



U+NION

Water Safety Plan

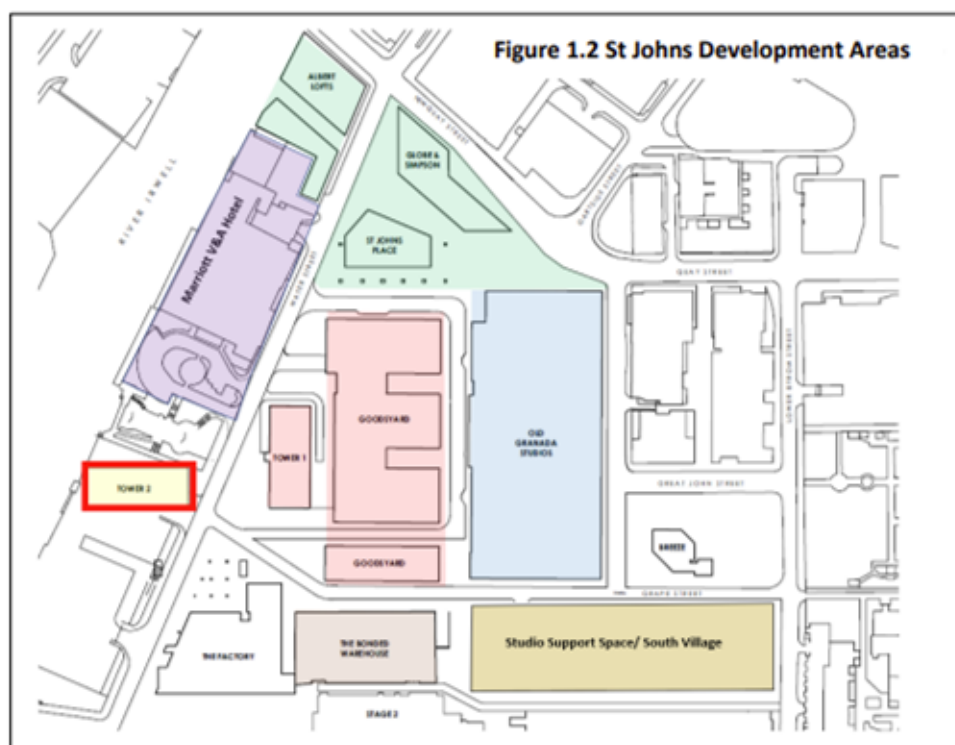
CONTENTS

- 1 Introduction & General**
- 2 Emergency Procedures**
- 3 Communications**
- 4 Mitigation Measures**
- 5 Core Management Principles**
- 6 First Aid Training**
- 7 Site Security**
- 8 Water Risk Assessment**
- 9 Accident/Incident Reporting and Investigation**
- 10 Monitoring and Inspections**

1. Introduction & General

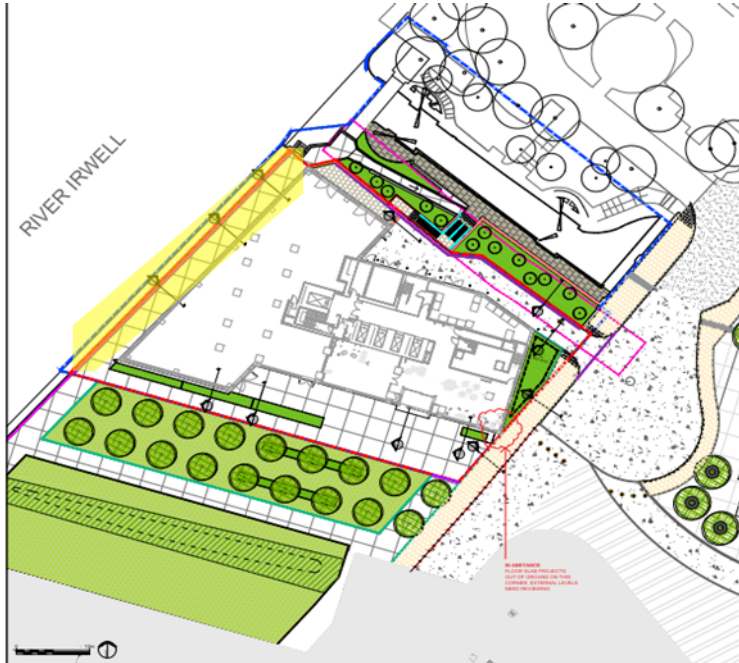
- 2.1 This Water and Safety Plan describes the contract specific organisation and systems for managing Water and safety..
- 1.2 The duties and obligations covered in these procedures are measured by the principle of **“so far as is reasonably practicable.”**
- 1.3 Staff must be fully trained and practiced in every work activity and this training needs to be recorded.
- 1.4 Safety inspections and reviews of assessments must be undertaken regularly, and these findings must be recorded with remedial action to be taken and by whom.

St. John’s sits at the centre of Manchester – a world-class city for people to live, work, visit and play. An incredible place, Manchester is the UK’s second city, the beta hub of the country with excellent travel connections, an enviable cultural backbone, an energetic place to call home and above all an international home to thriving businesses that consistently produce the pioneers and creatives that drive our economy.



The River Irwell was made navigable in the 1720s allowing access to Liverpool via the River Mersey. This led to the first quay on the Irwell and the construction of Quay Street to Deansgate. This in turn led to the construction of the Rochdale Canal which enabled coal to be delivered directly into the city which fuelled the industrial development of Manchester.

Below is an image of the external general arrangement regarding Union West (T2) .



The area highlighted above in yellow is build up on a product of in-situ diamondcrete and riverwall balustrade to match the factory height 1100mm as per the image below.



It must also be noted that Vita Living T1 limited to not own that parcel of land highlighted in yellow. This is owned by Manchester Quays Limited.

2 Emergency Procedures

Contact Telephone Numbers:

General Manager:

Nathan Sherwood

07973 614980

Regional Manager

Chris Scott

07368 142878

Operations Director

Claire Sherlock

07747 898636

3 Communications

Meetings regarding Water & Safety will be held regularly and will be managed and monitored by the Safety cloud.

Key Contact Details:

Police	Main Switchboard: 999 Local: 0161 856 3129
Fire Brigade	Main Switchboard: 999 Local: 0161 736 5866
Ambulance	Main Switchboard: 999 Local: 0345 112 0999
Canal and River Trust	Main Switchboard: 0800 47 999 47.
Environment Agency	Main Switchboard 0800 807 060.
Watersafety Partnership	info@nationalwatersafety.org.uk.

4. Mitigating Measures

Vita will provide information and training to staff on the measures in place to ensure water safety including how to use the life-saving equipment. Further, residents will be provided information and training in Vita onboarding pack as well as a verbal description of the site safety rules. Every resident will receive a site 'walk around' when they first arrive, and this will include a water safety briefing. The content of this information and training will be developed in consultation with the Water Safety Partnership. They will also be clear signage along the river walkaway and the surface building mounting lighting will be sufficient for this area. We also have CCTV cameras on each elevation of the building.

5. Core Management Principles

1. Nobody is to enter the water. This encapsulates all access but not exclusively:
 - Swimming
 - Recovering dropped possessions
 - Horseplay near the edge
 - Walking on ice; and
 - And also rescuing somebody else who's fallen into the water.
2. Nobody is to sit on the canal bank edge. This is partly because of the potential for falling in but also because of the uncleanliness of the canal water..
3. Nobody is to climb or sit on the fencing at the river edge.
4. Littering the canal is forbidden.

In addition to the 4 rules above:

Residents will be informed about Weil's Disease (Leptospirosis) and it's potential contraction via entering the water, consuming canal water or even using it for a water fight etc.

They will also be asked not to approach or feed swans if they turn up on the canal.

Retrieving somebody from the water

If somebody is in the water for whatever reason, the alarm should be raised with the staff team and the life rings used immediately to assist the person to stay afloat and be drawn to the water's edge.

A full plan will be designed with input from the water safety partnership and other consultants if needed before the T2 Union becomes operational.

These rules apply to all residents, staff and visitors.

6. First Aid Training

First Aid

Some staff will be first aid trained and this will also include a refresher course with a focus on drowning and hypothermia closer to the time of opening T2. The first aid kit will include a towel and foil blanket in case of rescue from cold water.

In compliance with the Health and Safety (First Aid) Regulations Union will provide adequate and appropriate first-aid equipment, facilities, and people so their employees can be given immediate help if they are injured or taken ill at work.

As a minimum, the first aid provision at any residence is:

- a suitably stocked first-aid box.
- An appointed person to take charge of first aid arrangements.
- Information for employees about first aid arrangements.

As a guide, a minimum stock of first-aid items might be:

- A leaflet giving general guidance on first aid.
- 20 individually wrapped sterile plasters of assorted sizes.
- Two sterile eye pads
- Four individually wrapped triangular sterile bandages.
- Six safety pins
- Two large, individually wrapped, sterile, un-medicated wound dressings.
- Six medium-sized, individually wrapped, sterile, un-medicated wound dressings.
- At least 3 pairs of disposable gloves.

There are no hard and fast rules on exact number of appointed persons or first-aiders are required, however as a general rule, a workplace with less than 25 employees (all our residences) requires only an appointed person.

An ambulance will have clear directions to find the development either at the front or rear entrance of T2. As part of the staff training a clear description will be read out to ambulance staff on how to find the development. Vita will also identify the quickest route to the nearest A&E for incidences of any kind which are not critical enough to warrant an ambulance but where staff need to drive somebody for medical attention.

7. Site Security

Provisions are tailored around the nature, size, and location of each site. At Union we aim to provide visible but unobtrusive staffing, through a combination of CCTV provision, access control and 24-hour operation we manage with our own Union team. St Johns also will have the presence of Manchester Quays FM and site security team.

8. Water Risk Assessment

Everyone must satisfy themselves that they are aware of potential hazards involved in any task which they are about to undertake and of the appropriate safety precautions.

All activities exposing staff to risk must be assessed, appropriate control measures must be identified and implemented by means of a "Safe Method of Work".

Assessments should be reviewed regularly and when there is reason to believe they are no longer valid, or an accident/incident has occurred. Reviews should also take place when new staff members are trained but also bi-annually or if there is any change to a specific process.

Assessing water risks in the workplace requires a trained eye and an open mind to evaluate every hazard.

Legislation requires:

- Identify the possible causes of injuries and illness in your business. These include water-based hazards.
- Decide how likely it is that a hazard will cause harm and how serious this harm may be. Water risks pose threats on different levels, all of which can lead to death.
- Get action plans in place to handle dangers and update these regularly.

Where appropriate, signage will be installed to remind residents, staff and visitors of the potential dangers of deep water. This will be the case at all 3 bodies of water. Embassy is aware that not all residents will be literate in English and so the signs will include an image. The signs are only intended as a reminder of an already clearly articulated policy around water access and safety.

Appendix One the Water Safety Review helps us preparing for this.

Signage

Where appropriate, signage will be installed around the riverwalk way to remind resident, staff and visitors of the potential dangers of deep water. The signage will advise what action to take if a person is in the water. The signage will clearly state the location and inform all stakeholders to call 999 and ask for the Fire Service.

9. Accident/Incident Reporting and Investigation

Accidents to Union team, contractors, and third-party users of the premises

All accidents, however small, which happen to Union staff, contractors, residents, or their visitors must be reported to the appointed person in charge and these accidents must be recorded, firstly, to the correct appointed person and second on the online Health and safety portal to which a safety officer will call to confirm and gather more information.

Accidents/incidents must be reported in the appropriate manner for action to be taken to prevent a repetition or for a claim to be supported for injury benefit.

10. Monitoring and Inspection

All team members are responsible for reporting to the help desk any hazards they observe in the premises and work practices that are in breach of health and safety policy. The manager is responsible for ensuring that corrective action is taken

Appendix

1. Vita Water Safety Risk Review

Water Safety Risk Review

This is to provide to assist the Responsible Person with the preparation of a Water Safety Risk Review.

Responsible Person (Employer or other person having control of the relevant premises)	
Address of Premises	
Postcode	
Assessor:	
Date of Water Risk Review	
(This risk review does not replace any statutory risk assessments required under relevant Health and Safety legislation but may inform those assessments which should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)	

Subsequent Review Dates			
Reviewed by		Date	
Reviewed by		Date	
Reviewed by		Date	

General Information

The Premises	
Primary usage: (e.g. Hotel, Shop)	
Secondary usage: (e.g. Kitchen, Bar, Function Room, Offices)	
Proximity to Bodies of Water (m) (include names and details of water courses)	
On Site Activities by Water (construction, maintenance, recreation, etc.)	
Travel routes to and from Premises via Bodies of Water (provide details)	
Travel Modes by said Bodies of Water (walking, running, cycling)	

Occupancy Profile				
Maximum number of persons in the premises.	WEEKDAYS		WEEKENDS	
	0600 to 1200		0600 to 1200	
	1200 to 2000		1200 to 2000	
	2000 to 0600		2000 to 0600	

	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0= None				
Description of Occupants			Mobility Issues		Average Mobility

Occupants Especially at Risk From Entry to Water Course

Construction/Maintenance Workers

(Details of numbers – employees/contractors)

Premises occupants

(Residents/employees)

People consuming Alcohol on Premises

(Include people on routes to/from premises by waterways)

Young people on site *(Persons under 16 years old)*

Others *(Details of Elderly/Infirm/Mental Ability/People currently Rough Sleeping in Area)*

Identified Water Hazards And Primary Control Measures

Construction/Maintenance Workers *(Details of numbers – employees/contractors)*

Measures taken to prevent falls into water, rescuing them (without entry to water) and raising the alarm.

1. Adequate Barriers?	YES / NO
2. Adequate Lighting?	YES / NO
3. Sufficient Rescue Equipment?	YES / NO
4. Appropriate Staff Training?	YES / NO
5. Other?	YES / NO

Identified Hazards	Existing Control Measures (details should be provided for any “Yes” answers, above)	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

Premises occupants (*Residents/employees*)

Measures taken to prevent falls into water, rescuing them (without entry to water) and raising the alarm.

1. Adequate Barriers?	YES / NO
2. Adequate Lighting?	YES / NO
3. Sufficient Rescue Equipment?	YES / NO
4. Appropriate Staff Training?	YES / NO
5. Other	YES / NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:

Remedial Action Required:

People travelling to/from Premises Near to Water

Measures taken to prevent falls into water, rescuing them (without entry to water) and raising the alarm.

1. Adequate Barriers?		YES / NO
2. Adequate Lighting?		YES / NO
3. Sufficient Rescue Equipment?		YES / NO
4. Appropriate Staff Training?		YES / NO
5. Other?		YES / NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

People consuming Alcohol on Premises *(Include people on routes to/from premises by waterways)*

Alcohol is served on premises	YES / NO
1. Adequate Barriers?	YES / NO
2. Adequate Lighting?	YES / NO
3. Sufficient Rescue Equipment?	YES / NO
4. Appropriate Staff Training?	YES / NO
5. Other?	YES / NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

**Other potentially vulnerable People on site
(Young/Elderly/Infirm/Mental Ability/People currently Rough
Sleeping in Area)**

Are any vulnerable people on or around this premises? **YES / NO**

If Yes, list vulnerability types

1. Adequate Barriers?

YES / NO

2. Adequate Lighting?

YES / NO

3. Sufficient Rescue Equipment?

YES / NO

4. Appropriate Staff Training?

YES / NO

5. Other?

YES / NO

**Identified
Hazards**

**Existing Control
Measures**

**Are there any improvement
recommendations**

Deficiencies:

Remedial Action Required:

General Comments:

Management of Water Safety

Procedures And Arrangements for Water Incidents	
Water safety is managed by:	
Deputy or assistant:	
<p>Are competent person(s) appointed to assist in undertaking the preventative and protective measures (Health and Safety representative)?</p> <p>State name and responsible element of water safety</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES / NO</p>
Is there a suitable record of the water safety arrangements?	YES / NO
Appropriate water incident procedures in place?	YES / NO
Is there adequate means for raising the alarm?	YES / NO
Are procedures in the event of someone entering the water appropriate and properly documented?	YES / NO
Are there suitable arrangements for summoning the Fire and Rescue Service?	YES / NO
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to specific water hazards?	YES / NO
Are there suitable arrangements for deployment of initial rescue equipment?	YES / NO
Are there adequate procedures for assisting persons out of the water?	YES / NO
Are there persons nominated and trained to assist with water rescue activities (not to enter the water)?	YES / NO
Is there an appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	YES / NO
Are there routine in-house inspections and testing of water safety provisions and rescue equipment (e.g. in the course of health and safety inspections)?	YES / NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:		Remedial Action Required:
Training And Drills		
Water safety training is managed by:		
Deputy or assistant:		
1. Are all staff given adequate water safety instruction and training on induction?	YES / NO	
2. Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	YES / NO	
3. Are all staff with special responsibilities (e.g. front of house and staff who assist with vulnerable people) given additional training?	YES / NO	
4. Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below):		
Water risks in/around the premises? The general water safety/prevention measures? Action in the event of a person entering the water? Action on persons raising the alarm? Location and use of rescue equipment? Means for summoning the fire and rescue service? Identity of persons nominated to assist with rescue?		YES / NO
5. Are water incident drills carried out at appropriate intervals and a record of such drills maintained?	YES / NO	
6. Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)	YES / NO	
7. When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on water risks and water safety measures)?	YES / NO	

8. Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Water Safety procedures?		N/A / YES / NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Priority	Meaning
High	Immediate priority to be actioned within 24 hours to 8 weeks <i>Breaches of legal requirements, which could cause injury and require immediate short-term action. Also includes matters that can be resolved at minimal cost</i>
Medium	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve</i>
Low	Low priority to be actioned within 6 months-1year <i>Items of non urgent priority or for future consideration</i>

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.

For an example, see page 11.

Significant Findings – Remedy Action Plan

No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1					
2					
3					

The Responsible Person must ensure that each section is fully completed with additional details included where necessary.

Identified Fire Hazards and Primary Control Measures

It is important that each section is **fully completed**, including the identified hazards, existing control measures, and if any additional control measures are subsequently required.

An example is as follows:

Construction/Maintenance Workers (<i>Details of numbers – employees/contractors</i>)		
Measures taken to prevent falls into water, rescuing them (without entry to water) and raising the alarm.		
1. Adequate Barriers?		YES
2. Adequate Lighting?		NO
3. Sufficient Rescue Equipment?		NO
4. Appropriate Staff Training?		NO
5. Other		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations

2. Torches only used by maintenance staff when working by canal	Torches tested before use, personnel work in pairs.	use of tripod lighting to enable workers to have both hands free.
4. Staff training not recorded and not periodic	Staff receive water safety training on induction.	Staff water safety training to be completed alongside fire drills and recorded. Training to involve watching RLSS UK throwline video, practice use of own line and actions on event of someone falling in
5. Contractors on site.	All contractors on site must produce own written risk assessment with water risks identified and risks controlled.	
Deficiencies: 3. Rescue equipment		Remedial Action Required: Throwline to be placed in secure, coded box with access codes passed to fire service and appropriate instruction signage.