



Health & Safety Policy

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Introduction

In compliance with the requirements of the Health & Safety at Work Act 1974.

Headley Parish Council seeks to effectively discharge the associated statutory duties by preparing this written Health & Safety Policy.

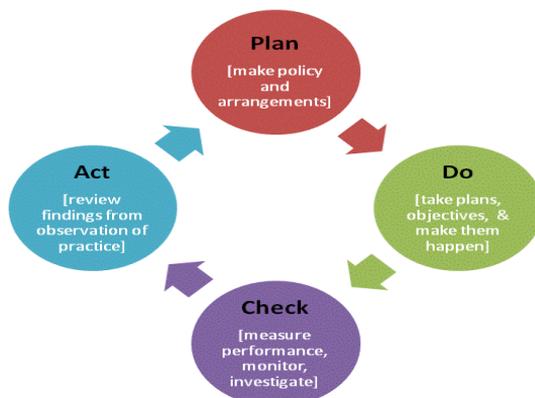
A summarised copy of this document, which outlines our Health & Safety arrangements and organisational structure, is provided for each employee along with any interested person who may be affected by our work activities. Copies are displayed internally on notice boards and it is provided on request to any externally interested party.

In order for the Council to discharge its statutory duties, employees are required by law to cooperate with the Council in all matters concerning the Health, Safety & Welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. The main Health & Safety management systems for the Council is located at the registered address, Parish Office, Headley Village Hall, Arford Road, Headley, GU35 8LJ and are available for inspection by any interested party after submission of any reasonable request.

The Council agrees that in order to ensure that the Health & Safety Policy is sustained in an effective condition, it is essential that the information is up to date and accurate. It is the responsibility of the Clerk & Executive Officer to ensure that revisions are made which reflect changes that have taken place within the Council.

The Clerk & Executive Officer encourages all employees to inform them of any areas of the Health & Safety Policy that they feel are inadequate to ensure that the Policy is maintained as a “live” working document. The health and safety management system is based on HSG65 which is recognised by the Health and Safety Executive as the standard for an effective management system.

Figure 1: HSE PDSA



1 Policy Statement

The Clerk & Executive Officer acknowledges that the key to successful Health & Safety management requires an effective policy, organisation and arrangements, which reflect the commitment of the Council. To sustain that commitment we will continually measure, monitor and revise, where necessary, our Policies and Procedures to ensure that Health and Safety standards are adequate.

The Clerk & Executive Officer of Headley Parish Council is the individual who is responsible for the Health and Safety Policy covering work activities.

To fulfil this commitment the Council will endeavour to:

- Make financial provision for the implementation of this policy.
- Provide safe access and egress to work areas.
- Provide a safe working environment.
- Provide safe plant and equipment.
- Ensure that articles and substances are safe for use.
- Provide information, instruction, training and supervision to all employees.
- Formulate safe systems of work based on risk assessment and communicate these to employees.
- Carry out inspections and audits on a regular basis.

Employees responsibilities

All employees have duties under the Health & Safety at Work Act 1974 and they are hereby informed of their personal responsibilities to take due care of: -

- The Health & Safety of themselves and to ensure that they do not endanger other persons by their acts or omissions.
- To co-operate with their employer in order that the employer can comply with the legal requirements placed upon them and in the implementation of this Policy.
- To not interfere with articles provided in the interests of health and safety.

The Policy has been prepared in compliance with the Health & Safety at Work Act 1974 and will be amended, monitored and added to from time to time to conform to new or amended legislation or changing circumstances and operational activities. At the least the policy document will be reviewed annually.

Signed:



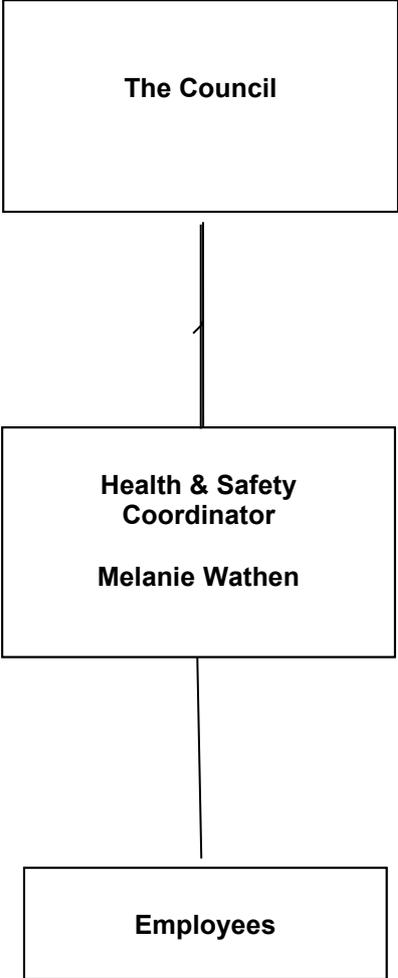
Date: 13 April 2021

Melanie Wathen
Clerk & Executive Officer

2 Organisation

2.1. Specific Responsibilities

The Council intends to comply with the Health and Safety at Work Act 1974 and associated regulations and have, therefore, developed the organisation structure shown below, which is designed to produce speedy recognition, avoidance of and resolution to any Health and Safety problems. Whilst each employee has a responsibility for Health and Safety, the prime responsibility rests with the Clerk & Executive Officer. Additionally, the Council recognises the contribution to Safety that can be made by the involvement of all employees.



This organisation chart shows the reporting structure and organisation for Health & Safety ONLY and holds no reference to the corporate responsibilities or legal structure.

2.1.1. Clerk & Executive Officer's Responsibilities

The Council accepts executive accountability for the Council's Health, Safety & Welfare; however, the responsibilities for the day to day management of Health, Safety and Welfare have been delegated to the Clerk & Executive Officer

It is expected that employees will co-operate with the Clerk & Executive Officer and will carry out tasks according to risk assessments and safe systems of work.

Clerk & Executive Officer's responsibilities will include but not be limited to:

- Maintaining a detailed knowledge of, and compliance with, the Health & Safety Policy.
- The appropriate delegation of responsibilities to subordinate staff.
- Ensuring that all levels of the organisation fully understand the arrangements for the implementation of the Policy.
- Implementing the Health & Safety management system and ensuring the application of the Health & Safety Policy and its subsequent monitoring.
- Ensuring that necessary resources, both in terms of manpower and finance, are available for implementing the Policy.
- Ensuring that appropriate Health & Safety courses are included in employee training programs – specific to the role that employees fill.
- When appropriate, initiating disciplinary action against employees who have failed to comply with their duties under the Policy or statutory requirements.
- Consulting or procuring the services of competent persons or specialist Health & Safety professionals on matters relating to Health & Safety, Environmental or Occupational Health issues.
- Undertaking employee consultation and negotiations as necessary on all Health & Safety matters.
- Reviewing the Health & Safety Policy annually, or as necessary, and specifying overall Health & Safety objectives.
- Setting a personal example regarding Health and Safety and acknowledging any suggestions for improvement in Safety organisation where and when appropriate.

2.1.2. Health & Safety Administration

Various health and safety administration responsibilities are assigned to the Clerk & Executive Officer.

Health and Safety Administration includes, but is not limited to:

- Maintaining a detailed knowledge of, and compliance with, the Health & Safety Policy.
- Maintaining the Health & Safety Management Systems, documentation and records including: Equipment and machinery inspection and maintenance records, ensuring that planned and emergency maintenance is completed and records updated.
- Ensuring that all new employees receive a safety induction upon employment.
- Ensuring that all employees receive appropriate instruction and training in the use of any equipment or machinery that they use as part of their work.
- Maintaining all employee training records, managing the training plan ensuring that training is completed as and when required and that training records are updated.

- Ensuring that all risk assessments are carried out and that reviews are completed as stated, also ensuring that new assessments are completed when a task or operation significantly changes or when new equipment is installed.
- Ensuring that PPE assessments are completed and that any PPE issued is suitable for the task and that the issue registers are completed.
- Ensuring that accidents, injuries and near misses are suitably recorded and that investigations are completed where necessary.
- Ensuring that fire safety drills are completed on a frequent basis and that these are recorded.

2.1.3. Council's Responsibilities

The Council has a duty to all employees, part time workers, volunteers and visitors who may be in our workplace or using the equipment provided by the Council. Consideration must also be given to neighbours, the general public and any others who may be affected by our works.

Therefore, the Clerk & Executive Officer will ensure that they:

- Ensures all significant risks to worker's Health & Safety are assessed and brings the findings to the attention of the employees.
- Provides safe machinery, equipment and tools that are suitably maintained.
- Provides a safe place of work with adequate facilities and safe access and egress.
- Ensures that adequate training and information is given to all employees regardless of their position within the Council.
- Provides Health & Safety surveillance to employees where it is deemed necessary through any risk assessment.
- Appoints competent persons to help comply with the Health & Safety law.

2.1.4. Employees' Responsibilities

All employees have a legal duty under the Health & Safety at Work Act 1974:

- Take all reasonable care to ensure that their own Health & Safety, and that of others, is not adversely affected by anything that they do, or fail to do, at work.
- Take a mature and intelligent attitude towards Health & Safety.
- Do all in their power to minimise the possibility of any accident occurring.
- Not intentionally or recklessly misuse anything provided in the interests of Health, Safety and Welfare.
- Co-operate with the Clerk & Executive Officer to enable them to comply with statutory duties and requirements.

Employees should report, to the Clerk & Executive Officer, anything that they consider to be a serious danger or any shortcomings in the protection arrangements for Health & Safety. All accidents and incidents that result in injury or damage must be immediately reported to the Clerk & Executive Officer as subsequent investigations may prevent future accidents or incidents occurring. All "accidents and near misses" (see 5.15.1) (i.e. events that do not actually result in injury or damage – but *could* have) must be reported to the Clerk & Executive Officer with the minimum of delay.

Employees must comply with Safety rules, instructions and any special measures that are introduced in the interests of Safety. These may include the correct use of protective equipment, clothing and machine guarding where required. They are also required to:

- Comply with all Safety rules and risk assessments / method statements relevant to their area of activity.
- Attend a Health & Safety induction
- Always put into practice the council's safe working procedures
- Refrain from horseplay or dangerous behaviour
- Refrain from taking any unacceptable risk

2.2. Risk Assessment Strategy

There are a number of significant risks that we recognise are associated with the nature of the work that we undertake. In order that these risks are effectively managed, we have identified that the following work activities require a risk assessment

1. Lone Working
2. Display Screen Equipment (DSE)

Risk assessments are carried out by an independent consultant or "competent" person and form part of a final method statement for the task to be undertaken. The Clerk & Executive Officer will review the risk assessments and put the required control measures into place. The Clerk & Executive Officer has the authority and responsibility to ensure that action is implemented and that ongoing competent supervision is in place. Employees who undertake the tasks must be made aware of the risks and controls associated with the work being done and are expected to confirm that they have received the information required to carry out their job safely where appropriate. The Clerk & Executive Officer must ask for feedback from employees to ensure that they understand why control measures are in place and must be observed.

The Clerk & Executive Officer is responsible for identifying any work equipment that needs maintenance and then ensuring that the required maintenance work is carried out. The suitability, and compliance with safety standards, of new plant and equipment must be verified prior to purchase.

The Clerk & Executive Officer is responsible for identifying all harmful substances within their work area. The Council will refer to the principles of the COSHH Regulations for guidance on eliminating the use of harmful substances where possible and reducing risks when using harmful substances.

The Clerk & Executive Officer will ensure that appropriate training is provided to ensure that competent persons carry out tasks safely.

The Clerk & Executive Officer is responsible for ensuring that all Asset Management and Employee Training records are up to date and accurate and that all documentation has been completed and filed correctly. Through the use of these records, the Clerk & Executive Officer will identify when routine, scheduled, maintenance or employee training "refreshers" or recertification is due.

3.0 Communication

3.1. Health & Safety Information

The Clerk & Executive Officer acknowledges that communication between employees at all levels is an essential part of effective Health & Safety management and will endeavour to communicate the Council's commitment to Health & Safety and to ensure that employees are familiar with the contents of this Health & Safety Policy. The Council will communicate with their employees through oral and written directions and by example.

Further information regarding Health & Safety is available as follows:

- Through management lines of communication
- This (the Council's Health & Safety Policy) document
- Office notice board
- Online at various Health and Safety websites

3.2. Consultation

Consultation will be facilitated by pre-arranged formal meetings.

3.3 Co-operation and Care

If the Council are to build and maintain a Healthy and Safe working environment, co-operation between employees at all levels is essential. All employees are expected to co-operate with the Council and the representatives who are responsible for Health & Safety and to accept their own duties under this Policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this Policy.

3.4 Accident Investigation and Reporting

All accidents, however small, are to be recorded in the Accident and Incident Report book. Accident Report books will be in the main office, The Clerk & Executive Officer will be notified immediately of any accident.

The Council sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in serious injury a report will be produced by the Clerk & Executive Officer and will include:

- The circumstances of the accident - including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses.
- The time, date and location of the incident.
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a representative present. The completed report will then be submitted to, and analysed by, the Council, who will attempt to discover why the accident occurred and what action should be taken to avoid recurrence of the problem. A follow up report will

be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

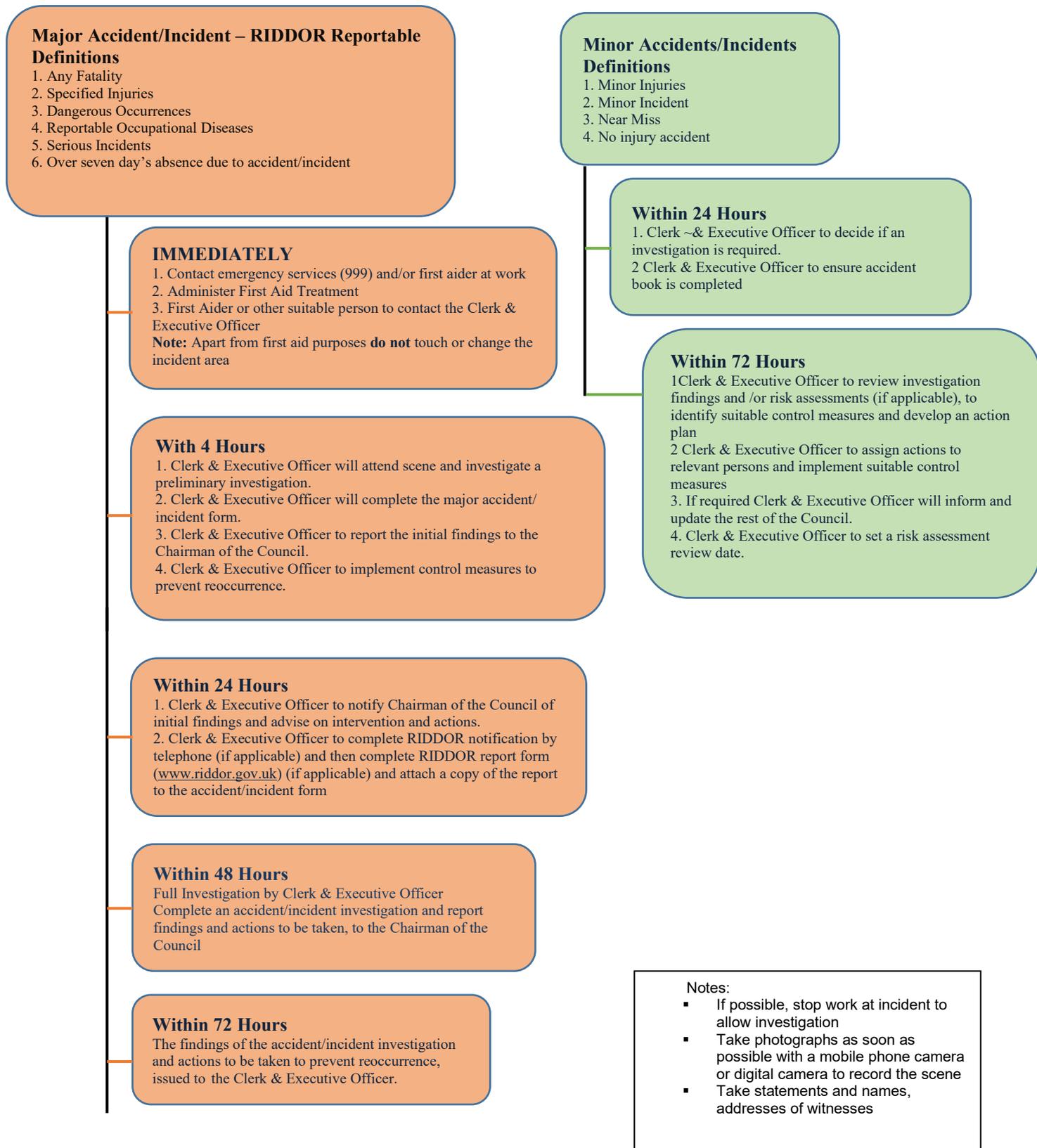
Accident and incidents will be reported to the relevant authorities, using the appropriate form (available from the authorities). In such instances an entry should still be made in the Accident and Incident Report book. The information held on reports will be held securely in accordance with the requirements of the Data Protection legislation.

3.5. Near Misses

A near miss is an unplanned event that did not result in injury, illness or damage, but had the potential to do so. It is the Council's policy that all near misses are reported to the Clerk & Executive Officer so that investigations into the cause can assist in the implementation of additional procedures to reduce the risk of a reoccurrence.

3.6 Incident Procedures

Figure 2: Incident Procedures Flowchart



4.0. Training

Safety training is regarded as an indispensable element of an effective Health & Safety program. It is essential that every employee in the Council is trained to perform their job effectively and safely. It is our opinion that if a job is not done safely then it is not done effectively. All employees will be trained in safe working practices and procedures prior to being allocated any new role.

Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned, the safe use, inspection and maintenance of any equipment used and the emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for employees to make suggestions about, and to express any fears or concerns they might have about, Health and Safety.

4.1. Induction Training

All employees will receive induction training, either when they are first introduced to the Council; or when they are first undertaking a new role. In some instances, especially where the working environment is particularly hazardous, it may be necessary to undertake “refresher” induction training on at least an annual basis.

Topics covered under the induction training will include:

- The Council’s Health & Safety Policy and the individual responsibilities of all concerned
- Details of hazards specific to the task, e.g. manual handling, machine operation, COSHH, etc. by reference to Risk Assessment documents
- Procedures to follow in the event of a fire; means of escape, assembly areas and the use of fire extinguishers
- Current first aid arrangements
- Procedures for reporting hazards and near misses
- Correct use of personal protective equipment where provided
- Sources of Health and Safety information
- The role and function of the Council’s Health & Safety Advisor

4.2. Specialist Training

Specific training will be given to employees where the need is identified by a risk assessment.

The results of a “training needs analysis” ensures certain training is planned and carried out.

4.3. Training Records

The Clerk & Executive Officer will maintain records for all persons attending training (including any induction training).

5.0. Arrangements

5.1. The Workplace

The Council will do all that is reasonably practicable to ensure that the workplace is safe.

In particular, the Council will:

- Maintain work areas and equipment in good order to reduce the risk of slips, trips and falls.
- Provide and maintain suitable and sufficient lighting throughout the workplace, including outdoor pedestrian and vehicle routes.
- Maintain reasonable levels of cleanliness throughout the workplace.
- Maintain safe access and egress to places of work, with work areas arranged so that employees can work safely and comfortably.
- Organise traffic routes for pedestrians and / or vehicles so that traffic can move freely and safely without placing any person at risk. This may include the use of safety signs to identify routes and barriers to provide segregation when applicable.
- Provide sufficient toilets and washing facilities.

Regular inspections are carried out to monitor and achieve suitable standards.

5.1.1. Protection of the Public and Visitors

The Council will do everything in their power to protect the public and visitors from activities in the workplace that may present a risk to them. Work areas are not accessible out of hours and controls are in place during opening hours. Assessments will be carried out in order to determine the nature and the level of risk, and subsequent measures that need to be implemented in order to protect the public.

5.1.2. Emergency Procedures

Emergency procedures will be implemented according to the risk and activities being carried out. Precautions will be taken to ensure that the likelihood of emergencies arising is as low as possible, and we will ensure that:

- Everyone in the workplace is made aware of the emergency procedures.
- An employee will be delegated to take responsibility and to co-ordinate procedures.
- Emergency escape routes are maintained and kept clear.
- Arrangements will be set up for calling the emergency services.
- Adequate access is maintained at the site for emergency vehicles.
- Provision of adequate first aid equipment and trained persons are available on site to treat those injured.

5.2. Risk Assessments

The council is required to carry out a suitable and sufficient risk assessment for all work activities that create significant risk (on-site or off-site). The assessments will involve finding out what hazards are associated with the activity and thereby evaluating the extent of the risks involved. Whenever a work activity alters, then a new risk assessment

will be made. Whenever an accident or “near miss” occurs the relevant Risk Assessment must be reviewed in order to establish whether it should be updated.

A risk assessment must:

- Identify the task being undertaken
- Identify the significant hazards.
- Evaluate the risks arising from such hazards.
- Record the significant findings.
- Identify any specific group of employees or individuals who are especially at risk, e.g. temporary workers, young persons (under 18yrs).
- Identify others who may be at risk, e.g. site visitors or members of the public.
- Evaluate current control procedures, including the provision of information, instruction and training.
- Assess the probability of an accident or incident occurring because of uncontrolled risk.
- Record any circumstances arising from the assessment where there is potential for serious or imminent danger.
- Specify information requirements for employees, including precautionary measures and emergency arrangements.
- Provide an action plan giving information on the implementation of additional controls, in order of priority, and with an appropriate time scale for such implementation.

Persons carrying out risk assessments must be “competent”. This involves a combination of qualifications, knowledge and experience.

Risk assessments will also be completed for all council facilities such as the play areas and allotments. These will cover risks to employees, contractors and members of the public.

5.3. Off-Site Assessments

Suitable and sufficient risk assessments will be completed for all work activities off-site that involve exposure to risk.

5.4. Health Surveillance

The Council will also ensure that where a risk has been identified that could affect the health of an employee, medical health surveillance will be provided. The Council may appoint an occupational health specialist to conduct tests at regular frequencies and collate employee records of the tests. Employees are expected to co-operate with the requirements for surveillance and, in addition, they are to identify any changes in their own health and report any concerns.

5.5. Co-operation and Coordination

The Council will co-operate with others that occupy any building or part of a site where the Council is carrying out work, this will include the passing of relevant information regarding the Health, Safety & Welfare of persons entering the site or premises. Health & Safety meetings will be set up as often as is deemed necessary in order for information to be passed between occupants.

5.6. Employer's Liability Insurance

The Council will insure against their liability for personal injury to their employees by virtue of the Employers Liability (Compulsory Insurance). The Council will maintain insurance with one or more approved policies with an authorised insurer against liability for bodily injury or disease sustained by an employee and arising out of and in the course of their employment. Under the above requirement, the Council will display the certificate of insurance for employee information. The Council will provide the minimum level of employers' liability cover which is set at £10,000,000. Under the 1998 Regulations the Council should also keep all certificates for 40 years.

5.7. Work Equipment

The Council will endeavour to ensure that all equipment used in the workplace, whether on site or in the office is safe and suitable for the purpose for which it is intended. This will ensure that:

- All work equipment will be used in such a way as to reduce risks to the user and others around the equipment (the ergonomic risks must be considered when selecting the equipment).
- All employees will be provided with adequate information and training to enable them to use the work equipment safely.
- All work equipment will be maintained in good working order and repair, maintenance programs will be implemented and suitable records kept. Employees must carry out daily visual "Pre-use checks" on equipment.
- Appropriate training will be provided to those expected to work with or maintain the equipment. Records of training will be kept on file.
- Safety inspections will be carried out by a competent person who has the necessary knowledge and experience to identify key components, fault find and complete reports and records.
- All controls for work equipment will be clearly visible and identifiable. Equipment will be provided with one or more stop controls and, where appropriate, emergency stop controls. Stop controls must be tested before any maintenance or repair work is undertaken, after the maintenance or repair work has been completed and when the equipment is routinely serviced.
- All work equipment will be clearly marked with Health & Safety warning signs where appropriate.

5.8. Personal Protective Equipment (PPE)

All employees who may be exposed to a risk to their Health & Safety whilst at work will be provided with suitable, properly fitting, and effective personal protective equipment (PPE).

- All PPE provided will be properly assessed prior to its provision.
- All PPE provided will be maintained in good order.
- All employees provided with PPE will receive training and information on the use, pre-use checking, maintenance and purpose of the equipment.
- All PPE provided must be used correctly by its employees.

- The Council will carry out an assessment before the use of any PPE to ensure that it is suitable, that it is used as a 'last resort' and that the risk cannot be eliminated or reduced by other means which are practical. Wherever the task or place of work changes, a reassessment shall take place. Records will be kept of the assessments and use of PPE.
- Suitable storage facilities will be provided.
- Employees are issued with equipment and it is their responsibility to store it safely.
- Employees must use PPE as intended and must forward the old kit when in need of replacement. Failure to use the PPE as intended could result in disciplinary action being taken.

5.9. Manual Handling

All loading and unloading involves lifting and handling to some extent. Although mechanical equipment will be used whenever practicable, some of the work will inevitably be carried out manually. The risk of injury can be greatly reduced by a knowledge and application of correct lifting and handling techniques.

The Council will comply with the relevant duty of care by carrying out the following:

- Manual Handling will be avoided as far as is reasonably practicable
- Where it is not possible to avoid manual handling, an assessment of the operation will be made considering the task, the load, the working environment and the capability of the individual concerned.
- All possible steps will be taken to reduce the risk of injury to the lowest level possible.
- An assessment will be reviewed if there is any reason to suspect that it is no longer valid.
- Manual handling instruction and training will be carried out for employees and will be relevant to the tasks being undertaken

Where the nature of the load or environment dictates, PPE will be issued and will be expected to be used by the employees.

5.10. Control of Substances Hazardous to Health

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturer's and supplier's Health & Safety guidance and the Council's knowledge of the work process. The Council will ensure that exposure of employees to hazardous substances is minimised and adequately controlled in all cases. All employees who will come into contact with hazardous substances will receive training and information on the Health & Safety issues relating to that type of work. Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

In addition to the above the Council will apply the following:

- Keep an inventory of all hazardous substances used, including those used in maintenance and cleaning.

- Identify a point of use for each substance.
- Whenever possible minimise the use of substances
- Obtain, and make available to all relevant employees, hazard data sheets from the manufacturers or suppliers of each substance.
- Develop and commence a training programme informing users of the risks and the controls to be taken where significant risk is retained
- Any PPE required during the use of the substance shall be provided and maintained by the Council. Employees are required to notify the Clerk & Executive Officer if the PPE is no longer serviceable. Failure to use the PPE provided could lead to disciplinary action being taken.
- Keep records and documentation on each assessed substance.
- Keep all hazardous substances in safe places (i.e. that are locked and marked with safety signs where necessary).
- Any substance identified as requiring special needs other than described above will be stored as per relevant regulations or manufacturers recommendations.

All substances used that present any type of risk to the Health, Safety or Welfare of the user must be identified with the following warning symbols:

Figure: 3 Safety Warning Symbols



5.11. Electricity

The Council acknowledges that there is a statutory requirement to maintain electrical equipment in a safe condition so that users are protected from such hazards as electric shock, burns or fire; the requirements also extend to those carrying out maintenance work on electrical equipment or systems. All electrical work carried out in the Council's premises will be in accordance with the latest Regulations published by the Institute of Electrical Engineers for Electrical Installations, and will only use an NICEIC (The National Inspection Council for Electrical Installation Contracting) approved contractor. The Council only permits persons classed as 'competent' under the Electricity at Work Regulations 1989 to work on electrical equipment.

All electrical equipment owned by the Council will be subject to safety inspections by a competent person. Each piece of equipment will be identified with its unique number, labels will be fixed to the equipment following the test, and these will show the test date, the person carrying out the test, expiry date and the identification number of the equipment. Records of these tests will be filed by the Clerk & Executive Officer. Any equipment found to be faulty will be removed from service immediately and labelled

accordingly. All records will be kept for the life of the equipment. The Council expects all employees to carry out a visual inspection of electrical equipment prior to use and to report any defects for repair before the equipment is used. No employee is to knowingly use defective equipment. All employees will receive sufficient instruction in the safe use of all electrical appliances and equipment prior to their first use of it.

5.12. Vibration

The Council is aware of the health risks involved with the prolonged use of hand tools of a rotary or percussive nature, and that such tools can cause the users various forms of damage, known as “hand-arm vibration syndrome” (HAVS). The most common form is the damage caused by vibration white finger (VWF).

Various tools can expose personnel to hazards from vibration, these may include:

- Leaf blower
- Grass strimmer

The Council will commit themselves to reducing the risk of HAVS to their employees and as such, will develop a strategy that aims to reduce any identified risk to an acceptable level. This will include assessing the risk to employees and implementing methods that will help reduce the hazard, which may include the elimination of the hazard through substitution with a non-hazardous process.

The Council will also implement the following:

Training & Information

Provide employees with suitable training, information and supervision. This will include the use of the equipment that they are expected to use and tool box talks on the risks to health from VWF.

Tools & Equipment

Select equipment and tools that have low vibration properties and obtain, from suppliers, information on the amount of vibration that might be expected from the equipment. Machines and equipment will be maintained at regular intervals and any faults rectified as soon as possible, which will help reduce vibration problems through the lack of lubrication or worn out parts.

Personal Protective Equipment

PPE will be provided by the Council, the wearing of gloves will help lessen the effects of vibration, but will not remove the problem. Ear protection will be provided and eye protection as required to reduce the risk of injury from flying particles.

Work Patterns

The Council will obtain the vibration levels for equipment and work out the maximum time that an operator can use the equipment in an 8-hour period by using a vibration level chart. The Council will monitor work patterns and will reduce, wherever possible, the time which employees are exposed to vibration so that it is within the maximum allowed time.

The trigger times will be noted by the employees as they will be the one exposed to the vibration levels.

5.13. Noise

The Council recognises that there is a statutory duty to control noise and to protect employees and other persons from its effect. Excessive noise can cause permanent damage to the hearing of those exposed to it. Noise is also a source of annoyance and disruption and may directly or indirectly increase the risks of accidents. Every practical step will be taken by the Council to control noise. It is now law that, in any activity where the noise level exceeds 85dBA, the operator must wear ear protection when the noise cannot be removed or contained. Failure to wear ear protectors under these circumstances could lead to disciplinary action being taken. In any activity where the noise level is less than 80dBA, the operator is not legally obliged to wear ear protection but it must be available for their use.

Although all practical methods should be used to reduce noise levels where they remain high ear protectors should be worn as appropriate. Ear protectors should be suited to the user and suitable for the type of noise. They are only effective if they fit properly, providing a tight seal. They should be inspected regularly for damage and stored in a clean place when not in use. The Council have identified activities that require hearing protection.

Noise assessments will be carried out as appropriate to monitor the noise levels and the suitability of any hearing protection provided. These noise assessments and records will also demonstrate the Council's commitment to identifying noise hazards and removing any unacceptable risks.

5.14. First Aid

The Council shall provide such equipment and facilities as are adequate and appropriate in the circumstances for enabling First Aid to be rendered to persons if they are injured or become ill at work this will be determined by carrying out a risk assessment of the workplace.

- The Council shall provide suitably-qualified first aid personnel to ensure adequate arrangements for First Aid.
- Fully stocked first aid kits will be available at all locations. The size of the kit will be dependent on the number of workers and the risks identified.

5.15. Fire Safety

It is our Policy to set up and maintain the following fire safety measures:

- To provide suitable and sufficient fire safety training to all employees which will cover:
 - What to do in the event of a fire.
 - How to use fire extinguishers provided.
 - The location of the fire assembly point.
 - General fire precaution measures.
 - How to raise the alarm and call the fire brigade.

- Maintain high levels of housekeeping to include the regular disposal of combustible materials.
- Carry out regular housekeeping inspections

5.16. Safety Signs

If, following a risk assessment, a risk remains after controls are in place, safety signs will be displayed warning employees and visitors of the hazard.

All signs will meet with the UK Regulations with regard to colour, size, shape and design and where necessary will contain a pictogram as well as words. Safety signs are coloured as is shown in Figure 3.

Figure 4: Colour Coding of Safety Signs

Mandatory	Blue		Blue
Warning	Yellow		Yellow
Prohibition	Red		Red
Fire	Red		Red
Safe Condition & First Aid	Green		Green

5.17. Ergonomic and Musculoskeletal Prevention

The Council is committed to the health and safety of its employees and will ensure all employees receive the necessary training and are educated about Musculoskeletal Disorders (MSD) risk factors and prevention. The Council will integrate (MSD) prevention strategies proactively and conduct risk assessments to identify the presence of (MSD) risks. Specifically it is our policy to:-

- (MSD) training will be included in orientation for new employees and by way of refreshers for existing employees. Training will include (MSD) awareness and definitions, reporting of incidents and risks, the proper use of ergonomic equipment and work organisation strategies.
- When identified ergonomic hazards and risks through investigation, inspections and reports from employees are identified an ergonomic risk assessment will be conducted by a nominated competent person.

- Where appropriate, prior to decisions being made about the purchase of ergonomic equipment. An ergonomic assessment will be conducted.
- Incorporate (MSD) risks into monthly workplace inspections.
- Review incident/accident investigation reports related to ergonomics.
- Review the policy annually.

5.18. Display Screen Equipment (DSE)

It is our policy to comply with the Display Screen Equipment Regulations 1992. Specifically, it is our policy to: -

- Ensure that a suitable and sufficient assessment of workstations will be completed for all users, and re-assessments completed as appropriate.
- Where risks are identified these will be reduced to the lowest extent reasonably practicable.
- Employees shall be consulted throughout the assessment.
- Activities of display screen users shall be planned so that their daily work on the display screen equipment can be periodically interrupted by breaks or changes of activities.
- Eye and eyesight tests shall be provided for 'users' of display screen equipment upon request (in normal circumstances a maximum of every two years).
- Users shall be provided with adequate health and safety training in the use of any workstation upon which they are required to work.
- All operators and users shall be provided with adequate information about all aspects of health and safety relating to their workstation. This will include information on the measures taken to reduce any risks.
- Where a DSE assessment establishes that an employee who regularly uses a workstation requires such equipment as screen-risers or foot-rests these will be provided by the Council.

5.19. Vehicle Safety

Due to the use of private vehicles by employees the Council recognises the need to assess and reduce the risk of injury in every work setting. Hazards to employees, visitors, contractors and the general public are assessed and controls put in place. Assessments take into consideration:

- Traffic speeds.
- Safety equipment that can be fitted to vehicles.
- Pedestrian and vehicle routes (on work sites).
- Work area layout.
- Use of loading/ unloading and parking areas.
- Route planning.
- Driver competence and health.
- Driving license checks upon employment and regularly thereafter.

5.20. Mobile Phones

Due to the high nature of their use in many working activities the Council has implemented guidelines for the safe use of mobile phones. A mobile phone or similar hand-held gadget should not be used at any time when it has been identified as unsafe to

do so by risk assessment, or at any other times identified by the council. The following are certain activities that during which the use of a mobile phone should be prohibited:

It is now illegal to use a hand-held mobile phone or similar gadget including satellite navigation systems, hand-held computers etc. whilst you are driving, stationary at traffic lights, in a traffic jam or in any other hold up. Hand-held phones may only be carried in the vehicle providing they are switched off and not checked during these periods

- Whilst in control of any vehicle, including any road-going vehicle.
- Whilst using any hazardous hand held equipment, e.g. power tools.
- When working in areas where there are vehicle movements
- Whilst handling any hazardous substances.

Any breach(es) of the above policy will be treated as a serious breach of council rules and may be treated as a disciplinary matter.

Note. The only occasion under which a hand-held phone can be used whilst driving is to make a 999 emergency call, but only if it is not safe or practical to stop to make the call. Hands-free sets for mobile phones are legal to use. However, we expect all drivers to exercise their judgement in deciding when it is safe to make or receive phone calls. Drivers must retain full control of their vehicles at all times.

Note. You can still be personally prosecuted for failing to drive without due care and attention, or for dangerous driving.

5.21. Mobile Workers

One of our employees regularly works away from our premises as part of their job. It is our policy to ensure that this employee is not placed at any extra risk because of their job role. In order to achieve this, a risk assessment will be carried out into these different activities. Where necessary, steps will be taken to reduce the risks with control measures being introduced where appropriate.

5.22. Smoking

The Council has developed a non-smoking policy to protect all employees, customers and visitors from exposure to secondhand smoke and to assist compliance with the smoke-free legislation made under the Health Act 2006. Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. We will ensure that all our workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is therefore prohibited in all enclosed and substantially enclosed premises in the workplace. This policy applies to all employees, consultants, contractors, customers or members of the public and visitors.

Appropriate “no-smoking” signs will be clearly displayed at the entrances to and within the premises. Disciplinary procedures will be followed if an employee does not comply with this policy. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

5.23. Violence at Work

The Council will ensure the provision of a safe place and a safe system of work for our employees and others who may be affected by our business activities. We recognize that both violence at work and threatening behavior are issues of concern to employees and this could have health and safety implications for the council. Due to its importance, this violence at work policy also forms part of the council's overall Health and Safety Policy.

Violence at work has been defined as *"any incident in which the person is abused, threatened or assaulted in circumstances relating to their work"*. Whilst this definition applies to all employees, some may be at more risk than others. In our own workplace, we have identified the following groups of staff as being most at risk:

- Those who deal directly with visitors
- Lone Workers
- Mobile Workers

We also owe visitors such as customers and suppliers similar duties. In order for us to fulfil these duties, we will do the following:

- Carry out a risk assessment to assess the risks to employees and other visitors
- Decide what control measures, if any, are necessary
- Implement any control measures if the assessment shows that they are necessary
- Monitor any arrangements to ensure that they are effective.

All employees have a responsibility to take reasonable steps to ensure that they do not place themselves, or others, at risk of harm. Employees are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our employees and visitors. The safety of our employees is paramount. Should a risk assessment identify that employee training is necessary in order to reduce the risks, then suitable training will be given. The Council recognises that in the event of an employee being a victim of violence, some counselling or other specialist help may be required.

5.24. Drugs

The Council recognizes that non-prescribed drugs are widely available that could have health and safety implications for the council. We are also aware that whilst not developing an addiction, some employees may choose to take them recreationally. As a result, this policy states our position on the taking of any non-prescription drugs that are unlawful under the criminal law. Due to its importance, this drugs policy also forms part of the Council's overall Health and Safety Policy. Many drugs have side effects that not only affect an individual's health, but may also compromise their safety and that of others. Although the effects vary depending on the drug used, common side effects can include a loss of body coordination, forgetfulness and confusion. The potential safety risks for all staff at work are obvious, but a lack of mental alertness is particularly important for those in safety critical roles. These include those who operate equipment, dangerous machinery and drive vehicles. Due to these risks, no drugs are allowed onto any Council premises or to be consumed on them at any time. This includes all areas, both internal and external.

The prohibition on illegal drugs extends to all activities that relate to employee's activities whilst "at work". These include, but are not confined to the following:

- Driving whilst on council business.

A breach of these rules will result in disciplinary action being taken against the individual. It may also result in summary dismissal on grounds of gross misconduct. The Council does recognize that there may be circumstances when an employee experiences a drug-related problem that requires specialist help. So it is our intention to deal with these cases constructively and sympathetically. For reasons of health and safety of the individual, or of others who may be at risk, we reserve the right to transfer any individual undergoing treatment for drug dependency out of a safety critical role. In doing so, the needs of the individual will be considered and wherever possible, a suitable alternative post sought.

5.25. Lone Working

Due to the nature of the risks associated with our work activities, it is the Council's policy that lone working is not permitted other than in the offices.

In non-hazardous environments, such as in offices, lone working can be commonplace; nevertheless, employees are aware of the need to inform the Clerk & Executive Officer of their whereabouts and to seek permission to enter the premises outside regular working hours.

Where lone working is a regular occurrence the Council will carry out a risk assessment. This will involve checking that lone employees have no medical conditions that may make them unsuitable for working alone. Lone employees need to be sufficiently experienced and fully understand the risks and precautions. The Council will set the limits to what can and cannot be done while working alone. The Council will also ensure that employees are competent to deal with circumstances that are new, unusual or beyond the scope of training, for example when to stop work and seek advice from the Clerk & Executive Officer or how to handle aggression. Procedures will also be put in place to monitor lone employees to help keep them healthy and safe.

5.26. Pat Testing

The Council will ensure that Portable Appliance Testing (PAT) is carried out annually. This will be completed by a competent person. The PAT Test System will include:

- A polarity test (carried out on extension cables and supply leads to ensure live and neutral conductors are wired correctly).
- An earth continuity test.
- An insulation test.
- An earth leakage test.

6.0. Summary of Revisions

SUMMARY OF REVISIONS		
DATE	REVISION NUMBER	DETAILS OF REVISION