



Section 2

Activities and Forms



Index

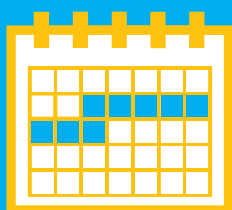
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Section Introduction

Section 2 of the Health, Safety and Wellbeing Manual is the core of the health and safety management system. It details the **key activities** that must be carried out to run the system effectively, and it provides information about the **records** that must be maintained.

There are four parts to this section:

Calendar of health, safety and wellbeing activities:



Part 1 provides a summary of health and safety activities, outlining the **forms** to use to record these activities and how frequently they must be carried out.

Reviewing health, safety and wellbeing performance:



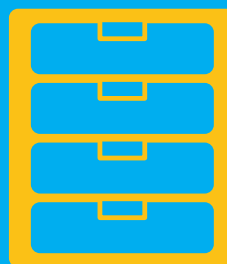
Part 3 deals with **reviewing health, safety and wellbeing performance** and the practice of **auditing** to ensure compliance. This section also makes reference to key activities carried out by the Health, Safety and Wellbeing Team.

Monitoring health, safety and wellbeing within the workplace:



Part 2 explains the **monitoring activities** that must be carried out. It also provides a **standard agenda** for health, safety and wellbeing meetings which form a key part of the monitoring process.

Records:



Part 4 contains a **table of all the forms** used in the health, safety and wellbeing management system to carry out and record the activities.



Part 1 – Calendar of Health, Safety and Wellbeing Activities

Managers, Supervisors and Team Leaders are responsible for ensuring that health, safety and wellbeing activities are planned and carried out in the workplace on a regular basis. These activities take place at set intervals and must be recorded on the specified documents.

Maintain these records and ensure they are easily available, as outlined in Part 4 – Health, Safety and Wellbeing Records.



Health and safety activities calendar

Risk Assessment

Work safety survey checklist – SHE 1	One per year
Health and safety procedure – SHE 2	Apply relevant procedures
Risk assessment toolbox talk – SHE 3	Complete relevant risk assessment
Safe system of work – SHE 4	Required for complex activities
Job health and safety checklist – SHE 5	Complete before starting a task in the workplace (every task)
	Please refer to Section 3, Managing Risk, for details on how to use these forms

Monitoring

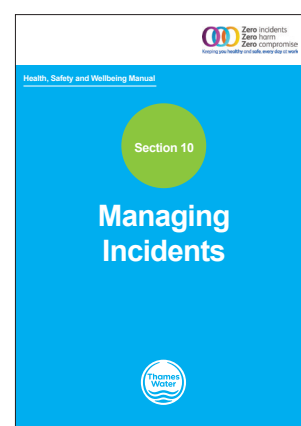
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Task observation checklist – SHE 6A	X	X	X	X	X	X	X	X	X	X	X	X
Office observation checklist – SHE 6	X	X	X	X	X	X	X	X	X	X	X	X
Site observation checklist – SHE 6C	X	X	X	X	X	X	X	X	X	X	X	X
Field observation checklist – SHE 6D	X	X	X	X	X	X	X	X	X	X	X	X
Toxic gas safety observation checklist – SHE 6E (Gas)	X	X	X	X	X	X	X	X	X	X	X	X
Liquid disinfection safety observation checklist – SHE 6E (Liquid)	X	X	X	X	X	X	X	X	X	X	X	X
Workshop safety observation checklist – SHE 6F	X	X	X	X	X	X	X	X	X	X	X	X
Explosive atmosphere safety observation checklist – SHE 6G	X	X	X	X	X	X	X	X	X	X	X	X
Construction site management – SHE 6H	X			X			X			X		
Construction site practice – SHE 6I	X	X	X	X	X	X	X	X	X	X	X	X
Emergency exercise record form – SHE 6J	When an emergency is carried out											
Apprentice health and safety checklist – SHE 6K	When a new apprentice joins the team											
Site street-works traffic management checklist – SHE 6L	X	X	X	X	X	X	X	X	X	X	X	X
Biogas system safety observation checklist – SHE 6M	X	X	X	X	X	X	X	X	X	X	X	X

Monitoring (continued)	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Pumping station safety observation checklist – SHE 6N	X	X	X	X	X	X	X	X	X	X	X	X
Reinstatement team safety observation checklist which will be conducted on a monthly basis – SHE 6O	X	X	X	X	X	X	X	X	X	X	X	X
Senior Manager's / Executive's site visit checklist – SHE 7	Each senior manager / director to conduct two per year											
Health and safety site inspection – SHE 8	X	X	X	X	X	X	X	X	X	X	X	X
Business unit / department monthly health and safety agenda – SHE 9A	X	X	X	X	X	X	X	X	X	X	X	X
Management health and safety agenda – SHE 9B	X	X	X	X	X	X	X	X	X	X	X	X
Local management health and safety agenda – SHE 9C	X	X	X	X	X	X	X	X	X	X	X	X
New / refurbished asset inspection form – SHE 17	As required, following major new refurbished asset construction											

Review	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Health and safety audit – SHE 10 series (available from Safeguard)	Two topics per quarter, as identified in the risk-based audit programme											
Health and safety management systems agenda – SHE 11	X			X			X			X		

Other site health and safety records	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Safety alerts – SHE 12	Take action when issued											
Toolbox talk form – SHE 13	X	X	X	X	X	X	X	X	X	X	X	X
PPE issue record – SHE 14	Record PPE as issued											
Induction checklist – SHE 15	When a new member of staff joins the team											
Health and safety briefing note – SHE 16	Take action when issued											

Managing incidents	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Injured person witness statement – SHE 32	Please refer to Section 10, Managing Incidents, for details on how to use these forms.											
Third party witness statement – SHE 33												
Home safe counter template – SHE 34												
Incident executive report template – SHE 35												
Executive incident review template – SHE 36												
Learning bulletin – SHE 37												





Part 2 – Monitoring Health, Safety and Wellbeing within the Workplace

Monitoring is one of the ways we **measure our performance**. It is also the way we find out whether the health, safety and wellbeing management system is effective.



Find below a short description of the checklists and forms that must be used.

Managers, Supervisors and Team Leaders must record the checklist output and any resulting actions on Safeguard, and close them off within the agreed timeframe.

SHE 6A *The task observation checklist*

Use this checklist if you are responsible for supervising the work of others, including that of contractors. It allows a number of checks to be done to see whether the task at hand is carried out safely.

SHE 6B *The office observation checklist*

Use this checklist to monitor the office environment. It focuses on the more common health, safety and wellbeing issues relevant to the office; for example, first aid, display screen equipment (DSE) and fire precautions.

SHE 6C *The site observation checklist*

Use this checklist to monitor general health, safety and wellbeing compliance across the site. It looks at the more common health, safety and wellbeing issues found on many of our sites; for example, checking mobile plant, workshops, lighting and lone working.

SHE 6D *The field observation checklist*

Use this checklist to monitor field activities. These documents are usually found on the network; for example, checking risk assessments, welfare provision, site layout and lifting operations.

SHE 6E (Gas) *Toxic gas safety observation checklist*

Use this checklist to monitor and check issues in toxic gas drum and cylinder rooms; for example, ensure warning lights are working, auxiliary valves and pigtailed are changed at regular intervals, and records are maintained.

SHE 6E (Liquid) *Liquid disinfection safety observation checklist*

Use this checklist to monitor and check for issues during the delivery and storage of chemicals; for example, checking delivery checklists, bunding of tanks, signage and the COSHH information.

SHE 6F *The workshop safety observation checklist*

Use this checklist to monitor and assess the general standard of safety in a workshop.

SHE 6G *Explosive atmospheres safety observation checklist*

Use this checklist to monitor and assess the general standard of safety in areas that store and transport flammable gas; for example, the transportation and storage of methane gas.

SHE 6H *The construction site management checklist*

Those who manage contractors use this checklist to ensure that health, safety and wellbeing plans are in place before work starts.

SHE 6I *The construction site practice checklist*

Those who manage contractors use this checklist to monitor and check that contractors' construction site practices are carried out safely.

SHE 6J *Emergency exercise record form*

Use this form to record the results of any emergency exercises, including fire drills, which are held in the workplace. It allows you to record emergency exercises and to take note of key learning points to be discussed and areas that need to be improved.

SHE 6K *Apprentice health and safety checklist*

Use this form whenever a new apprentice joins the team. It provides a list of information that must be communicated to the new apprentice and any training required to work safely. It also provides evidence that action has been taken to provide information, instruction and training to each new apprentice.

SHE 6L *Site street-works traffic management checklist*

Use this checklist to monitor street-work activities at locations where contractors are carrying out work on the highway.

SHE 6M *Biogas system safety observation checklist*

Use this checklist to monitor and ensure control measures are maintained in areas like gasbag storage areas and zoning of hazardous areas.

SHE 6N *Pumping station safety observation checklist*

Use this checklist to monitor and assess the general standard of safety at pumping stations.

SHE 6O *Reinstatement team safety observation checklist*

This checklist is used by the reinstatement teams to monitor contractors carrying out work on the highway.

SHE 7 *Senior manager's / Executive's site visit checklist*

Senior managers and executives (ML4 and above) use this checklist when visiting sites. It provides the necessary information to discuss health, safety and wellbeing issues with employees.

SHE 8 *The health and safety site inspection*

Health, Safety and Wellbeing Advisors use this checklist when doing inspections throughout the workplace. It identifies key areas that must be inspected. Inspections can be carried out both in part and in full

SHE 15 *Induction checklist*

Use this form whenever a new member of staff joins the team. It provides a list of requirements that must be covered to ensure the new member works safely in the workplace.

SHE 17 *New / refurbished asset inspection form*

Use this checklist when carrying out a joint inspection after the installation of a new asset, or significant changes to an existing asset, to ensure the installation can be safely operated and maintained, without risk to health.



Part 3 – Reviewing Health, Safety and Wellbeing Performance

Management meetings are regularly held and form part of the work that is carried out in Thames Water. They range from executive meetings to team meetings held by local managers.

Meetings are important for communicating and exchanging information to support the safe operation of the business and workforce. At these meetings, managers and their teams can openly and honestly discuss health, safety and wellbeing issues that must be resolved and continually improved.

The health, safety and wellbeing part of the meeting can either be held at the beginning or at the end of the main meeting. In either case, make sure health, safety and wellbeing issues are discussed separate from the main meeting.

The minimum agenda items to be discussed are detailed in the following SHE documents. They are available in the Health, Safety and Wellbeing section of the Portal:

- **Business unit / department management meetings (SHE 9A)**
- **Management meetings (SHE 9B)**
- **Local management / team meetings (SHE 9C)**

Take minutes of all meetings to record the main decisions and actions, and keep records of these.

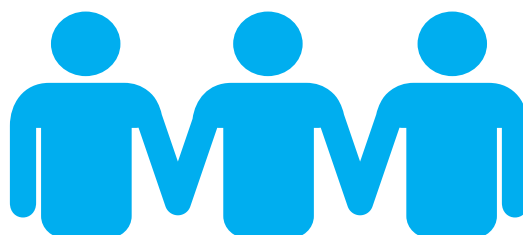
Health Safety Security and Wellbeing Team

The team reviews, writes reports and attends various meetings on health, safety and wellbeing performance.

Their key activities are as follows:

- Creating the monthly health, safety and wellbeing performance dashboards. These consist of a number of leading and lagging indicators; for example, lost-time injury rates, near-miss reports, service strikes, risks and statutory inspection compliance.
- Holding a monthly risk review, covering both static and dynamic risks; for example, reservoir, tunnel, asbestos and legionella inspections.
- Maintaining a safety and wellbeing risk-based audit programme, which targets two topics per quarter.
- Maintain and encourage the use of the Health and Safety Hub, together with our supply chain partners.
- Forming the Health and Safety Leadership Team (HSLT), which consists of senior operational directors from Thames Water's supply chain. The mission of the HSLT is to work together to innovate, adopt and share good practice to improve the health, safety and wellbeing of those who work for and on Thames Water's behalf.

LOST-TIME INJURY RATES	NEAR-MISS REPORTS	SERVICE STRIKES	RISKS	STATUTORY INSPECTION COMPLIANCE
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Part 4 - Records

The table below outlines and provides guidance on records required by the health, safety and wellbeing management system. Maintain records locally as “red files”, in line with the holding periods stated below

Location health and safety records – Table 1:

1. Risk Assessment	Retention Period
Work safety survey checklist SHE 1	Last 2 copies
Health and safety procedures SHE 2	Until revised
Risk assessment and toolbox talk form SHE 3	Until revised
Safe systems of work SHE 4	Until revised
Job health and safety checklist SHE 5	Last 2 copies

2. Safety Monitoring	Retention Period
Task observation checklist SHE 6A	Last 2 copies
**Office observation checklist SHE 6	Last 2 copies
**Site observation checklist SHE 6C	Last 2 copies
**Field observation checklist SHE 6D	Last 2 copies
Toxic gas safety observation checklist SHE 6E Liquid disinfection safety observation checklist SHE 6E	Last 2 copies
Workshop safety observation checklist SHE 6F	Last 2 copies
Explosive atmosphere safety observation checklist SHE 6G	Last 2 copies
Construction site management checklist SHE 6H	Duration of the project
Construction site practice checklist SHE 6I	Duration of the project
Emergency exercise record form SHE 6J	Until the next exercise
Apprentice health and safety checklist SHE 6K	3 years
Site street-works traffic management checklist SHE 6	Last 2 copies
Biogas systems safety observation checklist SHE6M	Last 2 copies
Pumping station safety observation checklist SHE 6N	Last 2 copies
Reinstatement team safety observation checklist SHE 6O	Last 2 copies
Senior manager's/executive's site visit checklist SHE 7	Last 2 copies
Health and safety site inspection SHE 8	Last 2 copies
Business unit/department monthly health and safety agenda SHE 9A	Last 2 copies
Management health and safety agenda SHE 9B	Last 2 copies
Local management health and safety agenda SHE 9C	Last 2 copies
New / refurbished asset inspection form SHE 17	Until project handover

**** If used for contractors retain for the duration of the project.**

3. Review	Retention Period
Health and safety audits – office SHE 10 series (available from Safeguard)	2 years
Health and safety management systems agenda SHE 11	2 years

4. Other site health and safety records to be maintained	Retention Period
Safety alerts SHE 12	2 years
Toolbox talk form SHE 13	2 years
PPE issue record SHE 14	2 years
Induction checklist SHE 15	2 years
Health and safety briefing note SHE 1	2 years
Risk assessment briefing	Until briefed
Thames Water operational safety authorisation forms – on site	2 years
Transfer of control of premises forms – on site	2 years
Fence and gate inspections records – on site	2 years
Statutory inspections – local exhaust ventilation (LEV), lifting equipment, pressure systems – refer to RSA database	
Fire Risk Assessment	Until updated
Fire drills, six monthly – fire precautions lo	2 years
Fire alarm test, weekly – fire precautions lo	2 years
Emergency lighting, monthly, six monthly and annually – fir precautions log	2 years
Site hazardous substances/chemicals inventory – on site	Until updated
Relevant COSHH Information Sheets, local COSHH assessments and Material Hazard Data Sheets	Until updated
Legionella survey – Asset Doc on Centrestage	Until updated
Legionella log Book – on site (note for Legionella maintenance records see SAP+)	3 years
Asbestos survey – Asset Doc on Centrestage	Complete history
Asbestos management plan – on site	Complete history
Dangerous substances and explosive atmosphere regulations (DSEAR), explosion protection document – on site	Until updated
Control of major accident hazard regulations (COMAH) – see HSP 34 & HSP 35	Until updated
Sources of ionizing radiation, licences and records of disposal – on site	Complete history
Significant design risks register HSI 1	Duration of the project
Client duties letter HSI 13	Duration of the project
Existing site hazard information HSI 14	Duration of the project

4. Other site health and safety records to be maintained (continued)	Retention Period
CDM co-ordinator appointment letter HSI 16	Duration of the project
Principal contractor appointment letter HSI 17	Duration of the project
Pre-construction information HSI 18	Duration of the project
Construction phase health and safety plan checklist HSI 19	Duration of the project
Welfare checklist HSI 20	Duration of the project
Health and safety file HSI 2	Until updated
Occupational health assessment records	3 years (then archive)
Records of incident investigation	Safeguard
Local organisational and arrangements document (LOAD) – see HSP 11	Keep an updated copy at all times

Other site health and safety records to be maintained (further guidance)

- Keep safety alerts / health and safety briefing notes [SHE 12 and SHE 16](#)) locally so they are easily available.
- Record the subject matter of any [Toolbox Talk](#) on a [SHE 13](#), together with the names of persons attending the talk. If you're showing a DVD, also record the DVD title.
- To be able to demonstrate compliance with the Personal Protective Equipment (PPE) regulations, it is important to record on [SHE 14](#) that PPE has been issued. Keep the records locally.
- Keep local records of induction and exchanges of important safety information, in line with the requirements of Section 4 – Managing People.
- Keep local records of any [Thames Water operational site authorisation forms \(TWOSA\)](#) that allow contractors to work on site.
- Where control of a site, or part of a site, has been transferred to a contractor, it is absolutely essential to keep a local copy of the [transfer of control of premises form \(ToCOP\)](#).
- Do regular fence and gate inspections to maintain security of sites. Record these inspections on the fence inspection register ([PS 5368A](#)) and keep them locally.
- Assess statutory inspections of [local exhaust ventilation \(LEV\)](#), lifting equipment and pressure systems via the [BES database](#).
- Record six-monthly fire drills, weekly fire alarm tests, and monthly emergency lighting tests in the [Site Fire Log](#).
- Ensure the latest [Fire Risk Assessment](#) is available at the workplace.
- Maintain a full inventory of the site's substances / chemicals and ensure records are available on site. Keep records of local [COSHH assessments](#), relevant [COSHH information sheets](#) and relevant [Material Hazard Data Sheets](#).
- Ensure [Legionella site surveys](#) are available. These can be accessed via [Asset Doc](#). Keep completed legionella log books at each site.
- Ensure [asbestos surveys](#) are available. These can also be accessed via [Asset Doc](#). Ensure asbestos management plans are available for each site.
- Ensure explosion protection documents are available for each site, to comply with [Dangerous Substances and Explosive Atmospheres Regulations \(DSEAR\)](#).

- Sites that fall under **COMAH requirements** require records outlined in Section 8 of this manual (under control of significant hazards and incidents – Part 7). Further details are available in **HSP34** and **HSP35** in the Health, Safety and Wellbeing section of the Thames Water Portal.
- Where there are sources of ionising radiation, ensure the licence is available and any records of disposal are maintained on site.
- The '**Significant design risk register**' records design hazards and any necessary control measures. Keep records of this for the duration of the project.
- The '**Client duties letter**' alerts the client and details the construction contractors' duties that fall under CDM Regulations. Keep a record of this notification for the duration of the project
- The '**Existing site hazard information form**' allows site managers to record significant site hazards and communicate this to contractors. Keep a copy of this form for the duration of the project.
- Use the '**Principal contractor / Principal designer appointment letters**' to notify principal contractors / principal designers of their appointment. Keep this as a formal record of appointment for the duration of the project.
- Use the '**Pre-construction information form**' to communicate any other information to the contractor, and keep a copy for the duration of the project.
- The '**Construction phase health and safety plan checklist**' assists in identifying health and safety issues that must be included in the health and safety plan. Keep a copy for the duration of the project.
- The '**Welfare checklist**' assists in identifying adequate welfare facilities. Keep a copy for the duration of the project.
- The **health and safety file** is a living document containing the information needed to ensure future construction work is carried out safely; this includes details on cleaning, maintenance, alterations, refurbishment and demolition, for example. The file provides key information required to plan for future construction projects. Ensure the file is updated after any relevant work or surveys. It must be created or updated (if only already exists) as part of the construction project.
- Use the '**Contractor health and safety review**' for recording information about a particular contractor's performance. Keep a copy of the review for two years.
- The line manager must keep individual occupational health assessment records; on skin surveillance, for example. See Section 4, Managing People, for more information.
- Use the '**Local organisational and arrangements document (LOAD)**' to identify health and safety responsibilities and the training required for team personnel. Maintain these documents at all times in the workplace.

NB: Records of incident investigation reports are maintained on Safeguard.