

**CRESSALL**

**REGISTER OF LEGISLATION  
AND  
OTHER REQUIREMENTS**

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**AUTHORISATION AND AMENDMENT CONTROL SHEET**

Date	Issue No.	Section Nos.	Modification	Authorised by
January 2012	1	All	The first issue	JP
July 2012	2	All 4 8 11 14 15.1	Review and update of all sections. Added: <i>Controlled Waste Regs 2012</i> and current landfill tax figures Current climate change levy figures 2013 packaging and recycling targets <i>Conservation of Habitats and Species (Amendment) Regs 2011</i> <i>Control of Asbestos Regs 2012</i>	JP
Jan 2013	3	All 3.1 5.2 6.2 9.1 11.2 13.1 14.1 & 14.2 All	Review and update all sections, incl. <i>Contaminated Land Regs 2012</i> amendment Expanded text on Waste Producer Return Forms Additional text on Waste Battery schemes Updated web-site for Hazardous Waste Consignment Note blank Updated summary of Water Industry Act Updated Oil Storage PPG Reference PAS 79 updated to 2012 Updated Packaging Recovery targets Tree Preservation Regs updated to 2012 Updated conservation amendments and text Checked and updated all website addresses	JP
July 2013	4	4 4.2.1 4.2.2 6.1 & 7.1 8 8.2	Addition of Controlled Waste (Registration of Carriers etc.) Regs Updated weblink to new style Waste Transfer Note Updated Landfill Tax Rates to 2013/14 rates Added specific Environmental Permitting Regs amendment Updated Energy Performance Regs to 2012 version Updated Climate Change Levy to 2013 rates	JP

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July 2014	5	All 1 3 4 5 8 10 11 15	Updated weblinks throughout, plus minor text changes Companies Act amended – Strategic Reports Added 2012 amendment to Contaminated Land Regulations Amendments to the Waste Regulations, and updated Landfill Tax Rates Updated WEEE Regs to 2013 Updated Section on Producer Returns Forms Updated Application to Company section re: WEEE registration Updated CCL rates Updated Energy Performance of buildings re: Air Con Added paragraph on Users of Chemicals in REACH section Updated Application to Company section re: Packaging obligation. Updates to Legionella Documents	
October 2014	6	All	Addition of new sections, plus additions to some existing sections, to incorporate relevant Health & Safety Legislation	
January 2015	7	9 15 27	Added Fire Safety (Capabilities) Regulations Replaced Safety Reqs Regulations with H&S Consultation Regulations Added section on Optical Radiation re: welding operations	

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# 1. General Environment Management

## 1.1 Relevant legislation and regulations

- *The Companies Act 2006* (as amended by *The Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013* (SI2013 No.1970))
- *ISO14001:2004 "Environmental Management Systems"*

## 1.2 Summary of requirements

### ***Companies Act***

In the case of a quoted company, with the exception of those which are classed as "small companies", the directors' annual report must include a strategic report which must, to the extent necessary for an understanding of the development, performance or position of the company's business, include:

- The main trends and factors likely to affect the future development performance and position of the company's business, primarily from analysis of Key Performance Indicators, and information about:
- environmental matters (including the impact of the company's business on the environment),
- the company's employees (including breakdown of numbers of employees of each sex at different levels of the business) and
- social, community and human rights issues,
- and information about any policies of the company in relation to those matters and the effectiveness of those policies,
- plus information on company strategy and business model;

If the report does not contain information of each kind mentioned it must state which of those kinds of information it does not contain.

### ***ISO 14001***

The requirements for a structured Environmental Management System which can be independently assessed.

## 1.3 Application to Cressall Resistors

### ***Companies Act***

Annual Report – Director's Report – Business Review

### ***ISO 14001***

All the company's activities

Any environmental aspect of the company's business.

## **1.4 Cross References to Other Documentation**

### **1.4.1 Aspects**

All aspects

### **1.4.2 Procedures**

All environmental procedures

### **1.4.3 Records and relevant documents**

Environmental Management System documents

Environmental records

ISO14000 Standards Series

*PPG 1 – General Guide to the Prevention of Pollution*

*PPG 21 – Incident Response Planning*

## 2. Company Vehicles and Driving

### 2.1 Relevant legislation and regulations

- *Finance Act 2000*
- *Road Vehicles (Construction and Use) Regulations 1986* (SI 1986 No. 1078) and subsequent amendments.
- *Road Vehicles (Construction and Use) Regulations (Amendments) (No. 4) 2003* (SI 2003 No. 2695)
- *VOSA Testing*

### 2.2 Summary of requirements

#### ***Finance Act***

From April 2001 the basis for charging Vehicle Excise Duty on new passenger vehicles is related to the vehicle's CO<sub>2</sub> emissions.

Note that in the Finance Act 2006, vehicles emitting less than 100 g CO<sub>2</sub> per km pay no VED (i.e. principally hybrid vehicles).

#### ***Road Vehicles (Construction and Use)***

The 1986 regulations and subsequent amendments make reference to the *Department for Transport In-Service Exhaust Emission Standards for Road Vehicles* which are currently on Edition 17. These standards specify the permissible limits for vehicle exhaust emissions.

#### ***Road Vehicles (Construction and Use)(Amendment No. 4)***

The regulations prohibit a person from driving, or causing or permitting a person to drive a motor vehicle on a road if the driver is using a hand held mobile phone.

#### ***VOSA***

The Vehicle Operator and Services Agency enforces testing of all categories of in-service vehicles, including MOT testing and requirements for meeting the Exhaust Emission Standards for Road Vehicles.

### 2.3 Application to Cressall Resistors

Administration of the fleet of two company vehicles.

### 2.4 Cross References to Other Documentation

#### **2.4.1 Aspects**

Company Vehicles



**2.4.2 Procedures**

None

**2.4.3 Records and relevant documents**

MOT Certificates, Mileage records

## 3. Contaminated Land

### 3.1 Relevant legislation and regulations

- *Environmental Protection Act 1990 Part IIA*
- *Environment Act 1995 : Part III*
- *Contaminated Land (England) Regulations 2006 (SI 2006 No. 1380) and 2012 amendment*

### 3.2 Summary of requirements

#### ***Contaminated Land Regulations***

Places a responsibility on local authorities and on the Environment Agency to identify contaminated land and to serve remediation notices. The notices will be served on the people who created the contamination if they can be identified. Otherwise the current owner or occupier is responsible.

Defines types of contaminated land.

### 3.3 Application to Cressall Resistors

Site history: Since the late 19<sup>th</sup> century the site was occupied by a shoe making equipment manufacturing company, the Standard Equipment Limited, then downsized and eventually sold to Cressall Resistors Limited in 1993.

Inherited contaminated land does not appear to be a problem.

There is always a risk of contaminating land, particularly when gas oil, diesel and other liquids are stored on site and spillage or leakage can occur. (See also 'Effluents from Site' Section.)

### 3.4 Cross References to Other Documentation

#### **3.4.1 Aspects**

Emissions to Atmosphere, Effluents, Hazardous Substances, Housekeeping and site appearance.

#### **3.4.2 Procedures**

Emergency

#### **3.4.3 Records and relevant documents**

None

Site History

## 4. Disposal of Controlled Wastes

### 4.1 Relevant legislation and regulations

#### 4.1.1 Removal of Waste

- *Control of Pollution (Amendment) Act 1989*
- *Environmental Protection Act 1990*
- *Waste Management: The Duty of Care: A Code of Practice (1996)*
- *The Controlled Waste (England and Wales) Regulations 2012 (SI 2012 No. 811)*
- *Clean Neighbourhoods and Environment Act 2005.*
- *The List of Wastes (England) Regulations 2005 (SI 2005 No. 895) and Amendment (SI 2005 No. 1673);*
- *The Waste (England and Wales) Regulations 2011 (SI 2011 No. 988) and subsequent amendments (2012 & 2014)*

#### 4.1.2 Landfill Tax

- *Landfill Tax Regulations 1996 (SI 1996 No. 1527)*

#### 4.1.3 Other Waste Disposals

- *End-of-Life Vehicles Regulations 2003 (SI 2003 No. 2635) and Amendment (SI 2010 No. 1094).*

### 4.2 Summary of Requirements

Wastes can only be transferred to an authorised person in one of the following categories:

- Waste Collection Authority or Waste Disposal Authority (Local Authority).
- Someone who holds an environmental permit or who has an exemption from holding one.
- Someone who is registered as a waste carrier or who holds an exemption from registration.

#### 4.2.1 Removal of Waste

##### ***Duty of Care Code of Practice***

Gives guidance on the secure storage of waste, Controlled Waste Transfer Notes and registration of waste carriers

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Controlled wastes can only be transported by a registered waste carrier.

All transfers of waste from the organisation to a waste carrier shall be documented on a Controlled Waste Transfer Note signed by both parties. A copy of each Transfer Note shall be kept for 2 years.

An example Waste Transfer Note can be found on and downloaded from the Environment Agency website at [http://webarchive.nationalarchives.gov.uk/20140328084622/http://cdn.environment-agency.gov.uk/LIT\\_7932\\_37c43f.pdf](http://webarchive.nationalarchives.gov.uk/20140328084622/http://cdn.environment-agency.gov.uk/LIT_7932_37c43f.pdf)

Annual Transfer Notes (Season Tickets) can be used for regular transfers of the same waste by the same carrier.

The Code of Practice requires checks on the validity of waste carrier licences.

Note: waste carrier details can be checked on <http://epr.environment-agency.gov.uk/ePRInternet/SearchRegisters.aspx>

Note that wastes are to be identified on Transfer Notes by reference to the appropriate codes in the List of Wastes Regulations.

Note: depending on the hazard rating of a hazardous waste, certain proportions can contaminate controlled waste without affecting its classification as controlled waste.

### ***Control of Pollution (Amendment) Act***

Waste carriers must be licensed by the Environment Agency.

### ***Controlled Waste Regulations***

Schedules define Household, Industrial and Commercial Wastes.

### ***Clean Neighbourhoods and Environment Act***

Fines for businesses (up to £300) not registered to carry waste, or failing to produce duty of care documentation

Powers to order landowners to clear waste from their land if they knowingly caused or permitted fly-tipping

Regarding waste carriers, the Act removes the defence of "my boss told me to do it" if someone disposes of waste illegally. It gives powers to the police to stop and search if they believe waste is being transported illegally. It gives powers to the Secretary of State, or the Welsh Assembly, to issue Regulations regarding the planning of the disposal of waste from construction sites. If such Regulations are issued, then we would pick them up and include them in the Register for affected clients.

### ***Waste Regulations***

The regulations implement the revised EU Waste Framework Directive 2008/98, which sets requirements for the collection, transport, recovery and disposal of waste.

They set a hierarchy for waste management as follows:

1. Prevention
2. Preparing for reuse
3. Recycling
4. Recovery, e.g. energy recovery
5. Disposal.

The Regulations:

- require businesses to confirm that they have applied the waste management hierarchy when transferring waste, and include a declaration on their Waste Transfer Note or Consignment Note (from October 2011)
- give details on the requirements for registration of carriers, dealers and brokers of controlled waste
- require inclusion on the Waste Transfer Note of the 2007 Standard Industrial Classification (SIC) code of the person/business transferring the waste (from October 2011). The list of SIC codes can be found at: [www.ons.gov.uk/ons/guide-method/classifications/current-standard-classifications/standard-industrial-classification/index.html](http://www.ons.gov.uk/ons/guide-method/classifications/current-standard-classifications/standard-industrial-classification/index.html) or for a step by step approach to identifying the correct code: <http://wastesupport.co.uk/sic-codes/>
- introduce a two-tier system for waste carrier and broker registration, including a new concept of a waste dealer
- make amendments to hazardous waste controls
- exclude some categories of waste from waste controls, (e.g. animal by-products such as used for muck spreading), although conditions may apply.

**The 2012 Amendment** expands on the requirement (which will apply from January 2015) for waste to be collected as separate streams as far as technically, environmentally and economically practicable to aid waste recovery operations to take place.

**The 2014 Amendment** changes the reference from “transfer note” to the more general “written information” although it is expected that in most cases the existing transfer note format will continue to be used.

#### 4.2.2 Landfill Tax

##### *The Landfill Tax Regulations*

Disposal to landfill will be taxed at £80/t for active waste (for 2014/2015) and rising annually. General waste is active. Inert waste is taxed at £2.50/t.

Note: there is a small allowance for the contamination of inert waste by active waste without affecting its classification.

### **4.2.3 Other Waste Disposals**

#### ***End-of-Life Vehicle Regulations***

The **2003 Regulations** concern restrictions on the use of certain materials e.g. heavy metals in vehicle construction, the design of vehicles to facilitate recovery/recycling of materials, certificates of destruction, licensing of dismantlers.

## **4.3 Application to Cressall Resistors**

Generation, storage and disposal of waste.

## **4.4 Cross References to Other Documentation**

### **4.4.1 Aspects**

Wastes

### **4.4.2 Procedures**

Operational Control

### **4.4.3 Records and relevant documents**

Waste Carriers Licence (may be accessed on-line); Waste Transfer Notes (may be annual)

## 5. Disposal of Hazardous Wastes

### 5.1 Relevant legislation and regulations

- *The Hazardous Waste (England and Wales) Regulations 2005* (SI 2005 No. 894) and *The Hazardous Waste (England and Wales)(Amendments) Regulations 2009* (SI 2009 No. 507)
- *The List of Wastes (England) Regulations 2005* (SI 2005 No. 895)
- *Chemicals (Hazard Information and Packaging for Supply) Regulations 2009* (SI 2009 No. 716) (CHIP)
- *CLP (Classification, Labelling and Packaging of Substances and Mixtures) Regulation* (EC) No. 1272/2008
- *UK Standard Industrial Classification of Economic Activities 2003* (SIC Codes)
- *Waste Electrical and Electronic Equipment Regulations 2013* (SI 2013 No. 3113)
- *Waste Batteries and Accumulators Regulations 2009* (SI 2009 No. 890)
- *The Waste (England and Wales) Regulations 2011* (SI 2011 No. 988)

### 5.2 Summary of requirements

Government guidance on classifying different types of waste can be found at <https://www.gov.uk/how-to-classify-different-types-of-waste>

#### **Hazardous Wastes**

##### *Definition of Hazardous Waste*

Wastes are categorised as “hazardous” if identified as such in the *List of Wastes*, and have hazard and risk factors, as defined in *CHIP* in the concentrations listed in Regulations 3 and 4 of the *List*. The *CHIP* regulations will be amended and gradually phased out and replaced by the EC *CLP* regulation, until fully repealed in 2015.

##### *Notification of premises*

The Environment Agency (EA) must be notified up to one month in advance if more than 500 kg p.a. of hazardous waste (see note below) is to be produced at a premises, by writing (£28), telephone (£23) or electronically (£18). The notification must include the SIC code of the premises. A notification is valid for 12 months.

When EA has been notified and the fee paid, the EA will issue a unique “premises code”.

Note: All premises in England and Wales (except ships) now have to register unless they produce less than 500kgs of hazardous waste per annum.

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If we have a client who qualifies, then their waste carrier will advise on the paperwork. It is likely that such small quantities would be collected on a carrier's round.

Note: Information on notification of premises is set out in the Government's Environment Agency web-page <https://www.gov.uk/hazardous-waste-producer-registration> with links to registration form and guidance on how to register premises and make payments.

#### *Consignment Notes*

The consignor must produce a Consignment Note ( for an example of the required format go to [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/300104/Consignment\\_note\\_LIT\\_6872.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300104/Consignment_note_LIT_6872.pdf) ) to be completed in turn by consignor, carrier, consignee, producing enough copies for everybody in the chain to the ultimate destination. Consignor retains one copy and hands the rest to the carrier. The consignment note should include reference to the 2003 SIC code of the waste and confirmation that the waste hierarchy has been applied. (See Disposal of Controlled Waste section for details). To look up relevant 2003 SIC codes against 2007 SIC codes go to: <http://www.companieshouse.gov.uk/infoAndGuide/sic/sicConversionTable.shtml>

The consignor's copies must be kept on the premises in a register for 3 years.

Regulation 54 states that the consignees (normally disposal contractors) of hazardous waste are required to notify producers/consignors either on a quarterly Hazardous Waste Producer Returns Form or an annotated copy of the original consignment note stating what waste has been received and how it has been treated. Schedule 8 gives a list of codes for different Recovery or Disposal methods.

Carriers of hazardous waste may make multiple collections but must notify the consignee of how many collections were made in the round. Consignees must note on the annotated copy of the original consignment note or on the quarterly Hazardous Waste Producer Returns Form the round number and the customer's collection number.

#### ***WEEE Regulations***

Producers of Electrical and Electronic Equipment (EEE) must join and contribute to a compliance scheme, and provide information on the amounts of EEE placed on the market.

Small producers (producing < 5 tonnes p.a.) are exempt from joining a compliance scheme, but must register with the Environment Agency or equivalent body.

When replacing equipment already in existence at 13<sup>th</sup> August, 2005, with new equipment of the same type or serving the same function, the responsibility for the old equipment being removed will fall to the producer of the new equipment. When removing equipment which is not being replaced, the responsibility will fall on the organisation.



For new equipment bought since 13th August, 2005, the responsibility for its disposal when it is eventually removed will fall on the “producer” of the equipment, which can be the manufacturer, the “own brand” distributor or the importer.

(Note: BIS guidance on WEEE can be found at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/254118/bis-13-1256-interim-government-guidance-notes-new-weee-regulations.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/254118/bis-13-1256-interim-government-guidance-notes-new-weee-regulations.pdf))

### ***Waste Batteries and Accumulators Regulations***

Producers (including retailers) to be responsible for the financing of recycling waste batteries. Those producing more than 1 tonne p.a. of **portable** batteries must join an approved appliance scheme, whilst those producing less than 1 tonne p.a. must be registered with the Environment Agency and pay an annual registration fee.

Industrial and vehicle batteries must not go to landfill, must be sent for recycling instead.

### ***Waste Regulations***

See ***Disposal of Controlled Waste*** section for general requirements of these regulations.

The regulations also introduce a new category, *H13 Sensitizing*, to the list of properties defining waste as hazardous. This change means that some non-hazardous wastes may be reclassified as hazardous wastes.

## **5.3 Application to Cressall Resistors**

Disposal of hazardous wastes, e.g. waste oils, detergents, chemicals.

The company produces more than 500kg of hazardous waste per annum and is therefore required to notify the Environment Agency as a hazardous waste producer.

The company only produces 1 – 2 tonnes p.a. of EEE under the categories listed in the Schedule to the 2013 WEEE Regulations, therefore are not required to join a compliance scheme. They are however registered with the Environment Agency as a small producer (for products under Category 9 – Monitoring & Control Instruments).

## **5.4 Cross References to Other Documentation**

### **5.4.1 Aspects**

Wastes

### **5.4.2 Procedures**

Operational Control

### **5.4.3 Records and relevant documents**

Premises Notification; WEEE Producer Registration; Consignment Notes; Waste Carriers Licence, Hazardous Waste Registration Report

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*A Guide to Hazardous Waste Regulations – Site Premises  
Registration (notification) Guide.*

*PPG 8 – Safe storage and disposal of used oil*

## 6. Effluents from Site

### 6.1 Relevant legislation and regulations

- *Water Industry Act 1991*, as amended by the *Environmental Permitting Regulations 2007* (SI 2007 No. 3538).
- *Trade Effluents (Prescribed Processes and Substances) Regulations 1989* (SI 1989 No. 1156) and the *Trade Effluents (Prescribed Processes and Substances) (Amendment) Regulations 1990* (SI 1990 No. 1629)
- *Water Resources Act 1991*, as amended by the *Environmental Permitting Regulations 2007* (SI 2007 No. 3538) and the *Environmental Permitting Regulations 2010* (SI 2010 No. 675)
- *The Environmental Permitting Regulations 2010* (SI 2010 No. 675) and subsequent amendments, including 2013 amendment (SI 2013 No 390)
- *The Control of Pollution (Applications, Appeals and Registers) Regulations 1996* (SI 1996 No. 2971)
- *Environmental Damage (Prevention and Remediation) Regulations 2009* (SI 2009 No. 153)
- *Control of Pollution (Oil Storage) (England) Regulations 2001* (SI 2001 No. 2954)

### 6.2 Summary of requirements

#### ***Water Industry Act***

The act requires organisations to have a consent from their water authority to discharge any trade effluent into the public foul sewer (trade effluent is any liquid waste resulting from industrial or non-domestic activity). An application for consent shall state the nature and maximum discharge volumes of the effluent. Consent may be given unconditionally or subject to certain conditions.

If the application for consent includes a requirement to discharge any “special category effluents” (as identified in the Trade Effluents (Prescribed Processes and Substances) Regulations) the water authority may check with the Environment Agency to confirm whether such discharges may be permitted.

Trade effluents produced from a Part A installation or activity from Schedule 1 of the Environmental Permitting Regulations are not classed as special category effluents as they would require a separate environmental permit for discharge.

#### ***Water Resources Act***

Concerned with the pollution of water courses and is enforced by the Environment Agency.

***Trade Effluents Regulations***

Specify categories of effluents whose discharge to sewers has to be controlled.

***Control of Pollution (Oil Storage) Regulations***

Proper bunded or secure storage facilities must be provided for the storage of oil. PPG26 gives guidance (for oil and chemical drums), and PPG2 (for oil storage tanks) including recommendation for regular checks on the condition and integrity of bunding.

***Control of Pollution (Applications etc.) Regulations***

Describe the procedures for applying for, or varying, consents to discharge to controlled waters, and for appeals to the Secretary of State.

***Environmental Permitting Regulations***

Require a permit to discharge certain substances unless the Agency concludes that the concentrations are so low as not to cause deterioration of the quality of groundwater. Hazardous substances are forbidden. Non-hazardous pollutants are allowed provided appropriate precautions are taken.

***Environmental Damage Regulations***

Force polluters to prevent and remedy environmental damage to surface or ground water. These regulations also apply to contamination of land and damage to protected species and natural habitats (especially SSSIs).

**6.3 Application to Cressall Resistors**

Domestic sewage (offices etc.) to sewer and substances such as compressor condensate and detergents are discharged from the processes to sewer and therefore the company is required to obtain a discharge consent or a confirmation of exemption.

Site drains probably connect to local streams and thence to the Grand Union Canal. There is a risk of spillages entering the site drains. This could involve engineering or vehicle oils, which are all pollutants.

Similarly, in the event of a serious fire or flood, firemen's water or flood water, which may have become contaminated, could enter the site drains in considerable quantities.

**6.4 Cross References to Other Documentation****6.4.1 Aspects**

Effluents

Hazardous Substances

**6.4.2 Procedures**

Operational Control

**6.4.3 Records and relevant documents**

Consent from Water Company

Disaster Recovery Plan

*PPG 1 – Pollution Prevention Guidelines*

*PPG 18 – Managing fire water and main spillages*

*PPG 21 – Incident Response Planning*

*PPG 22 – Dealing with spills*

## 7. Emissions to Atmosphere

### 7.1 Relevant legislation and regulations

- *Environmental Protection Act 1990: Part 1*
- *Environmental Permitting (England and Wales) Regulations 2010* (SI 2010 No.675) and subsequent amendments, including 2013 amendment (SI 2013 No 390)
- *Fluorinated Greenhouse Gases Regulations 2009* (SI2009 No. 261)
- *Environmental Protection (Controls on Ozone Depleting Substances) Regulations 2011* (SI 2011 No.1543)
- *Ozone Depleting Substances (Qualifications) Regulations 2009* (SI 2009 No. 216)
- *Control of Substances Hazardous to Health Regulations 2002* (COSHH), *Regulation 9* (SI 2002 No. 2677) and *COSHH (Amendment) Regulations 2004* (SI 2004 No.3386)

### 7.2 Summary of requirements

#### ***Environmental Permitting Regulations***

If a company operates an activity which creates emissions and which is listed in Schedule 1 of the *Environmental Permitting Regulations 2010*, a permit is required either from the Environment Agency or the Local Authority depending on the nature of the activity. The permit will usually contain conditions to be observed e.g. limits on emissions.

#### ***Fluorinated Gases***

Applies to the use of hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) and sulphur hexafluoride (SF<sub>6</sub>) in commercial refrigeration, air conditioning, heat pumps, fire protection systems, and insulation in high voltage switchgear.

The Regulations cover:

- recovery of gases during maintenance, refurbishment and decommissioning
- checking for and detection of leaks
- restrictions on importing and trading

Systems with >3 kg must keep records of quantities input and recovered, servicing etc.

Systems with >3 kg (or >6 kg for a hermetically sealed system) must be checked for leaks on a regular basis, the minimum frequency depending on the capacity of the system, as shown below:

- >3 kg (or 6 kg) to 30 kg – Annually

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- >30 kg to 300 kg – Six Monthly
- >300 kg - Quarterly

Systems with >300 kg must have leakage detection systems fitted and must be regularly maintained, at least annually.

Installation, maintenance or servicing, leakage checking or recovery of fluorinated gases must be by qualified personnel (CITB or City of Guilds Certificate, the level depending on the size/type of systems involved). Furthermore businesses involved in installing, maintaining and servicing stationary refrigeration, air-conditioning, heat pump and/or fire protection equipment containing or designed to contain F-Gas refrigerants must hold a Company Certificate issued by a Government approved certification body.

### ***Ozone Depleting Substances***

Ozone Depleting substances include CFCs, HCFCs, HBFCs, Halons, Carbon Tetra Chloride, 1,1,1, TriChloroEthane and Methyl bromide, as found in refrigerants, fire protection systems and solvents.

Control Regulations cover the use of, trade in, emission and transport of specified ozone depleting substances, establishing authority, defining restrictions and specifying offences and penalties.

Qualifications Regulations – Schedule 1 tables the qualifications required for servicing and maintaining, and dismantling or decommissioning, refrigeration, air conditioning and fire protection / fire fighting equipment.

### ***COSHH Regulations***

Local Exhaust Ventilation equipment must be thoroughly examined and tested at a maximum frequency of every 14 months (or as laid down in Schedule 4 for certain process and substances).

## **7.3 Application to Cressall Resistors**

Local Exhaust ventilation systems, air-conditioning units and fire protection systems are operated on site.

## **7.4 Cross References to Other Documentation**

### **7.4.1 Aspects**

Emissions to air

### **7.4.2 Procedures**

Pesticide control

Training

### **7.4.3 Records and relevant documents**

Environment Agency or Local Authority Permit if activities require one; L.E.V. Maintenance Records; If HFCs/PFCs used in Air

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Conditioning / Refrigeration Plants etc. Records of Inputs / Recovery / Servicing if > 3 kg, and Records of Servicing leakage Detection Systems if > 300kg; Records of Competence of Service Personnel



## 8. Energy

### 8.1 Relevant legislation and regulations

- *Finance Acts 1999 and 2000*
- *Energy Performance of Buildings (England and Wales) Regulations 2012 (SI 2012 No. 3118)*

### 8.2 Summary of requirements

#### ***Finance Acts***

As one action to meet the Kyoto commitment to reduce emissions of greenhouse gases, HM Government applies a climate change levy or carbon energy tax on the industrial and commercial use of energy.

Energy from new forms of renewable energy, e.g. solar, wind power, is exempt. "Energy intensive" industries can pay reduced rates if they have agreed an energy reduction programme with the government.

Current levy 0.188p per kWh for gas, 0.541p per kWh for electricity, 1.21p per kg for LPG/gas oil, and 1.476p per kg for coal (from April 2014).

#### ***Energy Performance of Buildings***

Part 2 requires an Energy Performance Certificate (EPC) to be made available when any building is marketed, sold or let. An EPC provides an estimated energy rating for the building

Part 4 requires air conditioning systems rated above 12kW (total in one building) to be inspected by an accredited energy assessor every 5 years. . The first inspection must take place within 5 years of the date it was first put into service. For a register of accredited non-domestic energy assessors go to the Non-Domestic Energy Performance Certificate Register at <https://www.ndepcregister.com/searchAssessor.html>

### 8.3 Application to Cressall Resistors

Applies to all energy used by Cressall.

### 8.4 Cross References to Other Documentation

#### **8.4.1 Aspects**

Electricity

Gas / gas oil

#### **8.4.2 Procedures**

Energy control and monitoring

**8.4.3 Records and relevant documents**

Utility Bills; Air con systems inspection records

## 9. Fire

### 9.1 Relevant legislation and regulations

- *The Regulatory Reform (Fire Safety) Order 2005* (SI 2005 No. 1541)
- *PAS 79:2012 Fire risk assessment. Guidance and a recommended methodology*
- *Fire Safety (Employees' Capabilities)(England) Regulations 2010* (SI 2010 No. 471)

### 9.2 Summary of requirements

#### ***Regulatory Reform Order***

Make a risk assessment to define precautions that need to be taken, special consideration of risks if dangerous substances are present (Sch 1 Part 1).

Principles of prevention (Sch 1 Part 3), and requirements for fire fighting, fire detection, emergency routes and exits, safety procedures and drills, competent persons and training, communication arrangements, action in case of fire, maintenance.

Special arrangements if dangerous substances present.

#### ***PAS 79***

Step by step guidance to conducting and documenting fire risk assessments.

#### ***Fire Safety – Employees Regulations***

Clarify the responsibility to consider the capabilities of workers assigned to carry out fire safety related tasks.

### 9.3 Application to Cressall Resistors

Assessment and Control of Fire Risk.

Duties of designated fire safety supervisors, and also engineers responsible for fire precaution inspections.

### 9.4 Cross References to Other Documentation

#### **9.4.1 Aspects**

Fire, Effluents

#### **9.4.2 Procedures**

Emergencies

**9.4.3 Records and relevant documents**

Risk Assessments; Extinguishers and other Fire Safety Equipment;  
Fire Fighting Training; Emergency Plans

## 10. Hazardous Substances

### 10.1 Relevant legislation and regulations

- *Control of Substances Hazardous to Health Regulations 2002 (COSHH)* (SI 2002 No. 2677)
- *COSHH (Amendment) Regulations 2003* (SI 2003 No. 978)
- *COSHH (Amendment) Regulations 2004* (SI 2004 No. 3386)
- *Chemicals (Hazards Information and Packaging for Supply) Regulations 2009 (CHIP)* (SI 2009 No. 716)
- *EH40: Occupational Exposure Limits* (revised annually) (Note: latest revision available at <http://www.hse.gov.uk/pubns/books/eh40.htm>)
- *REACH (Registration, Evaluation and Authorisation of Chemicals) Regulation* (EC) No. 1907/2006 and subsequent amendments
- *CLP (Classification, Labelling and Packaging of Substances and Mixtures) Regulation* (EC) No. 1272/2008
- Asbestos (see separate entry)

### 10.2 Summary of requirements

#### ***COSHH***

- Employers must carry out assessments of all hazardous substances used in the workplace.
- Assess the risks.
- Prevent or control exposure (especially if occupational exposure limits apply).
- Monitoring if necessary.
- Action to be taken in the event of over exposure, e.g. accidents.
- Employers must ensure that suitable health surveillance is in place where exposure to any hazardous substances may have an adverse effect on the health of employees, and where employees are exposed to substances and processes listed in Schedule 6 of the regulations this should include surveillance by a relevant doctor at least annually.

#### ***COSHH Amendment Regulations 2003***

- Applies only to carcinogens.

***COSHH Amendment Regulations 2004***

- Amendment relates to workplace exposure limits and redefines good practice to control exposure.

***CHIP***

Requires the suppliers of dangerous chemicals to:

- identify the hazards (dangers) of the chemical. This is known as 'classification';
- give information about the hazards to their customers. Suppliers usually provide this information on the package itself (e.g. a label);
- package the chemical safely.

***REACH***

- Enterprises which manufacture or import more than 1 tonne of a chemical must register in a central database. Hazard and risk data must be obtained. Those chemicals of greatest concern must be authorised. Came into force 1 June 2007 and will be progressively implemented over 11 years.
- The first tranche, which had to be registered by 1 December 2010 is for:
  - Substances supplied at  $\geq 1000$  t.p.a.
  - Substances classified under CHIP as Very Toxic to aquatic organisms at  $\geq 100$  t.p.a.
  - Substances classified under CHIP as Category 1 or 2 CMR2 (Carcinogenic, Mutagenic or Toxic to Reproduction) at  $\geq 1$  t.p.a.
- There are some exemptions from registration (usually because they fall within the scope of other Regulations).
- Companies only using chemicals purchased from within the EU do not have to register, unless they are speciality chemicals or common chemicals used in a novel way (check with supplier whether this use has been quoted in their registration).
- Downstream Users of chemical substances have an obligation to ensure, normally via their supplier, that substances in use have been pre-registered or registered by the manufacturer or importer and that the supplier is aware of the way in which the substances are to be used. Users are recommended to maintain an up to date inventory of chemical substances used and to appoint a prime contact to liaise with suppliers on all matters relating to compliance with REACH legislation.
- Substances of very high concern (SVHC) may need to be authorised for specific uses.

**CLP**

- EC Legislation allowing for EU wide classification of chemicals in the form of a Classification and Labelling Inventory. Manufacturers and Importers must notify the European Chemicals Agency (ECHA) of certain substances for inclusion in the Inventory within one month of placing them on the market. Notification applies to all hazardous substances if <1 tonne/year placed on the market, and all substances subject to REACH registration, whether hazardous or not.
- The HSE Approved Supply List (ASL) no longer applies as the content is now covered by the list of substances in Table 3.2 of Part 3 of Annex VI of the CLP Regulation.
- CHIP Regulations will be amended and gradually phased out until fully repealed in June 2015.

**10.3 Application to Cressall Resistors**

Chemicals stores.

**10.4 Cross References to Other Documentation****10.4.1 Aspects**

Hazardous substances

**10.4.2 Procedures**

Operational Control

**10.4.3 Records and relevant documents**

COSHH Register; Safety Data Sheets; Authorisation for Importing or Manufacturing Substances of Very High concern (REACH); LEV Plant Examination/Maintenance; Register of all dangerous substances + where stored; Emergency/incident plans

## 11. Packaging

### 11.1 Relevant legislation and regulations

- *Producer Responsibility Obligations (Packaging Waste) Regulations 2007* (SI 2007 No. 871 and subsequent amendments)
- *Packaging (Essential Requirements) Regulations 2003* (SI 2003 No. 1941) and subsequent amendments

### 11.2 Summary of requirements

The ***Producer Responsibility Regulations*** apply to organisations which:

- Handle more than 50 tonnes of packaging per annum, and
- Have a turnover greater than £2 million.

Organisations which fall under the Regulations are required to make an annual return to the Environment Agency showing quantities of packaging in each defined category (paper, steel, plastic etc) at each stage in the packaging chain (raw material, convertor, packer/filler, seller), and to calculate their recovery and recycling obligations. Organisations have a responsibility for packaging which has been imported, and do not have a responsibility for packaging which is exported.

Evidence that the obligation has been met must be provided to the Agency at the end of the year in the form of Packaging Waste Recovery Notes (PRNs). Organisations can choose to register directly with the Environment Agency and make their own arrangements to fulfil their recovery and recycling obligations, or can join a compliance scheme which will do this for them.

The 2010 Amendment Regulations set recycling and recovery targets (%), which were updated in the 2012 budget as shown below:

Sectors	2012	2013	2014	2015	2016
Board	69.5	69.5	69.5	69.5	69.5
Glass	81	81	81	81	81
Steel	69	72	73	74	75
Aluminium	40	43	46	47	52
Plastics	32	37	42	47	52
Wood	22	22	22	22	22
Total Recovery	74	75	76	77	78
Of which recycling	68.1	69	69.9	70.8	71.8



The ***Packaging (Essential Requirements) Regulations*** require that:

Product packaging shall be minimised consistent with the safe and hygienic transport and handling of the product.

Packaging shall be designed to permit re-use or recovery.

Printing inks shall not involve the use of heavy metal pigments.

The Packaging (Essential Requirements) (Amendment) Regulations give an improved definition of what is packaging.

### **11.3 Application to Cressall Resistors**

The packaging involved is:

- Receipt of imported raw materials in non-returnable packaging.
- Packaging of finished goods for sale.
- Design of packaging for finished goods.

The company currently handle well under the 50 tonne threshold for packaging and are therefore not obliged to join a compliance scheme. This will be reviewed if packaging quantities increase significantly.

### **11.4 Cross References to Other Documentation**

#### **11.4.1 Aspects**

Packaging

#### **11.4.2 Procedures**

Operational control

#### **11.4.3 Records and relevant documents**

If the criteria are met, evidence required of Compliance Scheme Membership or Returns to Environment Agency on P.R.N.s with calculations of obligations.

If near the limit, records of quantities should be carefully logged to ensure compliance.

## 12. Statutory Nuisance

### 12.1 Relevant legislation and regulations

- *Environmental Protection Act 1990 : Part III*
- *Clean Air Act 1993 : Part 1*
- *Control of Pollution Act 1974: Part III Sections 60,61,71*

### 12.2 Summary of requirements

The Acts require that premises shall not emit any of the following which are prejudicial to health or cause a nuisance:

- Dark smoke (defined as Ringelmann Shade 2 or darker)
- Fumes and gas
- Dust, steam, smell
- Accumulation or deposit
- Noise

### 12.3 Application to Cressall Resistors

The nearest habitation is next to the premises.

There have been no complaints about nuisance.

### 12.4 Cross References to Other Documentation

#### 12.4.1 Aspects

Noise

#### 12.4.2 Procedures

Communications

#### 12.4.3 Records and relevant documents

None

## 13. Town and Country Planning

### 13.1 Relevant legislation and regulations

There are a great many pieces of legislation referring to the control of planning and development with regard to land use and giving consideration to the environmental impacts. The main relevant Acts of Parliament are listed here, followed by some examples of secondary legislation.

- *Town and Country Planning (Environmental Impact Assessment) Regulations 2011* (SI 2011 No. 1824) (Apply to England only)
- *Town and Country Planning (Tree Preservation) (England) 2012* (SI 2012 No. 605)
- *Telecommunications Act 1984*
- *Hedgerow Regulations 1997* (SI 1997 No. 1160)
- *Planning (Hazardous Substances) Regulations 1992* (SI 1992 No. 656)

### 13.2 Summary of requirements

#### ***Environmental Impact Assessment***

Any new development project or planning application likely to have significant environmental impact will require an environmental statement to be prepared to assess the impact, for example of visual, traffic, noise or pollution effects.

#### ***Town and Country Planning (Tree Preservation) Regulations***

Covers the issuing of tree preservation orders.

#### ***Telecommunications Act***

Works relating to telecommunications installations and equipment must be carried out in conformance with the Telecommunications Code (Schedule 2) e.g. works in tidal waters, necessary lopping of overhanging trees.

#### ***Hedgerow Regulations***

Hedgerows may not be removed without local authority approval.

#### ***Planning (Hazardous Substances) Regulations***

Lists hazardous substances and specifies procedures for storage and use.

### 13.3 Application to Cressall Resistors

Currently there are no planned developments.

## **13.4 Cross References to Other Documentation**

### **13.4.1 Aspects**

Noise

### **13.4.2 Procedures**

Operational Control

### **13.4.3 Records and relevant documents**

Environmental Impact Assessment; Planning Application.

## 14. Wildlife and Habitat Conservation

### 14.1 Relevant legislation and other requirements

There are a great many pieces of legislation referring to the protection of flora and fauna, their habitats and the countryside in general. The main relevant Acts of Parliament are listed here, followed by some of the most significant secondary legislation.

- *National Parks and Access to the Countryside Act 1949*
- *Weeds Act 1959*
- *Countryside Act 1968*
- *Wildlife and Countryside Act 1981 and various amendments*
- *Environmental Protection Act 1990 Part VII*
- *Food and Environment Protection Act 1985*
- *Countryside and Rights of Way Act 2000*
- *Natural Environment and Rural Communities Act 2006*
- *Conservation of Habitats and Species Regulations 2010 (SI 2010 No. 490) and subsequent amendments in 2011 and 2012.*
- *Environmental Damages (Prevention and Remediation) Regulations 2009 (SI 2009 No. 153)*
- *The Knotweed Code of Practice Environment Agency 2006*
- *Ragwort Control Act 2003*
- *Guidance on the disposal options for common ragwort (PB 11050) Defra 2005*
- *Code of Practice on how to Prevent the Spread of Ragwort Defra July 2004*
- *Prevention of Damage by Pests Act 1949*

### 14.2 Summary of requirements

***National Parks and Access to the Countryside, Countryside, Wildlife and Countryside, and Countryside and Rights of Way Acts***

These Acts introduced and subsequently strengthened the protection of Sites of Special Scientific Interest (SSSIs).

The *Countryside Act* placed a duty on local authorities and public bodies to conserve the natural beauty and amenity of the countryside and wildlife when carrying out their functions.

The *Wildlife and Countryside Act* also covers:

- Protection of species of birds, animals and plants.
- Japanese Knotweed and other pernicious weeds – Section 14 para. 2 makes it an offence to grow them.

*The Knotweed Code of Practice* gives guidance on how to control/dispose of Japanese Knotweed. If knotweed is an issue, you may decide to put the *Wildlife and Countryside Act* and the *Code of Practice* under Contaminated Land. The *Control of Pesticides Regulations* will also probably be relevant.

### **Weeds Act**

Landowners and occupiers must not allow the following injurious weeds to spread to adjacent land:

- common ragwort (poisonous to livestock)
- spear thistle
- creeping or field thistle
- broad-leaved dock
- curled dock

Natural England (Rural Inspectorate in Wales) investigates formal complaints about injurious weeds and where appropriate takes enforcement action on behalf of Defra.

### **Food and Environment Protection Act**

Within Part II, a licence from DEFRA is required to deposit or incinerate substances or articles at sea (modified by S.146 of EPA 1990)

Within Part III, the use of pesticides is implemented by the *Control of Pesticides Regulations 1986*. See *Control of Pesticides* section

### **Natural Environment and Rural Communities Act**

Established Natural England as the advisory body which combines responsibility for enhancing various environments and promoting and improving access to them.

### **Ragwort Act**

Ragwort is poisonous, particularly to horses. The Defra documents give guidance on control and disposal of Ragwort.

### **Conservation of Habitats and Species Regulations**

These regulations consolidate the requirements of the 1994 regulations and subsequent amendments and revoke most of their content.

They impose duties and define powers for the protection of habitats, wild animals and plants.

Schedules 2 and 5 list protected species of European plants and animals.

***Environmental Damages (Prevention and Remediation) Regulations***

Force polluters to prevent and remedy environmental damage that they have caused, including damage to protected species and natural habitats (especially SSSIs) - the 'polluter pays' principle.

***Prevention of Damage by Pests Act***

Makes it an offence to knowingly have an infestation and not take the appropriate action. Details the obligations for controlling and reporting pest infestations.

### **14.3 Application to Cressall Resistors**

Any future developments

Japanese Knotweed or Ragwort growing on site

### **14.4 Cross References to Other Documentation**

#### **14.4.1 Aspects**

Wildlife conservation

#### **14.4.2 Procedures**

Operational Control

#### **14.4.3 Records and relevant documents**

Records of SSSI.

**Further information:**

Guidance notes on managing Japanese Knotweed on development sites: <https://www.gov.uk/japanese-knotweed-giant-hogweed-and-other-invasive-plants>

*PPG5 – Works In or Near Water*

## 15. Health and Safety – General Management

### 15.1 Relevant legislation and regulations

- *Health and Safety at Work Act 1974 (HSWA)*
- *Employers' Liability (Compulsory Insurance) Act 1969*
- *Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 1998 No. 2573) and amended 2008 (SI 2008 No. 1765)*
- *Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242)*
- *Health and Safety (Consultation with Employees) Regulation 1996 (SI 1996 No. 1513)*
- *The Corporate Manslaughter and Corporate Homicide Act 2007*
- *Health and Safety Offences Act 2008*
- *The Health and Safety Information for Employees Regulations 1989 (SI 1989 No. 682)*
- *The Health and Safety Information for Employees (Amendment) Regulations 2009 (SI 2009 No. 606)*
- *Health and Safety (Training for Employment) Regulations 1990 (SI 1990 No. 1380)*
- *Social Security (Medical Evidence) and Statutory Sick Pay (Medical Evidence) (Amendment) Regulations 2010 (SI 2010 No. 137)*
- *The Health and Safety (Fees) Regulations 2012 (SI 2012 No. 1652)*
- *Occupiers Liability Acts 1957 & 1984*
- *OHSAS18001:2007 Occupational Health and Safety Management Systems.*

### 15.2 Summary of requirements

#### **HSWA**

The general duty on employers to ensure the health, safety and welfare of their employees.

Includes that there must be a written safety policy if five or more employees.



***Employers Liability***

Employers must have insurance cover for compensation claims for employee injuries or work related illness. Current certificate of insurance must be on display.

***Health and Safety at Work Regulations***

Risk assessments

Apply the principles of risk prevention to control risks.

Make appropriate arrangements for effective management of health and safety. Record if five or more employees.

Apply COSHH.

Have competent assistance in implementing health and safety.

Procedures in the event of a serious or dangerous event.

Provide relevant information to employees.

Health and safety information to subcontractors on site.

Adequate health and safety training.

Employees have a duty to comply with the employer's arrangements and notify him of any risks.

Also applies to temporary employees.

Special requirements re. expectant mothers, young persons.

***Consultation***

Where there are not safety representatives under the 1977 Regulations, employers shall consult employees, or representatives of employees, over:

- Introduction of measures affecting health and safety
- The arrangements for appointing or nominating representatives of the employees
- Provision of health and safety information
- Planning of health and safety training
- Provision of facilities

***Corporate Manslaughter and Homicide***

Companies and organisations as a corporate entity (as opposed to individuals) can be found guilty of corporate manslaughter as a result of serious management failures resulting in a gross breach of duty of care.

***Health and Safety Offences Act***

Increases penalties and gives lower courts greater sentencing powers for health and safety offences.

***The Health and Safety Information for Employees Regulations***

Information relating to health, safety and welfare must be provided for employees by means of posters or leaflets in the form approved and published for the purposes of the Regulations by the Health and Safety Executive.

***The Health and Safety (Training for Employment) Regulations***

Extends the Health and Safety at Work Act to include people receiving training e.g. on educational or government sponsored work experience schemes, and covers:

- Risk assessments
- Supervision
- Banned activities

***Social Security (Medical Evidence)***

Since April 2010 doctors have issued new medical statements (known as "Fit Notes" instead of "Sick Notes") which give them the option of declaring that an employee *may be fit to work*. If a doctor uses this option, they will give advice about the effects of the patient's health condition and, if appropriate, some suggestions about the types of adjustment or adaptations their employer could consider making to help the employee back to work.

***Health and Safety (Fees)***

These regulations cover various fees payable to the HSE for a range of services and activities including processing notifications and applications for licences and providing medical examinations and medical surveillance. The scales of fees payable are detailed in the relevant schedules to the regulations.

They also empower the HSE to levy fees for advice and enforcement activities to certain industry sectors.

They also enable the HSE to levy intervention fees for time incurred by HSE inspectors as a consequence of rectification activities, where there has been a contravention of relevant Health and Safety legislation. The current charge for intervention fees is £124 / hour.

***Occupiers Liability Acts***

The Occupiers Liability Acts allow civil actions where Premises Owners do not meet their Duty of Care to keep visitors reasonably safe when entering, using or visiting their premises when they are aware of any risk to them. They must take reasonable precautions (decided by case law), which means that warning notices may not be enough, and they must take into account the fact that children may be less careful and less aware than adults.

The 1957 Act covers lawful visitors to premises, and the 1984 covers unlawful visitors, which means that the owner must also take precautions to protect trespassers on their premises.

**OHSAS 18001**

The requirements for a structured Health and Safety Management System which can be independently assessed.

**15.3 Application to Cressall Resistors**

All the company's activities

**15.4 Cross References to Other Documentation****15.4.1 Risk Assessments**

All Risk Assessments

**15.4.2 Procedures**

None

**15.4.3 Records**

Risk Assessments; Safety Policy; Training Records; Safety Meeting Minutes; Health and Safety Posters or Leaflets.

**15.4.4 Other relevant documents**

Further information:

An introduction to health and safety	INDG 259
Successful H&S Management	HSG65
Managing Health & Safety at Work Regs - ACOP	L21

## 16. Accidents, Serious Incidents and First Aid

### 16.1 Relevant legislation and regulations

- *Social Security (Claims and Payments) Regulations 1979* (SI 1979 No. 628)
- *Data Protection Act 1998*
- *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013* (SI 2013 No. 1471) (*RIDDOR*)
- *Health and Safety (First Aid) Regulations 1981* (SI 1981 No. 917) and *Health and Safety (Miscellaneous Amendment) Regulations 2002* (SI 2002 No. 2174) and 2013 (SI 2013 No. 1512)

### 16.2 Summary of requirements

#### ***Social Security Regulations***

Where 10 or more people are employed, all accidents must be recorded, regardless of severity. Use Accident Book in the format of HMSO BI510.

#### ***Data Protection Act***

The authorised Accident Book is designed to meet the requirements of the Data Protection Act, in that no personal information is retained in the book and may not therefore be accessed by other personnel.

#### ***RIDDOR***

The HSE must be notified without delay of any reportable incidents including fatalities, major non-fatal injuries (see list below) or dangerous occurrences (see list below). Notification can be made by telephone to the HSE Incident Contact Centre – 0845 300 9923.

Notification must be followed up by a full report within 10 days via the HSE website ([www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)), using the relevant on-line form.

Any fatalities, injuries or hazards associated with the supply of gas must also be notified to the HSE without delay, followed by a full report within 14 days.

Where certain occupational diseases (see list below), or specified diseases for offshore workers, are diagnosed they must be reported via the HSE website without delay. This also applies to disease caused by occupational exposure to carcinogens, mutagens or biological agents.

Any other accidents or incidents causing incapacity to work for more than seven consecutive calendar days, not including the day of the

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accident must be reported via the HSE website within 15 days of the occurrence

If the business employs temporary workers from an agency they should clarify with the agency before the placement which of them is the “responsible person” with regard to RIDDOR reports.

Employers must still keep their own record of an accident if the worker has been incapacitated for more than three consecutive days not including the day of the accident.

Accident records must be kept for three years (but keeping them for a life-time might be useful should a health claim be made any time in the employee’s future).

**List of Non-fatal Injuries**

- All fractures (except to fingers, thumbs and toes)
- All amputations
- Any injury likely to cause permanent blinding or reduction in sight
- Any crush injury to head or torso causing damage to brain or internal organs
- Any burn or scald injury which covers >10% of body surface or causes significant damage to the eyes, respiratory system or other vital organs
- Scalping injury which requires hospital treatment
- Loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat induced illness, or requires resuscitation or hospitalisation for >24 hours

**List of Dangerous Occurrences includes**

- Collapse, overturning or failure of any lifting machinery
- Failure of pressure systems
- Incidents involving overhead electric lines
- Electrical short circuits causing fire or explosion
- Incidents involving explosives
- Release or potential release of biological agents
- Malfunction of radiation generators
- Malfunction of breathing apparatus
- Scaffold collapses
- Building or structure collapses
- Explosions and fire
- Release of flammable substances
- Release of hazardous substances

**List of Occupational Diseases**

- Carpal Tunnel Syndrome

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- Cramp in hand or arm from repetitive movement
- Hand Arm Vibration Syndrome
- Tendonitis or Tenosynovitis in hand or arm
- Occupational Dermatitis
- Occupational Asthma

***First Aid Regulations (as amended 2013)***

Employers must provide first aid equipment and facilities.

There shall be an appropriate number of first aiders. The ACOP (Associated Code of Practice) suggests 1 for every 50 employees. First aiders and Emergency First Aiders must be suitably trained and qualified appropriate to the circumstances and requirements, and training should be renewed every 3 years, although the ACOP also recommends annual refreshers.

First aid facilities must be publicised.

The ACOP recommends the following contents of a first aid box:

- A leaflet giving general guidance on first aid.
- 20 individually wrapped sterile adhesive dressings (of assorted sizes) appropriate to the work environment (which may be detectable dressings for the catering industry).
- 2 sterile eye pads, with attachments.
- 4 individually wrapped triangular bandages.
- 6 safety pins.
- 6 medium-sized individually wrapped sterile unmedicated wound dressings (approximately 12cm x 12cm).
- 2 large sterile individually wrapped unmedicated wound dressings (approximately 18cm x 18cm).
- 1 pair of disposable gloves.

*BS 8599-1:2011 Specification for Contents of Workplace First Aid Kits* gives more detailed recommendations for first aid kits depending on size and nature of the workplace.

***2002 Health and Safety Amendment Regulations***

Where possible, the room should be reserved specifically for providing first aid and a designated person (first-aider or appointed person) should be given responsibility for supervising it. The room should be easily accessible to stretchers and be clearly signposted and identified.

## **16.3 Application to Cressall Resistors**

First Aid provision and Accident and Incident reporting and recording

## **16.4 Cross References to Other Documentation**

### **16.4.1 Risk Assessments**

All risk assessments.

### **16.4.2 Procedures**

First Aid, Accident and Incident Reporting Procedure.

### **16.4.3 Records**

Accident Book/Records; Riddor Reports; Accident Investigation Reports; First Aid Training Records, List of First Aiders

### **16.4.4 Other relevant documents**

Further information:

Investigating Accidents & Incidents - guidance HSG 245

First Aid at Work – guidance & Code of L 74  
Practice

## 17. Asbestos

### 17.1 Relevant legislation and regulations

- *Control of Asbestos Regulations 2012* (SI 2012 No. 632)

### 17.2 Summary of requirements

**Building Owners or Managers must:**

- Determine whether asbestos is present in a premises. Identify areas and type and condition of the asbestos.
- Prevent or control exposure to asbestos.
- Check the condition of any asbestos-containing materials regularly (as recommended in asbestos survey).
- Use licensed specialist contractors for any asbestos removal work.

### 17.3 Application to Cressall Resistors

Asbestos Concrete roof panels

### 17.4 Cross References to Other Documentation

#### 17.4.1 Risk Assessments

Asbestos

#### 17.4.2 Procedures

None

#### 17.4.3 Records

Asbestos survey and management plan

#### 17.4.4 Other relevant documents

Further information:

Asbestos Essential Introduction - HSG 213

Managing Asbestos - HSG 227



## 18. Electrical Equipment

### 18.1 Relevant legislation and regulations

- *Electrical Equipment (Safety) Regulations 1994* (SI 1994 No. 3260)
- *Electricity at Work Regulations 1989* (SI 1989 No. 635)
- *BS7671:2008+A1:2011 Requirements for Electrical Installation - IEE Wiring Regulations (17<sup>th</sup> Edition)*

### 18.2 Summary of requirements

#### ***Electrical Equipment Regulations***

The regulations implemented the “Low Voltage Directive” 72/23/EEC as amended by the “CE Marking Directive” 93/68/EEC.

Cover domestic electrical equipment and electrical equipment for use in the workplace, designed for use between 50 & 1000volts (AC) or 75 & 1500 volts (DC).

Equipment placed on the market must be safe with regard to people, domestic animals and property (insulation, earthing, etc.) and should conform to recognised design and manufacturing standards, be CE marked and provided with technical documentation.

#### ***Electricity at Work Regulations***

Electrical systems must be safe, and can be isolated.

Systems of work on electrical systems.

In offices, portable appliances (i.e. leads plugged into a wall socket) are the most common electrical appliances.

Procedures for regular inspection and testing of portable appliances should be drawn up.

#### ***Wiring Regulations***

All domestic and Industrial wiring must conform to the regulations, which cover all aspects of electrical installations, periodic inspection and testing, and safety protection. Inspection and testing to be carried out by technicians certified to City and Guilds 2391 standard.

Recommend maximum periods for inspection and testing of fixed installations as follows:

Commercial	5 years
Industrial	3 years
Emergency lighting and fire alarms	1 year

## **18.3 Application to Cressall Resistors**

Manufacturing of electrical equipment.

Maintenance of electrical systems and portable appliances including computers, office equipment, workshop equipment and power tools

## **18.4 Cross References to Other Documentation**

### **18.4.1 Risk Assessments**

All risk assessments

### **18.4.2 Procedures**

Electrical equipment, live testing and high voltage procedures.

### **18.4.3 Records**

Training Records / Qualifications; Portable Appliance Test Records; Permits to Work (for testing / maintenance). Maintenance Programme / Records

### **18.4.4 Other relevant documents**

Further information:

Safety in electrical testing at work - HSE INDG 354 and other Information sheets

Maintaining portable electrical equipment in offices and other low-risk environments – INDG 236

Electricity at Work – Safe Working Practices - HSG85

## 19. Gas Safety

### 19.1 Relevant legislation and regulations

- *Gas Safety (Installation and Use) Regulations 1998* (SI 1998 No. 2451)

### 19.2 Summary of Requirements

#### **Gas Safety**

Work (commercial and domestic) on gas fittings and pipework must be carried out by competent persons registered with the Gas Safe Register. Registration requires qualification evidence of competence in gas safety such as:

- National Accredited Certification Scheme for individual Gas Fitting Operatives (ACS)
- ACS aligned National/Scottish Vocational Qualifications (NVQ/SVQ)

For non-domestic work engineers need accreditation in two relevant categories.

Building regulations require the installation of gas heaters and hot water appliances to be notified in advance to the local authority. This notification can be done through the Gas Safe Register.

Other provisions relate to:

- Carrying out the work safely
- Testing
- Avoiding damage
- Gas meters
- Safety checks and maintenance

### 19.3 Application to Cressall Resistors

Installation and maintenance of gas boilers and appliances by suitably qualified Gas Safe contractors.

### 19.4 Cross References

#### **19.4.1 Risk Assessments**

All risk assessments.

#### **19.4.2 Procedures**

Gas procedures.

**19.4.3 Records**

Maintenance / Test Records.

**19.4.4 Other Relevant Documents**

Further information:

N/A

## 20. Lifting Operations and Equipment

### 20.1 Relevant legislation and regulations

- *Lifting Operations and Lifting Equipment Regulations 1998* (SI 1998 No. 2307) and *Health and Safety (Miscellaneous Amendment) Regulations 2002* (SI 2002 No. 2174)
- *The Health and Safety (Safety Signs and Signals) Regulations 1996* (SI 1996 No. 341)

### 20.2 Summary of requirements

#### *Lifting Operations and Equipment*

- Lifting equipment must have adequate strength
- Safe working loads must be marked on
- Lifting operations must be carried out in a safe manner
- Operators must be competent
- Equipment must be examined before first use, at least every 12 months, and if the equipment has been subjected to dangerous stresses. The information to be recorded is detailed.
- Records must be kept for statutory periods.

Note: Equipment used for lifting people has more stringent requirements.

#### *Signs and Signals*

- Part IX of Schedule 1 describes command signals to be used when directing lifting operations.

### 20.3 Application to Cressall Resistors

Use of Forklift trucks and all other lifting equipment

### 20.4 Cross References to Other Documentation

#### 20.4.1 Risk Assessments

Warehouse

Loading and Unloading

Use of FLTs

#### 20.4.2 Procedures

Lifting equipment procedure

**20.4.3 Records**

Examination Scheme; Examination Reports; Training/Competence Records; Inspection Records; SWL Markings for Lifting Equipment.

**20.4.4 Other relevant documents**

Further information:

Engineering Workshops – HSG 129

LOLER – ACOP & Guidance - L113

Rider Operated Lift Trucks – ACOP & Guidance - L117

Examination of Lifting Equipment Guide - INDG 422

## 21. Manual Handling

### 21.1 Relevant legislation and regulations

- *Manual Handling Operations Regulations 1992* (SI 1992 No. 2793) and *Health and Safety (Miscellaneous Amendment) Regulations 2002* (SI 2002 No. 2174) and Guidance

### 21.2 Summary of requirements

- Manual handling where there is risk of injury should be avoided if at all possible
- Otherwise, a risk assessment must be carried out, taking into account the load (shape and weight), environment, physical suitability of employee, knowledge and training, groups identified as especially at risk (expectant mothers, young people etc), clothing and footwear worn and results of health surveillance.
- Schedule 1 lists the factors to be taken into account.

### 21.3 Application to Cressall Resistors

All manual handling activities

### 21.4 Cross References to Other Documentation

#### 21.4.1 Risk Assessments

All risk assessments

#### 21.4.2 Procedures

Manual handling procedure

#### 21.4.3 Records

Job Specific Risk Assessments; Training Records; Manual Handling Training Notes; Evidence of Measures for Limiting/Eliminating Manual Handling Activities

#### 21.4.4 Other relevant documents

Further information:

Getting to Grips with Manual Handling – a short guide. HSE INDG143

Manual Handling Regulations - Guidance – L23

Manual Handling – Guidance - HSG115

## 22. Noise

### 22.1 Relevant legislation and regulations

- *Control of Noise at Work Regulations 2005* (SI 2005 No. 1643)

### 22.2 Summary of requirements

#### *Noise*

- Determine whether any employee is exposed to a daily/weekly personal noise exposure of 80dB, or a peak of 135dB. Make hearing protection available on request (lower exposure limit).
- Determine whether any employee is exposed to a daily/weekly personal noise exposure of 85dB, or a peak of 137dB. Must provide hearing protection (upper exposure limit).
- Exposure limit values of daily/weekly 87dB, peak 140dB, when wearing ear protection, must not be exceeded.
- Demarcate ear protection zones if above upper exposure limit.
- Take steps to reduce noise levels.
- Provide health surveillance if there is a risk to health.

### 22.3 Application to Cressall Resistors

Workshop/Fabrication machinery and activities

### 22.4 Cross References to Other Documentation

#### 22.4.1 Risk Assessments

Noise risk assessments

Workshop/Fabrication risk assessments

#### 22.4.2 Procedures

Noise procedure

#### 22.4.3 Records

Noise Survey; Sound Meter Calibration Records; Issue Records for Hearing Protection; Health Surveillance / Hearing Test Records

#### 22.4.4 Other relevant documents

Further information:

Noise at Work Regulations – Guidance - L108



## 23. Personal Protective Equipment (PPE)

### 23.1 Relevant legislation and regulations

- *Personal Protective Equipment at Work Regulations 1992* (SI 1992 No. 2966) and *Health and Safety (Miscellaneous Amendment) Regulations 2002* (SI 2002 No. 2174) and Guidance
- *Control of Substances Hazardous to Health Regulations 2002* (SI 2002 No. 2677)
- *HSE L5 – COSHH Approved Code of Practice*

### 23.2 Summary of requirements

#### ***PPE Regulations***

- PPE must be provided if there is no other way to manage risk, i.e. a last resort.
- Risk assessment must be carried out and suitable equipment allocated, which must be compatible with any other PPE worn.
- PPE must be provided for individual not shared use.
- Equipment must be maintained and kept safely.
- Training in how to use it.
- Loss or defects must be corrected.
- Guidance notes give comprehensive information on types and use of PPE.

#### ***COSHH***

See Hazardous Substances

#### ***COSHH ACoP***

Includes a requirement for all tight fitting Respiratory Protection Equipment to be face-fit tested by a competent person.

### 23.3 Application to Cressall Resistors

Provision of PPE for use in workshop and warehouse areas as identified in Risk Assessments

### 23.4 Cross References to Other Documentation

#### **23.4.1 Risk Assessments**

All risk assessments

**23.4.2 Procedures**

Personal protective equipment procedure

**23.4.3 Records**

Risk Assessments; Testing and Examination Records.

**23.4.4 Other relevant documents**

Further information:

Respiratory Protective Equipment – Guidance - HSG 53

Personal Protective Equipment – Guidance - L25

## 24. Pressure Systems

### 24.1 Relevant legislation and regulations

- *Pressure Systems Safety Regulations 2000* (SI 2000 No. 128)

### 24.2 Summary of requirements

#### *Pressure Systems Safety Regulations*

- Safe design and construction.
- Safe installation.
- Safe operating limits.
- Periodic systematic examination.
- Action in case of imminent danger.
- Maintenance.
- Records.

### 24.3 Application to Cressall Resistors

Operation and maintenance of compressed air systems.

### 24.4 Cross References to Other Documentation

#### 24.4.1 Risk Assessments

All risk assessments

#### 24.4.2 Procedures

Pressure systems procedure.

#### 24.4.3 Records

Test Records; Statement of Safe Operating Limits (SWP); Scheme of Examination; Maintenance Records

#### 24.4.4 Other relevant documents

Further information:

Pressure Systems Safety Regs – ACOP - L122

## 25. Radiation (Non-Ionising)

### 25.1 Relevant legislation and regulations

- *The Control of Artificial Optical Radiation at Work Regulations 2010* (SI 2010 No. 1140)

### 25.2 Summary of requirements

Artificial Optical Radiation (AOR) includes light from all artificial sources in all its forms, such as Ultra Violet, Infra Red and Laser beams.

Employers are required to protect the eyes and skin of workers from exposure to AOR.

The majority of light sources are safe, especially under normal conditions of use. Examples of safe sources are:

- Lighting (incl. fluorescent, tungsten, floodlights and spotlights).
- Office equipment (incl. photocopiers, computers and projectors).
- Gas-fired overhead heaters.
- Vehicle lights.
- UV insect traps.
- Any exempt or Risk Groups 1 and 2 lamp or lamp systems (including LEDs), as defined in British Standard BS EN 62471:2008.
- Any Class 1 laser light product, as defined in British Standard BS EN 60825-1:2007, for example laser printers and bar code scanners.
- Class 1M, 2 or 2M lasers, as defined in British Standard BS EN 60825-1: 2007, for example low-power laser pointers.

Examples of hazardous sources of light that present a reasonably foreseeable risk of harming the eyes and skin of workers, and which require control measures are:

- Metal working: Welding (both arc and oxy-fuel) and plasma cutting.
- Pharmaceutical and research: UV fluorescence and sterilisation systems.
- Hot industries: Furnaces.
- Printing: UV curing of inks.
- Motor vehicle repairs: UV curing of paints and welding.
- Medical and cosmetic treatments: Laser surgery, blue light and UV therapies.
- Intense Pulsed Light sources (IPLs).

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**REGISTER OF LEGISLATION AND OTHER REQUIREMENTS**

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- Industry, research and education: E.g. the use of Class 3B and Class 4 lasers, as defined in British Standard BS EN 60825-1:2007.
- Any Risk Group 3 lamp or lamp system (including LEDs): As defined in British Standard BS EN 62471:2008, for example search lights, professional projections systems.

Risk Assessments must be carried out and control measures put in place.

Examples of control measures are (in hierarchical order):

- Provide alternative , safer source.
- Filters, screens, remote viewing, safety interlocks or remote controls.
- Training and information for workers.
- Organise work to reduce exposure.
- Restrict access to hazardous area.
- Issue PPE.
- Use of safety signs.

## **25.3 Application to Cressall Resistors**

TIG and Spot Welding carried out on site

## **25.4 Cross References to Other Documentation**

### **25.4.1 Risk Assessments**

Welding

### **25.4.2 Procedures**

None

### **25.4.3 Records**

Risk Assessments, Record of PPE Issue

### **25.4.4 Other Relevant Documents**

Further Information:

HSE Guidance for Employers on the Control of Artificial Optical Radiation at Work Regulations 2010

## 26. Use of VDUs

### 26.1 Relevant legislation and regulations

- *Health and Safety (Display Screen Equipment) Regulations 1992 (SI 1992 No. 2792) and Health and Safety (Miscellaneous Amendment) Regulations 2002 (SI 2002 No. 2174) and Guidance*

### 26.2 Summary of requirements

Applies to people who use display screens as a significant part of their normal work.

Employer must assess the risk, including:

- Musculoskeletal
- Visual fatigue
- Mental stress

and therefore refer to:

- Posture and seating
- Lighting
- Organisation of work

Breaks or changes in activity shall be planned.

Employer will provide an eyesight test at the request of the employee.

Employer will provide spectacles if special spectacles are required to do the work.

### 26.3 Application to Cressall Resistors

Use of computer and display screen equipment in offices and workshop; provision of adequate work stations

### 26.4 Cross References to Other Documentation

#### 26.4.1 Risk Assessments

Display screen equipment risk assessments

#### 26.4.2 Procedures

Display Screen Equipment Procedure

#### 26.4.3 Records

Risk Assessments / Work Station Checklists (individual and general).  
Records of eye tests and eye test requests. Certificates of compliance for new VDUs.

**26.4.4 Other relevant documents**

Further information:

Working with VDU's HSE INDG 36

Display Screen Equipment Regs L26  
Guidance

Guidance on VDU Law HSG 90

## **27. Vibration**

### **27.1 Relevant legislation and regulations**

- *Control of Vibration at Work Regulations 2005* (SI 2005 No. 1093)

### **27.2 Summary of requirements**

- Introduces action values and limit values for daily exposure to vibration
- Must do a risk assessment
- Eliminate where possible, or reduce exposure to as low a level as is reasonably practicable.
- Introduce a programme to reduce exposure at action values
- Prohibition of working beyond limit values
- Weekly averaging allowed in specified circumstances
- Health surveillance required
- Instruction and training to be provided

### **27.3 Application to Cressall Resistors**

Use of vibrating hand tools in the workshop and fabrication workshop

### **27.4 Cross References to Other Documentation**

#### **27.4.1 Risk Assessments**

All workshop and fabrication risk assessments

#### **27.4.2 Procedures**

Vibration procedure

#### **27.4.3 Records**

Risk Assessment. Training Records. Health Surveillance records. Inspection records for vibration isolation mountings

#### **27.4.4 Other relevant documents**



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**REGISTER OF LEGISLATION AND OTHER REQUIREMENTS**

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## Further information:

Hand-Arm Vibration Regulations Guidance	HSE L140
HAV Brief Guide	HSE INDG 175
HAV Brief Guide for Employees	HSE INDG 296

## 28. Welfare

### 28.1 Relevant legislation and regulations

- *Workplace (Health, Safety and Welfare) Regulations 1992* (SI 1992 No. 3004) and *Health and Safety (Miscellaneous Amendment) Regulations 2002* (SI 2002 No. 2174)
- *Working Time Regulations 1998* (SI 1998 No. 1833)
- *Working Time Regulations 1999* (SI 1999 No. 3372)
- *The Health Act 2006*
- *The Smoke-free (Premises and Enforcement) Regulations 2006* (SI 2006 No. 3368)

### 28.2 Summary of requirements

#### **Workplace**

The Regulations are intended to protect the health and safety of everyone in the workplace and to provide for their welfare.

Employers have responsibilities relating to:

- Maintenance of the workplace and equipment.
- Ventilation and temperature.
- Lighting.
- Cleanliness.
- Space.
- Suitable workstations and seating.
- Condition of floors and traffic routes.
- Prevention of falls or falling objects.
- Windows, glass doors, etc.
- Sanitary conveniences and washing facilities.
- Drinking water.
- Facilities for changing, resting and eating.
- Provision of facilities for disabled persons where necessary.

#### **Working Time**

Sets the maximum weekly working time except where there is agreement to exceed it.

Also concerns:

- Patterns of work.
- Night work

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**REGISTER OF LEGISLATION AND OTHER REQUIREMENTS**

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- Rest periods.
- Annual leave

***The Health Act and Smoke Free Regulations***

- All enclosed premises open to the public or places of work shall be smoke free.
- Vehicles used for work shall be smoke free.
- “No Smoking” signs shall be displayed.

**28.3 Application to Cressall Resistors**

Provision of adequate working environment and welfare facilities.

**28.4 Cross References to Other Documentation****28.4.1 Risk Assessments**

None

**28.4.2 Procedures**

Welfare procedures

**28.4.3 Records**

None

**28.4.4 Other relevant documents**

Further Information:

Workplace Health, Safety & Welfare Regs ACOP L24

## 29. Work Equipment

### 29.1 Relevant legislation and regulations

- *Provision and Use of Work Equipment Regulations 1998 (PUWER)* (SI 1998 No. 2306) and *Health and Safety (Miscellaneous Amendment) Regulations 2002* (SI 2002 No. 2174)

### 29.2 Summary of requirements

- Regulations define work equipment as “*any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not)*”, so may include Lifting Equipment, Machinery, Storage Racking, Vehicles, Tools and Office Equipment.
- Equipment used in the course of work must be suitable for purpose, have regard to the health and safety of the people involved.
- Equipment must be maintained in good condition.
- Equipment must be inspected, appropriate to use, and records kept.
- Where equipment poses a specific risk to health and safety, use and maintenance must be restricted to those authorised to do it.
- Instructions must be available and adequate training must be given.
- Dangerous equipment must be guarded.
- Controls.
- Special requirements for:
  - Mobile equipment
  - Power presses

### 29.3 Application to Cressall Resistors

Provision, use and maintenance of all work equipment.

#### 29.3.1 Risk Assessments

All workshop and fabrication workshop risk assessments.

#### 29.3.2 Procedures

Work equipment procedure.

**29.3.3 Records**

Maintenance Logs / Records; Inspection / Examination Records; Permits to Work (Cleaning, Inspection, Maintenance); Instructions for Use

**29.3.4 Other relevant documents**

Further information:

Warehouse & Storage (including Racking) – HSG 76

Engineering Workshops – HSG 129

PUWER – ACOP & Guidance - L22

## 30. Working at Heights

### 30.1 Relevant legislation and regulations

- *Work at Height Regulations 2005* (SI 2005 No. 735)
- *BS EN 12811-1:2003 Temporary works equipment. Scaffolds. Performance requirements and general design*
- *BS 9102:2014 – Code of Practice for Safe Working on Lifting Platforms*
- *TG20:13 Scaffolding Guidance*
- *Guidance Note “Health and Safety in Roofwork”* ([HSG 33 2012](#))
- *Safe Use of Ladders and Stepladders – a brief guide* (<http://www.hse.gov.uk/pubns/indg455.pdf>)
- *Working at Height Regulations – a brief guide* (<http://www.hse.gov.uk/pubns/indg401.pdf>)

### 30.2 Summary of requirements

- Work at height must be planned and organised
- Those working at height must be competent
- Risk assessments must be carried out
- Equipment for working at height must be properly inspected and maintained. Scaffolding and other types of work platform must be inspected before use and every seven days thereafter
- States hierarchy for managing work at height
- Scaffolding and personal suspension equipment must be erected by trained personnel under the supervision of a competent person
- If there is any risk of falling, work must be carried out in a way which is, as far as is reasonably practicable, safe, and to prevent falling a distance which is liable to cause personal injury
- Precautions when working on fragile material (e.g. roofing)
- Schedules give detailed requirements for guard rails, working platforms, scaffolding, personal suspension equipment, arresting falls, use of ladders.

### 30.3 Application to Cressall Resistors

Any work carried out at height including warehouse and maintenance activities

## **30.4 Cross References to Other Documentation**

### **30.4.1 Risk Assessments**

All risk assessments.

### **30.4.2 Procedures**

Work at height procedure.

### **30.4.3 Records**

Risk Assessments; Training Records / Competence; Scaff Tags; Maintenance / Examination Records (Mobile Elevating Platforms); Register of Ladders & Steps

### **30.4.4 Other relevant documents**

Further information:

Working at Height Regulations – INDG 401

Health and safety in roofwork – HSG 33

Safe Use of Ladders and Stepladders – INDG 455

## 31. Young Persons

### 31.1 Relevant legislation and regulations

- *Health and Safety (Training for Employment) Regulations 1990* (SI 1990 No. 1380) – applies to all ages undergoing training
- *Factories Act 1961*
- *Working Time (Amendment) Regulations 2002* (SI 2002 No. 3128)
- *Children and Young Persons Act 1933, as amended by the Children and Young Persons Act 1963*
- *Children (Protection at Work) Regulations 1998* (SI 1998 No. 276) and updates.
- *Relevant local Byelaws*
- *Police Act 1997 and many subsequent amendments by other Acts and Regulations* with reference to Disclosure and Barring Service checks

### 31.2 Summary of Requirements

A “young person” is defined as “over compulsory school age and under 18”.

#### ***Training for Employment Regulations***

- Extends the Health and Safety at Work Act to include people receiving training.
- Risk assessments
- Supervision
- Banned activities

#### ***Factories Act***

- Register of young persons.

#### ***Working Time Regulations***

- Ban on night work.
- 40 hours per week maximum.



***Children and Young Persons Act and Amendment***

In both cases Part II include the provisions and restrictions regarding employment of children and young persons, with the 1963 Act including hours of work.

***Children (Protection at Work) Regulations, and local Byelaws***

- Applies to children not over compulsory school age.
- States the allowable occupations.
- States the allowable hours of work, in total and in the day, the need for permissions etc.
- The employer must apply to the local authority which will issue a permit application form to be completed and signed by the employer and young person's parents or guardian and returned within one week of taking the young person on.

***Disclosure and Barring Service Checks***

The Disclosure and Barring Service's (DBS) aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. The Acts allow for access to criminal records through the service where there is a legal requirement for or legal entitlement to this information.

**31.3 Application to Cressall Resistors**

Employment of children or under 18s

**31.4 Cross References to Other Documentation****31.4.1 Risk Assessments**

Young Persons

**31.4.2 Procedures**

Young Persons procedure.

**31.4.3 Records**

Working Time Records; Evidence of Local Authority Permit Application; Evidence of DBS Vetting Process. Specific Young Person's Risk Assessment

**31.4.4 Other relevant documents**

## 32. Other Legislation and Guides

The following legislation, whilst not currently applicable to the company's activities, is listed to maintain awareness in case circumstances change so that it becomes relevant.

### 32.1 Energy

- *CRC Energy Efficiency Scheme Order 2010* (SI 2010 No. 768) and *(Amendment) Order 2011* (SI 2011 No. 234)

The company uses well below 6000 mWh of electricity per annum.

### 32.2 Guidance documents

- *PPG 5 – Work and maintenance in or near water.*

If works or maintenance is to take place near the nearby stream, PPG 5 shall become relevant.

### 32.3 Lead

- *Control of lead at work (CLAW) Regulations 2002* (SI 2001 No.2676)

Products no longer contain lead.

### 32.4 Manufacture of Electrical and Electronic Equipment

- *The Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment Regulations 2012 (ROHS)* (SI 2012 No. 2032)

The company's products are not currently covered by RoHS regulations.

### 32.5 Pesticides

- *Control of Pesticides Regulations 1986* (SI 1986 No. 1510) and *(Amendment) Regulations 1997* (SI 1997 No. 188)
- *Plant Protection Products Regulations 2011* (SI 2011 No. 2131)

The company currently subcontracts landscaping activities and it is therefore the subcontractor's responsibility to comply with the requirements of above regulations such as competency, precautions to protect the environment, especially water.