

# HEALTH & SAFETY POLICIES & PROCEDURES

2023



Adopted & Ratified at Full Council:  
28<sup>TH</sup> March 2023

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March 2025

## HEALTH AND SAFETY POLICY

### Preface

This document is the Health & Safety Policy and Procedures for Sheringham Town Council. From here on in referred to as 'STC' or 'The Company'. This document contains the procedures that need to be followed to ensure the continued health, safety and welfare of its employees, members, volunteers, customers and contractors whilst continuing to comply with the legislation that governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Health & Safety Policy Statement.
- The Organisational Duties.
- The Policies and Procedures. (Arrangements)

Health & Safety Policy Statement – A general statement of the intentions of the Council in regard to health and safety. The policy statement is by the Chairman and Clerk accepting responsibility for health and safety. This statement of intent is followed by the responsibilities and duties held by its members and the arrangements in place to implement this policy.

The Organisational Duties – This section commences with a chart showing the health & safety structure of the Council that is then followed by a list of individual responsibilities of all employees.

Procedures or 'Arrangements' – This section contains policies and procedures that need to be followed by all persons to ensure compliance with current legislation and reduce the risk to all persons who may be affected by the works carried out on its behalf.

In order to reduce accidents and incidents, all personnel, including volunteers, members and contractors must adhere to the policies whilst carrying out the Council's undertakings. It is the duty of employees to endeavour to ensure that customers and visitors also comply with health & safety notices and policies in place although the Council does accept that some customers will not always conform. Employees and members should employ suitable discretion to avoid any confrontation.

### Policy statement

Sheringham Town Council and its members recognise and accept its corporate responsibilities as an employer for providing a safe and healthy working environment for its employees, councillors, contractors, voluntary helpers and others who may be affected by the activities of the Council.

The Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974 and will provide the resources necessarily to fulfil its duty. The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

The Council will ensure as far as is reasonably practicable:

1. A safe place of work and a safe working environment for those employed to undertake work activities for the Town Council.
2. Carry out a suitable and sufficient assessment of the risks associated with its undertakings and ensure the subsequent implementation of adequate protective / preventative measures.
3. Systems of operation that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, instruction and training for the council employees, councillors, contractors and voluntary helpers to carry out their work safely.

6. Care and attention to the health, safety and welfare of the council employees, contractors, voluntary helpers are members of the public who may be affected by the Council's activities.
7. Provide and maintain work equipment so that it is safe and without risks to health.
8. Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
9. Reports accidents and incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
10. Consult with our workforce on matters relating to their health and safety and will willingly accept their suggestions for improvements.
11. Review this policy at least annually and revise to reflect changes to activities and any changes to legislation.

#### Environmental policy statement

Sheringham Town Council and its members recognise and accept their responsibilities towards protecting and preserving the environment and will encourage all persons associated with their business activities to adopt a similar approach. Sheringham Town Council will comply with all appropriate legal requirements. In the absence of legislation, it will undertake activities in a manner consistent with best practices to meet the highest standards through implementation of this Policy and the procedures contained herein. In particular, the Clerk will endeavour to:

1. Pay close attention to the handling storage and transportation of substances or materials that may be hazardous to the environment.
2. Pay particular attention to hazardous or harmful emissions such as fumes, noise and dust whilst carrying out our undertakings.
3. Reduce, reuse or arrange for the careful disposal of wastes that may be produced during operations carried out by the Town Council.
4. Conserve energy through minimising consumption and maximising efficiency.
5. Continually develop an environmentally aware approach within the Council in order to play an important part in reducing the harm caused within the environment, including, but not limited to the use of chemicals and pesticides.
6. Promote a sense of responsibility towards the environment by management, staff and contractors whilst carrying out their daily duties on behalf of the Council.
7. Work alongside Clients and other trades in fulfilling their legal obligations towards the environment.
8. Seek to establish a solid relationship and co-operate fully with the relevant Statutory Undertakers i.e. Environment Agency and Local Authorities.

It is the duty of the Clerk and their appointed Supervisors to implement the requirements of this policy document. The Clerk has the responsibility for ensuring that this Policy and the procedures contained within are regularly reviewed. Subsequent amendments will be notified to all relevant employees by means of bulletins and toolbox talks.

#### Duties and Responsibilities of a Town Council – Councillors:

The Council is a legal corporate body, entirely separate from but comprising of its members. The Council has a duty to appoint a Chairman, a Clerk, a Responsible Financial Officer and an Internal Auditor. The Council has a duty to consider all relevant health, safety and welfare matters brought before it in a proper manner; to make informed judgements, decisions and recommendations and, by instruction to the Clerk, to implement the same.

The Council has responsibilities towards its employees under Health and Safety legislation and responsibility for the financial resources for the provision of health, safety and welfare implementation.

Chairman: The office of Chairman together with the Clerk must ensure all health and safety actions of the Council are lawful and undertaken with the minimum of delay.

#### The Councillors will:

1. Familiarise themselves with and cooperate fully with the aims and requirements of the Health and Safety policy and the Health and Safety procedures.

2. Make effective arrangements to implement this policy.
3. Take reasonable care for their own health and safety and that of others affected by their acts or omissions
4. That they follow safe working practices.
5. Report any accidents or hazardous incidents to the Clerk or Chairman.

#### Duties and Responsibilities of the Clerk

The role of the Clerk is that of Executive Officer. They are appointed as the line manager of all staff employed by the council. Responsible for recruitment, allocation of tasks and duties, annual appraisals and monthly employee 1-2-1's. They supervise employees, contractors, volunteers and liaise with other agencies as required. Guiding and offering advice to those employees under their supervision and the Council members on Health & Safety procedural and legal aspects of their work and policy making.

It is through the Clerk and by them and any delegated responsible persons that the Council's decisions on Health & Safety actions are implemented.

#### The Clerk will:

1. Keep informed of all relevant health and safety policy legislation<sup>1</sup>.
2. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under this policy.
3. Make effective arrangements to implement this policy.
4. Ensure that matters of health and safety are regularly discussed at Town Council meetings.
5. Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures and maintain a file of risk assessments, summarised in any Minutes.
6. Make effective arrangements to ensure those employees, contractors, voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements.
7. Ensure that the activities of the Council do not unreasonably jeopardise the health and safety of members of the public.
8. Maintain a central record of notified accidents.
9. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
10. Act as the contact and liaison point for the Health and Safety Inspectorate if necessary.
11. To ensure that all personal protective equipment (PPE) required for the performance of any task is provided and used as specified.
12. Reprimand any member of your team for failing to discharge satisfactorily their responsibilities under current legislation and the requirements of the Company's Health and Safety Policies and Procedures. Any such reprimand to be recorded in writing and to be held in the employee file.
13. Maintain premises health & safety records as required and to make them available for inspection when requested.

<sup>1</sup> The Clerk has access 24/7 to external advice via JLM Health & Safety Ltd and will register to weekly news bulletins from the Health & Safety Executive. H&S updates are also available via BrightHR membership.

#### Duties and Responsibilities of Appointed Supervisors reporting directly to the Clerk

1. Familiarise themselves with the arrangements to implement this policy.
2. Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures and maintain a file of risk assessments, summarised in any Minutes.
3. Make effective arrangements to ensure those employees, contractors, voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements.
4. Ensure that the activities of the Council do not unreasonably jeopardise the health and safety of members of the public.
5. Act as the contact and liaison point in the absence of the Clerk for the Health and Safety Inspectorate if necessary.

6. To ensure that all personal protective equipment (PPE) required for the performance of any task is provided and used as specified.
7. Reprimand any member of your team for failing to discharge satisfactorily their responsibilities under current legislation and the requirements of the Company's Health and Safety Policies and Procedures. Any such reprimand to be recorded in writing and to be held in the employee file.
8. Maintain premises health & safety records as required and to make them available for inspection when requested.
9. Report and accidents or hazardous incidents to the Clerk for immediate attention.

#### Duties and Responsibilities of Employees and Voluntary helpers

Employees and voluntary helpers will:

1. Familiarise themselves with and cooperate fully with the aims and requirements of the Health and Safety policy and the Lone Working policy where relevant.
2. Take reasonable care for their own health and safety, use appropriate personal protective clothing and, where appropriate, ensure that appropriate first-aid materials are available.
3. Take reasonable care for the health and safety of other people who may be affected by their activities ensuring that they follow safe working practices.
4. Request assistance or advice about any area of work with which they are not familiar or trained to undertake prior to commencement.
5. Report any accidents or hazardous incidents to the Clerk or their supervisor.

#### Duties and Responsibilities of Contractors.

The Town Council's Clerk will draw the Council's Health & Safety policy to the attention of any contractor employed.

Any contractor employed by the Council must comply with the following:

1. They will be responsible for conducting themselves safely at all times and in compliance with the Council's Health and Safety policy.
2. Any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off site.
3. All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.
4. Any injury sustained whilst on site must be reported to the Town Clerk immediately.
5. Contractors must provide insurance certification along with written risk assessments and method statements where necessary before commencing work for or on behalf of the Town Council.

NOTE: It is important that all employees feel able to ask questions about health and safety and that they feel capable of doing their tasks in a safe manner. If in doubt, ask or inform your Clerk. DO NOT TAKE CHANCES.

#### Access equipment

STC occasionally uses access equipment in its premises. It is the policy of the Company to ensure, in so far as is reasonably practicable, where work is to be carried out above floor level, suitable access equipment will be provided. Where access equipment is supplied, it is the responsibility of individuals to ensure that it is used in accordance with the manufacturer's recommendations and the specific risk assessment and any specific method statement.

The Clerk will arrange for the required type of access equipment to be provided considering the relevant standards and the work to be carried. The Clerk and their appointed Supervisors will:

1. Inspect the equipment prior to use.
2. Ensure that where a defect is noted or the equipment is damaged, it is taken out of use immediately.
3. Ensure that all access equipment is:
4. the correct type,
5. stable and secure,
6. has a solid, level base and
7. is used correctly.

8. Ensure that methods of use, which could result in damage to the equipment, is not permitted.
9. Ensure that proper storage is provided for access equipment to prevent it being damaged.

#### Stepladders and step stools

STC will ensure that only Class 1 and BS EN 131 professional stepladders are used in the workplace. Those using them must ensure:

1. Stepladders and step stools are visually inspected prior to each use.
2. Defective equipment must not be used at any time. If a defect is noticed, it must be reported to the Clerk or a Supervisor immediately.
3. Stepladders are not to be used to work from unless there is no other item of equipment available and no safer method of carrying out the works. This should be decided by means of a risk assessment.
4. Stepladders are in good condition and of adequate length and strength for the work in progress.
5. Whenever a stepladder is used, it should only be sited on firm level ground and not leant against loose or fragile material or other equipment.
6. Only one person may be on a stepladder at a time and no equipment may be carried whilst climbing unless it is carried in a safe manner allowing the user to safely use both hands and feet. When stepladders are used, the user must face the ladder at all times. Avoid leaning sideways when on a stepladder.

The use of company stepladders by visiting contractors is not permitted, they should supply their own.

### **ACCIDENT AND INCIDENT REPORTING AND RECORDING**

#### Introduction

The importance of accident, incident and near miss recording, reporting and response cannot be over-stressed. The necessity arises from two fundamental requirements which are - Only if every accident, incident and disease is reported can action be taken to prevent recurrence; a record should be filed in case the accident needs to be reported to the Health and Safety Executive or the accident results in a claim for industrial injury benefit or a claim against STC.

#### Report Forms and Accident Books

The site will have an accident book and provide access to enable reporting, which must be properly completed and returned to the Clerk.

#### Incident - Near Miss Reporting

A near miss is an incident that has occurred but for 'luck' did not result in injury or damage. The Company will run a near miss system on a 'No Blame Culture' therefore encouraging personnel to report hazardous occurrences that may later result in injury or damage.

Where there is a near miss, the person identifying it is to report it, to their supervisor immediately. The Supervisor will then decide any necessary actions to prevent a recurrence, complete an incident report form with the employees involved and send it to the Clerk for further action as required.

#### Accident - Minor Injuries

All minor injuries suffered by employees are to be entered into the accident book. They must also be verbally reported to their supervisor immediately. The Supervisor is then to send the accident book form to the Clerk.

#### Accident - Lost Time & Over 7 Day Accidents

Where an employee suffers a lost time accident, the supervisor must inform the Clerk. Then by follow up by email or a written statement. The Clerk is to be kept up to date with the proposed date of returning to work. An accident investigation will need to be carried out to determine the causes so that measures can be put in place to prevent a recurrence.

Where the employee does not return to work for more than 7 days, not including the day of the accident, an investigation will be carried out by the Clerk, or if necessary, the Company Health and Safety Consultant. A report will then be made to the HSE in accordance with RIDDOR within 15 days of the date of the accident.

#### Accident - Specified Injuries

Where an employee suffers a specified injury or is taken to hospital with a suspected specified injury, the Clerk shall be informed immediately by telephone and then by follow up email. The Clerk will then carry out an investigation and report the accident to the HSE or request that an investigation is carried out by the Company Health and Safety Consultant.

Nothing is to be moved in the accident area unless instructed by the Clerk or where it would otherwise put people at risk to leave it. If the accident area has to be disturbed, where it is feasible, take photographs or make a sketch first as this may help with the investigation.

Specified injuries are injuries such as:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

Specified injuries are to be reported to the HSE's Incident Contact Centre immediately by telephone. This will be the responsibility of the Clerk.

#### Disease

Any written diagnosis received from a doctor (e.g. medical certificate stating the type of industrial disease.) must be forwarded to the Clerk immediately. The Clerk will then carry out an investigation and report the occurrence to the HSE.

#### Notification to the Health & Safety Executive (H.S.E)

The reporting of injuries, diseases and dangerous occurrences in accordance with RIDDOR can be carried out by telephone, in the case of fatal and major injuries, and on-line, for all other injuries and dangerous occurrences.

By Telephone - Call the Incident Contact Centre on 0845 300 9923 or On-line - Go to [www.hse.gov.uk](http://www.hse.gov.uk) and click on 'Contact HSE' tab and then 'Report an Incident' then follow the on-line instructions.

#### Dealing with Casualties

Do not move a casualty who cannot move themselves unless the casualty is in imminent danger. The Clerk must ensure that the casualty is dealt with as required by a qualified First aider until medical help arrives or they are taken to hospital.

The Clerk must ensure that the emergency services are contacted immediately in the case of serious injury.

#### Accident/Hazardous Incident Reports

All accidents and hazardous incidents will be investigated by the Clerk and reported under the rolling H&S agenda item to the full committee at the next available meeting.

## ASBESTOS

The Company employees do not normally come into contact with asbestos within their normal day to day operations. However, there may be times when our employees or contractors employed to carry out digging duties or alterations on asset premises/structures may come across asbestos containing materials (ACM's) due to those being buried in the ground or due to the age and structure of the premises (those built before 2000).

The Clerk is the responsible person for the Council's premises and will ensure that an Asbestos Register will be made available to any contractor, prior to any works starting on any site, to ascertain whether any type of asbestos is likely to be present where the contracted works are on the sites.

All information on the presence, or possible presence, of ACM's along with any working methods and control measures will be discussed with the employee or contractor by the Clerk before work starts. The company will ensure that all persons, working on its premises and who may be likely to encounter asbestos containing materials, are adequately trained.

## COUNCIL PREMISES

In accordance with Section 2 of the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992, the Company realises its obligation to ensure that the workplace is safe and without risk to its employees, customers and visitors. The following procedures will be enacted upon to ensure that the workplace remains in a safe condition.

The Clerk is responsible for ensuring that the following are complied with and, where situation fall short of the requirements, bring them to the attention of the Council Members.

### Buildings and General Layout

The Community Centre, and all other buildings/structures/premises under the control of the Town Council including external areas, will be organised to ensure that there can be safe movement of people and materials throughout. Floors, corridors etc. will be kept free from obstructions such as trailing cables, pallets, stock and goods, waste materials and personal items. This becomes even more important for safe escape in the event of an emergency.

### Temperature

As far as reasonably practicable, the Company will ensure that the temperature within the workplaces is reasonable so that work can be carried out without wearing any additional protective clothing. Where employees are working outside appropriate protective clothing will be provided.

### Lighting

As far as reasonably practicable, only natural lighting will be provided. Adequate cleaning and maintenance will be carried out to windows and doors in order to provide this. In cases where, due to circumstances beyond our control, the natural light falls below what is reasonable, the Company will ensure that adequate local lighting is provided.

Any lighting provided by the Company needs to be kept in a good state of repair and will require employees to report any defects to their Clerk so that suitable repairs can be carried out.

### Ventilation

The Company will also try to ensure that natural ventilation is provided. Any mechanical ventilation systems within any of the buildings under the Clerk's control will be maintained, in accordance with current legislation, by competent contractors.

### Cleanliness

The Company will endeavour to ensure that the workplace is kept in a reasonably clean, safe, condition by:

- Providing floor surfaces that are clean and not slippery.
- Providing suitable containers for the disposal of waste materials.
- Ensuring waste disposal bins / skips are emptied only by a licensed waste carrier and on a regular basis.
- Clearing up spillages promptly and arranging for the safe disposal of waste materials; and



- Keeping internal walls, ceilings, furniture, fixtures and fittings in a clean serviceable condition.

### Hygiene and Welfare

The Clerk and STC will ensure that suitable welfare facilities are provided for use by our employees and visitors. These facilities will be in accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

In addition to the provision of adequate facilities, the Company will ensure that:

- All welfare facilities are regularly cleaned and maintained.
- Toilet tissue, soap, cleansers and hand towels are regularly checked to ensure adequate quantities are available.
- After work creams and skin conditioners are provided upon request with adequate quantities maintained.
- Rest rooms where employees can eat their meals are kept in a clean condition and the furniture supplied is suitable and well maintained; and
- Temperatures and ventilation in the facilities are reasonable.

### Storage

Storage areas within the offices are to be laid out in an organised manner. Where shelving is used, heavy items are to be kept on the lower shelves and lighter items on the upper shelves. In the stores shelving is not to be overloaded.

The floors in the storerooms are to be kept clear as far as reasonably practicable so that safe access can be gained throughout. In the stores, where racking is used, they are to be loaded with stock items in a manner so that they are not at risk of falling over. For equipment and plant see section on Storeroom Safety

### Security

STC will provide suitable arrangements for the storage of employee personal belongings. Such belongings are to be of a limited nature such as coats, bags etc. Employees are requested to:

- Be vigilant toward any visitors straying into the employee only areas.
- Visitors who are not known should be offered assistance.
- Belongings are to be stored in such a way as to not cause any hazard to health & safety.
- Where possible personal belongings should be stored in a lockable drawer, cupboard or storage unit.
- STC operates a 'clear desk' policy so all workstations are cleared of paperwork and personal data at the end of the day to prevent theft and to meet data protection regulations.
- Other policies in place (lone working, use of CCTV etc.) should be complied with as they support this policy.

### COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)

To enable some of our work activities to be carried out in an efficient and cost-effective manner, certain substances are required to be used. The distribution and use of these substances are subject to a risk assessment as required by The Control of Substances Hazardous to Health Regulations 2002. Where substances are purchased and used by employees, it is our Company policy that the procedures below are followed:

- When a substance is purchased for the first time, the purchaser must obtain a Materials Safety Data Sheet (MSDS) from the supplier so that a specific CoSHH assessment can be carried.
- The Supervisor or employee tasked with the purchase will be responsible for carrying out the CoSHH assessment. If, due to their lack of competence, they do not have the ability to carry out a CoSHH assessment, a request is to be made to the Company Safety Consultant.
- All control measures identified by the CoSHH assessment are to be implemented prior to works commencing.
- All substances must be kept in a lockable container and suitably marked on the outside to indicate the hazardous contents. Access to this container is to be restricted to persons authorised by the Clerk/ Supervisor.
- Where indicated by the assessment, suitable training will be given to all employees for the substances they may use to meet their daily work objectives.
- The use of the substance may only be used in accordance with the CoSHH assessment. If the assessment does not cover that use, the substance must not be used until an assessment has been carried out.

- No hazardous substances are to be used unless there is a CoSHH assessment in place.

### Biological Agents

Micro-organisms are also covered in COSHH legislation by the term biological agents. These include Legionella, Influenza pandemic, Middle East Respiratory Syndrome, Coronavirus and many other viruses. The general requirements of COSHH, i.e. risk assessment and prevention or control of exposure will apply in all circumstances.

### CONSULTATION WITH EMPLOYEES

It is a requirement of the Health and Safety (Consultation with Employees) Regulations 1996 for employers to consult with employees on matters relating to health and safety. These regulations complement the Safety Representatives and Safety Committees Regulations 1977, which place duties on employers to consult with safety representatives who have officially been appointed as such by the trade unions.

Employees will be consulted by the Clerk on matters regarding their health and safety during general employee's meetings and day to day contact.

### ELECTRICAL EQUIPMENT

The main hazards associated with electrical equipment include electric shock, tripping and/or Fire.

#### Supply of Equipment

All electrical equipment on the Company's premises will be supplied, installed, maintained and used in accordance with the relevant standards. Portable electrical equipment are electrical items that can be easily disconnected from the power source (socket) and moved from one location to another.

#### Personal Electrical Equipment

Employees are not permitted to bring personal electrical (mains voltage) items into the work place without the express permission of the Clerk.

#### Testing of Equipment

In-Service Inspection and Testing of Electrical Equipment – (Formerly known as PAT) To ensure the safety of persons using portable electrical equipment, it is the Company policy that only new equipment that carry the mark or UKCA Mark are supplied to the Company and that all equipment on sites under the Clerks control are tested regularly. New equipment is to be added to the Equipment Register held on each site to ensure they are tested during the test regime. The responsibility for arranging for testing will be down to the Clerk.

#### Fixed wiring

The mains supply of electrical equipment will be tested only by a competent electrician in accordance with current legislation. The responsibility for arranging for testing will be down to the Clerk. All necessary works identified following the inspection will only be carried out by a competent electrician who must issue a certificate of compliance upon completion.

#### Monitoring

The Clerk or their nominated person is to:

1. Ensure that all power cables are installed clear of access ways.
2. Carry out monthly, visual, checks of all items of electrical equipment. Checks required are listed below
3. Ensure that all electrical equipment is in good condition and in accordance with the relevant British Standards before being permitted for use. Evidence of recent inspection and testing of all electrical equipment should be available before the equipment is used.
4. Take immediate action against any person abusing or incorrectly using electrical equipment.
5. Ensure that only authorised persons are permitted to repair or alter electrical equipment.
6. Arrange for immediate action to be taken to have defects remedied by an approved electrician as soon as they are reported. Prevent the use of faulty equipment by removing it to a secure place and label it clearly as being defective.

7. Ensure that no personal items of electrical equipment are brought onto the premises without their permission. A visual check is to be carried out on those permitted and they must comply.

#### Employees Duties

Anyone using electrical equipment must ensure:

- Only an authorised person is used to carry out work on electrical equipment.
- Extension cables, when used, will be routed so as not to cause tripping or similar hazards.
- Users of electrical equipment are to check the appliances before use for any sign of damage and report defects immediately.

The following items need to be checked on electrical equipment:

- The cable / lead for any signs of damage, breakages, repairs.
- The plug for signs of damage or scorching.
- The equipment casing for signs of damage.
- All control buttons / switches to ensure they work correctly.
- Ensure there is an in-date sticker showing the date of the last test.
- If a fault develops, the equipment is switched off and disconnected from the power supply and the fault reported to the Clerk.
- No-one lifts or pulls equipment by the cable; the connections may become broken and create a hazard.
- Cables are routed so as to be protected from damage.
- They comply with the personal electrical equipment rule as above
- Other control measures identified on the risk assessment are implemented.

#### FIRE POLICY & PROCEDURES

The policy and procedures for the control and management of fire risk reflects the requirements of the Regulatory Reform (Fire Safety) Order (FSO) 2005. In accordance with the FSO, the 'Responsible Person' for the Company will be the Clerk.

#### Duties of the 'Responsible Person'

It is the duty of the 'Responsible Person', under the Regulatory Reform (Fire Safety) Order 2005, to ensure that all the requirements are put in place. The areas that need to be taken into account are:

- Fire risk assessments
- Fire training for employees
- Fire procedures
- Fire detection and alarm systems
- Means of escape
- Records of fire tests

#### General Fire Precautions

In the event of fire, it is the policy of the Company that safety of life shall override all other considerations, such as saving property and extinguishing the fire. The Company refutes the notion that the alarm should only be raised in the event of a large fire.

All employees are empowered to take this action if they believe there is a fire and authority need not be sought from any other person. The Company will always support employees who operate the fire alarm system in good faith, regardless of whether or not the fire was a threat to life or property.

The 'Responsible Person' will ensure that suitable fire precautions have been developed for the workplace. The fire precautions will be communicated to all employees.

### Fire Risk Assessments

A suitable and sufficient fire risk assessment will be carried out by an approved contractor as nominated by the Clerk. The fire risk assessment will be reviewed on a regular basis or following any changes that may result in them being invalid. A copy is to be retained in the health & safety folder

### Fire Drills

Fire drills will be carried out every 6 months. Such drills are to be recorded in the health & safety folder.

### Firefighting Equipment

Firefighting and other emergency equipment to be provided as necessary and will be maintained in accordance with legal requirements. Procedures for the inspection and maintenance of the equipment will be developed along with the requirements for periodic testing and evaluation of emergency procedures. Such inspections and maintenance are to be recorded in the health & safety folder.

### Monitoring

The following measures are to be carried out by the nominated person or by the Clerk s:

- Ensure that the requirements for firefighting and emergency equipment necessary to all workplaces are available.
- Ensure that the equipment is checked on a weekly basis and maintained, by an external contractor, on an at least annual basis. The appropriate records for all checks and inspections are to be maintained.
- Ensure that personnel involved in the work are trained and competent to use firefighting and emergency equipment.
- Ensure that discharged fire-fighting extinguishers and other emergency equipment is returned to its operation state as soon as practical after use. Inform Clerk for action.
- Ensure that all personnel understand emergency procedures and they are evaluated as appropriate to the circumstances prevailing at each workplace.

## **FIRST AID ARRANGEMENTS**

The prevention of accidents at STC is everyone's responsibility, and each member of employees will be informed of the first aid facilities and any emergency procedures relevant to their work areas should an accident happen.

### Planning Procedures

The Clerk will ensure that any necessary first aid arrangements have been provided by carrying out a first aid needs assessment at each site including details of the local minor injuries unit and hospital details.

In order to meet the requirements of the Health and Safety (First Aid) Regulations 1981 for the provision of adequate and appropriate equipment, facilities and suitable person(s) to administer first aid, the Company will endeavour to ensure that a suitable first aid kit and a sufficient number of trained and certificated 'suitable persons' are available during each shift.

The Company will establish the necessary procedures and arrangements to:

- Ensure that a sufficient number of persons receive training in first aid with a minimum standard of 'Appointed Person' to cover each shift;
- Inform all employees of the first aid facilities provided, including the names of first aid trained persons, during their initial induction;
- Ensure that adequate first aid materials are supplied and replenished when used;
- Ensure that suitable signs are erected to remind employees of the facilities provided.
- Make a record of every accident suffered by a member of employees or a member of public on any of our premises.

### Training

Appropriate first aid training and refresher training will be provided to a suitable number of employees. The Company will ensure that the training is refreshed as required. If work processes require additional specialised first aid provision, then appropriate personnel must be trained for that requirement. Sickness and holiday cover will be taken into account.

## Monitoring

- The Clerk will ensure that all arrangements for first aid are used and maintained to the required standards.
- All employees have the responsibility of ensuring that accurate records of every accident and injury are properly recorded in the site accident book, the docket removed and the record sent securely to the Clerk
- All employees have the responsibility of informing the Clerk or Clerk s if any of the items in their first aid kit is used or goes out of date.
- The relevant Clerk s are to carry out a check of the first aid kits on a monthly basis.

## HAZARDOUS SUBSTANCES

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) imposes duties on every employer to identify all substances in use and to assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used, the quantities involved, and the possible numbers affected.

The work of the Company occasionally brings us into contact with some substances, which, to varying extents, are hazardous to health. Our general policy on dealing with these substances is given below:

- Only the smallest useful amount shall be used and/or stored on any site
- Exposure to substances hazardous to health will be prevented where possible, or adequately controlled by suitable protective or preventative measures.
- As far as practicable, the control shall be by means other than provision of personal protective equipment. Where required, however, adequate and appropriate protective equipment or clothing shall be supplied.

## Planning Procedures

Where practicable, the Company will avoid the use of substances hazardous to health by finding an alternative method. Where this is not practicable and hazardous substances are used, a relevant safety data sheet will be obtained from the supplier so that the Clerk can carry out a COSHH assessment or arrange for one to be carried out.

Where the Clerk does not feel competent enough to carry out a COSHH assessment, specialist help will be engaged to provide written assessments and advice on precautions required with any substance where any risk to health is known or suspected. The details of assessments will be kept in a suitable register with Head Office and site copies being retained.

## INFORMATION, INSTRUCTION AND TRAINING

It is important that employees receive adequate information, instruction and training in order for them to be aware of the risks to health from exposure to a substance, and the precautions and control measures that should be provided and carried out. The Clerk will:

- Verbally communicate details of any and all substances hazard marked on or brought onto the premises so that an assessment can take place
- Verbally communicate the findings of the COSHH assessment to those using the substance or those who could be affected by them.
- Make a record of the communication process.
- Ensure copies of the assessments are available to those using the substance.

Where any specific training is required, it will be arranged by the Clerk.

## Employees Requirements

The following rules apply to the handling, transporting and use of all substances. Special precautions relating to specific products are given in the specific written assessments.

- The precautions relating to specific substances are given in the specific written assessments which must be adhered to by anyone using them.

- Facilities for the washing and cleansing of the skin will be made available with the necessary cleansers and barrier creams. Those using hazardous substances are to use these skin care systems as necessary.
- If any person handling the materials shows the symptoms that may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the data sheet, container labels and detailed health and safety information before using any products.
- No hazardous substances are to be used if there is no COSHH assessment available.

### **HOUSEKEEPING AND GENERAL TIDINESS**

A large percentage of over 7-day injuries reported to the HSE via RIDDOR involve someone slipping or tripping and a vast number of these are down to poor housekeeping. The main hazards associated with poor housekeeping include:

- Fire
- Tripping and slipping
- Collapse of stored materials
- Restricted or blocked access
- Health risks

### **Planning Procedures**

It is important that all persons take responsibility for the areas they are working in. However, the Clerk will ensure that their areas of responsibility are maintained to a suitable standard.

### **Training**

All employees must be given information for the requirements to keep their working areas tidy and without risk to themselves and others. Such training must stress the employee's responsibility for ensuing high standards of housekeeping.

### **Monitoring**

Clerk will:

- Ensure that all persons are made aware of the need to maintain their work area in a tidy condition at all times.
- Ensure that working areas and access to the work areas are safe.
- Ensure that adequate equipment and supplies are available to maintain high standards.
- Ensure that all waste materials are cleared and disposed of safely as work proceeds.
- All deliveries are stored safely ensuring that access ways are not obstructed.

### **Town Council Meetings and other events**

Meetings usually take place at the Sheringham Community Centre. Prior to each meeting, when setting up the room, a check should be carried out, in particular to check for slip or trip hazards and that fire exits are not blocked. A fully charged mobile telephone with a good signal should be available at all meetings or access to a landline; checked to ensure it is fully operational, to call the emergency services if someone becomes ill, in the case of a fire or other emergencies.

Meetings at other venues or any other event organised by the Town Council will be risk assessed in advance by the Clerk or their appointed person.

### **INDUCTION (Health & Safety)**

It is Company policy that all new employees complete an introduction process that will include health & safety induction training. This training will take place on the first day of employment and continue throughout their probation period. Some of the training will be self study via BrightHR online, others will be via attended courses. All training is to be recorded and refresher training is to be carried out on an annual or as recommended basis.

## MANUAL HANDLING

The Manual Handling Operations Regulations 1992 apply to any situation where a load has to be moved by hand or bodily force. The regulations state: "A person shall not be employed to lift, carry or move any load so heavy as to be likely to cause injury to him / her".

- Avoid twisting stooping or reaching to lift or deposit the load.
- Ensure that access areas are clean and clear and that the lighting is adequate.
- Protect sharp edges.
- Avoid long lifts and if necessary change grip when the load is at waist height.
- Keep the load close to your body.
- Arrange storage so that the heaviest loads are in the most convenient position, i.e. from knee to shoulder range.
- If possible, break the load down into smaller items.
- Secure items, which are loose to prevent the load shifting when being carried.

## Monitoring

In order that the Clerk can be sure that the procedures laid down in this document are controlling the hazards to which they were designed to control and that they are being adhered to, a series of monitoring arrangements, involving personnel at all levels, are in place.

## Employees

All employees are to carry out self-monitoring to ensure that they are following the procedures laid down in this document. Any work or access equipment that is used is first to be checked by the individual and any subsequent faults reported to their Clerk immediately.

## The Clerk

The Clerk will ensure that all formal safety checks and inspections, as detailed in this policy and elsewhere, are suitably carried out at approved intervals and correctly recorded for the Company's workplaces.

## The Town Council Members and Sub-Committees

In order to show that there is a commitment to health and safety from the top, the sub-committee members will carry out or cause to be carried out through their appointed agents, regular safety checks/audits of the Town Councils assets. These asset safety audits will ensure that action is taken to eliminate any deficiencies noted. The results of the safety audits will be discussed under the rolling Health & Safety agenda item at the sub or main committee meetings.

## Street Furniture and Assets

If a Councillor identifies any faults between meetings, they should be reported to the Clerk. Members of the public should report faults/damage to The STC Office via [info@sheringhamtowncouncil.gov.uk](mailto:info@sheringhamtowncouncil.gov.uk).

## Control Measures

The Clerk will ensure that the council take urgent action to address any safety issues relating to the street furniture and assets it owns to prevent harm to the public.

## NOISE

It is STC's policy that all reasonable steps are taken to ensure, so far as is reasonably practicable, the risk of hearing damage to employees who work with noisy equipment is reduced to a minimum.

## Assessments

If at any time a Supervisor or employee complains of high noise levels or the Clerk suspects the noise levels exceed those recommended by The Control of Noise at Work Regulations 2005, a noise assessment will be carried out by a competent person. Any areas or equipment suspected of producing high noise levels must be reported the Clerk. Noise assessments are to be used as a basis for formulating action plans for reducing the risk of hearing damage. All assessments, conclusions and

recommendations will be recorded and kept until they are updated. When identifying what measures to take to control noise, consider the following:

- Purchasing quieter equipment;
- Eliminate the noise at source or where this is not reasonably practicable, reduce it to a minimum by using engineering methods e.g. quieter equipment;
- Carry out organisational changes to obstruct the path of the noise e.g. by erecting noise enclosures around equipment or by using barriers / screens.
- Limit the number of people exposed to the noise source or the amount of time that they are exposed.
- The establishment of noise protection zones.

#### Hearing Protection

STC will, so far as is reasonably practicable, reduce noise levels by means other than the use of hearing protection. The Clerk accepts that the use of hearing protection should only be a last resort. Where noise levels are at the lower exposure action value (LAV) of 80dB(A), and the noise levels cannot be eliminated or reduced any further then hearing protection must be supplied. At these levels the employee does not have to wear it.

Where the noise levels are at the upper action value of 85dB(A) a risk assessment is to be carried out. If the noise cannot be eliminated or controlled sufficiently then hearing protection zones are to be established and hearing protection supplied. Employees must wear hearing protection at this point.

When hearing protection is provided, the Clerk will ensure that it is suitable and effective. They will also ensure that it is compatible with other PPE that has to be worn.

#### OCCUPATIONAL HEALTH

The Occupational Health measures in this section are in addition to those identified in other parts of this document e.g. Noise and Vibration.

##### Skin Conditions

Risk assessments may have identified that there may be cases of skin sensitivity from certain materials handled during work activities. In order to monitor the frequency and severity of any occurrences the following procedures will be carried out:

Personal surveillance by employees. All employees who work with chemicals are required to carry out regular visual checks of exposed skin areas such as arms hands and face looking for any changes in skin condition. Should this occur, they must immediately report to the First Aider who will then arrange with the Clerk for further investigation.

A suitably trained First Aider will carry out an examination of exposed areas on all external working employees on an annual basis. The results will be recorded on employee's records.

##### Dust and Fume Hazards

Due to the nature of some of the work activities undertaken by STC's employees it is inevitable that sometimes dust and fumes are generated. It is also realised that dust is a hazard that can affect the health and safety of employees. Therefore, the STC undertakes, as far as is reasonably practicable, to control dust and fume emissions and will consider the risk from dust and fumes when carrying out specific job risk assessments.

##### Planning Procedures

Where there is a risk to health and safety of employees, visitors or other contractors due to dust being produced, or fumes generated when activities are undertaken, the management is to ensure, as far as is reasonably practicable, that a means of dampening down or local extraction ventilation is employed to reduce the risk of respiratory and other dust or fume created problems from occurring. If due to conditions dusts are still generated then suitable respiratory protective equipment, generally dust masks, are to be made available and those required to wear them will be fit tested to ensure the most suitable



type is provided. A certificate of compliance "Face Fit Test" will be held by the Clerk and these should be reviewed every 3 years or sooner if employees circumstance change.

#### Training and/ or Information

Training and information will be given, where necessary, for the use of dust suppression and the correct fitting of respiratory protective equipment.

#### Control Measures

The following considerations are to be taken into account when carrying out processes or operations that gives rise to the generation of dust: All employees exposed are required to wear suitable eye and respiratory protection as stated in the risk assessment or as instructed by the supervisor. Employees are required to inform their supervisor if they believe there is a risk resulting from excessive dust.

#### Weills Disease (Leptospirosis)

Introduction - STC employees working in areas where there may be contact with rat's urine, or water contaminated by rats may contract Leptospirosis (or Weil's disease). The infection can enter the body via damaged skin or by accidental ingestion through the nose or mouth. The disease is a form of jaundice and can be fatal or result in permanent disability if not diagnosed and treated at an early stage. The symptoms are similar to influenza.

#### Planning

Prior to works commencing, the supervisor must:

- Identify areas of risk areas in the vicinity of the work area which include sewers, drains, watercourses, dykes, docks, derelict buildings, rubbish tips, farms or other locations where rat's infestation is likely.
- Carry out a risk assessment. The identification of any likely risk from contact with sources of Leptospirosis will result from the risk assessment for the work and this must be undertaken prior to the work commencing. Where such risks are present or likely to be present they should be included in the activity risk assessment.
- Ensure adequate washing facilities and first aid facilities are organised prior to works commencing.
- Organise an adequate supply of PPE.

#### Training and/ or Information

Carry out a toolbox talk to inform employees of the likelihood, symptoms and protection against Weill's disease.

#### Monitoring

The Clerk and supervisor must ensure that all employees are aware of the risk and ensure they wear their PPE at all times.

#### Control Measures

Employees working in likely contaminated areas should ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water and covered with a waterproof dressing.

After contact with raw water, the hands and forearms should be thoroughly washed with soap and water especially before eating, drinking or smoking, and persons should also avoid rubbing their nose, mouth or eyes during work.

Wherever possible, protective clothing including impervious gloves should be worn to avoid any contact with infected areas.

Leptospirosis cards may be issued to those employees at risk and should be shown whenever you attend your doctor or a hospital. If cards are not issued and you experience flu like symptoms, visit your GP and inform them that you are working where there is a risk from Weill's disease.

## **PERSONAL PROTECTIVE EQUIPMENT – PPE**

The Personal Protective Equipment Regulations 2002 and the Personal Protective Equipment at Work Regulations 2022.

### **Introduction**

STC has duties concerning the provision and use of personal protective equipment (PPE) at work. PPE is equipment that will protect the user against health or safety risks at work. It can include items such as gloves, eye protection, protective clothing and safety footwear.

### **Planning**

- The Company shall identify, through risk assessment, if any PPE is required to carry out any role with the Company.
- PPE will always be a 'last resort' to other methods of risk reduction
- PPE supplied by the Company will be marked or carry the UKCA Mark which will replace the CE Mark for the UK market. Either way, PPE must be fully compliant with the regulations and standards that apply. Consultation with employees will continuously be used.

### **Training, Information and Instruction**

Employees who are required to wear PPE will be given training, information and instruction in its appropriate use, care and maintenance.

### **Control Measures**

The Clerk must ensure that PPE is worn and used correctly and Employees must make proper use of PPE and report its loss or destruction or any fault with it.

## **RISK ASSESSMENTS AND METHOD STATEMENTS**

The Management of Health and Safety at Work Regulations 1999, require that suitable and sufficient assessments of risk should be carried out for all operations in the workplace.

Explanation - A Risk Assessment is a step-by-step analysis of a job, task or process that takes into account the identified hazards and risks likely to be encountered and the necessary control measures required to reduce the risk.

The following definitions are based on those used in the English Courts:

Hazard- The potential to cause harm, including ill health and injury; damage to property, plant, products or to the environment; production losses or increased liabilities.

Risk - The likelihood that a specified undesired event will occur, due to the realisation of a hazard by or during, work activities or by the products and services created by work activities.

### **Method Statements**

A method statement, sometimes referred to as a safe work method statement or SWMS or a safe work procedure, forms part of a workplace safety system. They describe specific instructions on how to safely perform a work-related task/activity, or operate a piece of plant or equipment. This policy within the arrangement section contains STC's method statements for the implementation of general activities.

### **Task/Activity Method Statements**

To meet STC's obligations and to provide a basis for improving its management of health and safety, our supervisors will compile a detailed system of method statements to sit with the activity risk assessments. These will be completed with the risk assessment before commencement of any one-off tasks/activities and reviewed regularly especially for any unusual or complex activities.

### **Planning Procedures**

It is an important point that risk assessments are carried out for all work activities and any significant findings recorded. It is the responsibility of the Clerk to carry out suitable and sufficient risk assessments. Risk assessments must take into account the way our activities affect our customers and visiting contractors.

The Clerk is responsible for ensuring that the risk assessments and method statements covering the work areas are suitable and sufficient. Where there appears to be a deficiency, employees are to inform the Clerk immediately.

#### Reviewing Risk Assessments & Method Statements

Risk Assessments and method statements will be reviewed on a regular basis or in the event of any change in the workplace that may affect an existing assessment by the supervisor or operatives. The reviews should not exceed annually. The review is to ensure that they are still relevant.

#### Communication

On the completion of all risk assessments and method statements the introduction of the required control measures and the findings are to be communicated to all employees with any actions that they must take to prevent the risk being realised. The communication of the findings of a risk assessment and or method statement is to be carried out by the Clerk, their appointed person or a supervisor during induction and/or refresher training, or the giving of a toolbox talk. A record of attendance signed by the attending employees should be held in the 'Safety Training' records until such time as renewal/refresher training is given.

#### SUB CONTRACTORS AND SUPPLIERS

The Clerk and STC are the persons responsible for assessing the competency of sub-contractors and suppliers prior to the commencement of works or purchase. All Sub-Contractors, suppliers or third-party service providers are:

- Expected to comply with, and read, the provisions of this safety policy.
- Ensure that any operatives under their control or employ have the competence and knowledge of our safe working procedures and also that they will comply with the Sheringham Town Council's safety policy as issued.
- Sub-contractors are not entitled to modify, alter or otherwise interfere with any plant, equipment, or materials for which they have no responsibility or need to use, unless otherwise authorised.
- To ensure that any injury sustained, or damage caused by sub-contractors or delivery drivers on the premises this must be reported to the Company Secretary immediately.
- To arrange the provision of suitable welfare facilities and first aid equipment for their employees.
- To observe all statutory provisions concerning dangerous, hazardous, explosive, inflammable or other volatile substances and materials which they shall bring on the premises.
- To keep all workplaces, for which they are responsible, clean and tidy and to clear them periodically as work progresses.
- To wear protective clothing and use safety equipment appropriate to the operation that they are undertaking and also to observe our Environment.

All Sub-Contractors will generally be expected to actively cooperate in the implementation of our Health & Safety Policy.

#### STOREROOM SAFETY

Due regard to the requirements of the Workplace (Health & Safety) Regulations 1992 will be taken for our stores both located at the Community Centre and at other locations such as the Cemetery and suggestions from employees to improve facilities will be considered and brought up at routine employee meetings. The following safety arrangements will be adopted for the storerooms.

#### Hazards

The main hazards associated with work in storerooms are:

- Fire
- Slips and trips
- Unsafe stacking of materials
- Damage to, or poor loading of, racking
- Overloading / collapse of shelving

## Planning

When arranging our storerooms, where not identified in other parts of this document, regards must be given to the following areas:

- Access routes must be wide enough for trafficking with ease, at least 1m wide is recommended for pedestrian use.
- There must be sufficient areas to store equipment, materials and personal items so that they are not taking up workspace or blocking access routes.
- Materials and other items must be stored and stacked in a safe manner so as to prevent injury or damage due to collapse.
- The shelving within the storerooms needs to be inspected on a monthly basis and any damage repaired or the shelving replaced.

## Monitoring Procedures

The Clerk or their appointed person is responsible for ensuring that the storerooms are kept in a safe condition including access to and egress from the building. The Clerk is responsible for ensuring that adequate training is arranged for all employees.

## Control Measures

These control measures are in addition to any found in other parts of this document which are relevant to the work and layout of the workplace.

- All accesses will be kept clear of obstacles and well lit.
- No items are to be placed on the floors whereby they may cause someone to trip or fall.
- Items stored on shelves will be placed in such a manner that they will not slip off and fall onto someone.
- Damage to or collisions with racking are to be reported straightaway to the Clerk who will carry out or arrange for an immediate inspection to ensure safety is maintained.

## TRAINING, INSTRUCTION, INFORMATION

### General

The Company is aware that under The Health and Safety at Work etc. Act 1974 and various supporting regulations, it has a duty to ensure employees receive sufficient information, training, instruction and supervision to allow them to carry out the Company undertakings efficiently and safely. Therefore, wherever a training need is identified, the Company is committed to supplying the relevant training where practicable.

The Clerk will be responsible for ensuring all persons are adequately trained and regular refresher training given as necessary.

The types of training that will be provided include:

- A Company induction for all new employees
- Training on the use of any specific equipment or processes
- First aid training, as necessary
- Refresher training

## TRANSPORT & OCCUPATIONAL DRIVING

It is policy of the STC that all transport provided for work purposes is of sound condition and suitable for the purpose for which it is provided. The Clerk will ensure that all transport is used by competent persons and that regular maintenance and inspections are carried out to ensure safe operation. Where practicable, suitable procedures shall be designed and communicated to employees to eliminate or sufficiently reduce the risk of harm to anyone working on or near the transport operations.

### Competence

All persons required to drive or operate any form of transport owned by or hired by the STC to carry out its undertakings must be suitably competent and, as a minimum, hold a full UK driving license. Operators of mobile plant, unless under training, must also have a relevant certificate of competence, e.g. CPCS card, training provider's certificate. When a new vehicle is purchased which is different from the one it is replacing, adequate training will be given by a competent person as nominated by the Clerk.

### Monitoring

Whichever form of license or certificate is held by a driver it must be produced when requested by the Clerk. The paper part of the DVLA licence is no longer valid, and the traditional paper-only licences may not have latest points and fines recorded. Therefore, there will be a need to provide your employer with evidence of your driving record, you may be asked for a DVLA code, which gives the Clerk up to 21 days to check your history. This check will be obtained on an annual basis.

When it is noted that an employee has 6 points on his / her licence, will have on-line DVLA checks carried out by the office administrator on a quarterly basis. If an employee has 9 or more points the checks will be carried out on a monthly basis.

It is the responsibility of any driver to inform the Clerk if they are convicted of any offence in relation to their driving license and penalties bestowed upon them. Failure to do this could result in the dismissal of that employee.

### Risk Assessment

Wherever transport is used, a suitable and sufficient risk assessment (as required by Regulation 3 of The Management of Health and Safety at Work Regulations 1992) is to be carried out by the supervisor or Clerk. Risk assessments for road going vehicles will take account of the vehicle being used, the driver, the journey and the journey time.

#### Risk assessments for site transport will include such possibilities as:

- Persons being struck by vehicles – separation of traffic routes and pedestrian routes, reversing (a banksman must always be used when reversing is carried out in a confined area or where people are working if it cannot be avoided).
- Contact with other plant or vehicles – one-way systems, traffic control, speed limits etc.
- Items falling from vehicles – sheeting, stacking of materials.
- Overturning of vehicles – stability, ground conditions, Control Measures.
- Persons falling from transport – mounting and dismounting.

### Safety Devices

All employees driving or carrying out maintenance on transport are to ensure that they use safety devices, e.g. seat belts, reversing mirrors, cameras, lights, horns, amber flashing lights, body props, anti-slew bars, etc. Safety devices are never to be intentionally damaged, disconnected or abused.

### Reporting Defects

All drivers of vehicles / mobile plant must ensure that they report all defects to their supervisor. If the defect presents a significant hazard the Clerk must be informed immediately. Drivers of road going vehicles must ensure they check their vehicles in accordance with the vehicle handbook.

### Security

All drivers are responsible for the safety of their own vehicles. They must ensure that they leave their vehicles / machines in a safe condition whereby unauthorised start-up is prevented. Each vehicle / machine must be parked in a sensible area where it does not present a hazard to other people. Keys must be removed, and the vehicle / machine locked. Any other safety

devices or immobilisers that are supplied by the Company or manufacturer must be fitted. If the vehicle or machine is left in the yard over a non- working period, the keys must be placed in the office.

### Conduct

All persons driving on behalf of the STC must do so in accordance with the Road Traffic Act and Highway Code. At no time, during business or private use, will the Company accept responsibility for any offences committed. If an offence is committed, the employee will be responsible for any fines imposed and may be subject to disciplinary action, which may result in their dismissal.

### Mobile Phones

The Clerk and STC does not allow any person to use a mobile phone whilst driving unless it is a total hands-free set. Any hands-free kits fitted to vehicles owned by STC must only be done so with the approval of the Clerk.

### Smoking

All vehicles and mobile plant which have the ability to carry a passenger will be classed as enclosed workplace and will be subject to the smoking bans. A relevant sign will be placed in the vehicle where it can be seen. Anyone found to be smoking in such a vehicle will be dealt with under the company's disciplinary procedures.

### Travelling on Town Council Business (including Councillors)

If travelling alone or using your own vehicle, take the precautions pertaining to travelling in the Lone Working Policy.

- ensure that you are sufficiently fit and healthy to drive
- ensure that your vehicle is maintained in a safe condition and fit for the road
- with sufficient fuel for your journey
- take sufficient account of adverse weather conditions
- avoid parking in poorly lit and isolated areas
- ensure your motor insurance policy covers the activity you are undertaking.

## **VIOLENCE AT WORK**

### Introduction

Employees who deal directly with the public can be at risk from work-related violence as they may occasionally face aggressive or violent behaviour. They may be sworn at, threatened or even attacked.

The Health and Safety Executive's definition of work-related violence is: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common types of incident. Physical attacks are comparatively rare.

### Policy

It is the policy of STC that work-related violence to our employees is unacceptable and that it should always be reported to line management using the incident report form. All reported incidents will be investigated by the Clerk, the employee member helped and counselled if required. If required a Work-Related Violence Risk Assessment (WRVRA) will be developed and reviewed to try to prevent other incidents taking place.

## **VIBRATION**

STC understands employees whose hands, arms and whole body are regularly exposed to high levels of vibration may suffer from several kinds of injury but mainly to their hands and arms. These injuries may include impaired blood circulation and damage to the nerves and muscles. These injuries, or conditions, are commonly and collectively known as 'Hand Arm Vibration Syndrome'.

### Planning

Prior to carrying out any work with tools or equipment which is likely to present a risk, employees are to identify which operations are likely to cause damage due to excessive exposure to vibration and where practicable avoid exposure by using equipment other than vibratory equipment or by changing the method of work.

Where the use of vibrating equipment cannot be avoided, carry out a suitable risk assessment to determine the exposure times according to the equipment being used.

#### Monitoring

A register is to be kept on site with the equipment detailing how long employees have been exposed to vibrating equipment and how long a rest period they have taken between each period of exposure. Supervisors are to ensure that the register represents a true account of the exposure times.

#### Control Measures

Where employees are using vibrating or percussive tools, they must adhere to the exposure and rest times identified in the risk assessment and complete the site register for monitoring exposure times.

All employees exposed must wear any specific PPE required for protection against hand arm vibrating syndrome as well as any other PPE required for that item of equipment. Employees are required to attend any health assessments that have been organised by the Clerk in accordance with the risk assessments and report any symptoms experienced whilst operating equipment to their supervisor or the Clerk.

### WORK EQUIPMENT

The Clerk and their supervisors or appointed person will take all reasonable steps to ensure the proper selection and maintenance of work equipment and the provision of information, instruction and training in their use will be carried out in accordance with the requirements of The Provision and Use of Work Equipment Regulations 1998.

Persons under the age of 18 years are prohibited from operating any dangerous work equipment unless under the direct supervision of a competent instructor as part of a formal training course.

All reasonable steps are to be taken by Supervisors to ensure the health and safety of employees engaged in, or affected by, operations involving the use of work equipment. The Clerk and STC fully recognises and acknowledges that health and safety hazards arise from the use of work equipment.

#### Training

The Clerk will ensure that all employees have been trained, as necessary on the work equipment that they use. Only holders of an approved up to date certificate (e.g. PASMA, IPAF, abrasive wheels etc.) will use the certain equipment. Regular refresher training will be provided, as necessary, to enhance competence levels.

#### Monitoring

The Supervisor will:

- Ensure that work equipment at any of our sites is in good order and that where a statutory inspection is required, a copy of an up-to-date certificate is obtained.
- Ensure any defects noted, are reported to the Clerk or hire Company immediately.
- Ensure that only authorised and, where appropriate, certificated persons are permitted to use work equipment.
- Ensure all work equipment is properly secured and immobilised at the end of each day.
- Ensure all necessary testing and thorough examination certificates are requested and checked and all items of work equipment requiring weekly inspections by the operator or other competent person have the inspection recorded in the work equipment register regardless of any register kept by the hire company.
- Obtain any necessary test certificates from hire companies.
- Ensure that any defect notified by the users of work equipment during operations on is reported immediately for repair and that where defects could affect safety on site, the item of equipment is not used until the repairs are carried out.
- Ensure that users of work equipment are not allowed to carry out work for which it was not intended, unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

## Control Measures

- Users of work equipment are to carry out daily checks on the equipment before use and report any defects.
- All guards must be in good order and in position while operating.
- Only use the correct item of equipment for the work required.
- Ensure the work area is suitable for the job being done e.g. level ground, clear working area, good ventilation etc.
- Secure and immobilise work equipment when left unattended. Do not leave engines running or power connected when operator is not present, especially in public areas.
- Hearing protection must be worn when working in high noise levels.
- Operators of work equipment must not drink alcohol during the working day or shift.
- All employees required to enter areas where there is a risk of head injury will be provided with safety helmets and will be required to wear them as directed by the supervisor.
- Ensure other control measures identified in the risk assessment for the work are implemented.

## WORKING AT HEIGHT REGULATIONS

Under the Work at Height Regulations 2005, working at height means carrying out work in any place (whether above, at or below ground level) or gaining access to such a place where if measures were not taken to prevent falling, a person could be injured. Such places include:

- Working on a scaffold or mobile elevating work platform;
- Working on the back of a lorry or item of plant machinery; or
- Using ladders, stepladders, towers, hop-ups etc.

The main hazards associated with work at heights include: -

- Falls of persons from working place or accesses.
- Falls of materials or articles.

### Planning Work at Height

All work will be planned to take into account the relevant standards, risk assessments and the requirements of any method statement required for the work.

Our Clerk or Supervisor are to ensure, as far as reasonably practicable; that employees avoid carrying out work at heights by carrying out as much as possible at ground level. Where this is not possible, the hierarchy in the Work at Height Regulations will be followed by ensuring the most suitable working platform for the environment and task is used.

General - Other considerations to consider when planning work to be carried out at height are:

- Suitable and sufficient signs warning of persons working above ground / floor level will be erected in a suitable location; this will generally be carried out by the supervising employee.
- All personnel on sites where there is a risk of head injury due to personnel working at height are wearing safety helmets.
- All areas where personnel are working at heights are to be adequately guarded to prevent falls of persons and materials.
- No-one is to go beyond any barriers / fencing which is protecting a leading edge, without wearing appropriate fall arrest equipment and clipping on to a suitable anchorage point.
- Appropriate safety equipment will be used when necessary i.e. safety belts, harnesses, fall arrest devices etc.
- Control measures identified in the appropriate risk assessment are to be implemented.
- When STC select equipment for work at height, they will use the most suitable equipment and ensure that the equipment is regularly inspected, serviced and maintained as appropriate.

A working at height risk assessment must be completed by the Clerk or their nominated employee prior to any work at height activity commencing.



## WORKING IN CONFINED SPACES REGULATIONS

The Clerk and STC, where practical will avoid the need for any employee to enter a confined space. Where this is not possible, the Clerk will ensure that an assessment of the risks associated with entering a confined space is conducted, and draw up a safe system of work, including method statements and detailed work instructions and full training and supervision.

### Control Measures

As part of a contract of work the safe system of work, including method statements and detailed work instructions should be provided by the contractor, signed off by the Clerk as suitable prior to any work commencing.

## WORK RELATED STRESS

Introduction - STC is committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. This policy will apply to everyone in the Company. Supervisors are responsible for implementation and the Company is responsible for providing the necessary resources.

### Definition of stress

The Health and Safety Executive defines stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

### Policy

STC will endeavour to identify all workplace stressors to eliminate stress or control the risks from stress.

### Responsibilities

The Clerk and Supervisors will:

- Ensure good communication between management and employees, particularly where there are organisational and procedural changes.
- Ensure employees are fully trained to discharge their duties.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that full time employees are not overworking.
- Monitor holidays to ensure that employees are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of employees who is experiencing stress outside work, e.g. bereavement or separation.

Employees will raise issues of concern with your supervisor or the Clerk.

## **APPENDIX A – PRIMARY CURRENT LEGISLATION**

The following is a list of Health and Safety and Other relevant legislation relevant to the Company. Every attempt has been made to ensure the statutory legislation listed is up to date but, with an ever-changing legislative programme, no warranty is given or implied that it is complete or exhaustive. It is, however, representative of the legislation applicable to work in our office, shop, accommodation and store rooms. The legislative framework is constantly being reviewed and updated. Check with the HSE for correct legislation applicable at any one time.

### **ACTS AND STATUTORY REGULATIONS**

Employer's Liability (Compulsory Insurance) Act 1969

Health & Safety at Work etc. Act 1974

Regulatory Reform (Fire Safety) Order 2005 Building Regulations 1991

Classification Labelling and Packaging Regulations 2009

Control of Asbestos Regulations 2012

Control of Noise at Work Regulations 2005

Control of Substances Hazardous to Health Regulations 2002

Electricity at Work Regulations 1989

Electricity Supply Regulations 1988

Gas Safety (Installation and Use) Regulations 1998

Health & Safety (Consultation with Employees) Regulations 1996

Health & Safety (First Aid) Regulations 1981

Health & Safety (Information for Employees) Regulations 1989 (Poster)

Health & Safety (Safety Signs & Signals) Regulations 1996

Management of Health & Safety at Work Regulations 1999

Manual Handling Operations Regulations 1992

Personal Protective Equipment at Work Regulations 1992

Provision and Use of Work (Amended) Equipment Regulations 2022

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Smoke-Free (Premises Enforcement) Regulations 2006 (England)

Work at Height Regulations 2005

Working Time Regulations 1998

Workplace (Health, Safety & Welfare) Regulations 1992

Data Protection Act 2018

Disability Discrimination Act 1995 Employment Act 1989

Employment Rights Act 1996

Social Security Act 1989

## APPENDIX B - EMPLOYEE INDUCTION DECLARATION

### HEALTH & SAFETY POLICY, ORGANISATION & ARRANGEMENTS

The relevant sections from this Health & Safety Policy and Arrangements document have been explained to me by one of the Clerk during my induction and I am further free to examine this policy document at any time. It is my intention to carry out my duties, as far as is reasonably practicable, in a safe and proper manner, without causing unnecessary risk to the health and safety of other persons, who may be affected by my acts or omissions whilst at work. I will co-operate with any instructions given to me by my employer and follow the procedures set out in the Arrangements Section of the Document.

I will co-operate with any instructions given to me by my employers or any passed on to me by my employers whether imposed by them or other persons with the authority to request certain safe working procedures, to ensure so far as reasonably practicable, the safety and absence of risk to myself or others affected by my work activities.

I undertake not to interfere with or misuse anything provided in my interests of health, safety or welfare and to wear any personal protective equipment as instructed to do so.

I will carry out my duties when using any work equipment in accordance with the training I have received whether by the Council, a previous employer or training establishment.

I will report any hazards to my employer if seen by me and where necessary, will bring to my employer's notice any matter signalling a shortcoming in their arrangements for my Health, Safety or Welfare at work.

Where required to do so, I will comply with the requirements of the various risk assessments to the best of my ability in accordance with any training received or instructions given.

I have read the above declaration and I am prepared to sign to confirm that I have read it on the understanding that my employer will, so far as reasonably practicable, provide me with a safe place of work, with a safe access and egress, safe and properly maintained equipment and that they shall undertake to train me where necessary to comply with the provision and use of work equipment and safe working arrangements for me to carry out the duties I am being paid to carry out, and on the understanding that my employer will do all that is reasonably practicable to ensure his part as stated in the current legislative frame-work governing the safety and absence of risk to my place of work.

NAME (PRINT)

JOB TITLE

SIGNATURE

DATE