



Committee Approver	Operations Committee
Stakeholder Consultation	
Date Approved	
Classification	Policy (sitting as an appendix to H&S Policy)
Title	Drains Policy
Revision Date	May 2023
Revised by	Director of Asset Management H&S Advisor
Next Revision Date	May 2026
Related Documents	H&S Policy
Location of Electronic Copy	F:/LIVE POLICIES / Health & Safety

1. Policy Statement

There is a small potential that some Viewpoint job roles may be required to clear chokes from drains on Viewpoint's property.

2. Purpose

The purpose of this policy, is to protect employees from the hazards that can exist in work associated with drains.

This policy will ensure:

- In carrying out this work, it must be assumed that hazards may be encountered by the employee e.g. sharps such as needles, biological hazards etc. These hazards will be identified and addressed in a Risk Assessment.
- Under no circumstances should the employee enter the drain (including inserting the head for visual inspection) or reach into the drain with unprotected arms or hands.
- In carrying out any work on drains, appropriate personal protective equipment (PPE) such as gloves, eye-protection, body protection and safety footwear, will be employed. Where it is likely that splashes of contaminated water may be raised, full-face protection via a visor will be required.
- Proper tools must be used for these jobs and all tools must be properly cleaned and stored after use.
- Should offensive odours be encountered then the staff member will be supplied with a suitable CE marked respirator. Ignition sources will be excluded from the immediate vicinity of open drains.
- Consideration must be given to ensure safe disposal of the hazardous waste recovered from the drains. In particular, should needles be recovered from the drain, Viewpoint's Blood, Bodily Fluids and Sharps Policy should be followed to ensure safe handling, storage and disposal.
- Appropriate cleaning and decontamination procedures must be carried out on all clothing and equipment used for the task. In addition, high levels of personal hygiene will be required of the staff member. Full decontamination should be carried out before the operative smokes, eats, drinks or uses lavatory facilities.
- Where chemicals are used for drain cleaning, a full COSHH Assessment will be undertaken as per Viewpoint's Hazardous Substances Policy.
- If drain work is ever required on a regular basis, Viewpoint will give consideration to the provision of inoculations/vaccinations for the more

common blood-borne diseases and diseases associated with sewage (e.g. hepatitis, tetanus).

3. Legislation/related policies

Health & Safety at Work etc. Act 1974

Management of Health & Safety at Work Regulations 1999, as amended

Control of Substances Hazardous to Health Regulations 2002, as amended

4. Scope

The Policy applies to any work carried out on drains by Viewpoint employees.

5. Roles and Responsibilities

Board

The role of Viewpoint's Board is to ensure that this policy, as well as any associated policies, are regularly reviewed, as required, or in accordance with the usual cycle of policy review.

The Board will, in fulfilling its function, ensure that it complies as necessary with this policy, and the associated policies, procedures and documentation which support it.

Executive and Leadership Teams

The role of the Executive and Leadership Teams is responsibility for ensuring that this policy, and the associated policies, procedures and documentation which support it, are implemented and operated in respect of all premises under their control.

The Executive and Leadership Teams shall ensure that staff are informed of the requirements of this policy and, the associated policies, procedures and documentation which support it, as well as undertaking any associated training.

Staff

All staff are responsible for ensuring that they familiarise themselves with this policy, and the associated policies, procedures and documentation which support it, as well as undertaking any associated training.

6. Monitoring & Evaluation

To ensure this policy remains current and effective it will be reviewed every 3 years or where a need is identified by monitoring methods, for example through audits, inspections or risk assessment reviews.