

Colart Health & Safety Procedures



Colart
Huckletree West at MediaWorks,
191 Wood Lane,
London,
W12 7FP

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Introduction

Health and Safety is a vital part of Colart International Holdings Ltd (Colart) management strategy, this document provides instruction on how this is implemented within our London premises. It is applicable to all employees of Colart, permanent or temporary, and includes agency employees or visiting contractors and consultants employed. Additional, specific H&S information is available in the separate Health and Safety Procedures and Policy documents.

Our safety issues are complex and involve the overlap of many disciplines and environments including offices, art studios, laboratories, storage rooms, hazardous materials, and marketing activities.


As well as applying current legislation we also ensure our employees' wellbeing and strive to ensure that we are all working to provide a safe environment. This is achieved by having employees that are competent to discharge the responsibilities of their roles and by reviewing and, if need be, developing our Health and Safety procedures on a regular basis.

Health and Safety at Work

The Health & Safety at Work etc. Act 1974 and its associated regulations define the minimum standard(s) for safe working practices and environments throughout the United Kingdom. The law places certain basic duties upon employers and employees alike, helping everyone to work together and achieve safe and efficient environments.

A copy of the Health and Safety Law poster which is displayed on site details the requirements and whom you can talk to about any Health and Safety concerns you may have. You can also refer to Colart's Health and Safety Policy document for specific information on your roles and responsibilities.



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Environmental protection

We take all practical steps to ensure that potential hazards and risks to the environment are identified and that suitable and effective preventive control measures are implemented. Management works to improve this continuously.

Colart recognises that reducing its environmental impact requires joint effort and commitment by employees and management and will work in partnership to do so. Employees must report any plant or processes that give rise to excessive emissions of smoke, dusts, fumes or liquids and must report without delay the accidental release of a substance to the local Compliance Officer or H&S Manager, so appropriate action can be taken immediately.

For further information please refer to Colart’s H&S Policy Document.

Fire safety

At our London site we ensure all employees, and all others who may be on the premises, are familiar with our fire safety practices.

Fire Systems Testing

The fire alarm system weekly test takes place at 4pm every Friday afternoon.

Fire Evacuation Drills

Fire evacuation drills are arranged approximately **every six months** and will be managed by Huckletree (our landlord). The main meeting point for the building is located on **Gateway Green at the front of the Estate: (see map on next page)**

Fire Wardens at Huckletree West are:

Redmond Kelly / red@huckletree.com / 07828312465

Leo Medley / Leo@huckletree.com / 079494363945

Mairi Houston/ mairi@huckletree.com / 07886699743

Avee Viravaidya/ avee@huckletree.com / 07838246009

Evacuation of disabled persons

To ensure that all persons who need help in evacuating the building during an emergency receive it, a Personal Emergency Evacuation Plan (PEEP) for such persons must be prepared, with a copy kept with the HR Department.

Evacuation of visitors

It is the responsibility of the host to ensure that his or her visitor goes to the Assembly Point on hearing the alarm.

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Wait at Assembly Point until given further instructions by a Huckletree fire warden who can be identified by their red hi-vis jackets.

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First aid, accidents and near misses

First Aiders

The Colart First Aider is Josh Hart.

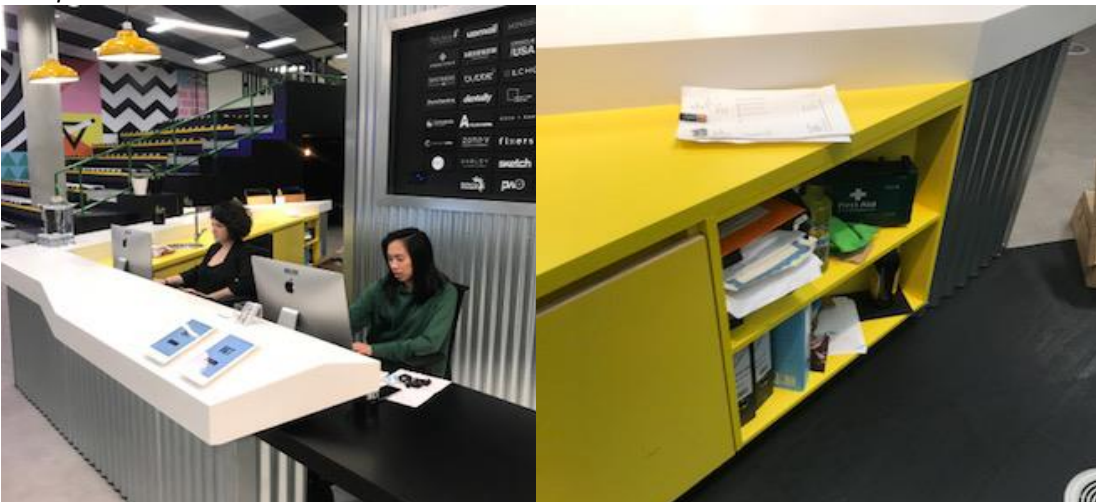
In addition, all Huckletree staff are First Aid trained so please contact them should a Colart First Aider not be available.

In the event of an emergency **out of hours**, please contact the Mediaworks Security Office: 0203 892 9918 / 0203 892 9897

First Aid boxes are available here:

The first aid boxes along with the first aid accident log book are located at reception and north/south side kitchens as seen in the pictures below:

Reception



South Side Kitchen




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Northside Kitchen

The building also has a first aid room and a DFIB located in the NorthSide toilets by the turnstiles. You will need to ask the building reception team or security for the key.



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Health & Safety & Huckletree COVID H&S Champions

The primary contact at London Hub for any health & safety related issues is Alison Wabe who is our H&S Representative.

Huckletree also have a designated COVID Health and Safety Champion to keep the guidelines in place and report back to the Huckletree Operations team on the health and safety of the space each day until further notice. The COVID champion will complete a building walk every morning to ensure hand sanitisers, soap, hand towels and sanitisation kits are fully stocked. They will also check that cleaning is being completed correctly.

Accident, incident and near misses reporting

All accidents and near misses must be recorded in the Accident Log located at our Reception area.

The Log is to be completed as soon as possible by either the injured person or a First Aider. The completed report is then sent to the Health and Safety representatives and HR department for processing. Employees must report all accidents, incidents and near misses.

Accidents, Incidents and Near Misses are defined in Colart’s H&S Accident Investigation Procedure (see below).


Accident & Incident Management Procedure

Colart recognises an accident or incident as any unplanned event which has resulted in loss, injury to personnel or damage to company property.

If an accident or incident occurs, the following action should be taken:

- The situation is to be assessed by those present
- Notify site first aiders who will then assess whether to treat injured persons
- The alarm is to be raised and the area evacuated if necessary, for example in the event of a hazardous chemical spillage
- The area should be made safe, electrical supplies isolated, and sources of fuel removed from the area if possible
- If required, the emergency services need to be called on 999
- Ensure the nature of the problem is communicated to those necessary i.e. appropriate Health and Safety Manager, Reception (if emergency services have been called), First Aider, Compliance Officer, etc.

Once the area is safe and all injured persons have been treated, a thorough investigation must be undertaken in line with Colart’s H&S Accident Investigation Procedure (see below for more details).

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Please note: Failure to report an accident or injury at work, on the day on which it happened or at least as soon as practicable, could obviate any potential Company liability under our Employers Liability Insurance.

Near Misses

It is important to take a pragmatic view when reporting near misses. The following are examples of near misses that should be reported:


- Any non-compliance, not wearing Personal Protective Equipment (PPE) when required to do so, not following a SOP, not following a risk assessment that could have led to an accident
- Observation of unsafe conditions such as fire risks or faulty equipment
- Slippery surfaces
- Falling or flying objects that do not make contact with individuals nor cause any significant property damage
- Waste going into the wrong waste stream with potentially damaging consequences for people or the environment
- Failure of any equipment or associated systems that are in place to protect Health and Safety
- Failure identified by statutory testing
- Significant failure of building facilities e.g. lift entrapments, lack of water supply, room temperature problems etc.

Accident Investigation

All significant accidents, incidents & near misses will be investigated to establish the root cause and ensure that all necessary steps are taken to prevent a recurrence in line with the Colart’s Accident Investigation Procedure.

The Health & Safety Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. The HSE will be contacted online (via hse.gov.uk) and the appropriate procedures followed.

(See document H&S Colart Accident Investigation Procedure).

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Drugs and Alcohol

Colart has a zero-tolerance policy on being under the influence of Drugs and Alcohol whilst at work.

If employees are concerned that medication may affect their ability to drive or work safely, they are to advise their Line Manager immediately.

Please refer to Colart’s Drug and Alcohol Policy for further details.

Visitors

External visitors must be booked through the Huckletree member dashboard <https://west.huckletree.com/en> (Quick links) prior to the visitor coming into the space so that we can expect any visitors that day and for covid safety.

When visitors are booked in on the system, the visitor will receive an email with a code so that when they arrive at the Huckletree/Colart reception they can key this code in and check in more easily and quickly. They will also agree to the Huckletree T&C's for covid safety.

Once visitors sign in at reception on the Ipad, they will search for the Colart employee name they are here to see and then once confirmed, that Colart employee will receive an email to say that their visitor has arrived at reception for them to meet and collect.


Whilst on site all visitors are required to follow our guidance and their host is responsible for ensuring this happens.

All visitors will need to be informed of emergency procedures; this includes information regarding fire alarms, evacuation procedures and the assembly point. Visitors will be informed of any site rules, areas that are restricted and specific hazardous activities that are on-going during the time of their visit to site.

No children or vulnerable persons are permitted on our premises without the prior knowledge of the Compliance Officer and must always be accompanied.

The visitor’s host is responsible for supervising the visit whilst the visitor is on site. The host must also ensure that their visitor does not enter unauthorised areas or place themselves in a harmful situation.

Should an emergency situation occur then the host will escort the visitor to a place of safety.

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Temporary workers

Due to the nature of our work, temporary workers are often used in certain roles. Looking after our temporary employees is as important as looking after those that are permanent. On their first day of employment (as with permanent employees) the site induction and safety tour will be completed, along with appropriate job specific training. Records of the training given will be maintained.

Contractors

Some of our work must be contracted out. Contractors are responsible to us for their working practices and safety whilst on site. They will be responsible for notifying site management of any tasks which might endanger not only themselves but employees and our visitors. Where such work is contracted out Colart will ensure, as far as is reasonably practicable, that the contractors employed are competent (holding the correct qualifications and experience) to undertake the required work. Procedures will be in place to ensure the safety of both our employees and the contractors.


Please see Colart’s Contractor Health & Safety Policy, Safety Management Checklist and Safety Rules for further information.

Safe systems of work

Colart is dedicated to ensuring the competence and knowledge of our employees by communicating information regarding safe processes. For tasks with identified associated risks, clear and concise instruction and information is set out in standard operating procedures (SOPs). These SOPs are used where the process does not change frequently and will include the relevant safety criteria for the operation, which has been obtained from the risk assessments.

Permit to work

A permit to work (PTW) is a specialised safe system of work which protects our employees and contractors from specific high-risk hazards. The necessity for a PTW and the management thereof is detailed in our contractor’s documentation and Permit to Work guidance.

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Welfare provisions

Colart prides itself on the amenities it provides its employees and customers. Maintaining a safe, healthy and inviting working environment for all is a priority.

Welfare facilities are positioned strategically across site. In line with regulations, toilets, kitchen and rest facilities are provided. All employees are asked to help us maintain these by leaving them how they would wish to find them.

If at any time you spot something that is hazardous or defective, please report it to your line manager or the site Compliance Officer.

Visual inspections will be carried out at regular intervals and housekeeping maintained.

Health Monitoring

Colart provides an occupational health service for the benefit of all employees. We believe a healthy workforce is a productive one which is critical for business success.

Within Colart some of the possible health issues that may arise include asthma, chemical exposure Dermatitis and upper arm-related disorders or ergonomic issues.


We protect employees from possible hazards such as those above by ensuring we monitor their health and the working environment. This is implemented by providing occupational health screening, intervention and return to work policies.

The Company recognises that work-related stress, bullying and acts of violence are managed as part of our Health and Safety management systems.

Stress

Colart recognises that preventing work-related stress is an integral part of its Health and Safety management system. Stress can be a major contributor to workplace absence, which is something we wish to prevent.

Stress is defined as the adverse effect that employees have to excessive pressures or other types of demand placed upon them. Colart recognises it has a responsibility to identify sources of stress and to assess them.

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If an employee is feeling stressed and needs help, they are encouraged to actively raise any concerns or issues with either Line Management or the HR Department; this will be treated with the strictest confidence.

Where necessary the company will:

- Undertake an occupational health assessment taking into consideration, demands, control, support, relationships, role and change.
- Provide stress management training for managers or individuals.
- Redesign jobs or roles.
- Colart also provides a confidential employee assistance program called Unum Lifeworks. It is easy to access and available 24 hours/day. More information is available on the company intranet.

Symptoms of Stress can include:

Emotional Symptoms:


- Overwhelmed
- Irritable and "wound up"
- Anxious or fearful
- Lacking in self-esteem

Mental / Thought Processing Symptoms

- Racing thoughts
- Constant worrying
- Difficulty concentrating
- Difficulty making decisions

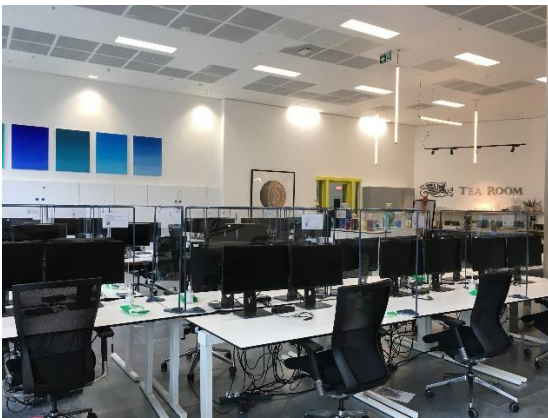
Physical Symptoms

- Headaches
- Muscle tension or pain
- Dizziness

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- Sleep problems
- Feeling tired all the time
- Eating too much or too little

Workplace environment



A safe working environment will be maintained.

Good ventilation

Good ventilation is available in all areas in the form of an underfloor air displacement air conditioning system.

Heating and temperature

During working hours, the temperature inside the building shall be reasonable; this is a minimum of 16°C for office areas. We will also, where possible, implement controls for employees working in areas that may be affected by the weather by providing additional PPE.


Adequate lighting

Lighting is available in all areas on site. Natural lighting is preferable but in locations where this is not possible artificial light is used.

Good housekeeping

It is the duty of all employees to keep their working area tidy and free from clutter and potential slip, trip and fall hazards.

This applies to all areas and especially studio areas. We know that art work does create debris and clutter, however this needs to be tidied at the end of the work. This is to ensure any hazards and their risks are removed so no harm is caused to our fellow employees.

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General housekeeping practices are to be exercised by all staff and it is everyone's responsibility to check that gangways and emergency exits are kept clear.

Mobile phones

When using a mobile phone, ensure it is not posing a hazard to you or others e.g. whilst driving or whilst working in the laboratories.

Driving for Work

Where there is a need to drive for work, Colart will require you to:

- provide a copy of your drivers' licence annually.
- complete a driver's questionnaire (Company car drivers only).
- advise the business accordingly of any changes to their license e.g. ban, points etc.
- ensure employee owned vehicles are always road worthy and legal.
- adhere to an annual maintenance check.


The above information should be supplied to HR.

Driving Safely

The company has a duty of care to ensure that all employees driving for company business remain safe.

To ensure you are kept safe Colart recommend:

- Rest adequately before travelling for work.
- Take a regular break - 2hrs driving with a 15-minute break is the Highway Code recommendation.
- You do not drive under the influence of alcohol or medications (incl. illegal substances).
- Use alternative modes of transport, such as trains, to minimise environmental impact and reduce risk.

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- Refrain from using mobile phones to call or text. (Short handsfree answering of calls advising the caller you are driving and will call back ASAP is acceptable.)
- That you do not wait until you are tired before taking a break.
- Drive in line with conditions and to the national speed limit.
- Beware of the danger times 2am to 6am and 2pm to 4pm, both times when your biological clock “dips”.
- Seat belts are worn.

It is a criminal offence to drive when you are tired. You could be putting your own and other people’s lives at risk.

Road Traffic Accidents and Incidents

All road traffic accidents must be reported, and an accident report completed. If you are not injured and have a camera with you, it is recommended that you take pictures of the damage, the area and any licenses or documentation.

For further information, please refer to Colart’s Company Car policy.

Display Screen Equipment (DSE)

Any employee working on a computer or with visual display units on a frequent basis will be assessed (via e-learning modules) to comply with the DSE Regulations. The assessment will be recorded, and management will be responsible for implementing any controls identified in the assessments.


Frequent users of DSE equipment will be eligible for an eye sight test paid for by Colart, subject to a maximum value. Should the user require prescription eyewear because of their use of DSE at work, we will contribute a maximum value towards the cost of such equipment. Please contact the HR department to discuss.

Employees are encouraged to suggest any changes they feel their area may need and report any health issues to their manager as soon as it arises.

Display Screen Use

A self-assessment of each workstation, considering the display screen equipment, the furniture, the working environment, and the worker must be carried out by each employee via e-learning.

Colart will take all necessary measures to remedy any risks highlighted by the assessment.

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The e-learning DSE course serves to highlight to employees of the potential risks to health by working with DSE and how these risks can be avoided.

Concerns

Where a problem arises in the use of display screen equipment, the employee must inform their line manager immediately, who will inform the local Compliance Officer. If the problem cannot be resolved, HR should be consulted. If further advice is needed the problem will be referred to an H&S consultant in the first instance and, if the issue continues, an ergonomic specialist.

Rest Breaks

There is no prescribed frequency or duration of breaks from display screen work. Wherever possible, employees will be given the discretion to decide the timing and extent of off-screen tasks. Employees who believe that their workload at a display screen does not permit adequate breaks should bring this to the attention of their management. If this problem is not resolved, then it should be reported to HR.

Users of DSE are encouraged, and will be expected, to take the opportunities for breaks, by completing alternative tasks such as making phone calls, documentation or visiting other departments.


Use of DSE during Pregnancy

Employees using display screens are not at risk from radiation. Scientific research has concluded that such concerns are unjustified. No adverse health effects have been found to arise from the use of display screen equipment. Thus, there is no reason for a person who is pregnant, or is seeking to become pregnant, to avoid working with such equipment for such reason.

Setting Up Your Work Station

Most problems with DSE can be solved by adjustment of your personal workstation:

- Adjust chair and DSE for most comfortable position for work. Arms should be approximately horizontal and your eyes at the same height as the top of the DSE casing.
- Make sure there is enough space underneath your desk to move legs freely. Do not store personal belongings under your desk.
- Avoid excess pressure on the back of your legs and knees. A footrest may be helpful.
- Don't sit in the same position for long periods. Change position, but avoid repeated stretching movements.
- Adjust the keyboard and screen to get a good keying and viewing position.
- Don't bend your hands at the wrist when keying. Try to keep a soft touch of the keys and don't over stretch fingers.
- Try different layouts of keyboard, screen and document holder.

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- Make sure there is enough space to take whatever documents are needed.
- Arrange desk and screen so that bright lights are not reflected in the screen.
- Make sure the characters on your screen are sharply focused and can be read easily. They shouldn't flicker or move.
- Make sure the screen is clean.
- Use the brightness control on the screen to suit the lighting conditions in the room.
- In addition, employees are recommended to complete the 10-minute workstation set up self-assessment module on e-learning.

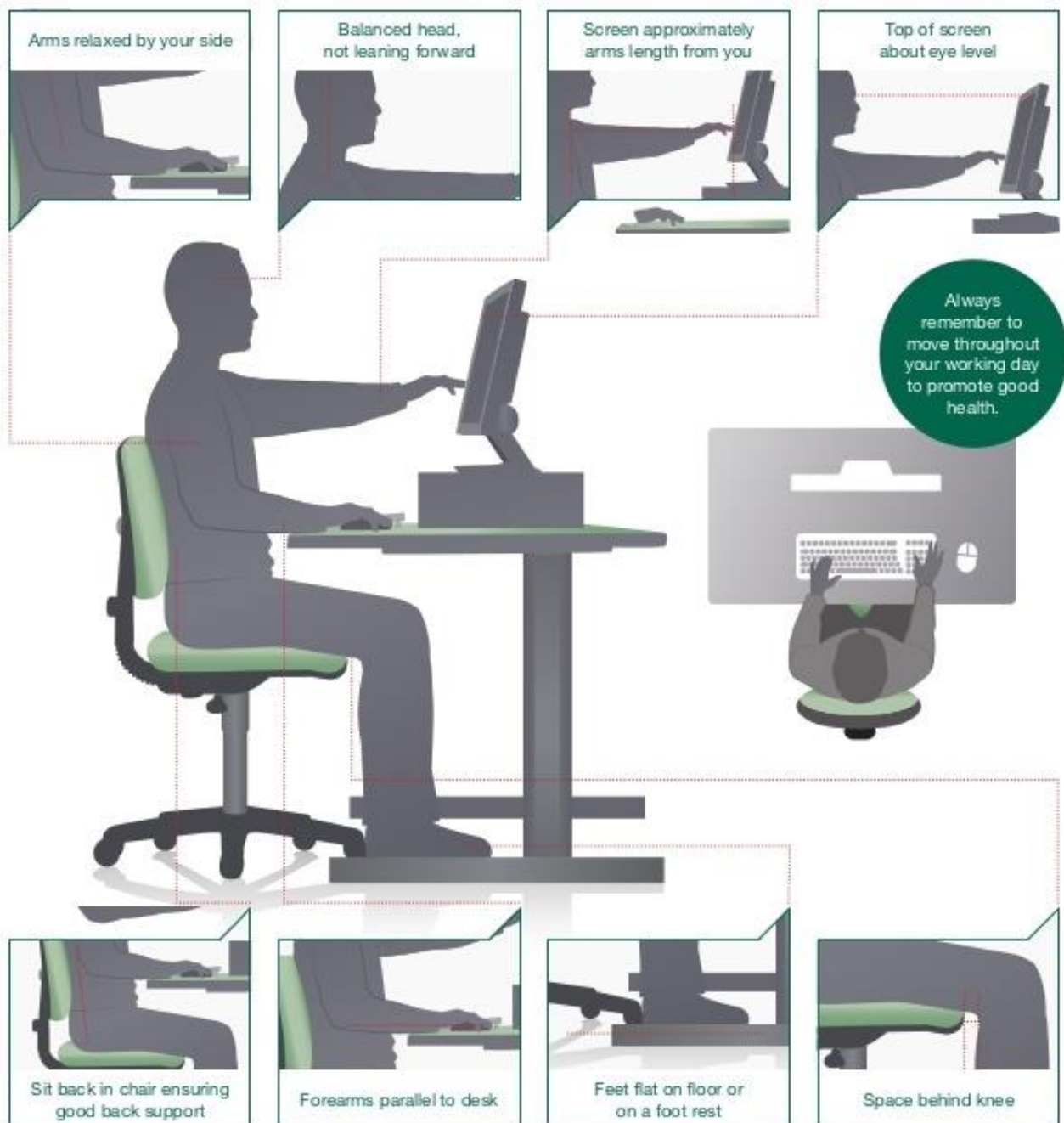
All employees will complete an online DSE course when first setting up their work station. Once completed, any issues should be raised with the line manager or Compliance Officer.

If any individual has further issues in the use of their work station, they must report this to their manager or Compliance Officer who will investigate the situation to ensure it is correctly managed.


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DSE Helpful Hints

For your perfect workstation setup



It is the employee's responsibility to ensure that their workstation is set up correctly.

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Working from home

Remote working offers many advantages to us and our employees, by reducing costs of accommodation and travel, allowing flexible working and improving work efficiency. It does however also bring its own health and safety hazards, ranging from working in isolation to a lack of control over the separation of the work and home environment.

For further information on managing working from home, please refer to Colart’s Working from Home Policy.

Insurance

In the normal course of work from home, employees and company property will be covered by Colart’s Public Liability insurance policy. However, employees may need to notify their insurer (and landlord – if applicable) of their intention or arrangement to work from home.

For further information please refer to Colart’s Working from Home Policy.

Electrical equipment

We ensure that equipment is maintained, registered and meets the required Health and Safety standards before allowing employees to use it.

Electrical Equipment


Electricity is a familiar and necessary part of our working day. Without it we would not be able to operate.

Poorly maintained electrical equipment can be a hazard to employees. All electrical equipment will (in line with the Electricity at Work Regulations) be checked, tested and maintained.



As an employer we ensure that the following are considered when purchasing or using electrical equipment:

- Systems, work activities and protective equipment is available: Validation reports may be carried out prior to purchase and installation. If required, a safe system of work must be introduced prior to first use
- Electrical equipment is checked for suitability, capability and appropriate fault capabilities, equipment should be designed so that a safe shutdown can be achieved in the event of total mains failure, and unable to re-start automatically when power is restored.

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- Adverse or hazardous environments are highlighted. The elements, corrosive atmospheres, compatibility with existing machinery and explosive atmospheres are considered. If any of these are highlighted, then adequate controls will be implemented.
- Insulation, protection and placing conductors: Protective devices are installed i.e. fuses and circuit breakers, that disconnect the current in the event of a fault or overload. The equipment should be installed to a recognised standard and capable of being isolated in the event of an emergency. Equipment must be effectively and safely earthed. All equipment will be inspected and tested at regular intervals.
- DSEAR: Before electrical equipment is installed in any location where flammable vapours or gases may be present, the area must be assessed under the Dangerous Substances and Explosive Atmospheres Regulations.
- Portable Equipment: Given the nature of its use, portable equipment can be subject to more wear than fixed equipment. All portable tools will be suitable for the job intended. When portable electrical equipment is used externally, where leads are run along the ground/or there are additional hazards such as water, the equipment must also be used in conjunction with a residual current device (RCD) unit.
- Employees using portable equipment are responsible for carrying out a visual check before use to ensure the equipment is in good working order. Portable Appliance Testing (PAT) is carried out on a regular basis and is documented in line with Colart's PAT Testing Policy.


Manual handling

Manual handling should be avoided but this will not be possible in every case. The Manual Handling Operations Regulations will be complied with, by the assessment of risks from manual handling operations. Colart will look at: -

- Avoiding: the need for hazardous manual handling where possible
- Assessing: the risk of injury from hazardous manual handling
- Reducing: the risk of injury from hazardous manual handling by implementing the appropriate controls
- Training via the Manual Handling e-learning module: how to correctly lift and move objects



Colart expects our employees to:

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- Follow the safe systems put in place to protect them
- Make proper use of the equipment provided for their safety
- Inform us of any manual handling tasks that may have been missed and therefore are not controlled
- Take care to ensure that their activities do not put others at risk

As a company we are continually trying to improve our processes to limit manual handling hazards (i.e. in the form of mechanical aids and adaptations to equipment); however, the new hazards these changes pose also have to be assessed and the decision made as to whether it is beneficial.

When completing manual handling assessments, the task, individual's capabilities, load and environment need to be considered – controls can then be implemented to safeguard employees. Manual handling processes are reviewed annually and updated when required or if a process changes, whichever is soonest.

Safe Working When Manual Handling

It is not just heavy loads which cause injuries. Often relatively light objects picked up and carried awkwardly can cause major damage. Main injuries caused are strains, sprains, wounds, fractures and hernias.

Under the regulations, employees have a general duty to take reasonable care for the Health and Safety of both themselves and others and to co-operate with their employer.


Manual handling of heavy or awkward loads should not be attempted without the process first being assessed.

Stop and think

- always plan the lift
- know where it is going to be placed
- are there any handling aids available?
- do you need help

Learn to lift safely

- Stand as close to the load as you can and spread your feet to form a stable base
- Bend your knees keeping the back straight

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- Grasp the load firmly with your hands, not just fingers and if the load is rough or sharp wear hand protection
- Raise your head as you start to lift
- Lift using your legs not your back
- Hold the load as close to the centre of your body as possible
- Make sure you can see ahead
- Avoid twisting your body

Remember - When you lift, your back is supporting you and the load.

If a load is too heavy do not lift it.

Risk assessment

To meet the Management of Health and Safety at Work Regulations we use a standard system for identifying and recording significant risks.


The system allows actions to be identified and prioritised. At regular intervals risk assessments will be reviewed and the effectiveness of controls monitored. Risk assessments will be stored centrally. The line manager is responsible for ensuring that risk assessments are undertaken for their area of responsibility and are actively followed through and monitored.

Risk assessments are carried out by trained employees. Findings are recorded on the applicable form (the “Global Risk Assessment Form” standard template available) and issued to line managers for review and issuing to their employees that are involved in the procedures, so they are aware of the controls to be used. Where possible the significant risks and control measures identified from risk assessments will be transferred into our SOP’s.

Actions required to remove risks, implement controls and approve modifications are analysed by line management and if necessary site management.

Once actions have been implemented and modifications made (if necessary), the Risk Assessor will review to ensure the risk has been reduced so far as reasonably practicable.

Risk assessments are generally reviewed biennially, or when the work activity or process changes, whichever is sooner.

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All risk assessments are available on the Company Intranet (stored under 'Policies').

(See document Risk Assessment Guidance for further information.)

Young, vulnerable and pregnant workers

At Colart we have a duty to ensure the safety of everybody on site. As a Group we will ensure the safety of those who may be high risk due to their inexperience and lack of training. Everyday activities may pose a greater risk due to a medical condition or pregnancy. These controls are not only implemented to safeguard the employee but to protect those that work with them.

Young Persons and Apprentices

Supervision of work experience or young workers (less than 18 years of age) will be arranged, undertaken and monitored by the line manager responsible for the area they will be assigned to; this will be in conjunction with the H&S Compliance Officers and/or H&S Manager. Special care will be taken to ensure the safety of young workers due to their inexperience and vulnerability. A young person's risk assessment will be undertaken, and the adequate controls implemented, the assessment will be reviewed by the young person and copies made available for the school or tutor (if on work experience). Copies can also be issued to parents/guardian.


New and Expectant Mothers

All expectant mothers must notify their line manager and the H&S Compliance Officer and/or H&S Manager of their pregnancy after which further action will be taken. A pregnancy risk assessment will then be carried out; this is done in partnership with the line manager and/or supervisor, the expectant or nursing mother, the HR Director or Compliance Officer. Appropriate controls can then be introduced to protect the mother and unborn child from any job-related hazards that may affect them.

Reviews will take place until such time as maternity leave is taken, or the mother is no longer nursing. Where expectant or nursing mothers cannot be safely protected from hazards, then alternative work will be sourced where possible.

An area to rest in and for expressing milk on return to work will be provided: this may be the quiet room or any other suitable room that can give privacy.

(See New and Expectant Mothers Risk Assessment documentation for further details).

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Lone working

Due to the inherent risks to personal safety, Colart does not allow lone working at London Hub outside of normal working hours. Should employees wish to work outside of core hours, they are to raise the request with their manager.

Line managers are responsible for ensuring no member of their team is lone working and for taking suitable precautionary measures.

Prevention of Legionella

The landlord, Huckletree, will ensure the premises has a Water Systems Risk Assessment and management scheme in place. This will be reviewed every two years or whenever there is a change to the water systems. The landlord will be asked for this as required by The Control of Legionella Bacteria in Water Systems; Approved Code of Practice and Guidance L8.


Where maintenance is required e.g. showers, these will be cleaned regularly.

Asbestos Management

The building contains no asbestos containing materials.

Health and Safety Training Courses

All Colart employees at the London Hub are required to complete a training plan of 3 core courses (DSE, Office Safety, Manual Handling) every two years. In addition individuals are required to complete a selection of various other courses, depending on their job level, nature of job and any other special responsibilities/requirements (such as Wellbeing, Sustainability). These are expected to be completed every two years.

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LEGISLATION

Health and Safety at Work Act 1974

Safety Representatives and Safety Committee Regulations 1977

Health and Safety (First Aid) Regulations 1981

Health and Safety (information for employees) Regulations 1989

Personal Protective Equipment Regulations 1992

Health and Safety (Display Screen Equipment) Regulations 1992

Workplace (Health, Safety & Welfare) Regulations 1992

Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013

Health and Safety (Consultation with employees) Regulations 1996

Health and Safety (Safety Signs & Signals) Regulations 1996

Provision and Use of Work Equipment Regulations 1998

Lifting Operations and Lifting Equipment Regulations 1998

Management of Health and Safety at Work Regulations 1999

Electricity at Work Regulations 1999

Control of Substances Hazardous to Health Regulations 2002/04

Dangerous Substances and Explosive Atmospheres Regulations 2002

Regulatory Reform (Fire Safety) Order 2005

Work at Height Regulations 2005

Smoke-free (Premises and Enforcement) Regulations 2006