contracting Leptospirosis (Weils Disease). The various forms and routes of entry into the body of Leptospirosis (cuts and scratches, lining of the mouth, throat and eyes) means that anyone who is in contact with river water, or exposed to rats or rat urine is at risk. If untreated or incorrectly diagnosed the disease can be fatal.

You must therefore conform with the following handling procedures:

- i) Do not touch rats with unprotected hands. Wear appropriate Personal Protective Equipment, e.g. gloves.
- ii) Cover all cuts and broken skin with waterproof plasters, after they have been cleaned thoroughly, both before and during work.
- iv) Wash your hands after handling any animal, contaminated clothing or materials, and always before eating, drinking or smoking.
- v) Report any illness to your doctor, telling him you work in the drainage industry. Weils disease starts with flu-like illness with a persistent and severe headache.

#### Working Near Water

Buoyancy aids must always be worn by all employees when involved in operations during periods of high flow, working on floating plant (work boats, weed cutting boats, piling barges etc.) or when carrying out maintenance work on pumping stations, weirs and sluices and working over water in general. When involved in clearing sluice tops you should ensure you wear a safety harness.

#### Personal Protective Equipment

Personal Protective Equipment (PPE) includes items such as gloves, goggles, ear defenders, hi-visibility clothing, overalls, hard hats etc. Many items of work equipment display the BLUE AND WHITE mandatory safety signs; to show what PPE you should wear when using them.

**Remember:** The reason that PPE is required is because there is no other way to protect you from health and safety risks. By not wearing the right PPE you are exposing yourself directly to the risks of illness and injury. Always wear the PPE indicated on the mandatory blue and white signs.

#### Head Protection (Hard Hats)

The numbers of injuries to the head are increasing every year, most of them serious. Even if the site does not require the wearing of hard hats at all times, **you should always wear hard hats when:**

- Under, around, or on scaffolding.
- Working in deep excavations.
- Near JCBs, and other plant that is being operated.
- Somebody else is working above you.

#### Accident Reporting and First Aid

All accidents are to be recorded in the Accident Book which is located in the Operation Manager / Health and Safety Supervisor's Office. Details of all accidents are to be notified to the Manager or Supervisor as soon as possible. It is the responsibility of the Manager or Supervisor to notify the Incident Contact Centre when it is required, and or prompt an investigation. It is the responsibility of all employees to provide complete and accurate information when reporting an accident.

#### IF YOU ARE UNSURE ABOUT ANYTHING IN THIS HEALTH AND SAFETY POLICY PLEASE ASK!

#### Further advice is available from:

Health and Safety Executive website:

[www.hse.gov.uk](http://www.hse.gov.uk)



King's Lynn  
Drainage Board

## HEALTH AND SAFETY BOOKLET (1<sup>st</sup> September, 2016)

Signed:

A handwritten signature in black ink, appearing to read 'P. Camamile'.

Mr. P.J. Camamile (Chief Executive)

*This booklet is a summary of the information contained in the King's Lynn Internal Drainage Board Health and Safety Main Policy Document, which is available to all employees on request.*

*The Management of Health and Safety at Work Regulations require that health and safety arrangements are reviewed at suitable intervals. To ensure the validity of this policy, it is recommended that this document is reviewed within 12 months of the date shown on the front page.*

Water Management Alliance  
King's Lynn Internal Drainage Board  
Kettlewell House  
Austin Fields Industrial Estate  
King's Lynn  
Norfolk  
PE30 1PH

Tel: (01553) 819600  
Fax: (01553) 819639



Boston Enterprise Centre : Venture House : Enterprise Way :  
Endeavour Park : Boston : Lincolnshire : PE21 7TW  
Tel : (01205) 367098 : Fax: (01205) 356417

[www.jwcope.co.uk](http://www.jwcope.co.uk)

### Policy for First Aid and Accident Reporting Policy

Under the Health and Safety (First Aid) Regulations 1981, all businesses must have appropriate means for enabling first aid at work. Following any such accident there is a requirement for the employee to report accident details to the employer. The employer then has duties to investigate and to notify the accident to the enforcing authorities where appropriate. The purpose of this policy therefore is to state who is responsible and what they must do in order to ensure adequate First Aid provision and Accident Reporting.

#### Manager responsibilities

1. You are responsible for ensuring that an ambulance or other professional help is summoned as soon as possible by the most appropriate means or other arrangements are made, as necessary.
2. You are responsible for ensuring that you have an adequate number of First Aid Personnel in your area, and the number of First Aid Personnel is monitored and reviewed. See Note<sup>(1)</sup>.
3. You are responsible for ensuring that there are an adequate number of first aid boxes in the workplace, and that they are suitably stocked, and properly identified. See Note<sup>(1)</sup>.
4. You are responsible for providing means for the accident to be recorded and to check that the accident details are a full and correct account of the accident. See Note<sup>(1)</sup>.
5. You are responsible for following up accidents and ensuring that any remedial actions, where required, are carried out, to prevent recurrence.
6. You are responsible for ensuring that the Incident Contact Centre are notified where appropriate using the correct reporting method.
7. You are responsible for monitoring and reviewing accidents for your area and the Policy for First Aid and Accident Reporting.

#### Employee Responsibilities

1. You are responsible for advising management of all accidents. When you are injured at work, the law says that you must tell your employer as soon as possible. You do this by ensuring that details of the accident are recorded in the Accident Book.
2. You are reminded of your responsibilities to look after your own safety and the safety of others who may be affected by your acts or omissions, to use work equipment and personal protective equipment correctly, and not to misuse any item of equipment. If an accident does occur report it to your Manager immediately.

Note<sup>(1)</sup>

Details of First Aid Personnel, First Aid Box(es) and Accident Book(s) are to be found on the Summary of First Aid Provision Sheet which should be read in conjunction with this Policy.

Authorised by: \_\_\_\_\_

Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Rev1