

**MONMOUTH TOWN COUNCIL  
HEALTH AND SAFETY POLICY  
Version 1, 27/01/2020 FC**

The management of Monmouth Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Town Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities, the management will (as attached as Appendix A):

1. bring this Policy to the attention of all employees
2. carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
3. communicate and consult with our employees on matters affecting their health and safety
4. comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
5. eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
6. encourage staff to identify and report hazards so that we can all contribute towards improving safety
7. ensure that emergency procedures are in place at all locations for dealing with health and safety issues
8. maintain our premises, provide and maintain safe plant and equipment
9. only engage contractors who are able to demonstrate due regard to health & safety matters
10. provide adequate resources to control the health and safety risks arising from our work activities
11. provide adequate training and ensure that all employees are competent to do their tasks
12. provide an organisational structure that defines the responsibilities for health and safety
13. provide information, instruction and supervision for employees

14. regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

# Monmouth Town Council

## Health and Safety Policy



**elliswhittam**

Employment Law / HR / Health & Safety

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# **INTRODUCTION**

# 1. INTRODUCTION

This Health and Safety manual has been prepared by Ellis Whittam on our behalf and with our involvement. It contains our Health and Safety Policy as required by the Health and Safety at Work etc. Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

Monmouth Town Council are committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the Board in our Annual Report.

## POLICY REVIEW

This Health and Safety Policy will be reviewed annually by Ellis Whittam Ltd in conjunction with our nominated responsible person.

As each review is completed it will be signed off by the consultant from Ellis Whittam and confirmed by our nominated responsible person.

Review Date	Signed on behalf of Ellis Whittam	Confirmed
24/04/2018	Scott Crichton	

## DOCUMENT CONTROL

The hardcopies of the Health and Safety Policy provided will remain the controlled copies and we will retain a register of these. Any amendments made to the policy will be provided for each of these accordingly to ensure all copies in circulation remain the current version.

Should further copies of the policy be printed either in whole or part, then these will be marked as 'UNCONTROLLED COPY'. Where further controlled copies are required then these should be issued accordingly and added to the register of controlled copies.

### Register

Copy Number or Reference	Location kept

## AMENDMENT RECORD

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or client, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref /Title	Details of amendment made	Change made by

## LEGISLATION

Extracts of relevant legislation are provided for ease of reference on the Ellis Whittam webpage. Full copies of relevant legislation are available on the Office of Public Sector Information web page ([www.opsi.gov.uk](http://www.opsi.gov.uk)) and the National Archives ([www.legislation.gov.uk](http://www.legislation.gov.uk))

## GUIDANCE

Guidance on a number of health and safety issues can be accessed by logging onto the Ellis Whittam webpage which we hope you will find useful as a quick reference source.

Should you require further advice or assistance not available here then remember that advice on any health and safety issue is available from the **Ellis Whittam** advice line - **Tel: 0845 226 8393**.

## FORMS

Relevant forms and templates that may be utilised can be accessed by logging onto the Ellis Whittam webpage.

# **POLICY STATEMENT**

## 2. HEALTH AND SAFETY POLICY STATEMENT

The management of Monmouth Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Town Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

15. bring this Policy Statement to the attention of all employees
16. carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
17. communicate and consult with our employees on matters affecting their health and safety
18. comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
19. eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
20. encourage staff to identify and report hazards so that we can all contribute towards improving safety
21. ensure that emergency procedures are in place at all locations for dealing with health and safety issues
22. maintain our premises, provide and maintain safe plant and equipment
23. only engage contractors who are able to demonstrate due regard to health & safety matters
24. provide adequate resources to control the health and safety risks arising from our work activities
25. provide adequate training and ensure that all employees are competent to do their tasks
26. provide an organisational structure that defines the responsibilities for health and safety
27. provide information, instruction and supervision for employees
28. regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

**Signed:**

**Dated:**

**Name:**

**Position: Town Clerk**

**ORGANISATION FOR  
HEALTH & SAFETY**

## 3. ORGANISATION FOR HEALTH AND SAFETY

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

**Town Council**

**Town Clerk**

# **HEALTH AND SAFETY RESPONSIBILITIES**

## 4. HEALTH AND SAFETY RESPONSIBILITIES

### Town Council

The Board has the ultimate responsibility for the health and safety of Monmouth Town Council but discharges this responsibility through the Town Clerk down to individual managers, supervisors and employees.

The Board has nominated the Town Clerk to have special responsibility for health and safety.

The Board will ensure that:

29. they provide a lead in developing a positive health and safety culture throughout the organisation
30. all its decisions reflect its health and safety intentions
31. adequate resources are made available for the implementation of health and safety
32. they will promote the active participation of employees in improving health and safety performance
33. they will review the health and safety performance of the Town Council on an annual basis

## Town Clerk

### **The Town Clerk will ensure that in their areas of control:**

34. they actively lead the implementation of our Health and Safety Policy
35. they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers
36. safe systems of work are developed and implemented
37. risk assessments are completed, recorded and regularly reviewed
38. accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported
39. they communicate and consult with staff on health and safety issues
40. they encourage staff to report hazards and raise health and safety concerns
41. safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
42. issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
43. premises, plant and work equipment are maintained in a safe condition
44. statutory examinations are planned, completed and recorded
45. personal protective equipment is provided, staff instructed in its use and that records are kept
46. adequate arrangements for fire and first aid are established
47. any safety issues that cannot be dealt with are referred to the Town Council for action
48. welfare facilities provided are maintained in a satisfactory state
49. hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
50. health surveillance is carried out and records are kept
51. contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
52. health and safety notices are displayed
53. agreed safety standards are maintained particularly those relating to housekeeping
54. health and safety rules are followed by all

## Employees

All employees must:

55. take reasonable care of their own safety
56. take reasonable care of the safety of others affected by their actions
57. observe the safety rules
58. comply with the Health and Safety Policy
59. conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
60. dress sensibly and safely for their particular working environment or occupation
61. conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
62. use all safety equipment and/or protective clothing as directed
63. avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
64. maintain all equipment in good condition and report defects to their supervisor
65. report any safety hazard or malfunction of any item of plant or equipment to their supervisor
66. report all accidents to their supervisor whether an injury is sustained or not
67. attend as requested any health and safety training course
68. observe all laid down procedures for processes, materials and substances used
69. observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

## Contractors

All contractors must:

70. take reasonable care of their own safety
71. take reasonable care of the safety of others affected by their actions
72. observe the safety rules
73. submit their health and safety policy and relevant risk assessments to us for approval
74. comply with and accept our health and safety policy, if they do not have one
75. conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
76. dress sensibly and safely for their particular working environment or occupation
77. conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
78. use all safety equipment and/or protective clothing as directed
79. avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
80. maintain all equipment in good condition and report defects to their supervisor
81. report any safety hazard or malfunction of any item of plant or equipment to their supervisor
82. report all incidents to their supervisor and to us whether an injury is sustained or not
83. attend as requested any health and safety training course
84. observe all laid down procedures for processes, materials and substances used
85. observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

**Ellis Whittam, in agreement with management, provides us with the following services:**

86. development of our documentation throughout the period of our contract and keeping it updated for:
  - changes in Health and Safety legislation relevant to us
  - organisational changes which affect our management system
87. a general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk.
88. a consultant visit to train senior managers and to support our implementation of this Policy by:
  - assisting us to complete specific risk assessments
  - providing further training, as agreed, on relevant agreed topics
  - reviewing and auditing our health and safety procedures and legal compliance
  - providing advice on implementing changes and system procedures

Ellis Whittam is also contracted to:

89. fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues
90. provide for us a telephone advisory service - available 24 hours per day, 365 days of the year
91. provide crisis help if we have a serious accident or incident involving the Enforcement Authorities
92. provide legal fees insurance, the terms of which are defined in our insurance policy document
93. provide briefings to help keep us up to date with new and forthcoming legislation

# **HEALTH AND SAFETY RULES**

## 5. HEALTH AND SAFETY RULES

This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by Management.

## General

94. It is the duty of all employees to co-operate with management in fulfilling our legal obligations in relation to health and safety.
95. Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
96. Employees are required to notify to management of any unsafe activity, item or situation.

## Working Practices

97. Employees must not operate any item of plant or equipment unless they have been trained and authorised.
98. Employees must make full and proper use of all equipment guarding.
99. Employees must not clean any moving item of plant or equipment.
100. Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
101. Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
102. Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
103. Employees must not smoke except in prescribed areas.

## Hazard / Warning Signs and Notices

104. Employees must comply with all hazard/warning signs and notices displayed on the premises.

## Working Conditions / Environment

105. Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
106. Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.
107. Employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
108. Employees must clear up any spillage or liquids within the work area in the prescribed manner.
109. Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

## Protective Clothing and Equipment

- 110. Employees must use all items of protective clothing/equipment provided as instructed.
- 111. Employees must store and maintain protective clothing/equipment in the approved manner.
- 112. Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

## Fire Precautions

- 113. Employees must comply with all laid down emergency procedures.
- 114. Employees must not obstruct any fire escape route, fire equipment or fire doors.
- 115. Employees must not misuse any fire fighting equipment provided.
- 116. Employees must report any use of fire fighting equipment to their supervisor.

## Accidents

- 117. Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.
- 118. Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- 119. Employees must notify management of any incident in which damage is caused to property.

## Health

- 120. Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- 121. Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

## Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

122. A serious or wilful breach of Safety Rules.
123. Unauthorised removal or interference with any guard or protective device.
124. Unauthorised operation of any item of plant or equipment.
125. Unauthorised removal of any item of first aid equipment.
126. Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.
127. Unauthorised removal or defacing of any label, sign or warning device.
128. Horseplay or practical jokes which could cause accidents.
129. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
130. Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment.
131. Deliberately disobeying an authorised instruction.

# **ARRANGEMENTS**

## 6. ARRANGEMENTS

### Accident, Incident and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any employee, visitor or contractor has an accident, near miss or dangerous occurrence on the Town Council's premises during the course of their employment.

This will also apply to visitors who are members of the public and are therefore not at work. In addition employees who develop a work-related illness must also report via these procedures.

#### Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the Town Council.

#### The Accident Book

All accidents resulting in personal injury must be recorded in the Town Council's Accident Book.

The Accident Book will comply with the requirements of the Data Protection Act.

The Accident Book will be reviewed regularly by senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Employees must ensure that they are aware of the location of the accident book.

#### Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following events must be reported to the Health and Safety Executive:

132. A death
133. A specified injury to an employee as detailed in regulation 4
134. An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury
135. Any dangerous occurrence
136. Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations
137. Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen

Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) must also be reported within 15 working days using the Health and Safety Executive (HSE) website.

You **must** also keep a record of an accident if the worker has been incapacitated for **more than three consecutive days**. If you are an employer who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

Contact details for the Health and Safety Executive are:

**Tel:** 0345 300 9923 (Monday to Friday 8:30am to 5:00pm)

**Website:** [www.hse.gov.uk](http://www.hse.gov.uk)

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the Ellis Whittam Advice Line. (Tel: 0845 226 8393)

The completed report form sent back by the HSE should be kept with the other accident records and documents; this will confirm the notification has been made.

Accident report, completed notification form and investigation notes, witness statements and photographs are to be kept on file to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

### **Investigation**

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

138. to ensure that all necessary information in respect of the accident or incident is collated
139. to understand the sequence of events that led to the accident or incident
140. to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
141. to identify the underlying causes that may have contributed to the accident or incident
142. to ensure that effective remedial actions are taken to prevent any recurrence
143. to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
144. to enable all statutory requirements to be adhered to

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

## Asbestos

The Town Council will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through:

### **Asbestos-related Emergencies**

Procedures to deal with asbestos-related incidents will be in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees.

### **Arrangements for Controlling Work on Asbestos**

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

### **Selection and Control of Contractors to Work on Asbestos-containing Materials**

When contractors are engaged to work on the premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- 145. asbestos fibres are firmly linked in a matrix
- 146. the exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

### **Procedures for Dealing with Health and Safety Issues**

Where an employee raises a health and safety problem related to work with asbestos, the Town Council will:

- 147. take all necessary steps to investigate the circumstances
- 148. take corrective measures where appropriate
- 149. advise the employee of actions taken

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

- 150. inform a responsible person immediately, usually a supervisor or manager
- 151. in the case of an accident or emergency, respond quickly to ensure effective treatment

## Communication and Consultation

It is a legal requirement for the Town Council to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

152. establish effective lines of communication
153. involve and consult with employees through:
  - individual conversations
  - notice boards
  - internal publications
  - staff meetings
  - health and safety meetings
154. display the 'Health and Safety Law – What You Need To Know' poster
155. consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety

Where is not practical to consult with all employees directly and it would be more appropriate to communicate and consult through employee representatives, we will arrange for representatives of employee safety to be elected.

The Town Council will allow all representatives an appropriate amount of time away from their normal duties in order to complete their duties as representatives. We will not hinder representatives in the execution of their normal functions as defined by law.

## Contractors

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure, prior to engaging any contractor, that they are competent and ensure during their period of employment that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

156. sight of the contractor’s own safety policy, risk assessments, method statements, permits to work, etc as applicable
157. clarification of the responsibility for provision of first aid and fire extinguishing equipment
158. details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
159. details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
160. clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
161. confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
162. evidence showing that appropriate Employers and Public Liability Insurance is in place

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to a manager immediately.

### **Construction work and the Construction (Design and Management) Regulations 2015**

Where any construction work is carried out, to fulfil our legal duties as a “client” under the Construction (Design and Management) Regulations 2015 we will:

163. make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
164. ensure that all dutyholders that we appoint have the necessary skills, knowledge and experience to carry out their roles safely
165. appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly
166. notify the HSE in writing for projects that require it
167. ensure that relevant pre-construction information is passed to all designers and contractors
168. ensure that the Principal Designer and Principal Contractor carry out their duties

169. ensure that adequate welfare facilities are provided for the contractors
170. ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared
171. ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and , if we choose to dispose of the building, to pass the file to any person or Town Council who acquires the building.
172. cooperate fully with all other dutyholders and provide all relevant information and instruction promptly and clearly

## Display Screen Equipment

All reasonable steps will be taken by the Town Council to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the Town Council will:

173. carry out an assessment of each user's workstation
174. implement necessary measures to remedy any risks found as a result of the assessment
175. provide adequate information and training to persons working with display screen equipment
176. endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
177. review software to ensure that it is suitable for the task and is not unnecessarily complicated
178. arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
179. arrange for the supply, at a subsidised cost to be agreed by the Town Clerk, for any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
180. advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
181. investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
182. make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

Employees must:

183. comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
184. inform their departmental supervisor / line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
185. report to their departmental supervisor / line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

## Driving for Work

Driving is an integral part to some roles within the Town Council and as such requires driving on Town Council business. Driving has inherent risks associated with it which drivers should be made aware of.

The Town Council is committed to reducing the risks its staff face or create when driving at work and therefore will:

186. ensure risk assessments are completed and that journeys are planned
187. not put unreasonable time constraints on travel
188. ensure those driving for business are competent (and where required, authorised) and fit
189. provide any additional training that may be deemed necessary to reduce driving related occupational risks
190. provide sufficient information and guidance for managers and drivers to enable them to understand the additional occupational risks involved in driving
191. establish a travel plan which will limit the requirement for travel and make provisions for long journeys
192. require drivers to annually submit copies of their insurance, the MOT certificate or evidence of the MOT exemption for their vehicle and their current driving licence

### Implementation

The Town Council asks its entire staff to play their part, whether they use a Town Council vehicle, their own or a hire vehicle.

### Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform their manager of:

193. anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
194. changes to licence such as; limitations, offences recorded, period bans
195. vehicle defects that affect ability / safety to drive
196. any accidents / incidents that occurred whilst driving on behalf of the Town Council

Before driving, drivers must:

197. review the need to travel
198. have a valid licence for the vehicle they are driving and for any overseas travel if required
199. ensure valid insurance for business use
200. carry out a pre-use vehicle check
201. allow sufficient time to drive allowing for traffic, poor weather and rest breaks

- 202. ensure sufficient rest
- 203. be physically fit, with zero alcohol level and not under the influence of drugs that may affect their ability to drive
- 204. have had an eye test in last 2 years and be using any required corrective appliance
- 205. adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety

Whilst driving, drivers must:

- 206. drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- 207. take regular rest breaks every 2-3 hours or at first signs of tiredness
- 208. remain in control of the vehicle at all times
- 209. not smoke in a Town Council vehicle
- 210. never use any hand held electronic device e.g. mobile phone, satellite navigation, mp 3 player
- 211. never receive or make calls

### **Managers**

Managers should ensure that the driving policy is brought to the attention of drivers and they will:

- 212. lead by example, both in the way they drive and by not tolerating poor driving practices amongst colleagues
- 213. challenge unsafe attitudes and behaviours and encourage staff to drive safely
- 214. monitor compliance with the driving policy at team meetings, staff appraisals and periodic checks
- 215. not expect staff to answer calls when they are driving

## Drugs and Alcohol

### **Alcohol**

Employees must not drink alcohol on the Town Council's premises or the premises of its customers or clients without express permission from a senior manager or director.

Any employee who is found consuming alcohol on the Town Council's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the Town Council's disciplinary procedure.

### **Drugs and medication**

The possession, use or distribution of drugs for non-medical purposes on the Town Council's premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager or supervisor.

If the Town Council suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the Town Council reserves the right to require you to undergo a medical examination to determine the cause of the problem.

### **Medical Examination**

Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the Town Council reserves the right to suspend you from your employment (with or without pay) to allow the Town Council to decide whether to deal with the matter under the terms of the Town Council's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

### **Reasonable Grounds**

The Town Council reserves the right to search you or any of your property held on Town Council premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The Town Council reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the Town Council's premises.

## Electricity

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

To ensure this objective the Town Council will:

216. ensure electrical installations and equipment are installed in accordance with the Wiring Regulations (BS 7671) published by the Institution of Engineering and Technology (IET)
217. maintain the fixed installation in a safe condition by carrying out routine safety tests
218. inspect and test portable and transportable equipment as often as required to ensure safety
219. promote and implement a safe system of work for maintenance, inspection and testing
220. forbid live working unless absolutely necessary, in which case a permit to work system must be used
221. ensure employees who carry out electrical work are competent to do so
222. maintain detailed records

Employees must:

223. visually check electrical equipment for damage before use
224. report any defects found to their line manager / supervisor
225. not use defective electrical equipment
226. not carry out any repair to any electrical item unless qualified to do so
227. switch off non-essential equipment from the mains when left unattended for long periods
228. not bring any electrical item onto the Town Council premises until it has been tested and a record of such a test has been included in the appropriate record
229. not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage

## Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the Town Council will:

230. assess the risk from fire at our premises and implement appropriate control measures
231. ensure good housekeeping standards are maintained to minimise the risk of fire
232. provide and maintain safe means of escape from the premises
233. develop a fire evacuation procedure for all buildings
234. provide and maintain appropriate fire-fighting equipment
235. regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
236. provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
237. make arrangements for the safe evacuation of deaf or otherwise disabled persons
238. make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
239. display fire action notices
240. keep fire safety records

The Town Council does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

## First Aid

The Town Council is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective the Town Council will:

1. appoint and train a suitable number of first aid personnel to cover all work patterns
2. display first aid notices with details of first aid provision
3. provide and maintain suitable and sufficient first aid facilities including first aid boxes
4. provide any additional first aid training that may be required to deal with specific first aid hazards

The minimum first aid provision at all sites is an adequately stocked first aid box and an Appointed Person to take charge of the first aid arrangements.

### **Appointed Person**

The Appointed Person duties include:

241. taking charge when someone falls ill or is injured, including calling an ambulance if required
242. looking after and maintaining the first aid box and contents

The Appointed Person will not be required to provide treatment for which they have not been trained.

### **First Aiders**

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements.

The numbers of first aid personnel at each location will be determined by individual circumstances, the level of risk and in line with current government guidance.

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

### **First Aid Boxes**

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

### **Portable First Aid Kits**

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:

243. staff travelling in vehicles on a regular basis
244. staff participating in sporting or social events arranged or supported by the organisation

## Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The Town Council will implement the following:

245. an inventory of all substances hazardous to health kept or present on site will be maintained and copies of relevant hazard data sheets retained
246. competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
247. all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
248. engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness
249. systems of work will be reviewed at suitable intervals and revised if necessary
250. all employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls
251. personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls
252. the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions
253. assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
254. qualified professionals, where necessary, will carry out health surveillance
255. employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
256. all employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results
257. all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment

### **Information and Training**

The Town Council will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

Managers and supervisors of areas which use substances hazardous to health will be given additional training to ensure the proper management of the risks.

## Health, Safety and Welfare

The Town Council is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

258. adequate maintenance of workplace and equipment
259. appropriate ventilation, temperature control and lighting
260. suitable cleanliness and housekeeping standards
261. adequate workspace allocation
262. properly designed workstations
263. well maintained traffic routes and floors
264. appropriate fall protection
265. suitable glazing
266. safe access and egress (well maintained exits and entrances)
267. appropriate sanitary and washing facilities
268. separate toilet facilities for men and women
269. plentiful drinking water supply and cups
270. seating with an incorporated back rest
271. accommodation for keeping clothing clean and dry
272. facilities for changing, rest periods, hot drinks and meals preparation
273. showering facilities if the nature of an employees work requires this
274. appropriate first aid provision
275. appropriate emergency, fire and evacuation equipment and procedures

The Town Council recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace or head office.

## Lone Working

The Town Council will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

The Town Council will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

- 276. the remoteness or isolation of workplaces
- 277. any problems of communication
- 278. the possibility of interference, such as violence or criminal activity from other persons
- 279. the nature of injury or damage to health and anticipated "worst case" scenario

### Information and Training

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- 280. when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence
- 281. check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person
- 282. if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements
- 283. do not put yourself at risk; if you do not feel safe discuss the situation with your immediate manager
- 284. report all accidents, injuries, near-misses and dangerous occurrences to your immediate manager

## Manual Handling

To prevent injuries and long term ill-health from manual handling the Town Council will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the Town Council will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the organisation will ensure that:

- 285. manual handling assessments are carried out where relevant and records are kept
- 286. employees are properly supervised
- 287. adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution
- 288. any injuries or incidents relating to manual handling are investigated, with remedial action taken
- 289. employees adhere to safe systems of work
- 290. safety arrangements for manual handling operations are monitored and reviewed
- 291. where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- 292. special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations

### **Reducing the risk of injury**

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- 293. mechanical assistance
- 294. redesigning the task
- 295. reducing risk factors arising from the load
- 296. improvements in the work environment
- 297. employee selection

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

## New and Expectant Mothers

The Town Council recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the Town Council will ensure that:

298. employees are instructed at induction to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
299. risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
300. necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
301. new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
302. any adverse incidents are immediately reported and investigated
303. appropriate training etc is provided where suitable alternative work is offered and accepted
304. provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
305. where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
306. where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay

## Risk Assessment

Risk assessment is a systematic examination of what within our business can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities in order to plan and prioritise the implementation of the identified control measures.

More detailed specific risk assessments will also be carried out as determined by the general assessment to address those premises, equipment, people or activities to comply with specific legislation or to proactively manage health and safety risks.

We will ensure that:

- 307. assessments are carried out and records are kept
- 308. control measures introduced as a result of assessments are implemented and followed
- 309. employees are informed of the relevant results and provided with necessary training
- 310. any injuries or incidents lead to a review of relevant assessments
- 311. assessments are regularly monitored and reviewed
- 312. suitable information, instruction and training will be provided to all persons involved in the risk assessment process

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

## Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the Town Council that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This includes Town Council vehicles that are used by more than one employee. If you have a Town Council car that is designated for your sole use and that is never used by other employees then you can smoke in it if you wish – but the Town Council recommends that you do not do so. This policy applies to all employees, customers and visitors.

### **Implementation**

All staff are obliged to adhere to and facilitate the implementation of the policy.

The Town Council will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in Town Council vehicles that are covered by the law.

## Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable Town Council, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We have chosen to adhere to the Management Standards for stress as developed by the Health and Safety Executive. We will:

313. work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
314. regularly review risk assessments
315. consult with Safety Representatives on issues relating to the prevention of work-related stress
316. provide access to confidential counselling for employees affected by stress caused either by work or external factors
317. provide training for all managers and supervisory staff in good management practices
318. provide adequate resources to enable managers to implement the Town Council's agreed stress management strategy

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the Town Council's grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

## Training

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the Town Council to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All employees will need to know about:

- 319. the health and safety policy
- 320. the structure and system for delivering this policy

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled.

Managers and supervisors training needs will include:

- 321. leadership and communication skills
- 322. safety management techniques
- 323. skills on training and instruction
- 324. risk assessment
- 325. health and safety legislation
- 326. knowledge of our planning, measuring, review and audit arrangements

All our employees training needs will include:

- 327. relevant health and safety hazards and risk
- 328. the health and safety arrangements relevant to them
- 329. communication lines to enable problem solving

All employees will receive **induction training**. Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

330. participate in the induction training activities they have been required to attend or carry out
331. work according to the contents of any training they receive
332. ask for clarification of any points they do not fully understand
333. not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed

## Visitors

In the interest of safety and security, the Town Council will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- 334. they are authorised to enter the premises or accompanied
- 335. they adhere to applicable health and safety instructions and rules during their visit
- 336. adequate information is passed to ensure their safety including emergency information
- 337. any protective clothing required is provided and worn
- 338. any accidents / incidents involving visitors are reported through the accident reporting arrangements

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

### **Emergency Action**

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

## Work Equipment

The Town Council will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective the Town Council will:

339. provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations
340. retain and make available the manufacturer's instruction manual for each item of equipment, where relevant
341. before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees
342. inspect all equipment at installation and prior to first use
343. regularly inspect work equipment in accordance with the manufacturer's recommendations
344. maintain work equipment in accordance with the manufacturer's recommendations
345. keep records of all inspections and maintenance
346. provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely
347. provide refresher training as appropriate and as determined necessary by workplace inspections

## Working Time Regulations

The Town Council will ensure that all workers under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. The Town Council will NOT encourage workers to work over the 48 hours but workers can choose to work longer hours if they wish by opting out. Workers cannot be forced to opt out and can revoke their opt out, if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and make mistakes leading to accidents.

A summary of the requirements for adult workers:

- 348. a maximum of 48 hours per week, averaged out over a 17 week reference period (employees can opt out of this)
- 349. entitlement to a minimum uninterrupted rest period of 11 hours in every 24-hour period with no opt out
- 350. entitlement to 28 days paid holiday per year (including statutory holidays) for full time workers (pro-rata for part time workers)
- 351. maximum of 8 hours per shift for night shift workers
- 352. free health assessments for night shift workers
- 353. 24 hour rest period at least once a week, can be 48 hours every fortnight with no opt out
- 354. entitlement to a rest break, if working over six hours
- 355. employees must not suffer any detriment if they choose not to opt out

Travelling to and from the normal work place, break periods, rest periods, holidays and sickness do not count as working time.

The reference period of 17 weeks can be increased 26 weeks or 52 weeks by local collective agreements with recognised trade unions or official employee representatives.

A young person's maximum hours are limited to 40 hours per week with no reference period.

Young persons are generally excluded from shift working.

### **Further information**

All employees should refer to the Main Office or Staff Intranet for full details of the Town Council's policy on working times, holidays and other benefits.

## Young Persons

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the organisation will:

356. carry out risk assessments to cover the activities of young persons
357. implement the actions determined by the risk assessment process
358. inform the young persons of any risks associated with their work and the control measures taken to protect them
359. provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
360. provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment

# **RISK ASSESSMENT**

# 7. RISK ASSESSMENT

## Risk Assessment

**Risk Assessment** involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

**Risk** is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

### Carrying out risk assessments

Those who are involved in risk assessments should:

361. be competent
362. have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
363. have knowledge and experience of how to solve problems identified by the assessment
364. be in a position to give the commitment, co-operation and resources required to implement the assessment results

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

## **The five stages of risk assessment**

### **STEP 1 - IDENTIFY THE HAZARDS**

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- 365. cables trailing over floors
- 366. fire
- 367. chemicals
- 368. work benches which are too high or too low
- 369. electricity
- 370. loads which have to be moved manually
- 371. work equipment
- 372. working environment e.g. ventilation, lighting, heating

### **STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW**

List groups of people and individuals who may be affected by the hazards e.g.:

- 373. staff
- 374. members of the public
- 375. contractors on the premises

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees or young persons.

### **STEP 3 - EVALUATE AND CONTROL THE RISK**

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- 376. avoid the risk completely
- 377. evaluate risks which cannot be avoided
- 378. combat risks at source
- 379. adapt work to the individual
- 380. make use of technical progress

- 381. replace the dangerous with none or less dangerous
- 382. develop an overall prevention policy
- 383. give priority to measures which protect the greatest number of people
- 384. give appropriate instructions to employees

**IMPLEMENTING AN ACTION PLAN**

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

**STEP 4 - RECORD YOUR FINDINGS**

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that employees are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

**Hazards and example controls**

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

## STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

Refer

385. Risk Assessment Form

### Fire Risk Assessment

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- 386. to identify the fire hazards
- 387. to reduce the risk of those hazards causing harm to as low as reasonably practicable
- 388. to decide what physical fire precautions and management arrangements are
- 389. necessary to ensure the safety of people in your premises if a fire does start

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises may be able to assess as a whole, in larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

You need to appoint one or more competent persons to carry out any of the preventive and protective measures needed to comply with the legislation. This person could be you, or an appropriately trained, employee or, where appropriate, a third party.

Your fire risk assessment should demonstrate that, as far as is reasonable, you have considered the needs of all relevant persons, including disabled people.

## **Six Steps to Fire Risk Assessment**

### **1. Identify the hazards**

- 390. Sources of ignition
- 391. Sources of fuel
- 392. Sources of oxygen

### **2. Identify people at risk**

- 393. Employees
- 394. People in and around the premises
- 395. Vulnerable persons, disabled etc.

### **3. Evaluate, remove, reduce and protect from risk**

- 396. Evaluate the risk of fire occurring
- 397. Evaluate the risk to people from fire
- 398. Remove or reduce the fire hazards
- 399. Remove or reduce the risks to people

### **4. Consider:**

- 400. Detection and warning
- 401. Fire fighting
- 402. Escape routes and travel distances
- 403. Lighting
- 404. Signs and notices
- 405. Maintenance

### **5. Record, plan, inform, instruct and train**

- 406. Record the significant findings and action taken
- 407. Prepare an emergency plan
- 408. Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- 409. Provide training

### **6. Review**

- 410. Keep assessment under review
- 411. Revise where necessary

Refer:

- 412. Fire Risk Assessment Form

**MONITORING  
HEALTH AND SAFETY**

## 8. MONITORING OF HEALTH AND SAFETY

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

### **Active monitoring**

Monitoring is a line manager's responsibility and in this section there are monitoring checklists for each of the key management positions to be used to determine achievement against relevant health and safety standards. In completing the checklist managers are providing evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the Town Council feedback on its performance before an accident, incident or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.

Employees who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

Refer:

413. Health and Safety Inspection Form

### **Reactive monitoring**

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.





<b>Training</b>			
Have all staff received induction training?			
Have the Health and Safety training needs across the organisation been determined?			
Have staff received specific health and safety training?			
Are staff informed of the control measures that need to be taken to protect themselves and others from the hazards of the work?			
<b>Fire and Emergencies</b>			
Has the fire risk assessment been reviewed within the last 12 months?			
<b>Asbestos</b>			
Has an asbestos survey been conducted at all sites?			
Do employees know what to do if they see material that they suspect to be asbestos?			
<b>Hazardous Substances</b>			
Are risk assessments available on the use of all hazardous substances?			
Are hazard data sheets readily available?			
Are all substances properly and securely stored?			
Are all substances in their original, properly labelled containers?			
<b>Lone Working</b>			
Are arrangements in place to protect lone workers?			
Are adequate communication and emergency procedures in place for lone workers?			
Have staff been trained on the arrangements?			
Have there been any incidents recorded involving lone workers?			
<b>Manual Handling</b>			
Are there any tasks that require a manual handling assessment?			
<b>Personal protective equipment</b>			
Are suitable gloves and overalls provided for cleaning staff?			

## 9. LEGAL EXPENSES INSURANCE

For a copy of Ellis Whittam's master legal expenses insurance policy please see <http://www.elliswhittam.com/health-safety/legal-expenses-insurance/>. Please refer to your contract with Ellis Whittam for the type of cover (if any) that is applicable to your organisation – i.e. employment dispute insurance or health & safety prosecution insurance or both – and the relevant provisions of the master policy document will then apply accordingly.

Please contact us if you require a hard copy of the policy.