

ICCoMply

Health and Safety Compliance System

Produced in partnership with ASSETtrac Ltd the **ICCoMply** system will greatly assist the cemetery and/or crematorium manager in ensuring **total compliance with all requirements of health and safety legislation**. The system also includes step through guides to **Disability Access** and **Fire Safety**.

Covering all general health and safety regulations, the system then specifically focuses on service related issues, processes and procedures. The step through guide leads you the formulation of all documentation that would be required by an HSE Inspector such as policy, risk assessments, safe systems of work, maintenance records, training records, COSHH assessments, etc. all of which can be stored within the system for easy retrieval, updating and issuing. Automatic reminders for pending reviews are also generated. The system contains the full versions of the Code of Safe Working Practice for Cemeteries and Code of Practice for the Management of Memorials and additional guidance within each section.

The screenshot displays the ICComply software interface. On the left is a tree view of the system's structure, including sections like 'Accident Book', 'Risk Assessment', 'Manual Handling', 'Control of Substances Hazardous to Health', 'Personal Protective Equipment', 'Noise at Work', 'First Aid Provisions', 'Work Equipment', 'Workplace Welfare', 'Electricity', 'Safety Signage', 'Consultation with Employees', 'CEMETERIES', 'CREMATORIA', 'GROUNDS MAINTENANCE', and 'SITE INSPECTIONS'. The 'Maintenance of Cremators and Equipment' section is selected and expanded.

The main window shows a table titled 'Maintenance of Cremators and Equipment' with the following content:

Completed	Tasks to Complete Before Signing Off
<input checked="" type="checkbox"/>	Draw up a schedule for inspection and maintenance of cremators and equipment by ENGINEER
<input checked="" type="checkbox"/>	Introduce a record keeping system for service and repair by ENGINEER
<input type="checkbox"/>	Introduce a schedule for routine maintenance carried out by the TECHNICIAN
<input type="checkbox"/>	Risk assess routine maintenance procedures
<input type="checkbox"/>	Formulate safe system of work for routine maintenance
<input type="button" value="Set Target Date"/> Target date for completion: 01/09/2003 Status: Pending	

Below the table, the text reads: 'Maintenance should be divided into two categories: 1. Maintenance by an Engineer 2. Routine maintenance carried out by the Technician'. Further down, it says: 'Using your list of machinery and equipment compiled in the last section add a column to indicate due dates for service and inspection together with a further column indicating when attention was received. This column can be cross referenced with the engineers service report indicating any repairs that were carried out or any further work that is required. Subsequent repairs can also be recorded on this document.'

At the bottom left, a 'PROGRESS/STATUS' section shows: 'Actions Total = 131 Completed = 24'. Below this, 'Section Review Dates' are listed: 'First Aid Provisions - 05/06/2004' and 'Health and Safety Policy - 10/07/2004'. An 'Overall Guide Completion' bar shows 18% progress.

At the bottom right, a 'NOTES' section contains: 'Maintenance schedules drawn up and attached. Record keeping system for for service and repair by engineer now in place. Technician schedules being drawn up by John Smith. Formulation of safe systems of work in progress, will complete by September 2003'.

If you would like more details of the **ICCoMply** system please contact the National Office or alternatively come along to the Institute's stand at Joint Conference where it will be available.

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