

## **Policy**

Health and Safety

### **Introduction**

In accordance with the Health and Safety at Work Act 1974, the town council regards health, safety and welfare as an essential objective. It recognises and accepts the requirement for providing a safe and healthy workplace and a safe working environment for employees and further accepts its responsibility for the health and safety of councillors and members of the public who may be affected by the council's activities. This policy details the statement of council and management commitment to health and safety, the organisation and responsibilities under health and safety, and the arrangements for health and safety within the organisation.

## **PART 1**

### **Statement of Intent**

Lyme Regis Town Council are committed to achieving the following:

1. To have zero accidents amongst employees and others by engaging with staff to create a positive safety culture and empowering staff to create and review risk assessments for work they undertake in consultation with management.
2. Maintain a safe and healthy working environment including safe systems of work in consultation with staff.
3. Provide a health and safety organisation to effectively manage and monitor the safety arrangements.
4. Comply with all current applicable occupational health and safety legislation.
5. Achieve and maintain health, safety and risk control systems in line with occupational health and safety best practice and conduct systematic risk assessments and reviews.
6. Allocate sufficient time and other resources for health and safety.
7. Increase the awareness of all employees to the responsibility for the health and safety of themselves and others through training and communication.
8. Consult with employees on matters affecting their health and safety.
9. Provide suitable, safe, well maintained equipment and PPE.

10. Ensure safe storage, handling and use of substances.
11. Provide information, instruction, training and supervision as appropriate.
12. Ensure all employees are competent to fulfil their tasks.
13. Promote a culture of continual improvement.
14. Ensure that deliberate breaches of health and safety rules and procedures lead to disciplinary action.
15. Review and revise the health and safety policy at least annually

**Duty Holder:** Town Clerk John Wright

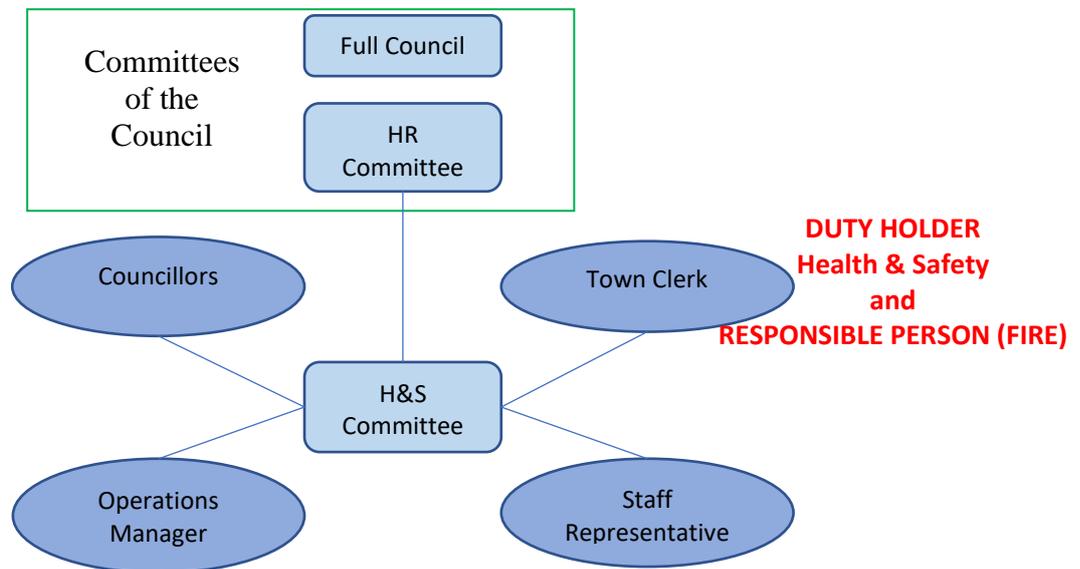
**Signature:** 

**Date:** 16 December 2020

**Review Date:** 15 December 2021

## PART 2

### Organisation and Responsibility



1. The Health and Safety Committee meets quarterly and reports to the Human Resources Committee of the council, and consists of Cllr J. Broom as chairman, Cllr G Stammers, Cllr S. Williams, the town clerk, the operations manager, the staff representative and secretary.
2. The town clerk has overall responsibility for health and safety and is the Duty Holder and Responsible Person (Fire). He is responsible for ensuring:
  - 2.1 the town council's health and safety policy is effectively implemented.
  - 2.2 reviewing this policy and other health and safety policies at least annually.
  - 2.3 reviewing health and safety performance, with information derived from audits, inspections, observations and investigations.
  - 2.3 adequate resources are available for the provision of appropriate health, safety and welfare arrangements.
  - 2.4 external health and safety and fire safety advice is sought where necessary.
  - 2.5 employers' Liability insurance is maintained.
  - 2.6 purchasing other insurance as required, including insurance cover for company vehicles and plant.

- 2.7 keeping up-to-date on health and safety legal requirements and developments.
3. The operations manager is responsible for:
    - 3.1 notifiable injuries, diseases and dangerous occurrences are reported to the enforcing authorities as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
    - 3.2 ensuring all staff receive appropriate training, information and instruction relevant to their duties.
    - 3.3 in liaison with the Human Resources Committee, regularly reviewing training requirements and arranging training as necessary.
    - 3.4 ensuring risk assessments and safe working practices are reviewed regularly and updated as necessary.
    - 3.5 ensuring safety inspections are undertaken regularly and that defects are promptly rectified.
    - 3.6 encouraging consultation and staff input on matters relating to health, safety and welfare.
    - 3.7 ensuring all accidents are promptly reported and investigated.
    - 3.8 arranging the distribution of health and safety information.
    - 3.9 ensure COSHH risk assessments are completed and reviewed.
    - 3.10 arranging Health and Safety Committee meetings at least every three months to review the council's health and safety.
    - 3.11 disciplinary action is taken against staff who fail to follow council health and safety rules and procedures, as appropriate.
    - 3.12 arranging for periodic testing and inspection of the fixed electrical installations and portable appliances.
    - 3.13 ensuring that appropriate first aid arrangements are in place, including the appointment of sufficient first aiders and regular checks of first aid boxes and other similar first aid equipment.
    - 3.14 maintaining a log of all premise's checks, testing, maintenance and repairs.
4. Managers and Supervisors are responsible for:

- 4.1 staff and visitors are provided with health and safety information and are monitored to ensure that any rules, processes and safe systems are being followed in line with this policy and others.
  - 4.2 appropriate induction training for employees and requesting any other health and safety training through the operations manager.
  - 4.3 risk assessments that cover all employee activities and that any actions and controls arising from them are implemented and findings are shared with the employees.
  - 4.4 consulting with employees on health and safety matters.
  - 4.5 work equipment is suitable for purpose and maintained in a safe condition.
  - 4.6 suitable personal protective equipment is provided and ensuring it is properly used.
  - 4.7 periodic inspections of the work equipment are carried out to ensure that high standards of health and safety are maintained.
  - 4.8 any health and safety concerns which they are not able to resolve are reported to the town clerk, operations manager or staff representative.
  - 4.9 assisting in the implementation of fire risk assessment control measures and the maintenance and testing of fire extinguishers and emergency lighting, and to ensure that fire safety remains at the forefront of their minds when planning and conducting their day-to-day activities.
  - 4.10 monitoring standards of housekeeping, to ensure that emergency escape routes are kept clear always and ensuring that all parts of the workplace maintained in a clean and safe condition.
  - 4.11 monitoring employees and each other for signs of workplace stress and to actively consider the work-life balance of those for whom they are responsible for and themselves.
  - 4.12 reporting accidents and incidents in line with company policy and to assist in any investigations as required.
5. The staff representative is available for staff to refer any health and safety issues to as required.
    - 5.1 The council recognises no health and safety policy can be successful without the active participation of employees. It will therefore make and maintain suitable arrangements for

consultation on matters of health, safety and welfare via the staff representative.

- 5.2 The council will ensure suitable training is provided and time allowed so that the staff representative role can be effectively discharged.

## 6. Employees' Responsibilities

- 6.1 employees have a legal duty to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions. They also have a legal duty to co-operate with their employer on matters of Health and Safety, and a duty not to interfere with or misuse anything provided in the interests of health, safety or welfare.
- 6.2 behave in a professional manner, follow health and safety rules and not act in a way which would endanger themselves or others.
- 6.3 familiarise themselves with this health and safety policy and risk assessments and comply with all instructions and control measures contained within them.
- 6.4 work and use materials, vehicles and equipment in accordance with the training, information and instructions given.
- 6.5 follow the safety arrangements and procedures established for their work activities.
- 6.6 make use of all safety equipment, guards and personal protective equipment (PPE) provided. Wear PPE as instructed, store it to avoid damage, keep it cleaned and maintained and report losses or damage.
- 6.7 stop work and liaise with their supervisor/manager if a work condition appears unsafe. Advise their line manager or staff representative of any deficiencies in the health and safety arrangements that come to their attention, including faults or defects in machinery, PPE, guards and other control measures. Do not attempt repairs unless qualified to do so.
- 6.8 ensure that equipment and materials are stored safely when not in use.
- 6.9 ensure their working area is kept tidy and that rubbish is placed in waste bins to avoid creating tripping hazards and clean up spillages immediately. Waste materials are to be disposed of in the manner instructed so they do not create a hazard to others.

- 6.10 not to work under the influence of alcohol or drugs.
- 6.11 report any unsafe working practices, shortcomings in safety procedures, accidents and near-misses to their supervisor/manager.
- 6.12 breaches of the health and safety rules or interfering with safety equipment will be treated as a serious disciplinary offence.

## PART 3

### Arrangements

This section deals with the arrangements for Health and Safety at Lyme Regis Town Council; it is by no means exhaustive and is for the most part, general in its terminology, reflecting the obligations laid down in various 'pieces' of legislation which must be adhered to, in order to reduce risks of injury and ill health to levels that are deemed to be 'As Low As Reasonably Practicable' (ALARP).

#### 1. Fire Statement of Intent and Procedures

Lyme Regis Town Council will meet its statutory duty to comply with fire safety legislation and to reduce the risk of fire, causing death, serious injury and property related losses. The town clerk is the **Responsible Person (Fire)**. He is responsible for ensuring all employees are conversant with the following:

- 1.1 the action to be taken on discovering a fire.
- 1.2 the actions to be taken upon hearing the fire alarm.
- 1.3 raising the alarm.
- 1.4 the correct method for calling the fire brigade, remembering to give precise details of the location of the fire.
- 1.5 the location and use of fire-fighting equipment.
- 1.6 knowledge of escape routes.
- 1.7 appreciation of the importance of fire doors to help stop fires spreading and the need to close all doors at the time of a fire and on hearing the fire alarm.
- 1.8 stopping machines and, where practicable, isolating power supplies.
- 1.9 evacuation of the building. Where members of the public are present this will include reassuring them and escorting from the building.
- 1.10 details of muster (fire assembly) points.
- 1.11 staff will be made aware that, however tempting it may be, they should not return to their office to collect personal effects and

valuables, but should proceed directly to the muster points and should not re-enter the building until authorised to do so.

- 1.12 practice fire drills will be carried out periodically on an unannounced basis to test the adequacy of the precautions and evacuation procedures.
- 1.13 fire alarms will be tested on a weekly basis. It will be the responsibility of the operations manager to ensure all fire alarm tests and drills are recorded on the record sheets provided.
- 1.14 the operations manager will be responsible for ensuring the emergency lights and smoke detectors are checked on a regular basis, recording all checks in the logs provided.
- 1.15 the operations manager will organise regular inspections of all fire extinguishers on the council's premises both internally and externally in liaison with the current maintenance company.
- 1.16 the operations manager is responsible for ensuring escape routes, stairways and passages are kept clear of obstructions.
- 1.17 the operations manager will ensure stocks of flammable items will be kept to the minimum level that is compatible with efficient working practice. Fuels, gases and organic solvents will be stored appropriately.

**Responsible Person (Fire):** Town Clerk John Wright

Signature:



Date: 16 December 2020

## 2. **Abrasive Wheels**

- 2.1 A register of qualified employees is kept in the office and annually reviewed.
- 2.2 Only qualified staff on the register can use abrasive wheels and only in accordance with their training. The qualification lasts for three years.

- 2.3 Handheld abrasive wheels must only be used in a safe, barriered area.

### 3. Accident/Near Miss Reporting and Investigation

The council deem an accident and near-miss to be defined thus:-

Accident: any unplanned event that results in personnel injury or damage to property, plant or equipment.

Near-miss: an unplanned event which does not cause injury or damage, but could have done so. Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

- 3.1 All accidents and near misses must be reported in an accident book. Accident books are kept in the town council office, garden machinery workshop and amenities hut. They meet the requirements for accident recording that are required by the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 \(RIDDOR\)](#). Accident /Near Miss details written in accident books must be torn out from the accident book and delivered to the operations manager as soon as possible to comply with GDPR to protect names and addresses of individuals and to allow the operations manager to investigate, if necessary. Accident books will be reviewed regularly by the health and safety committee to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to any individual investigation of the circumstances surrounding each incident. This will ensure as far as reasonably practical, that proper action is taken to help prevent the accident re-occurring.  
Note: Investigation of an alleged accident does not necessarily imply that sick pay will be paid. This will depend on the result of the investigation. The above is simply the administrative procedure. Clearly it is essential for all concerned to give priority to the safety and welfare of any injured person and anyone else involved.
- 3.2 Specific injuries, diseases and dangerous occurrences must be reported by telephone to the enforcing authorities and followed up by form F2508 within 10 days
- 3.3 Any injury resulting in more than seven days' absence from normal work must also be reported to the HSE within 10 days on form F2508. This can be completed on the HSE website.
- 3.4 The following injuries are examples of reportable under RIDDOR when they result from a work-related accident:

- 3.4.1 the death of any person (Regulation 6).
- 3.4.2 specified Injuries to workers (Regulation 4).
- 3.4.3 injuries to workers which result in their incapacitation for more than 7 days (Regulation 4).
- 3.4.4 injuries to non-workers which result in them being taken directly to hospital for treatment.
- 3.5 The operations manager will conduct, record and report any necessary incident investigation due to accidents, incidents or near misses as directed by the town clerk.
- 3.6 Any non-employee who experiences an accident or near-miss whilst on council premises should report the incident immediately to any available council employee to ensure the council accident procedure is followed.
- 3.7 Visitors and contractors who are unable to enter their account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable. The council takes the responsibility for its contractors of notifying reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, therefore the operations manager or town clerk must be informed immediately.
- 3.8 Safe System of Work: All incidents and near-miss incidents must be reported, however minor. To achieve this the following procedure should be adopted:
  - 3.8.1 ensure the accident report form is completed and forwarded to the operations manager.
  - 3.8.2 obtain treatment for any injury from a first-aider or the local hospital.
  - 3.8.3 ensure that the area is made safe and poses no risk to other personnel **(except where the accident results in a major injury, in which case the scene should be fenced off and left undisturbed until advised otherwise by the enforcing authority).**
  - 3.8.4 enter details in the accident book.
  - 3.8.5 inform the injured person's manager (or operations manager or town clerk) of the incident.

3.8.6 keep the council informed of any after-effects, including periods of incapacity for work.

#### 4. **Alcohol and Drugs**

4.1 Employers have a legal duty to protect employees' health, safety and welfare. Understanding the signs of drug and alcohol misuse (or abuse) will help manage health and safety risk in the workplace and deal with drug and alcohol-related problems and support employees.

4.2 Misuse is not the same thing as dependence. Drug and alcohol misuse is the use of illegal drugs and misuse of alcohol, medicines and substances such as solvents.

4.3 The following are possible warning signs which could indicate drug or alcohol misuse:

unexplained or frequent absences.  
a change in behaviour.  
unexplained dips in productivity.  
more accidents or near-misses.  
performance or conduct issues.

These can also be signs of other things, like stress or illness.

4.4 Safety-critical elements must be considered where drug or alcohol misuse could have a serious outcome, for example these are:

using machinery  
using electrical equipment or ladders  
driving or operating heavy lifting equipment

Tailored work programmes avoiding safety-critical equipment to keep the employee and others safe should be employed.

4.5 If an employee declares they have a drug or alcohol problem, they will be encouraged to get help from their GP or a specialist drug or alcohol agency and a referral to an occupational health service should follow. This will allow the council to help and support the member of staff rather than initially lead to dismissal.

4.6 In certain circumstances dismissal may be the only option but all avenues of support, including tailored work, should be exhausted first.

#### 5. **Asbestos Management**

5.1 The organisation actively manages asbestos in non-domestic premises in compliance with legal requirements and in accordance with Health and Safety Executive guidance. The Asbestos Management Plan details how risks from any asbestos are managed.

5.2 Asbestos surveys have been carried out in all non-domestic premises by competent surveyors. Where necessary actions will have been taken to remove or encapsulate asbestos. Asbestos which has not been removed, will be inspected by the duty holder at intervals specified in this programme and at other intervals by competent surveyors.

5.3 The Asbestos Inspection Programme details the inspections required by the duty holder. The frequency of inspections is based on the total risk assessment and is normally every twelve months, except for a medium or high risk which will be every six months. In some instances, inspections are only to be undertaken by competent surveyors as part of their reviews.

5.4 It is the duty holder's responsibility to ensure:

5.4.1 that the inspections of identified asbestos as detailed in the Asbestos Inspection Programme are undertaken at the specified intervals by a competent person.

5.4.2 that the Asbestos Material Assessment records are completed.

5.4.3 any necessary actions are undertaken and recorded

5.4.4 the Asbestos Management Plan and Asbestos Inspection Programme are maintained on site and are readily available

5.4.5 all other duties as specified in the Asbestos Management Plan are undertaken

5.4.6 any damage noticed between inspections should be immediately reported as specified in the Asbestos Management Plan.

## 6. **Communication and Consultation with Employees**

6.1 Managers communicate with staff both individually and through weekly staff meetings.

6.2 The quarterly health and safety committee allows employees to regularly feedback into the safety management system and council via either their manager or the staff representative on the committee.

## 7. **Consumption of Food**

- 7.1 Food should only be consumed in rest areas. If food is to be eaten in the workplace individuals are to ensure that their work activities do not contaminate their foodstuffs; personal hygiene and the washing of hands prior to eating is to be observed at all times.

## 8. **Construction (Design and Management) Regulations 2015**

8.1 CDM regulations aim to improve health and safety surrounding construction projects and details the roles and responsibilities for the construction process (eg. client, principal designer and principal contractor). The organisation will manage construction projects in compliance with legal requirements and in accordance with Health and Safety Executive guidance. The duty holder will, most usually through a contractor ..

8.1.1 sensibly plan the work so the risks involved are managed from start to finish.

8.1.2 have the right people for the right job at the right time cooperate and coordinate your work with others.

8.1.3 have the right information about the risks and how they are being managed.

8.1.4 communicate this information effectively to those who need to know.

8.1.5 consult and engage with workers about the risks and how they are being managed.

## 9. **Control of Substances Hazardous To Health Regulations (COSHH)**

9.1 The town council will comply with the Control of Substances Hazardous to Health Regulations 2002.

9.2 Manufacturer's safety data sheets will be obtained from suppliers and held on file. These do not constitute COSHH risk assessments but are required to provide the information to enable risk assessments to be completed.

9.3 Assessments will be carried out and will consider the hazardous substances used or created, the working processes involved, and how tasks are performed. More than one assessment may be required for one substance if it is used in different ways which create different risks.

- 9.4 The first task is to determine the hazardous substances used or created, e.g. paints, isocyanates, solvents, dusts and fumes, and the risks they pose. This is followed by an examination of any risks their application or use could create and whether any of these risks could be eliminated by substitution of a non or less hazardous product. If this is not possible, an assessment should be undertaken to establish how any risk can be controlled. Where control is not possible or there is some residual risk then, as a last resort, personal protection equipment may be required.
- 9.5 Fuels have a lockable container outside the Cadet Hut.
- 9.6 Bottled Gases have a lockable cage outside the Cadet Hut.
- 9.7 COSHH lockers exist in the Cadet Hut, Cemetery Workshop and Control room on the seafront along with risk assessments and signing sheets.

## 10. **Discipline and Reward**

- 10.1 It is the responsibility of the management team to communicate individual and organisational benefits of working safely and that the advantages of working safely far outweigh the disadvantages. It is accepted that many risk control measures have immediate negative consequences, such as discomfort, inconvenience and reduced output, but effective safety management and risk control must remain paramount.
- 10.2 The effect of failings in safety performance may have an adverse impact on business performance and the application of sanctions may be applied to restore and safeguard this. Action may be taken which could result in a range of outcomes, from an informal interview, a rebuke and in the most serious of cases, dismissal.
- 10.3 Good safety performance should be rewarded, rewards should be linked to the task, be visible to others and as immediate as possible. The rewarding of employees for working safely through positive means such as praise, recognition and/or by other positive methods is encouraged.

## 11. **Display Screen Equipment**

- 11.1 The town council will comply with the Display Screen Equipment Regulations 1992 (amended 2002).
- 11.2 The town council will assess all workstations staffed by employees who use visual display unit (VDU) screens as part of their usual work and will ensure, as far as reasonably

practicable, all work stations meet the requirements set out in the schedule to the regulations.

- 11.3 The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.
- 11.4 VDU screen users are encouraged to take periodic breaks in their work.
- 11.5 Eyesight tests will be provided for VDU screen users on request.

## 12. **Electricity at Work**

- 12.1 The town council will comply with the Electricity at Work Regulations 1989
- 12.2 The town council will have its electrical wiring checked periodically or when new work is undertaken. Installation records will be held in the council's office
- 12.3 Residual current devices and 110 volt transformers/generators will be used where possible
- 12.4 All portable electrical appliances will be registered and inspected and tested at least every three years by a competent electrical contractor and in some circumstances more frequently based on the type of appliance or environment it is used in.

## 13. **Eyesight Tests / VDU spectacles**

- 13.1 The Display Screen Equipment Regulations 1992. regulation 5 sets out an employer's responsibility for providing eyesight tests. It details that the employer must ensure that employees who are VDU users, or who are to become VDU users, are provided with an appropriate eyesight test if they request one. VDU users are defined as employees who habitually use display screen equipment as a significant part of their normal work. The test must be carried out as soon as practicable after the request or, where the individual is to become a VDU user, before he or she does so. Thereafter, the employer must ensure that the VDU user is provided with further eyesight tests at regular intervals. This would normally be no more frequently than at annual intervals unless in exceptional circumstances.
- 13.2 LRTC will reimburse staff up to £60 for spectacles for a VDU user only if the results of his or her eye and eyesight test show that special corrective lenses are necessary for VDU work and that normal corrective lenses cannot be used. Only a small number of people need special spectacles for VDU work.

These typically have prescription lenses for the intermediate distance at which the VDU screen is viewed.

- 13.3 LRTC will reimburse staff a reasonable cost for an eyesight test for any member of staff at any local area qualified ophthalmologist or optometrist.

#### **14. First Aid**

- 14.1 The council has carried out an assessment of first-aid requirements; this involved consideration of workplace hazards and risks, the size of the organisation, the number and distribution of employees and other relevant factors, to determine what first-aid equipment and facilities should be provided. In addition, the council shall provide trained and certified first aiders in line with the findings of the first aid assessment and ensure that first aid equipment is available for use at all times. The location of first aid boxes and the details of first aiders are to be clearly displayed on the health and safety notice board, in the contractors and visitor's safety brief and in other key documentation such as induction training records.
- 14.2 The town council will comply with The Health & Safety (First Aid) Regulations 1981 and HSE basic advice leaflet INDG 347. First aid boxes are located in the council office, cemetery workshop, jubilee pavilion, seafront rooms, amenities hut, enforcement hut and council vehicles.
- 14.3 All boxes are checked and safety-sealed with a note of the use by dates kept with the log. The operations manager will ensure the contents of the first aid boxes are regularly monthly, that correct levels are maintained, and contents are replaced after their expiry date. Tablets or medicines are not kept in first aid boxes.

#### **15. Health Surveillance**

- 15.1 Health surveillance is a system of ongoing health checks. These health checks may be required by law for employees who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health, or work in compressed air.
- 15.2 Health surveillance is conducted annually for cleansing, gardening, lengthsmen and maintenance staff.
- 15.3 Staff receive a questionnaire covering the detection of noise induced hearing loss, the recognition of lung conditions caused

by work, the detection of hand arm vibration syndrome and detection of skin conditions caused by work.

15.4 Health surveillance questionnaires are reviewed by the town clerk and operations manager and any significant issues are reported to the health and safety committee.

15.5 Health Surveillance allows the council to:

15.5.1 detect ill health early to allow introduction of controls to prevent them getting worse.

15.5.2 provide data to help the council evaluate health risks.

15.5.3 enabling employees to raise concerns about how work affects their health.

15.5.4 highlighting lapses in workplace control measures, therefore providing invaluable feedback to the risk assessment.

15.5.5 provide an opportunity to reinforce training and education of employees (eg on the impact of health effects and the use of protective equipment).

## 16. **Housekeeping**

16.1 The town council will comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

16.2 Good housekeeping is a pro-active way of preventing many hazardous conditions that may result in injury to people. The use of a checklist is encouraged with the proviso that it can blinker the inspectors and not allow them to think in broader terms than the list in front of them. Hazardous items discovered should be put right immediately where possible, e.g. trailing leads, gangway obstructions.

16.3 The operations manager and works supervisor will conduct regular inspections of the workplace. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of the council's operations.

16.4 Workplace inspections will also provide an opportunity to review the continuing effectiveness of the safety policy and identify areas where revision of the policy may be necessary.

## **17. Infection / Biological Hazards / Zoonosis**

- 17.1 Infections at work are those created by exposure to harmful micro-organisms such as bacteria, fungi, viruses, internal parasites, and other infectious proteins known as prions. These are called 'biological agents' in health and safety legislation. You may be harmed by micro-organisms by being infected with the micro-organism, by being exposed to toxins produced by the micro-organism, or by having an allergic reaction to the micro-organism or substances it produces.
- 17.2 Day-to-day the risk is reduced/controlled by wearing gloves, using personal protective equipment and undertaking regular handwashing. Examples of potential risks to council workers include bin and litter collection or cleaning seagull guano for the cleansing team, and dog/animal faeces in the lawns and gardens or soil bacteria for the gardening team.
- 17.3 All staff must ensure that kitchen areas and items (mugs / plates / bowls / cutlery), fridges and microwaves are clean and tidy at the end of each work day and that out-of-date products are removed from fridges.

## **18. Ladders and Step Ladders**

- 18.1 All ladders are to be of the appropriate industrial standard and inspected by the user before every use.
- 18.2 All ladders are checked and safety tag signed on a weekly basis. Any ladders deemed not to be in a suitable condition shall be immediately removed from the work place.
- 18.3 Ladders are only to be used for short term work. Other means of gaining height must be used if the works required; will take hours rather minutes or demands several different positions at height or requires both hands to operate eg. scaffold tower or cherry picker.

## **19. Legionella**

- 19.1 The legionella risk assessment is to be reviewed every two years by a legionella specialist.
- 19.2 Legionella flushing and temperature checks are conducted weekly across the council estate in accordance with the legionella flushing policy in areas highlighted by the risk assessment.

## **20. Lone Working**

20.1 A lone working policy is in force.

**21. Lifting Operations and Lifting Equipment**

21.1 The operations manager will arrange for all necessary service inspections and LOLER inspections and keep records. Any lifts or lifting equipment that fails an inspection will be put out of action immediately.

**22. Manual Handling of Loads (Lifting/Carrying & Pushing/Pulling)**

22.1 The town council will comply with The Manual Handling (Operations) Regulations 1992.

22.2 Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

22.3 Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

22.4 All possible steps will be taken to reduce the risk of injury to the lowest level possible.

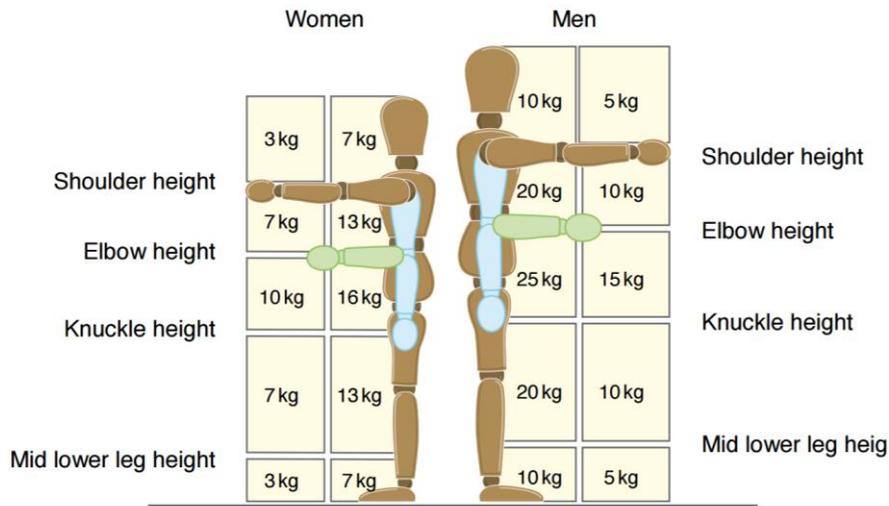
22.5 Wherever reasonably practicable, lifting and moving objects will be done by mechanical devices rather than manual handling. The equipment used will be appropriate for the task.

22.6 The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.

22.7 When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents, which might impair grip.

22.8 The route over which the load is to be lifted or moved should be inspected to ensure it is free of obstructions or spillage which could cause tripping or spillage.

22.9 Employees should not attempt to lift or move a load, which is too heavy to manage comfortably.



22.10 Where team lifting or moving is necessary, one person should act as co-ordinator, giving commands to lift, lower etc.

22.11 When lifting an object off the ground employees should assume a squatting position, keeping their head back and their back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

### 23. Mobile Tower Scaffolds and Cherry Pickers

23.1 Only PASMA qualified staff can use the council mobile tower scaffold and only IPAF Category 1b qualified staff can use the appropriate hired cherry picker for that qualification. These shall only be used in accordance with their training. The qualifications lasts for five years.

23.2 Non-qualified members of staff may use the mobile scaffold tower or hired cherry picker only if supervised and accompanied on the scaffold or in the basket of the cherry picker by a qualified member of staff.

### 24. Monitoring Procedures & Safety Inspections

24.1 To monitor the effectiveness of the council's health and safety systems, audits will be undertaken, using external services if required. Copies of the results of these audits will be shared with employees.

24.2 Managers will carry out regular, at least quarterly, safety inspections of their areas of responsibility and equipment to ensure safety standards and housekeeping best practices are maintained. Additional health and safety arrangements will be developed as indicated by risk assessments.

24.3 Health and Safety will be reviewed quarterly by the Health and Safety Committee.

24.4 The minutes from the H&S committee meeting will be submitted to the council's Human Resources Committee, along with a report, if necessary, from the town clerk or operations manager.

24.5 Consultation Arrangements

The local Inspector's office and telephone number is:

HM Inspector of Health & Safety,  
Inter City House,  
Mitchell Lane,  
Bristol  
Tel: 0117 929 0681

## 25. **Noise & Vibration**

25.1 The council uses equipment that produces noise and vibration. Risk assessments and control measures will be employed to mitigate risk eg. appropriate SNR ear defenders are employed and anti-vibration gloves are available.

25.2 Noise and vibration from equipment is measured and recorded on a six monthly basis using a class 2 sound level meter and a vibration monitor. For noise, the HSE calculator is used to ensure the correct rated ear defenders for different equipment are employed. For vibration, the HSE calculator indicates the exposure action and limit value and these are communicated to staff through staff meetings and toolbox talks following six monthly measurements.

25.3 Anyone using more than one item of vibrating equipment on one day is instructed to note the exposure action value detailed on the machine inventory spreadsheet and use the HSE calculator to check exposure. Employees should contact the operations manager if unsure.

25.4 Employees receive regular noise and vibration training through tool box talks.

## 26. **Pandemics**

26.1 A pandemic is an epidemic that has spread over multiple countries. This council will follow the UK government public health guidance relating to any UK government declared pandemic. In practice this may mean working from home where possible or an entire shut down of the council's normal business. Where possible the council will support Dorset Council in providing signage and hand sanitizer

stations, or any other measures that are required, and will risk assess its activities and work environments for staff with the pandemic in mind.

**27. PAT Testing**

27.1 The council is committed to ensuring electrical safety with portable appliances. Further information can be found in the councils PAT Testing policy.

**28. Permits to Work**

28.1 A permit to work is a formal, written, safe system of work to control potentially hazardous activities. The permit details the work to be done and the precautions to be taken (for instance, they may involve limiting the movement of overhead cranes, the precautions needed for high voltage or hot work or they might detail rescue arrangements for certain types of work). Permits should be issued, checked and signed off as being completed by someone competent to do so, and who is not involved in undertaking the work. Permits for work will be issued to contractors as necessary by the operations manager.

**29. Personal Protective Equipment**

29.1 The town council will comply with the Personal Protective Equipment at Work Regulations 1992.

29.2 Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.

29.3 Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their line manager.

29.4 Further details can be found in the councils Management of PPE policy.

**30. Risk Assessment and Hazards**

30.1 There are five stages to risk assessment:

30.1.1 identify significant hazards

30.1.2 decide who might be harmed; employers, sub-contractors, site visitors, customers, members of the public

- 30.1.3 Evaluate the risks and decide on controls; can the hazard be eliminated, if not how can it be controlled or minimised
- 30.1.4 Record the findings; pass on information to employees
- 30.1.5 Review the assessments to ensure they remain valid
- 30.2 In undertaking risk assessments, the level of detail should be broadly proportional to the risk. The purpose is not to catalogue every trivial hazard; nor is the employer or self-employed person expected to be able to anticipate hazards beyond the limits of current knowledge. A suitable and sufficient risk assessment will reflect what is reasonably practicable to expect employers to know about the hazards in their workplaces.
- 30.3 Hazard Identification. The town council will comply with the Management of Health and Safety at Work Regulations 1992.
- 30.4 To develop and maintain the council's health and safety arrangements and ensure action is taken to eliminate or control the risks associated with its work activities, a programme of hazard identification and risk assessment is undertaken and reviewed every three months.
- 30.5 The procedures to be adopted, copies of the required documentation and the results of the programme will be maintained in the risk assessment files held in the council's offices and on the council's computer files. Employees will be made aware of the significant findings of any review that affects them.
- 30.6 Management of Health and Safety at Work Regulations 1992, summary of legal employers' responsibilities:
  - 30.6.1 to carry out and record the findings of risk assessments and any arrangements made as a result of the risk assessment (regulation 3).
  - 30.6.2 to plan, organise, control, monitor and review all measures taken as a result of the risk assessment (regulation 4).
  - 30.6.3 to provide health surveillance, for example keeping individual health records of employees (regulation 5).
  - 30.6.4 to appoint one or more 'competent persons to help comply with the relevant statutory obligations (regulation 6).

- 30.6.5 to establish appropriate procedures which are to be followed in the event of serious and imminent danger to persons at work (regulations 7).
- 30.6.6 to provide information on the risks employees are exposed to and the measures taken by the employer in accordance with the risk assessment procedure (regulation 8).
- 30.6.7 to provide comprehensive information on health and safety to temporary workers and employees of an employment business (regulation 10).
- 30.6.8 to consider the capabilities of their employees as regards health and safety before entrusting any tasks to them (regulation 11).
- 30.6.9 Management of Health and Safety at Work Regulations 1992, summary of legal employees' responsibilities: Employees are now under a duty to use any equipment provided to them by their employers in accordance with the instructions and training that has been given to them (regulation 12).

### 31. **Smoking / Vaping**

- 31.1 Smoking is not encouraged as it has been proven to be harmful to health.
- 31.2 All council premises are no smoking/vaping buildings.
- 31.3 Staff who wish to smoke/vape must do so outside and in the vicinity of a breakspace area. Smoking/Vaping is not to be conducted in council vehicles or during the course of their duties.

### 32. **Stress**

- 32.1 Managers will use the HSE's management standards approach to dealing with stress by risk assessing work activity and promoting active discussion and working in partnership with employees to help decide on practical improvements that can be made.
- 32.2 The Management Standards are:  
  
Demands – this includes issues such as workload, work patterns and the work environment.

Control – how much say the person has in the way they do their work.

Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.

Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.

Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.

Change – how organisational change (large or small) is managed and communicated in the organisation.

### 33. **Training**

33.1 The town clerk will arrange for induction training for all new members of staff. Where additional training is identified as necessary for the health, safety and welfare of staff, it will be given in-house or by outside agencies e.g. Abrasive Wheels, Chainsaws, Display Screen Equipment, Use of Specialised Personal Protective Equipment such as respiratory protection equipment, Manual Handling, COSHH awareness, IOSH Working Safely etc.

### 34. **Violence**

34.1 The Health and Safety Executive defines work-related violence as ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.

34.2 The council should ensure the possibility of violence to its staff is considered when undertaking risk assessments. Every effort should be made to reduce the possibility of violence to the minimum level that is reasonably practicable by using safe working practices.

34.3 All incidents in which member(s) of the council’s staff are abused, threatened or assaulted must be reported to the town clerk.

### 35. **Vulnerable Workers, Young Persons, Pregnant or New Mothers**

35.1 **Vulnerable Workers.** This includes but is not limited to, young persons, expectant or new mothers, older workers, disabled workers, migrant workers, lone workers (a separate lone working policy is in force), new workers, home workers and temporary workers.

35.1.1 It is the responsibility of the line-manager to conduct a risk assessment to assess the needs and requirements for any vulnerable worker. Any required measures identified must be put in place **before** that individual starts work.

35.2 **Young Persons.** In health and safety law, a young person is anyone under 18 and a child is anyone who has not yet reached the official minimum school leaving age.

35.2.1 As an employer the council is responsible for ensuring any employed young person is not exposed to risk due to their lack of experience, being unaware of existing or potential risks, or lack of maturity.

35.2.2 A specific young workers risk assessment will be undertaken by the line-manager to include:

- the fitting-out and layout of the workplace and the particular site where they will work.
- the nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent.
- what types of work equipment will be used and how this will be handled.
- how the work and processes involved are organised.
- the level of health and safety training given to young people.
- risks from the particular agents, processes and work.

35.2.3 The line-manager responsible will let the parents/guardians know the key findings of the risk assessment and the control measures taken **before** the young person starts work or work experience.

35.2.4 Enhanced training and supervision arrangements will be necessary for young people employed.

### 35.3 **Expectant or New Mothers**

35.3.1 Employers are responsible for providing a safe working environment while effectively managing risks to the health and safety of all employees through risk assessments. This is particularly important for new and expectant mothers (those who are pregnant, have given birth in the last six months or are currently breastfeeding). This is because some working conditions and processes can potentially harm them and their child.

35.3.2 Employees who are expectant mothers or new mothers should notify their line-manager in writing to allow the council to risk assess and put measures in place for their welfare and safety at work. Notification is at the employees discretion but it is in their interests to do so.

35.3.3 A risk assessment will be conducted by the line-manager and will consider common risks such as

- standing or sitting for long periods
- lifting or carrying heavy loads
- long working hours
- temperature
- working at height
- workstation and posture issues
- work-related stress
- potential exposure to:
  - lead
  - radioactive material
  - toxic chemicals like mercury and pesticides
  - carbon monoxide
  - infectious diseases

## 36. **Welfare Provision**

- 36.1 Staff toilets / handwashing sinks are provided across the council's estate.
- 36.2 Drinking water is available across the council's estate.
- 36.3 Works handwashing facilities are available at the Cadet Hut.
- 36.4 Shower facilities are available at the Candles on the Cobb Pavilion.
- 36.5 Meal breaks can be taken in provided break spaces.
- 36.6 Lockers for clothing and changing / drying space is available in the Cadet Hut.
- 36.7 Weekly cleaning rotas are in place at the Cadet Hut and Amenities Hut and a cleaner is employed daily in the office. An adequate supply of toilet paper, soap, paper towels etc is provided.

## 37. **Work Equipment Safety Procedures**

- 37.1 The town council will comply with The Provision and Use of Work Equipment Regulations 1998.

- 37.2 Where possible, equipment will be purchased which conforms to British Standard or Central European Normalisation safety standards. The town clerk should be consulted if these requirements cannot be complied with.
- 37.3 The council's safe system of work for each item of equipment must be adhered to, including before and after use safety checks, and any necessary PPE must be worn.
- 37.4 Only staff in-date for training, on specific items such as the tractor, abrasive wheels and chainsaws, may use that council equipment. Details are held on the council's training and competency register.

### **38. Workplace Transport**

- 38.1 The council has various vehicles for different functions, these include, a New Holland T5 Tractor, Ford Double-Cab Tipper, Mitsubishi L200 Lengthsman Tipper, Ford Courier Maintenance Van, Kawasaki Mule and EPower Trucks AMP XL with cage for rubbish collection.
- 38.2 Vehicles are safety checked daily by staff responsible for that vehicle. Servicing and MOT's are organised by the works supervisor. Cleaning is conducted by the team responsible for the vehicle.
- 38.3 Staff hazard perception testing is completed annually and driving licence checks periodically for those that drive council vehicles.
- 38.4 Fuel cards are issued for Uplyme petrol station.
- 38.5 Fuel for garden machinery is to be carried securely on/in council vehicles in the containers provided and when not in use is to be stored in the lockable container outside the Cadet Hut.

### **39. Summary**

- 39.1 The company recognises that the sharing of key information is critical for the effective management of risk, the coordination of H&S management and improved business performance. This document aims to promote such cooperation and underpins the importance given to safety and health by the MD.
- 39.2 This document shall be continually reviewed and developed, with the overarching aim of conducting all activities in a manner that seeks to protect the H&S of everybody and with due consideration given to the protection of the environment in all that we do.

39.3 Everyone that works in or visits the council is expected to share this commitment and to work with us to achieve it.

40. **Review**

40.1 This policy will be reviewed annually in December or sooner if there are changes in legislation or best practice.

Original Version Implementation Date: May 2018

**Reviewed: May 2019, December 2020 and December 2021**

**Next Review Date: 15 December 2022**

A handwritten signature in black ink, appearing to read 'John Wright', enclosed in a thin black rectangular border.

John Wright  
Town Clerk  
15 December 2021