



**Accelerated Drainage Services
Employee
Health and Safety Induction Pack**

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1. INTRODUCTION TO THE HEALTH AND SAFETY INDUCTION

This Induction briefing is to be used by all employees of Accelerated Drainage Services.

New employees are known to be more likely to have accidents than those who have had time to recognise the hazards of the workplace. Formal training is required by law to form part of an induction and continuous improvement program.

Accelerated Drainage Services is committed to ensuring the Health, Safety and Welfare of you, your colleagues, visitors, residents and subcontractors working in or using Accelerated Drainage Services property. Please assist us to achieve the highest possible standards and awareness by reading through this induction booklet, which has been designed specifically to help you develop your knowledge of Accelerated Drainage Services's Health, Safety and Welfare issues and procedures. Greater awareness of potential hazards will help to ensure your Health and Safety.

You may have joined Accelerated Drainage Services from another company, or straight from school. You may be well versed in Health and Safety, or this may be a new area to you. Remember that compliance with our Health and Safety requirements are not optional – it is the law!

This workbook forms part of your continual Health and Safety progress – the most important part of your Health and Safety progress is that which you will receive at your specific place of work, whether it's is from an appointed Health and Safety professional or via external training providers.

Format

This workbook has been designed to be read in less than one hour. To reinforce your understanding ask the director. You may also contact our Health and Safety Consultant MD Services (admin@mduffyservices.co.uk or 07487628978), or refer to the various Codes of Practice and Guidance as provided during training courses.

Return Slip

At the back of the briefing is a return slip, which you need to complete and return to the asset officer to show that you have completed and understood the information in the workbook.

Accelerated Drainage Services has a legal duty to ensure you are provided with basic information on health, safety and welfare matters as they relate to your working environment. Job/task specific training will be provided.

2. ENVIRONMENTAL

Objective, Aims & Targets of Accelerated Drainage Services

- To provide adequate control of the environmental, Health and Safety risks arising from our work activities;
 - To consult with our employees on matters affecting their health and safety:
 - To provide and maintain safe plant and equipment;
 - To ensure safe handling and use of substances;
 - To provide information, instruction and supervision for our employees,
 - To ensure all our employees are competent to do their tasks, and to give them adequate training,
 - To prevent accidents and cases of work-related ill health;
 - To maintain safe and healthy working conditions;
-
- Wherever possible arrangements will be made for the use of Welfare facilities at sites. As a minimum the following requirements will be adhered to: toilet, washing, eating, and rest facilities.

- To actively promote equal opportunities no matter Gender, Colour or Creed.
- To review and revise this policy as necessary at regular intervals

Sustainable Development

Accelerated Drainage Services recognises the contribution that it can make as a company to Sustainable Development both through the advice that it provides to residents and in the way it conducts its own business.

It is Accelerated Drainage Services aim to effectively contribute to the financial, social and environmental wellbeing of the communities within which it operates.

The company understands that Sustainable Development needs to be embedded in it's business strategies, decision making, and practices at all levels to enable ongoing, long term success.

It also identifies that the provision of specialist Sustainable Development services and advice will play an important part in contributing to this success for Accelerated Drainage Services.

In support of these objectives, Accelerated Drainage Services is committed to continual improvement through:

- Adding value for residents, including the enhancement of environmental and social performance and the articulation of economic opportunity through the provision of high quality services and advice.
- Delivering its services using an effective system to enable residents to be informed of the possibilities for increasing the sustainability of their operations and projects, providing specialist services as appropriate.
- Growing the business while maintaining financial stability, supporting wealth creation for employees.
- Complying with relevant legislation, regulation, and other requirements as applicable.
- Conducting our business in consideration of ethical issues with integrity.
- Providing employees with fairly rewarded employment and personal development opportunities in a safe working environment, free from discrimination or intimidation.
- Implementing a system to encourage the practical purchasing of goods and services in accordance with sustainable development principles.
- Consideration of the principal social and environmental impacts of our activities, decisions, services and advice on the communities with which we interact, to mitigate impacts and maximise the positive.
- Encouraging the involvement and support of all employees in sustainability initiatives.
- Engaging with key stakeholders internally and externally to identify and understand their principal issues as relevant to the Association and it's contribution to Sustainable Development.
- Communicating and explaining this Sustainability Policy to all employees and making it publicly available.
- Publishing this Sustainability Policy as an external document available to clients and other interested parties.
- Reporting on the implementation of this policy internally and externally on an annual basis.

To support the implementation of this policy Accelerated Drainage Services is committed to the establishment of effective governance and management practices in the context. This will be facilitated by focused communications and training for all employees. The achievements of these practices will be tracked through the use of performance indicators linked to stated Objectives and Targets which will be reviewed throughout the business on a periodic basis.

3. BACKGROUND AND THE LAW

Every year, throughout industry, commerce and the service sectors, thousands of people are involved in workplace accidents. Most could have been prevented. Individuals, their behaviour and attitude can greatly reduce the number of accidents and incidents in the workplace.

Health and Safety Statistics

Key figures for Great Britain (2018/19)

- 1.4 million working people suffering from a work-related illness
- 2,446 mesothelioma deaths due to past asbestos exposures (2018)
- 111 workers killed at work (2019/20)
- 581,000 working people sustaining an injury at work according to the Labour Force Survey
- 69,208 injuries to employees reported under RIDDOR
- 28.2 million working days lost due to work-related illness and workplace injury
- £15 billion estimated cost of injuries and ill health from current working conditions (2017/18)

Reference - <https://www.hse.gov.uk/statistics/>

Accelerated Drainage Services has a legal duty under UK law to ensure your Health, Safety and Welfare whilst on our premises or on our activities. Effective management of Health and Safety risks is an important element of Accelerated Drainage Services's governance. It achieves this with a strong commitment to maintaining high standards and allocating sufficient resources to the effective management of Health and Safety across its range of activities.

Accelerated Drainage Services believes that effective Health and Safety management contribute to both a positive culture and improved business performance by:

- Supporting human resource development.
- Minimising the impact of unplanned events or losses.
- Recognising that accidents, ill health and incidents result from failings in management control and are not necessarily the fault of individual employees.
- Recognising that a positive health and safety culture is a positive force within an organisation.
- Ensuring a systematic approach to the identification of risks and the allocation of resources to control them.
- Supporting quality initiatives aimed at continuous improvement.

The principal legislation is the Health and Safety at Work etc Act 1974 (HASWA). The HASWA places legal duties on both employer and employee alike by establishing responsibilities for ensuring a healthy and safe workplace. The HASWA is supported by a series of Regulations. The Regulations place more specific duties on employer and employee.

4. THE REQUIREMENTS OF THE HEALTH AND SAFETY AT WORK ETC ACT, 1974.

This Act is the major piece of Health and Safety legislation in Great Britain. Previous Acts had concentrated upon prescription of solutions within the law. Consultations carried out by the Robens Committee between 1970 and 1972 produced the basis of a new type of law – one which placed responsibility on employers and employees together to produce their own solutions to Health and Safety problems, subject to the test of reasonable practicability.

The Act introduced for the first time a comprehensive and integrated system dealing with workplace Health and Safety and the protection of the public from work activities. By placing duties of a general character upon employers, employees, the self-employed, manufacturers, designers and importers of work equipment and materials, the protection of the law, rights and responsibilities are available and given to all at work.

One of the key features of the Report of the Robens Committee, is the principle of consultation at all levels in order to achieve consensus and combat apathy. This consultative process starts within the Health and Safety Commission, and continues to the workplace, where employers are required to consider the views of workers in the setting of health and safety standards.

General Duties of Employers, outlined in Sections of the Act

Section 2

Employers must, as far as is reasonably practicable, safeguard the Health, Safety and Welfare of employees. In particular, this extends to the provision and maintaining of:

- a) Safe plant and safe systems of work
- b) Safe handling, storage, maintenance and transport of (work) articles and substances
- c) Necessary information, instruction, training and supervision
- d) A safe place of work, with safe access and egress
- e) A safe working environment with adequate welfare facilities

There is an absolute duty on employers with five or more employees to prepare and revise as necessary a written statement of safety policy. The policy must be brought to the notice of all the employees (Section 2 (3)).

Employers must consult with employees on Health and Safety matters. They must also set up a health and safety committee. (Section 2 (4-7)). Regulations made in 1977 expand employers' duties to consult with trade union appointees.

In 1996 a wider entitlement was introduced formal consultation rights to all employees regardless of trade union membership or representation.

Sections 3 and 4

The self-employed, other employees and the public must not be exposed to danger or risks to health and safety from work activities.

Section 5

Harmful emissions into the atmosphere must be prevented, from prescribed operation.

Sections 36 and 37

These provide for the personal prosecution of members of management in certain circumstances, notably in Section 37 where they can be charged as well as, or instead of, the employer if the offence in question was due to their consent, connivance or neglect.

Section 40

The burden of proof is transferred from the prosecution to the defence in prosecutions where it is alleged that the accused person or employer failed to do what was practicable or reasonably practicable as required, in the particular circumstances.

Accelerated Drainage Services's duties to you and your health and safety at work under HASWA are wider and more complex than your own. In summary they are:

- Ensure the Health and Safety at work of all employees, as well as visitors, temporary staff, contractors, young persons and others using Accelerated Drainage Services property.
- Provide suitable information, supervision, instruction and training to staff on health and safety matters, for example, evacuation procedures, conducting risk assessment, welfare arrangements etc.
- Establish safe-working practices for handling machinery, equipment and materials, for example landscaping equipment, battery tools, cleaning materials etc.

- Provide proper fire precautions and procedures, including the testing of alarms and fire drills twice per annum.
- Conduct regular safety inspections and general checks of safety arrangements.

By carrying out these duties, Accelerated Drainage Services is helping to ensure your safety. You must co-operate fully in helping Accelerated Drainage Services to comply with the law.

General Duties of Employees

Section 7

Employees must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. They must also cooperate with their employer so far as is necessary to enable the employer to comply with his duties under the Act.

Members of management, who are also employees, are vulnerable to prosecution under Section 7 if they fail to carry out their health and safety responsibilities (as defined in the safety policy statement), in addition to their liability under Sections 36 and 37 as noted above.

Section 8

It is an offence for anyone to intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare.

5. THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

The detailed provisions of the Management of Health and Safety at Work Regulations impose additional duties on employers and others. Examples include mandatory induction training, measures to deal with serious and imminent danger, information required to be given to others, and the general requirement to conduct risk assessments, record in writing their significant findings and communicate these findings to all employees, contractors, self-employed and visitors.

6. HOW ACCELERATED DRAINAGE SERVICES MANAGES HEALTH AND SAFETY

Accelerated Drainage Services is committed to ensuring the Health, Safety and Welfare of its staff and others working in, or using Accelerated Drainage Services property.

Accelerated Drainage Services has a Health and Safety management system in place that brings it about. It has a Health and Safety policy, supported by Codes of Practice and Guidance Notes. Accelerated Drainage Services has a specialist adviser who provides periodic updates. Accelerated Drainage Services plans activities with due regard to Health and Safety (through risk assessments, for example); it monitors Health and Safety performance, and reviews and audits elements of the health and safety management system.

Health and Safety Codes of Practice and Guidance Notes

Accelerated Drainage Services has many Codes of Practice that have been approved by the company Health and Safety officer, and Guidance Notes. These are categorised into risk areas to enable ease of reference. A wide range of topics are covered, for example first aid, control of hazardous substances and evacuation procedures.

All Codes of Practice and Guidance Notes are published on the share drive:

F:\HOME\common\MAINT\RAM's as of 20 Feb 2020 Common Tasks

Accelerated Drainage Services consults with staff representatives on Health and Safety matters through any form of Health and Safety Committee. Accelerated Drainage Services Health and Safety Committee discusses strategy and policy.

7. ADVICE AND SUPPORT

In the first instance, advice and support is available from the appointed Health and Safety Officer. The Health and Safety information contained on the share drive has a wealth of Codes of Practice and Guidance Notes that may cover queries that you have. There will also be localised risk assessments and systems of work (Procedures), which you should consult and be familiar with. Safety Representatives (and Representatives who are not Union appointees) are not only to be consulted with; they also have a great amount of knowledge and experience of local health and safety issues.

8. IDENTIFYING & CONTROLLING HAZARDS

Risk Assessment

The Management of Health and Safety at Work Regulations 1999, requires an assessment of the risks arising from work, which may cause harm to an individual. The assessment must identify substantial hazards and identify the steps necessary to eliminate or control the hazard to within acceptable limits.

Risk assessment of particular areas or activities including teaching, is the responsibility of the person supervising or directing the work. The task may be delegated but the responsibility remains with the supervisor.

Manual Handling

The definition of 'manual handling of loads' under the Manual Handling Operations Regulations 1992 means the transporting or supporting of any load by one or more workers including lifting, putting down, pulling, pushing, carrying or moving of a load which by reason of its characteristics or unfavourable ergonomic conditions involves a risk to workers. Loads to be handled where there is a risk of injury must be subject to a formal written assessment this may involve repetitive lifting, team lifting or weights above the HSE guidance. The assessment should consider the Task, the Individual, the Load and the Environment.

Personal Protective Equipment and Hygiene

Personal Protective Equipment (PPE) means all equipment designed to be worn or held by a person at work to protect against one or more hazards and any equipment or accessory designed to meet this objective. PPE should be issued to all staff where an assessment of a task identifies a need. PPE should be used where technical means or work organisation cannot adequately control risks.

Where PPE is necessary Accelerated Drainage Services will provide it and take all reasonable steps to ensure it is properly used. It is a legal duty for employees to use PPE in a proper and safe manner. In all circumstances PPE should be used at last resort to control the risk of exposure to a hazard. Hygiene is an important consideration at work. Dirt and contact with, chemicals, oils, gases, and other substances can cause illness and unpleasant skin complaints. High standards of cleanliness and hygiene should be maintained in all areas of work. Using protective clothing, equipment and other barriers will help reduce the number of incidences.

Personal Safety

Individuals should always be aware of the workplace environment. Do not tackle intruders as they may have a weapon, report immediately to Supervisor. Always report threatening behaviour made towards you. Reporting can be to Line Supervisors or Managers.

9. ADVERSE EVENTS

Accident & Incident Reporting

Certain accidents that result in serious injury are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to the Health and Safety Executive. It is every employee's responsibility to ensure that every accident or incident is reported. Adverse Event (accident/incident) Report Books are held with Office and Operations departments. An accident/incident report form should be sent to the Health and Safety officer immediately in order that further action can be taken in necessary.

First Aid

Under the Health and Safety (First Aid) Regulations 1981 Accelerated Drainage Services has a duty to provide adequate first aid provision for its employees should they be injured or become ill at work. Each Department has trained First Aiders. There are First Aid notices around the offices providing contact information about First Aiders. If you injure yourself at work, you should report it to the First Aiders who may administer first aid and then recommend you see a doctor or transferred to hospital.

Accident Prevention

There are all sorts of reasons why new and experienced employees may be at risk of accident or injury:

- Working in unfamiliar surroundings
- Not being sufficiently trained in the use of equipment
- Being hesitant about asking for help
- Being asked to do new or unfamiliar tasks
- Being insufficiently supervised
- Lack of sufficient care

The most common minor accidents are:

- A cut hand caused by a sharp edge
- Trips and falls over wires, stairs, drawers and chairs etc.
- Strained muscles caused by trying to move too heavy a load without help or equipment
- Being struck by a falling object
- Slipping on wet surfaces
- Injuries caused by moving part of a machine
- Fingers crushed in between two objects
- Splashes to eyes

Most accidents that happen at work can be prevented. Most of them are caused either by:

- Your own attitude and behaviour
- Your colleagues' attitude behaviour
- The condition of the working environment

Duty to Report Faults/Defects

It is the duty and the responsibility of every individual to report faults and hazards that are potentially dangerous, to a supervisor or line manager. All accidents and incidents at work must be reported. This must be done for three main reasons:

- It helps in hazard identification and elimination.
- It is part of the statutory reporting procedure.
- The Health & Safety Officer will need to investigate cause of serious accidents and incidents.

10. THE CONTROL & USE OF DANGEROUS SUBSTANCES

The Control of Substances Hazardous to Health (COSHH) Regulations 2015 require that Accelerated Drainage Services consider and risk assess all the potentially harmful substances used at work according to their nature, risk to employees and what we should do in emergency circumstances. The legislation refers to hazardous substances such as toxic, harmful, irritant and corrosive and some of the products with which we come into contact both at work and at home fall under these guidelines.

The assessment depends on normal hygiene and good practices. Staff are expected to follow the manufactures instructions usually contained on the Material Safety Data Sheet, which will accompany the substance. These assessments should be kept accessible and near to where the substance will be stored/used. Failure to hold assessments of substances used can result in legal action so this record, and any additions made to it are essential documents.

11. FIRE SAFETY

All Accelerated Drainage Services buildings are provided with fire alarm systems. The fire procedures are biased towards the safety of individuals over building protection. You should familiarise yourself with the escape routes and exits in office buildings. The fire procedure must be followed in every case without exception, regardless of how small the fire is, and in all instances, members of staff, and visitors are required to evacuate the building in the event of the alarm sounding.

Evacuation Procedure

It is important that you follow the correct emergency procedure:

- A continuous alarm will sound in the event of an emergency.
- You are required to evacuate the building immediately on hearing the alarm via the nearest safest route.
- If you discover a fire, immediately raise the alarm by operating the nearest alarm call point.
- DO NOT re-enter the building until you are instructed to do so by the Fire Evacuation Coordinator/ Wardens or Fire Emergency & Rescue Service. The silencing of the alarm is NOT an indication to re-enter building.
- DO NOT use lifts.
- If you are unable to evacuate downstairs send someone to alert the Fire Wardens or Fire Coordinator who should be based near main exit doors e.g. main reception area at the front of the building.
- Fire prevention is common sense. Report any situations which may cause a potential fire,
- Switch off non-essential electrical equipment at the end of each day, particularly over weekends and holiday periods.
- Make sure you familiarise yourself with fire escape routes and exits.
- Never wedge open fire doors.
- Never return to collect personal belongings.
- Close Doors when you leave during an emergency to prevent the spread of smoke. Close doors when you finish work for the day.

Fire Precautions

Everyone should be aware at all times of the causes of fire which can cost lives and destroy property – the carelessly discarded match, the overloaded plug, the forgotten cigarette, the unguarded fire. There are many other causes such as the storage of flammable liquids.

12. OCCUPATIONAL HEALTH & WELFARE

Display Screen Equipment (DSE)

The use of DSEs and other display screen equipment has been associated with a range of symptoms related to vision and working posture. These often reflect bodily fatigue and can be readily prevented by applying ergonomic principles to the design, selection and installation of display screen equipment and the design of the workplace.

The Display Screen Equipment Regulations 1992 as amended 2002, place a duty on Accelerated Drainage Services to ensure (DSE) 'users' are provided with a suitable workstation. Each user is required to conduct a self-assessment. Where the assessment identifies changes to a workstation or the provision of corrective appliance is required Accelerated Drainage Services has a duty to provide this. Details of the self-assessment procedure can be obtained from the Health and Safety Officer.

Smoking, Alcohol & Illegal Drugs

Accelerated Drainage Services has strict rules governing smoking, the consumption of alcohol and the use of illegal drugs. Further guidance is available but as a general rule smoking and the consumption of alcohol is prohibited on Accelerated Drainage Services premises. The use of illegal drugs is also prohibited and is a criminal offence that will be treated as such as described in our D&A policy.

Pregnancy

If you believe you are pregnant you should inform the Office Manager as soon as possible so a risk assessment can be completed to enable Accelerated Drainage Services ensure the health and well-being of you and your baby and fulfil its statutory obligation. If you work in an area where chemicals, or other potentially harmful substance may pose a threat to you or your baby seek immediate advice.

13. ENVIRONMENTAL RESPONSIBILITY

Under the environmental Protection Act (EPA) 1990 and associated legislation Accelerated Drainage Services has a 'duty of care' towards environmental protection. Accelerated Drainage Services is also committed to conducting its activities with due regard for the environment business practices and this is supported by an Environment Legislation Applicable Program.

Accelerated Drainage Services 's ten steps to a more sustainable life

You can do your bit by:

1. Using email and the Internet can save huge amounts of paper and is an efficient way to communicate and conduct research. Use of recycled paper should be a priority.
2. Reducing waste and energy bills by buying durable, low energy products.
3. Reducing the amount of disposable products and heavily packaged products you buy. Ensuring suppliers take back packaging where possible.
4. Re-using or repairing items instead of throwing them away.
5. Recycling paper, cans, bottles, furniture, appliances and work equipment. Recycling units are stationed around the depot.
6. Turning off heating, lighting, electrical equipment and appliances when not in use. Computer monitors, speakers and local printers should be turned off at the end of each day.
7. Using water economically in all aspects of work and play.

8. Making fewer car journeys and sharing cars to minimise pollution and congestion. Walking, cycling and using public transport more to reduce dependency on the car.
9. Not discarding litter and other polluting waste.
10. Manage purchasing of materials such as hazardous substances



Return slip

Once you have completed the Induction briefing and understood your responsibilities while employed at Accelerated Drainage Services please return this slip to the director. It will form part of your personnel record and will ensure Accelerated Drainage Services has met its legal obligation to provide basic health and safety information to you.

Name:.....

Job Title:.....

Induction/ update date:

.....

Signature:.....

Signature of Director:

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