



West Mersea  
Town Council

# Health and Safety Policy

Issue 2  
July 2023

# CONTENTS

## **1. INTRODUCTION**

- 1.1 Legislation
- 1.2 Guidance

## **2. HEALTH AND SAFETY POLICY STATEMENT**

## **3. ORGANISATION FOR HEALTH AND SAFETY**

## **4. HEALTH AND SAFETY RESPONSIBILITIES**

## **5. HEALTH AND SAFETY RULES**

- 5.1 General
- 5.2 Working Practices
- 5.3 Hazard / Warning Signs and Notices
- 5.4 Working Conditions / Environment
- 5.5 Protective Clothing and Equipment
- 5.6 Fire Precautions
- 5.7 Accidents
- 5.8 Health
- 5.9 Rules Covering Gross Misconduct

## **6. ARRANGEMENTS**

- 6.1 Accident, Incident and Ill-Health Recording, Reporting and Investigation
- 6.2 Asbestos
- 6.3 Communication and Consultation
- 6.4 Confined Spaces
- 6.5 Contractors
- 6.6 Display Screen Equipment
- 6.7 Driving for Work
- 6.8 Drugs and Alcohol
- 6.9 Electricity
- 6.10 Environment
- 6.11 Fire
- 6.12 First Aid
- 6.13 hazardous Substances (COSHH)
- 6.14 Health, Safety and Welfare
- 6.15 Health Surveillance
- 6.16 Home Working
- 6.17 Lead at Work
- 6.18 Legionnaires Disease
- 6.19 Lone Working
- 6.20 Manual Handling
- 6.21 Personal Protective Equipment
- 6.22 Risk Assessment
- 6.23 Smoking
- 6.24 Training
- 6.25 Visitors
- 6.26 Work at Height
- 6.27 Work Equipment

## **7. RISK ASSESSMENT**

## **8. MONITORING OF HEALTH AND SAFETY**

## Section 1.

### INTRODUCTION

This Health and Safety manual has been updated by Chestnut Associates on our behalf and requested by West Mersea Town Council and with our involvement. It contains our Health and Safety Policy as required by the Health and Safety at Work etc. Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

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

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

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

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

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

Based on our performance measurement in the form of accident monitoring and external audits we will review our health and safety arrangements periodically and at least annually.

#### **POLICY REVIEW**

This Health and Safety Policy will be reviewed annually by Chestnut Associates in conjunction with West Mersea Town Council.

30/12/21	Review and update as requested by VA	Joanne Hunt
24/07/23	Review and update as requested by KK	Joanne Hunt

#### **1.2 Legislation**

Please see the HSE website for any further H&S guidance <https://www.hse.gov.uk/>

### **1.3 Guidance**

Guidance on health and safety can be accessed by contacting;

Joanne Hunt

Chestnut Associates

Tel: 07770 302504

[www.chestnutassociates.co.uk](http://www.chestnutassociates.co.uk)

[joanne@chestnutassociates.co.uk](mailto:joanne@chestnutassociates.co.uk)

## Section 2.



### **HEALTH AND SAFETY POLICY STATEMENT**

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

In order to discharge its responsibilities the management will:

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

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

Signed:

Dated: 24<sup>th</sup> July 2023

Name:

Position: Town Clerk

**Section 3.**

**ORGANISATION FOR HEALTH AND SAFETY**

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

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

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

**West Mersea Town Council Hierarchy**

**COUNCILLORS**

Mayor, Councillor  
Sophie Weaver

Supported by a team of councillors.

**Town Clerk**

**Cemetery Clerk**  
Carol Fountain

**Admin Assistant**  
Hayley Powling

**Groundsman** – William Boswick

**Grounds staff** – Gary Petley

**Litter Picker** – Paula Whitting

## Section 4.

# **HEALTH AND SAFETY RESPONSIBILITIES**

## **Town Clerk with the support of the Councillors**

They will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the council
- they will promote the active participation of employees in improving health and safety performance
- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and progress monitored
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded
- there is regular communication and consultation with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented with the support of Chestnut Associates
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- health and safety objectives are set and their achievement is measured and reported in the annual report

## **Employees**

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules

- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

### **Chestnut Associates**

Chestnut Associates, in agreement with management, provides us with the following services:

- development of our documentation throughout the period of our contract and keeping it updated for:
  - changes in Health and Safety legislation relevant to us
  - organisational changes which affect our management system
- a general risk assessment update that forms the basis of our risk management programme and helps us plan our future actions to reduce risk.
- a consultant visit to support our implementation of this Policy by:
  - assisting us to complete specific risk assessments
  - providing further training, if required on relevant agreed topics
  - reviewing and auditing our health and safety procedures and legal compliance
  - providing advice on implementing changes and system procedures
- fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues



## Section 5.

### **HEALTH AND SAFETY RULES**

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

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

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

#### **SPECIFIC HEALTH AND SAFETY RISKS ARISING FROM WORK ACTIVITIES**

- Chestnut Associates assisted by staff members have produced the risk assessments
- Any new information gained on site changes the risk assessment should be updated on the form and relayed to colleagues.

#### **SAFE PLANT AND EQUIPMENT**

- The council will ensure that all plant and equipment that requires maintenance is identified, that the maintenance is carried out and that new or second hand plant and equipment meets health and safety standards before it is purchased.
- The council will identify all equipment and plant needing maintenance
- The council will ensure effective maintenance procedures are drawn up
- The council will ensure suitable and qualified grounds team are engaged to carry out the maintenance
- The council will ensure all identified maintenance is implemented
- The council will ensure new or second-hand plant and equipment meets health and safety standards before it is purchased

#### **SPECIFIC INFORMATION, INSTRUCTION AND SUPERVISION**

- This Health and Safety Policy Statement is circulated to all employees and council members and forms part of the Staff Handbook. A Log is to be signed at the point of joining West Mersea Town Council, confirming the Health and Safety Policy Statement has been read and will be observed. The admin team maintain a log of Health and Safety reviews and Health and Safety training. Further information on health and safety is available from the HSE website.
- On the occasion that a young employee or trainee were to be working with West Mersea Town Council and engaged in tasks which are unfamiliar to them, appropriate and relevant training and mentoring would be provided by an experienced employee, or the health and safety officer, or by a registered and accredited training provider. All trainees and young employees would be supervised.

#### **5.1 General**

- It is the duty of all employees to co-operate with management in fulfilling our legal obligations in relation to health and safety.

- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.

## **5.2 Working Practices**

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

## **5.3 Hazard / Warning Signs and Notices**

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

## **5.4 Working Conditions / Environment**

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

## **5.5 Protective Clothing and Equipment**

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

## **5.6 Fire Precautions when on sites and in offices**

- Employees must comply with all laid down emergency procedures.

- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any fire fighting equipment provided.
- Employees must report any use of fire fighting equipment to their manager.

### **5.7 Accidents**

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

### **5.8 Health**

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

### **5.9 Rules Covering Gross Misconduct**

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

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

## Section 6

# ARRANGEMENTS

- Under the normal operations of the company, none of the activities carried out by employees would require specialist health surveillance.
- All accidents, incidents and cases of work-related ill health are to be recorded in the accident book. Near misses are to be logged also. A near miss is defined as an occurrence that could have resulted in an accident or ill health.
- The Town Clerk/Chestnut Associates is responsible for reporting accidents, diseases and dangerous occurrences in line with the RIDDOR Regulations online to the HSE.

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

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

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

#### **Definitions:**

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

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

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

#### **The Accident Book**

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

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

The Accident Book will be reviewed regularly to ascertain the nature of incidents that have occurred in the workplace.

This review will be in addition to any investigation of the circumstances surrounding each incident.

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

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

#### **Reporting Requirements**

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

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

- A death
- A specified injury to an employee as detailed in regulations

- An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury
- Any dangerous occurrence
- Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations
- Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen
- Any employee that had an accident at work and is unable to return to work for over 7 days in a row

Contact details for the Health and Safety Executive are:

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

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

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact Joanne Hunt, Chestnut Associates 07770 302504

The completed report completed online to the HSE should be kept with the other accident records and documents; this will confirm the notification has been made.

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

## **6.2 Asbestos**

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

## **6.3 Communication and Consultation**

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

To achieve this objective we will:

- establish effective lines of communication
- involve and consult with employees through:
  - individual conversations
  - staff meetings
  - health and safety meetings
- consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety.

## **6.4 Confined Spaces**

The company will take all reasonable steps to secure the health and safety of employees and/or contractors, who are required to enter into confined spaces.

A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).

## **6.5 Contractors**

In order to meet our legal obligations with regard to contractors we will ensure, prior to engaging any contractor, that they are competent and ensure during their period of employment that any works are carried out safely.

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

- sight of the contractor's own safety policy, risk assessments, method statements, permits to work, etc as applicable
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- evidence showing that appropriate Employers and Public Liability Insurance is in place

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

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

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- ensure that all duty-holders that we appoint have the necessary skills, knowledge and experience to carry out their roles safely
- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly
- notify the HSE in writing for projects that require it
- ensure that relevant pre-construction information is passed to all designers and contractors
- ensure that the Principal Designer and Principal Contractor carry out their duties
- ensure that adequate welfare facilities are provided for the contractors
- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared
- cooperate fully with all other duty-holders and provide all relevant information and instruction promptly and clearly

## **6.6 Display Screen Equipment**

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

To achieve this objective the company will:

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment

- provide adequate information and training to persons working with display screen equipment
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

## **6.7 Driving for Work**

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

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

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure those driving for business are competent (and where required, authorised) and fit

## **6.8 Drugs and Alcohol**

### **Alcohol**

Employees must not drink alcohol on the company's premises.

Any employee who is found consuming alcohol on the company's premises and is found to be intoxicated at work will face disciplinary action on the ground of gross misconduct under the company's disciplinary procedure.

### **Drugs and medication**

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

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

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

## **6.9 Electricity**

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

To ensure this objective the company will;

- ensure electrical installations and equipment are installed in accordance with the Wiring Regulations (BS 7671) published by the Institution of Engineering and Technology (IET)
- maintain the fixed installation in a safe condition by carrying out routine safety tests

- inspect and test portable and transportable equipment as often as required to ensure safety
- promote and implement a safe system of work for maintenance, inspection and testing
- ensure employees who carry out electrical work are competent to do so

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to their manager
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not leave electric cables in such a position that they will cause a tripping hazard

### **6.10 Environment**

All reasonable steps will be taken to protect the environment. In order to discharge its responsibilities the management will:

- comply fully with all relevant legal requirements, codes of practice and regulations
- prevent pollution to land, air and water
- reduce water and energy use
- minimise waste and increase recycling within the framework of our waste management procedures
- identify and manage environmental risks and hazards
- promote environmentally responsible purchasing
- bring the Environmental Policy Statement to the attention of all employees

### **6.11 Fire**

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

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

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings



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

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

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

## **6.12 First Aid**

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

To achieve this objective the company will:

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

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

### **Appointed Person/First Aiders**

The Appointed Person/First Aiders duties include:

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

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

First aid boxes will be provided to staff to ensure there are adequate supplies for the nature of the hazards involved.

## **6.13 Hazardous Substances (COSHH)**

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

- identify all substances which require a COSHH assessment
- ensure all actions identified in the assessments are implemented and stored in a metal fireproof locked cabinet.
- ensure any relevant persons are informed about the COSHH assessments and training provided.

- ensure that the COSHH assessments are reviewed every 12 months or when the work activity changes, whichever is the soonest
- have an inventory of all substances hazardous to health kept or present on site will be maintained
- personal protective equipment (PPE) will only be used as a last resort
- the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions

#### **6.14 Health, Safety and Welfare**

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

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards
- adequate workspace allocation
- properly designed workstations
- well maintained traffic routes and floors
- safe access and egress
- appropriate sanitary and washing facilities
- plentiful drinking water supply and cups
- appropriate first aid provision
- appropriate emergency, fire and evacuation equipment and procedures

The company recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace.

#### **6.15 Health Surveillance**

Health surveillance is the early detection of adverse health risks associated with a work activity. It allows staff at increased risk to be identified and additional precautions to be taken as necessary. It is also a means of checking the effectiveness of the existing control measures.

To ensure adequate health surveillance is implemented the company will:

- carry out risk assessments to identify those activities, processes or materials that are likely to give rise to a health risk
- ensure that adequate control measures are put in place to reduce risks as far as possible

- seek advice on risk reduction from our safety advisor, occupational hygienist or other relevant person as necessary
- seek the advice of relevant people on the need for health surveillance where it is thought that a residual health risk remains following the implementation of control measures
- advise employees of the health risks and the signs of ill health
- ensure employees co-operate with health surveillance procedures provided
- discuss with the relevant people any health concern brought to their attention by an employee

#### **6.16 Home Working**

Home workers are subject to the same health and safety requirements as workers based on company premises and their health and safety will be managed accordingly.

To achieve this objective we will:

- ensure that appropriate risk assessments are completed
- ensure that risk assessments are reviewed annually
- ensure home workers are provided with suitable induction training on commencement of employment
- ensure appropriate equipment is provided for the home worker's health, safety and welfare
- ensure all equipment that is provided for use in the employees' homes is properly installed and tested
- ensure that managers and home workers have the opportunity to be kept informed of what is going on within the company; recognising and satisfying the need for social interaction will reduce stress
- make the home worker aware of their duty to report any incidents or accidents that occur as a result of work related activities to the company using the company accident procedure
- ensure home workers are aware of the need to monitor their own working conditions and report any problems to their manager

#### **6.17 Lead at Work**

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

The company will implement the following:

- maintain an inventory of all forms of lead kept on site and retain copies of relevant hazard data sheets
- all operations which involve, or may involve, exposure to lead will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- personal protective equipment (PPE) will only be used as a last resort

## **6.18 Legionnaires Disease**

All reasonable steps will be taken to assess and identify potential Legionellosis hazards and to prevent or minimise the risk of exposure.

To achieve control of legionella bacteria the company will implement the following:

- **Avoidance of Conditions Favouring Growth of Organisms**

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

- **Avoidance of Stagnation**

Dead-legs, which occur when water services leading from the main circulation water system to taps or appliances, are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.

- **System Maintenance**

Water systems will be disinfected by an effective means before being taken into service and after shut downs of five or more days. Plant will be regularly inspected and maintained. Plant will be disinfected periodically (normally twice yearly) by chlorination or by temporarily raising water temperatures. Maintenance personnel must wear appropriate protective clothing.

- **Record Keeping**

Records will be kept of all maintenance, temperature monitoring and sampling carried out.

## **6.19 Lone Working**

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

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

## **6.20 Manual Handling**

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

To implement this policy the organisation will ensure that:

- manual handling assessments are carried out where relevant and records are kept
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution
- any injuries or incidents relating to manual handling are investigated, with remedial action taken

- employees adhere to safe systems of work

### **6.21 Personal Protective Equipment**

The company provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the company will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- ensure that PPE is sourced appropriately and bears the “CE” certification mark
- ensure PPE is available to all staff who need to use it
- provide adequate maintenance, cleaning and repair of PPE
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE

### **6.22 Risk Assessment**

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

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

Risk assessments will be reviewed at least annually unless the system changes.

### **6.23 Smoking**

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

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

Smoking is prohibited throughout the entire workplace and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This includes company vehicles that are used by more than one employee. This policy applies to all employees, customers and visitors.

## **6.24 Training**

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

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

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

All employees will need to know about:

- the health and safety policy
- risk assessments
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements

## **6.25 Visitors**

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

Employees hosting visitors must ensure that:

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

## **6.26 Work at Height**

The company will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The company will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them
- all the necessary equipment to allow safe access to and egress from the place of work is provided
- regular inspections of all equipment required for working at height are undertaken and documented

- competent persons are appointed to be responsible for the supervision of all work at height and associated activities

### **6.27 Work Equipment**

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

To achieve this objective the company will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees
- inspect all equipment at installation and prior to use
- regularly inspect work equipment in accordance with the manufacturer's recommendations
- maintain work equipment in accordance with the manufacturer's recommendations
- keep records of all inspections and maintenance
- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely
- provide refresher training as appropriate and as determined necessary by workplace inspections

## **Section 7**

### **RISK ASSESSMENT**

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

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

**Risk** is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect.

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

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

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

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

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

## **Section 8**

### **MONITORING OF HEALTH AND SAFETY**

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

All Health & Safety systems are monitored as necessary, at least on an annual basis.