

# **Harrow Council**

## **Health and Safety Policy**

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# **1. POLICY STATEMENT**

## **PURPOSE**

This policy, in conjunction with local documents and procedures, will help you to understand how health and safety is managed across the council and how to fulfil your own health and safety responsibilities. This document is divided into principles, organisation (people) and arrangements (systems) and gives a framework for health and safety management within the council.

## **SCOPE**

This policy applies to all Harrow Council staff including school staff, agency staff, consultants and volunteers.

## **ELECTED MEMBERS**

The elected members are ultimately responsible for the application of health and safety legislation, for achieving the objectives of its health and safety policy and for ensuring that adequate resources are made available to meet organisational health, safety, security and welfare needs. The elected members delegate the work required to the Chief Executive.

## **PRINCIPLES**

Harrow Council recognises and accepts its statutory and moral responsibilities with regard to health and safety. The fundamental aim of the council is to ensure that staff, visitors, neighbours, contractors and any other stakeholders do not suffer an accident, injury or ill health where the council is responsible for their health, safety, security and welfare. In pursuit of this aim:

- i. The Council declares that no activity is so important or urgent that it will be done other than with full regard to all issues of health, safety, security and welfare.
- ii. The Council is committed to improving health and safety standards and considers meeting European and UK health and safety legislation as a minimum standard.
- iii. The Council states that the necessary resources must be made available to meet the requirements of this policy.

- iv. The council states that the active management of health and safety is of equal importance to all other activities.
- v. All staff including agency staff, consultants and volunteers, employed by the council, paid or unpaid, will always pay maximum attention to the health and safety aspects of their work and exercise all care so as to eliminate or suitably control hazards to themselves and others.

## **RISK ASSESSMENT**

As part of its overall risk management strategy the Council will adopt a planned approach to managing health and safety that will include:

- i. The identification of hazards
- ii. The assessment of risks from those hazards and the identification of those who may be exposed to the hazards.
- iii. The identification of protective and preventative measures for those risks
- iv. The introduction of those measures including appropriate training, information, equipment, instruction, enforcement of proper working practices by management, the incorporation of health and safety requirements into contracts and the enforcement of those conditions by the appropriate employee.
- v. The systematic monitoring of the operation of those measures
- vi. The periodic reviewing of policies and procedures in the light of information gained through monitoring.

## **2. ORGANISATION AND ARRANGEMENTS**

### **ORGANISATION**

#### **The Chief Executive**

The Chief Executive has the overall responsibility for ensuring that Harrow Council's health and safety policy is applied across the whole council and for ensuring that all relevant and appropriate matters are brought to the attention of the elected members.

- i. The Chief Executive will also direct the execution of the policy on health and safety and ensure adequate resources available to enable continued improvement in health and safety performance and in particular:
- ii. Provide leadership in requiring and supporting high standards of health and safety performance in all the Council's undertakings.

- iii. Appoint an executive director with responsibility for overseeing health and safety on behalf of the Council.
- iv. Agree with Executive Directors' health and safety strategic aims for the Council.
- v. Ensure that the organisation and arrangements for carrying out the Council's safety policy and other statutory requirements are adequate.
- vi. Ensure that the statutory requirement to monitor the prioritisation of and the response to health and safety issues affecting all directorates is carried out through The CMT and Health and Safety Partnership Board
- vii. Determine and periodically review Council wide targets in respect of health and safety issues.
- viii. Review the adequacy of performance and take decisions about the nature and timing if the actions necessary to remedy deficiencies.

### **Executive Directors**

The Executive Directors are initially and ultimately responsible for ensuring the implementation of the corporate and directorate policy within their executive directorate. Executive Directors shall:

- i. By leadership and personal example foster positive attitudes towards health, safety welfare and security throughout their directorates such that their beliefs and commitment to health and safety become the shared values of all staff.
- ii. Have oversight of health and safety performance in their areas of responsibility and actively contribute to achieving the Council's overall health and safety strategic aims.
- iii. Support the Executive Director with responsibility for health and safety in that role and champion directorate staff with health and safety remits.
- iv. Ensure a health and safety group for their executive directorate is in place and incorporates the terms of reference agreed by the Health and safety Partnership Board.
- v. Agree with Directors and Group Managers targets on health and safety performance, in support of the Council overall strategy.
- vi. Report on and/or recommend to the appropriate committee of trends in the performance and prioritisation of health and safety issues and on associated resource implication, not less than annually through the budget estimate process.
- vii. Designate in conjunction with other Executive Directors, a named officer (Premises Manager) to be responsible for management of those buildings occupied by more than one directorate or agency.

- viii. Be responsible for ensuring that a directorate policy is developed that details the organisation and arrangements for their directorate. This document will act as a link between the overall policy and group health and safety plans.

### **Executive Director for Business Development**

In addition to the responsibilities of an Executive Director there will be specific responsibility for delivering, coordinating and leading the Council's vision for a safe, secure and healthy workforce.

- i. Advise the Council on the preparation and revision of its policy statement on Health and Safety, the appropriate organisation and arrangements necessary to meet the policy's aims.
- ii. Ensure the provision of a health and safety advisory service, including information and training resources on health and safety legislation, approved codes of practice, procedures and access to that information.
- iii. Ensure that health and safety is promoted throughout all employee service and conditions matters, including recruitment selection, training and development.
- iv. Consults with employees through their trade union representatives to agree changes effecting their health and safety
- v. Demonstrate leadership in revitalising health and safety in all Council undertakings.
- vi. Consults with stakeholders and partners.
- vii. Co-ordinates the preparation of health and safety and management reports for and ensures effective advice to the Employees' Consultative Forum.
- viii. Ensure that their management teams know and fulfil their individual responsibilities regarding health and safety that they receive relevant information and training so they can be competent to carry out the health and safety tasks assigned to them. They will also ensure that their staff are given the advice and information and support such that the requirements of all relevant health and safety legislation and codes of practice are met. Also that the health and safety responsibilities of all employees in their directorate are incorporated into the employees role profiles or job descriptions.
- ix. Ensure adequate consultation with the appropriate employees representatives prior to the introduction of any change that may affect employee's health and safety.
- x. Make the necessary arrangements to ensure that safety representatives who may be appointed under regulations can effectively carry out their duties as required by statute.
- xi. Be responsible for ensuring that the directorate policy is communicated and understood by staff in the directorate.
- xii. Be responsible for translating the policy aims and objectives into action in managing and delivering services on behalf of the Council.

- xiii. Ensure there are Designate Managers and Premises Managers and other competent persons, responsible for health and safety with clear responsibilities and ensure they receive training appropriate to meeting those responsibilities and monitor the degree to which those responsibilities are met.
- xiv. Set annual targets for health and safety performance within their Groups/Service Units in support of Directorate and Council's strategic aims.
- xv. Review at not less than three monthly intervals the safety performance of their Group/Service Units against set targets and the duties and responsibilities assigned by the Council and Directorate Safety Policy.
- xvi. Ensure adequate resource of health and safety measures, making where necessary, recommendations to the Executive Director to obtain the resources required to meet the Council's responsibilities.
- xvii. Ensuring the appointment of a health and safety champions to attend the Executive Directorate Health and Safety Groups.

### **Managers**

Directors, Group Managers and Service Managers are responsible for ensuring that activities carried out under their control are in accordance with council policy and procedures and in compliance with statutory provisions by:

- i. Preparing, implementing and monitoring their Group Health and Safety Plan.
- ii. Ensuring hazards are identified and assessed and that risks to health and safety of employees and others, arising from existing or new premises, plant and hazardous substances and ensuring action is taken to remove or if not possible to control risks.
- iii. Identify the resources necessary to meet health and safety obligations under the Council's and Executive Directorate Safety Policy and make recommendations to their line manager where an inadequacy of resources is identified.
- iv. Ensure safe systems of work are devised, developed and in place.
- v. Ensuring that all accidents involving or having the potential to cause injury or harm to persons or damage to property are investigated and reported and any corrective action is taken.
- vi. Use and promote systems of communication to ensure all employees are involved in contributing to the safety of their work and work place by giving feedback on existing safety rules and procedures.
- vii. Inform employees of relevant health and safety information and provide supplementary written information wherever practicable in formats and language that is known and understood by employees.
- viii. Selecting and controlling temporary workers, contactors and other visitors to the workplace that can meet our standards and providing them with appropriate

information so that they do not put themselves, the workforce or the general public at risk. Ensuring all contracts are adequate in terms of health and safety provision and that contractors are monitored to meet our standards.

- ix. Make sure that the appropriate Information, instruction and supervision is provided to enable all employees to avoid hazards and contribute positively to their own and others own safety, health and welfare at work. and monitor compliance.
- x. Ensure liaison with other employers, including contractors and occupiers of shared premises for exchange of user information, instruction, training and supervision of staff to ensure, so far as is reasonably practicable, that their employees' health, safety and welfare that of the Authority's employees and others are safeguarded.
- xi. Ensuring compliance with site fire and security plans and allocating sufficient resources to meet the requirements of the plan in their area by appointing area fire marshals and ensuring emergency arrangements are in place to protect staff and others against risk of imminent danger.
- xii. Ensuring that staff are competent and capable of performing their duties to the required standard and adequate training is provided to ensure that competency is assured and maintained.
- xiii. Disciplining any member of staff who does not comply with the requirements of this policy, i.e. failing to follow reasonable instructions.
- xiv. Making suitable arrangements for consulting with staff on health and safety matters.
- xv. Obtaining advice and support from the Health and Safety Service as needed.

### **Supervisors**

Ensure that:

- i. Supervisors are staff, designated by Group/Service Managers, who have responsibility for supervising the day to day operations of other employees, and make sure that; -
- ii. The group health and safety plan is implemented.
- iii. Staff receive training, instruction and supervision in carrying out operations in a safe and effective manner.
- iv. That staff are instructed regarding appropriate work wear and any protective clothing provided. Also that any other safety equipment needed is kept available, used and maintained appropriately and adequate records kept.
- v. Safety rules and procedures are known and understood by all staff and are followed.



- vi. Monitor regularly the systems of work; inspect the workplace periodically; take action to remedy hazards; report hazards that cannot be remedied at the supervisory level to the appropriate Manager.
- vii. Ensure that a tidy and orderly workplace is maintained.
- viii. Hazards and accidents are properly investigated and corrective action taken based on the risk assessment process. Ensure that accident and incident are reported (on Councils Accident/Incident report forms). Alert line managers to accidents, incidents including injury or absences triggering statutory reporting (RIDDOR).
- ix. Staff are aware of any actions required by them in an emergency.
- x. Staff understand their responsibility for health and safety and are assessed against these responsibilities as part of their staff appraisal.
- xi. Equipment is maintained in a safe condition and in good working order. Unsafe equipment is signed and rendered unusable until repaired.
- xii. Suitable precautions are taken when disposing of articles and substances to prevent injury, risks to health or the environment
- xiii. Staff are encouraged to participate in maintaining and improving health and safety.
- xiv. Staff are involved in the development of safe work methods based on risk assessments.
- xv. Ensuring safe methods of work are adhered to.

### **Employees**

- i. All employees carry a legal obligation to take reasonable care for their own health and safety and for that of others (e.g. volunteers) and to co-operate with their employer with respect to health and safety matters. In addition, as an employee you must;
- ii. Work safely and efficiently without endangering your health and safety, your colleagues, and the general public or any other person.
- iii. Make yourself aware of safety rules and procedures that apply to their work, understand the requirements and conform to them and any other instructions issued by a Supervisor or Manager responsible for health and safety.
- iv. Where appropriate wear protective clothing, use protective equipment and use other appropriate safety aids.
- v. Attend health and safety training and put learning into practice, drawing supervisors/manager attention to any additional or unmet training needs or safe working systems.

- vi. Report all facts regarding accidents/incidents, near-miss occurrence and hazardous situations including violence and aggression to your supervisor whether injury was sustained or not.
- vii. Make suggestion and become actively involved in promoting safety and health.
- viii. Report any significant hazard or malfunction (eg damaged chemical containers, trip hazards) to your supervisor and, where necessary, to the appropriate safety representative.
- ix. Conform to all instructions, written or verbal given to promote personal safety and the safety of others.
- x. Be sensibly and safely dressed for their particular task, location and conditions and to use appropriately and effectively all safety equipment and any other safety equipment that may be provided.
- xi. Conduct themselves at all times in an orderly manner in the workplace and refrain from horseplay.
- xii. Avoid improvisation in any form which could create unnecessary risks to health and safety (eg climbing on a chair to reach heights)
- xiii. Maintain supplied tools and equipment in good condition, reporting any defect to your supervisor
- xiv. Not bring into the workplace without the appropriate authority any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- xv. Attend and participate in training as required
- xvi. Acquaint yourself with all processes, materials and substances used by them and with safe practices and methods of work specified for the minimisation of risk. For example an employee who may use many different chemicals being aware of the hazards and control measures associated with each one and in combination.
- xvii. Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits. Know who the Local Fire Marshall and First Aider are for the area where you are working.

### **Premises Managers**

- i. Premises Managers are those officers, designated by Directors/Group Managers, to carry out the following duties and responsibilities: -
- ii. Monitor and assess the safe condition of the fabric and structure of buildings and to seek, where necessary, specialist professional/technical advice from other Council departments and take remedial action as necessary.

- iii. Ensure, for buildings in multiple occupancy, that appropriate consultation is carried out with other users on health and safety issues affecting all aspects of use of the building including changes to the structure and fabric of the building.
- iv. Specifically to draw up and revise as necessary, risk assessment for common areas in the building and to co-ordinate the assessment of other hazards which impact on health, safety or security of the building or occupants.
- v. Specifically to draw up and revise as necessary a management plan including measures for maintenance and repairs and for the identification and control of exposure to asbestos where present.
- vi. Ensure measures are in place to identify and manage potential risk water systems within their area.
- vii. Co-ordinate arrangements in the building for dealing with emergencies including fire, floods and bomb alert in order to safeguard occupants and others who could be harmed.
- viii. To bring to the attention of the appropriate head of service matters outside their control or competence but which have implication for the continuing safety and integrity of the building or its use.

### **Safety Representatives**

Safety representatives are elected by trade union members recognised by the council and have a duty to represent their members.

The main functions of a safety representative include:

- i. Investigation of potentially significant hazards and dangerous occurrences at the workplace and to examine the causes of accidents
- ii. To investigate complaints by any person they represent relating to that persons health, safety or welfare
- iii. To make representations to management on matter arising from the two above actions.
- iv. To carry out inspections of the workplace at agreed intervals having given reasonable notice to the responsible manager.
- v. To receive information from health and safety inspectors and others on behalf of employees whose health and safety they represent.

N.B. The above responsibilities applicable to employees should be considered when working with volunteers.

### **3. ARRANGEMENTS**

#### **Documentation**

##### **Directorate Safety Policy**

The directorate policy acts as the link between the corporate policy and the group health and safety plans and policies.

This document will set out the framework for managing health and safety within the directorates and will be supported by detailed group health and safety plans that will specify local organisation and arrangements for health and safety.

The directorate health and safety statement it is not intended to duplicate existing or proposed council policy statements, procedures or guidance notes, or local arrangements detailed in departmental health and safety plans, but provides a link between these tiers and states a commitment to managing health and safety within the directorates.

##### **Group Managers Health and Safety Plan**

Each Group Manager will establish a structure for managing health and safety within their group and prepare and maintain a Group Health and Safety Plan.

The purpose of the plan is to outline the organisation and arrangements in place for managing health and safety at a local level within their group. This plan should also include the arrangements in place for the planning, organising, control, monitoring and review of preventative and protective measures.

The plan should be proportionate to the size and complexity of the group or section and be peculiar to the activities undertaken by that area.

The plan should detail as a minimum:

- i. The group's / Sections statement of intent on health and safety
- ii. Group / section organisational chart
- iii. Names of individuals with line management responsibilities for health and safety
- iv. Names of individuals with specific responsibilities for health and safety, e.g. risk assessment, radiation supervisor, etc.
- v. Arrangements for risk assessment and associated assessments
- vi. Arrangements for health and safety training
- vii. Arrangements for fire safety and first aid
- viii. Arrangements for consultation and communicating health and safety, e.g. local briefing, notice boards, etc.
- ix. Arrangements for accident/incident reporting, recording and investigation
- x. Arrangements for active monitoring, e.g. health and safety inspections
- xi. Arrangement for the provision and use of plant and equipment

- xii. Arrangements for the provision and use of personal and respiratory protective equipment.
- xiii. Safe methods of work.

The aim of the plan is to provide a framework for managing health and safety at a local level. The plan is also to act as a signpost, making reference to other documentation such as safe working procedures, risk assessments and written instructions. It is not intended to duplicate the museum or directorate health and safety policies.

The group health and safety plan will form part of the directorate health and safety policy. The group manager will be responsible for ensuring that group health and safety plans are developed and maintained.

### **The Health and Safety Partnership Board**

The Health and Safety Partnership Board is a joint venture comprised of elected members, representatives from directorate safety groups, executive management and employee representatives. The prime function of the board is to review measures taken by the council to ensure health and safety of employees and will:

- I. Raise the profile of health and safety across the council
- II. Develop and oversee the implementation of health and safety strategy for the council
- III. Ensure that the council is complying with legislative requirements, HSE notices and directives and best practice regarding health and safety.
- IV. Review and sign off specific health and safety policies for the council
- V. Set minimum standards for the operation of safety groups across the council
- VI. Ensure that there are sufficient local health and safety groups in place to effectively discharge the councils health and safety obligations and consider issues raised by these local safety groups, which have been unable to be resolved by these groups
- VII. Monitor the implementation of any improvements plans for health and safety within the council
- VIII. Monitor key performance information regarding health and safety across the council and make recommendations for improvement where required
- IX. Monitor and make recommendations on the effective use of financial human physical and information resources with regard to effective management of health and safety.

### **Executive Directorate Health and Safety Groups**

Each Executive Directorate will, as part of its directorate policy statement, determine formal mechanisms for dealing with health and safety issues e.g. Executive Directorate safety Group. The terms of reference of the Executive Directorate Safety Group will include the following;

- i. Driving and monitoring the implementation of the HSE post inspection action plan of July 05.
- ii. Develop and recommend the priority and instigation of health and safety initiatives and projects including training
- iii. Assist in the identification and development of policy, guidance and safe systems of work including training initiatives.
- iv. Consider relevant reports e.g. enforcing authorities communications, audits, etc;
- v. Monitoring of health and safety trends, communication and publicity;
- vi. Evaluate the effective implementation of organisations and arrangements and recommending improvements to spread best practice.
- vii. Act as a means of communication between Executive Directorate Management Team meetings, The Health and Safety Partnership Board and local groups.
- viii. Refer as appropriate, items, which have implications for the Council's service as a whole to the Partnership Board.

Any issues, which affect a number of employees in a particular section of a directorate should be discussed within this directorate framework.

### **Employees' Consultative Forum**

Secures the promotion and co-operation between the Council and employees by promoting, recommending, championing and instigating the development of measures to secure the health and safety of all employees and others effected by the Council's undertakings. A list if key Health and Safety legislation is attached as Appendix 1 to this policy.

### **Local scheme for safety representation – Notification of hazards and the resolution of disputes.**

The Council has agreed a Local scheme for Safety Representation, and a procedure for the resolution of health and safety disputes to accompany and support the Health and Safety Policy. The Council has establishes a system of Local Safety Groups described below.

A Safety Group comprises management representatives and accredited safety representatives.

To help implement the Council's Safety Policy a number of safety groups exist to: -

- i. Resolve health and safety problems raised by management or employees
- ii. Consider accident statistics and reports with a view to avoiding recurrence of accidents
- iii. Improve communication between management and employees on health and safety issues

- iv. Identify means of improving the health, safety and welfare of employees

### **Site Safety Groups**

In addition to the departmental arrangements two other groups consider issues affecting sites. The Civic Centre Safety Group and Depot Users Group.

### **Health and Safety Service**

The Health and Safety Service on behalf of the council and in consultation with senior managers and employee representatives publishes and revise as often as may be appropriate specific policy, codes of practice/guidance notes. These are designed to set standards and give additional information to assist managers in meeting requirements laid down in health and safety legislation. The Council's Health and Safety Service also maintains a library of information including Approved Codes of Practice and Guidance Notes produced by the Health and Safety Executive and other recognised organisations. An alphabetical list of health and safety document is available from Health and Safety Services.

## **4. Assurance**

In order for this policy to be effectively implemented there needs to be an assurance process. Assurance will be established by:

- *Documentation.* Group Health and Safety Plans including copies of risk assessments and safe working methods will be written down and kept either electronically or in hard copy. It is essential that the working documents such as risk assessments are easily available to staff.
- *Reporting.* All incidents including near misses will be investigated and a report sent to the Harrow Health and Safety Service including remedial action taken. The Health and Safety Service will monitor reported accidents and incidents to identify trends that will be fed back to senior management. Full records of incidents will be maintained, including management's response to the particular issues in terms of additional training, improved practice or other methods of risk mitigation.
- *Independent Review.* The Health and Safety Service Manager will ensure audits/inspections are carried out in Directorates by the Health and safety Service. Directors and Group Managers will ensure that active monitoring is carried out in their area, based on the Group safety Plan. In addition inspectors of the enforcing authorities and health and safety representatives appointed by recognised trade unions will conduct independent inspections and audits.

On the basis of the above the Health and Safety Service Manager will produce an annual report to the Health and safety Partnership Board giving an independent view on the state of safety across the council including performance and a statistical analysis of incidents over time. This will be presented together with the management response to any health and safety issues requiring policy review or change in council procedure.

## **5. Commitment**

This policy identifies the full commitment of Harrow Council to all matters of health and safety and to the provision of the resources needed to ensure that the responsibilities to employees (whether direct or indirect, for example, consultants and contractors) and customers are fully met.

### **Communicating and updating the policy**

A copy of this statement will be issued to all employees and made widely available for reference by our partners and others. Access will also be available through libraries, the staff Intranet and on the Council's website. It will be reviewed, and modified from time to time and may be supplemented in appropriate cases by further statements relating to the work of particular departments or groups of workers. Copies are available from Health and Safety Services at the Civic Centre.



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Main Health and Safety Legislation

**Appendix 1**

<b>Key Health and Safety Legislation</b>	
The Health and Safety at Work Act	1974
The Management of Health and Safety at Work Regulations (AA)	1999
The Fire Precautions (Workplace) Regulations (AA)	1997
The Provision and Use of Work Equipment Regulations (AA)	1998
The Manual Handling Operations Regulations (AA) The Lifting Operations and Lifting equipment Regulations (AA)	1992 1998
The Health and Safety (Display Screen Equipment) Regulations (AA)	1992
The Personal Protective Equipment at Work Regulations (AA)	1992
The Control of substances Hazardous to Health Regulations (AA)	2002
The Construction (Design and Management) Regulations (AA) The Construction (Health, Safety and Welfare) Regulations (AA)	1994 1996
The Control of Asbestos at Work Regulations (AA) The Asbestos (Prohibitions) (Amendment) Regulations	2002 1999
The Electricity at Work Regulations	1989

The Gas Safety (Installation and use) Regulations	1998
The Gas Appliances (Safety) Regulations	1992
The Noise at Work Regulations	1989
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)	1995
The health and safety (Safety Signs and Signals) Regulations 1996Labels Regulations	1996
The Working Time Regulations	1998
The First aid at Work Regulations (AA)	1981
The Health and Safety (Consultation with Employees) Regulations	1996
The Workplace (Health, Safety and Welfare) Regulations (AA)	1992
The Work at Height Regulations	2005
The Control of Major Accident Hazards Regulations (AA)	1999
The Supply of Machinery (Safety) Regulations (AA)	1992
The Dangerous Substances and Explosive Atmospheres Regulations	2002
The Control of Lead at Work Regulations	2002
The Pressure Systems Safety Regulations	2000
The Ionising Radiations Regulations	1999
The Confined Spaces Regulations	1997
The Health and Safety (Consultation with Employees) Regulations	1996
The Work at Height Regulations	2005