



Health & Safety Policy

Great Dunmow Town Council



GREAT DUNMOW
TOWN COUNCIL

June 2026



www.stallardkane.co.uk

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one of the team

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Health and Safety Policy Amendment Sheet

Record of Amendments

Issue number	Date	Index reference	Brief description of amendment
1	21 st November 2023		Initial Issue
2	November 2024		Full review and reissue
3	June 2026		Annual Review Update to organisational chart

PART 1 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 Town Mayor 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 the risk assessments.
 - f. Appointing Stallard Kane Ltd to advise on statutory duties.
3. In order that the Council may 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. Wherever 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.

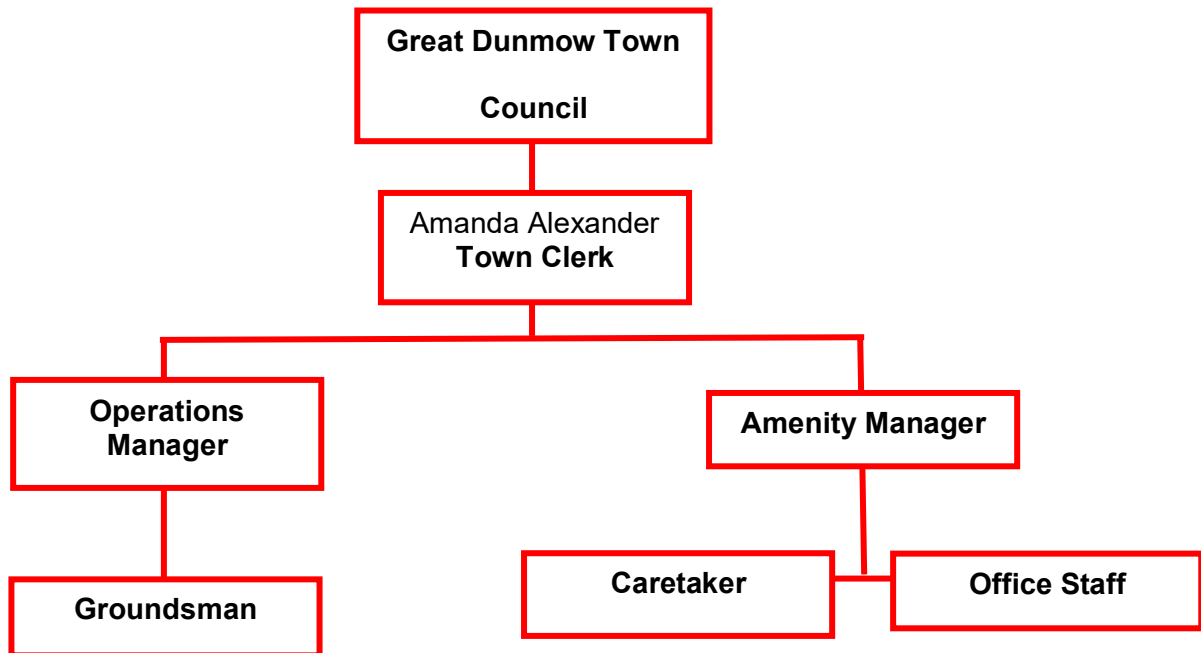
Signed:

Town Mayor Responsible for Health and Safety
June 2026



PART 2 COUNCIL ORGANISATION

Council organisational chart – Management structure



PART 2 RESPONSIBILITIES

The Council has responsibilities under health and safety legislation towards:

- Employees
- Customers, visitors and the local community
- Members of the public
- Contractors/sub-contractors

All employees (general overview)

The Council's obligations can only be met by ensuring that all employees fully discharge their responsibilities.

Every employee must:

- Take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions at work.
- Co-operate with management with regard to agreed health and safety arrangements and procedures.
- Know and keep to the rules and procedures relating to their work, and report to their immediate Manager all difficulties or hazards liable to endanger themselves or other persons.
- Not interfere with, or misuse, anything provided by the employer in the interest of health, safety and welfare.
- Report details to their immediate Manager, as soon as possible, if involved in an accident resulting in, or which may have resulted in, injury and in all cases before the end of the shift on which the incident occurs.
- Arrange for any spillage of dangerous substances or flammable liquid to be dealt with immediately, having due regard to the nature of such spillage.
- Use machinery and equipment only when authorised and properly trained to do so.
- Wear or use correctly all protective clothing and equipment issued to them and get replacements for lost, damaged or defective items.

Town Mayor Responsibilities

The Town Mayor who has overall responsibility for health and safety is responsible for ensuring that the policy enables the Council to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. The Town Mayor will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

The Town Mayor Responsible for Health and Safety is responsible for ensuring that:

- Safe systems of work are in operation, and staff receive adequate and appropriate training.
- All personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged.
- All work carried out, and all plant, machinery and equipment comply with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998.
- All plant, machinery and equipment are maintained in good working order, and any registered plant and small equipment carries valid certification.
- Information on safety, health and welfare matters is effectively communicated to all employees.
- All staff are conversant with the Council and Health and Safety Executive accident reporting procedures (RIDDOR).
- Adequate first-aid facilities are available in accordance with current regulations, and suitable persons are trained in first aid to the required standard.
- Periodic statutory tests, inspections and maintenance of premises and equipment are carried out and records are properly maintained.
- Fire precautions and portable appliances are in place and are tested, maintained, and kept up to date with the latest legislative requirements.
- All staff are acquainted with the Emergency Evacuation Procedures and Emergency Plan.
- Suitable Personal Protective Equipment (PPE) is available, issued and in use.
- Staff are competent to carry out their work safely, and have received adequate information, instruction and training.
- A personal example is set by the wearing of appropriate protective clothing.
- All potential hazards, or reported hazards, are examined and evaluated and then eliminated or adequately controlled.
- Health and safety improvement suggestions received from staff are given due consideration.
- The following notices/documentation is displayed/held where required:
 - A signed copy of the Health and Safety Policy Statement of Intent.
 - Employer's liability insurance certificate.
 - Health and Safety Law poster.
 - First Aid (notifying the names and locations of the First-Aiders).
 - Fire Exit signs (with directional signs and running person).
 - Accident Incident Book (BI510).

Councillors Responsibilities

The Councillors are responsible for ensuring that the policy enables the Council to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. They will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

It will be the Councillors' responsibility to ensure that:

- Systems are in place to review and update this policy annually, when major staffing changes occur, or when new equipment is introduced.
- Health and safety objectives for the Council are set and monitored.
- Sufficient arrangements, facilities and finances are available for fully implementing this policy.
- Safe systems of work are in operation, and staff receive adequate and appropriate training.
- Appropriate financial requirements for the Council's health and safety function are contained within the legal resources.
- The legal implications of relevant legislation are raised with and understood by relevant employees.
- Adequate resources are made available to allow the effective implementation of the Council's Health and Safety Policy.

Nominated Person for Health and Safety

The Nominated Person for Health and Safety is responsible for:

- The development and ongoing review of this policy, with the assistance of the external Health and Safety Advisors, Stallard Kane Ltd.
- Health and safety on a day-to-day basis – implementation of health and safety procedures, precautions and controls.
- Undertaking risk assessments within the area of their responsibility.
- Encouraging the highest possible standards of health and safety within their department by effective communication and consultation with employees.
- Monitoring standards of health and safety within their areas of concern.
- Ensuring good standards of housekeeping.
- Ensuring COSHH Risk Assessments are carried out within the area of their responsibility.
- The provision and maintenance of suitable personal protective equipment.
- Ensuring staff attend all training sessions.
- Carrying out hazard spotting checks within the area of their responsibility.
- Assessing and meeting health and safety training needs.

Competent Health and Safety Advisor

Stallard Kane Ltd have been appointed to advise and guide the Council on health, safety and welfare issues related specifically to the Council's business undertakings. Stallard Kane Ltd will be responsible directly to the Councillors, and all members of senior management within the Council.

Specifically, they will perform the following functions:

- Advise on the application and maintenance of the Council Health and Safety Policy arrangements.
- Maintain an up-to-date knowledge in matters of legislation and regulations as they apply and affect the Council and its Health and Safety Policy.
- Advise members of senior management on any related safety matters.
- Monitor the Council's health and safety status by auditing the Health and Safety Management System to guide their compliance with current legislation and Council policy and standards.
- Assist senior members of management in maintaining a close liaison with the Health and Safety Executive inspectors and other appropriate organisations and departments relevant to the Council's undertaking.
- Advise members of senior management on training requirements for employees ensuring they are competent to carry out detailed tasks within the parameters of current safety legislation.
- Give advice on interpretation of legal requirements and working with all members of management.
- Advising and giving assistance with the strategy for implementation of this policy.
- Where requested, provide assistance with investigations of serious accidents/conducting investigations.
- Assist the Councillors with revising this policy in the light of experience or legal change.
- Advise upon the visit of an Enforcement Officer.

Head Office:

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Lincolnshire
DN21 2DD

Telephone no:

01427 678660

Managers Responsibilities

- All Managers are expected to demonstrate by example their total commitment to health and safety matters.
- All Managers are responsible for their personal safety and that of all personnel under their authority, including others who may be affected by the Council's activities.

In particular, they will:

- Understand and implement the Council Safety Policy.
- Appreciate the responsibilities of personnel under their authority and ensure that each employee knows their own responsibilities and are equipped to play their part.
- Conduct risk assessments on activities within their department, ensuring that the methods and systems of work are safe and ensure that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied.
- Provide written instructions of work methods outlining potential hazards and precautions, and ensure they are complied with fully.
- Ensure accident and near-miss reporting procedures are understood and complied with and assist with accident investigations where appropriate.
- Ensure all employees and sub-contractors are suitably trained/competent to carry out the prescribed task and that the necessary licenses/certificates of competence are in force and appropriate.
- Ensure the statutory notices, safety policy, insurance certificate and the names of appointed first aiders are displayed and maintained in prominent locations.
- Ensure that all new employees in the Council are provided with a copy of the policy statement, receive such induction training as may be laid down in procedures, are issued with personal protective equipment as required and are aware of their personal responsibilities as set out in this manual.
- Reprimand any employee for failing to discharge their health and safety responsibilities.
- Set a personal example with regard to health and safety matters.

Employees

The Management of Health and Safety at Work Regulations 1999 re-enacts the Health and Safety at Work etc. Act 1974, which places responsibilities on the employer and employees alike. In this connection, the Council reminds employees of their duties under Section 7 of the Act: to take care of their own health and safety and that of others who may be affected by their acts or omissions. Additionally, employees must also co-operate with the Council to enable it to discharge its own responsibilities successfully.

Furthermore, all employees are expected to:

- Carry out assigned tasks and duties in a safe manner, in accordance with instructions, and to comply with safety rules/procedures, regulations and codes of practice.
- Consult their Manager if aware of any unsafe practice or condition, or if in any doubt about the safety of any situation.
- Obtain and use the correct tools/equipment for the work and not to use any that are unsafe or damaged.
- Store all tools, equipment and personal protective equipment in the approved place after use.
- Ensure that all guards are securely fixed, and that all safety equipment and personal protective clothing/equipment provided are used.
- Not operate any plant or equipment unless authorised to do so.
- Report any accident, near-miss, dangerous occurrence or dangerous condition to their line management.
- Switch off and secure unattended plant or equipment.
- Avoid improvised arrangements and suggest safe ways of eliminating hazards.
- Not participate in horseplay or place fellow employees in danger by their actions.

PART 3 GENERAL ARRANGEMENTS (SAFETY MANAGEMENT PROCEDURES)

1.0 Systems and Procedures

The Council recognises the importance of health, safety and welfare, and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all employees and other persons, who could be affected by their work activities. Equally important is the need for constant alertness by the Town Councillors Responsible for Health and Safety and employees in identifying and eliminating potential hazards wherever possible.

It is the Council's primary objective that in conducting its activities, account must be taken by all parties of the need to:

- Formulate and maintain safe working systems, including work carried out during maintenance.
- Take all necessary steps to establish the causes of accidents and risks to health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence.
- Ensure that no process, chemical or equipment is introduced unless it complies (where required) with statutory testing or examination requirements. Also, to ensure that, so far as is reasonably practicable, the health and safety of employees etc. will not be affected.
- Provide proper and adequate induction and training to ensure that all employees are fully competent in safe working methods applicable to their work.
- Encourage the closest possible liaison between the Council and employees in matters relating to health and safety.
- Ensure that all legal requirements relating to their activities are fully complied with, and progressively improve upon the levels of health and safety performance.
- Consult with employees, and advise them of their legal duties and responsibilities, including the requirement to:
 - Abide by safe working systems.
 - Make use of facilities and equipment provided for their protection.
 - Refrain from any act which could endanger themselves or others.
 - Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of health, safety and welfare.
 - Report any known defect, which could endanger the health or safety of themselves or others.
 - Co-operate as far as is necessary to ensure legal requirements are met.

1.1 Consultation with Employees

A requirement of the Health and Safety (Consultation with Employees) Regulations 1996 is for the Council to consult with its employees in all matters relating to health and safety. The Council will convene regular meetings, to discuss all relevant issues relating to health and safety. In particular, the Council will discuss the following:

- When introducing new measures which may affect health and safety.
- The change in appointment of nominated competent persons.
- The provision of statutory health and safety information.
- Any statutory health and safety training.
- Health and safety of implications of introducing new technology, tooling or work activities.

The Council will ensure all employees are briefed on the Council Health and Safety Policy and other relevant health and safety information, firstly during their new starter induction when joining the Council, and periodically as the policy is updated or legislation is introduced/removed, or after any changes which may affect their health, safety and wellbeing.

All employees will be provided with health and safety information on an annual basis as a minimum, in the form of a Health and Safety Booklet created by the Council's external health and safety advisors. Employees will also be briefed by their Manager in the form of toolbox talks as required by the management team or advised by the Council's external health and safety consultants.

In the event that an employee's first language is not English or where they have any other condition which may affect their ability to understand written or verbal communication, the Council will take the necessary steps to ensure the required information is effectively communicated. This communication may include the use of existing employees who speak the same language as the affected employee or employees who can read the same language. Where necessary, the Council will ensure written documentation is provided in a suitable language for employees to understand.

All employees are reminded that the Council operates an open-door policy, and all employees are free to contact any member of the management team regarding any health and safety concerns they may have, or where they have ideas which may improve the health, safety and welfare of employees. All concerns or ideas raised will be given due consideration by the management team and feedback will be given to employees where appropriate.

1.2 Safety Training

Basic Training Considerations

The Council recognises that safety training is an integral and important part of its overall safety policy, and it will be given as a normal constituent of vocational training. No person will be employed on work involving any reasonably foreseeable significant risk unless he has received adequate training to help him understand the hazards involved and the precautions to be taken.

The Council will undertake a training needs analysis for all its employees, on an annual basis as a minimum, to ensure all employees have the necessary training and level of competence for the scope of works they undertake. The Town Clerk is committed to providing sufficient funds and resources to ensure all necessary training is provided to employees.

Managerial Training:

The Council recognises, as fundamental to the success of the Council Safety Policy, that management should have received the training necessary to control effectively the areas for which they are responsible.

Safety Advisor Training:

Stallard Kane Ltd have been outsourced as the Council's external health and safety advisors. The Council has arrangements in place that ensures advisors are under periodic appraisals, as well as the need to maintain an up to date CPD as a part of professional bodies including IOSH, IIRSM etc.

1.3 Fire Safety

The Council will ensure all persons are kept safe at work and do not suffer ill-health or injury as a result of fire in the workplace.

Employers' Duties

The Council will:

- Ensure a suitable and sufficient risk assessment is undertaken by a competent person, to determine fire risks and the appropriate level of fire safety measures.
- Ensure appropriate arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures necessary for the safety of employees in the event of a fire while they are at work.
- Reduce the risk from fire as far as is reasonably practicable and provide general fire precautions (including fire detection and fire alarms, if appropriate) to deal with any possible risk left.
- Nominate employees to implement these measures, make known their identities, and provide adequate training and equipment for such employees.
- Arrange any necessary contacts with external services, particularly in regard to rescue work, firefighting, first aid and emergency medical care.
- Co-operate and co-ordinate measures with other employers sharing the same workplace.
- Ensure that employers of any employees from outside undertakings are provided with comprehensible information on the risks to the health and safety of their employees and the measures taken to comply with the law.
- Ensure employees are provided with adequate safety training.
- Ensure that there are adequate access points for Fire Rescue Services

The current Building Regulations cover the means of escape and require that buildings should be designed and constructed so that there are appropriate provisions for the early warning of fire and appropriate means of escape.

Employees' Duties

Employees must:

- Take reasonable care of their own health and safety and that of other people who may be affected by their work.
- Co-operate with the employer as much as is necessary to ensure that any duties imposed upon the employer are performed.
- Inform their Manager or fire warden of any new or unidentified hazards.

The Council will ensure the fire risk assessment is formally reviewed annually or more often should the circumstances dictate.

1.4 Risk Assessment

All significant hazards will be identified, and the associated risks assessed. Significant risks will be recorded. Simple, effective control measures will be agreed, with the involvement of the employees affected. Safe systems of work will be produced and implemented in respect of all work activities where a significant risk has been identified. Written assessments and safety procedures will be carried out in all the production and administration areas and communicated to all affected employees. Specific risk assessments will include:

- Manual Handling
- PPE
- COSHH
- Fire
- Equipment where applicable

The Council will monitor and review all risk assessments and safe systems of work on a periodic basis to ensure they remain suitable and sufficient.

1.5 First Aid

The Health and Safety (First Aid) Regulations 1981 will be complied with, and a suitable number of persons will be nominated and trained and certificated to the necessary standard, as per the findings of a First Aid Risk Assessment to allow sufficient cover for all working hours and shift patterns.

Details of the first aiders will be displayed prominently for the benefit of all employees and visitors and brought to the attention of all new employees at their induction stage.

Stock levels of items required under the regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where employees work away from Council premises.

The Town Clerk Responsible for Health and Safety will ensure arrangements are in place to ensure a register of certificated first aiders is maintained and that a minimum level of cover is provided at all times.

1.6 Stress

The Council is committed to protecting the health, safety and welfare of its staff and recognises that workplace stress is a health and safety issue. The importance of identifying and reducing workplace stressors is also acknowledged.

This includes:

- Improving the organisational environment through effective and consistent management.
- Enabling individuals to cope successfully with their work.
- Providing support to employees whose health and wellbeing are affected by stress.
- Managing and controlling factors which might result in excessive or sustained levels of stress.
- Increasing awareness of stress and its causes and methods to combat it.
- Assisting staff in managing stress in themselves and others.

As far as reasonably practicable the Council will:

- Provide management with advice and support to help identify specific causes of stress.
- Develop programmes for those with people management responsibilities to promote good management and team building skills.
- Provide suitable training such as time management, assertiveness and dealing with difficult/sensitive situations.

- Monitor the occurrence and levels of absence associated with stress.
- Provide support to all employees.

1.7 Accident Procedures

Details of all accidents will be recorded in the Accident Book, and where appropriate investigated by Stallard Kane Ltd. Employees are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area.

The requirements of RIDDOR will be followed in respect of any recordable/reportable accident or dangerous occurrence.

1.8 Statutory Notifications of Accidents/Dangerous Occurrences

When a specified injury or dangerous occurrence has occurred, the HSE will be notified via, either the Incident Control Centre, or by the online notification form F2508 which will be completed without delay, and not exceeding 10 days of the incident. Others to be notified as soon as possible are Stallard Kane Ltd and the Council's insurers.

Notifiable occupational diseases will be reported to the HSE via the online notification form.

Where a person is absent from work or unable to perform their normal working duties as a result of a work-related incident/accident over seven consecutive days, the HSE will be informed within 15 working days from the day of the accident, by use of the HSE's online report form, F2508.

The Council will still record all over-three-day accidents, just no longer report them to the HSE. The entry into the Council Accident Book of over-three-day accidents will be a sufficient means of recording them.

All reportable accidents or dangerous occurrences will be investigated, and a report issued. In their role as the Council's safety advisors, Stallard Kane Ltd will assist with the investigation and give advice and guidance. Action considered necessary to prevent a recurrence will be taken, and a report submitted to the enforcing authority.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

These regulations require certain accidents and dangerous occurrences at work to be notified to the Local Authority, and a guideline is set out below:

Accidents which require immediate reporting to the local HSE:

Work-related accidents

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work. Please note, not all accidents need to be reported. A RIDDOR report is required only when:

- The accident is **work-related**.
- It results in an injury of a type which is **reportable** (as listed under 'Types of reportable injury').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- The way the work was organised, carried out or supervised.
- Any machinery, plant, substances or equipment used for work.
- The condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

Types of reportable injury

Deaths

All deaths to workers and non-workers will be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- A fracture, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Permanent loss of sight or reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs).
- Scalping (separation of skin from the head) which require hospital treatment.
- Unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers

This is where an **employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident).

Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work will be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

For example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Plant or equipment coming into contact with overhead power lines.
- Explosions or fires causing work to be stopped for more than 24 hours.

Reportable dangerous occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm). Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Plant or equipment coming into contact with overhead power lines.
- Explosions or fires causing work to be stopped for more than 24 hours.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor.

Reportable occupational diseases

The Council will report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by an employees' work. These diseases include (Regs 8 and 9):

- Carpal Tunnel Syndrome.
- Severe cramp of the hand or forearm.
- Occupational Dermatitis.
- Hand-arm vibration syndrome.
- Occupational Asthma.
- Tendonitis or Tenosynovitis of the hand or forearm.

- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

Recording requirements

Records of incidents covered by RIDDOR are also important. The Council will ensure that they have collected sufficient information to allow them to properly manage health and safety risks. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

Records of the following will be maintained:

- Any **accident, occupational disease or dangerous occurrence** which requires reporting under RIDDOR.
- Any other occupational accident which causes injuries that result in a worker being away from work or **incapacitated for more than three consecutive days** (not counting the day of the accident but including any weekends or other rest days). The Council does not have to report over-three-day injuries to the HSE, unless the incapacitation period goes on to exceed seven days. Entries into the Council accident book will be a sufficient means of recording all over-three-day injuries.

The Council will produce RIDDOR and accident book entry records when requested by the HSE, the local authority or any other statutory inspectors.

1.9 Workplace Equipment Maintenance

All new and existing equipment and facilities will be sufficiently designed, constructed and installed, so as to be safe and without risk to the health and safety of employees.

An adequately planned maintenance system will be operated, and records maintained.

Safe systems of work will be used and updated, such that protection against foreseeable maintenance hazards is provided.

All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer and fire authorities' approved codes.

Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.

1.10 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 and used by the Council. 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 to Health and Safety Regulations.
- Report any defects to their Manager.
- Co-operate with management when asked to return equipment for inspection/maintenance/calibration.

1.11 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 unsuspecting 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 will 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 any employees pierce or puncture 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 an employee is in doubt, they must contact the local Accident and Emergency, phone the NHS direction 111 or contact their local GP.

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

1.12 Personal Protective Equipment (PPE)

Responsibilities

Town Clerks will be responsible for ensuring that only PPE to the correct standards has been issued and used. Town Clerks will ensure that all persons under their control are equipped with, and use correctly, any PPE provided to them. They will also ensure that risk assessments relating to their work are reviewed to enable them to identify what safety precautions (including PPE) should be in place.

PPE assessment

In accordance with the Personal Protective Equipment at Work Regulations 2022, an assessment of the PPE requirements of each employee, including Limb (b) classed workers, will be made using the PPE Issue Record Form. For the purposes of co-ordinating safety management, the PPE assessment will be included in the Council's general assessment procedure detailed below. It should be noted at this point that PPE would be used only as a last resort measure. Where a hazard to an employee is identified, though the exact risk level is not known, then that employee will be given the maximum possible protection until an adequate risk assessment has been carried out.

PPE correct standards

All personal protective equipment purchased by the Council shall be manufactured to the correct safety standards; any items that do not meet the relevant standard shall not be used by the Council. Management, in liaison with the Council safety advisors, will ensure that the correct standard equipment is being purchased, issued and signed for on the appropriate form.

Issue of PPE

Employees will be issued with all necessary PPE relating to the hazards from their work activity, or as a result of the findings of any risk assessment which relates to their work environment. Where an employee makes a reasonable request for additional equipment, this will be reviewed by their Manager and where appropriate the equipment will be supplied.

Replacement of equipment

All PPE will be replaced on a new for old basis. Re-issue or replacement of worn-out PPE will be requested using the record form, which will be held in the office, in order that usage can be monitored. Any PPE which is so worn or damaged that it no longer affords adequate protection will be replaced before the employee is allowed to continue work. PPE which has a shelf life or maximum usage period will be replaced in accordance with manufacturer's instructions.

Training – correct use

Employees who are required to use PPE to ensure their safety will be given training in its correct use. All training will be provided in accordance with the manufacturers' guidance.

Personal preference

Whilst every reasonable effort will be made to ensure that PPE satisfies requirements, the Council cannot guarantee to satisfy an individual's preferences. Once issued, PPE must be worn. It will not be left to the employee's discretion.

Damage/misuse

It will be the responsibility of the employee to report any faulty or damaged safety equipment to their Manager. It must then be exchanged as soon as possible. Employees will not alter, deface or otherwise misuse any safety equipment supplied to them.

Maintenance

It will be the responsibility of each employee to ensure that PPE is maintained in good order. In order that employees can be correctly equipped with safety equipment at short notice, a reserve stock will be held by the office.

1.13 Electricity

Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of working.

Any personal electrical appliances such as radios, charges etc must not to be brought into the workplace without permission from management. Should personal items be permitted by management, they will be captured by the Council's regular PAT testing regime.

Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any risks, in accordance with the regulations.

Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employees' personal electrical apparatus is not to be used on Council premises without prior permission.

The mains electricity supply will be inspected, and a certificate of test obtained from a 'Competent Person' in accordance with the timescales laid down in the regulations.

1.14 Premises and Welfare

Environment, welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

Where Council employees are required to undertake work on site, the Town Clerk Responsible for Health and Safety will ensure at the planning stage, that the requirements for welfare provision are suitably assessed and provisions made before work commences on site.

1.15 Control of Substances Hazardous to Health (COSHH) 2002

The requirements of the COSHH Regulations 2002 and other related legislation will be satisfied. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used or purchased in order to minimise any associated risk. There will be regular assessments and monitoring to ensure that this is achieved. No new substances will be introduced into the workplace until the information regarding possible hazards and the necessary precautions to be observed have been fully evaluated by a competent person.

Responsibilities

The Council will ensure that this section is implemented and that all employees are given adequate information about any substances which are to be used. Management will ensure that the significant findings of any COSHH Assessment, including the safety precautions to be adopted, are communicated to all employees who will be exposed to the substances. Employees will not use any substances unless a COSHH Assessment has been carried out and its findings communicated to them. If an employee has not received a COSHH Assessment or the relevant training, then they will cease use immediately and report to their Manager.

Hazardous Substances Register

Managers will create and maintain a Hazardous Substance Register. The register will contain Hazardous Data Sheets for every substance purchased by the Council. These data sheets will be supplied by the supplier of the substance and will be formatted so as to provide clear health and safety information, including first aid, fire precautions, emergency action, correct storage and safe handling.

COSHH Assessment

A COSHH Assessment will be carried out for every substance, or where practicable on substance groups, i.e. solvent based paints grouped onto one assessment. All COSHH Assessments will be carried out on the standard form. The format of the assessment is such that it takes the following factors into account:

- Type of substance.
- Work location/environment.
- Work duration.

All assessments will be in writing and will be held available for inspection at all times at an appropriate point in the workplace. A central file will be created which will contain master copies of all assessments carried out.

COSHH Assessments will be reviewed at the following times:

- If the work environment changes.
- If it is requested by the employee.
- In any case every 12 months.

Any review will be recorded on the assessment with a review date and the name of the person who carried out the review.

Substance Substitution

Wherever possible, hazardous substances will be replaced with less hazardous ones. It will be the responsibility of management to investigate the availability of replacement substances and put them to use as soon as possible. Substances must also be assessed as necessary. Advice from Stallard Kane Ltd shall be sought where applicable.

Safety Precaution Advice

Any safety precautions recommended as a consequence of a COSHH Assessment will be adhered to at all times while the substance is in use.

Handling and Storage

All hazardous substances will be stored in correct storage facilities away from the work area. Storage facilities will be kept locked at all times and will be constructed as such that they do not pose a risk to the substance and will not allow any spillage to leak out. Safety notices will be posted on all storage facilities warning of the dangers associated with the substances being stored together. The Hazard Safety Data Sheets for all substances being stored will be available at the storage facility.

Only the minimum quantity required for immediate work will be removed from the storage facility. Persons required to handle hazardous substances will be given training in both correct handling techniques and safety precautions for hazardous substances. All spillages will be soaked up using suitable absorbent materials, contaminated materials are then to be disposed of in accordance with local authority rules. Hazardous substances are not allowed to enter any drain or watercourse. Management will be informed of any substantial spill immediately.

Information and Training

All employees who may be exposed to any hazardous substances will be informed of the existence of the Hazardous Substances Register and COSHH Assessment files at their safety induction. They will be instructed to use these documents as reference to ensure that safety precautions are adhered to.

1.16 Legionella

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure. At risk systems include hot and cold-water storage and distribution systems. To achieve control of legionella bacteria the Council will implement the following in all areas within the Council premises where employees, contractors and visitors may be exposed to water systems:

Provide Appropriate Management

- Identify the statutory duty holder who is responsible for ensuring the development, implementation, and maintenance of an effective Legionella Management program.
- Identify a responsible person to assist the statutory duty holder with written communication of these duties and the persons acceptance and acknowledgement of these duties.
- Ensure all employees are aware of their responsibilities and adhere to safe work practices.

Establish Risk Assessment and Control Measures

- Conduct a suitable and sufficient risk assessment to identify potential risks and implement measures to either eliminate or control risks.
- Establish measures to ensure avoidance of conditions favouring growth of organisms, between 20-50°C.
- As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. Hot water storage cylinders (calorifiers) should store water at 60°C or higher. Hot water should be distributed at 50°C or higher (thermostatic mixer valves need to be fitted as close as possible to outlets, where a scald risk is identified). Cold water should be stored and distributed below 20°C.
- The use of materials that may provide nutrients for microbial growth will be avoided. The Water Fittings and Materials Directory references fittings, materials, and appliances approved for their compliance with the UK legal requirements for plumbing fittings and water using appliances.
- Corrosion, scale deposition and build-up of bio films and sediments will be controlled, and tanks will be lidded.
- Ensure dead-legs, which occur when water services leading from the main circulation water system to taps or appliance are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.
- To reduce the risk the Council will remove dead legs/dead ends in pipework, flush out infrequently used outlets (including showerheads and taps) at least weekly and clean and de-scale shower heads and hoses at least quarterly.

Monitoring and Maintenance

- Establish a written scheme of control and logbook to ensure compliance with ACOP L8 and HSG274 monitoring standards.
- Sampling for legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures. Weekly monitoring of chemical and microbiological water quality will be carried out to give a useful indication of the state of the system.
- Water systems will be routinely cleaned by an effective means and flushed through, before being taken into service and after shutdowns of five or more days.
- Where identified in the risk assessment, plant will be regularly inspected, maintained and disinfected periodically by chlorination or by temporarily raising water temperatures where required.
- Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.

Record Keeping and Communication

- Records will be kept of all maintenance, temperature monitoring and sampling carried out.
- Selection, training and competence of persons carrying out control measures will be recorded in the Legionella logbook. These persons will receive appropriate training and supervision, so they are able to perform their duties competently.
- Relevant information about Legionella risks, control measures, and updates to the written scheme of controls will be communicated as necessary.
- Clear channels of communication will be established to encourage reporting of any concerns or issues related to Legionella management.

Review and Improvement

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

Action in the Event of an Outbreak or Deviation from Control

A contingency plan in case of an outbreak of legionellosis or any high-risk non-conformance will be prepared and detailed within the Water Hygiene Logbook or written scheme of controls. This will include the:

- Identification of people who may have been exposed.
- Involvement of public health authorities.
- Dissemination of information to employees and other interested parties as to the nature of the risks.

In the event of an outbreak or significant deviation from the control scheme the following may be implemented:

- Shut down any processes which can generate and disseminating airborne water droplets and keep them shut down until sampling procedures and any remedial cleaning or other works has been done.
- Take water samples from the system to identify the presence of any bacteria and follow the steps highlighted in the written scheme of controls.

1.17 Alcohol and Drug Abuse

In industry generally there has been a move to greater controls on alcohol and drug abuse and, in keeping with this, the Council has adopted a policy in relation to the consumption of alcohol and drugs. The Council's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the health and safety of each individual.

Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from the Town Mayor Responsible for Health and Safety. This information will be treated in the strictest confidence. The Council will endeavour to offer any assistance available at the time.

Likewise, any employee taking prescription or legal non-prescription medication that may affect their ability to undertake their normal scope of work safely, must inform the Town Mayor Responsible for Health and Safety or their immediate Manager, so that alternative work can be allocated where necessary.

Employees must not attend work whilst under the influence of alcohol or illegal non-prescription drugs. Employees must not consume alcohol or illegal non-prescription drugs on the premises. Employees must not return to work after breaks under the influence of alcohol or illegal non-prescription drugs.

Consumption of alcohol or illegal non-prescription drugs in breach of this policy is deemed a gross misconduct offence and may result in further formal action being taken under the organisations disciplinary procedure. Depending on the circumstances, such action may lead to summary dismissal, that is, dismissal without notice or any compensation.

1.18 Council Smoke-Free Policy

Purpose

This policy has been developed to protect all employees, contractors, customers and visitors from exposure to second-hand smoke and to assist compliance with the Smoke-Free (Premises and Enforcement) Regulations (England) 2006.

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

Policy

It is the policy of the Council that all of its workplaces, including vehicles, are completely smoke free and all employees have a right to work in a smoke free environment. This policy shall be reviewed on an annual basis.

Smoking, including the use of electronic cigarettes, is prohibited throughout the entire workplace, including 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.

Implementation

Overall responsibility for policy implementation and review rests with the Town Clerk of the Council. All employees are obliged to adhere to and facilitate the implementation of the policy.

The Town Clerk shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. The Town Clerk, or the person delegated to, will inform, during induction, all new personnel of the No Smoking Policy. Appropriate 'No Smoking' signs will be clearly displayed at the entrances to, and within the premises.

Non-compliance

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.

1.19 Asbestos on the Premises

In compliance with the Control of Asbestos at Work Regulations 2012, and subsequent legislation, adequate information, instruction and training will be given to employees to ensure that they are aware of the health hazards of asbestos and how controls and work methods can reduce these hazards. In respect of the Council's duties under Regulation 4, a risk assessment for the presence of asbestos containing materials (ACMs) present within the building(s) will be undertaken.

An Asbestos Management Survey will be completed in conjunction with a competent Asbestos Surveyor to determine the type, quantity and condition of any ACMs located in the premises. The development of a Management Survey is to identify any ACMs for normal day-to-day occupation and maintenance of the building. NOTE: A R&D (refurbishment and demolition) survey should be carried out for any planned refurbishment or demolition work.

Within the Asbestos Management Survey, where an asbestos product is identified, a subsequent Asbestos Management Plan will be created to detail how the Council will effectively manage the risks for the identified asbestos containing materials.

The asbestos survey will be undertaken in accordance with HSG 264: Asbestos the Survey Guide and will also incorporate the advice and guidance within the Control of Asbestos Regulations 2012, Approved Code of Practice and guidance, obtaining client knowledge and any registers of ACMs located in the premises.

1.20 Display Screen Equipment

In compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 the Council is to avoid or reduce any health risks through effective safety management. The health and safety of all personnel who may be affected by working with DSE will be considered and suitable control measures introduced. In accordance with the DSE regulations, the following procedures will be followed:

- 'Users' of display screen equipment shall be individually identified by the Manager. They shall ensure that all 'users' have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, footrests, blinds, etc. Particular attention should be given to minimising reflection and glare.
- 'Users' shall be entitled to request an appropriate eye and eyesight test. Where 'special corrective appliances' are needed, a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by the Council.

The Council accepts that health and safety is its responsibility; however, they also rely on the co-operation of all of its employees to meet this obligation, they consider that every employee has the obligation and right to inform management if they feel that working with DSE may represent a risk to their health.

The Council expects its employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others.

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

1.21 Young Workers

The Council recognises the inherent hazards and risks that arise when a young person undertakes activities within a working environment and that additional control measures are required to protect the health, safety and welfare of young persons. A young person is anyone under the age of eighteen. A child is a young person who has not yet reached the minimum school leaving age.

It is the Council's policy to:

- Protect young persons at work from any risks to their health and safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks, or as a result of their being not yet fully matured.
- Carry out specific risk assessments on the work activities of young persons.

When the assessment process is carried out, the Council will consider the young workers':

- Physical and psychological capacity.
- Potential of exposure to cold, heat, noise and vibration.
- Potential of exposure to harmful agents.
- Need for greater supervision of their activities.
- Need for additional training in order for them to carry out their work activities safely.

The Council will monitor and review the arrangements for all young workers on a periodic basis to ensure they remains suitable and sufficient.

1.22 Lone Workers

It is the duty of the Council to ensure lone working is avoided wherever possible or reduce risks through effective safety management where such work cannot be avoided.

Often in the course of work, people are sent into a working situation on their own. This would be when it is deemed that the job is of such a nature that a single person could competently and safely complete the tasks required.

Where lone working is required a risk assessment shall be carried out, appropriate controls defined and implemented to prevent or reduce risks as far as is reasonably possible. The Council will ensure that lone workers are not placed at more risk than other employees so each individual assignment must be examined to assess all risks by considering certain points and guidelines.

The Council will monitor and review the arrangements for all lone workers on a periodic basis to ensure they remain suitable and sufficient.

It is the Council's responsibility for the health and safety of all lone workers; however, they also rely on the co-operation of all of its employees to meet this obligation.

The Council expects its employees to recognise that they have a duty to take reasonable precautions to protect themselves and others.

1.23 Health Surveillance

Responsibility

The Councillors Responsible for Health and Safety shall ensure that health surveillance is provided where necessary for all employees and records maintained in line with data protection and health and safety legislation. Where necessary, reasonable adjustments will be made for employees with any existing health conditions that may be aggravated or made worse by any work activities undertaken by the Council. In order to monitor the health of all employees, an annual medical questionnaire will be issued and reviewed, and action taken in the event that an employee or employees have recorded any health issue or an increase/worsening of an existing condition due to the work environment.

Procedure

Where known occupational health risks exist within the Council's scope of works, a suitable and sufficient Risk Assessment and Safe System of Work will be developed for the work activity, and control measures implemented to ensure the health, safety and welfare of all employees affected. Where health surveillance is required, this will be outlined in the Risk Assessment and Safe System of Work and communicated to affected employees.

Management shall, where work activities could cause health problems, regularly review the work activities and where possible implement engineering controls or substitute existing substances for less hazardous ones, and so reduce the occupational risk to employees and other third parties affected by the Council's scope of works.

Should any person have a health problem which could affect their health, safety and welfare while at the workplace, they shall inform their immediate Manager.

1.24 Health Surveillance Procedure

The Town Mayor has employed the services of an external occupational health provider (OHP) to carry out occupational health surveillance (OHS) of their employees. Details of who the current provider is can be requested from a senior member of management.

The OHP will be informed of the tasks carried out by the employee that requires OHS and their professional advice will be taken on what tests need to be carried out, these may include skin checks, audiometry tests and lung function tests but may include others if deemed necessary.

The OHP will provide the Council with the outcome of the individuals tests as either a pass, fail or requires a retest. If a retest is required, this will be arranged with the OHP.

OHS results will be stored on an individual employee's personal file on the Council's computer system that is backed up. This has all the required protection under the current GDPR regulations.

The results will take the following format:

- The employees name and National Insurance number.
- The substance/s they are exposed to, and when (start date, frequency of use).
- The surveillance test/s that is/are done on them, and the tester.
- The outcome e.g. passed/retest/failed.

The OHP will be asked to provide generalised non-personal results to give an indication if overall health (tested) of the work force has deteriorated since the last tests, to help ascertain if the Council's control methods are being effective.

If an employee was unable to get a pass in a required test, then this would be dealt with in conjunction with the employee, the OHP and the Council's external HR provider to gain the most desirable outcome.

The above data will be kept for a minimum of forty years.

If the employee leaves the Council and requests it, a copy of these records will be passed to them.

Records of ex-employees will be kept or not in line with the legislation at the time.

If the Council is taken over or merged by another Council, the above records will be kept as part of the new Council.

If the Council were to cease trading for any reason the above occupational health records will be offered to the local HSE office (or its successor) for safe keeping.

If the Council were to cease trading for any reason and the local HSE office (or its successor) were unable to take the occupational health records, they would then be offered to the separate individuals ensuring they only received the records related to their own health.

If OHS indicates that an employee has a health condition that requires to be reported under the RIDDOR regulations, details will be passed to the Council's external health and safety consultants who will report on their behalf, keeping senior members of management informed at all stages.

New employees within areas of the Council that require OHS will be given this at the first opportunity and the records kept as above.

Prior to the OHS taking place, a toolbox talk, summarising all the above, will be given to employees who are required to undertake it. Periodic toolbox talks will be given to refresh employees understanding of the importance of carrying out self-checks on skin as instructed by the OHP and the importance of the use of hearing protection and any other PPE used.

The Council is responsible to ensure that the above is carried out and will review this procedure annually.

1.25 Workplace Noise Control

Responsibilities

The Councillors Responsible for Health and Safety will ensure that this procedure is implemented and complied with in all areas of work where a hazard is identified. The Councillors will ensure that the persons under their control are aware of the requirements of this procedure and that they are complied with at all times. They will also ensure that the correct protective equipment is provided as required. All employees will be required to co-operate with the Council in its attempts to reduce or control noise exposure.

Noise Surveys

In accordance with the Control of Noise at Work Regulations 2005, the Council will take all reasonable steps to identify workplace noise levels. The list, once created, will form part of this procedure. Noise surveys will be carried out by competent persons using correct equipment and will be recorded in writing. Tool manufacturers will be consulted to establish individual noise levels. Noise surveys will be reviewed at the following times:

- If work patterns change significantly.
- If machinery is moved or if new machinery is installed.
- At any other time, it is believed that the survey is no longer valid.

Where the exact noise level created on site or by an individual tool cannot be established, the maximum possible protection will be provided until the matter is resolved.

Risk Assessment

Wherever possible, noise assessment for site activities will be included in the risk assessment procedure. Information supplied by manufacturers will be used to determine whether a tool used in a work activity is creating a noise hazard. Site environment noise levels will also form part of the assessment.

Noise Action Levels

The Control of Noise at Work Regulations 2005 established noise action levels above which hearing will be damaged. These are based on dosage averaged over a working day. The action levels are expressed as dB(A):

- First Action Level – 80 dB(A).
- Second Action Level – 85dB(A).

Where the Council operates a permanent workshop, the following actions will apply:

If the First Action Level (80 dB(A)) is reached or exceeded management will:

- Reduce the risk of damage to hearing to the lowest level possible by means other than issuing PPE.
- Inform all persons who may be exposed of the risk to their hearing and of the availability of hearing protection.
- Provide hearing protection at the employee's request.
- Ensure a warning notice is affixed stating that hearing protection is mandatory when the tool is being operated. This rule will apply to all persons who are within 12 metres of the tool.

If the Second Action Level (85dB(A)) is reached or exceeded management will:

- Reduce the exposure to noise to the lowest level possible by means other than issuing PPE.
- Identify all areas where the Second Action Level is reached and post notices at all entrance points to those areas. The notices must warn of the hazards and state that the wearing of hearing protection is mandatory.
- Post notices on all machinery which creates noise at or above the Second Action Level.

- Issue correct hearing protection to all persons who may be exposed, WHICH MUST BE WORN.
- Issue hearing protection to all persons in less noisy areas at their request.
- Implement occupational health surveillance for employees exposed to noise levels above 85dB(A).

Where, as a result of a risk assessment, the general site is deemed to be a noise hazard, management will ensure that all persons who enter or remain on site wear hearing protection at all times.

Personal Protective Equipment

Where the need for PPE is identified as a result of any noise survey or risk assessment, it will be issued as soon as possible. Without prejudice, any hearing protection provided will reduce the amount of noise reaching the ear to an acceptable level – specialist advice will be obtained where necessary.

Training

All employees will receive general noise awareness training as part of the Council's safety programme. However, where hearing protection is issued, specific training in its correct use, storage and maintenance will be given.

1.26 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 with regular monitoring of exposure levels and risk to employees. 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:

Selection of Work Equipment

Tool selection can make a substantial difference to the vibration level, but the tool must be suitable for the task and used correctly. The Council will demonstrate a sound procurement policy for power tools and hand-guided machines considering the following:

- There is no reasonably practicable alternative method with no (or less) vibration exposure.
- Equipment is generally suitable for the job (safety, size, power, efficiency, ergonomics, cost, user acceptability, etc.).
- Reduced vibration designs are selected provided the tools are otherwise suitable.
- Declared vibration emission is not high compared with competing machines of similar capacity to do the job.
- Information on likely vibration emission is available (e.g. from manufacturer, hire Council, databases).
- Available information from the manufacturer or elsewhere on control of vibration risks through:
 - Maintenance (e.g. servicing grinders, sharpening drills and chisels).
 - Selection of consumables (abrasive discs, chisels, drills, etc.).

- Correct operation and operator training (see below).
- Maximum daily trigger times or maximum daily work done with the tool.

Limiting Exposure Time

Restricting exposure time (“finger-on-trigger” time) will be carried out to ensure exposure remains below the Exposure Limit Value (ELV), even after all reasonably practicable measures to reduce vibration levels are in place.

The Council will determine the maximum times using the exposure points system or supplier’s “traffic lights” tool category. Regular testing and monitoring using HAVI Meters will be carried out to ensure the ELV is not exceeded.

The Council will ensure that the exposure will be reduced to the lowest level that is reasonably practicable (Reg 6(2)), so the ELV will not be used as a target, if a lower exposure is reasonably practicable.

Other Risk Controls

The Council, where possible, will look to control HAV risk by means other than reducing vibration exposure, this will be done by:

- 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.

Information, Instruction and Training

The Council will ensure employees at risk from vibration shall have received information on:

- 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 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.

1.27 Manual Handling

Responsibilities

The Councillors Responsible for Health and Safety will ensure that adequate resources are provided in order that manual handling can be avoided wherever possible and will also provide training to any employee who is required to carry out manual handling operations as part of their work.

Managers are responsible for ensuring that all manual handling operations have been correctly assessed in accordance with risk assessment procedures. They will ensure that manual handling is avoided wherever possible and that employees who are required to carry out manual operation have been correctly trained.

Employees will avoid manual handling wherever possible by using mechanical handling devices provided by the Council. Once trained, employees must use correct handling techniques to avoid injury. Where an employee is injured as a result of a manual handling operation it will be reported in accordance with First Aid and Accident/Incident Reporting procedures.

Manual Handling Risk Assessment

Manual Handling Risk Assessments will be carried out as part of the General Risk Assessment procedure.

For the purpose of risk assessment and identifying precautions, manual handling will be defined as the movement of any item using bodily force including:

- Lifting
- Lowering
- Pulling
- Pushing
- Twisting
- Turning
- Supporting

Handling and Stacking

When handling, employees must use mechanical devices wherever possible. Managers will ensure that mechanical handling devices are available and that materials are correctly stacked so that mechanical devices can be used safely. Where manual handling of material is unavoidable, then it must be ensured that it is carried out by trained employees using the best possible method to avoid injury.

Manual handling methods to avoid injury should include:

- The planning of all manual handling activities.
- The weight of the load being known.
- Heavy items being positioned so that they can be slid rather than lifted.
- Employees not being allowed to manually handle any materials which are too heavy.
- Workstations being designed to avoid the necessity to bend down or twist the torso repeatedly or overreach when carrying out any operation.
- All materials being free from burrs or sharp edges where possible.
- Wherever possible, materials being stacked so as to avoid handling them twice and also avoid creating any additional hazards.
- The use of PPE to avoid hand injuries.

Personal Protective Equipment

Personal Protective Equipment (PPE) will be issued as a result of the findings of the relevant risk assessment, having regard for the hazardous nature of the material being handled.

Manual Handling Training

Manual Handling Training will be provided to all employees who are required to carry out manual handling operations. All training provided will be in accordance with the Council's Safety Training and Information Procedure

1.28 Contractors/Sub-contractors

It is the responsibility of the contractor/sub-contractor to ensure that their employees adhere to, and co-operate with, legislative and Council rules in regard to health and safety whilst working for the Council.

It is also the responsibility of the contractors/sub-contractors to ensure that the health, safety and welfare of the Council's staff, visitors and others is not put at risk from their work activities and practices, and that safe systems of work are adhered to at all times.

Where contractors are to carry out work on site, they will be asked to provide evidence of health and safety competence in advance. Copies of risk assessments, COSHH Assessments, method statements, or similar documentation, must be submitted and approved by the Council's responsible person, as confirmation that risks to health and safety are being properly managed. All contractors will report to the prearranged designated person prior to commencing work.

The activities of contractors whilst they are on site will be monitored to ensure that their methods of work are safe, and do not put the safety of the Council's employees at risk.

1.29 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 work a risk assessment must be carried out addressing all the potential hazards that may be present and recorded. The Site Foreman is responsible for ensuring this risk assessment is undertaken by a competent person. The competent person should have sufficient experience and technical knowledge to carry out a comprehensive survey of the work area using the appropriate survey tools and equipment and techniques.

The risk assessment must consider:

- Review/assessment of the planned work to avoid disturbing services where possible.
- Clear identification of the extent of the work area and finding out what underground services are within the area before considering whether they are likely to be disturbed.
- Obtaining service drawings from utilities companies and other organisations with relevant information about the site.
- CAT Scanning will be carried out to identify any hidden services prior to commencement of excavations. 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.
- Provision of sufficient time and other resources to do the work safely.
- Adoption of the safest practical means to excavate and stabilise the excavation, including pedestrian and vehicle safety, safety for workers in the excavation and backfilling operations.
- Establish a suitable inspections regime, to be carried out by a competent person who fully understands the dangers and necessary precautions. All inspections to be formally documented.

Prior to carrying any excavation work the Council will:

- Where identified, services to be suitably marked and finding communicated to all site operatives.

- Dependant on ground conditions, un-timbered trenches are not worked in unless the sides are battered to prevent materials and soil falling into the trench.
- Not allow entry into the excavation unless it has been inspected and is considered safe by a supervisor or a competent person.
- Erect and maintain suitable edge protection around excavations and openings.
- Provide adequate lighting when excavations are near roadways and footpaths.
- Where persons are to enter excavations in order to carry out works, only allow it to be done under a permit to work.

1.30 Transient workers

The Council accepts and understands its responsibility to protect all employees, including those classed as transient workers.

A transient worker, sometimes also known as a peripatetic worker, is defined as someone who works away from their normal work base either for part or all their work. It can also refer to someone who has no fixed work base. Risk assessments for transient workers will consider the type of work they are doing away from the normal work base - this would usually include:

- Working alone.
- Late, evening and night shift work.
- Working in confined spaces.
- Violence towards staff.
- Safe use and maintenance of tools and equipment.
- Working with harmful substances, manual handling, and other health requirements such as health surveillance.
- Provision, use and maintenance of personal protective equipment (PPE).
- First aid and emergencies.

The Council will monitor and review the arrangements on mental health on a periodic basis to ensure they remain suitable and sufficient.

1.31 Safe Working at Height

Responsibilities

Managers will ensure that all persons under their control, including any sub-contractors, have adequate knowledge of this procedure and comply with it at all times. They must also ensure that all operatives under their control are correctly trained in the safe use of any equipment which is used to gain access to work at height. Managers will also have responsibility for correctly identifying work activities and providing all necessary equipment for working safely at height.

Work activities and compliance with this procedure will be monitored by management on an on-going basis. Employees must comply with this procedure and ensure that all access and working areas are used correctly and their integrity is not compromised. Employees must not use any unauthorised access or working platform, improvised systems for access to height is strictly forbidden.

Purpose

This procedure provides a guide for the correct means of safe access which must be used when working at height. It will, when used correctly, prevent the risk of injury in the event of a fall from height or the risk from falling objects and will ensure that suitable and sufficient steps are taken, so far as is reasonably practicable, to prevent persons from gaining unsafe access to any workplace.

The introduction of the Management of Health and Safety at Work Regulations 1999 reinforced the general obligations placed on employers by the Health and Safety at Work Act 1974 to provide a safe place and safe system for work. This obligation has been further enforced by the introduction of the Working at Heights Regulations 2005 (WAH). The procedure detailed below is aimed at implementing the requirements of this legislation.

Scope

This procedure will apply to all Council activities where work at height is undertaken and will include the activities of any sub-contract companies.

Risk Assessment

Work at height will be included in the Council's General Risk Assessment Procedure as appropriate. Where task or site-specific working at height activities are required, these activities will be risk assessed as individual tasks and communicated to employees involved in undertaking the activity. Safe means of access provided will be in accordance with the hierarchy detailed below.

Inspections

All the above forms of access equipment require inspections in accordance with statutory duties. These inspections must be carried out by competent persons and will be recorded in the appropriate inspection register. Inspections will be co-ordinated by the Manager who is responsible for ensuring that all equipment is recalled for inspection and passed as safe. Equipment will be marked, or colour coded to indicate that it is safe to use.

Procedure (General Rules)

- Wherever possible, it is the policy of the Council that working at height will be avoided and other avenues shall be explored and adopted where reasonably practicable.
- Where working at height cannot be avoided, the hierarchy of control will be followed.
- Work at height will be carried out from permanent platforms where they exist.
- Where permanent platforms do not exist, a temporary form of access will be provided to prevent, as far as is reasonably practicable, the risk of falling.
- Work at height on any platform must be carried out from within the confines of the correct access provided.
- All working platforms must be so constructed as to prevent objects from falling off.
- Prevention from falls by using a safety harness with fall arrest system will only be considered as a last resort where no other means of safe access is possible.

- All working platforms must be suitable for the task for which it was constructed. Employees must not under any circumstance step outside the confines of the platform provided.
- At no time should the integrity of any means of access be altered or tampered with by employees. All alterations or any other maintenance will be carried out by approved persons who have been authorised to carry out the work.
- Every scaffold must be securely tied to the structure or building unless it has been constructed to create its own stability.
- The form of safe access selected must be adequate for the range of tasks that are to be carried out from it.
- Only approved access equipment will be used to work at any height above or on floor level. Improvised access will not be permitted. Employees will only be allowed to work on, or operate, access equipment for which they are adequately trained.

Specific Training

Specific training will be required for the following forms of access equipment:

- The construction of any scaffold.
- The erection of any mobile scaffold tower.
- The operation of:
 - Mobile elevated work platforms/cherry pickers
 - Scissor lifts
 - Man baskets
 - Crane baskets

In addition, operatives will be given specific safety awareness training for roof work and the correct use of safety harnesses. This training will be provided by approved training organisations in accordance with statutory requirements.

Ladders

Ladders will be used for temporary access only and must be secured by being tied to the structure to prevent them from falling. All ladders must be inspected and marked as safe (see above).

Fall Arrest Systems

All fall arrest systems must conform to EN361 and must be a full body type with the correct length lanyard attached which conforms to EN355. Fall arrest systems must be secured to an anchorage that is capable of withstanding shock load. All persons who are required to use fall arrest systems must be trained in pre-use inspections, correct fitting and storage. Fall arrest systems must be tested and issued with a test certificate, they must be inspected before use every time.

Safe Access Hierarchy

The list of safe access detailed below is intended as a guide to the order in which the provision of access to height should be considered. When considering the means of access, start with the safest. If that is impractical, consider the next safest option until the most practicable solution has been found.

- Permanent platform.
- Fixed scaffold.
- Mobile elevated work platform.
- Scissor Lift.
- Tower scaffold.
- Safety netting.
- Fall arrest system (only as a last resort).
- Ladder/steps (temporary access only).

1.32 Working at Height

Managers will ensure that all persons under their control, including any sub-contractors, have adequate knowledge of this procedure and comply with it at all times. They must also ensure that all employees under their control are correctly trained in the safe use of any equipment which is used to gain access to work at height.

Managers will also have responsibility for correctly identifying work activities and providing all necessary equipment for working safely at height.

Work activities and compliance with this procedure will be monitored by Management on an on-going basis.

Employees must comply with this procedure and ensure that all access and working areas are used correctly and their integrity is not compromised. Employees must not use any unauthorised access or working platform, improvised systems for access to height is strictly forbidden.

The Council recognises and accepts its responsibilities under the Work at Height Regulations 2005 and shall as far as reasonably practicable ensure:

- All work at height is avoided where possible.
- All work at height is properly planned and organised.
- All work at height takes account of weather conditions that could endanger health and safety.
- Those involved in work at height are trained and competent.
- The place where work at height is done is safe.
- Equipment for work at height is appropriately inspected.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.
- They take account of the risk assessment carried out under Regulation 3 of the Management of Health and Safety at Work Regulations 1999.
- That suitable rescue procedures are in place for all working at height activities and that employees are trained to use rescue equipment and follow rescue procedures.

The Council will produce safe working procedures for all work at height activities.

Inspections

All the forms of access equipment provided by the Council requires regular maintenance and inspections. These inspections must be carried out by competent persons and will be recorded in the appropriate inspection register. Inspections will be coordinated by the Manager who is responsible for ensuring that all equipment is recalled for inspection and passed as safe.

Equipment will be marked, or colour coded to indicate that it is safe to use.

1.33 Working Near or Over Water

The Council accepts and understands its responsibility to protect all employees who may be required to work 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 the policy of the Council that working near or over water will be avoided and other avenues shall be explored and adopted where reasonably practicable. Where working near or over water is unavoidable, the Council will seek to control and minimise the risk to the lowest level possible by practical control measures. Such as:

- Ensuring a suitable and sufficient risk assessment, safe systems of work and rescue plan is developed, and control measures are implemented.
- Access and egress will be provided from which persons will not trip or slip 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.
- Safety harnesses will be available and used where required.
- 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.
- Carry out rescue drills at regular intervals.

The Council will ensure all relevant personnel are suitably trained and are given ample opportunity to familiarise themselves with the method statement, rescue plan and use of any specific equipment provided.

The Council will ensure adequate competent supervision is provided to ensure that work is controlled and undertaken in accordance with the training, risk assessment and safe systems of work.

1.34 Driving for Work Purposes

The Council recognises that the use of vehicles on Council business requires additional health and safety measures to protect both employees and third parties.

Processes and procedures will be developed and maintained to reduce the risks associated with driving, as far as reasonably practicable, and to take steps to effectively manage those that cannot be avoided.

The Council will ensure:

- Driving tasks are adequately risk assessed and have a suitable safe system of work in place.
- All vehicles used for work purposes are serviced, maintained and operated in accordance with the manufacturer's guidelines.
- Vehicles used in journeys are matched with the purpose of the journey and that they are suited, as far as reasonably practicable.
- Drivers are in possession of a UK Driving Licence. This must be checked by their Manager every year and endorsements notified to the insurers.
- Suitable insurance cover is in place for both Council vehicles and vehicles used for business use. Full comprehensive insurance must 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.
- Employees are aware to inform their Manager should they be prescribed any medication which could affect their driving ability. Employees must avoid over-the-counter medications which can adversely affect their driving.
- That effective and robust policies and procedures are in place to manage the hours worked by those driving on Council business. These procedures will ensure that drivers do not drive more than the permitted hours in a 24 period, and that drivers receive sufficient time off and rest breaks over the working week to avoid excessive fatigue and stress. Drivers not covered by statutory regulation of hours will be required to maintain their driving hours within sensible limits.

- Sufficient driver training and education is in place to ensure drivers are equipped to manage the situations and circumstances likely to be involved in journeys undertaken on Council business. Training may include first aid procedures, breakdown procedures and lone working.
- Employees are aware of their duties under Health and Safety, Road Traffic Acts, associated legislation and the Highway Code. This training will include information regarding the consequences of alcohol and drug use, the effects of speed and traffic levels, and the effects of fatigue and stress.
- Drivers have adequate access to technical and personal support in the case of breakdown or accident.
- Additional tools and equipment necessary for the purposes of the journey are provided and maintained.

The Council will ensure that all health and safety policies recognise the special needs of all employees who drive vehicles as part of their employment. The Council will periodically monitor and review the systems and control measures in place to ensure that they are still working effectively.

1.35 Loading and Unloading

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

The Council will ensure tasks which involve loading and unloading are adequately risk assessed and have a suitable safe system of work in place for these activities.

To protect employees and others from the risks associated with loading and unloading, the Council will implement suitable control measures to achieve this, which will include:

- 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.
- Ensuring loads are spread as evenly as possible, during both loading and unloading, as uneven loads can make the vehicle or trailer unstable.
- Ensuring loads are secured or arranged so that they do not slide around.
- Ensuring vehicles are never overloaded. Overloaded vehicles can become unstable, difficult to steer or be less able to brake.
- Ensuring 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.
- Ensuring 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 can't secure the ramps to the vehicle or trailer.
- Ensuring that if more than one Council is involved (haulier and the recipient), they will agree in advance how loading and unloading will happen.
- Checks are carried out before unloading to make sure loads have not shifted during transit and are not likely to move or fall when restraints are removed.
- Ensuring there are safeguards against drivers accidentally driving away too early.
- Ensuring employees refer to the loading and unloading risk and safe systems of work.

Only trained authorised employees will undertake these tasks.

Overall responsibility for policy implementation and review rests with the Town Clerk of the Council. All employees are obliged to adhere to and facilitate the implementation of the policy.

The Council expects its employees to recognise that they have a duty to take reasonable precautions to protect themselves and others.

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

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

Employees will follow the following procedures:

- They shall not, under any circumstance, engage in any conversation that may offend, be submissive, discriminatory, offensive or insulting in any other way.
- They will not take any form of photograph that may include a child.

- They 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 one-on-one 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.

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

1.37 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.

Employees will follow the following procedures:

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

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

1.38 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 coordinate 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.

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

1.39 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:

- 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.
- 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.
- All personnel working with signing, lighting and guarding in the highway will have been trained and assessed in accordance with the New Roads and Street Works Act 1991 and the relevant LANTRA Sector Scheme.

- The client and or local authority will agree and sign off all works prior to commencement.
- All personnel will wear the appropriate PPE.
- All personnel will abide with all additional client health and safety requirements for the event in place.
- Where required, adequate supervision will be in place.

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 Town Mayor Responsible for Health, Safety and Environmental issues, Amanda Alexander 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:

Town Mayor Responsible for Health, Safety and Environmental issues
June 2026

