Records of Change

Explanation

The following pages contain tables which detail the changes that have been made by Space Solutions to this management system.

**Changes to System Contents:**

The first table details any additions or removals of topics from the system under the relevant quadrant. For example, the addition of the Permit to Work topic under Management and Legal, the reason and the date of the change.

**Changes to Initial Sections:**

This table details the changes to the Introduction, Health and Safety Policy Statement and the Organisation and Responsibilities sections.

**Changes to Topics:**

The following tables are also split up into the same order as the management system itself to assist with finding the necessary information on the changes. These can be anything from forms added, forms replaced with hyperlinks to provide quick navigation to the actual forms on the Space Solutions website, corrections in the text to amendments required due to legislative changes.

It is anticipated that only the last three changes per topic policy or guidance note will be detailed. If a more complete list is required, a copy of all previous changes will be held separately to the management system by the Company.

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| --- | --- | --- | --- |
| Sect | Subject | Details of change | Change date |

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| --- | --- | --- | --- | --- | --- | --- |
| 1 | Introduction | | |  | |  |
| 2 | Vehicle condition | | |  | |  |
| 3 | Vehicle contents | | |  | |  |
| 4 | Safe use of equipment | | |  | |  |
| 5 | Tool calibration | | |  | |  |
| 6 | Portable Appliance Testing | | |  | |  |
| 7 | Ladder safety | | |  | |  |
| 8 | First aid | | |  | |  |
| 9 | Firefighting equipment | | |  | |  |
| 10 | PPE | | |  | |  |
| 11 | Hazard / Risk / Defect reporting | | |  | |  |
| 12 | Procedures manual inspections and reviews | | |  | |  |
| 13 | Records of change | | |  | |  |
| 14 | **Safe Systems of Work** | | |  | |  |
| 14.1 | Air Filter Replacement | | |  | |  |
| 14.2 | Changing Light Bulbs | | |  | |  |
| 14.3 | Changing battery and Pads in AED’s | | |  | |  |
| 14.4 | Checking escape routes and fire doors are clear of obstruction | | |  | |  |
| 14.5 | Cleaning and disinfection of shower heads and hoses | | |  | |  |
| 14.6 | Cleaning blocked toilet | | |  | |  |
| 14.7 | Emergency lighting testing | | |  | |  |
| 14.8 | External grounds duties | | |  | |  |
| 14.9 | Fire alarm testing | | |  | |  |
| 14.10 | Legionella testing | | |  | |  |
| 14.11 | Moving office furniture | | |  | |  |
| 14.12 | Painting | | |  | |  |
| 14.13 | Portable Appliance Testing | | |  | |  |
| 14.14 | Repairing doors and closers | | |  | |  |
| 14.15 | Snow clearing and gritting | | |  | |  |
| 14.16 | Sprinkler testing (Weekly) | | |  | |  |
| 14.17 | Standby generators inspections (Monthly) | | |  | |  |
| 14.18 | Testing ceiling pull switches for disabled toilets, etc. (Low risk) | | |  | |  |
| 14.19 | Visual checks of firefighting equipment (low risk) | | |  | |  |
| 15 | **Risk Assessments** | | |  | |  |
| 15.1 | Basic carpentry | | |  | |  |
| 15.2 | Electrical extension leads | | |  | |  |
| 15.3 | Electric drilling | | |  | |  |
| 15.4 | Electric power tools | | |  | |  |
| 15.5 | Entry into plant / switch rooms | | |  | |  |
| 15.6 | Hand tools | | |  | |  |
| 15.7 | Ladders | | |  | |  |
| 15.8 | Lone working | | |  | |  |
| 15.9 | Low Voltage electrical work, including inspection and testing | | |  | |  |
| 15.10 | Manual handling | | |  | |  |
| 15.11 | Noise | | |  | |  |
| 15.12 | Outdoor working | | |  | |  |
| 15.13 | Podium step platforms | | |  | |  |
| 15.14 | Pressure Systems | | |  | |  |
| 15.15 | Road vehicles | | |  | |  |
| 15.16 | Safe isolation of electrical supply | | |  | |  |
| 15.17 | Slips, trips and falls | | |  | |  |
| 15.18 | Stress | | |  | |  |
| 15.19 | Step ladders | | |  | |  |
| 15.20 | Vibration | | |  | |  |
| 15.21 | Working at Height | | |  | |  |
| 15.22 | Working in car parks and roadways | | |  | |  |
| 15.23 | Hazard / Risk report form | | |  | |  |
| 16 | **COSHH / MSDS** | | |  | |  |
|  | **PURPOSE** | **BRAND** | **NAME** | |  |  |
| 16.1 | Adhesive | Diall | Carpet & vinyl adhesive | |  |  |
| 16.2 |  | Diall | Super glue | |  |  |
| 16.3 |  | Draper | Heavy duty spray adhesive | |  |  |
| 16.4 |  | Evo-stik | Carpet adhesive | |  |  |
| 16.5 |  | Evo-stik | Impact liquid adhesive | |  |  |
| 16.6 |  | Evo-stik | Multi-purpose impact instant contact liquid adhesive | |  |  |
| 16.7 |  | Evo-stik | Multi-purpose impact instant contact spray adhesive | |  |  |
| 16.8 |  | Evo-stik | Weatherproof wood adhesive | |  |  |
| 16.9 |  | Evo-stik | Wood adhesive | |  |  |
| 16.10 |  | Howdens | Mitre bond adhesive | |  |  |
| 16.11 |  | Howdens | Mitre bond activator | |  |  |
| 16.12 | Adhesive cleaner | Evo-stik | Adhesive cleaner, 191 | |  |  |
| 16.13 | Caulk | Dulux | Decorator’s caulk | |  |  |
| 16.14 |  | Soudal | Painters caulk | |  |  |
| 16.15 | Chalk | B&Q | Blue chalk | |  |  |
| 16.16 | Cleaner | Brillo | Glass and stainless-steel cleaner | |  |  |
| 16.17 |  | Diall | White spirit | |  |  |
| 16.18 |  | Hammerite | Brush cleaner and thinners | |  |  |
| 16.19 |  | Manger’s | Sugar soap concentrate | |  |  |
| 16.20 |  | Maxima green | Catering zone bactericidal cleaner | |  |  |
| 16.21 |  | Maxima green | Glass, window, VDU trigger spray | |  |  |
| 16.22 |  | Siroflex | Trade strength PVCU cream cleaner | |  |  |
| 16.23 | Filler | Terraco | Skim fill | |  |  |
| 16.24 | Foam | Diall | Expanding foam | |  |  |
| 16.25 | Lubricant | Comma | Spray grease | |  |  |
| 16.26 |  | Ever build | All-purpose silicone spray | |  |  |
| 16.27 |  | WD-40 | WD – 40 | |  |  |
| 16.28 | Metal polish | Brasso | Metal polish | |  |  |
| 16.30 | Paint | B&Q | QD eggshell white | |  |  |
| 16.31 | Paint | B&Q | Colors one coat gloss | |  |  |
| 16.32 | Paint | B&Q | QD colors one coat black gloss | |  |  |
| 16.33 |  | B&Q | QD Eggshell PBW interior wood & metal | |  |  |
| 16.34 |  | Dulux | PBW | |  |  |
| 16.35 |  | Dulux trade | QD Eggshell | |  |  |
| 16.36 |  | Dulux trade | QD gloss | |  |  |
| 16.37 |  | Hammerite | Direct to rust metal paint | |  |  |
| 16.38 | Primer | Diall | Wood primer and undercoat | |  |  |
| 16.39 | Sealant | Diall | All-purpose sealant | |  |  |
| 16.40 |  | Ronseal | Damp seal | |  |  |
| 16.41 |  | Ronseal | One coat damp seal | |  |  |
| 16.42 | Silicone | Soudal | Bathroom | |  |  |
| 16.43 |  | Soudal | Multi-purpose silicone | |  |  |
| 16.44 | Stain Block | Ronseal | One coat stain block | |  |  |
| 16.45 |  | Zinsser | Primer, sealer, stain killer | |  |  |
| 16.46 | Varnish | Dulux | Interior QD varnish, clear satin finish | |  |  |
| 16.47 | Wood filler | Ever build | Multi-purpose wood filler | |  |  |
| 16.48 |  | Metrolux | Multi-purpose wood filler | |  |  |
| 16.49 |  | Ronseal | Multi-purpose Wood filler | |  |  |
| 16.50 | Wood polish | Cif | Wood polish | |  |  |
| 16.51 | Wood repair | Colron | Liquid scratch cover | |  |  |
|  |  |  |  | |  |  |