



**AS AQUASTAR**

**MECHANICAL, ELECTRICAL & PLUMBING**

*Devoted to Quality Works*



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## HEALTH AND SAFETY MANAGEMENT SYSTEM (HSMS)

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## 1. Purpose

The purpose of this Health and Safety Management System (HSMS) is to provide a structured framework for managing health and safety risks associated with AS AQUASTAR's operations in the Mechanical, Electrical, and Plumbing (MEP) sector, including HVAC services. This HSMS ensures compliance with UK laws, regulations, and industry standards while promoting a safe and healthy working environment for employees, contractors, clients, and the public.

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## 2. Scope

This HSMS applies to all AS AQUASTAR employees, contractors, subcontractors, suppliers, and partners engaged in our operations. It encompasses all areas of mechanical, electrical, and plumbing installations, maintenance, and repairs, including HVAC systems.

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## 3. Policy Statement

AS AQUASTAR is committed to:

- Protecting the health, safety, and welfare of all employees, contractors, clients, and the public.
  - Complying with all applicable UK health and safety laws, regulations, and standards.
  - Identifying, assessing, and mitigating risks to prevent accidents, injuries, and occupational illnesses.
  - Promoting a safety-first culture through training, communication, and employee engagement.
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## 4. Legal and Regulatory Compliance

AS AQUASTAR adheres to the following UK laws, regulations, and standards:

- **Health and Safety at Work etc. Act 1974 (HSWA):** General duty to ensure the health, safety, and welfare of employees and others affected by our operations.
- **Management of Health and Safety at Work Regulations 1999 (MHSWR):** Requirements for risk assessments, health surveillance, and emergency procedures.
- **Control of Substances Hazardous to Health Regulations 2002 (COSHH):** Safe handling and control of hazardous substances.
- **Construction (Design and Management) Regulations 2015 (CDM):** Legal requirements for managing health, safety, and welfare in construction projects.
- **Provision and Use of Work Equipment Regulations 1998 (PUWER):** Ensuring the safe use of equipment.
- **Lifting Operations and Lifting Equipment Regulations 1998 (LOLER):** Managing the safe operation of lifting equipment.

- **Electricity at Work Regulations 1989:** Safety requirements for electrical work and installations.
  - **Gas Safety (Installation and Use) Regulations 1998:** Safety requirements for gas installations and maintenance.
  - **Workplace (Health, Safety and Welfare) Regulations 1992:** General requirements for a safe working environment.
  - **Personal Protective Equipment at Work Regulations 2022:** Requirements for suitable and sufficient PPE.
  - **Control of Noise at Work Regulations 2005:** Managing noise exposure to protect workers' hearing.
  - **Confined Spaces Regulations 1997:** Safe working practices for confined spaces.
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## **5. Health and Safety Objectives**

### **5.1. Zero Incidents**

- Strive for zero incidents, accidents, and injuries through proactive risk management, training, and safe working practices.

### **5.2. Risk Management**

- Identify and assess all health and safety risks associated with MEP and HVAC operations and implement effective control measures to eliminate or mitigate them.

### **5.3. Legal Compliance**

- Ensure full compliance with relevant UK health and safety legislation, industry standards, and best practices.

### **5.4. Continuous Improvement**

- Regularly review and improve health and safety performance through monitoring, audits, and feedback from employees and stakeholders.
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## **6. Roles and Responsibilities**

### **6.1. Senior Management**

- Provide leadership, resources, and support for the effective implementation of the HSMS.
- Ensure compliance with all legal and regulatory requirements.
- Review and update the HSMS annually or when significant changes occur.

### **6.2. Health and Safety Manager**

- Responsible for the overall coordination and implementation of the HSMS.
- Conduct risk assessments, audits, and investigations.

- Provide training and guidance to employees and contractors.
- Maintain accurate records of incidents, training, and risk assessments.

### 6.3. Site Managers and Supervisors

- Ensure that all work is carried out safely and in compliance with the HSMS.
- Conduct regular site inspections and safety briefings.
- Enforce safety policies, procedures, and use of PPE on-site.

### 6.4. Employees and Contractors

- Follow all health and safety policies, procedures, and instructions.
- Report any hazards, incidents, or near-misses to their supervisor or the Health and Safety Manager.
- Use PPE and safety equipment as required.

### 6.5. Health and Safety Representatives

- Represent employees in health and safety matters.
- Participate in safety meetings, inspections, and incident investigations.

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## 7. Risk Assessment and Hazard Identification

### 7.1. Risk Assessment

- Conduct risk assessments for all MEP and HVAC projects and activities in accordance with the **Management of Health and Safety at Work Regulations 1999**.
- Identify hazards, evaluate risks, and determine appropriate control measures.
- Review and update risk assessments regularly or when significant changes occur.

### 7.2. Hazard Identification

- Hazards associated with MEP and HVAC work include but are not limited to:
  - **Electrical Hazards:** Risk of electric shock, arc flash, or fire from faulty or exposed electrical components.
  - **Chemical Hazards:** Exposure to refrigerants, chemicals, and hazardous substances during installation, maintenance, and repairs.
  - **Manual Handling:** Lifting, carrying, and handling heavy equipment, leading to potential injuries.
  - **Working at Heights:** Risk of falls when installing, maintaining, or inspecting elevated systems.
  - **Confined Spaces:** Risks associated with limited access areas during plumbing or HVAC maintenance.
  - **Noise Hazards:** Exposure to high noise levels from mechanical equipment.

- **Thermal Hazards:** Heat stress or burns from working near hot surfaces or using tools that generate heat.

### **7.3. Control Measures**

- Implement engineering controls, administrative controls, safe work procedures, and PPE to manage identified risks.
  - Provide appropriate training for employees to recognize hazards and implement control measures effectively.
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## **8. Safe Systems of Work (SSOW)**

### **8.1. Permit to Work (PTW)**

- Use a Permit to Work system for high-risk activities, including electrical work, working at heights, confined space entry, and hot work.
- Ensure that PTWs are issued, reviewed, and authorized by competent personnel.

### **8.2. Method Statements and Safe Work Procedures**

- Develop and use detailed Method Statements for all MEP and HVAC activities, outlining safe procedures, responsibilities, and control measures.
- Ensure that all workers receive training on Method Statements relevant to their tasks.

### **8.3. Lockout/Tagout (LOTO)**

- Implement a LOTO system for isolating and controlling energy sources during maintenance or repairs.
  - Ensure that only authorized personnel perform LOTO procedures, and maintain records of all isolations.
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## **9. Equipment and Tools Safety**

### **9.1. Equipment Inspection and Maintenance**

- Inspect all tools, machinery, and equipment regularly to ensure they are safe for use.
- Ensure that defective tools and equipment are taken out of service, repaired, or replaced.
- Keep accurate records of inspections, maintenance, and repairs.

### **9.2. Use of Personal Protective Equipment (PPE)**

- Provide suitable and sufficient PPE for all tasks, including hard hats, safety glasses, gloves, hearing protection, and respiratory protection.
- Train employees on the correct use, maintenance, and storage of PPE.
- Monitor PPE usage to ensure compliance with safety requirements.

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## 10. Emergency Preparedness and Response

### 10.1. Emergency Procedures

- Develop and maintain emergency procedures for fire, chemical spills, medical emergencies, and other relevant scenarios.
- Display emergency contact numbers and evacuation routes clearly at all sites.
- Conduct regular emergency drills and training.

### 10.2. First Aid

- Provide adequate first aid facilities, equipment, and trained first aid personnel in accordance with the **Health and Safety (First Aid) Regulations 1981**.
- Maintain an accident and incident log for all first aid cases.

### 10.3. Fire Safety

- Conduct fire risk assessments for all sites, and implement appropriate fire safety measures, including fire alarms, extinguishers, and escape routes.
- Ensure compliance with the **Regulatory Reform (Fire Safety) Order 2005**.

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## 11. Training, Competency, and Awareness

### 11.1. Employee Training

- Provide induction training to all new employees and contractors on health and safety policies, procedures, and safe work practices.
- Offer specialized training for tasks involving electrical work, working at heights, confined spaces, and handling hazardous substances.
- Keep detailed training records for all employees.

### 11.2. Competency Requirements

- Ensure that employees, contractors, and supervisors are competent and qualified for the tasks they undertake.
- Conduct regular competency assessments and provide additional training as necessary.

### 11.3. Safety Communication

- Hold regular toolbox talks, safety briefings, and communication meetings to address health and safety topics.
- Display safety notices, signs, and posters prominently at project sites.

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## 12. Incident Reporting and Investigation

### 12.1. Incident Reporting

- All incidents, including near-misses, must be reported to the Health and Safety Manager promptly.
- Provide multiple reporting channels, including verbal, written, and anonymous options.

### **12.2. Incident Investigation**

- Investigate all incidents to determine the root cause and identify corrective actions.
- Record findings, implement improvements, and communicate lessons learned to all employees.

### **12.3. Record Keeping**

- Maintain detailed records of all incidents, investigations, and corrective actions for a minimum of three years.
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## **13. Monitoring, Auditing, and Continuous Improvement**

### **13.1. Safety Monitoring**

- Conduct regular inspections and audits to ensure compliance with the HSMS and identify areas for improvement.
- Use safety performance indicators (e.g., incident rates, near-misses, training completion) to measure safety performance.

### **13.2. Continuous Improvement**

- Use audit findings, incident investigations, and feedback to update and improve the HSMS.
- Implement corrective and preventive actions to address non-compliance and enhance safety standards.

### **13.3. Management Review**

- Conduct an annual review of the HSMS to assess its effectiveness, compliance, and alignment with UK laws and standards.
  - Adjust policies, procedures, and objectives based on review outcomes.
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## **14. Conclusion**

AS AQUASTAR is dedicated to creating a safe working environment by proactively managing health and safety risks in our Mechanical, Electrical, and Plumbing operations. This HSMS serves as a comprehensive guide to protecting our employees, contractors, clients, and the public while maintaining full compliance with UK health and safety laws.

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Approved by: *Abel C.*

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Review Cycle: Annually

