UK Air Quality Monitoring Networks Health and Safety Database User Notes

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Prepared for Defra and the Devolved Administrations

1   Scope

The purpose of the database is to:

- Provide a single resource for essential health and safety information and risk assessments, so that any site visitors can have access to up to date information before they visit a site
- Deliver automated warnings to all stakeholders if any high risks are identified at any site

The database has been designed to be simple and self-explanatory. To minimise the burden on network managers, and to maximise the use of the database by Local Site Operators (LSOs), Equipment Support Units (ESUs) and other stakeholders, the amount of information in the database has been kept to a minimum.

It is the responsibility of the network managers to populate the database in the first instance, and then keep it updated.

The risk categories (and the colour codes used for them, i.e. green, amber and red) are explained in *"UK Air Quality Monitoring Networks Health and Safety Guidance"* – downloadable from the Health and Safety database.

2 Access

There are three levels of access:

Stakeholders

This level of access is for LSOs, ESUs and any other possible visitors to the sites. Stakeholders can:

- View a list of sites with "High" risk status.
- View health and safety data for any site.
- View a list of sites without up-to-date Site Electrical Tests.
- View a list of sites without up-to-date Portable Appliance Tests ("PAT" tests).
- Read the Air Quality Networks Health and Safety Guidance document.
- Read these user guidance notes.
- Access training materials provided by Network Managers, and tick a box to confirm they have read and understood these.
- View a list showing which organisation manages which network.
- Upload a new risk assessment
- Edit an existing risk assessment

*Risk assessments entered by Stakeholder users are approved by the relevant Network Manager.

Network Managers

Network managers can do everything Stakeholders can do, plus the following:

- Enter a site-specific comment: this can be used to add information that is not specifically about a risk, or to draw the user's attention to an issue covered in the risk assessment.
- Upload site electrical test reports.
- Input a PAT test date.
- Approve new risk assessments, and changes to existing risk assessments, entered by Stakeholders.
- Update site details (ownership and closure).

Access is not restricted by network so all designated network managers may update all site and network information. The database was set up in this way because of the high number of site/network combinations.

Administration and Database management (Ricardo Energy & Environment only)

Administrator users can do everything that network managers can do, plus:
- Add and edit notification text.
- Send manual reminders and other notifications.
- Add new users and update users' e-mail addresses.
- Inactivate users who no longer need access to the database
- Assign network managers.
- Update site list and site information.
- Upload and edit training materials supplied by Network Managers.

The Health and Safety database is available at https://aurnhub.defra.gov.uk/hnsdb/site/ . Each user has a separate H&S database account.

On the first visit users will be required to 'reset password' before they can log in. They will be e-mailed a link which will take them to a page where they can set a password. If you forget your password in future, go to 'reset password' and a new password will be issued by email.
Please ensure that the password you choose is not one that could be easily guessed.

Login details for the H&S database will be issued to all stakeholders for the following networks:

- Automatic Urban and Rural Network
- Rural and Industrial Metals networks
- Hydrocarbons Networks
- Polycyclic Aromatic Hydrocarbons Network
- UK Eutrophying and Acidifying Pollutants (UKEAP) Network
- Black Carbon Network
- Particle Concentrations and Numbers Network

Users are able to select which sites they wish to receive notifications about, in 'My Sites'.

Link from the AURN Hub

For users of the AURN Hub at http://aurnhub.defra.gov.uk/login.php, there is also a link from within the Hub to the H&S Database login page. However, it is not necessary to log in to the Hub first, in order to access the H&S Database. (Many users of the H&S Database are not involved with the AURN and therefore do not have access to the AURN Hub).

Please note that the H&S Database and the AURN Hub are two separate systems and are accessed using different user names and passwords.

3 Database Functions

View HIGH risk (Red) sites

The Risk Assessment process uses a numeric scoring system to quantify a given risk. This is made up of a score for likelihood:

- Highly Unlikely (1)
- Unlikely (2)
- Likely (3)

-multiplied by a score for severity:

- Slightly Harmful (1)
- Harmful (2)
- Extremely Harmful (3)

These combine to give an overall risk rating:
Low – Trivial (1)
Low – Tolerable (2)
Moderate – (3 or 4)
Substantial (6)
Intolerable (9).

The "View HIGH risk (Red) sites" menu option displays a table of sites with risk scores of 6 or 9, i.e. in the red categories.

The database takes the risk scores assigned to each risk reported in the online risk assessment system and sets the overall risk rating of the site based upon the highest of these.

Any user can now enter risk assessments, but it remains the responsibility of the network manager to ensure high (substantial or intolerable) risks are reported via the database – see below.

View H&S data by site

All users: select a site from the drop down list to view the following information:

- Site Name
- Site ID
- Installation date
- Lat/Long
- Owner (Defra or Local Authority)
- Site Closed (yes/no)
- Overall Safety Status
- Electrical Test Date
- Electrical Test Status
- Electrical comments
- List of networks operating at the site
- Contact details of network managers
- Links to all risk assessments for the site
- Links to site electrical test certificates
- PAT test information

The site metadata (name, site ID, location, networks to which the site belongs etc.) are taken from the UK-AIR database. The overall safety status of the site is calculated from the risk assessments which may be uploaded by *any user*. The electrical testing information must be uploaded by the *network managers* via the relevant functions listed below.

View sites without in-date mains electrical test

All users may view and/or download a report which lists all sites which do not have an in-date electrical test (within 5 years), including those sites for which there is no information available.

View site/network combinations without in-date Portable Appliance Tests

All users may view and/or download a report which lists all sites and networks which do not have an in-date PAT test (within 12 months), including those sites for which there is no information available.

View Guidance documentation

All users may read a pdf document outlining key contact details, responsibilities of stakeholders, H&S legislation, how to complete a risk assessment and the cascade procedure.

View User Notes

All users may read these notes on how to use the Health and Safety database.

Enter a site-specific comment

Network managers may input free text to make a specific comment about a site. This is intended to provide useful information not covered by the risk assessments – for example date of replacement of first aid kit or fire extinguisher, or other information it may be useful for anyone visiting the site to know. Site-specific comments should be reviewed regularly by network managers and out of date ones deleted.

Please note that temporary or short-term risks should not be input via this route, but as online entries in the risk assessment (which allows such risks to be entered and removed quickly and easily on an as-required basis).

Stakeholder users wishing to add a comment should do so via their network manager or failing that, contact AQSafety@Ricardo.com.

Upload Risk Assessments

All Users can upload risk assessments to the system using the online form.

Each assessed risk is added as a separate entry in the online form. This means that individual risks can be added and removed quickly and easily. Short-term or temporary risks are now to be reported via this route.

The user specifies the risk (suggested text is provided for common risks such as fire, manual handling, trips and falls, but the user can replace this with free text of their choice), and enters the likelihood and severity as numeric scores (see above). The risk score is calculated from these. The system takes the highest overall risk score and uses this to set the site's overall risk status.

Each site may have several networks operating at it, and each network may have several risk assessments – one for the LSO, one for the ESU, one for QA/QC unit etc. There is no restriction on the number of risk assessments that can be uploaded. The highest risk score from all risk assessments becomes the overall risk status of the site.

Risk assessments entered by Stakeholder users are required to be approved by the relevant Network manager before they are shown "live" on the site. The same applies to changes made to an existing risk assessment.

Important: if any user enters a risk assessment that raises the overall risk status of the site to "high" (score 6 or 9), this will immediately generate a warning e-mail to all users of the system that have elected to receive such messages about the site using the "My sites" function. The message will go out automatically – it does not wait for a Network Manager's approval.

Although all users can upload and edit risk assessments, it remains the responsibility of the Network Manager to ensure that all relevant risk assessments for sites within their networks are uploaded and kept up to date.

It is the responsibility of network managers to cascade this information to any other stakeholders who are not in the database. It may be necessary to make contact with some stakeholders by telephone if you think they may not receive the email warning before making a visit to the site.

Upload Electrical Test Reports

Network managers can upload site electrical test reports. They should select the site from the drop down box, and enter:
- Date of test
- Status (untested/pass/fail)
- Comment if required
- Upload electrical test report.

Please note that ***if the site fails the electrical test the overall site risk status will automatically set to HIGH/Red and the site will appear in the 'View high risk sites' report, and an email warning will be sent to all stakeholders.***

When the site subsequently passes the electrical test the network manager will need to manually update the overall risk status or it will remain in the HIGH/Red category.

Enter Portable Appliance Test Date

Network managers should select a network and enter the latest PAT dates for each site. This information will then appear on the 'View H&S data by Site' reports.

At some sites in the UKEAP network, there is no electrical equipment therefore a site electrical test and PAT test are not necessary. In these cases, the network manager should enter today's date in lieu of a PAT test date, and enter in the comments box *"No electrical equipment at this site for the UKEAP network."* (The comment is important). The date will need to be updated yearly (just as for sites which do have PAT tests), or sooner if any electrical equipment is installed at the site.

Update site details (ownership, risk status and site closure only)

Network Managers should use this to select a site from the drop down box and assign an overall risk status (an alternative route to 'Update Risk Status'), assign whether a site is owned by Defra, a Local Authority or other, and check the box if the site has been closed. This will stop the site appearing in the reports for sites which don't have electrical tests.

Training Documents

Ricardo Energy & Environment can upload training materials supplied by network managers (as pdf files, Powerpoint presentations etc.). Ricardo Energy & Environment can indicate which networks a particular training course or item relates to, though all users will be able to see all training materials.

All users will be able to access the training materials provided by the network managers, although they will only need to read those courses (or documents) that relate to their networks. They will be able to click on a button to confirm they have read and understood the material. Users may go back and read a document more than once but only need to click on the button once.

Network managers can see which users have clicked to confirm they have read and understood a particular training item.

My Sites

All users are able to select the list of sites they do/do not wish to receive "High risk status" alert messages about, using the "my sites" function.

To select or de-select sites for which you will receive such alert messages, tick or un-tick the box next to the site name.

In practice, sites do not go to "High risk" status very often (typically, there are maybe one or two instances per month). Therefore, a user who includes all sites in their "my sites" list (i.e. all ticked) is unlikely to receive very many such alert messages.

It is the user's responsibility to ensure that their "my sites" list includes any sites they are ever likely to visit.

The "my sites" list only affects e-mail notifications of sites going to "High Risk": no other e-mail notifications are affected.

4 Other Functions

Password reset and update of contact details

Users will use the password reset function on the home page to set their password on their first visit to the site, and to reset it if they forget their password in future. Each user will have an individual password. To add a new user, network managers should send the user's first name, surname and email address to AQSafety@ricardo.com. Ricardo Energy & Environment will add the user to the system and then the user may request a password and login to the database.

Contact details are updated by Ricardo Energy & Environment. To change your contact details please contact AQSafety@ricardo.com. The only contact details that are held are your first name, surname and email address.

Notifications

The database will automatically send out notifications each quarter to network managers and to all other stakeholders, reminding them of their responsibilities, where to find more information and asking them to review and update contact details for all networks.

The health and safety coordinator will be able to use the database contact lists to send out ad hoc reminders and warnings as required.

The database will automatically send out alert e-mails when a site is elevated to a high risk – either because a "high" risk has been entered in an online risk assessment or because the site has failed an electrical test.

It is therefore very important that contact details are kept up to date.

5 Dealing with New Sites and Site Changes

Site details on the Health and Safety database are synchronised with those on Defra's UK Air Information Resource (UK-AIR). For sites in the Automatic Urban and Rural Network and the Automatic Hydrocarbon Network (which supply measurement data continuously to UK-AIR throughout the year) this happens continuously.

However, for sites in all other networks, network managers supply the data (and updates of site details) to UK-AIR only once a year via a web portal. To allow the H&S Database to keep up to date with details of new sites, network managers should ensure that whenever they start or close a site, that the configuration is supplied via the data portal at http://uk-air.defra.gov.uk/data-providers/ . This will ensure that the new sites are incorporated into the H&S Database as soon as they are started up.

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