NORTH HERTFORDSHIRE DISTRICT COUNCIL

LOCAL GOVERNMENT ACT 1988

LEISURE MANAGEMENT

NAME OF SCHEDULE:

IN 11 Contractor's Safe Methods of Working for the use of all Plant, Equipment and Machinery.

---

TO BE COMPLETED BY TENDERER

ADDITIONAL SHEETS WILL SHOW THE PAGE NUMBER AND BE AFFIXED TO THIS SCHEDULE. ALL ADDITIONAL SHEETS WILL BEAR THE NAME AND NUMBER OF THE SCHEDULE AS SHOWN ABOVE

*********************************************

Contractor is required to set out all systems and procedures to be followed for the use of all plant, equipment and machinery at all locations. These should detail all precautions to be taken to ensure the health, safety and comfort of customers, the health and safety of staff, details of staff training, details of security and maintenance of plant, equipment and machinery, and legal obligations. Details of corrective action to be taken in the event of any failure of plant, equipment and machinery should also be set out.

As part of each Contractor's Tender Bid examples of Safe Methods of Working are required for the following for each location.

**LEISURE MANAGEMENT**

1. Pool Water Disinfection System
2. Ventilation Plant
3. Boilers
4. Filtration System
5. Trend
6. Electrical Power
7. Electrical Lighting
8. Emergency Lighting
9. Building Maintenance
10. Water Softening System
11. Dump Tank
12. Electrical Motors and Pumps
13. Sports equipment

**CATERING MANAGEMENT**

1. Hot Fat Fryers
2. Food Storage Areas
3. Vending Machines
4. Refrigeration Units
5. All Electrical Appliances and Equipment.

The successful Contractor shall supply copies of risk assessment and Safe Methods of Working for all other items at all Locations on or before the Commencement Date, or where previously agreed in writing with the Authorised Officer within the first 6 weeks of the Contract Period.
SLL will adopt safe standards of work to ensure that all activities undertaken within the wet and dry side operations are safe and compliant with all necessary health and safety legislation, and that staff are appropriately trained and made aware of any new and evolving legislation. Any incidents with regards to health and safety, which are of a serious nature, will be reported to the client as soon as practically possible.

All policies and procedures are held in Health & Safety Manuals as part of the QMS, available as hard copies at every SLL centre and are also available on SLL Corporate Documents.

To ensure the health, safety, comfort and welfare of our customers, staff and contractors SLL will only employ competent and qualified staff and contractors.

Detailed risk assessments and method statements will be undertaken identifying the associated hazards and the steps required to either reduce or eliminate the risks. Where the risk cannot be totally eliminated then we will identify and implement necessary precautions to protect those involved in the process, or who will encounter secondary exposure.

The above will be completed for both the operation and also maintenance of the equipment.

One of the key processes with regards to a safe system of work for all areas to ensure a safe operation and maintenance for our customers, employees, employees of North Hertfordshire District Council and contractors, is a well-run permit to work system operated by competent persons.

A safe system of work is a procedure that results from a systematic examination of a working process that identifies hazards and specifies work methods designed either to eliminate the hazards, or controls and minimises the relevant risks.

The legal background to this is the requirement, within the Health and Safety at Work Act, that:

- It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees and
- To provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.

In order to achieve this SLL follows a five-step policy:

1. Definition of the task
2. Identification of the hazards and assessment of risks
3. Selection of suitable safe systems
4. Implementation of system
5. Monitoring the operation of the system

At SLL we have approached and developed safe systems of work by performing risk assessments (see IN 14) which are carried out by appointed, competent persons, and then producing both normal operating procedures (NOP’s) and emergency action plans (EAP’s).

The system will be developed by an analysis and assessment of the risks inherent within the task and the requisite controls. Sources of information that may need to be consulted include reference to legislation, guidance notes, manufacturer’s information, company policy and relevant staff.

All relevant staff must clearly understand the system of work and it is equally important that it is effectively communicated to others, e.g. contractors, who may become involved periodically. Staff will be trained accordingly in these procedures.

Safe systems must be documented to provide an unequivocal reference point for all concerned including the employer. Copies of all documentation are contained at each centre at the staff communication point and on SLL Corporate Documents, and are often accompanied by detailed photographs of expected methods of work.
As part of SLL’s Health & Safety management system, safe systems of work will be monitored regularly to ensure that they are fully observed and effective. Appropriate supervision will also be carried out.

The various documents that contribute to developing SLL’s Safe Systems of Work include:

- Codes of practice (see below)
- Risk assessments
- Normal Operating Procedures
- Emergency Action Plans
- Legislation
- Manufacturer’s Instructions

When developing safe systems of work all aspects of activity must be considered:

- Routine activities with customer involvement
- Maintenance and the impact to customers
- Emergencies interaction and control of customers who may be unfamiliar with building, etc.

A safe system of work must look at:

1. Responsibilities and clearly define the structure to ensure there is no overlap.
2. That the correct tools/equipment are being used for the task
3. The persons using the tools/equipment are trained to do so.
4. What safety systems are in place or are required to carry out the task.
5. Any interference or disruption to other staff/customers/contractors
6. The condition of the area/equipment if is left unattended for any period of time.
7. Emergency procedures in the event of an accident, fire, spillage, food poisoning, explosion etc.
8. A review period to be identified dependant on the level of risk.

The Health and Safety Act 1974 requires that “safe systems of work” are in place, but Management of Health and Safety 1999 gives the requirements to achieve this.

A well run planned preventative maintenance system (PPM) will go a long way to ensure the health, safety and comfort of the customers, by reducing the level of reactive maintenance and break downs thereby reducing the level of inconvenience, whilst also ensuring that the equipment is operating to required standard. For details of the PPM system please see IN16.

Over the next four pages are examples of SLL’s permit to work scheme which ensures that all works undertaken at any facilities comply with legislation. These permit to work forms are completed by the contractor and submitted to SLL / NHDC for authorisation by a fully qualified member of staff prior to the commencement of any works.

The list of SLL’s Permits to Works is as follows:

- Asbestos
- Breaking lines
- Confined Space
- Electrical Work
- General
- Hazardous Substances
- Hot Work
- Lifting Equipment
- Working at Height
Examples of SLL’s Permits to Work

**GENERAL Permit to Work**

Contractors must comply with all relevant Health & Safety Law and the Company’s Health & Safety rules, and have provided copies of current Public and Employees Liability Insurance, and a Method Statement on request. Only the work specified is to be carried out and your work area must be left in a safe and tidy condition at all times.

<table>
<thead>
<tr>
<th>JOBD DETAILS:</th>
<th>LIST TOOLS / EQUIPMENT TO BE USED: Faulty tools and equipment must not be brought onto site</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LIST Personal Protective Equipment REQUIRED:</td>
</tr>
<tr>
<td>STATE LOCATION OF WORK: Cite any known hazards at this location and ensure that the risks are reduced, in line with the questions below</td>
<td>WHO COULD BE AFFECTED BY THE WORK? Assess &amp; reduce risk and confirm notification</td>
</tr>
</tbody>
</table>

This RISK ASSESSMENT is to be carried out as immediately prior to the start of work as is reasonably practicable.

**ALL QUESTIONS MUST BE ANSWERED BY DELETING THE ANSWER THAT DOES NOT APPLY**

1. Are you qualified / trained to undertake this work?
   - **YES**
   - **NO**
   - **PROCEED TO Q2**
   - **WORK CANNOT PROCEED**

2. Is the plant or system isolated and free from every source of danger?
   - N/A
   - YES
   - NO

3. Have blank flanges been inserted?
   - N/A
   - YES
   - NO

4. Has the electrical supply been switched off?
   - N/A
   - YES
   - NO

5. Has the pipeline been drained?
   - N/A
   - YES
   - NO

6. Has the drive been disconnected?
   - N/A
   - YES
   - NO

7. Have atmospheric tests been satisfactorily carried out?
   - N/A
   - YES
   - NO

8. Has the area been roped off and considered safe?
   - N/A
   - YES
   - NO

PROVIDING QUESTIONS 2 – 8 ABOVE HAVE BEEN ANSWERED ‘YES’ PLEASE CONTINUE

**IF NO WORK MAY NOT PROCEED UNTIL NECESSARY ACTION TAKEN**

9. Does a safety belt and lifeline need to be worn? If yes, have they been checked?
   - YES
   - NO

10. Do goggles and / or gloves need to be worn?
    - YES
    - NO

11. Have all feed valves been closed and locked?
    - YES
    - NO

12. Is breathing apparatus required? If yes, please state why:
    - YES
    - NO

PROVIDING QUESTIONS 9-12 ARE ANSWERED ‘YES’ YOU MUST ENSURE THAT THIS IS PROPERLY CARRIED OUT / MADE SAFE BEFORE COMMENCING WORK

Number in Team: ______ IS IT SAFE TO WORK ALONE ON THIS JOB? YES / NO? (delete)

If it is not declared safe to work alone, you must not do so at any time.

**Person In Charge**

☐ I confirm that I have verified the job detailed on this form and ensured that all necessary precautions have been taken. The work will be undertaken in a safe manner and all risks and precautionsary measures have been explained to all workers involved. I accept responsibility for carrying out this work.

Print Name: __________________________ Signature: __________________________ Position: __________________________

Company Name: __________________________ Co Tel No: __________________________

**Person Authorising Work** – this permit is issued on the understanding that all risks will be reduced to a level as low as is reasonably practicable at all times.

Print Name: __________________________ Signature: __________________________ Position: __________________________

Permit Issued: Date: ______ Time: ______
Permit Valid To: Date: ______ Time: ______

**HANDBACK AND CANCELLATION OF PERMIT SERVICES RESTORED?**

☐ I confirm that the work is COMPLETE / PARTIALLY COMPLETE (delete as appropriate). I have checked
the work and confirm that the area is left in a safe and tidy condition.

**Person In Charge:** Signature: __________________________ Date: ______ Time: ______
Permit Cancelled On: ______ (Date) At: ______ (Time) Signed: __________________________

(Person Authorising Work)
Permit to Work in **CONFINED SPACE**

Contractors must comply with all relevant Health & Safety Law & the Company's Health & Safety rules, and have provided copies of current Public and Employees Liability Insurance, and a Method Statement on request. Only the work specified is to be carried out and your work area must be left in a safe and tidy condition at all times.

### JOB DETAILS:

<table>
<thead>
<tr>
<th>STATE LOCATION OF WORK: Cite any known hazards at this location and ensure that the risks are reduced. In line with the questions below.</th>
</tr>
</thead>
</table>

### LIST TOOLS / EQUIPMENT TO BE USED:
- Faulty tools and equipment must not be brought onto site.

### LIST Personal Protective Equipment REQUIRED:

### WHO COULD BE AFFECTED BY THE WORK?
- Assess & reduce risk and confirm notification.

<table>
<thead>
<tr>
<th>This RISK ASSESSMENT is to be carried out as immediately prior to the start of work as is reasonably practicable. A record must be left by deleting the answer that does not apply.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are you qualified/trained to undertake this work?</td>
</tr>
<tr>
<td>2. Is there an acceptable means of access to and escape from the confined space?</td>
</tr>
<tr>
<td>IF &quot;YES&quot; PROCEED TO Q1; IF &quot;NO&quot; WORK CANNOT PROCEED</td>
</tr>
<tr>
<td>3. Has the confined space been isolated from all connected pipe work?</td>
</tr>
<tr>
<td>4. Has the confined space been purged with steam/water/vapour?</td>
</tr>
<tr>
<td>5. Has the confined space been electrically isolated and locked out?</td>
</tr>
<tr>
<td>6. Is the confined space below 30 degrees Centigrade on full cooling?</td>
</tr>
<tr>
<td>7. Has the reactor been steamied through to recovery for at least 15 minutes?</td>
</tr>
<tr>
<td>8. Is breathing apparatus at hand and in good working order?</td>
</tr>
<tr>
<td>9. Is a safety line/harness/harness and any other back-up equipment to hand?</td>
</tr>
<tr>
<td>10. Are there adequate emergency arrangements in place?</td>
</tr>
</tbody>
</table>

PROVIDING QUESTIONS 3-10 ABOVE HAVE BEEN ANSWERED "YES" PLEASE CONTINUE

IF "NO WORK MAY NOT PROCEED UNTIL NECESSARY ACTION TAKEN"

<table>
<thead>
<tr>
<th>IF QUESTION 11 IS ANSWERED &quot;YES&quot; YOU MUST ENSURE THAT THIS IS PROPERLY AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is ATMOSPHERIC TESTING required?</td>
</tr>
</tbody>
</table>

### TIME OF TEST 1

<table>
<thead>
<tr>
<th>OXYGEN</th>
<th>%</th>
<th>PASS / FAIL</th>
<th>OXYGEN</th>
<th>%</th>
<th>PASS / FAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARBON MONOXIDE</td>
<td>%</td>
<td>PASS / FAIL</td>
<td>CARBON MONOXIDE</td>
<td>%</td>
<td>PASS / FAIL</td>
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<tr>
<td>CARBON DIOXIDE</td>
<td>%</td>
<td>PASS / FAIL</td>
<td>CARBON DIOXIDE</td>
<td>%</td>
<td>PASS / FAIL</td>
</tr>
<tr>
<td>OTHER (SPECIFY)</td>
<td>%</td>
<td>PASS / FAIL</td>
<td>OTHER (SPECIFY)</td>
<td>%</td>
<td>PASS / FAIL</td>
</tr>
</tbody>
</table>

Number in Team: __________

**IS IT SAFE TO WORK ALONE ON THIS JOB? YES / NO? (DELETE)**

**IF IT IS NOT DECLARED SAFE TO WORK ALONE, YOU MUST NOT DO ANY WORK AT ANY TIME**

**Person In Charge** I confirm that I have verified the job detailed on this form and ensured that all necessary precautions have been taken. The work will be undertaken in a safe manner and all risks and precautionary measures have been explained to all workers involved. I accept responsibility for carrying out this work.

Print Name: ___________________________ Signature: ___________________________ Position: ___________________________

**Company Name**: ___________________________ Co Tel No: ___________________________

**Person Authorising Work** - this permit is issued on the understanding that all risks will be reduced to a level as low as is reasonably practicable at all times.

Print Name: ___________________________ Signature: ___________________________ Position: ___________________________

Permit Issued: Date: ___________ Time: ___________

Permit Valid To: Date: ___________ Time: ___________

**HANDBACK AND CANCELLATION OF PERMIT SERVICES RESTORED?**  [ ]

I confirm that the work is COMPLETE / PARTIALLY COMPLETE (delete as appropriate). I have checked the work and confirm that the area is left in a safe and tidy condition.

**Person In Charge**: Signature: ___________________________ Date: ___________ Time: ___________

Permit Cancelled On: ___________ (Date) At: ___________ (Time) Signed ___________________________

(Person Authorising Work)
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<th>WHO COULD BE AFFECTED BY THE WORK? Assess &amp; reduce risk and confirm notification</th>
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**Permit to Work for ELECTRICAL WORK**

Contractors must comply with all relevant Health & Safety Law and the Company’s Health & Safety rules, and have provided copies of current Public and Employees Liability insurance, and a Method Statement on request. Only the work specified is to be carried out and your work area must be kept in a safe and tidy condition at all times.

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1. **Are you qualified/trained to undertake this work?**
   - YES  NO

2. **Have the relevant departments been advised of isolation?**
   - YES  NO

3. **Has the electrical supply been switched off?**
   - YES  NO

4. **Have any flammable / combustibles been removed?**
   - YES  NO

5. **Is the fire procedure understood?**
   - YES  NO

6. **Is the isolator locked off / tagged off?**
   - YES  NO

7. **Are sprinklers in service?**
   - YES  NO

8. **Are heat resistant screens in place?**
   - YES  NO

<table>
<thead>
<tr>
<th>PROVIDING QUESTIONS 9-17 ABOVE HAVE BEEN ANSWERED &quot;YES&quot; PLEASE CONTINUE (IF &quot;NO&quot; WORK MAY NOT PROCEED UNTIL NECESSARY ACTION TAKEN)</th>
</tr>
</thead>
</table>

9. **Are fire extinguishers required?**
   - YES  NO

10. **Is a fire blanket required?**
    - YES  NO

11. **Is a voltage-detecting instrument required?**
    - YES  NO

12. **Is earthing required?**
    - YES  NO

13. **Are circuit breakers required?**
    - YES  NO

14. **Are caution / danger signs required?**
    - YES  NO

15. **Are insulating mats / screens required?**
    - YES  NO

16. **Are insulating gloves required?**
    - YES  NO

17. **Is containment of sparks required?**
    - YES  NO

**IF QUESTIONS 1-17 ARE ANSWERED YES YOU MUST ENSURE THAT THIS IS PROPERLY CARRIED OUT**

Number of Team: ____________________

IS IT SAFE TO WORK ALONE ON THIS JOB? YES / NO? (delete)

IF IT IS NOT DECLARED SAFE TO WORK ALONE, YOU MUST NOT DO ANY TIME.

**Person In Charge**

☐ “I confirm that I have verified the job detailed on this form and ensured that all necessary precautions have been taken. The work will be undertaken in a safe manner and all risks and precautionary measures have been explained to all workers involved. I accept responsibility for carrying out this work.”

_________________________ Signature ____________ Position

Company Name: __________________________ CoTel No

**Person Authorising Work** – this permit is issued on the understanding that all risks will be reduced to a level as low as is reasonably practicable at all times.

_________________________ Signature ____________ Position

Permit Issued: Date: __________________________ Permit Valid To: Date: __________________________ Time: ____________ Time: ____________

**HANDBACK AND CANCELLATION OF PERMIT SERVICES RESTORED?**

☐ “I confirm that the work is COMPLETE / PARTIALLY COMPLETE (delete as appropriate). I have checked the work and confirm that the area is left in a safe and tidy condition.”

**Person In Charge:** __________________________ Signature: __________________________ Date: ____________ Time: ____________

Permit Cancelled On: __________________________ (Date) At: __________________________ (Time) Signed: __________________________ (Person Authorising Work)
### Permit to Work: HAZARDOUS SUBSTANCES

Contractors must comply with all relevant Health & Safety Law and the Company's Health & Safety rules, and have provided copies of current Public and Employers Liability Insurance, and a Method Statement on request. Only the work specified is to be carried out and your work area must be left in a safe and tidy condition at all times.

**JOB DETAILS:**

**LIST TOOLS / EQUIPMENT TO BE USED:** Faulty tools and equipment must not be brought onto site.

**LIST Personal Protective Equipment REQUIRED:**

**STATE LOCATION OF WORK:** Cite any known hazards at this location and ensure that the risks are reduced, in line with the questions below.

**WHO COULD BE AFFECTED BY THE WORK?**
Assess & reduce risk and confirm notification

---

**This RISK ASSESSMENT is to be carried out as immediately prior to the start of work as is reasonably practicable.**

**ALL QUESTIONS MUST BE ANSWERED BY DELETING THE ANSWER THAT DOES NOT APPLY.**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are you qualified/trained to undertake this work?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>2. Are you fit/healthy to undertake this work?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>3. Has an assessment of health and safety risks been made?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>4. Have you received all necessary information/instruction?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>5. Are there adequate control measures in place for substances with MEs or CESs?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>6. Will these controls reduce exposure below the MELs?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>7. Are monitoring procedures in place? If yes, state intervals</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>8. Are plans in place if control measures fail?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>9. Are there means for safe storage and disposal?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>10. Are there adequate provisions for eating, drinking, washing, clothing?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>11. Are you fully aware of the emergency procedures?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>12. Are the safety data sheets available for consultation?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>13. Are you willing to accept any subsequent health surveillance?</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

**PROVIDING QUESTIONS 3-13 ARE ANSWERED "YES" YOU MUST ENSURE THAT THIS IS PROPERLY CARRIED OUT / MADE SAFE BEFORE COMMENCING WORK.**

### Substance Information

<table>
<thead>
<tr>
<th>Substance type</th>
<th>COSHH Hazard Group</th>
<th>Substance type</th>
<th>COSHH Hazard Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantities involved</td>
<td>Storage arrangements</td>
<td>Quantities involved</td>
<td>Storage arrangements</td>
</tr>
</tbody>
</table>

**IS IT SAFE TO WORK ALONE ON THIS JOB?**

YES / NO *(delete)*

**IF IT IS NOT DECLARED SAFE TO WORK ALONE, YOU MUST NOT DO SO AT ANY TIME.**

**Person In Charge:**

- I confirm that I have verified the job detailed on this form and ensured that all necessary precautions have been taken. The work will be undertaken in a safe manner and all risks and precautionary measures have been explained to all workers involved. I accept responsibility for carrying out this work.

  - Print Name: ____________________________
  - Signature: ____________________________
  - Position: ____________________________

**Company Name:** ____________________________

**Co Tel No:** ____________________________

**Person Authorising Work:**

- This permit is issued on the understanding that all risks will be reduced to a level as low as reasonably practicable at all times.

  - Print Name: ____________________________
  - Signature: ____________________________
  - Position: ____________________________

**Permit Issued:**

- Date: ____________________________
- Time: ____________________________

**Permit Valid To:**

- Date: ____________________________
- Time: ____________________________

**HANDBACK AND CANCELLATION OF PERMIT SERVICES RESTORED?**

- I confirm that the work is COMPLETE / PARTIALLY COMPLETE (delete as appropriate). I have checked the work and confirm that the area is left in a safe and tidy condition.

  - Person In Charge: ____________________________
  - Signature: ____________________________
  - Date: ____________________________
  - Time: ____________________________

**Permit Cancelled On:**

- Date: ____________________________
- Time: ____________________________

**Signed:** ____________________________

(Person Authorising Work)
**Permit to Work for HOT WORK**

**Contractor's Safe Methods of Working for the use of all Plant, Equipment and Machinery**

<table>
<thead>
<tr>
<th>JOB DETAILS:</th>
<th>LIST TOOLS / EQUIPMENT TO BE USED: Faulty tools and equipment must not be brought onto site</th>
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<tbody>
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<td>STATE LOCATION OF WORK: Cite any known hazards at this location and ensure that the risks are reduced, in line with the questions below.</td>
<td>LIST Personal Protective Equipment REQUIRED:</td>
</tr>
<tr>
<td>WHO COULD BE AFFECTED BY THE WORK? Assess &amp; reduce risk and confirm notification</td>
<td></td>
</tr>
</tbody>
</table>

This RISK ASSESSMENT is to be carried out as immediately prior to the start of work as is reasonably practicable. **ALL QUESTIONS MUST BE ANSWERED BY DELETING THE ANSWER THAT DOES NOT APPLY.**

| 1 Are you qualified / trained to undertake this work? | YES | NO |
| 2 Is there a sprinkler system / fixed fire system operating? | YES | NO |
| 3 Are there any extinguishers or a hosepipe to hand? | YES | NO |
| 4 Are there means of sounding the fire alarm to hand? | YES | NO |
| 5 Are the walls / floors, including galleys, suitably protected? | YES | NO |
| 6 Are the vessels / lines isolated and purged free of flammable liquid? | YES | NO |
| 7 Has the area been cleared of combustible materials and / or protected? | YES | NO |

**PROVIDING THAT QUESTIONS 2-7 HAVE BEEN ANSWERED: YES** PROCEED TO Q8 - IF NOT WORK MAY NOT PROCEED UNTIL THE NECESSARY ACTION HAS BEEN TAKEN

| 8 Is the area to be wetted out or a Fire Blanket used? | N/A | YES | NO |
| 9 Is there a standby fireman in attendance throughout the work period and 60 minutes afterwards? | N/A | YES | NO |
| 10 Is continual gas monitoring to be used? | N/A | YES | NO |

**PROVIDING QUESTIONS 8-11 ARE ANSWERED: YES** YOU MUST ENSURE THAT THIS IS PROPERLY CARRIED OUT / MADE SAFE BEFORE COMMENCING WORK

Is ATMOSPHERIC TESTING required?  NA  YES  NO

**IF YES THE SECTION BELOW MUST BE COMPLETED**

<table>
<thead>
<tr>
<th>TIME OF TEST 1</th>
<th>HOURS</th>
<th>MINUTES</th>
<th>TIME OF TEST 2</th>
<th>HOURS</th>
<th>MINUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>OXYGEN</td>
<td>%</td>
<td>PASS / FAIL</td>
<td>OXYGEN</td>
<td>%</td>
<td>PASS / FAIL</td>
</tr>
<tr>
<td>CARBON MONOXIDE</td>
<td>%</td>
<td>PASS / FAIL</td>
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<td>%</td>
<td>PASS / FAIL</td>
</tr>
<tr>
<td>CARBON DIOXIDE</td>
<td>%</td>
<td>PASS / FAIL</td>
<td>CARBON DIOXIDE</td>
<td>%</td>
<td>PASS / FAIL</td>
</tr>
<tr>
<td>OTHER (SPECIFY)</td>
<td>%</td>
<td>PASS / FAIL</td>
<td></td>
<td></td>
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</tbody>
</table>

Number in Team: __________ IS IT SAFE TO WORK ALONE ON THIS JOB? YES / NO (delete) IF IT IS NOT DECLARED SAFE TO WORK ALONE, YOU MUST NOT DO SO AT ANY TIME

**Person in Charge**

☐ I confirm that I have verified the job detailed on this form and ensured that all necessary precautions have been taken. The work will be undertaken in a safe manner and all risks and precautionary measures have been explained to all workers involved. I accept responsibility for carrying out this work.

Print Name: __________ Signature: __________ Position: __________

Company Name: __________ Co Tel No __________

**Person Authorising Work** – this permit is issued on the understanding that all risks will be reduced to a level as low as is reasonably practicable at all times.

Print Name: __________ Signature: __________

Position: __________

Permit Issued: Date: __________ Permit Valid To: Date: __________

Time: __________

**HANDBACK AND CANCELLATION OF PERMIT SERVICES RESTORED?**

“☐ I confirm that the work is COMPLETE / PARTIALLY COMPLETE (delete as appropriate). I have checked the work and confirm that the area is left in a safe and tidy condition.”

Person in Charge: __________ Signature: __________ Date: __________ Time: __________

Permit Cancelled On: __________ (Date) At: __________ (Time) Signed: __________ (Person Authorising Work)
SLL believes in a proactive approach to maintenance with our maintenance partners.

The basis of our PPM would be on BSRIA SFG20, legal requirements, as set out in the appropriate Code of Practice, manufacturer’s recommendations, primarily CIBSE but other Institute recommendations and engineering experience.

An example of the areas covered would include:

- Building & Engineering Service SFG20 (2012)
- CIBSE Guide M Maintenance engineering and management
- Inspection of Air Conditioning Systems TM44
- Building Regulations
- COP L8 Legionnaires disease: The Control of Legionella Bacteria in Water systems 2013
- HGS 55 Health and Safety in Kitchen and food preparation areas
- Management of Health and Safety Regulations 1999
- Provision and use of work equipment PUWER 1998 (2008)
- Safe use of lifting operation and Lifting regulations’ LOLER (1998)
- Approved Code of Practice Safety in the installation and use of gas systems and appliance 1998 (2011)
- Safety of pressure systems 2000
- The Emergency lighting of premises BS5266 2011
- Electrical Wiring Regulations BS7671 (2011)
- Fire Work place regulations 1997 (1999)
- Personal Protective Equipment regulations. 1993 (2005)

The above list gives an indication to the relevant documentation that SLL adheres to but, as can be appreciated, is not the extensive list of both legislation and guidance notes to be followed. The Facilities Director has access to all CIBSE (includes HVCA, BSRIA, British Standards and ASHRAE), HSE and Building regulations documentation.

To achieve the level of security required for plant, equipment and machinery then the following will be adopted as we do in all other SLL managed facilities:

- Restrict access to areas to only trained staff
- All electrical panels, riser cupboards are kept locked
- All plant rooms, roof access area are kept locked
- Access to restricted areas is by permit to work
- Isolation of supplies either electrical or mechanical is by permit to work

If an isolation of or final connections are required for a service, then the contractor must operate under the electrical permit to work system, which is operated by a competent SLL person.

Plant rooms of any nature carry with them inherent dangers and only trained personnel should enter these areas and must follow any procedures and work instructions in operation. Untrained staff can only enter plant rooms if a trained member of Staff accompanies them. It is the responsibility of the Centre Manager to ensure that all plant rooms and associated equipment are regularly maintained and in a safe and satisfactory condition.
It is the responsibility of the Centre Manager to ensure that all routine plant maintenance tasks and plant checks are carried out at the prescribed intervals to the standard required.

All appropriate Personnel Protective Equipment (PPE) should be worn for the specific task you intend to engage in when entering a Plant Room. All routine plant maintenance must be carried out by a competent contractor or trained member of Staff.

**Access**

Only qualified contractors and management are allowed to conduct any work activity in the plant room, other staff may have access but are not required to undertake any works in this area. A full risk assessment is in place for the plant room and access.

All plant rooms are to be locked at all times unless work is being undertaken in them.

SLL ensures that all contractors complete the contractor’s induction form prior to the commencement of any works. An example of this form can be seen over the page. These contractor induction forms are in place at all three sites within the Letchworth Leisure Management Contract: North Herts Leisure Centre, Letchworth Outdoor Pool and Fearnhill Sports Centre. However it should be noted that any works completed by contractors at Fearnhill Sports Centre will go through the same process with the school site team.
**Letchworth Leisure Management Contract**

1. **THIRD PARTY CONSIDERATIONS**
   - All contractors / visitors have a duty to ensure their activities do not put themselves or others at risk.
   - When preparing relevant risk assessments factors for work into account include but are not restricted to:
     - Working in occupied premises - Health and Safety Resident staff who may be exposed to risk.
     - Shared site access - Shared access routes must be kept clear, tidy and safe at all times with the correct safety signage, notice and barriers.
     - Observe client restrictions to business areas when in use i.e. Conference rooms etc.

2. **EXISTING ENVIRONMENT**
   - The following existing environmental hazards have been identified as being applicable to this site and must be taken into account when developing health and safety assessments:
     - Contractors must be informed of the location of any Asbestos and shown the location plan before work commences.
     - Contractors and visitors cannot access or use (for storage) plant rooms or controlled areas without the written authority of the building FM or his representative.
     - Access to controlled areas is subject to the Permit to Work process.
     - Controlled areas include but are not restricted to roof and associated plant room areas, mechanical, electrical and IT risers, ceiling / floor voids, basement areas including stores and business sensitive areas controlled by departments.
     - All visitors to controlled areas must be inducted to these areas before entry is allowed as part of the Permit to Work process.
     - Controlled area induction will include highlighting all risks within the area to be taken into account when completing risk assessments for works to be carried out in these areas.

3. **PERMITS**
   - The Permit to Work process will manage access to controlled areas and will highlight hazards within the area before operations commence. Areas and operations requiring a Permit to Work include but are not restricted to the following:
     - Window cleaning
     - Working in or entry to plant rooms, Comms rooms, risers etc.
     - Servicing lifts, lift shafts, motor rooms etc.
     - M&E isolations, switching, servicing etc.
     - Confined space entry / working.
     - Working or entry into client controlled areas
     - Hot works including, but not restricted to welding, burning, grinding, cutting, soldering, asphalting etc.
     - Work on pressurised systems
     - Asbestos removal
     - All permits are to be authorised by SLL appointed Authorised person (AP)
     - The contractor / visitor must be inducted into each individual controlled area as part of the Permit to Work process including service escorts and contractors visitors and should be certified and specifically trained to operate in a safe manner.

4. **NOISE**
   - Noise operations are not permitted on site without the permission of the FM or an authorised person. Specific noise assessments are required for activities exceeding 85dB.
   - Specifically, no drilling requiring the use of a hammer drill is allowed during normal working hours. Personal radios are not permitted on site.

5. **TRAINING AND SUPERVISION**
   - All visitors and contractors must ensure they are adequately trained and competent for the tasks they are to carry out and may be requested to provide evidence/demonstration of such training or competence prior to the works being carried out.
   - It is the responsibility of the contractor to provide appropriate supervision at all times.

6. **RISK ASSESSMENT and COSHH**
   - Employers, users and individuals including the self-employed, have a statutory duty to identify and assess hazards and risks associated with their undertakings, including COSHH assessments.
   - To eliminate or control such risks, risk assessments must be completed, by a competent person and copied to the FM and communicated to the workforce before any work is undertaken. Areas for storage of hazardous materials must be secured and clearly identified.

7. **TOOLS PLANT AND EQUIPMENT**
   - Only 110v portable electrical tools may be used on this site unless otherwise agreed with the FM or authorised person and other additional safety controls are established.
   - Do not use or operate any tools, plant or equipment unless trained and competent to do so, or operate any tools, plant or equipment that do not belong to you or your company unless authorised to do so.
   - Ensure all tools, plant and equipment is regularly inspected, tested and maintained.

8. **PPE**
   - Eye protection, gloves, overalls, footwear, head protection, harnesses and respiratory protection etc. will be worn in designated areas and where identified as a result of specific risk assessments for operations such as but not restricted to Hot works, drilling, sanding, working at height, in plant rooms and/or with hazardous substances etc.

9. **EMPLOYEE CONSULTATION**
   - The following arrangements have been established for consultation on Health and Safety issues on site. All employees, visitors and contractors are encouraged to participate and contribute their views in the following forums:
     - Monthly Health and Safety meetings
     - Toolbox talks
     - Safety Improvement Suggestion Scheme SLL P1
EMERGENCY PROCEDURES
Action to be taken in the event of a fire:

- Close all doors and windows when leaving the building if it is safe to do so.
- Do not stop to collect personal items, equipment or tools.
- Do not attempt to tackle the fire. This should only be carried out by trained personnel and only when safe to do so.

The fire alarm at North Herts Leisure Centre is a continuous alarm followed by immediate evacuation.

Note: The fire alarms are tested on a weekly basis. Visitors and contractors are not required to take any action during the testing of the fire alarms.

Action to be taken in the event of a bomb alert and/or discovery of a suspect package:

- If suspect packages are discovered DO NOT touch or move
- Immediately inform Facilities Manager
- FOLLOW THE EVACUATION PROCEDURES STATED ON INTERNAL FIRE NOTICES IN THE BUILDING.
- LISTEN OUT FOR ANNOUNCEMENTS OVER THE PA SYSTEM
- FOLLOW INSTRUCTIONS GIVEN BY FIRE MARSHALLS.

VISITORS:

Know where you are. Know where to go. Know who you are with.

If separated from your sponsor it is recommended that you report to a fire marshal after evacuation to register your name.

Remember

Employers have a statutory duty to protect their employees and others who may be affected by their acts or omissions. This statutory duty also applies to all visitors, contractors, the self-employed, employees and individuals. Therefore you must report all hazards, dangerous occurrences, accidents, near misses or unsafe acts to your Supervisor or Facilities Manager.

HEALTH & SAFETY IS EVERYONE’S RESPONSIBILITY - DON’T IGNORE IT HELP US TO HELP YOU PROVIDE A SAFER WORKING ENVIRONMENT FOR ALL

STANDARD SITE SAFETY INDUCTION
North Herts Leisure Centre

General information
Site address
Baldock Road
Letchworth
Herts
SG6 2ER
Centre Manager – Lee Medlock
Tel: 01462 679311   Mob: 07841660773

Managing Director – Ian Morton
Tel: 01438 242233   Mob: 07810 203640

Contract Manager – Lee Medlock
Tel: 07841660773

Facilities Director & SLL H&S Advisor – James Barker
Tel: 01438 242667   Mob: 07766 445783

NHLC Reception Tel: 01462 679311

EMERGENCY 999
(From Internal phones only)
Please see the example below of a contractor’s selection questionnaire that is to be completed by a contractor as part of the selection process. This assists SLL in ensuring that only competent and appropriately qualified contractors attend site to repair or replace equipment.

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Company Name</th>
<th>Company Address</th>
<th>Post Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing Director</td>
<td></td>
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<td>Daytime 📞</td>
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<tr>
<td>Mobile 📞</td>
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<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Answers / Information</th>
<th>Yes</th>
<th>No</th>
<th>Specific Details</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your organisation have a Health &amp; Safety Policy Statement</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Does your organisation have system defining the Health &amp; Safety arrangements</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>Have you appointed a Director responsible for Health &amp; Safety</td>
<td>☐</td>
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<tr>
<td>Does your organisation have any professional advice on Health &amp; Safety (e.g consultancy)</td>
<td>☐</td>
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<td>Are you a member of any safety organisation</td>
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<tr>
<td>What Health &amp; Safety training has been provided for your staff</td>
<td>☐</td>
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<td>Please provide records of accident &amp; incidents within the last 3 years</td>
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<tr>
<td>Does your organisation keep training records for all employees</td>
<td>☐</td>
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<tr>
<td>Have you had any Notices served upon you or been prosecuted within the last 3 years</td>
<td>☐</td>
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</tr>
<tr>
<td>Does your organisation have Public &amp; Employers Liability Insurance</td>
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<tr>
<td>Please provide test certificates for all equipment to be used on site</td>
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<td>☐</td>
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</tr>
<tr>
<td>Please provide certificates of competence for all vehicles or plant operators</td>
<td>☐</td>
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</tbody>
</table>
Plant room checks

Within the detailed on-site building checks, plant rooms are checked at the start of each Duty Manager shift. These checks include:

- Regular pool water test and any remedial action are recorded.
- Visual inspection of pipe work and valves
- Check pumps for unfamiliar noises and leaks
- Sweep and tidy floor area if required
- Record boilers temp and check control panel
- Record calorifier temperature and pressure
- Record Pool Treatment Panel readings
- Record filter rates
- Check chemical levels in stock

In addition to the daily checks, plant room tasks may be recorded on the internal maintenance schedule.

Housekeeping

Plant and Boiler rooms are working areas and for housekeeping and safety purposes should be treated as such. Staff are therefore asked to observe the following points:

- Always keep these areas locked to ensure that no unauthorised person can enter these areas.
- Doors to these areas should be marked with a sign stating that only authorised staff can enter.
- Immediately by the entrance into the area further signs should be available to denote any hazards present, e.g. caustic chemicals, whether naked lights are permitted, and whether the wearing of protective equipment is necessary.
- All lights within the area should always be operational. If you notice a light not working, arrange for a replacement quickly. Ensure that any diffusers or shades are cleaned regularly.
- You should be a trained person in Pool Plant Operation before you do any tasks within Pool Plant Rooms. Perform the tasks you need to perform in a calm and collective way and avoid interruptions if at all possible.
- Ensure that other staff are aware that you are working in the Plant Room (especially if conducting a high risk task).
- Keep all passageways clear of any obstruction. Discard any rubbish appropriately. Clear up any spillages immediately.
- The area needs a quarterly clean. Clean tops of pipes, plant, high dusting, sweep and damp mop floors. Whilst you are doing this you will also be on the look out for likely problems e.g. leaks, corrosion, damage, etc. You will be able to report these so repairs can be done early on.
- All pipes should be marked appropriately
- Ensure that everything is operational including such things as alarms, telephones, lights, switches, locks, etc.
- Do any readings as accurately as you can. Any problems report them immediately to the Duty Manager.
- Always store any chemicals as recommended. Storage of other materials should be in marked cupboards or shelves. Do not overstock materials.

All SLL staff training is controlled and monitored by our HR department and is part of our staff performance management system which is reviewed 3 times a year with an annual review. In this review the manager will identify and discuss training needs with the individual, which is then planned dependant on the requirement and whether internal or external course. The training discussed will include operational, H&S and personal requirements.

SLL runs internal courses on:

- Normal operating procedures
- Emergency operating plans
- First Aid
- Manual handling
We will run an internal course with external instructor for specific equipment operation i.e. dosing systems, Trend, chillers, boilers.

External courses, which staff attend, are run by recognised organisations such as CIMSPA, CIBSE or specific equipment specialists.

The corrective actions to be taken in the event of plant, equipment and machinery would naturally depend on the item and the impact to the running of the facility, but would follow:

1. If no duty/standby take equipment out of service which may involve advising customers
2. Advise point of contact at North Herts. District Council
3. Investigate root cause of failure
4. If major failure which will involve long delivery of replacement, investigate short-term solution to rectify problem.
5. If repair can be completed either by maintenance or contractor initiated the said repair until repaired, re-commission dependant on failure
6. Place back into service with appropriate customer notification
7. Advise point of contact at North Herts. District Council

**Electrical and Emergency lighting (Example)**

It is imperative that the lighting installation is maintained to achieve the lux levels required for the tasks being performed, guidance on the levels required can be found in the required Chartered Institute of Building Services Engineers (CIBSE) documentation.

During the initial 6 weeks of taking over the contract a set of lux level readings will be taken and reviewed with North Herts. District Council.

To achieve the required operating condition and to meet the design characteristics of the installation:

Lamp changing can be achieved in two ways and SLL adopt both ways for cost and operational reasons

1. Bulk changing – we adopt this for areas which require high-level access, difficult access areas or high impact areas. This will ensure a lux level is maintained but is not cost effective for all areas.

2. Spot changing as part of the daily inspection for opening in front of house areas. Staff and plant room areas are also completed on as reported basis.

Daily    - walk around by maintenance team to identify failures and replace immediately if possible, if not note problem (may need high level access).

Note: on any lamp change the reflectors; grilles and fitting covers will be cleaned.

Emergency lighting installation BS 5266 covers the need for a logbook for the system and the routine inspections and testing as follows

- **Daily** - Inspection as part of the pre-opening lamp run to ensure all operational
- **Monthly** - Operational test of the lighting
- **Six Monthly** - operational tests for a minimum of 1 hour
- **Annual** - Full operational test for the recommended period of battery life, normally 3 hours. (For areas covered under an entertainment licence)
- **3 Years** - As annual for all areas not covered under an entertainment licence
Examples of the Safe Systems of work for each of the following areas:

LEISURE MANAGEMENT

1. Pool Water Disinfection System
   - Normal operating conditions to maintain and ensure safe water quality for customers
   - Chemical handling & control for staff, highlighting training on equipment, PPE, and required set points.
   - Maintenance & calibration for staff and contractors on procedures
   - Emergency repair for staff giving any impact on customers
   - Chemical spillage actions to be taken and interaction to customers

Below is an extract from the Plant Room Operations File that details the action to be taken by trained staff when faced with issues with the pool water disinfection system.

POOL RE-CALIBRATION

If there is a substantial difference between the readings from the swimming pool and the plant room, the control box may need re-calibrating. Following the instructions below completes this:

CHLORINE RE-CALIBRATION

- Take a pool test reading from the pool water source next to the control box in the plant room.
- Note down the chlorine reading
- Press SELECT (down) to choose an option
- Press ENTER on DPD Calibration
- Press ENTER again
- Press + or - to match the number on screen with the pool test reading
- Press ENTER and + at the same time to store the number and exit
- Press SELECT (up) twice to return to the original readings display

The pool is now recalibrated and the readings should be more accurate

CHANGING POOL PH SET POINT

If the pool PH readings are higher or lower than the recommended levels, they can be adjusted to re-balance the PH levels. This can be undertaken by following the steps below:

- Press SELECT (down) until you reach the heading PH CONTROL
- Press ENTER
- Press ENTER again to allow you to change the set point
- Press + or - to adjust the set point
- Press ENTER to store the set point
- Press SELECT (up) until you return to the main menu
CLEANING SODIUM HYPOCHLORITE INJECTOR

If the pump on the day tank is pulsing but no Sodium Hypochlorite appears to be getting into the system, the injector may be blocked. To unblock the injector, please follow the steps below:

When carrying out this procedure, always ensure that you wear Personal Protective Equipment, i.e. PVC jacket and trousers, Gloves, boots and goggles.

- Turn on the hose and fill a bucket with water in case of any emergency
- Turn off the power to the chlorine pump (on wall above day tank)
- Wait 2-3 minutes to allow all hypo in the system to pass through
- Loosen the small red ring on the lance
- Remove the lance slowly approximately ¾ of the way out
- Turn the blue valve head to the closed position
- Fully remove the lance from the socket
- Clean the lance using warm water, removing all traces of solidified hypo
- Insert the lance back into the socket ¼ of the way
- Open the blue valve head and push the lance in as far as it will go
- Tighten the red ring on the lance

Turn the power to the chlorine pump back on

CHANGING POOL CHLORINE SET POINT

When the pool is in need of extra chlorine, due to increased bather loads for example, you can raise the set point. This can be done by following the steps below:

- Press SELECT (down) until you reach the heading Chlorine Control
- Press ENTER on Chlorine Control
- Press ENTER again
- Press + or - to raise the level that the chlorine will be set at
- Press ENTER and + at the same time to store the information
- Press SELECT (up) until you return to the original screen
CLEANING PUMP STRAINER BASKETS

The three circulation pumps each have a strainer basket to catch all large pieces of debris, such as bits of floats, plasters and hair. These baskets are cleaned on a regular basis to improve the flow of the water going through them. Following the steps below can clean them:

- Turn of one circulation pump to reduce the flow of water
- Check the pump is off by looking at the pump for air flow and checking the filter pressures
- Close the inlet on the pump
- Close the outlet on the pump
- Open the air vent valve (located on top of the basket lid)
- Take out the pin and lift lid
- Remove the basket and all floating litter
- Put new basket in
- Check the black seal is clean
- Replace the lid, tighten handle and replace the pin
- Open the inlet on the pump
- Turn the pump back on at the control panel
- Open the outlet on the pump
- Check the pump is operating and the filter pressures are back to normal

2. Ventilation Plant

The PPM Schedule IN16 fully details the operation and methods of work to ensure that all ventilation plant is fully maintained by qualified personnel. The contractor induction form will be completed by the contractor prior to the commencement of any works, which will ensure only qualified personnel have access to the plant and equipment. Where applicable, the permit to work scheme will be utilised when any major or high-risk maintenance activities are carried out.

The PPM schedule for each piece of equipment relating to ventilation plant will cover the following:

- Normal operating conditions comfort of staff and customers
- Hygiene of the systems for staff and customers
- Maintenance of the systems
- Emergency repair for staff giving any impact on customers

3. Boilers

The PPM Schedule IN16 fully details the operation and methods of work to ensure that all boilers are fully maintained by qualified personnel. The contractor induction form will be completed by the contractor prior to the commencement of any works, which will ensure only qualified personnel have access to the plant and equipment. Where applicable, the permit to work scheme will be utilised when any major or high-risk maintenance activities are carried out.
The PPM schedule for each piece of equipment relating to the boilers will cover the following:

- Normal operating conditions comfort of staff and customers
- Maintenance of the systems
- Emergency repair for staff giving any impact on customers

4. Filtration System

The PPM Schedule IN16 fully details the operation and methods of work relating to the filtration system and how it is fully maintained by qualified personnel. The contractor induction form will be completed by the contractor prior to the commencement of any works, which will ensure only qualified personnel have access to the plant and equipment. Where applicable, the permit to work scheme will be utilised when any major or high-risk maintenance activities are carried out.

The PPM schedule for each piece of equipment relating to the filtration system will cover the following:

- Normal operating conditions for the well being of customers
- Backwash procedures for staff
- Maintenance of the systems
- Confined space for maintenance teams entering vessels
- Emergency repair for staff giving any impact on customers
- Instrument calibration for maintenance team

Below is an extract from the Plant Room Operations File that details the action to be taken by trained staff when backwashing.

**BACKWASH PROCEDURE FILTER 1**

- Isolate both chlorine and PH control pumps on the chemical control panel
- Switch off one of the operational circulation pumps
- Open fully all filter outlet valves
- Slowly close both inlet and outlet valves on filter 1
- Open bulk air release valve (vent)
- Slowly open filter 1 drain valve
- Wait 2-3 minutes to allow the top of the filter to drain
- Put on suitable ear protection
- Start the air scour blower on the main control panel
- Open the blower valve to the base of filter 1. Operate for 4 minutes
- Slowly close the blower valve and switch off the blower at the control panel
- Slowly close the inlet valve to filter 2
- Slowly open filter washout valve to filter 1 until flow meter indicates 60cum/hr. To reach the required flow rate, slowly close outlet valves to filters 3 and 4
- Backwash for 4-5 minutes or until waste water is clear
- Fully open outlet valves to filters 3 and 4
• Slowly close filter washout valve and filter drain valve
• Slowly open filter inlet valve and wait until water passes through bulk air release then close bulk air release valve
• Slowly open filter outlet. Filter 1 is now in operation
• Slowly open inlet valve to filter 2. Filter 2 is now in operation
• Switch on the circulation pump that was switched off earlier
• Allow the circulation to settle for 1 minute
• Switch both chlorine and PH pumps to auto on chemical control panel
• Slowly adjust each filter outlet valve until each pressure gauge indicates 8m H20
• The backwash is now complete

The PPM Schedule IN16 fully details the operation and methods of work to ensure that the following areas of technical maintenance are fully maintained by qualified personnel. The contractor induction form will be completed by the contractor prior to the commencement of any works, which will ensure only qualified personnel have access to the plant and equipment. Where applicable, the permit to work scheme will be utilised when any major or high-risk maintenance activities are carried out.

5. Trend
• Operation for the efficient operation of the plant maintenance or calibration implications by the maintenance teams and impact on customers
• Emergency repair for staff giving any impact on customers.

6. Electrical Power
• Normal operation and monitoring of the electrical systems by maintenance teams
• Isolation of supply and the implications to staff and customers
• Process for isolation and procedures for maintenance teams
• Testing of the system.

Any new installation must be tested in accordance with Electrical Regulations BS7671 2008 (2011).

Fixed wiring testing are carried out as follows:

  Wet areas – annually
  Dry Areas – every 3 years (SLL carry out a third of the building every year)

7. Electrical Lighting
• Normal operation and monitoring of the electrical lighting systems by maintenance teams to achieve required lux levels for occupants
• Process for maintenance of fittings, cleaning of diffusers and lamp changing for the safety of maintenance teams, staff and customers
• Procedure under emergency repair conditions.
8. Emergency Lighting
- Normal operation and monitoring of the emergency lighting systems by maintenance teams to ensure operation when required
- Process for maintenance of fittings, lamp changing and batteries for the safety of maintenance teams, staff and customers
- Procedure under emergency repair conditions, key switch operated and tested as mentioned above.

9. Building Maintenance
- Fabric maintenance access or working at height requirements
- H&S issues trips etc
- Essential services Fire doors, Fire shutters etc.
- Maintaining clear access and egress requirements with primary responsibility on Fire escapes
- Handling, storing and use of chemicals and paints etc
- Manual handling
- Confined space voids, lift shafts etc

10. Water Softening System
- Normal operation to meet the requirements for maintaining water quality
- Chemical handling for staff
- Maintenance of the system and calibration of instrumentation
- Procedures in the event of a failure

11. Dump Tank
- Confined space for maintenance teams
- Monitoring of volume for over spillage
- Major leakage for tank or associated pipe work or valves
- Cleanliness of the tank

12. Electrical Motors and Pumps
- Operation and protection of revolving parts
- Maintenance and regular checks of the equipment
- Isolation of both electrical and medium being pumped during maintenance
- Procedure for leaks from glands and gaskets etc
- Handling of the chemical/water being pumped in emergency

13. Sports equipment
- Manual handling of Sports equipment
- Setting up for special events
- Condition of equipment for use

All equipment that is to be used during the operational hours of the centre will be regularly inspected to ensure that it is fit for purpose. By undertaking these regular PPM checks, any minor faults will be picked up at an early stage, which in turn minimises the opportunity for major faults to occur.
Manual Handling

All members of staff will be trained in manual handling as part of their induction. This will incorporate the items of equipment to be used, and the way in which it should be set out and put away. Risk Assessments will also be carried out for specific manual handling tasks to ensure that all precautions have been taken, including ensuring the correct number of staff required for such tasks.

Please see over the page for an example of a manual handling Risk Assessment, followed by the matrix utilised to plan the training and review for each member of staff’s manual handling training. This matrix and the resulting risk assessments will be completed for each and every piece of equipment that is used at the 3 centres.

Special Events

Any special events that take place on site would be risk assessed prior to any activities taking place, with detailed work instructions for each member of staff who would be expected to work at any stage during the special events. An example of this would be the hire of the facilities at North Herts. Leisure Centre for the local elections count that takes place annually.

For any events, such as the elections, Risk Assessments and Fire Risk Assessments are completed in advance to ensure that the event can run as safely as possible, with amendments to staffing levels, programming and organisation taking place as a result.

Please see page 25 for an example of an amended fire risk assessment for North Herts. Leisure Centre to allow for increased numbers in the main hall for the elections event. A similar exercise would be carried out for any special events, including gala’s and open days.
<table>
<thead>
<tr>
<th>Does the task involve the following:</th>
<th>Yes</th>
<th>No</th>
<th>Existing Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holding the load away from the body</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stooping forwards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twisting at the waist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reaching above shoulder height</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excessive lifting distances</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carry a load for more than 10 metres</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strenuous pushing or pulling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequent/repetitive handling</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## MANUAL HANDLING RISK ASSESSMENT

### Issue 1

<table>
<thead>
<tr>
<th>Are the loads:</th>
<th>Yes</th>
<th>No</th>
<th>Existing Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heavy (outside guideline figures)</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Bulky</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Difficult to grip</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Unstable or floppy</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Hot/ Cold</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Have sharp edges etc</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Dirty or Slippery</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does the work area have any of the following:</th>
<th>Yes</th>
<th>No</th>
<th>Existing Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted workspace</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Obstructed/slippery floors</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Stairs and ramps</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Poor lighting</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Extremes of temperature</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Individual Capability – Does the job include any of the following:</td>
<td>Yes</td>
<td>No</td>
<td>Existing Control Measures</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Require above average strength</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Present a hazard to those with a health problem</td>
<td></td>
<td></td>
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<tr>
<td>Present a hazard to those who are pregnant</td>
<td></td>
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</tr>
<tr>
<td>Require special training</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Review**

- Review Conducted by: Name (Print)
- Position
- Date

- Review Conducted by: Name (Print)
- Position
- Date

- Review Conducted by: Name (Print)
- Position
- Date

- Review Conducted by: Name (Print)
- Position
- Date

- Review Conducted by: Name (Print)
- Position
- Date
Matrix for Staff Training on Manual Handling:

<table>
<thead>
<tr>
<th>RISK ASSESSMENTS - MANUAL HANDLING</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk Assessments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(M 1) - Wet Hoovers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(M 2) - Crash Mats</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>(M 3) - Spring Board</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>(M 4) - Metal Parallel bars</td>
<td></td>
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<td></td>
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<tr>
<td>(M 5) - Trampoline</td>
<td></td>
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<tr>
<td>(M 6) - Wooden Vault Horse</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>(M 7) - Metal Vault Horse</td>
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<tr>
<td>(M 8) - Gymnastic Beam</td>
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<td></td>
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</tr>
<tr>
<td>(M 9) - Roller Skating Trolley</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>(M 10) - Wooden Benches</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>(M 11) - Metal Frame Benches</td>
<td></td>
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<tr>
<td>(M 12) - Trampoline</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>(M 13) - Judo Mats</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>(M 14) - Bouncy Castle</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>(M 15) - Football Goals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### FIRE RISK ASSESSMENT Means of Escape – Horizontal Evacuation:

<table>
<thead>
<tr>
<th>Questions</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>The need to control and monitor the number of occupants.</td>
<td>✗</td>
<td></td>
</tr>
<tr>
<td>The number of occupants in the area.</td>
<td></td>
<td>Maximum of 450-600</td>
</tr>
<tr>
<td>The likely spread of fire.</td>
<td></td>
<td>Low risk, one standalone PC and PA Equipment in main hall. All other equipment removed. The whole of the premises is a designated no-smoking area.</td>
</tr>
<tr>
<td>The time available for escape.</td>
<td></td>
<td>2-3 minutes</td>
</tr>
<tr>
<td>Whether all persons could safely evacuate the area considering the fire risks in the area.</td>
<td>✗</td>
<td></td>
</tr>
<tr>
<td>Travel distances between 45-60 metres</td>
<td>✗</td>
<td></td>
</tr>
<tr>
<td>Definition and number of escape routes</td>
<td></td>
<td>4 possible routes to fire exits. Two to car park, one to reception and one to west corridor.</td>
</tr>
<tr>
<td>Number and widths of exits</td>
<td></td>
<td>4 exits, all double doors</td>
</tr>
<tr>
<td>Inner room situations</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Corridors, minimum of 1.2 Metres wide</td>
<td>✗</td>
<td></td>
</tr>
<tr>
<td>Dead-end conditions, forces travel in a single direction</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Door openings and door fastenings</td>
<td></td>
<td>Checked daily by maintenance technician</td>
</tr>
<tr>
<td>Do all escape routes lead to a place of safety (Not enclosed areas, yards, unit areas)?</td>
<td>✗</td>
<td></td>
</tr>
<tr>
<td>Housekeeping, limit the accumulation of waste and debris</td>
<td>✗</td>
<td></td>
</tr>
<tr>
<td>Sufficient number of stairways</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Adequate provisions for people with disabilities</td>
<td>✗</td>
<td></td>
</tr>
</tbody>
</table>

Yes, sports hall limited to 500, other areas of the centre to remain open to spread the number of attendees. Other areas include the Pembridge Studio (seats 80) and Café (seats 76). 4 extra staff to be employed during peak times to ensure all customers can be effectively evacuated in the event of an emergency.
Means of Escape – Vertical Evacuation:

<table>
<thead>
<tr>
<th>Questions</th>
<th>Yes</th>
<th>No</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there sufficient stairways to get all occupants out of the premises</td>
<td>☐</td>
<td>☐</td>
<td>Yes, three stairways in total</td>
</tr>
<tr>
<td>even if one stairway is inaccessible due to fire?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the stairways wide enough to get all occupants out of the premises?</td>
<td>☐</td>
<td>☐</td>
<td>Yes</td>
</tr>
<tr>
<td>Do the doors, walls and partitions to the stairway(s) need to be fire</td>
<td>☐</td>
<td>☐</td>
<td>Fire doors in place at the top of each stair case</td>
</tr>
<tr>
<td>resisting i.e. could a fire spread to the staircase(s) before the occupants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>have evacuated, taking into account the fire hazards present?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door openings and door fastenings are suitable and adequate</td>
<td>☐</td>
<td>☐</td>
<td>Yes, checked daily by maintenance technician.</td>
</tr>
<tr>
<td>Do exits from stairway’s lead to a place of safety?</td>
<td>☐</td>
<td>☐</td>
<td>Yes</td>
</tr>
<tr>
<td>Is general housekeeping adequate to maintain a safe workplace?</td>
<td>☐</td>
<td>☐</td>
<td>Yes, extra staff employed to ensure centre is safe and well presented.</td>
</tr>
</tbody>
</table>

Fire safety signs and notices:

<table>
<thead>
<tr>
<th>Questions</th>
<th>Yes</th>
<th>No</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there sufficient fire exit signs on escape routes?</td>
<td>☐</td>
<td>☐</td>
<td>Yes</td>
</tr>
<tr>
<td>Are internal fire resisting doors indicated with “Fire Door-Keep Shut”</td>
<td>☐</td>
<td>☐</td>
<td>Yes</td>
</tr>
<tr>
<td>notices?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are internal fire resisting doors to cupboards indicated with “Fire Door-Keep Locked Shut” signs?</td>
<td>☐</td>
<td>☐</td>
<td>Yes</td>
</tr>
<tr>
<td>Where necessary have fire exits doors got “Fire Exit-Keep Clear”</td>
<td>☐</td>
<td>☐</td>
<td>Yes</td>
</tr>
<tr>
<td>notices?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there sufficient general “Fire Action” notices clearly displayed e.g. Fire exits, notice boards etc?</td>
<td>☐</td>
<td>☐</td>
<td>Yes</td>
</tr>
<tr>
<td>Is fire-fighting equipment clearly identified?</td>
<td>☐</td>
<td>☐</td>
<td>Yes</td>
</tr>
<tr>
<td>List significant hazards</td>
<td>List groups of people who are at risk from the significant hazards identified</td>
<td>List existing control measures or note where the information may be found</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Obstructions in corridors</td>
<td>Staff Customers Contractors Visitors</td>
<td>• All corridors checked hourly for any obstructions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• All equipment &amp; materials to be stored away</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• All corridors are adequately lit with normal and emergency lighting</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Exit doors checked prior to opening by DM (blockages)</td>
<td></td>
</tr>
<tr>
<td>Internal Fire doors</td>
<td>Staff Customers Contractors Visitors</td>
<td>• All internal fire doors have a 30 minute fire protection</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Signage is in place on all fire doors, stipulating ‘Fire Door - Keep Shut’</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Internal Fire doors are 750mm wide, enabling 40 people to escape in one minute</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• All fire doors open in the direction of travel</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• All single direction route corridors have 30 minute fire protection</td>
<td></td>
</tr>
<tr>
<td>Travel distance to Fire Exits</td>
<td>Staff Customers Contractors Visitors</td>
<td>• Travel distance has been kept to a minimum with each corridor having at least 2 Fire Escape Routes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Staff trained in Emergency Action Plan (EAP)</td>
<td></td>
</tr>
<tr>
<td>Final Exit doors</td>
<td>Staff Customers Contractors Visitors</td>
<td>• Fire Action signage located at each Final Exit door</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Checked daily by maintenance technician</td>
<td></td>
</tr>
</tbody>
</table>
CATERING MANAGEMENT

1. Hot Fat Fryers
   - The manufacturers instruction guide will be used as a starting point in the operation of all equipment
   - Staff will be trained in the safe operation of the fryers
   - The hazard analysis sheet will be used as a guide for the safe operation
   - The precautions described therein will be followed to ensure all risks are eliminated or minimised
   - Staff will not use the equipment until fully trained to do so

2. Food Storage Areas
   - Storage of the food in correct environment to meet food hygiene standards
   - Stock control system for the food
   - Cleanliness of the storage areas
   - Manual Handling training will be delivered to all staff

3. Vending Machines
   - Storage of the food in correct environment
   - Stock control system for the food
   - Stock will be stored taking into account the hazard analysis seen over the page
   - Procedure for refill as impact on customers
   - All machines to be PAT tested on an annual basis and maintained by the owner

4. Refrigeration Units
   - All fridges and freezers are to be located in a suitable position to aid the operation of the catering department
   - Daily checks (as per safer food better business) requirements
   - All stock will be rotated to ensure minimum wastage
   - Only approved contractors will carry out any works on each unit

5. All Electrical Appliances and Equipment
   - Cleanliness of all equipment
   - Use of equipment only by trained staff
   - Safety procedure and controls for the use of the equipment
   - Testing and maintenance of the equipment
   - Electrical protection for the safe use of the equipment

Note: Portable appliance testing under Electricity at Work Regulations, 1989 is as per SLL's policy, which is based on HSG 107. This clearly defines the testing frequency for portable and transportable appliances. The SLL PAT testing policy can be seen on page 36, which specifies the frequency of checks required for all pieces of equipment.

To enable this policy to be effective, a clear plan of the portable items, their location and the frequency of checks will be required. In all sites, SLL ensure that a portable appliance log is in place and updated with any new equipment that may be purchased. A template for this log sheet can be seen after the PAT testing policy on page 36 and the log for all PAT equipment at NHLC can be seen in IN15.

Please see below for examples of hazard analysis sheets relating to the operation of catering equipment and the areas in which the equipment is to be used.
<table>
<thead>
<tr>
<th>AREA</th>
<th>PROCESS</th>
<th>HAZARD</th>
<th>PREVENTATIVE MEASURE</th>
</tr>
</thead>
</table>
| KITCHEN | USAGE   | The Kitchen is a highly hazardous place. The extent of the hazards is dependent upon the size of the catering facility and consequently the amount of heavy-duty equipment that is in use. Under the Health and Safety at Work Act etc. 1974, employers have a general duty to ensure (as far as is reasonably practicable) the health safety and welfare at work of their employees and, where appropriate, non-employees. This duty includes the provision of safe plant and equipment, a safe workplace, and the necessary information instruction, training and supervision. Equipment suppliers must ensure that, so far as is reasonably practicable, equipment is designed and made so that it can be used safely. They must provide adequate information on safe operation, use and maintenance. | Knowledge and application of current legislation:  
Food Safety Act 1990  
Health & Safety Regulations 1981  
Safety at Work Act 1974  
COSHH Regulations  
Fire Precaution Act  
PPE at Work Regulations  
RIDDOR Regulations  
Electricity at Work Regulations  
This list is by no means an exhaustive list  
Good Design  
Maintenance programme  
Safe working practices  
Visual inspection  
Safe working practices |
<table>
<thead>
<tr>
<th>AREA</th>
<th>PROCESS</th>
<th>HAZARD</th>
<th>PREVENTATIVE MEASURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WORKING ENVIRONMENT</td>
<td>LAYOUT</td>
<td>Slips trips and falls</td>
<td>Gangways to be no less than 1200mm.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fracture / Dislocation</td>
<td>Doors to be marked IN / OUT as appropriate</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>with view panels at eye level</td>
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<td></td>
<td></td>
<td></td>
<td>Specification</td>
</tr>
<tr>
<td>FLOOR, WALL FINISHES</td>
<td></td>
<td>Slips trips and falls</td>
<td>PPE - safety shoes for operators</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fracture / Dislocation</td>
<td>Cleaning rotas</td>
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<td></td>
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<td></td>
<td>COSSH training - correct use a cleaning</td>
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<td>chemicals COSSH</td>
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<td></td>
<td></td>
<td></td>
<td>Regular visual inspection</td>
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<td></td>
<td></td>
<td></td>
<td>Good design, visual inspection</td>
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<tr>
<td></td>
<td></td>
<td>Soaking, slips trips and falls</td>
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<td></td>
<td></td>
<td>Movement of equipment could</td>
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<td></td>
<td></td>
<td>cause fracture, dislocation</td>
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<td></td>
<td></td>
<td>Ventilation canopy to be</td>
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<td></td>
<td></td>
<td>positioned over cooking suite.</td>
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<tr>
<td>AREA</td>
<td>PROCESS</td>
<td>HAZARD</td>
<td>PREVENTATIVE MEASURE</td>
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<td>---------------------------------------------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>CLEANING</td>
<td>EQUIPMENT - HEAVY DUTY</td>
<td></td>
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<tr>
<td></td>
<td>All equipment must be cleaned to the highest standard to include:</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Exterior surfaces</td>
<td>Failure to clean equipment could result in fire</td>
<td>Electrical equipment should be disconnected from the power supply before cleaning commences.</td>
</tr>
<tr>
<td></td>
<td>Interior surfaces</td>
<td></td>
<td>Gas appliances should be isolated, including pilot lights</td>
</tr>
<tr>
<td></td>
<td>All removable parts</td>
<td></td>
<td>Visual Inspection</td>
</tr>
<tr>
<td></td>
<td>Equipment ideally should be cleaned after use or at the end of each day so that the equipment is left clean over night.</td>
<td></td>
<td>Monitoring</td>
</tr>
<tr>
<td></td>
<td>Hot equipment such as ovens, cookers, steamers, bratt pans, grills and fryers should be left to cool before cleaning commences. Fat fryers must be left for 6 hours before the oil is drained.</td>
<td></td>
<td>Cleaning Schedule in place</td>
</tr>
<tr>
<td></td>
<td>The correct cleaning chemicals must be used as specified by the nominated chemical suppliers in line with the manufacturer's instructions for each piece of equipment.</td>
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<td></td>
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<tr>
<td></td>
<td>Employees to be provided with the correct Personal Protective Equipment.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Scalding, burns and bruising</td>
<td></td>
<td>Staff training</td>
</tr>
<tr>
<td></td>
<td>Contamination</td>
<td></td>
<td>Issue of PPE</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Detailed cleaning schedules</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Safe systems of work</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Coshh training</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Use correct chemical for the task</td>
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<td></td>
<td></td>
<td></td>
<td>Keep chemicals in clearly marked containers</td>
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<td></td>
<td></td>
<td></td>
<td>Never mix chemicals</td>
</tr>
<tr>
<td>AREA</td>
<td>PROCESS</td>
<td>HAZARD</td>
<td>PREVENTATIVE MEASURE</td>
</tr>
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<td>----------------------</td>
</tr>
<tr>
<td>FRIDGES / FREEZERS</td>
<td>REFRIGERATORS / FREEZERS</td>
<td>Contamination resulting in poisoning.</td>
<td>Safe system of work in place</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Multiplication of harmful bacteria</td>
<td>Staff training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Burns, scalding, crushing, fracture,</td>
<td>Visual inspection - supervision</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Store products under correct conditions throughout process.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chilled products from 0°C to 6°C</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>High Risk products from -2°C to +2°C</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Frozen products from -18°C to -21°C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Keep temperature records of equipment and products throughout process.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Visual inspection</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monitoring</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cleaning schedule in place</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Staff training</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Issue of PPE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Detailed cleaning schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Safe systems of work</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>COSHH training</td>
</tr>
</tbody>
</table>

**AREAS IMMEDIATELY SURROUNDING THE EQUIPMENT**

Underneath, behind and above heavy-duty equipment are the most difficult areas to access. These should be cleaned thoroughly at least once a week and deep cleaned every six months to remove the build up of grease and dirt from the most inaccessible areas.

Pipe work and services leading to equipment require thorough cleaning, particularly around valves and isolators. Drains and low-level runnels to be kept free from a build up of debris.
### CATERING PREPARATION AREAS AND STORES

<table>
<thead>
<tr>
<th>USAGE</th>
<th>Cross contamination</th>
<th>Separate areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation, cooking, service, wash-up.</td>
<td>Personal hygiene - hand washing</td>
<td>Personal hygiene - hand washing</td>
</tr>
<tr>
<td><strong>STANDARD REQUIRED</strong></td>
<td>Safe systems of work</td>
<td>Safe systems of work</td>
</tr>
<tr>
<td>All surfaces, utensils, equipment, drawers and cupboards must be cleaned to the highest standards and walls, floors and surfaces free of grease, dirt and spillage. High ledges must also be cleaned in such a manner. Relevant Acts and Legislation must be adhered to.</td>
<td>Cleaning schedules in place</td>
<td>Cleaning schedules in place</td>
</tr>
<tr>
<td>Preparation areas should be separated into high risk, salads and sandwiches and general preparation. There should be a physical division to prevent cross contamination. Each section should have its own dedicated refrigerated storage wherever possible. It is essential for there to be a dedicated refrigerator for high risk products. All areas must have a wash hand basin, and a covered bin. Separate storage areas are required for dry goods, disposables, equipment, chemicals and cleaning equipment, refrigerated and frozen products.</td>
<td>Contamination</td>
<td>All chemicals, cleaning materials to be kept separate from food products</td>
</tr>
<tr>
<td>In many establishments a rubbish processing room is also required. However rubbish should be removed from the catering department to a general outside collection point after every service.</td>
<td>Crushing, fracture, slips trips and falls.</td>
<td>Rubbish to be removed from the catering area</td>
</tr>
</tbody>
</table>

### WORK SURFACES

<table>
<thead>
<tr>
<th>To be sprayed down with sanitiser throughout the preparation and cooking processes.</th>
<th>Contamination</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREPARATION SINKS</td>
<td>Visual Inspection</td>
</tr>
<tr>
<td>To be cleaned / sprayed down after each service. Sanitise all surfaces Free waste outlet from debris Isolate and clean down waste disposal units.</td>
<td>Monitoring</td>
</tr>
<tr>
<td>Cross contamination Multiplication of harmful bacteria</td>
<td>Cleaning Schedule in place</td>
</tr>
<tr>
<td>Burn, scald, crushing, amputation</td>
<td>Use correct chemicals for task</td>
</tr>
<tr>
<td>UTENSILS - PREPARATION EQUIPMENT</td>
<td>Use of PPE - gloves</td>
</tr>
<tr>
<td>Utensils to be removed from the preparations areas immediately after use. To be cleaned on an on-going basis by a dedicated member of staff. Small utensils to be put thorough the dishwasher / utensil washing machine as appropriate.</td>
<td>Safe system of</td>
</tr>
<tr>
<td><strong>CONVEYORS / MOBILE EQUIPMENT</strong></td>
<td><strong>Slips trips and falls</strong></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Cleaned down on a daily basis using the appropriate cleaning agent.</td>
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</tr>
<tr>
<td>Wheels to be kept free from dirt and regularly maintained.</td>
<td></td>
</tr>
<tr>
<td><strong>DRAWS, CUPBOARDS, WALL SHELVES</strong></td>
<td><strong>Contamination</strong></td>
</tr>
<tr>
<td>Although adequate storage space is required within the preparation and cooking area, too many drawers and shelves results in the unnecessary storage of paper etc.</td>
<td><strong>Cross contamination</strong></td>
</tr>
<tr>
<td>This in turn creates a build of grease, dirt and potentially, harmful bacteria. On a weekly basis remove items from drawers and shelves. Where possible dismantle and pass through the utensil wash to rinse at a temperature of 62°C. Otherwise wash down using a detergent followed by a sanitising agent. Remove all goods from cupboards where possible.</td>
<td></td>
</tr>
<tr>
<td><strong>FLOORS</strong></td>
<td><strong>Slips, trips and falls</strong></td>
</tr>
<tr>
<td>To be cleaned at least twice daily or after each meal service using a clean mop and bucket with the specified cleaning chemical.</td>
<td></td>
</tr>
<tr>
<td><strong>WALLS</strong></td>
<td><strong>Falling from a height, Fracture, burns, dislocation</strong></td>
</tr>
<tr>
<td>Wall surface around cooking equipment should be washed down using the appropriate detergent and sanitizer after each working session.</td>
<td></td>
</tr>
</tbody>
</table>
Portable Appliance Testing Policy

Principle

Stevenage Leisure understand the difference and possible misunderstanding relating to the testing of portable appliances and have therefore produced this document to clarify how testing will be carried out within it’s premises.

The need to test portable and transportable appliances relates to the legal requirements on the use and maintenance of electrical equipment in the Electricity at Work Regulations 1989. It is not intended to cover the regulations in detail but in the Memorandum of Guidance to the Regulations 1989, Regulation 4(2) requires that:

“As may be necessary to prevent danger, all systems shall be maintained so as to prevent so far as reasonably practicable such danger.”

This section covers all items of electrical equipment including fixed, portable and transportable.

Policy

Therefore using HSE guidance HSG 107, which classifies the risk to portable and transportable equipment, we will adopt the following:

<table>
<thead>
<tr>
<th>Type</th>
<th>Risk</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>High risk</td>
<td>every 3 months</td>
</tr>
<tr>
<td>Industrial</td>
<td>Medium risk</td>
<td>every 6 months</td>
</tr>
<tr>
<td>Transportable</td>
<td>Low risk</td>
<td>every 18 months</td>
</tr>
</tbody>
</table>

It is the duty of every user to check for damage to cable, plug or equipment before use, if they suspect the equipment is damaged or been tampered with they must report this to their supervisor.

Unless involved with project work the areas of industrial and transportable will cover all our equipment.

Industrial Equipment

Portable grinding machines, portable drills, vacuum cleaners, floor polishers, electrical power washer, extension leads (if used), hand lamps, metal bodied kettles, laptop computer power supply cables.

Note anything that is moved on a regular basis that is fitted with a plug or connected to a fused spur unit.

Issue No. 2

1

03/07/2013
Transportable Equipment  IT equipment leads, photocopiers, kitchen equipment, fax machines, desktop equipment, equipment used in a clean environment which is not moved regularly.

Note: Depending on the equipment environment it may be necessary to carry out a visual inspection on some items every 6 months.

Testing

1. Only competent persons can carry out the checking with the PAC 500-XP supplied to each area.
2. To gain the competency required the person must fully understand this policy, have read the instructions and watched the video for the checker.
   The Facilities Manager will check that the individual has understood information and is competent to carry out the programme.

Programme

a) The competent person must carry out the testing as per the above and record each test on the documents supplied with the checker.

b) The inspection label also supplied must be placed over the plug screw or fuse, if connected to a fused spur unit over the fuse for spur.

c) As the equipment supplied is a checker, then every 3rd year in the life of the equipment or if it has been seriously damaged it must be fully tested using a full PAT by a competent person.

d) It is the responsibility of the site competent person to:
   i. Maintain the records for the checking and ensure program is completed to schedule.
   ii. All portable and transportable appliances are up to date in their area of control
   iii. Report to the Facilities Manager on a monthly basis status of program.

Communication of the Policy

The latest revision of this policy or any complementary policy specific to a particular part of the business will be displayed on principal notice boards or otherwise brought to the attention of all employees. It will also be brought to the attention of our business partners and major suppliers.

Signed ..........J.K.Barker

Date…2nd March 2011

Facilities Director
<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
<th>Ref</th>
<th>Frequency of checks and inspections</th>
<th>User checks</th>
<th>Formal visual inspection</th>
<th>Combined inspection &amp; testing</th>
</tr>
</thead>
</table>

*Note: Refer to Electricity at Work for guidance on frequency of checks and inspections for different types of equipment.*