



**WATER MANAGEMENT ALLIANCE (EASTERN)  
ARE LOOKING TO RECRUIT: OPERATIONS ENGINEER  
ANNUAL SALARY: BETWEEN £44K AND £50K, PLUS ATTRACTIVE BENEFITS  
PACKAGE**

An exciting opportunity has arisen for the appointment of an Operations Engineer for the Water Management Alliance (Eastern) Internal Drainage Boards. The Boards are responsible for controlling water levels across some 47,500 hectares of England, situated in and around the Broads in East Anglia. The area is home to around 70,000 people, a thriving local economy and a hugely popular tourist destination that attracts visitors from around the globe. Although the entire area is at considerable theoretical risk of river flooding and inundation from the sea, the actual risk is substantially reduced by the work that we do in partnership with Local Authorities, the Environment Agency, Natural England and local Community Groups.

As the Operations Engineer you will be responsible to the Catchment Engineer for delivering the Boards work programmes with the Operations Manager, work force and specialist contractors. The successful applicant will have a good knowledge of the Boards' areas and will have the appropriate qualifications and experience to do the job. You will also have sound interpersonal and communication skills and be able to work effectively within a small technical support and operations delivery team, alongside Board members, landowners, key partner organisations and specialist contractors.

The appointment offers an annual salary of between £44,000 and £50,000 depending on qualifications and experience, together with access to BUPA and the Local Government Pension Scheme. Applications from those looking to work part-time will also be considered.

For more information about the WMA and this position please visit our website: [www.wlma.org.uk](http://www.wlma.org.uk) or contact Giles Bloomfield (Catchment Engineer) on +44(0)7795 312628. An application pack can be downloaded from our website: <https://www.wlma.org.uk/career-opportunities/> and the closing date for receipt of applications is 7 June 2017. Please return your completed application by email to [info@wlma.org.uk](mailto:info@wlma.org.uk) or alternatively to the Board's office at Kettlewell House, Austin Fields Industrial Estate, King's Lynn, PE30 1PH, Norfolk. We look forward to receiving your application.

# JOB DESCRIPTION

**Job Title:** Operations Engineer  
WMA (Eastern)

**Department:** Technical Support/Ops Delivery

**Reporting to:** Catchment Engineer  
WMA (Eastern)

**Responsible for:** Technical Support and Operations Delivery Team for WMA (Eastern) IDBs

**Location:** WMA (Eastern) Area

**Salary:** between £44,000 and £50,000 pa (FTE)

## Key purposes:

The Operations Engineer is responsible to the Catchment Engineer (WMA Eastern) for:

1. Helping to develop and deliver the Boards' Business Plans:  
[http://www.wlma.org.uk/uploads/BIDB\\_Policy\\_Statement.pdf](http://www.wlma.org.uk/uploads/BIDB_Policy_Statement.pdf)  
[http://www.wlma.org.uk/uploads/ESIDB\\_Policy\\_Statement.pdf](http://www.wlma.org.uk/uploads/ESIDB_Policy_Statement.pdf)  
[http://www.wlma.org.uk/uploads/NRIDB\\_Policy\\_Statement.pdf](http://www.wlma.org.uk/uploads/NRIDB_Policy_Statement.pdf)
2. Providing advice and support on all technical engineering, planning and operations delivery matters,
3. Applying for and obtaining grant aid and third party contributions to help fund work programmes,
4. Preparing and delivering the works programmes, safely, lawfully and within budget,
5. Managing the technical support team and/or supervising the operations delivery team for WMA (Eastern), in the absence of the Catchment Engineer or the Operations Manager.

## Qualifications:

The successful applicant will have a relevant degree and hold/be working towards one or more of the following qualifications:

1. Chartered Engineer (CEng MICE or CEng MIWEM),
2. NEBOSH National General Certificate in Occupational Safety and Health (or equivalent),
3. Project Management (PRINCE) / Business Management (CMI).

## Skills:

1. Must hold a full/valid UK driving licence.

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2. Must have excellent Interpersonal, communication, presentation and diplomacy skills.
3. Must be able to work well with others at all levels both internally and externally to resolve problems and provide solutions to complex issues.
4. Must be cool, calm and patient and able to manage stress and a heavy work load.
5. Must have sound technical ability as a Water/Hydraulic Engineer and an Operations Engineer.
6. Must have detailed knowledge of drainage, flood and coastal defence and water level management.
7. Must have a sound knowledge of Health and Safety legislation.
8. Must have comprehensive knowledge of environmental legislation and regulation.
9. Must be able to manage projects, budgets, staff, consultants and public expectation.
10. Must be able to use Computer Software such as Microsoft Outlook, Access, Excel, Word and Internet Explorer, ArcView GIS, Hec-ras and CAD.
11. Must understand the operating environment and legal framework within which RMAs/IDBs operate and as a consequence be able to effectively prioritise the work load and obligations accordingly.
12. Must be blessed with an abundance of common sense and be a practical individual.

## **Experience:**

1. The successful applicant will have a minimum of 3 years' experience working at a senior level in a technical support/ops delivery role within the Flood and Coastal Erosion Risk Management Industry, or another highly regulated Industry.
2. The successful applicant will have a minimum of 3 years' experience managing people, complex projects and budgets within the public sector.
3. The successful applicant will have a good local knowledge of the drainage districts, the hydraulic catchments, the coastal/tidal defences within each flood cell and the Boards' water level management infrastructure.

## **Main Duties:**

1. Preparing and promoting grant applications/work programmes for submission to DEFRA/EA etc.
2. Helping to develop new and innovative income streams to fund work programmes.

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3. Policy development: preparing, reviewing and updating various plans, policies and procedures, as and when required.
4. Assisting the EA and LLFAs to develop and deliver Catchment Flood Management Plans, Shoreline & Estuary Management Plans and Local Flood Risk Strategic Plans etc. consistently within their areas of jurisdiction.
5. Working with partners, community groups and stakeholders to design and deliver projects and work programmes successfully.
6. Managing, monitoring and preparing budgets. Liaising with the Finance Officer and Operations Delivery team to this end.
7. Preparing work programmes and liaising with the Operations Manager and Technical Support team accordingly.
8. Ensuring that the work carried out on site and within the workshop is done safely, lawfully, competently and in accordance with the Board's procedures, policies and standards.
9. Managing the Board's telemetry system and liaising closely with the Chief Executive and Operations Delivery team as appropriate.
10. Responding at times of emergency, as and when necessary or required.
11. Dealing with queries, undertaking routine correspondence and liaising with the general public.
12. Preparing reports for Board meetings and attending such meetings, as and when required.
13. Preparing Minutes of meetings as and when required.
14. Organising Inspections and drainage tours as and when required.
15. Attending and representing the Boards at external meetings as and when required.
16. Preparing ad hoc reports, completing forms and responding to various requests for information as required.
17. Maintaining and updating databases, the asset registers, asset condition assessments, sundry records, and using GIS. Liaising with the Data Manager to this end.
18. Recording rainfall and pump usage totals and preparing analyses for reports.
19. Maintaining drawing office/archive filing/administration systems, as required.
20. Testing water quality at various sites around the drainage district(s) and recording salinity and dissolved oxygen levels, together with liaising with the Environment Agency and Natural England etc. Responsible for maintaining the water quality equipment.

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21. Liaising with the Technical & Environment Officer to obtain assent from Natural England prior to undertaking works, when necessary.
22. Liaising with the Technical & Environmental Officer to ensure that work programmes are designed and timed to be undertaken appropriately within the law.
23. Reporting pollution incidents to the Technical & Environmental Officer, the Environment Agency, Natural England and constituent Councils.
24. Ensuring that development within the drainage districts is carried out in accordance with the Byelaws and Planning policies.
25. Liaising with constituent Councils regarding applications for the piping of private watercourses and granting consent for work.
26. Consenting applications to outfall land tile schemes into adopted watercourses.
27. Issuing licences to Utilities to allow them to carry out works within the 9 metre Byelaw zone.
28. Observing and reporting Byelaw infringements to the Catchment Engineer and/or Chief Executive.
29. Liaising with the Data Manager to maintain the integrity of all data relating to the Boards' drainage infrastructure.
30. Working closely with other Engineers/Project Managers within and external to the Water Management Alliance and sharing best practice.
31. Providing technical support cover elsewhere within the Alliance, as and when required by the Chief Executive.
32. Keeping knowledge current and up to date, by way of continuous professional development (CPD). Time and access to relevant training courses will be provided, however you will be expected to invest a significant amount of your own time as well.
33. Fulfilling the role of Health and Safety Supervisor and working closely with the Operations Manager.
34. Fulfilling the role of the Health and Safety Officer for the IDBs, in the absence of the Catchment Engineer.
35. Carrying out specific projects and research, as required by the Catchment Engineer, the Chief Executive or the Board.
36. Any other duties that may reasonably be required by the Catchment Engineer, the Chief Executive or the Board.

This list of duties is not exhaustive and will be subject to change/periodic review.

19 May 2017

# **OPERATIONS**

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## **HEALTH AND SAFETY POLICY**

**WATER MANAGEMENT ALLIANCE**

**Last Review Date: 20 July 2014**

**Next Review Date: 31 March 2019**

**Version 2**

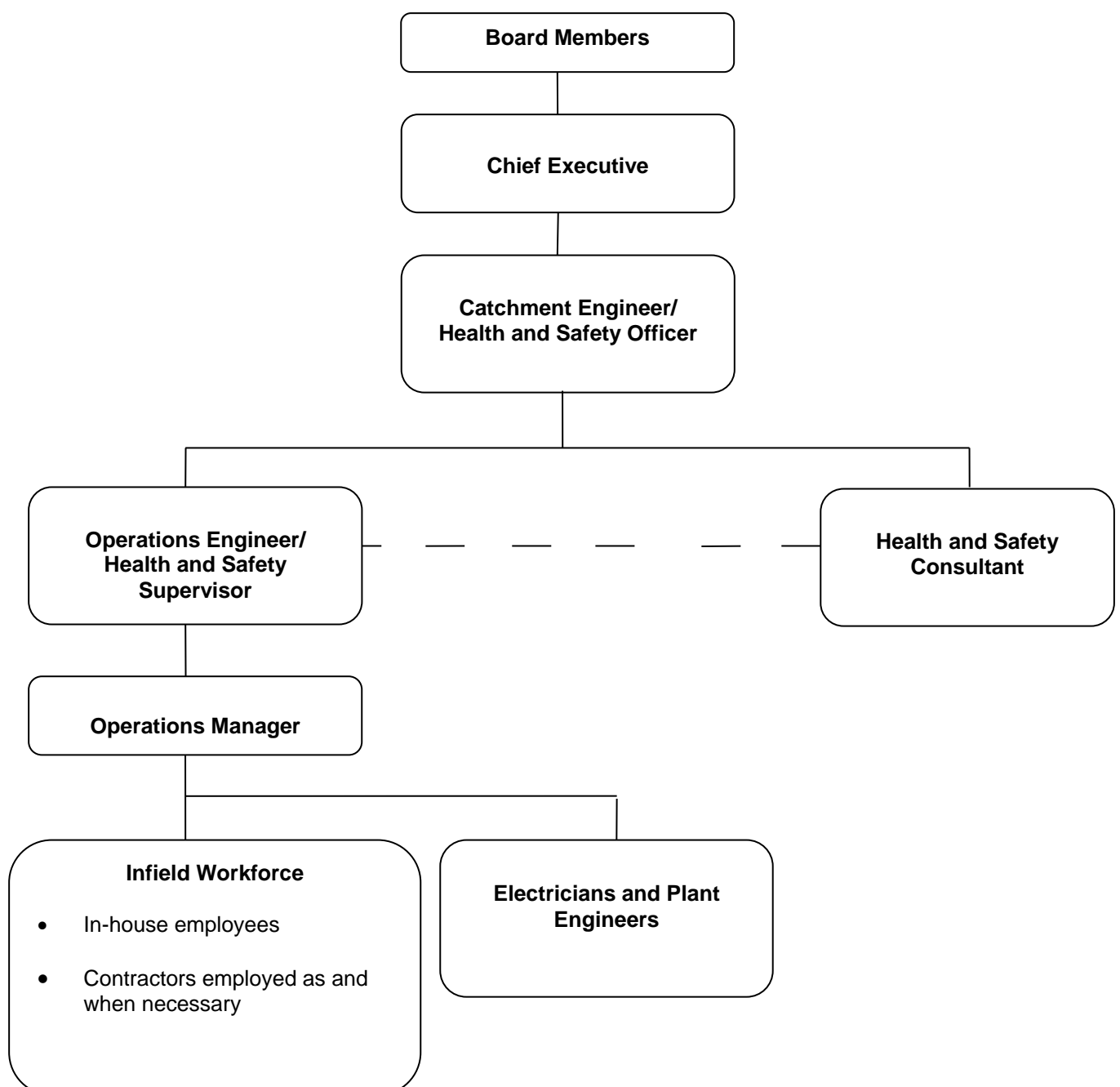
The Boards have a legal duty to carry out their work safely under the Health and Safety at Work Act 1974. This Policy explains in detail the formal lines of accountability and the health and safety responsibilities of the Boards and every employee within the WMA (Eastern) organisation.

**WMA (EASTERN)****CONSISTING OF BROADS IDB, EAST SUFFOLK IDB & NORFOLK RIVERS IDB****HEALTH AND SAFETY POLICY****DELEGATION OF RESPONSIBILITIES/LINES OF ACCOUNTABILITY****Contents**

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- 1.1 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 and other members of the public.
- 1.2 We will achieve this policy, in part, by:
- (i.) Appointing competent managers who are responsible for health and safety in their respective areas;
  - (ii.) Ensuring that adequate controls for health and safety risks arising from our work activities are in place;
  - (iii.) Consulting with all our employees on matters affecting their health and safety and providing information, instruction and supervision, as appropriate;
  - (iv.) Seeking advice and assistance from external organisations to supplement our own in-house health and safety initiatives;
  - (v.) Monitoring and reviewing all of the health and safety arrangements, which are put in place at least every twelve months to determine their effectiveness;
  - (vi.) Setting goals and following action plans to ensure continuous improvement in health and safety performance.
- 1.3 This statement is intended to encourage a positive attitude to safety and should be used in conjunction with the additional safety guidelines issued periodically.

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- In the absence of the Health and Safety Officer, the Health and Safety Supervisor will fulfil the Health and Safety Officer's role.
- In the absence of the Health and Safety Supervisor, the Operations Manager will fulfil the Health and Safety Supervisor's role.

**3. BOARD'S HEALTH AND SAFETY RESPONSIBILITIES**

3.1 The Board recognise and accept their overall responsibility for health and safety, and will ensure that the following arrangements are in place to satisfy the health and safety regulations and codes of practice that are applicable to the Board's operations and undertakings.

3.2 The general responsibilities are to:

- (a) Ensure adequate resources are provided to allow the organisation's safety policy to be effective.
- (b) Ensure the Chief Executive carries out the following responsibilities (amongst other things):
  - (i.) Understand, initiate, and monitor the effectiveness of the implementation of the Health and Safety Policy.
  - (ii.) Ensure that suitable plant and equipment is provided and maintained and conforms to all relevant statutory provisions.
  - (iii.) Ensure that all tools and equipment used are suitable for the purpose and comply with all relevant statutory provisions.
  - (iv.) Ensure first aid, fire fighting and any other relevant emergency equipment is provided and readily available.
  - (v.) Take appropriate action when statutory and/or corporate standards are breached.

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- (a) Masters Degree in Business Administration (MBA)
- (b) Chartered Director (CDir MIOB)

**4.2 In addition to the normal health and safety responsibilities of an employee, the Chief Executive Officer has the following health and safety duties:**

- (a) Ensuring that the Board's Health and Safety responsibilities are fulfilled, both by his/her own actions and by delegating authority to others in the organisation with Health and Safety responsibilities (please see the lines of accountability that are set out in the above hierarchy and the delegation of these responsibilities to all of the Board's employees set out below).
- (b) Ensuring those employees with delegated authority are competent to undertake the tasks.
- (c) Understanding, initiating, and monitoring the effectiveness of the implementation of the Health and Safety Policy.
- (d) Ensuring that suitable plant and equipment is provided and maintained and conforms to all relevant statutory provisions.
- (e) Ensuring that all tools and equipment used are suitable for the purpose and comply with all relevant statutory provisions.
- (f) Ensuring first aid, fire fighting and any other relevant emergency equipment is provided and readily available.
- (g) Taking appropriate action when statutory and/or corporate standards are breached.
- (h) Being ultimately responsible to the Board for Health and Safety compliance within the organisation.

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- (a) NEBOSH National General Certificate in Health and Safety

**5.2 In addition to the normal health and safety responsibilities of an employee, the Health and Safety Officer has the following health and safety duties:**

- (a) Liaising with the Board's Health and Safety Consultant regarding six monthly inspection visits and maintaining the Board's Health and Safety Policy and documentation.
- (b) Preparing generic risk assessments and safe systems of work for issue to the workforce, to be implemented by the Health and Safety Supervisor, and updating these as and when required.
- (c) Preparing and presenting the Board's annual Health and Safety report.
- (d) Notifying the Health and Safety Executive (HSE) of reportable accidents, diseases, and dangerous occurrences under RIDDOR.
- (e) Organising Health and Safety training in conjunction with the Health and Safety Supervisor.
- (f) Preparing Health and Safety plans for Capital Works for implementation by the Health and Safety Supervisor.
- (g) Undertaking internal accident investigations and assisting in external investigations by the HSE when necessary.

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## **6. HEALTH AND SAFETY SUPERVISOR'S RESPONSIBILITIES**

### **6.1 Health and Safety qualifications required:**

- (a) NEBOSH National General Certificate in Health and Safety

### **6.2 In addition to the usual health and safety responsibilities of an employee, the Health and Safety Supervisor has the following health and safety duties:**

### **6.3 Liaising with the Board's Health and Safety Consultant regarding six monthly inspection visits and implementing discussed changes / undertaking such actions to fulfil photographic risk assessments created during the inspection.**

### **6.4 Supervising Health and Safety in the Workshops, Infield workforce, and contractors used by the Board.**

### **6.5 Establishing a Health and Safety culture within the workforce, both direct labour and external contractor.**

### **6.6 Implementing Health and Safety throughout all of the Board's operations and sites.**

### **6.7 Reacting to emergency situations whenever they might occur, and ensuring that emergency cover is provided at all times, particularly at weekends and during holiday periods. Those undertaking emergency cover must be competent to do so, and any additional labour required during an emergency event must be pre-trained in the Board's Health and Safety procedures, risk assessments, and safe systems of work etc.**

### **6.8 Ensuring that in the planned absence of the Health and Safety Supervisor, the Operations Manager is present, and vice versa. However, as unplanned absences may occur, i.e. in cases of sickness, a Health and Safety hierarchy for the absence of both has been formulated, but this should be used only as a backup if an unplanned absence occurs. This situation should exist not only during the working week, but also at weekends and during holiday periods.**

### **6.9 Providing information for, and attending Board meetings.**

### **6.10 Assisting the Health and Safety Officer with any issues relating to Health and Safety at Work.**

### **6.11 Ensuring that risk assessments, safe systems of work and safe working practices are communicated and explained to the workforce, and ensuring that these are complied with.**

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- 6.12 Carrying out spot checks on the workforce, and recording that these have been done, to ensure risk assessments and safe systems of work are being followed.
- 6.13 Ensuring that on-site risk assessments are carried out, if the generic risk assessments do not adequately cover the hazard, and that these risk assessments are carried out before work commences on site, and signed by all members of the workforce who will work on that site. Also to ensure that the Health and Safety Officer receives a written copy of the assessment.
- 6.14 Ensuring that if sufficient risk assessments have not been carried out for the job, or if an unsafe situation arises, the job is stopped and not allowed to restart until these problems have been addressed.
- 6.15 Communicating feedback from the workforce to the Health and Safety Officer regarding Health and Safety Procedures, and informing the Health and Safety Officer of any weaknesses within the system.
- 6.16 Informing the Health and Safety Officer of training requirements and identifying skill gaps in the Board's workforce, and organising Health and Safety training in conjunction with the Health and Safety Officer.
- 6.17 Notifying the Health and Safety Officer, in good time, of the commencement of any capital works so that the relevant Health and Safety plan can be drawn up before work commences.
- 6.18 Ensuring that hazards are communicated to employees on site, and in the case of capital works, ensuring all those on site are familiar with the Health and Safety plan and have signed the document before work commences.
- 6.19 Undertaking regular "Toolbox talks" with employees to refresh employees' memories about various risk assessments, safe systems of work, and hazards associated with the work, and record that this has been done.
- 6.20 Ensuring that when employees are assigned to a job, only employees with the relevant training and competence are selected for that job.
- 6.21 Ensuring that only professional, trained, and fully competent contractors are used by the Board, and that risk assessments and/or safe systems of work are produced to a satisfactory standard for the work to be undertaken. Copies of these risk assessments/procedures, and any qualifications should be obtained before work commences. Also that any plant used, whether it be Board's, contractor's or hired, is fully tested and certificated, and copies of the certificates obtained.
- 6.22 Recording accidents and dangerous occurrences in the accident book, and near misses on the spreadsheet on the shared drive, and reporting these to the Health and Safety Officer at the earliest opportunity. Ensuring that statements are taken from the employee involved and any witnesses in

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the case of a serious reportable incident under RIDDOR, and that a copy of both these and the accident book entry is given to the Health and Safety Officer.

- 6.23 Assisting in accident investigations if called upon to do so by the Health and Safety Officer.
- 6.24 Ordering, procuring, and issuing personal protective clothing and equipment to the workforce and replacing damaged clothing and equipment as and when necessary, see guidance below in appendix.
- 6.25 Recording the issue of this Personal Protective Equipment (PPE), and obtaining signatures of receipt from the workforce along with dates of issue. Copies of these records to be given to the Health and Safety Officer.
- 6.26 Maintaining a rolling record of what PPE has been issued to each employee and when.
- 6.27 Replenishing the contents of employees first aid kits as they are used or reach their expiry date, and ensuring the contents of all first aid kits are checked by a competent person on a six monthly basis. These checks are to be recorded, and copies of these records given to the Health and Safety Officer.
- 6.28 Ensuring quarterly workshop inspections are carried out and recorded, and any defects rectified. Copies of these records to be given to the Health and Safety Officer.
- 6.29 Ensuring six-monthly towing gear inspections are carried out and recorded, and any defects rectified. Copies of these records to be given to the Health and Safety Officer.
- 6.30 Ensuring that all lifting gear is regularly tested by the Board's insurers, and that all lifting gear is present for the inspection. Also ensuring that any lifting gear that does not pass inspection is destroyed and taken off the lifting gear log, and that any lifting gear that for any reason is not present for inspection is not allowed to be used again until it has been inspected.
- 6.31 Maintaining an up to date list of lifting gear showing serial numbers and safe working loads, to be displayed next to the lifting gear in the workshop.
- 6.32 To ensure fire safety precautions are followed in the workshop, including keeping the fire exit routes obstruction free.
- 6.33 Ensuring all Board's vehicles are equipped with fire extinguishers, and that all extinguishers are present for the annual test and inspection.
- 6.34 Arranging the re-filling/replacement of any fire extinguishers used in the workshop, and also reporting the use of an extinguisher to the Health and Safety Officer.

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- 6.35 Ensuring all Health and Safety equipment on all of the Board's plant and machinery is maintained in working order, and that Operatives return a weekly plant sheet for the item of plant they are using, and that the inspection/condition part is properly completed.
- 6.36 Maintaining records of Tetanus injections amongst the workforce, and providing a copy of this record to the Health and Safety Officer.
- 6.37 Ensuring defects found by the Board's Health and Safety Consultants, or by the regular in-house inspections, are rectified in a timely manner.
- 6.38 Measuring overhead cable heights before machinery is used in the vicinity and recording these measurements.
- 6.39 Ensuring service location plans are consulted before sending plant to site. Plans showing locations of underground or overhead services should be given to those on site, and safe working and digging practices must be followed including cable location, bearing in mind that the plans are not always accurate, and private spurs off the main service will not be shown.
- 6.40 Producing and issuing Permits to Work where necessary, and ensuring the procedures detailed in the permit are followed. A copy of the permit to be supplied to the Health and Safety Officer.
- 6.41 Organising and supervising work on or adjacent to roads and/or highways in accordance with the law.
- 6.42 Checking the Driving Licences, Insurances and Vehicle Check Forms signed by the Board's operatives on an annual basis and reporting any endorsements or other changes to the Group's Data Manager.
- 6.43 Acting as the Board's Health and Safety Officer in the absence of the Health and Safety Officer.

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### **7. OPERATIONS MANAGER'S HEALTH AND SAFETY RESPONSIBILITIES**

#### **7.1 Minimum health and safety training requirements:**

- (a) Safety Awareness (1 day)
- (b) Health and Safety Risk Assessment Procedures (1 day)
- (c) Managing Health and Safety (1 day)

#### **7.2 In addition to the usual health and safety responsibilities of an employee, the Operations Manager has the following health and safety duties:**

- (a) Supervising Health and Safety in the Infield workforce, and any operations carried out as part of the infield operations.
- (b) Supervising contractors used by the Board and ensuring that they comply with the Board's health and safety risk assessments, safe systems of work etc.
- (c) Establishing a Health and Safety culture within the workforce, both direct labour and external contractor.
- (d) Implementing Health and Safety throughout all of the Board's operations and sites.
- (e) Providing information for, and attending the Board's Health and Safety meetings, when required.
- (f) Ensuring that risk assessments, safe systems of work, and safe working practices are communicated and explained to the workforce, and ensuring that these are complied with.
- (g) Ensuring that on-site risk assessments are carried out, if the generic risk assessments do not adequately cover the hazard, and that these risk assessments are carried out before work commences on site, whether the work is carried out by direct labour or contractor, and signed by all members of the workforce who will work on that site. Also to ensure that the Health and Safety Supervisor receives a written copy of the assessment to give to the Health and Safety Officer.
- (h) Stopping the job if sufficient risk assessments have not been carried out for the job, or if an unsafe situation arises, and not allowing work to restart until these problems have been addressed.
- (i) Communicating feedback from the workforce to the Health and Safety Supervisor regarding Health and Safety Procedures, and informing the Health and Safety Supervisor of any weaknesses within the system.

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- (j) Informing the Health and Safety Supervisor of training requirements and identifying skill gaps in the Board's workforce.
- (k) Ensuring that hazards are communicated to employees on site, and in the case of capital works, ensuring all those on site are familiar with the Health and Safety plan and have signed the document before work commences.
- (l) Ensuring that when employees are assigned to a job, only employees with the relevant training and competence are selected for that job, and that they are familiar with the relevant risk assessments, safe systems of work, etc.
- (m) Reporting accidents and dangerous occurrences to the Health and Safety Supervisor so that they can be recorded in the accident book.
- (n) Assisting in accident investigations if called upon to do so by the Health and Safety Officer, or any third party.
- (o) Assisting the Health and Safety Supervisor in all matters of health and safety, as and when required by the Health and Safety Supervisor.
- (p) Recording the issue of this Personal Protective Equipment (PPE), and obtaining signatures of receipt from the workforce along with dates of issue. Copies of these records to be given to the Health and Safety Supervisor, to give to the Health and Safety Officer.
- (q) Measuring overhead cable heights before machinery is used in the vicinity and recording these measurements.
- (r) Organising and supervising work on or adjacent to roads and/or highways in accordance with the law.
- (s) Acting as Health and Safety Supervisor in the absence of the Operations Engineer/Health and Safety Supervisor.

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## **8. ELECTRICIANS & PLANT ENGINEERS' HEALTH AND SAFETY RESPONSIBILITIES**

### **8.1 Minimum training requirements:**

- (a) Safety Awareness (1 day)
- (b) Health and Safety Risk Assessment Procedures (1 day)
- (c) Managing Health and Safety (1 day)

### **8.2 In addition to the usual health and safety responsibilities of an employee, the Plant Engineers have the following health and safety duties:**

- (a) Assisting the Health and Safety Supervisor in all matters of Health and Safety, as and when required by the Health and Safety Supervisor.
- (b) Carrying out recording quarterly workshop inspections. Copies of these records to be given to the Health and Safety Supervisor, to give to the Health and Safety Officer.
- (c) Carrying out and recording six-monthly towing gear inspections. Copies of these records to be given to the Health and Safety Supervisor, to give to the Health and Safety Officer.
- (d) Carrying out and recording annual oxy-fuel equipment inspections, rectifying any defects, and providing copies of these records for the Health and Safety Officer.
- (e) Carrying out and recording annual PAT testing in the office and workshops and rectifying any defects found.

### **8.3 When working with other employees or contractors, as the senior employee on site will also have the following additional health and safety duties:**

- (a) Supervising contractors used by the Board and other Board's employees, and ensuring that they comply with the Board's Health and Safety Risk Assessments and Safe Systems of Work etc.
- (b) Establishing a Health and Safety culture within the workforce, both direct labour and external contractor.
- (c) Ensuring that risk assessments, safe systems of work, and safe working practices are communicated and explained to the workforce, and ensuring that these are complied with.
- (d) Ensuring that on-site risk assessments are carried out, if the generic risk assessments do not adequately cover the hazard, and that these risk assessments are carried out before work

**WMA (EASTERN)****CONSISTING OF BROADS IDB, EAST SUFFOLK IDB & NORFOLK RIVERS IDB****HEALTH AND SAFETY POLICY****DELEGATION OF RESPONSIBILITIES/LINES OF ACCOUNTABILITY**

commences on site, whether the work is carried out by direct labour of contractor, and signed by all members of the workforce who will work on that site. Also to ensure that the Health and Safety Supervisor receives a written copy of the assessment to give to the Health and Safety Officer.

- (e) Stopping the job if sufficient risk assessments have not been carried out for the job, or if an unsafe situation arises, and not allowing work to restart until these problems have been addressed.
- (f) Communicating feedback from the workforce to the Health and Safety Supervisor regarding Health and Safety Procedures, and informing the Health and Safety Supervisor of any weaknesses within the system.
- (g) Informing the Health and Safety Supervisor of training requirements and identifying skill gaps in the Board's workforce.
- (h) Producing and issuing Permits to Work where necessary, and ensuring the procedures detailed in the permit are followed. A copy of the permit to be supplied to the Health and Safety Officer.

**WMA (EASTERN)****CONSISTING OF BROADS IDB, EAST SUFFOLK IDB & NORFOLK RIVERS IDB****HEALTH AND SAFETY POLICY****DELEGATION OF RESPONSIBILITIES/LINES OF ACCOUNTABILITY****9. EMPLOYEES HEALTH AND SAFETY RESPONSIBILITIES**

9.1 Minimum health and safety training requirements sought:

- (a) Safety Awareness (1 day)
- (b) Manual Handling
- (c) First Aid
- (d) Fire Safety

9.2 It is the responsibility of all employees to co-operate in the implementation of the Board's Health and Safety arrangements. All employees have a legal duty to ensure their own safety and the safety of others (for example their fellow workmates, contractors working on the same premises or site, and members of the public in the vicinity of the site) under the Health and Safety at Work Act 1974. Employees must therefore:

9.3 Always work in a safe manner and take the safety of those around you in to consideration. Report all safety hazards to your supervisor so that action can be taken to rectify the problem. Ensure that appropriate action is taken to rectify unsafe systems or actions.

9.4 Employees must read and understand the Board's risk assessments and safe systems of work, and comply with these at all times. If there are certain things you do not understand, or you think could be improved upon, then you should seek advice from your supervisor. If you are found to be not following these risk assessments and safe systems of work, you may be issued with a Health and Safety Non-compliance notice, which for serious incidents can lead to disciplinary action and termination of your employment.

9.5 If you are working on a site or in a situation where hazards are present which are not covered in the Board's generic risk assessments, you should contact your supervisor who will be able to carry out an on-site risk assessment for that particular situation. This will highlight any control measures that need to be put in place to make the job more safely.

9.6 If you have any feedback regarding Health and Safety you should pass this on to either the Works Supervisor or Operations Manager/Health and Safety Supervisor.

9.7 If you think you require additional training to carry out any parts of your job you should discuss this matter with the Operations Manager/Health and Safety Supervisor.

9.8 Report all accidents, near misses, injuries, and dangerous occurrences to the Operations Engineer/Health and Safety Supervisor, or the Operations Manager, so that they can be recorded and the Health and Safety Officer informed. In the case of an accident you will have to fill in a personal accident form and if necessary write out a statement as part of the accident investigation (please see

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the First Aid and Accident Reporting Policy). In the case of a dangerous occurrence, you will need to make out a statement for the internal investigation as soon as possible after the incident.

- 9.9 Do not misuse anything provided in the interests of Health and Safety. You should wear your Personal Protective Equipment (PPE) in a proper manner and keep it in good condition. If any item of PPE requires replacement due to damage or wear, you should report this matter immediately to your supervisor.
- 9.10 If you use any of the contents of your personal first aid kit, or those located in machines or workshops/office, you should inform your supervisor immediately so that the used items can be replaced. Also if you notice that any of the contents have passed their use by date, you should report this to your supervisor.
- 9.11 If you receive a driving ban or an endorsement, you should notify your line manager or supervisor immediately.
- 9.12 If you develop a medical condition or are experiencing any personal difficulties, which may affect your ability to carry out your work safely, you should also notify your line manager or supervisor immediately.
- 9.13 You should always follow and comply with all health and safety policies and procedures, as detailed in the Employee Handbook.

## WMA (EASTERN)

### CONSISTING OF BROADS IDB, EAST SUFFOLK IDB & NORFOLK RIVERS IDB

## HEALTH AND SAFETY POLICY

### DELEGATION OF RESPONSIBILITIES/LINES OF ACCOUNTABILITY

## APPENDIX

### 10. ISSUE OF PERSONAL PROTECTIVE EQUIPMENT TO WORKFORCE

10.1 There follows a table indicating the personal protective equipment requirements of the workforce. The table does not include any specialised protective equipment, i.e. protective helmets and visors, gloves, and trousers used in conjunction with chain saws, welding fume masks, gloves and shields used in welding operations, fall arrest harnesses and lanyards used during sluice maintenance operations, and general workshops consumables such as goggles, ear defenders etc., all of which will have to be purchased as and when needed. All issues are to be recorded by the Health and Safety Supervisor and the record form given to the Health and Safety Officer.

ITEM	NO PER PERSON	FREQUENCY OF ISSUE*	ISSUED TO:- I - INFIELD W – WORKSHOPS M – MANAGEMENT (OPS & ENG)
Safety Helmet	1	As required but no longer than 3 years between issues	I, W, M
Hi-Vis Overcoat	1	As required	I, W, M
Hi-Vis Body warmer	1	As required	I, W, M
Hi-Vis Vest	1	As required	I, W, M
Overalls	3	As required	W
Work Jacket	2	As required	I
Work Trousers	2	As required	I
Safety Boots *	1	As required	I, W, M
Safety Shoes	1	As required	M
Personal First Aid Kit **	1	As required but no longer than 5 years between issues	I, W, M
Barrier Cream Hand Cleaner Skin Sanitiser	1	As required	I, W, M
Sun Cream	1	As required	I, W, M
Leather Rigger Gloves	1	As required	I, W, M

## **WMA (EASTERN)**

### **CONSISTING OF BROADS IDB, EAST SUFFOLK IDB & NORFOLK RIVERS IDB**

## **HEALTH AND SAFETY POLICY**

### **DELEGATION OF RESPONSIBILITIES/LINES OF ACCOUNTABILITY**

PVC Coated Gloves	1	As required	I, W, M
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## **APPENDIX (CONT.)**

### **Notes:**

\* Safety boots to consist of:

- (a) Safety/Super Safety Waders
- (b) Safety/Super Safety Knee Wellingtons
- (c) Safety Rigger Boots or Safety Dealer Boots or Safety Ankle Boots

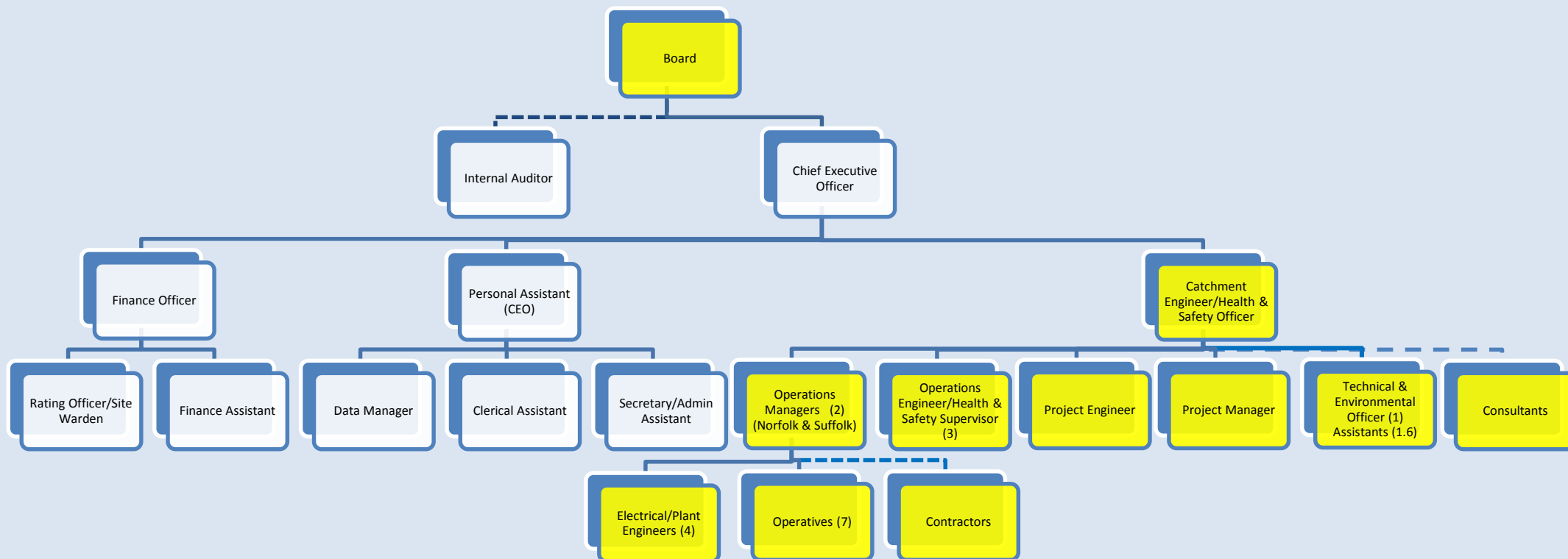
All boots should have steel toe caps and where possible steel mid-soles, although this may not be practical for employees whose work involves repeated climbing/descending of drain batters, where a more flexible sole may be more appropriate.

Footwear should be issued so that eventually every employee has a pair of leather boots, waders, and knee Wellingtons.

\*\* First aid kits to be checked every 6 months, and individual items replaced as they are used.

# Organisation Chart

## WMA Eastern



Shared with BIDD,  
ESIDB, KLIDB, NRIDB  
& SHIDB

Management  
structure for Broads,  
East Suffolk and  
Norfolk Rivers IDBs

# APPLICATION FORM

## WMA (EASTERN)

**POSITION APPLIED FOR:**    Operations Engineer

**The following information will be treated in the strictest confidence.**

### PERSONAL

(Please complete this section in BLOCK CAPITALS)

Surname:		First Name(s):	
Address:			
Contact Tel. No:		Mobile Tel No.	
Full Driving Licence:	YES/NO	Endorsements:	*YES/NO
* If YES, please give further details including dates.			
Are you involved in any activity which might limit your availability to work or your working hours e.g., local government?			YES/NO
If YES, please give full details.			
Are you subject to any restrictions or covenants which might restrict your working activities?			YES/NO
If YES, please give full details			
Are you willing to work overtime and weekends if required?			YES/NO
Please give details of any hours which you would not wish to work:			
Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)?			YES/NO
If YES, please give full details			
If offered employment, you will be required to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination before employment?			YES/NO
Have you ever worked for this business before?			YES/NO
If YES, please give full details			
Have you applied for employment with this business before?			YES/NO
Do you need a work permit to take up employment in the U.K.?			YES/NO
How much notice are you required to give to your current employer?			

EDUCATION

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

Please give details of membership of any technical or professional associations:


Please list languages spoken and the level of competence:


## EMPLOYMENT DETAILS

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

## PRESENT OR LAST EMPLOYER

Are you currently employed? YES/NO

Name of present or last employer:			
Address:			
Telephone No:			
Nature of business:			
Job title and a brief description of your duties:			
Reason for Leaving:			
Length of Service:	From:	To:	

**INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES** (e.g. hobbies, sports, club memberships)


**SUPPLEMENTARY INFORMATION**

Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths.


**DECLARATION**

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

Signature:	Date:
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**REFERENCES**

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? YES/NO

Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:

**SOURCE OF APPLICATION**

How did you hear of this vacancy?

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# PRE – EMPLOYMENT MEDICAL QUESTIONNAIRE

Full Name:

Address:

Contact No:

**We will not contact your doctor without your prior written consent.**

1. How many days' absence have you had from work in the last three years?	Days
2. Are you currently on medication (excluding contraceptives)?  If YES please give further details.	YES/NO
3. Have you spent time in hospital in the last three years?  If so, why?	YES/NO
4. Do you suffer from any injury, illness, medical condition or allergy that might affect your ability to perform your duties?  If YES, please give further details.	YES/NO
5. Do you consider yourself to have a disability?  If YES, please give further details.	YES/NO

## Data Protection Notice:

The Board requires certain information before you start employment, to ensure you will be able to perform the requirements of the job and give reliable service, and to ensure compliance with relevant Health and Safety regulations. The information is also required in order to establish whether any reasonable adjustments may need to be made to assist you in performing your duties, in accordance with the Disability Discrimination act 1995.

The information you provide will be treated in the strictest confidence, and used only for the purposes detailed above in compliance with the Data Protection Act 1998.

**I confirm that the information given in this Questionnaire is complete and accurate to the best of my knowledge. I consent to the Board collecting and retaining this data in accordance with the Data Protection act 1998.**

Signature:

Date: