

**CORPORATE SAFETY COMMITTEE – 10TH JULY 2003**

**SUBJECT:           ADVICE AND GUIDANCE ISSUED BY THE HEALTH AND SAFETY EXECUTIVE**

**REPORT BY:       DIRECTOR OF THE ENVIRONMENT**

---

**1.       PURPOSE OF REPORT**

1.1     The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of advice and guidance issued, recently, by the Health and Safety Executive.

**2.       SUMMARY**

**2.1     Use of Contractors**

2.1.1. This advice is aimed at clients and their relationships with the Contractors engaged to carry out work for them. It outlines the contractual responsibilities of both parties and the measures necessary to comply with health and safety legislation.

2.1.2. In this regard, clients are advised that they should:

- (i)     Clearly identify all aspects of the work to be undertaken
- (ii)    Select a contractor with the necessary competencies to be able to carry out the work safely and without risk
- (iii)   Ensure that the contractor has in place effective procedures for appraising the competencies of sub contractors
- (iv)    Agree the risk assessments for the work with the contractor
- (v)     Jointly with the contractor, provide their respective employees with specific information and instruction on the risks arising from their respective information
- (vi)    Set up arrangements for co-operation and co-ordination with the contractor
- (vii)   Consult their workforce about the work and,
- (viii)  Decide on the necessary extent of management and supervision of the contractors.

This advice has been passed to relevant Managers.

**2.2     Revised BI 510 Accident Book**

2.2.1 The legal requirements to record and report accidents, diseases and dangerous incidents at work are laid down in the social Security (Claims and Payments) Regulations 1979, the Social Security Administration Act 1992 and, more recently, by RIDDOR 1995.

2.2.2. For the purposes of Social Security Legislation, accidents are recorded in a BI 510 accident book.

2.2.3. The Data Protection Act 1998 requires that the personal details recorded in accident books must be kept confidential. Consequently the books have been re-designed so that record sheets can be removed and stored securely.

2.2.4. The revised accident books must be taken into use from 1st January 2004, from which date the current books must not be used. Advice has been issued to Directorates.

### 2.3 **Approved Code of Practice. The Control of Legionella Bacteria in Water Systems**

2.3.1. The current Code of Practice replaces the previous document which was issued in 1995.

2.3.2. There are a number of changes to the original document, the most significant of which is the removal of the 300 litre limit for hot and cold water services. This was an artificially set limit and its removal means that all workplaces with a water storage system are within the scope of the revised approved Code of Practice.

2.3.3. Legionella bacteria can multiply in hot or cold water systems and then be spread e.g. in spray from showers and taps. Although the generally high throughput and relatively low volume of water held in smaller water systems reduces the likelihood of the bacteria reaching dangerous concentrations.

2.3.4. Social services, Leisure and Corporate buildings are all covered by a maintenance contract which ensures that storage tanks are chlorinated annually and checked every 6 months. Arrangements are in hand for a similar contract for schools. The water storage tanks at sheltered accommodations receive annual chlorination and the water is tested monthly.

Author: Phil Griffiths, Corporate Safety Officer Ext 4072

Consultees: Steve Delahaye, Chief Trading Standards Officer Ext 5316  
Mike Workman, Commercial Services Manager Ext 5221