

Health and Safety Policy

South Normanton Parish Council

The Hub Joint Services Centre

Shiners Way

South Normanton

Derbyshire

DE55 2FY

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1.0 INTRODUCTION

The Parish Council regards the successful promotion of health and safety as a mutual objective for all engaged by the Parish Council, which must be actively pursued by management and employees at every level.

It is the policy of the council to conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees whilst at work, and of any other persons not being in its direct employment who may be affected by its operations. This is regardless of whether the work is undertaken at The Hub Joint Services Centre, Shiners Way, South Normanton, Derbyshire, DE55 2FY or on a project under the control of South Normanton Parish Council.

The South Normanton Parish Council recognises that the health and safety of its employees is of paramount importance both in social and economic terms, and consequently the South Normanton Parish Council freely accepts the responsibilities placed on them under law. This responsibility is embodied in the Policy Statement, which shall be the basis of sound and safe practices used within the Parish Council.

Employees and others working or visiting the sites under our control will only be allowed to do so providing that they are prepared to conform to the principles and practices laid down in the Policy Statement. Likewise, employees and others who have an association with the Parish Council are required to conform to any reasonable rule or practice imposed through statute or particular requirement of any site where the Parish Council is or is due to carry out work as a Principal Contractor or Sub-Contractor.

It is important that everyone related to South Normanton Parish Council fully understands that any failure to comply with the contents of this policy could expose them as individuals and the Parish Council to potential criminal liability. As such, any blatant or wilful disregard of the standards and arrangements set out in this policy could be viewed as gross misconduct and result in appropriate disciplinary action by the employer.

2.0 GENERAL STATEMENT

South Normanton Parish Council and our employees recognise the legal obligations placed on them by the Health and Safety at Work etc. Act 1974 and of any other statutory provisions and health and safety regulations applying to our activities, with regards to:

- Provision of adequate control of the health and safety risks arising from our work activities.
- Provision and maintenance of plant and systems of work that are safe and without risks to health.
- Consultation with our employees including sub-contractors we may engage on matters affecting their health and safety.
- Provision and maintenance of a safe and healthy working environment with adequate welfare facilities and arrangements.
- Ensuring that all employees are competent to do their tasks and give them adequate training.

- Provision of maintenance of a safe means of access to and egress from all workplaces whether at our offices or various locations around South Normanton.
- Prevention of incidents resulting in personal injury, property damage and cases of work-related ill health.
- The safety of; and absence of risks to health in connection with the use, handling, storage, transportation and disposal of materials and substances.
- Provision of such information, instruction, training and supervision as is necessary to ensure that work may be carried out safely, either at The Hub Joint Services Centre, Shiners Way, South Normanton, Derbyshire, DE55 2FY or at various workplace locations around South Normanton without risks to health.
- Reviewing and revising this policy at regular intervals not exceeding annually.

Employees and sub-contractors have a duty to co-operate in the operation of this policy by fulfilling the responsibilities placed upon them.

As stated, the operations of the Parish Council and this policy will be reviewed at regular intervals or in light of changing Parish Council circumstances, procedures and legislation. These changes will be brought to the attention of employees and others whose health and safety might be affected by such changes.

3.0 ORGANISATION AND RESPONSIBILITIES

The Parish Council of South Normanton Parish Council will make available adequate resources for the implementation and monitoring of South Normanton Parish Council Health and Safety Policy and holds overall and final responsibility for health and safety at work. The Council shall also be responsible for the establishment of structures through which safety matters can be dealt.

The Parish Council has delegated the day-to-day responsibilities for ensuring this Health and Safety Policy is put into practice to the Clerk to the Council. To help them to achieve the health and safety standards, and subsequently to maintain and improve them, The Clerk to the Council has the help of all employees including;

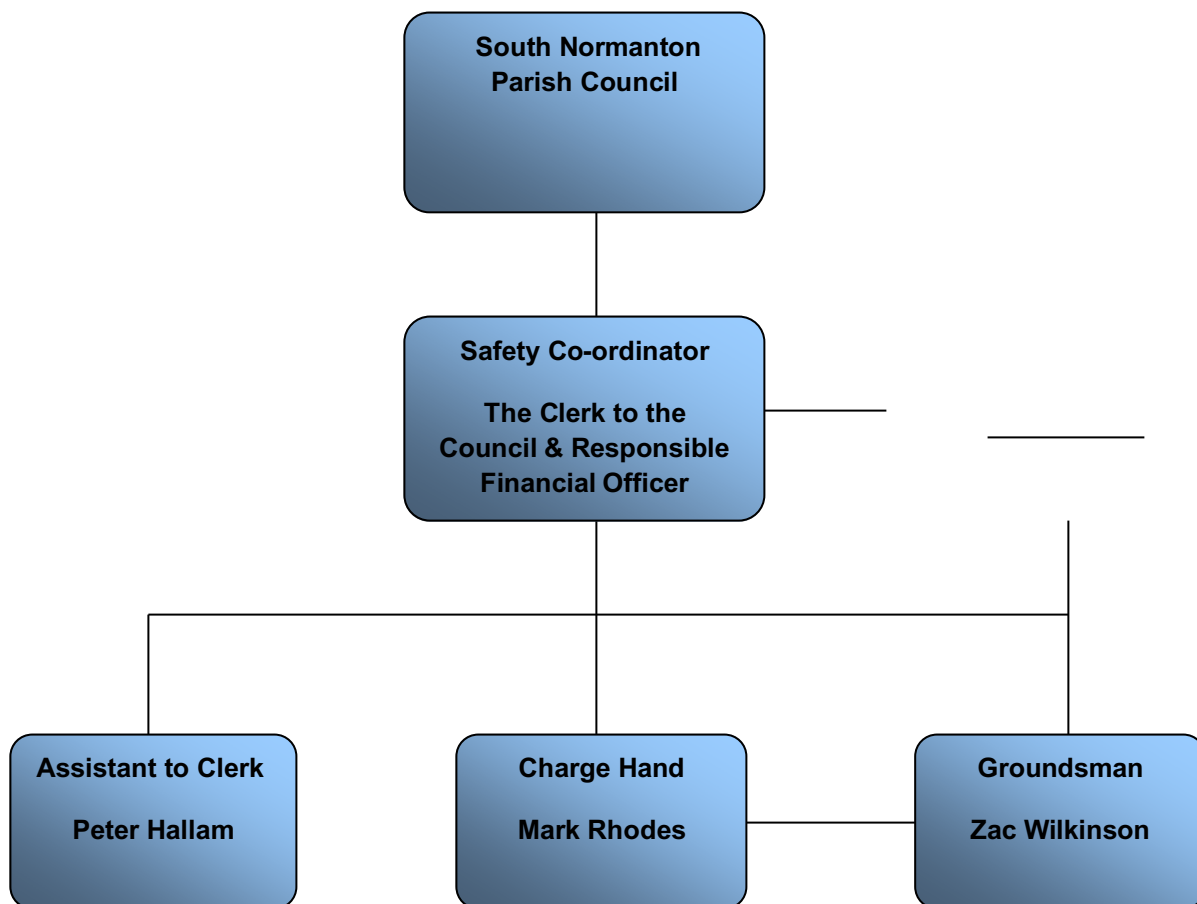
- The External Safety Advisor – • The South Normanton Parish Council
- All Employees

All Employees must co-operate with supervisors and managers by;

- Complying with all health, safety, environmental and quality matters,
- Not interfering with anything provided to safeguard their health and safety,
- Taking reasonable care of their own health and safety,

- Reporting all health, safety, environmental and or quality concerns to the appropriate person.

3.1 Structure of the Parish Council Personnel – For effective health and safety management



3.2 The Parish Council

The Parish Council will initiate and administer the Health and Safety Policy. They will make adequate provision of resources for the successful implementation of the health and safety management system, including finance, time, logistics and commitment. They are to:

- Set a personal example at all times.
- Initiate South Normanton Parish Council Health and Safety Policy for the prevention of injury and damage, and to set targets for the reduction of accident and incident rates.
- Know the requirements of the relevant legislation and ensure they are observed whilst carrying out Parish Council activities.
- Arrange for funds and facilities to meet the requirements of South Normanton Parish Council Health and Safety Policy.
- Ensure adequate insurance cover is in place at all times and as appropriate to the operation of South Normanton Parish Council and our employees.
- Ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely.
- Initiate proper reporting procedures in the event of injury, damage and loss, and to promote action to preclude re-occurrences.
- Reprimand any employee (including sub-contractors) failing to discharge satisfactorily their responsibilities regarding health and safety.
- Encourage the distribution of relevant safety information to all persons concerned.
- Promote and maintain South Normanton Parish Council on-going determination to improve its performance in health, safety and welfare.
- Arrange for periodic audits of the health and safety management system through South Normanton Parish Council independent safety advisors.

3.3 The Clerk to the Council

The Clerk to the Council will put the Health and Safety Policy into practice on a day to day basis to help achieve the health and safety standards of South Normanton Parish Council. They will also maintain and improve these standards when the opportunity arises.

The Clerk to the Council will:

- Discuss with the Parish Council, and others in the South Normanton Parish Council management structure, methods of preventing injury to any persons connected with South Normanton Parish Council and possible improvements in existing working methods that effect health, safety and welfare.
- Know the requirements of the relevant legislation and ensure they are observed whilst carrying out Parish Council activities.
- Promote and maintain South Normanton Parish Council on-going determination to improve its performance in health, safety and welfare.
- Carry out risk assessments of any operations deemed necessary prior to commencement of work and communicate the finding to personnel involved.
- Liaise with the South Normanton Parish Council in order to maintain safe working methods.
- Ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely.
- Ensure, along with Courtley Services Ltd, that COSHH assessments are carried out on all new substances used on behalf of South Normanton Parish Council, and the actions that are identified in these assessments will be implemented and monitored for effectiveness.
- Arrange the storage of materials to avoid possible hazards.
- Ensure that protective clothing and equipment is used correctly.
- Ensure equipment used on behalf of South Normanton Parish Council is in good condition, fit for purpose and appropriate checks are made on Parish Council owned equipment.
- Ensure that all plant and equipment is suitable for the work it is intended for.
- Check appropriate test certificates.

- Ensure that any necessary training is provided prior to use.
- Initiate proper reporting procedures in the event of injury, damage and loss. Promote action to preclude re-occurrences.
- Ensure first aid and emergency equipment that is required is available.
- Report all accidents and incidents in line with Parish Council procedures and legal requirements.
- Organise workstations / areas so that work is carried out to the required standard with minimum risk.
- Ensure that personnel working for South Normanton Parish Council keep the workplace well organised and tidy.
- Accompany Parish Council HM Inspectors of health and safety on any visits and arrange compliance with all recommendations made by them.

3.4 Safety Advisor

The external safety advisor provides the Parish Council with the following services:

- Access to competent health and safety advice.
- Advice and production of a workable Parish Council Health and Safety Policy.
- A telephone advice line, answering any queries employees or directors may have regarding legislation.
- Information services supplying continuous up dates and advice in respect to changes in health and safety legislation and procedures.

3.5 Supervisors

Supervisors are responsible for securing health and safety relating to their particular site, securing compliance with statutory requirements and for ensuring that instructions issued by the Parish Council are complied with.

Supervisors will:

- Implement the South Normanton Parish Council Health and Safety Policy to promote a healthy and safe working environment and incorporate safety instructions when issuing directions.
- Discuss with South Normanton Parish Council management methods of preventing injury to any persons connected with the Parish Council and possible improvements in existing working methods that affects health, safety and welfare.
- Ensure that protective clothing and equipment is used correctly.
- Organise work stations / areas so that work is carried out to the required standard with minimum risk.
- Arrange the storage of materials to avoid possible hazards.
- Check all equipment used on behalf of the Parish Council is in good condition.
- Ensure first aid and emergency equipment that is required is available.
- Liaise with management in order to maintain safe working methods.
- Report all accidents and incidents in line with Parish Council procedures and legal requirements.
- Ensure that work is carried out with the proper equipment and that there is sufficient equipment on site for the safe working of the site, reporting any shortage or defects to the Safety Co-ordinator.
- Ensure that any necessary information on known hazards and the need for taking safety precautions is passed on to all relevant employees'.
- Maintain a system of good "housekeeping" to ensure that work areas are kept as clean and tidy as possible to reduce hazards in an endeavour to maintain a safe place of work.

3.6 Administration Staff

Although we might not consider the office environment to be as potentially hazardous as the other activities of South Normanton Parish Council, the people who work here have an important role in ensuring the success of our safety management system.

There duties in respect to health and safety include the following:

- Dress appropriately, particularly footwear. Make sure it is suitable for a working environment. Consider the floor coverings, stairs and tasks such as carrying mail and stationery.
- Not to use any faulty equipment and report any defects immediately to an office manager.
- Ensure the following information is displayed in an appropriate location:
 - The Health and Safety Law Poster.
 - Action to take in the event of evacuation.
 - Current Employers and Public Liability Insurance Certificate.
 - Name of the First Aider and location of the first aid kit.
- Ensure all access routes and doorways about the office areas are kept clear and free from obstruction.
- Do not lift or carry anything that might be too heavy or awkward. This includes not over stretching to place or retrieve stock or materials from on top of high shelves or cupboards.
- If appropriate, suggest ways of eliminating hazards and improving working methods to an office manager.
- Warn visitors, particularly young people and vulnerable people, of known hazards.
- Keep records of the following in a safe and retrievable manner;

Documents Keep for ○ Accident Book 7 years

- Employers and Public Liability Insurance Certificate 40 years
- Individual Training Records 10 years
- Risk Assessments Until revised
- COSHH Assessments Until revised
- Manual Handling Until revised
- Method Statements 3 years after end of job
- Test Certificates of Plant and Equipment 3 years
- PPE Issue Register 3 years
- List of 'Approved' Suppliers Ongoing

3.7 Drivers

It is the responsibility of all drivers of South Normanton Parish Council Parish Council vehicles to ensure that the vehicles are road worthy.

This includes:

- Any defects found must be reported to the Clerk to the Council for authorising repairs.

- All vehicles utilized on behalf of the Parish Council are to be visually inspected by the driver or operator prior to being used.
- Drivers are to observe the standards set out in the Highway Code while using South Normanton Parish Council Parish Council vehicles.
- Drivers are to inform their manager immediately in the event of them becoming unfit to drive.

3.8 Employees

In general, their personal responsibilities under the Health and Safety at Work Act etc. 1974 are:

- To take reasonable care of their own health and safety or any other person who might be affected by their acts or omissions whilst at work.
- To co-operate with South Normanton Parish Council in matters relating to health and safety at work.
- Not to interfere with or misuse anything provided in the interests of health, safety or welfare.

To this end all employees will:

- Work in a safe manner and refrain from horseplay.
- Refrain from abusing the welfare facilities provided.
- Observe all warning notices and instructions displayed on projects on other work areas and advise management if they do not understand them.
- Use tools and equipment appropriate to the job, and ensure that they are kept in good condition.
- Make full and correct use of safety aids, appliances, equipment and protective clothing provided.
- Report unsafe conditions and defects in plant or equipment as soon as they are observed.
- Report any accident, unsafe or hazardous conditions to appropriate persons without delay.
- Suggest ways of improving safety to South Normanton Parish Council management when appropriate.
- Not operate any item of plant unless they are competent and authorised to do so.
- Not conduct any tasks that they feel they are not competent to carry out, or which involve unreasonably high risks.
- Find out who the first aider is, where first aid is available and what to do in an emergency or if fire breaks out, at the earliest opportunity on sites.

4.0 ARRANGEMENTS

1. Risk Assessments

Everyone at the Parish Council is aware that there are risks to health and safety arising from work activities. To help control these we formally assess risks arising from our activities. We undertake and retain risk assessments as either generic that cover our routine working practices and would apply anywhere or specific to a more unusual task, activity or site. Both of these are undertaken using the risk assessment format in the appendices by a responsible person or team following this procedure:

- a) The workplace is identified.
- b) We consider the task or activity.
- c) The date the assessment is being conducted is recorded.
- d) The identity of those who are undertaking the assessment is recorded. The assessors are named. One of the assessors must be a person who has had some formal training in risk assessment including the appropriate application of the hierarchy of control measures.
- e) In column 1 of the risk assessment form, the hazards 'something with the potential to cause harm' arising from the task or activity is identified, (consider how the hazard will be realised, hazard (This is the potential injury or loss sustained. It is important to be realistic and sensible. Do not be too alarmist or blasé about the hazard effect).
- f) Identify who is at risk in column 2. The class of person at risk is selected from the list on the foot of the form. Remember that members of the public will need a much greater degree of control than our employees.
- g) In column 3, list the existing control measures we have in place that reduce the hazard.
- h) Rate the severity in column 4 and the probability in column 5 from the guides in the footer. Again it is important to be reasonable about this.
- i) The risk rating in column 6 is defined by multiplying the severity and probability.
 - I. If the rating is <5 the hazard may be considered acceptable or insignificant. Only put effort into reducing this if it is easy to do.
 - II. If the rating is between 6 and 14 inclusive there might need to be further control. In practice these should be sought and prioritised. Apply greater control to those hazards with a greater risk rating.
 - III. When the rating is >15 it is considered unacceptable in any circumstances and must be reduced further.
- j) When further control measures are required or appropriate these are to be detailed in column 7.
- k) The residual risk is then to be calculated in columns 8, 9 and 10 using the same standards and principals as stated in points h) and i) above.
- l) If, during the assessment process, further actions or controls that could be implemented at the planning stage are identified these are recorded with the assessment distributed to an appropriate person.
- m) Any additional comments or actions identified by the personnel on site that could make the task safer are to be recorded on the assessment while on site. Note that these amendments can only be incorporated into the system of work if agreed with the suitably trained person as stated at d) above.

- n) The risk assessment is to be endorsed and accepted by the manager responsible for ensuring that the controls as defined are implemented.

The Assessment is assigned a record number to simplify document control.

2. COSHH

We accept that the activities of the Parish Council will sometimes require our workers to come into contact with substances that can be hazardous to health. It is important that our workers know what these are and how to control the risks presented by the substances. Many of these will be identifiable through experience, common sense or deemed to be hazardous through legislation. A responsible manager who has been suitably trained will carry out assessments on the potentially hazardous substances we encounter. This will determine the control measures we need to employ to ensure the safe handling, use, storage, and disposal of the substances and of what to do in case of emergencies. For most substances the Parish Council encounter, a lot of the information we need for the assessment will come from manufacturers or supplier's product and safety data sheets. The format we use to carry out the assessment is in the appendices and the responsible manager follows this procedure:

- a) The task or job that will cause the hazardous substance to be encountered is identified.
- b) The area or location where the substance is likely to be encountered is identified.
- c) The responsible manager and their title are recorded along with the date of the assessment.
- d) The hazard posed by the substance as it will be encountered is marked off.
- e) The first aid requirements for various exposure routes are stated.
- f) The effects of the substance on the body are listed. This information could highlight the worker to instances of exposure.
- g) The source and duration of the potential exposure is considered which allows the assessor to evaluate the risk.
- h) The emergency and disposal requirements are assessed and defined.
- i) From the above information, a list of suitable and adequate control measures to ensure that the work can take place safely is set out.
- j) A review date is defined which should not be more than twelve months following the initial assessment.
- k) The assessment is given a number to ease document control.

3. Manual Handling

We at the Parish Council accept that our work requires people to lift and carry items. We also understand that a significant number of personal injury incidents are attributable to such activities. We will provide guidance as detailed in the appendices to all workers with those employees expected to carry out significant handling operations receiving more formal training. Where we cannot remove significant manual handling tasks, they will be assessed by a responsible manager using the manual handling assessment form included in the appendices and following this procedure:

- a) The job or task is defined.

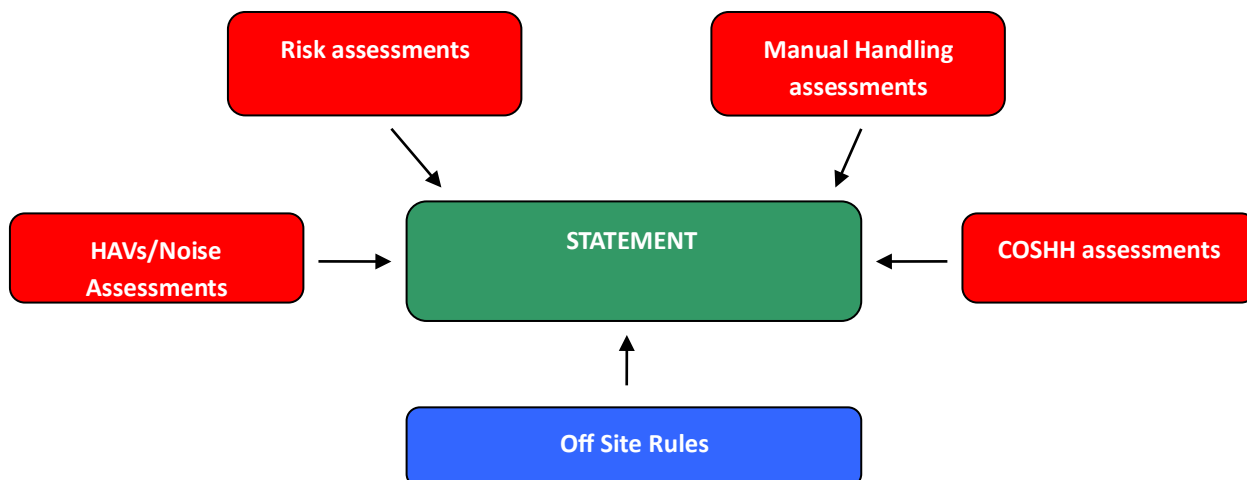
- b) The workplace is noted.
- c) The assessment team is recorded. This must include a responsible manager who has had formal training in undertaking assessments. It is much preferred if the people who are to be tasked with the job are also included as this will develop awareness and understanding on the safety management system.
- d) The date that the assessment is being undertaken is to be recorded.
- e) The team consider if the task poses a significant risk of injury, if it can be avoided or mechanised and is the task within the guidelines in appendix 1 of the Manual Handling Regulations. This will define whether to simply carry out an assessment or to consider the task in detail then carry out the assessment.
- f) When taking into account the task in detail; the assessment teams consider several aspects of the task, the load, the environment and individual capability. The risk posed by each consideration is determined as either low, medium or high.
- g) When carrying out the manual handling assessment, if a task assessment has been undertaken the high-risk aspects should be addressed first then medium and finally low.
- h) At the manual handling assessment, the overall risk of injury is assessed.
- i) The weights involved in the task are recorded.
- j) The actions or controls required to reduce the risk to a low or insignificant level are listed and these are to be signed off when implemented which must be prior to the task being performed.

The assessment record concludes with a short reminder of basic manual handling advice

4. Safe Systems of Work

To achieve the standards that we have set out in our health and safety policy statement we develop clear procedures, method statements or safe systems of work.

These can be developed through various means with the formal route being the findings of our risk, COSHH, manual handling or other assessments and site or clients' requirements and rules as appropriate.



Our safe systems of work will be effectively communicated by a responsible manager to our workers and others who need to know of the procedure and requirements.

The media used to effectively convey the safe system of work will include method statements, signs, memos, Tool Box Talks, newsletters and any other technique we feel appropriate.

Workers will be supervised to ensure they apply the safe systems of work. Misinterpretation or deviations will be addressed.

5. Purchase and Hiring Equipment

- The Parish Council will ensure that all equipment purchased or hired on behalf of the Parish Council complies with the relevant legal requirements and displays the CE mark.
- The Parish Council will ensure that only suitable and safe equipment and machinery is purchased or hired. This is done by considering the following points:
 - Where and how will the machine be used;
 - What will the equipment be used for;
 - Who will use it (skilled employees, trainees);
 - What risk to health and safety might result;
 - Noise and vibration levels are to be considered;
 - Potential for environmental damage;
 - Where practical compare products from different hire companies to identify the least hazardous alternative.
- When buying or hiring a complex or custom-built machine the Clerk to the Council will liaise with potential suppliers to ensure causes of injury and ill health can be eliminated at the design stage and the necessary safeguards to control health and safety risks are implemented.
- When the Parish Council takes delivery of equipment; the Clerk to the Council will be informed prior to the machine, plant or equipment being put into operation.
- On delivery of any plant or equipment, a copy of the Declaration of Conformity and a set of operating instructions should be issued. If the equipment is not thought to be safe or is received without instructions, the Clerk to the Council will contact the supplier and arrange for it to be effectively removed from service and the fault rectified.
- The supervisor will be responsible for ensuring that all identified maintenance is implemented for the specific equipment.
- Any problems found with any equipment should, in the first instance, be reported to the supervisor. Where appropriate he will ensure that the equipment is removed from operation until repaired or replaced.
- A register of all equipment will be drawn up and maintained.

6. Health and Welfare Facilities

It is incumbent upon the Parish Council to ensure all workers have access to suitable welfare facilities wherever they are engaged. The Parish Council is aware it has an obligation and the following requirements will be adhered to:

- The Clerk to the Council is responsible for the supply and allocation of suitable and sufficient welfare facilities as may be required.
- All canteens and drying rooms allocated for use will be adequate and suitable for the total and maximum number of people likely to use them at any one time. They will be provided in a clean and tidy condition.
- Toilets and washing facilities will be equipped with an adequate supply of hot and cold or warm running water suitable for washing. There will also be an adequate supply of towels or operational hand dryers.
- Drinking water will be available at each point of work.
- When in use, all facilities will be maintained in a clean and tidy condition; Supervisors will monitor this and report any failings to the Clerk to the Council.
- A person will be appointed to ensure that:
 - Canteen floors are swept and mopped.
 - Table tops are washed after each use with hot clean soapy water.
 - Cooking equipment is cleaned after each use.
 - Canteen waste is properly disposed of on a daily basis.
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- If the welfare facilities are found to be in a poor condition the Parish Council will seek to instigate disciplinary proceedings against identified offenders. The Clerk to the Council will remind the users that the facilities are there for the benefit of all users.

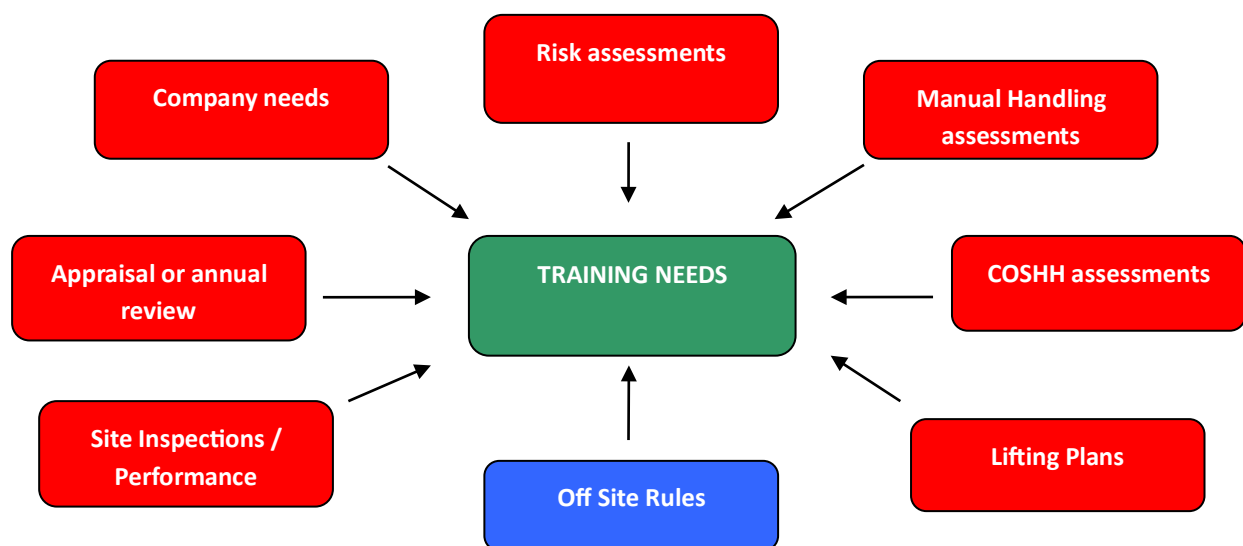
7. Information, Training, Supervision and Competency

We aim to ensure that every person who undertakes work on behalf of the Parish Council is fully competent to carry out their work.

We understand there is a need to train our employees on a regular basis to ensure that they are competent to fulfil their position within the company and to carry out work safely.

On initial employment or following re-assignment the Parish Council will give all new employees induction training.

The Clerk to the Council will identify further training with regard to experience and the task as identified.



All training records and needs will be recorded on a matrix as shown in the appendices and will be kept at the Parish Council office. The Hub Joint Services Centre, Shiners Way, South Normanton, Derbyshire, DE55 2FY

An annual training schedule will also be drafted by the Clerk to the Council for all employees and we will endeavour to accomplish it. This does not stop any employee requesting further training for his or her own development and this will be given due consideration.

8. Consultation / Communication with Employees

- In the Parish Council we are fully aware for the need to communicate at all levels. Good communication provides a solid backbone in any management system.
- The Clerk to the Council will meet supervisors on a regular basis to discuss any problems. Their comments or concerns are either addressed by the Clerk to the Council or passed to our independent advisors, Courtley Services Ltd.

- Where there is a non English speaking worker or person affected by the activities of the Parish Council we will make additional provisions. A risk assessment will be undertaken to assess the issue associated with verbal and written communication. We use pictures and graphics in our safety documentation to help convey safety messages. If there is a need, the assistance of an interpreter would be used to ensure workers have a good grasp of the health and safety implications. The Parish Council would also encourage and facilitate the worker to take the free facility of learning English as a second language to promote the worker benefiting from linguistic integration.
- All employees work closely with their designated supervisor. This relationship ensures close communication on all points particularly health, safety, environmental and quality matters.
- All employees have free access to the company independent safety advisers:

9. Display Screen Equipment (DSE)

The prolonged or inappropriate use of DSE can attribute to work related upper limb disorders (WRULD) or repetitive strain injury (RSI). We will protect our employees who use such equipment for a significant part of their work from these effects as far as we reasonably can. We will do this by the following means:

- Within one month from them starting work with us, an assessment will be carried out with them to ensure that the workstation is acceptable and suitable for their needs. The assessment is to include a demonstration of the adjustments the worker is empowered to make to their workstation that includes the following;
 - How to adjust the chair. Include height, base, back and arms.
 - How to adjust the keyboard
 - How to adjust the monitor. Including height, swivel, contrast, brightness and colour.
 - Issue the guidance regarding DSE use as in the appendices.
- We will re-assess the worker and work station in the event of changes in the individual capability or where there has been some significant change to the workstation or office design or layout.
- Eye tests by a qualified optician are available to all the Parish Council workers who use DSE as a significant part of their job. Such examinations are provided to the worker free of charge.
- People who use DSE on behalf of the Parish Council are empowered to take regular breaks away from the equipment. The office equipment is set out to encourage such breaks during the course of the normal day.

10. Plant and Equipment including PAT

- The Parish Council understands that equipment will need inspecting from time to time and where identified by manufacturers, suppliers or others. A register will be kept of all equipment to ensure that inspections are completed as recommended.
- All equipment used on behalf of The Parish Council will be inspected by the user prior to being put to work and then continually throughout use and then again before being put away. If equipment needs any maintenance users will identify this. Any problems found with the equipment should be reported without delay to the Clerk to the Council.
- The Clerk to the Council will ensure effective maintenance procedures are drawn up. This will include either a suitable temporary repair with a permanent repair to follow or the effective removal of the equipment from service until a permanent repair or remedy is found.
- The Clerk to the Council will also be responsible for ensuring that any maintenance procedures that are required are implemented.
- We carry out in-service inspection and testing of electrical equipment at intervals as defined in the Approved Code of Practice as published in the Approved Code of Practice by the Institute of Engineering and Technology. The Clerk to the Council is responsible for ensuring that this is carried out. With employees ensuring that equipment is available for inspection.
- All electrical appliances will be tagged to highlight whether they have passed or failed the testing. A log will also be kept at head office The Hub Joint Services Centre, Shiners Way, South Normanton, Derbyshire, DE55 2FY
- Each log entry will show the following information:
 - Type of equipment
 - Make ○ Serial Number ○ Location ○ Visual Inspection
 - Earth Continuity Reading (Class 1 only) ○ Insulation Reading ○ Adequate Fusing
 - Date of Inspection and Testing
- If an employee finds a defective piece of electrical equipment they will report this to a supervisor without delay so that the equipment can be effectively withdrawn from service until an appropriate replacement or repair has been made.
- The induction training for new employees will include a demonstration and highlight the importance of user inspections and care for their equipment.

11. Drivers of Cars and Vans

- The Parish Council understands that it has a responsibility to purchase or hire suitable vehicles and they will need inspecting, servicing and maintenance from time to time in line with the recommendations of manufacturers. Employees that drive vehicles on behalf of the Parish Council, whether owned or hired by the company or the driver must observe the Highway Code.

- A log will be maintained of all company vehicles to ensure all inspections, servicing and maintenance is carried out to maintain the vehicles in a roadworthy condition and in accordance with the legislation for the particular vehicle. A log of defects will be maintained by the drivers and defects that adversely affect the handling or legality of the vehicle. A vehicle with a defect that makes the vehicle unsafe or illegal will be reported to the manager responsible and withdrawn from use until the defect is rectified. Employees will undertake a daily inspection of the vehicle they are to drive and record in the defects log all relevant defects and re-inspection will be undertaken if circumstances warrant.
- Employees will not drive a vehicle under the influence of alcohol or drugs. Employees involved in driving will be made aware that heavy drinking the evening before may result in them still being under the influence of alcohol and “over the limit”. Employees are not to drive while taking a course of medication that might impair their judgement. Drivers will be reminded that they must be able to satisfy the eyesight requirements.
- The company will check the competency of the driver and current validity of the licence to drive the vehicle and endorsements on driving licences on induction, annually and at other times as required and will add the driving licence check onto the training needs matrix.
- The company and all employees will endeavour to ensure unnecessary journeys are not undertaken during periods of inclement weather. The company endeavours to ensure employees are not driving long hours and driving long distances will be kept to a minimum if possible. Where possible two drivers will be used on long journeys. If two drivers are in the vehicle on a long journey driving should be shared as much as possible. Lone drivers will stop driving and park in a safe place if they feel tired. Stops and refreshments will be used to break up long journeys.
- The company will plan work schedules with enough time so there is no need for any employee to exceed the speed limit but the Company understands that traffic conditions can lead to delays. Employees should therefore set out on journeys in enough time to remove the need to speed and are not to exceed the speed limit or drive at a speed excessive to the traffic and conditions.
- All employees of the Parish Council are aware that the use of a mobile phone whilst driving on a public highway can potentially distract the attention of the driver is also against the law (this is covered further in the arrangements). Provided that a phone can be operated without holding it, then hands-free equipment may be used by the employees whilst driving, though the user must still retain proper control of the vehicle whilst using the equipment. Passengers are not to distract the attention of the driver.
- Workers are to adopt defensive driving when on the road.
- In the event of a Road Traffic Accident (RTA), workers will collect details without any statement that could jeopardise further legal proceedings.
- All employees will co-operate with any rules relating to the use and driving of vehicles laid down by the Parish Council.

12. Mobile Phones

The Parish Council will ensure that all employees-

- Are aware that the use of a mobile phone whilst driving on a public highway can potentially distract the attention of the driver, and is also against the law.
- Are aware that mobile phones are switched off whilst driving. Voicemail, message service or call diversion arrangements can be used so that messages can be left when the phone is switched off.
- Know to find a safe place to park and switch off the engine of the vehicle before using a mobile phone. This should not be on the hard shoulder of a motorway, except in an emergency.
- Avoid taking calls on a hands free phone whilst driving, but if they must, they should end the conversation quickly.
- Who are driving or using vehicles or plant on site should not use mobile phones whilst the vehicle or plant is running.
- Co-operate with any rules relating to mobile phones laid down by the Host Organisation or Principal Contractor whilst on site. This might include using mobile phones only in designated areas, or not using mobile phones at all in the work areas.

13. Young Persons

- Where young persons, under the age of eighteen years, are employed a risk assessment will be conducted and it will take particular interest in the lack of experience, lack of awareness of risks and immaturity of the young person. Risk assessments will focus on the following hazards:
 - Failure to realise the hazards associated with their work either to themselves or others around them
 - Having a short concentration span.
 - Failing to maintain safe system of work.
 - Failure to appreciate their individual capability leading to over exertion.
 - Working in extreme environment, (noise, heat, cold and vibration), leading to loss of concentration.
- Where it is not possible to guarantee the safety of a young person from the possible risks from the above, the young person should not be engaged.
- The following information will be given to the young person's parent or guardian before employment begins.
 - The risks to the works health and safety identified by the assessment;
 - The preventative and protective measures.

The supervisor will:

- Be responsible for ensuring that the young person has read and understood the risk assessments carried out on them and knows who their designated mentor is.
- Ensure that the designated mentor has adequate competence and experience within the industry.
- The mentor will ensure that the procedures and control measures in the risk assessment are followed and when necessary remove the young person from the work area.

14. Drugs and Alcohol

- It the responsibility of all the Parish Council management and employees to ensure that the persons in their control are not under the influence of drugs or alcohol whilst in the workplace. Any employees who feel they, or a colleague are under the influence of drugs or alcohol must make this known to their manager at the earliest opportunity.
- The intention of the management in the first place is to ensure support is available to any employee or manager who has an alcohol or drug problem. Assistance will be given through occupational health or through National Drug Help Line on 0800 776600. The same confidentiality and support will be given to an employee with a drug problem that is given to any employee with any other medical or psychological condition. It is understood by the management of The Parish Council that they have a duty to ensure the safety of the person with the alcohol or drugs problem as well as others affected by the actions of the company so it may require disciplinary action to be taken and after following the correct procedures, even dismissal.

- The management may from time to time require employees to undertake drink and drugs tests either on a random basis or on the basis of it being suspected that the employee is under the influence of drugs or alcohol during work.
- Any employee suspected of being under the influence of drugs or alcohol will be refused entrance to the workplace. Any employee in a workplace under the control of The Parish Council who appears to be under the influence of drugs or alcohol will be removed. Further action will be assessed on the circumstances of the individual event. All persons found to be under the influence of drugs or alcohol in the workplace where there is a potential hazardous situation such as driving or operating machinery whilst in the employment of the Parish Council **will** face a disciplinary hearing which may lead to disciplinary action or dismissal.
- Alcohol is not permitted in any workplace, onto any site or office under the control of The Parish Council. Any employee found in possession or dealing illegal drugs will be reported to the police and there is no alternative to this procedure.
- Any employee taking prescription drugs that may affect their work, their safety or the safety of others must inform the Clerk to the Council.

15. Stress

- The Parish Council is committed to protecting the health, safety and welfare of its employees, and recognises that workplace stress is a health and safety issue. Because of this, The Parish Council acknowledges the importance of identifying and reducing sources of stress in the workplace.
- The Health and Safety Executive (HSE) defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed upon them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.
- The company will identify all sources of workplace stress and conduct risk assessments to eliminate stress or control the risks from stress. The company will provide training for all managers and supervisory staff in good management practices.
- The Clerk to the Council will monitor workloads to ensure that people are not overworking, and monitor holidays to ensure staff are taking their full entitlement.
- The management of The Parish Council is aware that bullying and harassment in the workplace may be significant causes of stress, and will ensure that such behaviour is not tolerated within their jurisdiction.
- The Parish Council will support individuals who have been off sick with stress and will offer them support on return to work. In addition, all managers will be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g., bereavement or separation.
- Employees can raise issues of concern with the external safety advisor, Courtley Services Ltd, or their line manager.
- The Parish Council will provide access to confidential counselling for staff affected by stress caused by either work or external factors.

16. Smoke-free Policy

- It is the policy of The Parish Council that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.
- Overall responsibility for policy implementation and review rests with the Parish Council of South Normanton Parish Council. However, all employees are obliged to adhere to, and support the implementations of the policy. The Clerk to the Council shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment / induction.
- Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within the premises.

17. First Aid

- The first aid boxes are maintained and located within each company vehicle and at static locations under the control of the Parish Council.
- The Hub Joint Services Centre, Shiners Way, South Normanton, Derbyshire, DE55 2FY

The minimum contents of each box will be:

- 1 Guidance Card
- 20 Individual wrapped adhesive dressings
- 2 Sterile eye pads
- 6 Triangular bandages
- 6 Safety Pins
- 6 Medium sterile dressings
- 3 Large sterile dressings
- 3 Extra large sterile dressings
- 20 individual antiseptic wipes

The above is not an exhaustive list the supervisors will be responsible for ensuring first aid containers are restocked and replenished.

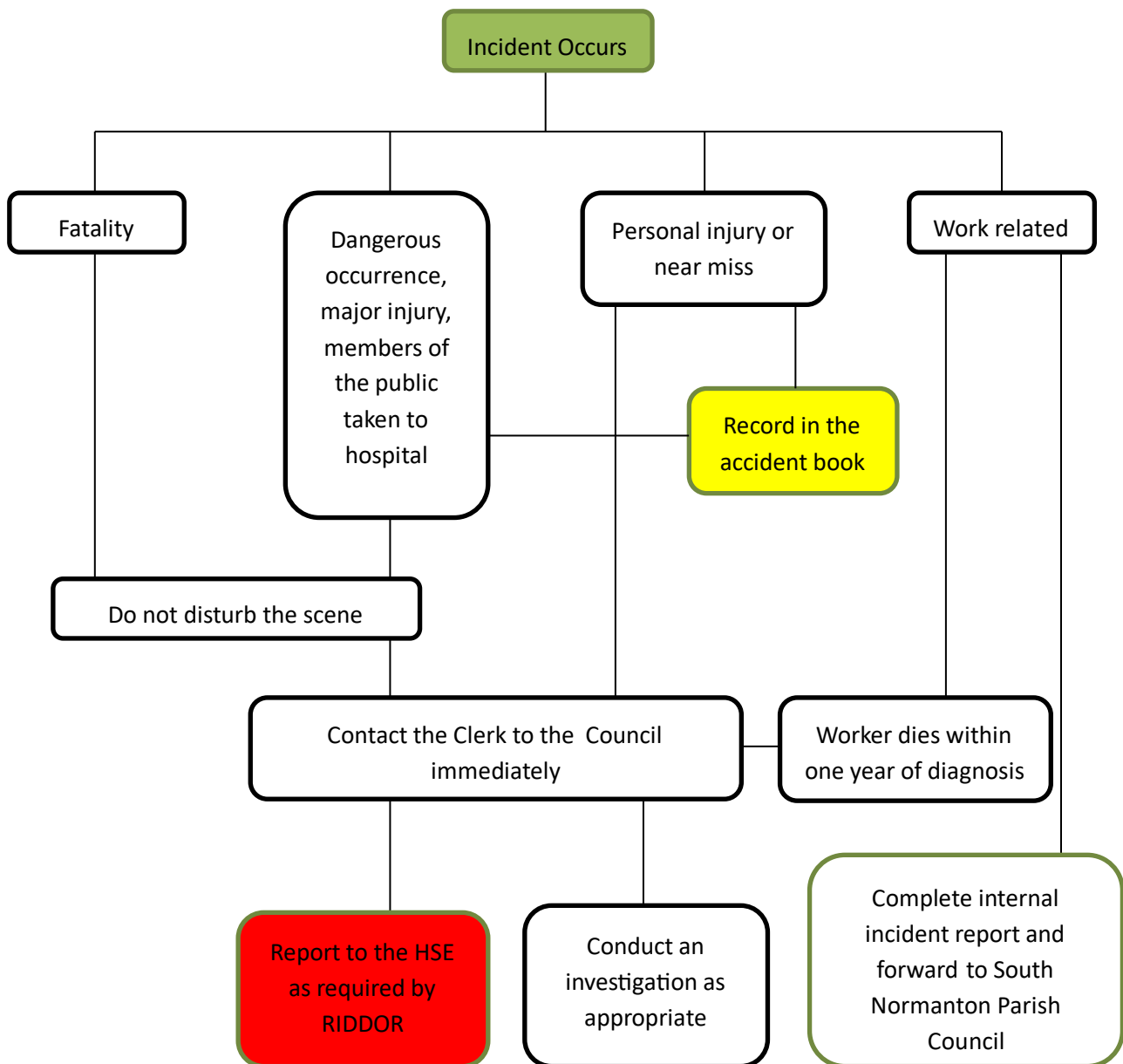
- [FIRSTAIDER] are first aiders at The Parish Council
- The identities of all first aiders are to be posted on signs in the welfare areas of each site.
- When working on larger projects, the name and directions to Accident and Emergency Departments of local hospitals will be included in project specific health and safety documentation.

18. Incidents and Emergencies

While we will make every effort to avoid incidents or emergencies we recognise that such events can occur. We have set in place the following procedure for all incidents whether they result in injury, work related disease, property damage or are a near miss that has the potential for such a loss.

- All Employee details that are needed in case of an emergency will be kept at Head Office. These include: Name, Address, Date of Birth and Emergency Contact Telephone Number.
- All events are recorded to help identify trends with every personal injury being recorded in the company accident book held at the head office. All but very trivial events are investigated by a responsible manager or an independent safety adviser as appropriate. Reports are sent to the Incident Contact Centre, Clients, Host Organisations and Principal Contractors as appropriate.
- Emergencies will occur either at our workplace or on a transient site. Our workplace has been subject to a Fire Risk Assessment and the findings are being implemented. When on other sites we will cooperate with the arrangements put in place by others.

18 continued. Incidents and Emergencies



19. Emergency Procedures

- The Parish Council is aware of the risks involved in any emergency and will put in place procedures that will be communicated to all of our employees to ensure smooth evacuations of work areas.

The supervisor:

- Will ensure that all personnel who are to be engaged in works for the council are fully aware of the emergency procedures that have been developed by the Parish Council.
- The Parish Council is responsible for ensuring that that a fire assessment is undertaken of all fixed work areas and the findings are implemented.

The supervisor:

- Will check all escape routes at head to ensure that emergency routes are free from obstruction.
- Will check the alarms on a weekly basis to ensure that they are all working effectively.
- Emergency evacuation exercises will be undertaken every six months to keep employees aware of the procedure and to foresee any future problems.
- All fire extinguishers will be regularly maintained and inspected by a specialist sub-contractor.

20. Fire

- The Parish Council will ensure that properties under the control of the Parish Council will have a suitable and sufficient fire risk assessment, thus complying with the regulatory reform fire order. The risk assessment will be maintained and reviewed at least annually or if there are significant changes to the construction of the building, its contents or personnel.
- The risk assessment will be communicated to all staff including any significant hazards, nominated persons and escape routes.
- A fire evacuation plan will be drawn up and clearly displayed at. The evacuation plan will clearly highlight the escape routes, fire points, extinguisher locations, exits and the assembly points.
- The fire risk assessment will highlight the responsible person in regards to evacuation arrangements, safety checks and fire drills.
- Fire drills will be carried out at least twice annually.
- An assembly point will be situated at a place of safety and be communicated to all staff on induction and also highlighted on the evacuation plan.
- All fire extinguishers including those in company vehicles will be serviced annually and inspected regularly for defects. All defects will be reported to management.
- All company vehicles will have an in service fire extinguisher present and smoking prohibited.
- All flammables stored at properties under the control of the Parish Council will be in ventilated lockable containers.

21. Noise

- All operations or work environments where the Parish Council are engaged where there is the potential for excessive noise are to be considered and assessed to determine the level of risk. We will consider the type and duration of the noise.
- All personnel associated with the Parish Council will take reasonable steps to reduce excessive noise at work as source. This could be achieved by;
 - Purchase of equipment and machinery that is as quiet as reasonably practical
 - Use of less noisy machines or methods of working.
 - The use of mufflers and exhaust silencers.
 - Relocating machinery, such as behind things or turning it to redirect the noise.
 - Ensuring doors are closed on compressors.
 - Regular servicing of equipment.
 - Turning equipment off when not in use.
 - Reducing the time operatives are exposed to noise.
- Where personal exposure reaches the lower action value of a daily or weekly exposure level exceeding 80 dB(A) with a peak sound pressure of 135 dB when not taking into account any hearing protection, There will be;
 - Hearing protection available on request
 - Provision of information and training on the dangers of noise and the correct use and care of hearing protection.
- Where personal exposure to noise without taking account of any hearing protection reaches the upper action value of 85 dB(A) with a peak sound pressure of 137 dB there will be hearing protection zones identified where there will be:
 - Mandatory use of hearing protection. Several types of protection will be made available to account for the personal preference of the worker.
 - Access to audiometric testing or hearing checks by a doctor
 - Signs displayed to restrict access to the area with the environment clearly defined as a hearing protection zone.
 - A programme of measures designed to reduce the noise will be introduced.
- The Parish Council will ensure the exposure limit values of 87 dB(A) with a peak sound pressure of 140 dB will not be exceeded.
- Noise assessments are available through Courtley Services Ltd. The assessment process will identify those workers at risk of hearing damage and prepare an action plan to propose methods of controlling the noise. The assessment will also identify the daily personal noise exposure (LEP, D) of workers and identify measures to be adopted in order to comply with legislation.
- Following any assessment, the Parish Council will keep appropriate records and review the assessments. An action plan will be identified to control excessive noise. This could include the provision of hearing protection until more suitable engineering controls are put in place.

22. Vibration

- Employees of the Parish Council are expected to use plant and equipment that has the potential to cause damage to their health such as hand-arm vibration syndrome (HAVS) or vibration white finger (VWF) which is also known as Reynaud's Syndrome or whole body vibration through the use of ride on equipment. Workers who experience 'pins and needles' when using equipment or those who suffer with finger tips becoming pale with a loss of feeling usually set off during cold are to inform their the Clerk to the Council without delay.
- Employees working with vibrating tools will be made aware of the risks of vibrating equipment and all efforts will be made to eliminate or reduce vibration exposure.
- When practical the use of vibrating tools will be eliminated through the use of automation of mechanisation of the process. This is seen when using a 'pecker' attachment on a digger instead of pneumatic breakers.
- The temperature of the workplace or hardness of the material being worked may be altered to reduce the effects of the vibration.
- The Parish Council are committed to buying or hiring equipment which incorporates low vibration technology. This includes the active identification and removal of old or worn out plant and equipment from sites.
- The supervisor will ensure that equipment used on behalf of the Parish Council is installed correctly and that regular maintenance is carried out. This will include checks on bearings, shafts, rotating parts, holding down bolts, gear teeth and ensuring cutters and blades are sharp.
- Good welfare facilities are to be maintained on works where vibrating plant and equipment is used.
- Work patterns are to be defined and supervised to reduce the period of exposure of particular workers to vibrating tools to a minimum. This can often be achieved effectively through job rotation amongst workers.
- Workers who are expected to use vibrating plant or equipment are trained to control risks, including;
 - Using the correct or minimum force required to apply and control the tool
 - Using warm welfare facilities. This includes taking hot drinks and washing their hands under warm water (ensuring they are properly dried).
 - Smoking increases the risk of HAVS.
 - Massaging and exercising fingers to help circulation.
- Workers who report symptoms of HAVS are to be offered health surveillance checks. Those identified as suffering from the syndrome are to be reported as required by RIDDOR.
- Anti vibration gloves will be available to all workers who are exposed to vibrating tools.

23. Safe Use of Ladders

- Ladders or stepladders will be chosen for working at height only if they are deemed to be the correct equipment for the task in hand.

The supervisor will:

- Ensure that any work which cannot be comfortably reached from a ladder while maintaining at least three points of contact shall not be undertaken from a ladder.
- Ensure a risk assessment on the task has been completed to determine if a ladder is suitable for the works.
- With the help of Courtley Services Ltd, if required, carry out toolbox talks on the selection and use of ladders and will include the following points:

- The foot of the ladder will be supported on a firm level surface and must not rest either on loose material or on equipment to gain extra height.
- The top of the ladder will be securely fixed to the structure so that it cannot slip. While lashings etc are being secured, the ladder must be footed.
- Ladders fitted with a proprietary spreader arm may be used, provided the following conditions are met:

The ladder is fitted with non-slip feet

The ladder is based on a firm level surface which is not slippery

The ladder is erected at a safe angle (1: 4)

- Where it is not practicable to lash the ladder, a person should foot the ladder until the user has returned to the bottom. However, footing is not considered effective for ladders longer than 5m.
- Different grades of ladder are available, class 1 are preferable for external works and EN 131 can be used for internal works and external lighter trades such as decorating.
- Before using a ladder, it will be inspected to ensure it is in good condition. Damaged ladders are to be effectively removed from service and will never be used.
- The ladder will be of the correct length unless there is a suitable handhold to reduce the risk of overbalancing.
- Ladders will never be placed against plastic gutters or other such lightweight surfaces. The top of the ladder must rest against a solid surface.
- Items more than 10kG should not be carried up a ladder without further assessment. Heavy or awkward loads shall be raised to the working platform by other means.

24. Working at Height

- Working is said to be 'at height' if a person could be injured falling from it, even if it is at or below ground level. The Parish Council will strive to ensure, as far as is reasonably practicable, that employees working at height do so in a way that is safe and secure.
- If reasonably practicable, working at height will be avoided. When this is not practicable, the amount of working at height will be kept to a minimum and the following control measures used:
 - Where work has to be carried out at height, if possible, it should be carried out from an existing workplace with access and egress by use of the existing means;
 - Where the above arrangement is not possible the Parish Council will provide sufficient equipment to avoid falls. This will be applied taking consideration to minimising the distance and consequences of any such fall. Where this is not reasonably practicable, every effort will be made to minimise the consequences of a fall from height;
 - Where work at height has to be undertaken the Parish Council will provide training and instruction and take other measures to prevent any person falling a distance liable to cause personal injury.

The supervisor will:

- Ensure that fall protection equipment is provided and used when appropriate. This could include netting, airbags, or as a last resort, fall arrest equipment.
- With the help Courtley Services Ltd, if required, carry out toolbox talks on safe working at height at regular intervals when such operations are taking place.
- Ensure that full restraint equipment is used by operatives during work at height where appropriate (for example, when working in a MEWP and there is a likelihood that the worker may lean out of the safe working area).
- Ensure that any fall protection equipment is used as directed by the manufacturer / installer of the equipment.
- Operatives who use the equipment will ensure that any access equipment (ladder, tower scaffold, platform etc.) will be checked every time after it has been assembled and/or installed, and before it is used. Operatives will ensure, so far as is reasonably practicable, that each place at which work is to be done at height is checked on every occasion before work commences. This involves checking the stability of the surface the access equipment is standing on or resting against, and parapets, permanent rails etc. as required.
- Such equipment will in addition be inspected as often as necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.
- Any faults will be reported to the Clerk to the Council, and the piece of equipment in question removed from service immediately.

25. Asbestos

- The Parish Council recognises that work with asbestos and materials containing asbestos can be dangerous and that every precaution must be taken to ensure that anyone who may be affected by such work is protected.
- In recognising that our employees may come into contact with asbestos through their working activities, all operatives will undergo asbestos awareness training and asbestos refresher training annually, which will be sufficient to staff who will not work or remove asbestos.
- The Parish Council is aware that a dangerous environment can be prevented if the correct precautions are fully carried out.
- There are buildings and structures on which The Parish Council work that are of an age and could contain varying amounts and types of asbestos. Therefore The Parish Council will ensure that before works such as refurbishment or demolition begin in any area where asbestos is thought to be present, an asbestos refurbishment / demolition survey will take place to identify the types and locations.
- All operatives will co-operate with owners or managers of other premises regarding the management of asbestos in their premises. If a substance is found that may be asbestos or asbestos containing material that has not been identified they will cease work and cordon off the area, it will be reported to the managers of that building without delay. Such findings will be recorded in the appropriate asbestos registers.
- We will encounter asbestos cement roof sheets and wall cladding; however it is known that asbestos containing materials can be in less expected products such as 'Artex', floor tiles or sanitary wares. As the material is potentially wide spread we are to consider all materials to contain asbestos unless it is known to be otherwise.
- The Clerk to the Council with advice from Courtley Services Ltd, will undertake the asbestos risk assessments. The findings of the asbestos risk assessments will be reported to those identified in the assessments. .
- When asbestos content and condition is known removal will be in accordance with the Control of Asbestos Regulations 2012 by one of the following:
 1. Specialist licensed asbestos company
 2. Notifiable non licensed removal
 3. Non notifiable non licensed removal in accordance with the Asbestos Essentials published by the HSE

26. Advice

- The Parish Council has access to an external health and safety adviser. They are:

Courtley Services Ltd
103 Victoria Road
Pinxton
NG166NH
Tel: 01773 777490

We use the following organisations sources of advice and support.

1. Merseyside Occupational Health and Safety Group.
2. Merseyside and Cheshire safety group.
3. The Association of Project Safety.
4. Institute of Occupational Safety and Health.
5. Health and Safety Executive.
6. International Institute of Risk and Safety Management.

27. Lone Workers

- The Parish Council will ensure prior to being requested that the worker or volunteer is competent and able to work alone. In addition, all lone workers and volunteers must be fit and healthy.
- Where persons are employed to carry out lone work; a risk assessment will be conducted and will consider the task, environment and experience of the worker. Risk assessments will focus on the following hazards:
 - Accident, injury or illness
 - Failure to realise the hazards associated with their work either to themselves or others around them
 - Failure to maintain a safe system of work.
 - Failure to appreciate their individual capability. ■ Physical violence.

Where the safety of a lone worker from all the above possible risks cannot be ensured, lone work should not be carried out.

The following information is given to the lone worker before the task begins.

- The risks to his health and safety identified by the assessment;
- The preventative and protective measures required to ensure his safety.
- The Parish Council understands the need to stay in communication with the lone worker and will therefore issue a fully operational and charged mobile telephone or if working in static premises a landline telephone.
- The lone worker is to ensure the telephone is working prior to commencement of working.
- The lone worker must be fully aware of emergency procedures in the location that they are working.
- Lone workers are to be provided with access to a first aid kit sufficient for the treatment of minor injuries.
- The Clerk to the Council will keep in regular contact with the lone worker at least once per day and depending on opening hours twice per day (am and pm) and make one site visit per day if practicable.
- The lone worker will contact the office to report at the end of their shift.

28. Violence and Abuse

- The Parish Council is aware that violence and abuse is not acceptable in the workplace and will do their utmost to monitor and prevent violence occurring. To reduce the potential for violence occurring in the office areas will be well lit and staff will be protected from visitors by a half door and counter being between staff and visitors. Staff will be aware of and report any incidents of violence whether it is to them or their colleagues. The Clerk to the Council will investigate the situation and take appropriate

action. Verbal abuse is the most common type of incident and physical abuse is rare but employees should endeavour to avoid being in a confrontational situation that may lead to violence.

29. Personal Protection Equipment (PPE)

- The Clerk to the Council will be responsible for ensuring that the Parish Council maintains a suitable stock of the various types of PPE. This is to ensure the ready availability of the most commonly used equipment.
- All PPE purchased for use on behalf of the Parish Council will be manufactured to relevant standards and bear the CE mark.
- Each employee will be provided with suitable and sufficient PPE at the start of their employment. This could include but is not limited to the following;
 - Hard hat
 - Safety footwear
 - Rigger gloves. Latex gloves
 - Sweatshirts, trousers, tee shirts,
 - Wet weather wear
 - High visibility jackets or vests
 - Light eye protection (safety specs)
- The equipment issued to each individual will be recorded in the PPE Register.
- All items of PPE are subject to regular inspection and recording as follows:

Item	Individual User	Third party inspection	Independent thorough inspection with certificate
Harness	Prior to each use	Monthly: To be recorded	Six monthly*: certificate to be retained on site
Lanyard	Prior to each use	Monthly: To be recorded	Six monthly*: certificate to be retained on site
Hard hat	Daily	Three monthly	None
Safety footwear	Daily	Three monthly	None
Gloves	Daily	Three monthly	None
Overalls	Daily	Three monthly	None
Eye protection	Daily	Three monthly	None
Wet wear	Prior to each use	Three monthly	None
High visibility clothing	Daily	Three monthly	None

Personal Protection Equipment (PPE) continued.

Unsuitable or damaged equipment will be exchanged before employees can receive new. Again this will be recorded in the PPE Register.

- On provision of the equipment the supervisor will ensure that employees can wear the kit correctly. Training will be given in the appropriate use of PPE to workers unfamiliar with the equipment or those who fail to use equipment properly.
- The supervisor will ensure that the PPE to be used on projects are stored correctly. Employees must ensure that the equipment provided is cared for; this includes cleaning and appropriate storage when not in use.
- PPE will be worn when identified as required by risk assessment, site rule or common sense.

** For new equipment, record the serial number of each item on the delivery note or receipt until the certificate of conformity is received from the supplier.*

Head Protection

The supervisor will ensure that:

- Where there is a foreseeable risk of head injury from falling or swinging objects, or striking the head against something then head protection will be worn.
- Will carry out any assessments. During the assessment due thought must be given to compatibility between head protection and other items, and a system must be in place to report loss/defect.

Foot Protection

The supervisor will ensure that:

- Ensure that all personnel are provided with the correct foot protection dependent upon the risk.

Hearing Protection

- Exposure to high levels of noise over long periods can cause damage to hearing. Those persons who use noisy work equipment and those in the vicinity of this should be protected. The noise at work regulations require adequate assessment and reduction of the risk of hearing damage, together with reduction of noise exposure starting with engineering controls.
- To combat the harmful effects of noise that cannot be reduced at the source, it will be necessary to provide information and training for employees, and to use manufacturers and others to provide noise data.

The supervisor will ensure that:

- All employees exposed to noise that cannot be reduced at source wear hearing protection
- All employees know how to wear the hearing protection correctly.

Personal Protection Equipment (PPE) continued.

- The safe storage of hearing protection.
- The Clerk to the Council or Courtley Services Ltd will carry out any noise assessments. During the assessment due thought must be given to compatibility between hearing protection and other items, and a system must be in place to report loss/defect.
- The results will be reviewed, recorded and monitored by the Clerk to the Council and Courtley Services Ltd.
- If there is doubt as to whether hearing protection is required the supervisor must report this to the Clerk to the Council who will assess whether a noise assessment is necessary.

30. Respiratory Protection

- The Parish Council will ensure that all personnel are provided with the correct respiratory protection dependent upon the risk.
- To combat the harmful effects of dust, particles, chemicals or bacteria that cannot be reduced at the source, it will be necessary to provide information and training for employees to wear the correct respiratory protection in the correct manner and that they are aware of the fitting requirements.
- All personnel required to wear close fitting respiratory protection will be clean shaven and have undertaken face fit testing to ensure it is suitable for the individual operative. Personnel who have facial hair who are required to wear respiratory protection will be provided with air fed protection
- The supervisor and managers will monitor that personnel working on tasks that require the operator to wear the correct respiratory protection will do so.
- The Parish Council will ensure that respiratory protection conforms to OM 2009/03 Appendix 4 – European Standards and Markings for Respiratory Protection.
- Prior to purchasing RPE due thought will be given to compatibility between respiratory protection and other items, and a system must be in place to report loss/defect.
- The supervisor will ensure the safe and correct storage of respiratory protection.
- If there is doubt as to whether respiratory protection is required the supervisor must report this to the Clerk to the Council who will assess whether respiratory protection is necessary.

- The Clerk to the Council will ensure those personnel that have been exposed to harmful substances will undertake medical assessments to include lung capacity and peak flow tests or xrays as required.

31. Rehabilitation Policy

- Our first aim is to prevent workers or others affected by the activities of the Parish Council from being injured or becoming ill. However, we accept that we will impact on those around us and we are prepared to take appropriate action in the event of failure. The Parish Council recognise the potential for social and economic benefits available through a strong commitment to effective rehabilitation of our employees who may take time off work through injury or ill health.
- It is understood that the most prevalent forms of work related ill health in the United Kingdom are musculoskeletal disorders and stress. With significant numbers of other people suffering from respiratory disease or hearing problems. Our commitment to rehabilitation will not be limited to these conditions as we will assess each case individually.
- We believe that our employees could be absent for a significant time which may lead to them feeling uncomfortable to return to work.
- We will not expose any worker suffering from an ailment to further risk of worsening their complaint however we feel that the Parish Council will often be in a position to sympathetically redefine job specifications or redeploy employees who may have been absent for some time.
- Where this is the case we will be proactive in maintaining contact with employees through any period of absence and working with them to deliver a suitable and timely response to their needs.

32. Safety in the Sun

- The Parish Council is aware of the links between skin cancer and exposure to harmful ultraviolet rays from the Sun. We will ensure that our operatives are provided with information and training to make them fully aware of the dangers. Operatives will be issued with the following advice:
 - When practical, stay in the shade during the hours that the Sun is strongest (11am – 3pm). Do not sunbathe over lunch.
 - Take steps to make sure that you do not burn – sunburn is a sign that skin has been damaged by the sun.
 - Always cover up – wear a long sleeved shirt, long trousers, and head covering.
 - Use a high factor sunscreen (factor 15 or above) on exposed body parts.
 - Operatives are to keep well hydrated

33. Protection of the Public

- Areas open to members of the public will be inspected regularly to identify and remedy any failings in standards of housekeeping or safety.
- An employee of the Parish Council will monitor the area whenever it is open to the public.
- All presentation furniture and materials will be subject to a risk assessment before exposure to the public.

34. Tetanus

- The Parish Council is aware that when breaking new ground, workers are at risk from organisms infecting wounds.
- All personnel whose duties include breaking ground will be encouraged to arrange an appropriate course of immunisation with Tetanus Toxoid through their general practitioner.

35.. HIV & Hepatitis - Sharps

- Where refurbishment work is carried out in areas where there is knowledge or expectation of drug abuse there is likelihood that drug related paraphernalia might be discarded. Equipment the likes of hypodermic needles or razor blades could be contaminated with the body fluids of the drug user and as such there is a slight risk of infection should you come into direct contact. In the event of such equipment being identified the local authority is to be contacted and removal of the items arranged. In the meantime a conspicuous marker should be placed over the item. When it is necessary for the Parish Council employees to move such equipment, heavy-duty gloves and overalls will be provided by the supervisor or Clerk to the Council, to give protection against cuts and suspected items should be removed with the use of a grabber.

- All sharps **must** be disposed of in the proper, clearly marked sharps container, **NOT ELSEWHERE**

On finding a Sharp:

- Do not touch it.
- Mark the exact location by placing a cone or upturned bucket over the sharp.
- Bring the yellow sharps container to the location. Do not carry the sharp to the box.
- Using the grabber pick up the sharp and deposit into the box.
- Use the grabber to check that the sharp has been deposited deep into the container. ■
Using the grabber carefully check the area for further sharps.

Procedures in the event of a needle stick injury:

This procedure applies to any person who gets pricked by a hypodermic syringe needle

- Let the wound bleed.
 - Do not cover the wound with a plaster.
 - Squeeze the wound but do not suck it. This will encourage any possible infection to leave the body.
 - Wash the wound with soap and warm water.
 - After washing, report the incident to the Clerk to the Council or other responsible person.
 - Go immediately to the casualty department of the nearest hospital and tell them of the circumstances of your accident. Immediate attendance is important – by the following day a possible infection may produce adverse effects in the body.
 - As soon as practical, report the outcome of your hospital visit to the Clerk to the Council and your General Practitioner.
- The Parish Council will provide all employees that may come involved with sharps a risk assessment that includes the control measures necessary.

36. Dermatitis

- Dermatitis is the result of a reaction between the skin and harmful substances that it comes into contact with. The prevention is simple. Ensure that contact with the harmful substance is avoided by using an alternative substance or protective clothing. Good hygiene and barrier creams are also an effective means of prevention.

The Clerk to the Council will:

- Carry out the COSHH assessments that identify control measures required prior to the use of the substance.
- Ensure that all control measures are in use at all times during use and during site health, safety and welfare inspections.

37. Leptospirosis (Weil's disease)

- Whenever we work in any areas where there is likely to be contamination by rat urine, notably near to rivers, sewers or in rat infested premises there will be a significant risk of infection. Weil's disease is

potentially fatal infection. The bacteria can enter your body through the mouth, eyes, cuts and scratches.

- Avoid rubbing your eyes, biting finger nails or eating food in any areas suspected of being infected.
- Always wash your hands thoroughly with warm soapy water prior to eating or smoking.
- Cover all cuts and scratches with a water resistant plaster as soon as practical

The Clerk to the Council will:

- Undertake a risk assessment
- Discuss the risk assessments with all appropriate people.
- Ensure the control measures identified will be followed at all times.
- Review the assessment when necessary.

38. Psittacosis

- Where employees might come into contact with birds or bird droppings, a risk assessment will be completed and the findings explained to employees whose duties could reasonably expect them to come into contact with bird droppings
- All personnel who work in an area where birds or bird droppings may be present are to wear clean dust masks, disposable overalls that should be discarded on completion of the works, and gloves.
- The control measures identified will be followed at all times. The supervisor will ensure this.

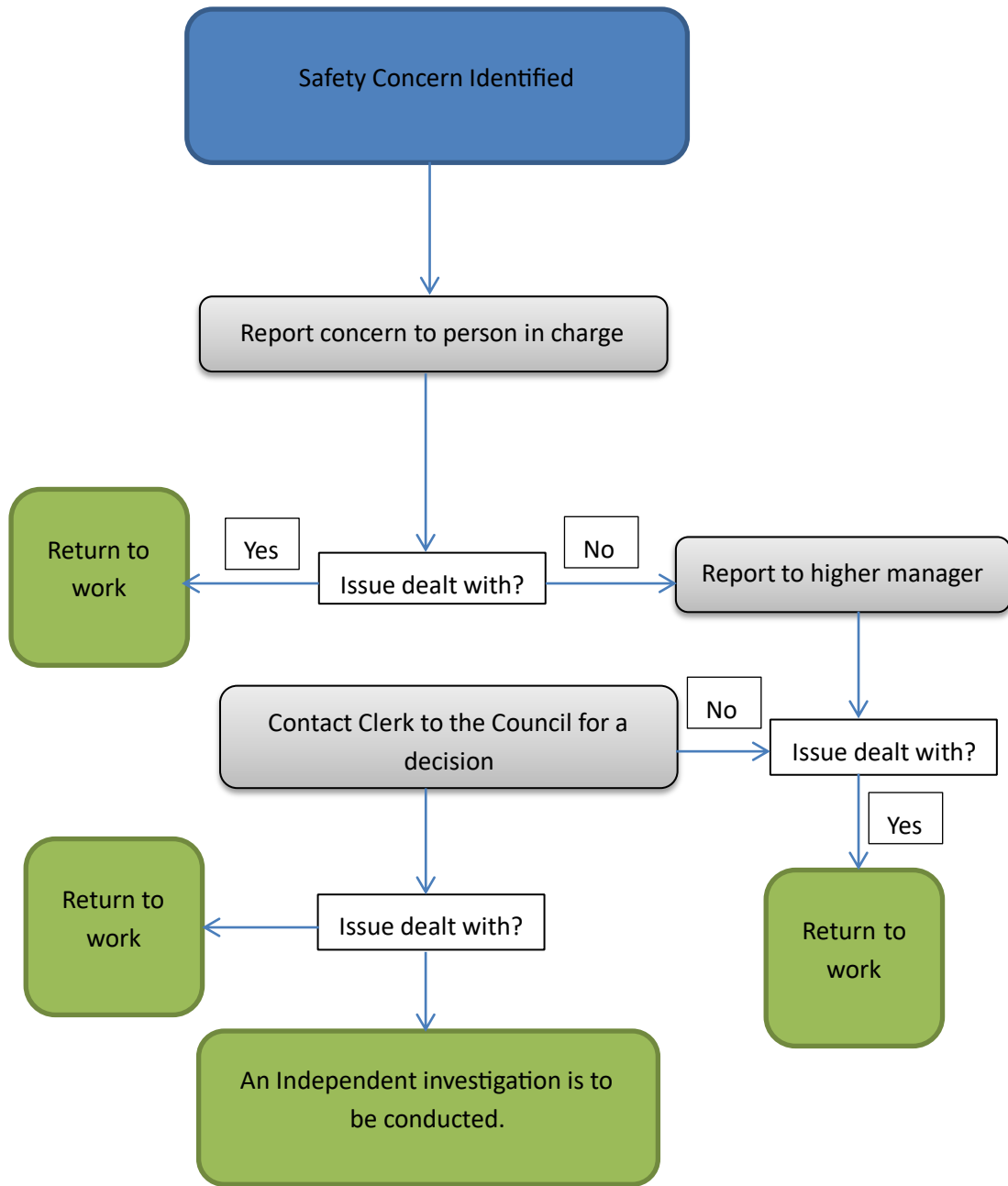
39. Monitoring of Safety Performance

- The conditions that we work in, affects our productivity and quality of the service we provide.. Therefore we will ensure that working conditions and the environment are well organised and safe.
- The monitoring of safe working practices will also take place; this is the responsibility of all personnel with key roles to play in the company. Should they identify failings in the standards expected of the Parish Council they will investigate the cause and take appropriate action. This could be to issue a Safety Non-Conformance notice to any employee, thus instigating disciplinary actions.
- Random and independent health, safety and welfare inspections are available from Courtley Services Ltd. These will include the production of a written report. A copy would be sent to The Parish Council who are to ensure any actions identified are completed in a timely manner. A detailed procedure for undertaking such inspections is available from our independent safety advisers.

- Clients are welcome to monitor our safety performance at any time. They are requested to enter our working areas only when accompanied by a member of the The Parish Council management team.

40. Work Safe Policy

Every employee of the Parish Council has the right to refuse to carry out work which is unsafe. It is the employee's right, and duty to report any concerns that they have on carrying out a task that they feel will be unsafe. Bona fide cases of refusal to work on grounds of health and safety will be free from disciplinary action or discrimination. Staff can also access the incident reporting system should they wish to report unsafe practices. All employees or others associated with The Parish Council can contact Courtley Services Ltd on 01773 777490.



Contractor Control

41. Sub Contractors

- When the Parish Council uses sub-contractors these will work to the same standards as those people who are directly employed by the Parish Council. The sub-contractors used will be bona fide organisations..
- Should any sub-contractor or employee of a sub-contractor have any concerns regarding health and safety performance on any Parish Council works they are to raise this with the Clerk to the Council who will investigate and act appropriately on their concerns?
- Any 'near **misses**, property damage or injury sustained by any sub-contractor must be reported to the Clerk to the Council without delay. Failure to report any incident in a timely manner will be sufficient grounds for removal from our list of approved sub-contractors.

Bona Fide Sub-Contractors

- These will be engaged to deliver a service or product. The exact system of work to be used to ensure the delivery will be at the discretion of the employer in each case.
- These sub-contractors will be drawn from an approved suppliers' list. To gain access to this list the supplier must undergo a three-stage assessment.
 - The first part of the assessment will be the completion of a competency assessment questionnaire. This document will be examined by the Clerk to the Council who will approve or return the questionnaire to perspective sub-contractors for further information. Only when this documentation is in the possession of the company with copies of supporting documentation can the sub-contractor be engaged.
 - The second part of the assessment will take place throughout the first project given to the subcontractor. This will include close supervision of the sub-contractors work and activities by the supervisor. On completion of the first project a review will take place with the client and the sub-contractor as appropriate with a view to confirm their continued inclusion on the approved list. Should their performance fall below the standards expected they would be removed from the list of approved suppliers.
 - The third stage of approval will be through a continual monitoring process of their performance. This will include gathering 'feed back' from supervisors, members of the public and our safety advisors.
- Method statements must be forwarded to the company detailing the safe system of work to be employed on company projects. This must include specific risk, COSHH and manual handling assessments as relevant. This documentation must be forwarded prior to the commencement of works to a company manger that will assess the suitability of the systems as described.

42. CDM - Client

The Parish Council understands the duties placed upon it by the Construction (Design and Management) Regulations 2015. When we are a client as described in the regulations we will:

In the pre-construction phase we will:

- 1 Make suitable arrangements for managing the projects.
- 2 Select the project team and formally appoint duty holders.
- 3 Provide information to help with design and construction planning.
- 4 Notify the project to the enforcing authorities, where required.
- 5 Check that the principal designer is carrying out their duties. 6 Pre-construction client checklist.

In the construction phase we will:

1. We will check that the Principal Contractor is aware of their CDM duties 2. Ensure the construction phase plan is in place.
3. Ensure welfare facilities are in place.
4. Ensure the management arrangements are working.
5. Check completion and handover arrangements.

In the post-construction phase we will:

1. Check that the health and safety file has been prepared.
2. Maintain and make available the health and safety file.

43. CDM – Principal Contractor

The Parish Council understands the duties placed upon it by the Construction (Design and Management) Regulations 2015. When we are a Principal Contractor as described in the regulations we will:

- Prior to the commencement of the Construction Phase we will develop the Pre Start Health and Safety Plan as produced by others into a working document. Although not limited to the following, this will detail and record the following:
 - A brief description of the works
 - Detail the management structure for the project
 - Define the security arrangements for the project
 - Set the safety standards for the work to be undertaken
 - Detail the principal parties involved in the project
 - Set out our proposals for monitoring performance on site
 - Establish the site rules specific to the project
 - Method Statements, risk, COSHH and manual handling assessments
 - Safety Inspection and Audit Reports
 - Emergency Plans
 - On projects where it is appropriate, the Plan will also include the following registers;

- Attendance register

- Equipment register
 - Training register
 - Personal Protective Equipment register
 - Scaffold and/or excavation inspection register
-
- We will implement the Construction Phase Plan and update or amend this as appropriate throughout the project.
 - We will promote co-operation between the various parties engaged on our projects. This will include to actively seek their views and ideas on how best to improve safety standards.
 - We will provide relevant information to all contractors engaged on our projects including the selfemployed. This will include a suitable site induction is provided to every site worker. The induction will be site specific and be relevant to the size and scope of the work, and level of risk involved. We will provide any other training deemed suitable.
 - We will enforce our defined site rules.
 - We will provide welfare facilities: making sure suitable facilities are provided throughout the construction phase
 - We will display the project notification on the project if applicable.
 - We will retain and promptly forward appropriate information for the Principal Designer to include in his Health and Safety File.

Review Date

Signed by Chairman

Signed by Parish Clerk.....

Date.....

Next Review date.....