



Health & Safety Booklet

Great Dunmow Town Council



**GREAT DUNMOW
TOWN COUNCIL**

June 2026



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Health and Safety Policy - Statement of Intent

1. Great Dunmow Town Council (The Council) recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and accompanying protective legislation. The Councillors, recognises that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. The Council, so far as is reasonably practicable, proposes to pay particular attention to:
 - a. The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
 - b. The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
 - c. Ensuring the safety and absence of health risks in connection with the use, handling, storage and transport of all articles, substances and equipment
 - d. Making regular assessments of risks to employees
 - e. Taking appropriate preventative/protective measures as identified by risk assessment.
 - f. Appointing Stallard Kane Ltd to advise on statutory duties.
3. In order that the Council can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Council or anyone else concerned, to ensure that their obligations are performed or complied with fully.
4. The Council will ensure adequate resources both in terms of time and money are made available to the necessary people to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety Policy will also be undertaken to ensure it is relevant to the work being undertaken by the Council and all legislation quoted is up to date and, where necessary, the policy will be developed and expanded.
5. The Council is also committed to the continuous development and improvement of the Council's health and safety management system. The Council will ensure that the health, safety and welfare of any employee or subcontractor is not compromised for financial or commercial gain.
6. All employees of the Council agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the Council so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.
7. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. The Council requests that its customers and visitors respect this policy, a copy of which can be obtained on demand.

Signed:

Councillors Responsible for Health and Safety
June 2026



Health and Safety Responsibilities

The Council

It is the Council's policy to provide and maintain safe and healthy working conditions for all employed personnel.

In addition, the Council will seek to ensure that the work they carry out does not affect the health and safety of others, e.g. its clients, contractors, visitors and members of the public.

The Councillors of the Council recognises and accepts their responsibilities under the Health and Safety at Work Act 1974, for ensuring that all aspects of the health and safety policy are complied with fully.

Employees

It is the responsibility of all employees to co-operate in the implementation of this health and safety policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example a duty of care to themselves, their fellow workmates, clients and visitors) under the Health and Safety at Work Act 1974. Employees are free to contact the Council regarding any health and safety matter.

Employees must therefore:

- Take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions at work.
- Know and keep to the rules and procedures relating to their work and report all difficulties or hazards liable to endanger them or other persons.
- Co-operate with the management team with regard to agreed health and safety arrangements and procedures.
- If involved in an accident resulting in, or which may have resulted in, injury, report the details to their Manager as soon as possible.
- Arrange for any spillage of liquid to be dealt with immediately, having due regard to the nature of such spillage.
- Use equipment only when authorised and properly trained to do so.
- Report any defects in equipment to their Manager.
- Develop a personal concern, a duty of care for themselves and for others, particularly new starters, young people, visitors and contractors.
- Avoid improvisation which entails unnecessary risks.
- Warn new employees/visitors of known hazards.

Health and Safety Policy Communication

Employees, contractors and visitors will be made aware of the Council Health and Safety Policy by the following means:

- A copy of the Health and Safety Policy will be available in the Main office.
- When appropriate, instructions will be posted on noticeboards – these instructions will alert all employees to new legislation and the procedures to follow to avoid risks.
- All employees will be provided with a copy of the Council Health and Safety Booklet on an annual basis.

Safe Working Procedures

Housekeeping

The Council will consider housekeeping issues on a day-to-day basis and all employees have a general responsibility to keep the work areas tidy and report hazards. Employees should:

- Help keep the workplace clean and tidy.
- Ensure that walkways/escape routes are kept clear of materials and rubbish which could cause a trip hazard or block a means of escape in an emergency.
- Stack materials in a tidy manner.
- Help keep toilets, kitchens etc. clean and tidy.

Slips, Trips and Falls

Slips and trips are the most common cause of major injuries at work and can happen almost anywhere. 95% of major slips result in broken bones and they can also be the initial cause for a range of other types of accident, such as a fall from height.

Slips and trips are responsible for, on average:

- On average a third of all reported specified injuries, including two fatalities per year.
- 50% of all reported accidents to members of the public that happen in workplaces.

Common hazards

- Poor floor conditions, damaged or uneven surfaces and/or poor lighting levels in the area.
- Poor cleaning practices, e.g. floors left wet, spillages not cleaned up immediately or incorrect cleaning products used for the job.
- Obstacles, e.g. trailing cables, boxes, equipment, rubbish bags and other waste left in walkways and in work areas.
- Wearing unsuitable footwear for the task being carried out.
- Poor ground conditions due to bad weather, such as standing water, ice and snow, wet and decaying leaves.

Should an employee identify any of the above, this must be reported to their Manager immediately. Where possible, put-up warning signs until the hazard has been eliminated.

Safety Tips

Here is a list of workplace safety tips that all employees should incorporate into their daily routine. Employees should:

- Not ignore risks such as spillages, by assuming they are someone else's responsibility.
- Not just think of their own safety. Employees must consider the safety and wellbeing of others.
- Never assume accidents only happen to others.
- Not take short cuts, they can change safe situations into dangerous ones. Procedures exist to keep workers safe.
- Consider the consequences before taking the action.
- Be mindful that just because a task has been done before, without incident, doesn't mean it's safe.
- Always point out potential risks to others before they learn the hard way.

Safety information and Training

The Council recognises the value of training as an essential and effective means of helping to create a safe working environment. The Council will provide mandatory training, i.e. new employee inductions, safe use of equipment etc. Other training is dependent on the scope of work to be undertaken. The Council will undertake periodic reviews of all training requirements, to ensure that employees are provided with the necessary instruction, information and training to allow them to undertake their work safely and without risk to themselves and others who may be affected by their work activities. In addition, safety information is provided in the form of this periodically updated Health and Safety Booklet, which is circulated to all employees.

Periodic refresher training will also be provided for employees where required, especially where it has been deemed necessary such as following an investigation of an incident.

Fire Prevention

Employees should seek to ensure good standards of housekeeping is maintained at all times. A clean and tidy workplace is less likely to be a source of a fire. Any acts or omissions that employees believe may constitute a fire risk should be reported immediately to their Manager.

All employees should:

- Obey No Smoking signs.
- Know the location of fire exits, fire-fighting equipment and manual call points.
- Keep fire-fighting equipment, fire exits and passageways clear and ready for immediate use
- Report all fire hazards.
- Not put clothes on or near heating appliances.

Upon discovery of a fire, employees should:

- Immediately raise the alarm.
- Only tackle the fire if it is necessary to aid their means of escape – Employees are not expected to take any unnecessary risks.
- Proceed to the designated fire assembly point.
- Report to a fire warden or a member of management.

Upon hearing the fire alarm, employees should:

- Leave the premises by the nearest available exit.
- Proceed to the designated fire assembly point.
- Ensure that there is clear access for the emergency services.
- Report to a fire warden or a member of management.
- Not re-enter the building until they have been told that it is safe to do so.

How to Use a Fire Extinguisher



Employees should make themselves aware of the location of the fire extinguisher nearest to their working area. Know how to operate each kind and know the type of fire on which each kind should be used - **Use of improper types of extinguishers can cause fire to spread and endanger the operator.**

RED labelled **Water Fire Extinguishers** are good for tackling fires involving burning paper, wood and soft furnishings, as the water soaks into the materials and cools them, while extinguishing the fire. However, water is an electrolyte and conducts electricity. Care must be taken with regard to accidental use on exposed power cables. Water fire extinguishers are slowly being replaced by either a foam or E series water mist fire extinguisher, to prevent accidental electrocution.

RED Lettering ON WHITE BACKGROUND labelled **Water Mist Extinguisher** *Note: This is an E Series Water Mist Fire Extinguisher.* These extinguishers can tackle almost all common fires including class A, B, C and F type fires as well as fires involving live electrical equipment of up to 1000V. As with all fire extinguishers, when using them on electrical fires keep at least one metre distance. The water mist extinguisher sprays droplets as small as 25 microns in diameter which creates an ultra-fine mist. Any droplets that encounter the heat of flames convert to steam which removes the oxygen, any droplets further away have a cooling effect. The fire extinguishers are good for the environment as they only contain de-ionised water.

BLUE labelled **Powder Fire Extinguishers** are good for tackling fires involving burning paper, wood and soft furnishings, petrol, diesel, thinners, oils, paints, wax, plastics that melt and flammable gasses. As visibility is seriously reduced when using a powder extinguisher, the regulations now state that unless there is a specified risk they are only to be used outside. Care must be taken to ensure the powder is not inhaled.

CREAM labelled **Foam Fire Extinguishers (also called AFFF FOAM)** are good for tackling fires involving flammable solids, liquids (including petrol), diesel, thinners, oils, paints, wax and plastics that melt. Foam extinguishers can conduct electricity: care must be taken in regard to accidental use on exposed power cables.

BLACK labelled **CO₂ (Carbon Dioxide) Fire Extinguishers** are suitable for use on fires involving burning liquids but are also an excellent solution for quenching fires involving computer equipment, and other electrical appliances. It is important to remember that when using CO₂ extinguishers there is a possibility that once the smothering CO₂ gas has floated away, the fire may re-ignite if the source of the fire is not removed (e.g. switching off the power supply) or if the materials are still very hot.

CANARY YELLOW labelled **Wet Chemical Extinguishers** are ideal for Class F fires, involving cooking oils and fats, such as lard, olive oil, sunflower oil, maize oil and butter. The number and size of the wet chemical fire extinguishers is dependent on the size of the aperture of the deep fat fryer and/or the size of the frying pan.

Risk Assessments and Method Statements/Safe Systems of Work

Risk assessments and method statements/safe systems of work are highly important documents which are created to help identify and control hazards in the work that is carried out by the Council and its employees.

Risk Assessments

A risk assessment will identify hazards in the operations, tasks and processes for the activities carried out. It will then look at the possibility of this hazard being realised and the potential consequences that might then occur – this is the risk.

Once the risk has been calculated it will then look at ways at which the risk can be controlled. This will be done following the same method all the time, this method being called “the hierarchy of controls”.

This being;

- **Elimination** – this is definitely the most effective control. Physical removal of the hazard is the most effective hazard control.
- **Substitution** – the next most effective control is to substitute the risk for something far safer.
- **Engineering Controls** – the next most effective method does not eliminate the hazard but rather reduce the risk of the hazard occurring.
- **Administrative Controls** – this control helps change the way people work. This is usually done at management level.
- **PPE** – this is the least effective method of controlling the hazards and should always be a last resort. This is not to say that PPE cannot be very effective when used correctly.

Method Statements/Safe Systems of Work

A method statement, sometimes called a “safe system of work”, is a document that details the way a work task or process is to be completed. The method statement/safe system of work will outline the hazards involved and include a step-by-step guide on how to do the job safely.

The method statement/safe system of work must also detail which control measures have been introduced to ensure that safety of anyone who is affected by the task or process. The method statement/safe system of work will be written as a result of a risk assessment being completed.

First Aid

It is the Council’s policy to ensure all persons are kept safe at work and do not suffer ill-health as a result of any accident that may occur despite control measures, or as a result of residual risks.

The Council will carry out an assessment of first-aid needs. This involves consideration of workplace hazards and risks, the size of the organisation and other relevant factors, to determine what first-aid equipment, facilities and personnel should be provided.

Where required following the assessment, the Council will ensure an Appointed Person and/First Aider(s) are appointed, formally trained and that they undergo refresher training at the required intervals.

Managers must ensure that employees that are under their control are familiar with the identity of their nearest Appointed Person and/First Aider(s) and location of the nearest first aid box.

Management must ensure arrangements are in place to ensure that first aid boxes are accessible at all times and stock is replenished.

The names and locations of first aid personnel and equipment will be displayed in a prominent place and regularly updated to reflect any changes in location or personnel.

The Council will monitor and review the arrangements on the first aid on a periodic basis to ensure they remains suitable and sufficient.

Procedure for Reporting Accidents

All accidents must be reported to a senior member of management, who will carry out an initial investigation on the appropriate form. This must be filled in for every accident, near miss or damage incident, in order that a proper investigation can take place. This is not to apportion blame, but to aid in identifying and preventing a re-occurrence.

Every reported accident will be recorded. This includes contractors and visitors.

Following an accident where the person is absent from work for seven consecutive days, the internal report form must be completed in every case and passed to Stallard Kane Ltd.

It is vital that employees report all accidents, even if they are considered to be small or insignificant. In this way, the Council can look for trends appearing, such as unsuitable tools being used or a piece of equipment with sharp edges etc.

PUWER – Provision of Work Equipment Regulations 1998

Work Equipment – The Council

The Council recognises the need for suitable, safe and regularly maintained work equipment in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER).

Therefore, the Council will always aim to comply with PUWER by:

- Regularly maintaining work equipment by competent personnel.
- Assessing the suitability of work equipment supplied by the Council.
- Providing training in the use of work equipment supplied by the Council.
- In addition to training, providing technical and safety information in regard to work equipment to employees as necessary or upon request.
- Keeping up to date maintenance and training records of work equipment.
- Consulting employees in matters of health and safety in the workplace.
- Performing risk assessments on the use of work equipment.

The Council will elect individuals responsible for the maintenance and provision of work equipment to also act as a direct point of contact for employees.

Work Equipment – Employees

Work equipment can be defined as any equipment supplied by Great Dunmow Town Council for Council business.

Under the Provision and Use of Work Equipment Regulations 1998 (PUWER) the Council must maintain and supply work equipment suitable for its intended use. Therefore, whenever an employee uses work equipment they must:

- Only use equipment when authorised and trained to do so.
- Avoid modifying equipment outside of the manufacturers' specification.
- Check the equipment beforehand for any defects.
- Only use equipment suitable for the task.
- Use all equipment in compliance with Health and Safety Regulations.
- Report any defects to their Manager.
- Co-operate with management when asked to return equipment for inspection/maintenance/calibration.

Portable and Transportable Tooling

Portable tools are those which can be carried in the hands. Transportable tools are those that can be manually moved around on wheels, sleds or other similar means.

- Wherever possible, portable and transportable tooling must operate on 110v supply. In the event that 240v tooling is required, this MUST be protected with an RCD device.
- The Council will ensure portable appliance testing (PAT) is undertaken in line with industry best practice/HSE guidance.
- Employees are reminded to check all portable and transportable tooling before use, checking for damage to cables, plugs and the main body of the tooling.
- Electrically powered tooling must not be tampered with. Any repairs required must be undertaken by competent electricians only.

- Hand tools must be maintained in good order and checked before use.

Needlestick Injuries

A needlestick injury is a wound which is caused by a needle that accidentally punctures the skin. These injuries can occur at any time when people use, disassemble, or dispose of needles. When not disposed of properly, needles can hide in linen or rubbish piles and injure other workers who encounter them unexpectedly. Once someone has used a needle, viruses in their blood, such as Hepatitis B and C or HIV may contaminate it, these can then be passed onto unexpected employees.

Upon discovery of needles:

When working onsite employees may discover used hypodermic syringe or needles which have been incorrectly disposed of. All employees will be informed of the possible areas of concern and proceed with caution.

If any needles are discovered, work is to cease immediately. It should be reported to their Manager who will then report this to the client, who can arrange for the syringe/needle to be disposed of correctly in line with their risk assessment.

Needle stick injuries:-

If an employee accidentally pierces or punctures the skin with a used needle, follow this first aid advice immediately:

- Try and remain calm.
- Encourage the wound to bleed by gently squeezing around the outside of the wound.
- Hold it under running water for a few minutes.
- Wash the wound using plenty of soap and running water.
- Do not scrub the wound.
- Do not suck the wound.
- Dry the wound and apply a waterproof plaster or dressing.
- Seek urgent medical help as further treatment may be required.

If in any doubt employees must contact the local A&E, phone the NHS direction 111 or contact their local GP.

All needlestick injuries are to be reported to senior member of management, where an accident report and investigation can be carried out. Following this additional support and information such as counselling can be provided where necessary.

Personal Protective Equipment (PPE)

PPE stands for Personal Protective Equipment - it is defined in the Personal Protective Equipment at Work Regulations as:

"All equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their health and safety".

The Council understands that PPE must always be regarded as a last resort to protect against risks to safety and health. Engineering controls and safe systems of work must always be considered first.

PPE required for activities and tasks have been identified as a result of conducting risk/COSHH assessments.

If an employee is instructed to wear PPE during a task, as identified in a risk/COSHH assessment, then they must comply with these requirements. In addition, where blue mandatory signage showing an image of PPE is displayed, this means the particular PPE must be worn in this area.

Employees have a duty to act responsibly, to wear and take care of any equipment issued to them and for ensuring the protection offered remains effective.

Maintaining PPE

An effective system of maintenance of PPE is essential to make sure the equipment continues to provide the degree of protection for which it is designed. Therefore, the manufacturer's maintenance schedule (including recommended replacement periods and shelf lives) must always be followed. Maintenance may include cleaning, examination, replacement, repair and testing.

Control of Substances Hazardous to Health (COSHH) 2002

Many of the substances used or created could be harmful to health if not properly managed. The Council acknowledges their duty and will assess the risk from exposure to employees or other persons to substances used, stored or created.

The Council will apply the hierarchy of control measures outlined below before any substances are introduced:

1. Avoid using the substance altogether.
2. Replace it with a less hazardous substance.
3. Introduce control measures/training on how it is used, handled and stored.
4. Limit the time employees work with the substance.
5. Provide PPE if other control measures are not reasonably practicable.

Employees should comply with any instructions given to them on how to work safely with hazardous materials. COSHH assessments will be undertaken for all hazardous substances used by the Council to identify the necessary control measures required to ensure that health is not affected. If an employee has an adverse reaction to any substance used, such as dizziness, headaches, reddening, broken or itchy skin, they must inform their Manager without delay. Where necessary, health surveillance will be provided for employees and records maintained in line with data protection legislation.

Legionella

Legionnaires' disease is a rare but severe form of pneumonia caused by infection from a bacterium known as Legionella. The bacteria cause inflammation of the lungs, leading to long-term health problems or possibly even death.

Where the premises risk assessment identifies there is a reasonably foreseeable risk, steps must be taken to mitigate this risk so far as is reasonably practicable. When all the risks cannot be eliminated there must be a written scheme for controlling the risk.

The written scheme of control will identify specific monitoring and maintenance regimes that need to be formulated and carried out on a localised basis. The scheme will be monitored to ensure this regime is being implemented and all results from the monitoring must be entered into the site logbook.

Provision is made for a clean water system, free from bacterial growth. Water systems such as hot and cold-water storage, showers etc. will be regularly disinfected and cleaned.

Suitable and sufficient training will be given to the person responsible for maintaining the water system and recording all tests/results. Further information or questions regarding the management of Legionella risk should be directed to the statutory duty holder or responsible person within the organisation.

All employees are encouraged to promptly report any concerns or observations related to water systems that may pose a risk of Legionella growth or spread.

Drugs and Alcohol

The Council's policy on alcohol and drugs recognises that it is a health hazard with implications for safety, by impairing the ability of an individual to make decisions and to work effectively. Alcohol or drug abuse by an employee can adversely affect the safety and health of not only themselves, but the safety of all other personnel who work with them.

Employees must not consume alcohol or illegal non-prescription drugs on the premises or attend work whilst under the influence of them. If an employee is taking prescription or legal non-prescription medication that may affect their ability to undertake work safely, they must inform their Manager immediately, who will make alternative work arrangements until the course of medication is complete and their normal role is safe to resume.

The Council reserves the right to undertake periodic alcohol and drugs testing by a trained member of staff, these tests will be both announced planned tests and random unannounced tests. The Council also fully supports the right for its clients to carry out similar testing on their sites, and on many sites, this is now an entry requirement. Further to this where personnel are being sent to a client that has the need to pass a drugs test for entry, the Council may test its personnel before dispatch to site



Alcohol, Drug's and the Law

Under sections 2, 3 and 4 of the Health and Safety at Work etc Act 1974, the employer has a duty of care to its employees. If an employer knowingly allowed an employee under the influence of alcohol or drugs to continue working and this placed the employee or others at risk, the employer could be liable to charges. Section 7 of the Act also requires responsibility from the employee to take reasonable care of themselves and others; therefore, they also could be liable to charges if their alcohol or drugs consumption put others at risk. The Misuse of Drugs Act 1971 makes it an offence to possess, supply and offer to supply or produce controlled drugs without authorisation. It is also an offence for the occupier of premises to permit knowingly the production or supply of a controlled substance.

Assistance

Employees who believe they may have a problem with alcohol or drugs are encouraged to, in confidence, contact their Manager who with the assistance of the Council will arrange appropriate help and/or treatment for the individual.

While the employee is involved with this treatment the Council will treat the condition as an illness and in line with its sickness policy, however the Council reserves the right to put additional control measures in place such as, but not limited to, limiting work activity and additional drugs testing.

Consumption of alcohol or drugs, whether illegal or not, in breach of this policy will result in disciplinary action possibly including summary dismissal.

Smoking

The Council operates a strict 'No Smoking' policy. Smoking, including the use of electronic cigarettes, is prohibited throughout the entire workplace, including council vehicles, with no exceptions, other than the designated smoking area where applicable.

These arrangements will be communicated at induction. This policy applies to all employees, consultants, contractors, customers and visitors.

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the Smoke-Free (Premises and Enforcement) Regulations (England) 2006 are also liable to a fixed penalty fine and possible criminal prosecution.

Asbestos

Where intrusive work is to be undertaken in any building, a risk assessment needs to be undertaken for the likelihood of asbestos or asbestos containing materials (ACMs) being present, so as to avoid all inadvertent exposure. The most commonly adopted control measure in this instance is to have an Asbestos Survey undertaken, and always before the designated works commence.

A copy of the Asbestos Survey, or other suitable information for the building, must be available and communicated to any person/s who may be affected, and before all intrusive work begins. When intrusive work is to be undertaken and there is no risk assessment in place, no Asbestos Survey has been undertaken or other suitable information has not been adequately consulted regarding the potential presence of asbestos, then work must not start until suitable and sufficient control measures have been implemented.

At the site induction, all employees will be made aware of the location of asbestos in the building and particularly any known asbestos products in any areas where they may be undertaking work.

Where asbestos and ACMs have been identified and need to be removed, then removal and disposal will only be undertaken by licensed asbestos removal contractors.

In the event of materials suspected to be asbestos being found, all work will immediately stop in the affected area and the matter should be reported immediately to the Site Manager and their Manager, assuming they are not already aware of the circumstances at that point. Under normal circumstances, the suspected asbestos materials should not be disturbed, and appropriate measures should be taken to keep all persons away from it. Specialist advice will then be sought to determine the next course of action including, if necessary, taking a sample of the material for laboratory analysis and creating an Asbestos Management Plan for the situation at hand.

In compliance with the Control of Asbestos at Work Regulations 2012, adequate information, instruction and training will be given to employees, to enable them to be aware of the health hazards of asbestos which may arise from being inadvertently exposed, and how risk assessment controls and safe working procedures can reduce these hazards, so as to prevent all exposure to asbestos. The Council will provide annual refresher training in this respect for all employees.

Display Screen Equipment (DSE) - Seated Workstations

Some employees may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors. The following may help:



Getting comfortable

- Forearms should be approximately horizontal, and eyes should be in line with the top of the screen.
- Make sure there is enough workspace to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements.
- Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.
- Adjust curtains or blinds to prevent intrusive light.
- Make sure there is space under the desk to allow legs to be moved.
- Avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for shorter users.

Keyboards and keying in (typing)

- Space in front of the keyboard to allow hands and wrists to be rested when not keying.

- Try to keep wrists straight when keying.
- Good keyboard technique is important – this can be done by keeping a soft touch on the keys and not overstretching the fingers.

Using a mouse

- Position the mouse within easy reach, so it can be used with a straight wrist.
- Sit upright and close to the desk to reduce working with the mouse arm stretched.
- Move the keyboard out of the way if it is not being used.
- Support the forearm on the desk, and don't grip the mouse too tightly.
- Rest fingers lightly on the buttons and do not press them hard.

Reading the screen

- Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment.
- Adjust the brightness/contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.
- Select colours that are easy on the eye (e.g. avoid red text on a blue background)

Stress

- Take regular breaks (at least five minutes every hour) away from the screen, ideally with exercise or movement. Employees should try not to have lunch at their desk.
- Do some different types of work during the day and take control of the order in which tasks are carried out.
- Limit pressure to meet deadlines – do what is realistic. Avoid sudden changes in workload.
- Employees should communicate effectively with people who affect their work.
- If stress becomes a problem, consult a Manager.

Office Safety

The office areas do not contain the same hazards as the external areas/other types of workspaces but there are issues to address to ensure everyone's safety working in the office. Generally, office areas are a lower risk compared to other areas. Nevertheless, they still pose a risk of injury or ill-health to persons using and accessing the office space. Employees must act sensibly and responsibly to keep themselves safe whilst at work.

General safety: Employees are provided with a clean, comfortable, place in which to work. Employees can help by keeping personal workspaces, clean and tidy and treat other areas considerately. Report any hazards to a Manager so action can be taken to address them.

Computer workstations: A display screen assessment will be undertaken for each workstation – employees must let their Manager know if they experience discomfort which they feel may be attributed to using the computer whilst at work, or if they have any issues with any part of their workstation or working environment.

Work equipment: Employees should not use work equipment unless they are competent to do so. Some equipment may require training. Before using any equipment, check for any obvious faults and that any safety devices are present and working.

Electrical safety: All electrical equipment will be PAT tested in line with HSE guidance for office environments. For portable electrical equipment, check the cable, plug and body of the equipment for any obvious signs of damage. Employees must report any defects to their Manager without delay and do not use the equipment. Any personal electrical appliances such as radios or chargers must not be brought into the office without permission from management.

Slips, trips and falls: Employees must ensure they maintain a neat and tidy workstation at all times. Avoid trailing cables across walkways and ensure boxes etc. are stored safely and do not pose a risk to others or obstruct emergency exits and signage. Ensure to wear suitable footwear for the office environment.

Accidents and fire: Employees to make themselves familiar with the location of their nearest first aider, the location of the fire alarm call points or other means of raising the alarm in the event of a fire, and finally, the location and type of fire extinguishers available in the office. Report any fire hazards or missing extinguishers to their Manager immediately.

Lone Working

It is the Council's duty to protect the health and safety of lone workers. Lone working will be avoided where possible at all times. In the event that lone working has to be undertaken, a site-specific risk assessment will be conducted before work commences. A suitable means of communication will be provided to make contact with the lone worker on a regular basis, and on completion of the task.

Certain tasks should be avoided by lone workers, for example:

- Working at height.
- Working in confined spaces.
- Working on/with hazardous machinery or substances.
- Any other activity deemed too dangerous by the site-specific risk assessment.

Lone workers responsibility to:

- Take reasonable care to look after their own health and safety.
- Safeguard the health and safety of other people affected by their work.
- Co-operate with their employer's health and safety procedures.
- Use tools and other equipment properly, according to relevant safety instructions and any training they have been given.
- Not misuse equipment provided for their health and safety.
- Report any accidents, injuries, near misses and other dangerous occurrences.

Only competent employees will be allowed to undertake lone working. New starters and apprentices are not permitted to undertake any lone working. Any additional training or equipment required for lone workers will be provided by the Council.

Occupational Health and Health Surveillance

Responsibility

The Councillors Responsible for Health and Safety will ensure that employees shall be asked about their general health in relation to the work tasks they will undertake. Where necessary, reasonable adjustments will be made for employees who have any existing health conditions that may be aggravated or made worse by any work activities undertaken by the Council.

Procedure

Should an employee have a health problem which could affect their safety while at work, they must inform their Manager immediately. The Council will, where work activities could cause health problems, regularly check on the welfare of personnel with regard to conditions such as dermatitis from oils, greases and fluids, audiometry checks from noise at work and respiratory tests for employees working with solvents, paints or chemicals. Medical practitioners shall be approached whenever assessments/pre-contract information identifies possible health risks. Where necessary, a health surveillance programme will be introduced, and suitable records maintained.

Noise at Work

Noise is part of everyday life, but loud noise can permanently damage hearing. Conversation becomes difficult or impossible; family complains about the television being too loud and having trouble using the telephone.

Is there a noise problem at work?

Probably, the answer is 'yes' to any of the questions below:

- Is the noise intrusive – like a busy street, vacuum cleaner or a crowded restaurant – for most of the working day?
- There is a need to have a raised voice to have a normal conversation, when about 2m apart, for at least part of the day?
- Are noisy powered tools or machinery used for over half an hour a day?
- Work in a noisy industry, e.g. construction, demolition, road repair or woodworking?

There is also a risk should anyone experience muffled hearing at the end of the day, even if it is better by the next morning.

Noise levels greater than 80dB(A) are potentially harmful, in these cases the Council will provide information, training and hearing protection to all employees and contractors exposed to this level of noise. Where noise levels reach 85dB(A) the wearing of hearing protection will become mandatory, the Council will establish hearing protection zones and inform employees of these at induction. Where noise has been identified as a potential hazard, the Council will aim to reduce the level of noise generated by engineering controls and issue hearing protection to employees.

How employees protect themselves:

- Ensure that any noise control devices (e.g. noise enclosures) are used properly, and follow the working methods that are in place – Employees need to take some responsibility for their hearing.
- **Wear any hearing protection provided.** Wear it properly – employees should be trained how to do this and to make sure it is worn all of the time when carrying noisy work, and when entering mandatory hearing protection areas. Taking it off even for a short while means that hearing could still be damaged. Remember that there is no cure for deafness.
- **Look after hearing protection.** If an employee does not know how to look after it or where to get replacements – they must ask! Employees must ensure they understand what they need to do.
- **Report any problems** with hearing protection or noise control devices straight away. Should an employee experience any ear trouble, they must let their Manager know.



Vibration Control

Under the Control of Vibration Regulations 2005 the Council will look to eliminate or control the exposure to vibration in the workplace to the lowest level that is reasonably practicable (Regulation 6). Hand arm vibration can be a significant health risk wherever powered hand tools are used for significant lengths of time. The Council will look to eliminate vibration risk, where possible, at the planning stage by engineering out the risk at source. Where this is not possible the risk will be reduced to as low as is reasonably practicable. Health surveillance will be carried out on employees where regular and frequent exposure to vibration risk is evident using the Tier System Questionnaires.

The aim will always be to be PROACTIVE rather than REACTIVE when addressing vibration risk. The Council will follow good practice controls, currently promoted by the HSE, to help to eliminate or reduce vibration risk in its industry, which are:

- A sound procurement policy for power tools and hand-guided machines.
- Restricting exposure time (“finger-on-trigger” time) to ensure exposure remains below the Exposure Limit Value (ELV), even after all reasonably practicable measures to reduce vibration levels are in place.
- Determining the maximum usage times using the exposure points system or supplier’s “traffic lights” tool category.
- The use of ergonomic aids, such as supporting the weight of the tool which reduce forces applied by operator.
- Ensuring a suitable workplace temperature or provision of warm clothing and gloves.
- Regular breaks from work involving vibration and encourage operators to exercise fingers.
- Providing suitable information, instruction and training which will include:
 - The risks from HAV and how to help reduce them (see above).
 - Arrangements for health surveillance and their duty to co-operate.

Managers will look for evidence that tools are being used correctly, as recommended by the manufacturer. This may require operators to receive specified training which will be provided.

Health Surveillance

The Council will provide health surveillance where the Exposure Action Value (EAV) is likely to be exceeded. As a minimum the Council shall:

- Use of a periodic health screening questionnaire, both annually and for new employees (TIER system).
- Have arrangements in place for referral of relevant cases to an occupational health provider with HAVS expertise for diagnosis and ongoing monitoring.
- Have arrangements in place to receive medical advice on management of affected employees.
- Have arrangements in place for RIDDOR reporting of HAVS cases.

Manual Handling

Manual handling includes any transporting or supporting of a load, including lifting; putting down; pushing; pulling or carrying by hand or bodily force.

Manual handling injuries can be avoided if lifting is carried out in the correct manner, i.e. with leg and arm muscles rather than back muscles. Employees should be mindful of their own capabilities and should not lift anything that they believe to be too heavy. Where provided, employees must make full and proper use of mechanical lifting equipment.

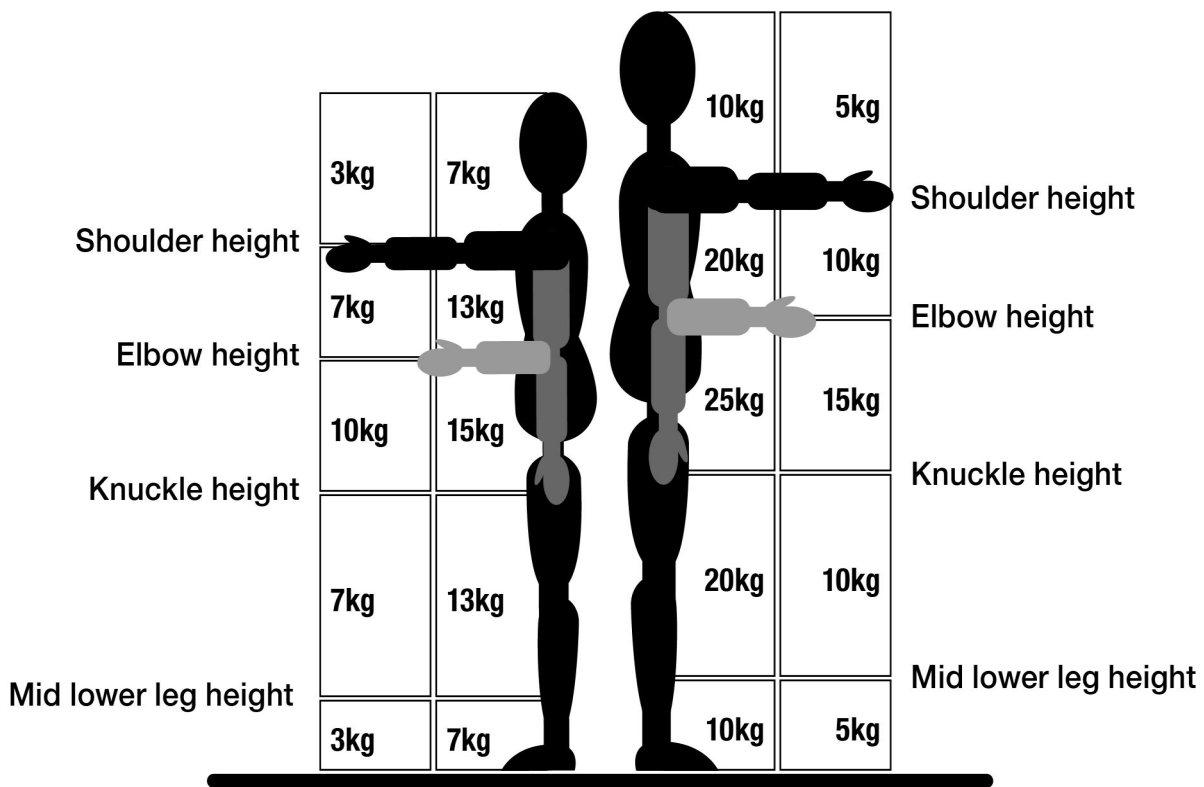
Under the Manual Handling Operations Regulations 1992, the Council has to carry out assessments on activities that pose a risk due to manual handling. The Council has identified such activities and carried out subsequent assessments. As a result of these assessments, the Council has implemented control measures to reduce the risk of injury, including the provision of lifting aids and training.

Remember the following rules:

- **Plan the lift.** Think: where is the load to be placed; can handling aids be used; do I need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench in order to change grip.
- **Adopt a stable position.** The feet should be apart, with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Prepare to move feet during the lift to maintain stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
- **Get a good hold.** Where possible, the load should be hugged as close to the body as possible. This may be better than gripping it tightly with hands only.
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



The table below shows the HSE lifting guidelines. Employees must use their own judgement when assessing whether they can lift more or less than indicated in the table. It is important to recognise personal limitations, as well as any restrictions imposed by the environment in which the lift is to take place.



Excavations

Excavations will not be carried out on site until the site foreman, or his nominee has given permission in writing.

Prior to any excavation, a suitable and sufficient risk assessment and method statement will be carried out and documented. This will include control measure such as the excavation area to be thoroughly surveyed, relevant service authorities consulted, and service plans/drawings examined to check for the presence of any underground services. In addition to this, CAT Scanning will also be carried out to identify any hidden services prior to commencement of excavations. Where identified, they shall be marked and finding communicated to all relevant employees.

Where such services are identified, hand excavation will be carried out until the identified services have been located and made safe.

The stability of any adjacent buildings or structures including scaffold will be taken into account.

During any excavation work employees will:

- Dependant on ground conditions, never work in an unsupported trench unless the sides are battered to prevent materials and soil falling into the trench. Even work in shallow trenches can be dangerous. Support may need to be provided if the work involves bending or kneeling in the trench.
- Not enter the excavation unless it has been inspected and is considered safe by a competent person.
- Refer to services drawing and survey for the identification of hidden services. Look for obvious signs of underground services, e.g. valve covers or patching of the road surface.
- Everyone carrying out the work should know about safe digging practices and emergency procedures.
- Ensure there is suitable edge protection around excavations and opening. Any unprotected excavation must be reported to the Site Foreman.
- Ensure there is adequate lighting when excavations are near roadways and footpaths.
- Wear a hard hat when working in excavations.

- Not store spoil or other materials close to the sides of excavations.
- Keep vehicles away from excavations wherever possible.
- Obtain a permit to work prior to entering an excavation.

Visiting Other Locations

Council employees are required to take all reasonable precautions to ensure their own health and safety when visiting other locations. Employees are required to observe the safety procedures and site rules of the host organisation, and to avoid any hazardous situations. Ensure they sign the visitors' book when they arrive and leave, as this is normally how companies keep a record of visitors on site, for use in the event of an emergency.

Work at Height

Falls from height are one of the biggest causes of workplace fatalities and major injuries. The purpose of the Working at Height Regulations 2005 is to prevent death and injury from a fall from height. Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. A risk assessment must be completed for every task that needs to be done at height and appropriate control measures put in place.

Before working at height, employees must follow these simple steps:

- Avoid work at height where it is reasonably practicable to do so.
- Where work at height cannot be avoided, prevent falls by either using an existing place of work that is already safe, or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

Employees should also:

- Do as much work as possible from the ground.
- Ensure they can get safely to and from areas at height.
- Be suitably trained and competent to carry out the task.
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.
- Ensure they do not overload or overreach when working at height.
- Take precautions when working on or near fragile surfaces.
- Ensure there is protection from falling objects.
- Know what the emergency evacuation and rescue procedures are.

Any work at height should be:

- Properly planned.
- Appropriately supervised.
- Not carried out in dangerous weather conditions.

When working at height, employees should be competent enough to:

- Complete the task safely.
- Use or erect/dismantle the selected access equipment.

If an employee is still being trained, they should be supervised by a competent person.

Ladder Safety

Only to be used as a workplace when other, better means are not reasonably practicable. Not every job can be done with just a ladder or by themselves. So, employees must always consider:

Are they capable to carry out the job?

Employees must not overestimate their abilities. If they are not completely certain that they can manage everything involved in doing the job properly, then they must seek assistance.

Is the ladder up to the job?

Employees should think ahead to what they will have to do at every stage. If they will need to move around whilst they are up there, or carry lots of materials, or use heavy equipment, a ladder may not be sufficient. Consider other types of access equipment more suitable for the job, such as a mobile tower or scaffolding.

Checking ladders

Before using a ladder, carry out the following checks:

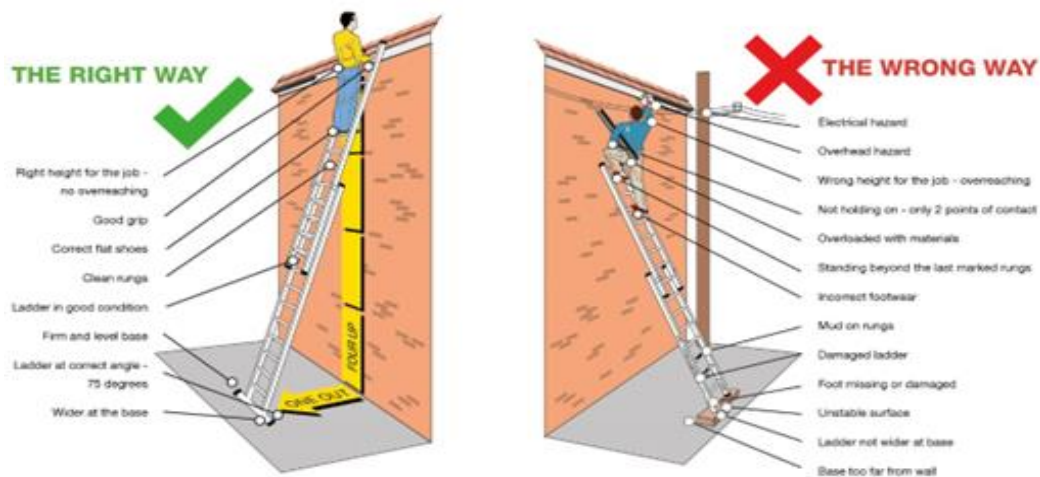
- Is it in good general condition?
- Are there any cracks in the metalwork?
- Are there any rungs missing or loose?
- Are the stiles damaged or bent?
- Are there signs of warping or splitting?
- Is there any sign of corrosion?
- Are there any sharp edges or dents?
- Are the footpads in good condition?

Using ladders safely:

- Place the ladder on a firm, level, dry surface. If this isn't possible e.g. on grass, tie the feet of the ladder to stakes in the ground and place a large flat wooden board underneath.
- Position the ladder so that the base won't slip. Leaning ladders are designed so that their safest angle is with every 1 measure out from the wall, there are 4 measures up the wall. **Remember the rule: "ONE OUT FOR FOUR UP".**
- Secure the bottom and the upper part of the ladder by tying the stiles with rope to a fixed and stable object.
- Rest the top of the ladder against a solid surface, never against guttering. If a surface is too brittle, use a stay or stand-off on a firm surface nearby.
- Always have at least three rungs extending beyond the edge should a ladder be used to gain access up on to a roof.

Other ladder safety tips:

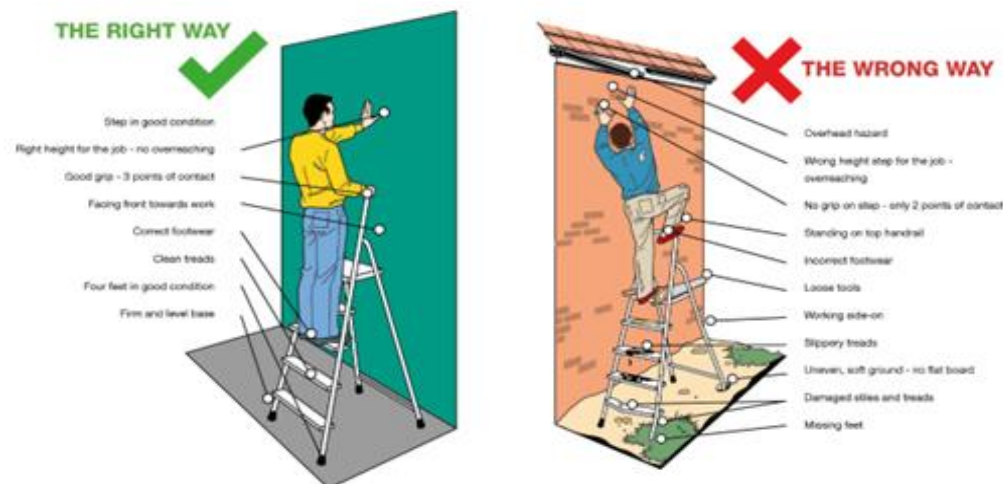
- Keep the body facing the ladder at all times.
- Do not over stretch in any direction.
- Try to keep both hands holding the ladder when climbing and descending.
- Do not carry heavy items or long lengths up a ladder!
- Always have one hand on the ladder while working.
- If a ladder is to be used in front of a door, make sure the door is locked.
- Do not use a ladder in strong wind or near any power lines.
- Employees should not be tempted to use a ladder if they are not fit enough or are not confident at heights.



Stepladder Safety

When using a stepladder to carry out a task employees should:

- Check all four stepladder feet are in contact with the ground and the steps are level.
- Only carry light materials and tools.
- Not overreach.
- Not stand and work on the top three steps (including a step forming the very top of the stepladder) unless there is a suitable handhold.
- Ensure any locking devices are engaged.
- Try to position the stepladder to face the work activity and not side on. However, there are occasions when a risk assessment may show it is safer to work side on.
- Try to avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete).
- Where side-on loadings cannot be avoided, they should prevent the steps from tipping over, e.g. by tying the steps. Otherwise, use a more suitable type of access equipment.
- Maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder.



Using a Hop-Up Platform

A hop up platform is very simple to use, however employees should also read any manufacturer's instructions that came with the equipment to become familiar with its operation and if they are not sure, then they should seek advice from their Manager.

Points employees must consider the following:

- A hop up platform should not be used if the rubber on the bottom is damaged as this increases the risk that the equipment could move when in use.
- If the rubber is damaged to the extent where it might compromise this facility, then it should be removed. They are designed not to move when weight is applied to it.
- Ensure that they wear shoes that will not slip on the stool's surfaces.
- Avoid clothes that could catch on the heel on when mounting the step.
- Move the step into a new position rather than risk overreaching for access to an item, and subsequently losing balance.
- Do not carry items in both hands when mounting.

Using Podium Steps

Such platforms may be appropriate where there is a need for high levels of focus and concentration which may present risks whilst working on a traditional step ladder. Equipment of this type is available in wide range of styles and configurations, both for purchase or hire.

The key safety considerations with such equipment are:

- Only to be used following a suitable risk assessment.
- Only to be erected by trained persons (if separate components are involved).
- Observe the manufacturer's instructions.
- Never move the platform whilst persons are still on it.
- Ensure ground conditions are suitable – flat, level and firm.
- Lock castor wheels before use (if fitted).
- Ensure all components are in place and remain in place throughout use.
- Avoid overloading the platform with tools or materials.
- Make sure the gate (if fitted) is closed whilst in use.

Mobile Towers



Mobile towers can provide an easier and safer working platform for tasks that are difficult to access and carry out off a ladder. This said, towers should only ever be erected and maintained by trained and competent personnel and should always be erected in accordance with the manufacturer's instructions. Employees should also not be working off a tower unless they have been given the correct information, instruction and training relating to this work.

Towers must only be used on firm surfaces. Where ground is soft or sloping, adequate support must be provided in the form of outriggers or stabilisers.

Manufacturer's instructions must be followed at all times with regard to the safe loading levels. Heavy items must never be pulled up the side of the tower, use lifting devices. Employees must also take care not to exert strong pulling or pushing actions when working from the tower as this will increase the risk of overturning.

Employees must never use ladders from the platform of the tower.

Working Near or Over Water

The danger of falling into water and being carried away by currents or being drowned is ever present when working over or near water. It is necessary therefore to take the following precautions:

- Suitable access and egress will be provided to prevent tripping or slipping into the water.
- Ensure that platforms are secure and level to avoid tripping.
- Ensure that toe boards and handrails are fitted and firmly fixed to prevent dislodgement in high winds and swell conditions.
- Ensure that ladders are securely lashed to prevent movement.
- Use safety harnesses and other PPE required for the task.
- Safety nets will be used as appropriate in accordance with the Risk Assessment.
- Life jackets of an approved type will be available and used as required.
- Ensure that lifebuoys, fitted with grab lines of appropriate length, are positioned at the work front.
- Use a buddy-buddy system.
- Ensure an adequately equipped rescue boat, which is in radio contact at all times, is available for use.
- Assist and take part in rescue drills at regular intervals.
- Comply with the requirements of this procedure.
- Report any incidents, near misses, risks or hazards.
- Participate in and complete all necessary training.

Driving for Work Purposes

Only persons authorised by a member of the management team and in possession of a current driving licence are allowed to drive for work purposes, this applies to both Council vehicles and using private vehicles for business use 'Grey Fleet'.

Where employees are driving in the course of their employment, or driving vehicles supplied by the Council they must:

- Ensure that the vehicle is serviced, maintained, and operated in accordance with the manufacturer's guidelines.
- Ensure suitable insurance cover is in place. For Private vehicles full comprehensive insurance cover must be in place, to cover the driver and any passengers in the course of such business use. A copy of the insurance certificate will be required before driving on Council business.
- Be in possession of a UK Driving Licence. This must be checked by management every year and endorsements notified to the insurers.
- Wear glasses or lenses if prescribed for this activity and ensure eyes are tested regularly.
- Not smoke in any vehicles supplied by the Council.
- Participate in any formal or in-house training provided by the Council.
- Report any faults with the vehicle immediately to management.
- Report all accidents or incidents to management, no matter how minor.
- Inform the Council immediately if they are prosecuted for a driving offence.

Before setting off employees will:

- Check the condition of the vehicle before it is used.

- Check tyre pressures and visual condition, tread depth (cuts or obvious damage, especially to the tyre walls) and general vehicle condition.
- Check that all seatbelts are working and in good order and worn by all vehicle occupants where provided.
- Adjust driving techniques to suit weather and traffic conditions.

Whilst driving employees must remember:

- Under no circumstances are they permitted to use handheld mobile phones whilst driving.
- Must never drive whilst under the influence of alcohol or illegal non-prescription drugs. Tell their Manager if they are taking prescription or legal non-prescription drugs that might impair their ability to drive.
- Driving whilst tired is very dangerous – if they feel tired take a break.
- In poor weather/road conditions, reduce the speed accordingly.
- Allow plenty of time for the journey, particularly in poor weather conditions.
- Carry a mobile phone so that they can contact the Council in an emergency. Make sure it is fully charged.
- Drive with consideration for other road users and always observe the speed limit.
- Never leave a vehicle unattended unless the engine is stopped, keys removed from the ignition and the vehicle is locked.
- The carrying of third parties is only permitted with the authorisation of the Council and where a suitable seat and seatbelt is provided in the vehicle.

On arrival to destination or site employees will:

- Beware of un-metalled roads and soft ground on sites; and, where possible park off site (not in an area causing an obstruction to highway, site traffic or the emergency services).
- Observe all traffic management arrangements in place for the site.
- Never leave a vehicle unattended unless the engine is stopped, keys removed from the ignition and the vehicle is locked.
- Make sure the vehicle is secured and any valuable items stored out of site such as satellite navigation systems and mobile phones.
- Avoid carrying of third parties which is only permitted with the authorisation of management and where a suitable seat and seatbelt is provided in the vehicle.

Loading and Unloading

The Council understand that loading and unloading tasks can be dangerous, and that heavy loads, moving or overturning vehicles can all lead to serious injuries or death.

Procedures for loading and unloading will be:

- To keep clear other traffic, pedestrians and people not involved in loading or unloading.
- To maintain stability, vehicles will be parked on firm level ground, as far as reasonably practicable.
- To ensure loads are spread as evenly as possible, during both loading and unloading, as uneven loads can make the vehicle or trailer unstable.
- To ensure loads are secure or arranged so that they do not slide around.
- To ensure vehicles are never overloaded. Overloaded vehicles can become unstable, difficult to steer or be less able to brake.
- To ensure tailgates and sideboards are closed when possible. If over-hang cannot be avoided, it must be kept to a minimum. The over-hanging part of the load must be clearly marked.

- To ensure ramps are used correctly, where provided, under a Safe System of Work. Employees will not use ramps if they have not been trained in their operation or cannot secure the ramps to the vehicle or trailer.
- Where more than one Council is involved (haulier and the recipient), they should agree in advance how loading and unloading will happen.
- To check before unloading to make sure loads have not shifted during transit and are not likely to move or fall when restraints are removed.
- To ensure there are safeguards against drivers accidentally driving away too early.
- To ensure employees refer to the loading and unloading risk and method statements.

Only trained authorised employees will undertake these tasks.

The Council will periodically monitor and review the systems and control measures in place to ensure that they are still working effectively.

Safeguarding (Children)

The Council acknowledges their duty of care to safeguard and promote the welfare of children and are committed to ensuring safeguarding practice, reflecting statutory responsibilities, government guidance and compliance with best practice within the Council.

The Council expects all of its employees to comply with all the safeguarding policies and procedures set out by any client they may work for whilst working on their site and place of work.

Employees shall, at all times, ensure they are doing everything they can with regards to their behaviour and work to keep every child safe.

All employees will follow the following procedures:

- Shall not, under any circumstance, engage in any conversation that may offend, be submissive, discriminatory, offensive or insulting in any other way.
- Will not take any form of photograph that may include a child.
- Will not come into physical contact with any child whilst working and we, as a Council, promise to liaise with any client throughout work to ensure that the needs of ourselves, the client and child are met.
- Any employee under the age of 18 will not be left unsupervised on site and no employees will ever be in a 1 on 1 situation with a child.

The policy and procedures will be widely promoted and are mandatory for everyone involved in the Council. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in disciplinary action from the Council.

Safeguarding (Vulnerable Person)

The Council acknowledges their duty of care to safeguard and promote the welfare of vulnerable persons and are committed to ensuring safeguarding practice, reflecting statutory responsibilities, government guidance and compliance with best practice within the Council.

The Council expects all of its employees to comply with all the safeguarding policies and procedures set out by any client they may work for whilst working on their site and place of work.

Employees shall, at all times, ensure they are doing everything they can with regards to their behaviour and work to keep every vulnerable person safe.

All employees will follow the following procedures:

- Shall not, under any circumstance, engage in any conversation that may offend, be submissive, discriminatory, offensive or insulting in any other way.
- Will not take any form of photograph that may include a vulnerable person.

- Will not come into physical contact with any vulnerable person whilst working and we, as a Council, promise to liaise with any client throughout work to ensure that the needs of ourselves, the client and any vulnerable person are met.
- Any employee under the age of 18 will not be left unsupervised on site and no employees will ever be in a 1 on 1 situation with a vulnerable person.

The policy and procedures will be widely promoted and are mandatory for everyone involved in the Council. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in disciplinary action from the Council.

Agency and Temporary Workers

The Council has responsibility for the agency/temporary workers health, safety and welfare in the same way as for any employee. The Council will implement suitable control measures to achieve this, which includes:

- Liaising with the recruitment agencies and co-ordinate the selection process of suitable and competent agency/temporary worker.
- Identifying any specific risks and implementing suitable controls to protect the agency/temporary worker whilst they are employed on the premises.
- Ensuring there is adequate supervision where necessary.
- Providing the agency/temporary worker with information on any risks of the work before the work starts, including the control measures in place and any health surveillance required.
- Ensuring that the agency/temporary worker is aware of and check they have the necessary occupational qualifications or skills required to do the job safely before they start work.
- Delivering adequate and sufficient information, instruction and training to enable agency/temporary worker to work safely. Health and safety training should take place during working hours and at no cost to the agency/temporary worker, making sure they understand it.
- Taking into consideration any language or cultural differences.
- Providing personal protective equipment, at no cost to the agency/temporary worker, agreeing arrangements for supplying and maintaining it.
- Ensuring the agency/temporary worker is aware of the site rules, emergency procedures and know how to raise any health and safety concerns in the workplace.
- Monitoring and reviewing procedures and control measures to ensure the current systems that are in place are still working effectively.

Agency/temporary workers have a duty to take reasonable care of their own health and safety and that of other people who may be affected by their activities while at work.

Agency/temporary workers also have a duty to co-operate with their employer to enable the employer to meet their health and safety responsibilities.

No one should interfere or misuse anything intended for use in the interests of health and safety.

Event Working Safety

Events works are carried out on various types of land, roads and highways. Venues can be on both private and public land areas. The following arrangements will apply in all cases:

- A full discussion will take place with the client and relevant local authorities as to the scope required.
- A risk assessment will be carried out prior to any traffic signals or road signs being deployed which employees will sign for their understanding.
- A site plan will be drawn up along with a method statement and safe system of work to ensure that appropriate control measures are in place prior to the deployment of any traffic signals or road signs.

- All road works and warnings shall be in accordance with the provisions laid out in the New Roads and Street Works Act 1991, The Highways Act and the accounciling Approved Codes of Practice to include 'Safety at Street works'.
- Where works affect other road users such traffic signs and barriers shall be erected to guide and warn traffic and pedestrians.
- The works shall be suitably lighted and guarded in hours of darkness.
- All traffic signs and barriers shall be removed immediately on completion of their requirement.
- A risk assessment will be prepared for this along with a method statement to ensure that the appropriate control measures are in place.
- Employees involved with signing, lighting and guarding in the highway must have been trained and assessed in accordance with the New Roads and Street Works Act 1991 and the relevant LANTRA Sector Scheme, if they are unsure of their training needs, they must speak with their Manager.
- The client and or local authority will agree and sign off all works prior to commencement.
- Wear the appropriate PPE as identified in RAMS produced.
- Abide with all additional client health and safety requirements for the event in place.
- Where required a designated Manager will be in attendance.

Environmental Protection

Environmental Policy Statement

1. Great Dunmow Town Council (the Council) recognises its environmental duties under the Environmental Protection act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012. The Councillors Responsible for Health, Safety and Environmental issues, Amanda Alaxander recognises that they have a responsibility to take an environmentally (and socially) responsible approach both to existing activities and to possible new developments.
2. The Council, so far as is reasonably practicable, proposes to pay particular attention to:
 - a) Minimise disturbance to the local and global environment, and to the local communities and wildlife.
 - b) Follow the waste management hierarchy as outlined in the Waste (England and Wales) (Amendment) Regulations 2012. The Council will follow the hierarchy outlined below:
 - (1) Prevention
 - (2) Preparing for re-use
 - (3) Recycling
 - (4) Recovery
 - (5) Disposal
 - c) Minimise use of energy and raw materials and to adhere to the principles of sustainability.
 - d) Consider the environment in the design of processes and products and the maintenance of equipment.
 - e) Provide information on the use and final disposal of products.
 - f) Ensure that all employees and suppliers are adequately informed about the Council's environmental policy.
 - g) Minimise the use of product related materials and services such as packaging or transport.
3. In order that the Council can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care of the environment. Employees should also co-operate fully with the Council or anyone else concerned, to ensure that their legal and moral obligations are performed or complied with.

Signed:

Councillors Responsible for Health, Safety and Environmental issues
June 2026



Environmental Responsibilities

The Council recognises the fact that its environmental performance affects how they are perceived by their clients and the general public. The Council must therefore make efforts to prevent damage, harm or pollution to living organisms and their habitats.

The Council will always aim to source materials from sustainable sources and ensure they follow the waste management hierarchy as outlined in the Waste (England and Wales) (Amendment) Regulations 2012 below:

1. Prevention.
2. Preparing for re-use.
3. Recycling.
4. Recovery.
5. Disposal.

Waste costs money to produce and even more money to dispose of. It is therefore important to minimise the amount of waste produced and ensure the waste hierarchy above is applied to all waste generated, before finally being disposed of. The Council will ensure that waste for disposal is done so in the most environmentally friendly way possible.

As well as being an expensive, unwanted commodity, waste can be hazardous. Waste materials lying around the building and at sites can lead to injuries by slips, trips and falls, pose a risk of fire and cause environmental damage.

Employees

It is the responsibility of all employees to co-operate in the implementation of the Environmental Management Policy within their areas of influence.

Employees must therefore:

- Minimise the amount of waste they produce.
- Keep their work area clean and tidy and dispose of waste on a daily basis, into the correct bin or skip.
- Co-operate with the management team with regard to agreed environmental arrangements and procedures.
- Report the details to their Manager as soon as possible if they are involved in an environmental accident resulting in, or which may have resulted in, hazardous waste contaminating the environment, so that action can be taken to minimise the impact on the environment.
- Inform their Manager if they have any ideas which may reduce the amount of waste generated by the Council during production processes.
- Ensure they dispose of any waste generated when working on site or on a client's premises, in line with their environmental procedures.

Drive Council vehicles with due consideration for the environment – using green driving techniques will reduce the Council's carbon footprint and fuel consumption.

