

# HEALTH & SAFETY POLICY AND PROCEDURES

THE IVERS PARISH COUNCIL

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THE IVERS PARISH COUNCIL

Date Issued:

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## SECTION 1: INTRODUCTION

This policy outlines the commitment of The Ivers Parish Council to meeting our legal duties and providing, as far as is reasonably practicable, the required standard or above for the Health, Safety and Welfare of the council and the people affected by our business activities.

It outlines details of:

- Our organisation;
- The Health and Safety structure of our organisation;
- Responsibilities within the council for implementing our management system;
- Responsibilities of Personnel outside the council;
- Safety arrangements and procedures;
- Arrangements for auditing, monitoring and reviewing the Health and Safety systems.

We have examined the way in which we carry out our business activities in line with the responsibilities placed on the council by the Health and Safety at Work Act 1974 (HASWA), established industry standards, nationally issued guidance and codes of practice.

The policy will be reviewed on an annual basis or more frequently if required, to ensure that it is current and reflective of our arrangements and legal requirements. The Health and Safety Policy Statement will be displayed in a prominent position.

The Ivers Parish Council will exceed their standards for Health, Safety and Welfare within the work environment by engaging our employees through delegating responsibilities to managers, supervisors and any other personnel that have been given suitable and sufficient information, instructions, training and supervision.

All employees working for The Ivers Parish Council understand their responsibilities for Health and Safety. Compliance and performance will be measured during management appraisals and council audits, this will be documented and kept on file with The Clerk.

We support a 'don't walk by' culture and encourage everyone to be an ambassador of safety for the council. We will continue to monitor and review our business activities to ensure we maintain and improve the Health and Safety of the Council.

Competent Health and Safety advice is provided by Aversure Ltd to support our responsible personnel. Specialist advice and services will also be sought if required, and we will consult with our employees as deemed necessary.

For more in depth or specific information, please contact Deputy Clerk who is the overall Responsible Person in charge of Health and Safety on a day to day basis.

## HEALTH AND SAFETY POLICY STATEMENT

The Ivers Parish Council are committed to, and accept our moral and legal duties for ensuring, so far as is reasonably practicable, the Health, Safety, Welfare and Wellbeing for all our employees within the work environment.

We take safety seriously and we will set clear action plans to continually improve our performance. Everybody in the council must 'play their part' so if you see something that is unsafe, 'don't walk by', take appropriate action.

In particular we will:

- Provide adequate control of the Health and Safety risks arising from our work activities;
- Consult with our employees on matters affecting their Health and Safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling, storage and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks, and give them adequate training;
- Ensure sufficient resources are provided to meet the needs of the Health and Safety Policy;
- Prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions;
- Review and revise this policy as necessary at regular intervals.

To assist us in complying with our legal duties, all employees are required to cooperate with Ivers Parish Council, to ensure that they promote a positive safety culture and that their acts or omissions do not cause harm to themselves or others. Any dangerous activity will be subject to disciplinary action for breach of the council rules.

The Ivers Parish Council has employees that carry out work activities on external premises. We will ensure that all personnel are assessed, given suitable and sufficient information, training as well as ensuring they comply with our client's induction, emergency arrangements and procedures.

The Ivers Parish Council also recognise our duty of care to ensure that the Health and Safety of visitors, contractors and the general public is not affected as a result of coming into contact with our premises and activities. These persons will be given the relevant information and instruction prior to visiting the premises/working with us and ensure that their activities are controlled and monitored in such a way as to identify health and safety failings early, so as not to cause harm to our employees or themselves.

All sections within this policy have been approved by the council and are reviewed annually, or earlier if there is a significant change within the business.

Date .....

Review Date.....

Name: Ciarán Beary

Signed .....

Position: Chair

## ENVIRONMENTAL POLICY STATEMENT

The Ivers Parish Council recognises the need to control environmental issues through a planned, systematic approach through an Environmental Management System (EMS), by reducing our global environmental burden. We aim to look at our direct effect on the surrounding environment, the disturbance that our work activities have on the people in the surrounding vicinity and the wider effect of our activities on global resources.

The Ivers Parish Council aim to suitably control the environmental effects of our work activities by protecting and improving the environment through good management and adopting best practice wherever possible. This includes a commitment to develop a culture of continual environmental improvement and wherever possible, adopting greener alternatives.

We will:

- Assess the environmental impact of business operations and continuously seek to improve environmental efficiencies of our operations, including buildings and work practices;
- Raise staff awareness through the provision of suitable information and training on environmental issues and encouraging participation in environmental matters;
- Comply fully with relevant environmental legislation, codes of practice and regulations;
- Commit the necessary financial resources to fulfil the environmental policy;
- Endeavour to use sustainable materials and products that are reusable or can be recycled in order to minimise waste;
- Reduce energy consumption, and where possible, work with suppliers who themselves have sound environmental policies;
- Where necessary, ensure that all waste (*including hazardous*) is transported and disposed of in an environmentally acceptable manner, in accordance with statutory duty of care requirements.

We will regularly monitor performance and compliance with the Environmental Policy, and carry out an annual review of its content and amend where necessary. The Ivers Parish Council will communicate the Environmental Policy to all employees and sub-contractors, to ensure that we work together to reduce our environmental burden. Upon request, it will also be available to customers and the general public.

Date .....

Review Date.....

Name: Ciarán Beary

Signed .....

Position: Chair

## ORGANISATION

The Ivers Parish Council recognises our legal duties to safeguard the Health, Safety and Welfare of all the people our business affects, as well as the environment. We have looked at how our workplace operates as well as the factors that may affect our operations. We shall continue to monitor, review and act on our findings in our commitment to continuous improvement of our Health and Safety procedures.

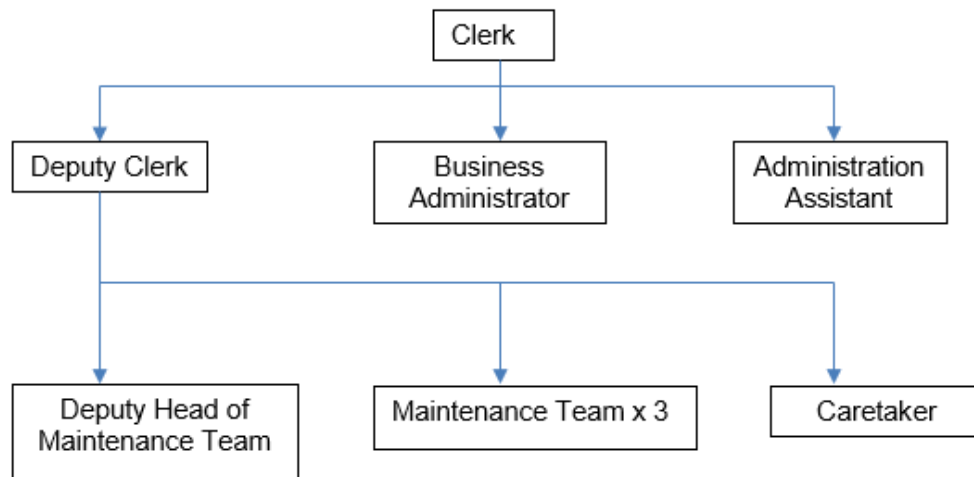
### General Responsibilities

As part of our responsibilities for The Ivers Parish Council we will:

- Actively encourage and demonstrate by example, a commitment to promoting a positive Health and Safety culture;
- Fully involve all staff in our Health and Safety procedures and consult at all levels to ensure good two-way communication;
- Ensure adequate cover for Employers' Liability Insurance is in place and display the certificate in our workplace;
- Ensure that the Health & Safety Policy and Welfare Management System is kept up to date;
- Review the Health, Safety and Welfare Management System on a regular basis or if there is a need to address any issues, at any time;
- Establish good reporting procedures and maintain a record of significant findings, in addition to the legal requirements to record and monitor our procedures;
- Provide and liaise with an appointed Health and Safety Representative and have access to Health and Safety advice, in order to ensure we work within the current legislation;
- Make sure that the risk management systems are in place and effective. We will consider these in identifying risks, evaluating their potential consequences and determine an effective method of eliminating or controlling personnel, and where the risks cannot be eliminated, action will be taken to minimise the impact;
- Make sure that the whole of the Health and Safety requirements of the council are addressed and that individuals are aware of their own responsibilities;
- Ensure that this policy will be supported by supplementary written procedures, arrangements and guidance;
- Ensure that any work sub-contracted by our council shall, in all cases, be suitably planned and those commissioned for the work are vetted for competence, in order to ascertain that it can be demonstrated the work meets statutory requirements, and the contractors are competent to undertake the work safely. Where necessary, as part of this, Contractors will be required to provide suitable risk assessments and method statements;
- Provide the necessary support and assistance (interpreters, appropriate signage, etc.), should we employ or utilise the services of anyone who is non-English speaking;
- Employees have a legal duty to take reasonable care for the Health and Safety of themselves and other persons who may be affected by their acts or omissions and to fully engage in the environmental policy.

## ORGANISATIONAL CHART

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## SECTION 2: RESPONSIBILITIES

### Responsibilities of the Parish Councillors

The parish council chaired by Ciarán Beary has overall responsibility under the Health and Safety at Work Act 1974 for health and safety matters within the Council and in particular will:

- Take an active role around health and safety matters by promoting a positive work culture and acting promptly where deficiencies are identified;
- Ensure that resources are widely available for the successful implementation of the Health and Safety Policy;
- Delegate responsibilities to appointed, competent persons who will manage the Health, Safety and welfare arrangements within the council;
- Ensure agendas for meetings incorporate Health and Safety matters, to ensure that the policy requirements detailed above, are fulfilled;
- Regularly review the Health and Safety standards and practices within the council and ensure that at least annually or more frequently, this Health and Safety policy is reviewed and reflects any relevant changes (business activities or legislation and guidance);
- Take an active role within the investigation procedure for serious accidents, incidents and cases of ill health. We will ensure that serious incidents are reported in accordance with RIDDOR, and will seek assistance from Avensure where necessary;
- Ciarán Beary has the ultimate responsibility for ensuring that all contractors carrying out maintenance and or construction work on the premises, are passed through the selection process, whereby we will require evidence of their competence and other supporting documentation (risk assessments, method statements, Health and Safety policy, accident reporting procedure, etc.).

The person identified as the overall responsible person for overseeing the day-to-day activities and maintaining high standards of Health and Safety within The Ivers Parish Council is the Clerk.

They will:

- During meetings, inform the Council of any Health and Safety issues or concerns that have the potential to affect the council, our employees or others who may come into our council;
- Following meetings, they will consult with employees and any other relevant persons on Health and Safety matters through team meetings, memos, toolbox talks or on the noticeboards;
- Consider arrangements if/when purchasing materials and equipment outside the EU to ensure that the relevant Product Safety Legislation and Labelling requirements are complied with thorough manufacturer instructions, maintenance schedule and Safety Data Sheets;
- Ensure that the premises are maintained in a safe and sound condition by carrying out or, outsourcing testing, inspection and maintenance as applicable. This may include:
  - Fixed electrical installations;
  - Portable Appliance testing;
  - Fire alarm tests;



- *Facilitate Fire evacuation drill;*
  - *Fire extinguishing media checks;*
  - *Emergency lighting checks;*
  - *Carry out a first aid needs assessment;*
  - *Housekeeping;*
  - *Combustible waste;*
  - *Access and Egress to premises.*
- Make suitable arrangements for supervision and monitoring of employees (and sub-contractors) so far as is reasonable, taking into consideration the level of risk from the work activities and the competence within the workforce;
- Ensure so far as is reasonably practicable, work equipment and PPE (Personal Protective Equipment) is supplied to employees, and any other persons who enter our workplace and may be affected by our activities. These will be assessed for suitability and where necessary, maintained;
- Ensure that our external Health and Safety advisory service, Avensure, and any other specialist advisors as required, are informed of:
  - Any dangerous occurrence, incident or work-related illness which caused or had the potential to cause serious injury or ill health;
  - Any proposed changes to the business (premises location, activities or management structure);
  - Any potential new hazards brought to attention that may need to be assessed within the current risk assessments;
  - Any notification of health and safety failings from enforcing authorities through correspondence or visits;
- Where further assistance is required, The Clerk will contact Avensure or a specialist advisor, to ensure that the relevant risk assessments for The Ivers Parish Council are suitable and sufficient and communicated appropriately to all employees (and sub-contractors).

## **Responsibilities of Managers and Supervisors**

All Managers and Supervisors are required to:

- Read and understand The Ivers Parish Council Health and Safety Policy and comply with the arrangements identified in this document;
- Understand the importance of a positive Health and Safety culture by leading by example and enforcing health and safety rules;
- Co-operate with The Ivers Parish Council to fulfil our various statutory requirements;
- Ensure compliance of the council's requirements under health, safety and environmental legislation.
- Monitoring on a daily basis that high standards of housekeeping are maintained, with gangways and exits remaining clear and unobstructed, and kitchens/toilets are in a clean condition;
- Ensure that the no smoking policy is strictly applied;
- Ensure that risk assessments are acted upon and that the results are shared with employees undertaking those activities;
- Report to The Clerk any health and safety concerns, which they are not able to resolve.

## Responsibilities of all Employees

All employees have legal duties under the Health and Safety at Work Act 1974. These duties are:

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work;
- To co-operate with the management to enable the employer to carry out legal duties or any requirements as may be imposed;
- Not to intentionally or recklessly interfere with, or misuse any item provided in the interest of Health, Safety and Welfare.

In order to fulfil these duties, employees at The Ivers Parish Council will:

- Upon receiving of any health and safety information, familiarise themselves with the procedures relating to their work activities;
- Abide by the requirements set out in the Policy and Risk Assessments and raise any issues with their Manager;
- When carrying out work on our client's premises, employees will follow the site safety rules and be familiar with the emergency procedures;
- When working with council vehicles, machinery/equipment, materials or substances, ensure that they are used in accordance with the manufacturers guidance and follow the information, instruction and training provided by The Ivers Parish Council. This includes:
  - Following the Safe System of Work and not misusing equipment/machinery
  - Not to knowingly use defective equipment and report immediately to the superior if any defects are found
  - Wearing suitable PPE that has been provided, and ensure maintenance is carried out including reporting loss or damage.
- Report any colleagues who are not complying with the safety arrangements to their manager. This includes safety concerns, accidents or near misses;
- Not to work under the influence of alcohol or drugs.

**All employees of The Ivers Parish Council are aware that any activity carried out which places colleagues or others in danger, or those who breach their legal requirements under health and safety legislation is a criminal offence and following further investigation, action may be taken against the individual by the council or an Enforcing Authority.**

## **Responsibilities of Council Car and Council Van Drivers**

Prior to driving any council vehicle or driving own vehicles for council business, The Ivers Parish Council requires:

- Full UK driving licence is held and fully covers the vehicle(s) being driven;
- Notification of all driving convictions/offences previously acquired;
- A copy of business car insurance that covers transfer of passengers and theft of council property;
- A copy of non-council vehicles road tax and MOT;
- Any accident or offence that occurs whilst carrying out council business must be reported immediately to the responsible person;
- All relevant safety checks are carried out as per the manufacturers and Ivers Parish Council's requirements. Any defects or maintenance will be reported to the relevant persons and dealt with as required.

Under no circumstances will any telecommunication devices be used whilst in control of the vehicle, this includes short distances.

Under no circumstances will alcohol or illegal substances be consumed prior to driving any vehicle on council business.

**The Ivers Parish Council will not place any pressure on our employees to answer the phone whilst driving, we recommend that calls are made before and after journeys.**

## **Responsibilities of Plant/ Equipment Operators**

- Following suitable and sufficient training, only operate plant/machinery/equipment that they have been deemed competent to do so;
- Comply with the Risk Assessments and Method Statements appropriate to their work activities and follow the prescribed Safe System of Work;
- If the need has been highlighted in the Risk Assessment, operators must use the Personal Protective Equipment that has been issued by Ivers Parish Council;
- Anything that has been provided to protect Health, Safety and welfare must be used as instructed and not intentionally or recklessly interfered with or misused;
- As per the manufacturer's instructions, all plant/machinery will be subject to opening and closing checks documented and defects reported to the responsible person immediately;
- Plant/machinery will be operated safely and in a controlled manner as per the prescribed arrangements, whilst also considering other operatives and member of the public at all times.

## SECTION 3: ARRANGEMENTS

This section defines the standards, rules and procedures of the health and safety related issues and areas of risk that apply to the Ivers Parish Council's work activities.

It is the responsibility of all employees to observe these rules and procedures and to conduct themselves and carry out their work in a safe and reasonable manner.

Failure to comply with the following arrangements could render employees liable to disciplinary procedure or criminal prosecution. The Ivers Parish Council recognises that it is not possible to prepare in written form, every safety rule that applies to the work activities and to employees as circumstances may vary depending upon the nature of work.

### Risk Assessment / Risk Management

The Ivers Parish Council recognises that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all significant risks arising from work activities are adequately managed.

The Ivers Parish Council will endeavour to comply with the relevant legal requirements, as contained within the relevant legislation, other applicable legislation and guidance notes issued by the Health and Safety Executive.

In particular, the following rules and procedures will be applied in relation to these areas or work activities:

The Ivers Parish Council will institute a programme of hazard identification and risk assessment of all its activities in order to eliminate, reduce or control, so far as is reasonably practicable, any harm or danger to employees or other affected persons.

- All risk assessments will be fully documented and recorded;
- All risk assessments will be reviewed annually (or sooner if an accident should occur or there is a change in the work process);
- All Risk Assessments will be monitored on a regular basis at a frequency determined by, and stated within, the assessment;
- All relevant employees or other persons will be informed of the significant findings of risk assessments that relate to their work activities or otherwise affect them.

### DEFINITIONS

**Hazard** - something that has the potential to cause harm.

**Risk** - is the likelihood of the harm being realised. The risk, therefore, reflects both the likelihood that harm will occur and its severity. It will generally be recorded as insignificant, low, medium or high.

## **CONTROL MEASURES**

Where work activities, items or areas with significant risks are identified, the risk assessment will contain details of the measures that must be applied or actions that must be taken in order to eliminate, reduce or control the risks in question and therefore allow the activity etc. to be carried out safely.

These required measures or actions are referred to as 'control measures'.

The following principles will be applied to adopting control measures:

- Avoiding the risks altogether;
- Evaluating the risks which cannot be avoided;
- Combating risks at source;
- Adapting the work to the individual;
- Adapting to technical progress;
- Replacing the dangerous with the non-dangerous or less dangerous;
- Developing a coherent overall prevention policy;
- Giving collective protective measures priority over individual protective measures;
- Giving appropriate instructions to employees.

## **REVIEW AND REVISION**

The risk assessments must be kept up-to-date and be reviewed and modified, where necessary. If changes take place which mean that the current risk assessment is no longer valid or that it can be improved, the assessment must be reviewed. In all cases, risk assessments will be reviewed on a regular annual basis.

All significant findings of risk assessments and subsequent monitoring must be recorded. The records must include:

- The significant hazards identified in the assessment - those which might pose serious risk to workers or others who might be affected by the work activity if they were not properly controlled;
- The levels of risk associated with the hazards;
- The existing or required control measures;
- The people who may be affected by the risks or hazards, including any groups of employees who are at special risk;
- Decisions taken as a result of the assessment.

The person responsible for Risk Assessment and Management is The Deputy Clerk.

## Safe Systems of Work and Working Procedures

The Ivers Parish Council recognises that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that safe systems of work and/or safe working procedures are developed, understood and followed.

The Ivers Parish Council will endeavour to comply with the relevant legal requirements, as contained within the relevant legislation, other applicable legislation and guidance notes issued by the Health and Safety Executive.

In particular, the considerations that will be applied in relation to the preparation and development of safe systems of work and safe working procedures will include:

- The work or tasks being carried out;
- The associated potential hazards;
- Any existing instructions or procedures;
- Who is doing the work;
- The skills and abilities of the people;
- The level of control and supervision required;
- The tools or equipment that are required;
- The personal protective equipment required;
- The associated training requirements;
- Any isolation or locking-off requirements;
- Any permit to work requirements;
- Other activities being carried out;
- Communication requirements;
- Emergency planning;
- Handover procedures upon completion;
- Monitoring requirements;
- Review and updating requirements.

The following rules and procedures will be followed in relation to this area:

- All safe systems of work and safe working procedures will be developed by the relevant manager / supervisor in conjunction with the The Clerk;
- All safe systems of work and safe working procedures will be documented in an approved format;
- All safe systems of work and safe working procedures will be brought to the attention of all employees and other persons that they affect;
- Regular monitoring of compliance with, and the effectiveness of, all safe systems of work and safe working procedures will be carried out;
- All safe systems of work and safe working procedures will be reviewed and amended, where necessary, on an annual basis or when significant changes in the activities or other matters to which they relate occur;
- All safe systems of work and safe working procedures will be reviewed and amended, where necessary, following an accident or incident arising from the related activities, or when the results of monitoring reveals problems of compliance or effectiveness.

The person responsible for our Safe Systems of Work arrangements is The Deputy Clerk.

## Information, Instruction and Training

The need for effective communication between all parties in the workplace is recognised by Ivers Parish Council.

To enable them to carry out their work activities, The Ivers Parish Council will ensure that its employees are provided with adequate information and suitable instructions.

Information and instruction will be provided in a form which takes account of any language difficulties or disabilities.

Information relevant to the safety of all will be communicated where the workplace is shared.

- The Ivers Parish Council will not require any employee to perform any work activity or task unless he/she has received suitable and adequate information, instruction and training, or is working under the supervision of a trained and competent employee;
- The Ivers Parish Council acknowledges the importance of providing information, instruction and training to all new staff as soon as is practicable after commencement of employment;
- The Ivers Parish Council recognises that instruction and training may also be necessary for existing employees to act as a reminder and to accommodate any changes in their work practices or Environment;
- The Ivers Parish Council accepts the responsibility of ensuring that all temporary employees are also given basic health and safety information, instruction and training appropriate to their work activities and environment;
- The training needs for all employees (or groups of employees) and their related work activities will be evaluated and the results of the evaluation will form the basis of a training matrix;
- Training need's assessments will be reviewed periodically and the training matrix updated as required;
- Records will be kept of all training provided to employees and any relevant outcomes.

The person responsible for overseeing Information, Instruction and Training is The Clerk.



## Consultation

The Ivers Parish Council recognises that communication is a two-way process.

The Deputy Clerk or an appropriate supervisor will call regular meetings in which all onsite employees will be briefed as to what is required of them on a day-to-day basis and also, should an emergency arise, what steps should be taken.

At such meetings, in addition to the technical aspect of the work activities, safety will be discussed and controls developed and handled on an equal level of priority with other elements of the business meeting.

Details of these meetings and discussions will be documented.

The consultation will involve not only giving information to employees but also listening to and taking account of what employees say before any Health and Safety decisions are made.

We will ensure that Safety Representatives have the required facilities, equipment and information for them to participate fully and effectively to enable them to carry out their functions, as proportionate to the workplace and that they are treated in line with the current Regulations and our HR Policy.

In order to communicate effectively, we will ensure that employees understand the meaning and purpose of the policy, vision, values and beliefs, which underline it.

Designated Managerial/Supervisory staff (as applicable) will establish lines of communication with other organisations/persons that may be affected by Ivers Parish Council's activities. This may be through the use of signage, verbally, in writing or a combination of these methods.

Likewise, Managerial/Supervisory staff (as applicable) shall expect that other organisations/persons will communicate health & safety or organisational issues that may affect Ivers Parish Council's staff welfare & Health and Safety.

At all workplaces where employees are located, all relevant safety information will be provided. This will include:

- HSE law poster
- Fire safety instructions
- Names of Fire Wardens and First Aiders
- Employer's Liability Insurance Certificate
- Health and Safety Policy
- Environmental Policy
- Other safety instructions relevant to that workplace

The person responsible for overseeing our consultation arrangements is The Deputy Clerk.

## Health Surveillance

Certain substances and materials that may pose risks to health are sometimes required to be used by Operatives. Activities or work in environments which may equally affect the operative's health may additionally be carried out.

Workers may suffer from ill health caused or made worse by work, which The Ivers Parish Council recognises. For example, this may be due to:

- Work-related stress;
- Musculoskeletal disorders (MSDs), Including work-related upper limb disorders (WRULDs) and back injuries;
- Occupational dermatitis etc.

Reporting of any suspected work related ill health through Managerial/Supervisory staff (as applicable) is encouraged for employees, so that action can be taken to manage the situation.

The person responsible for overseeing our Health Surveillance arrangements is The Clerk.

## Accident Reporting and Investigation

The Ivers Parish Council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all accidents and incidents are reported and investigated.

The Ivers Parish Council will endeavour to comply with the relevant legal requirements, as contained within the relevant legislation.

In particular, the following rules and procedures will be applied in relation to this area by The Ivers Parish Council and its employees:

All employees are required to report all accidents to The Clerk as soon as possible.

For these purposes, an accident is defined as any unplanned event which may give rise to injury, ill health, property or plant damage or any other potential loss, including near misses. All accidents involving injury must be recorded in the accident book or equivalent form of recording. This record can be made by the relevant first aider, injured person or another suitable person e.g. manager, colleague or another appointed person.

- All accidents must be recorded by the appropriate manager on the Accident Report Form. The completed accident report form must be forwarded to the The Clerk for further analysis or investigation;
- All accidents must be investigated by the appropriate manager and recorded on the Accident Investigation Form;
- If the accident or incident is reportable under RIDDOR the required notification procedures as detailed below must be followed by the nominated person/s within then;
- Where an accident investigation reveals matters that are required to be implemented in order to prevent a recurrence, the required action must be taken immediately by the appropriate manager;
- Where an investigation reveals that immediate action is required to prevent a recurrence but circumstances dictate that it is not possible or feasible, any required interim measures to ensure the safety of the persons affected must be taken (e.g. disconnection of equipment).

The person responsible for overseeing our Accident Reporting and Investigation arrangements is The Clerk.

## Fire Safety and Other Emergencies

The Ivers Parish Council will endeavour to control the associated risks and to comply with the legal requirements relating to fire safety and other emergencies, as contained within the Regulatory Reform (Fire Safety Order) 2005 and the Management of Health and Safety at Work Regulations 1999, and with the specific guidance notes issued by the Health and Safety Executive and Fire Authority.

The following rules and procedures will be applied in relation to this area and associated work activities:

- The council will take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of all employees and other persons that may be affected by its activities;
- Risk assessments will be completed for all premises occupied by the Council for the purpose of identifying the general fire precautions required to be implemented;
- The significant findings of the assessments and details of any groups of persons identified as being especially at risk will be recorded and brought to the attention of relevant employees and other affected persons;
- All relevant risk assessments will be subject to periodic monitoring at a frequency prescribed by the assessment;
- All relevant risk assessments will be subject to periodic review at a frequency prescribed by the assessment or when they are no longer valid or significant changes have occurred;
- Where dangerous substances may be present in or on premises, the risk assessment will take account of any relevant special hazards with a view to eliminating or reducing the risks so far as is reasonably practicable;
- All premises will be equipped with appropriate fire-fighting equipment and with fire detectors and alarms where considered to be necessary, as determined by the risk assessment;
- All non-automatic fire-fighting equipment will be easily accessible, simple to use, and their location will be indicated by signs.
- Suitable and sufficient emergency routes and exits in order for employees and any other persons to evacuate as quickly as possible;
- All emergency routes and exits will lead to a place of safety and will be indicated by signs;
- All emergency exits and the routes to emergency exits from premises must be kept clear at all times. All emergency exit doors will open in the direction of escape and allow easy and immediate opening. All emergency exit doors must remain unlocked and unfastened at all required times;
- All emergency exits and routes requiring illumination will be provided with suitable emergency lighting;
- All fire alarms will be maintained in efficient working order, good repair, serviced at required intervals and tested at regular intervals, as determined by the risk assessment. A suitable record of such tests will be kept and maintained;
- Fire drills / emergency evacuations will take place at required intervals. A suitable record of such drills shall be kept and maintained;

- All employees will be provided with suitable and sufficient instruction and training on the appropriate precautions and actions required to be taken by them in case of fire or other emergencies. This training will be provided at induction and repeated periodically and/or when required;
- All visitors to council premises, including contractors, will be provided with suitable information and will be required to record their details in a register, including times of arrival and leaving.

The Ivers Parish Council will appoint one or more suitable 'Competent Persons' for every premise, who will be responsible for ensuring that all preventative and protective measures for fire and other emergencies are in place. All such appointees will be provided with adequate information, training and other resources in order to carry out his/her role and duties effectively.

The Ivers Parish Council will appoint a sufficient number of fire marshals at every premise in order to implement and manage the emergency evacuation procedures. Duties of fire marshals will be as detailed below.

The council will prepare and publish a Fire / Emergency Plan for all council premises as detailed below.

#### **Fire / Emergency Plan**

Any person discovering a fire shall raise the alarm and then notify the fire marshal or appropriate Manager/Supervisor. The Fire Marshal or Manager/Supervisor shall ensure that the relevant emergency services are phoned giving the following information:

- Name of person making call Site address;
- Telephone number;
- Nature of incident (if known);
- The Fire Marshal shall remove the visitors book/staff register and vacate the premises by the nearest available exit.

All personnel should vacate the premises calmly and quickly by the nearest available emergency exit and assemble at their nominated point.

Once at the assembly point employees must report to the fire marshal who will conduct a roll call to establish complete evacuation or any missing persons.

The person responsible for overseeing our Emergency arrangements is The Deputy Clerk.

## Record Keeping

All necessary health, safety and environmental documentation will be retained in record form.

This may include:

- Risk assessments;
- Method statements;
- Training records;
- COSHH assessments;
- Other relevant health, safety and environmental documents;
- Accident Book;
- Statutory documentation (Inspections, reports etc.);
- Health, Safety and Environmental Policy;
- Procedures documents;
- Health and Safety Plans.

The person responsible for overseeing our Record Keeping is The Deputy Clerk.

## First Aid

The Ivers Parish Council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring the provision of adequate numbers of trained first aiders and adequate first aid equipment and facilities.

The Ivers Parish Council will endeavour to provide and maintain suitable and adequate first aid facilities and to comply with the relevant legal requirements, as contained within the relevant legislation, and with the specific Approved Code of Practice (L74) issued by the Health and Safety Executive (HSE).

In particular, the following rules and procedures will be applied in relation to this area:

- The Council will ensure that adequate and appropriate equipment, facilities and personnel are provided at all workplaces to enable first aid to be given to employees and other persons if they are injured or become ill at work;
- The level of provision of first aid facilities at each workplace will be determined by an assessment of the particular circumstances and risks involved;
- When carrying out an assessment to determine the level of provision of first aid facilities the factors that will be considered will include:
  - Any significant risks present as identified within a risk assessment;
  - Any specific risks present e.g. hazardous substances, dangerous machinery;
  - Areas where different levels of risk have been identified;
  - Records of accidents or ill health;
  - Numbers of employees;
  - Employees with special problems or disabilities;
  - Special site location issues;
  - Shift work or out-of-hours working;
  - Employees who travel or work alone;
  - Employees on sites occupied by other employers;
  - Work experience trainees;
  - Access by members of the public.
- Suitable and sufficient first aid boxes will be provided in all workplaces and work situations;
- All first aid boxes will be stocked in accordance with the outcomes of the first aid assessment; Where no significant risks or other factors are revealed by the assessment, boxes will contain a minimum stock of the items recommended by HSE guidance;
- First aid boxes will be located in conveniently accessible positions in workplaces and these locations will be clearly marked;
- The council will ensure the appointment of suitable and adequate appointed persons and first aiders for every workplace;
- The numbers of appointed persons and first aiders in each workplace will be determined by the first aid risk assessment and in accordance with HSE guidance;
- A list of current first aiders and appointed persons will be displayed on all council notice boards or otherwise brought to the attention of employees;
- All appointed persons and first aiders will receive suitable and sufficient training in accordance with HSE guidance and will receive appropriate refresher training as and when required;
- The duties of appointed persons and first aiders will be as indicated below.

### **Duties of First Aiders**

- To ensure the first aid facilities are available and boxes are stocked according to the issued instructions;
- To maintain records in all of the cases that they treat;
- To inform the The Clerk of any matter relating to the provision of first aid that they deem necessary;
- To carry out the duties of an Appointed Person as appropriate;
- To maintain a current first aid certificate;

### **Duties of Appointed Persons**

- To take charge of situations where someone is injured or falls ill;
- To ensure a first aider is summoned (if available);
- To call an ambulance and/or other emergency service;
- To give any emergency first aid treatment to the level for which they have been trained;
- Maintain the First box and replenish as necessary.

The person responsible for overseeing our First Aid arrangements is The Deputy Clerk.



## **Area Identification and Demarcation of Area Boundaries**

Whilst the site area itself is clearly identified, there is a need to restrict access to certain areas of our premises for reasons of security and safety.

In addition, should such work as alterations or building works be undertaken, we may need to cordon off areas to ensure boundaries and access points within the works on the premises are always clearly defined.

For continuity of business, we need to provide safe access within our premises boundaries.

It is therefore necessary to make sure that unauthorised persons are not permitted to gain access to areas which could be hazardous to them or damaging to the premises itself.

In consequence of this, all property boundaries such as any fences, walls etc. will be kept in a good state of repair to ensure that persons not familiar with the site or property, will be able to establish where any work area ends and that of public access begins.

Warning signs and notices will be displayed in dangerous areas or for reasons of security, in order prevent accident or injury in hazardous parts of the work area.

The person responsible for overseeing Area Identification and Demarcation of Area Boundaries is The Deputy Lead Officer.

## Ground and Flooring Conditions

Since climate conditions can vary considerably, it is necessary for all staff to suit their necessary controls and precautionary arrangements to the conditions encountered.

The Ivers Parish Council will designate a senior member of staff to oversee and implement the necessary control measures to account for ground and flooring conditions, which can be affected by issues such as climate conditions, work processes and substances in use that may spill for example. This person will liaise with the property landlord where applicable, to ensure compliance with current Regulations.

Processes, methods and controls will be clearly communicated to all involved.

Risk assessments will be conducted and factors affected by changes in the ground/flooring conditions taken into account. Warning signs and measures necessary to make premises access and egress safe, will be put in place to warn all personnel and visitors.

Inductions will inform new employees coming to the site and reminders provided for existing staff to ensure everyone is aware of the chief risks, even if they are merely the risks of slips, trips and falls.

The person responsible for overseeing Ground and Flooring Conditions is The Deputy Clerk.

## **Materials, Equipment and General Deliveries**

The Ivers Parish Council ensures that, whenever necessary, large deliveries are made at a time of day when it will cause the minimum of disruption.

Should contractors be performing work on the premises the same consideration is expected of them. This necessary precaution will preserve local traffic flow and also in regard to access/egress from/to their homes by local residents and other businesses.

Arrangements will be made to permit free passage for emergency vehicles onto the site/premises. Whenever possible, suppliers will stagger their delivery times, so as to prevent a build-up of vehicles at any particular time.

Use of vehicles by suppliers, contractors, or others will be kept to a minimum, so as to ensure that as much of the materials as possible are moved onto site by one vehicle, rather than by multi-visits.

Whilst work is being performed on the premises by contractors, storage of work materials will be confined as far as possible to a particular room or area within the premises, so that there will be a concentration of stored items, rather than a spread of work material over the entire building or work site.

It is intended that this will keep disruption of the employees, other contractors and/or members of the public down to a minimum.

Consideration will be given to the building itself, together with furniture, work equipment and personnel items when work is in progress.

The person responsible for overseeing our delivery arrangements is The Deputy Clerk.

## Manual Handling

The main injuries associated with manual handling include:

- Musculoskeletal disorders (MSDs) e.g. back strain, slipped discs;
- Hernias;
- Lacerations, crushing of hands or fingers;
- Repetitive strain injuries e.g. tenosynovitis;
- Bruised or broken toes or feet;
- Various sprains and strains.

The Ivers Parish Council will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the relevant legislation, and with the specific guidance notes (INDG 143) and (L23) issued by the Health and Safety Executive.

The following rules and procedures will be applied in relation to this area and associated work activities:

- The Ivers Parish Council will, wherever possible or feasible, avoid the need for potentially hazardous manual handling by providing mechanical means or other working systems;
- Where it is not possible or feasible to avoid potentially hazardous manual handling, suitable and sufficient risk assessments of the tasks involved will be carried out, with a view to reducing the risk of injury by the implementation of control measures;
- All manual handling assessments will be designed to look at all of the following areas:
  - The tasks involved;
  - The individual capacities required
  - The loads involved;
  - The working environment involved;
  - Other factors (PPE).
- Suitable records will be kept of all manual handling assessments, which will be brought to the attention of all relevant employees.
- Suitable and sufficient instruction, training and supervision will be provided in the correct handling and lifting techniques to all employees involved in manual handling tasks.
- Suitable and sufficient required personal protective equipment will be provided to all employees involved in manual handling.
- Employees will not be required to lift or move any loads that are beyond their individual capabilities.
- Employees will be encouraged to seek assistance when lifting or moving loads from other employees when required.
- The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

The person responsible for overseeing our manual handling arrangements is The Deputy Clerk.

## Workplace Transport

The main hazards/issues associated with transport and vehicles include:

- Collisions with pedestrians;
- Collisions between vehicles;
- Reversing of vehicles;
- People falling from vehicles;
- Overloading of vehicles;
- Overturning vehicles.

The Ivers Parish Council will endeavour to comply with the relevant legal requirements, as contained within the relevant legislation.

The following rules and procedures will be applied in relation to this area and associated work activities:

- All activities involving workplace transport and vehicle movement will be subject to risk assessment and subsequent action, as detailed within the Risk Management section of the policy;
- Workplace vehicle transport systems will be developed with the following aims and objectives:
  - Ensuring that vehicles and pedestrians are kept safely apart;
  - Providing suitable pedestrian crossing points on vehicle routes;
  - Providing suitable vehicle parking;
  - Avoiding sharp or blind bends;
  - Ensuring that vehicle routes are sufficiently wide for all vehicles using them;
  - Ensuring firm and even floor surfaces on all routes;
  - Ensuring that floor and other signage is provided and maintained;
  - Considering the adoption and enforcement of speed limits;
  - Considering the need for barriers in high risk areas;
  - Considering the need for speed humps;
  - Considering the need for fixed mirrors at blind bends;
  - Ensuring that loading / unloading operations can be carried out safely;
  - Ensuring that reversing manoeuvres are kept to a minimum;
  - Considering the feasibility of one-way systems;
  - Ensuring good levels of lighting in all areas;
  - Provision of banksmen or other means of controlling any necessary reversing operations;
  - Carrying out regular safety checks of traffic routes using an appropriate checklist.
- All council vehicles will be safe and suitable for their purpose including:
  - Proper maintenance according to a pre-planned maintenance programme;
  - Provision of safety features (e.g. seat belts, horns, lights, reflectors, reversing lights and reversing alarms);
  - Provision of guards on dangerous parts of vehicles;
  - Suitable driver protection from adverse weather and environmental conditions (eg noise, vibration, fumes);

- Protection from overturning or falling objects;
  - Daily driver safety checks using an appropriate checklist.
- Every authorised driver must check his / her vehicle at the beginning and end of each shift to ensure that it is safe to use and shall report all defects as soon as possible to their manager;
- Only personnel authorised and qualified to the appropriate standards will be permitted to operate any vehicle owned or leased by Ivers Parish Council;
- Drivers will be subject to comprehensive selection and training procedures relevant to their vehicle including:
  - Checks on previous experience and training;
  - Tests of competence;
  - Provision of required induction training;
  - Provision of regular refresher training.
- Records will be kept of all driver training with copies of relevant licences, certificates or authorisations;
- All drivers shall report any accident / incident irrespective of any injury / damage to their manager / supervisor as soon as practicable;
- All lift truck drivers and other employees or other persons present around high risk traffic routes must wear high visibility vests or jackets;
- All drivers must ensure that all loads are safely secured before moving a vehicle;
- Any driver operating on public roads must comply with the Road Traffic Act and regulations;
- All delivery drivers must remain in the rest room, other safe area or cab during loading/unloading operations.

### **Lift Truck Driver Training**

The Ivers Parish Council will adopt the following rules and procedures in respect of the training and competence of lift truck drivers:

- All employees whose duties contain an element of lift truck driving will receive sufficient driver training to enable them to achieve agreed safety, quality and efficiency standards;
- All potential employees whose duties contain lift truck driving must possess a full driving licence and receive an assessment of their truck driving ability before being offered employment within Ivers Parish Council;
- All employees who fail to reach the required standard at the annual assessment of competence in truck driving will receive sufficient re-training to enable them to achieve the required standard;
- All staff who have a supervisory responsibility for lift truck operation will be trained to a standard which enables them to identify malpractice in lift truck operation;
- Only instructors holding the appropriate RTITB/ITSSAR Certificate and whose name is entered on their Register of Approved Lift Truck Instructors will be authorised to carry out lift truck training;
- Authorisation certificates will only be awarded to employees who achieve the required standard in the practical and theoretical tests, as outlined in the Supplementary Guidance notes to the Approved Code of Practice for Rider Operated Lift Trucks – Operator Training. The certificate will identify the class / classes of vehicle that the holder is authorised to operate;

- All trainee drivers will undergo 3 days basic training on lift trucks operation and safety, followed by two days' specialist training.
- Familiarisation training will take place in the employee's normal place of work lasting for two days.
- Annual assessments will be carried out by an approved instructor at his/her normal place of work and the results of assessments will be held on the employee's training records.

The person responsible for overseeing Workplace Transport is The Deputy Clerk.

## Driver Safety and Security

The statistics released annually by the HSE and information in the media, is recognised by The Ivers Parish Council who acknowledges the risks from driving when at work. Controlling the health, safety and welfare of their employees whilst driving either council or self-owned vehicles used for work, is a responsibility of Ivers Parish Council.

The hazards and problems associated with driving include:

- Fatigue due to excessive driving hours;
- Distractions during driving;
- Driving without care or attention;
- Driving without a valid licence or insurance;
- Driving when disqualified or under the influence of alcohol or drugs;
- Exceeding speed limits due to unreasonable demands;
- Loading and unloading of vehicles;
- Failing to report accidents or offences;
- Driving in adverse weather conditions;
- Unsafe conditions of vehicles;
- Overloading or unsafe loading of vehicles;
- Theft from vehicles and associated violence.

Drivers must be in control of their vehicle at all times, this is council policy. Even for the shortest period when in control of a vehicle, no electronic devices are to be used. Means of communication including mobile phones are to be used only if the vehicle has stopped in a safe place with the handbrake applied.

- Drivers must be fit to drive. It is forbidden for any employee who is under the influence of drugs, alcohol or any substance likely to cause a danger to themselves or others to drive. A Supervisor or Manager should be immediately informed, should any member of staff feel unfit to drive for any reason;
- Only those employees who hold a current valid driving licence for the vehicle type they plan to drive are authorised to do so;
- A copy of all drivers full UK driving licence will be held on file in order for authority to drive council vehicles/on council business to be given;
- It will be required of authorised drivers to notify the Council of driving convictions and offences. For all drivers, business use insurance must be in place;
- The required Road Tax and MOT (if applicable) will be held and a register kept and held on file for all council vehicles;
- Council vehicles will be subject to maintenance and servicing, in accordance with manufacturer's instructions. Additionally, regular checks will be carried out on the roadworthiness of all council vehicles;



- Instructions on how to carry out these checks will be issued to employees and they will be reminded to undertake them;
- Driving without the correct glasses or contact lenses (where required), when fatigued, when under the influence of alcohol or drugs, or if suffering from any illness or taking any medication that may affect their ability to drive safely, will be highlighted to employees as circumstances when they must not drive;
- The Ivers Parish Council employees should, as far as possible, avoid the use of mobile phones when driving in order to avoid the disturbance of their concentration;
- The Ivers Parish Council will not put any pressure on its employees to answer calls whilst driving;
- Calls should be made prior to the start of the journey or when the journey has concluded;
- If calls need to be taken or made during a journey, employees will only do so when they are parked in a safe area and the engine switched off.

The person responsible for overseeing driver safety is The Deputy Clerk.

## Slips, Trips and Falls

The Ivers Parish Council will ensure that areas and operations which involve a high risk of slip, trip and fall accidents will be eliminated, so far as is reasonably practicable.

The Ivers Parish Council will designate a senior member of staff to oversee and implement the necessary control measures.

The Ivers Parish Council will look in detail at the design of work areas and traffic routes and ensure regular maintenance.

Risk assessments, processes, methods and controls will be developed, implemented and clearly communicated to all involved. All risk assessments must consider the hazards that could result in slips and trips and, where identified, measures must be taken to eliminate, reduce or control the risks involved. When carrying out risk assessments, account must be given to access of areas by members of the public and possible vulnerable groups (e.g. older people and disabled).

The Ivers Parish Council will ensure there are periodic visits and monitoring of work areas and traffic routes by the Responsible Person and carry out checks on site so as to ensure that the applicable controls are maintained.

The Ivers Parish Council will ensure that our staff are kept safe by identifying the risks and providing the necessary training for which the appropriate records will be kept.

Other measures that The Ivers Parish Council will include:

- Selecting floor surfaces must include consideration of the slip resistant qualities and general suitability to the areas in question and the activities or processes carried out;
- Spillage procedures must ensure the rapid clean-up of any spillages or contamination by designated personnel without further endangering employees and other persons. Where floors are greasy a suitable cleaning agent must be used;
- Warning signs and barriers must be erected during the removal of spillages;
- Levels of lighting must be provided and maintained in all areas and walkways;
- Suitable footwear will be provided for employees, taking into account the conditions, the work and the individual, where necessary;
- Trailing leads must be avoided in all working areas and walkways;
- All accidents and incidents involving slips and trips must be recorded and investigated fully, with consideration being given to the underlying causes and required improvements to prevent a recurrence. Employees must report all spillages immediately to their Manager/Supervisor together with any building defects or other problems that are causing floors to be wet, slippery or uneven.

The person responsible for overseeing our slips, trips and falls policy is The Deputy Clerk.

## Stress

Working in current times, stress in the workplace is a reality.

The likelihood of an employee having or contributing to an accident, becoming a hazard to himself/herself as well as to others, may significantly be increased by an employee who is severely stressed.

The Ivers Parish Council will review the impact of stress at work and acknowledges they have a responsibility to control the health, safety and welfare of its employees. The HSE's management standards for stress shall be applied in order to manage stress in the workplace.

Primary sources of stress at work are covered by these:

**Demands** - workload, work patterns and the work environment

**Control** – how much say the employee has in the way they do their work

**Support** – the encouragement, sponsorship and resources provided by the employer, management and fellow employees

**Relationships** – includes promoting positive working, the avoidance of conflict and dealing with unacceptable behaviour

**Role** – whether the employee understands their role and conflicting roles are avoided

**Change** – how change is managed and communicated.

The symptoms of stress in individuals and in groups should be looked for by management and supervisory staff who should have a good awareness of this. Additionally, any employee strongly suspecting a fellow employee or themselves are being affected by stress must refer this to the appropriate Manager who will arrange for the person to be assessed or monitored.

The Ivers Parish Council employee's work performance and workload will regularly be reviewed under this policy. Every chance to air views and grievances at these reviews will be offered.

The person responsible for overseeing our stress policy is The Clerk.

## Display Screen Equipment

Cases of Musculoskeletal Disorders (see separate section within this Policy) and eye problems have been linked to the use of Display Screen Equipment (DSE).

The main health problems associated with the use of display screen equipment include:

- Aches and pains in the hands, wrists, arms, neck, shoulders or back;
- Eyestrain or similar visual problems;
- Headaches;
- Stress and fatigue;
- Skin irritation or rashes.

The Ivers Parish Council will identify all “Users” in accordance with current legislation – those employees who use DSE for a significant part of their working day (usually in excess of 1 hour).

For all “Users”, a suitable assessment of the risk will be carried out. As far as is reasonably practicable, any risks identified will be reduced.

Adequate training and information in the correct set up and use of DSE will be received by all “Users” on a regular basis.

The Ivers Parish Council will make a contribution to the basic price of spectacles provided specifically for the use of DSE and eye tests will be provided upon request.

Any user who works at home or away from the Council’s premises will receive adequate information on the correct set up and use of DSE. This information should enable the person to complete their own DSE risk assessment, which once done, must be returned to their Managerial/supervisory staff (as applicable).

Any risks identified will be reduced to as low as is reasonably practicable.

The person responsible for overseeing our DSE arrangements is The Clerk.

## Personal Protective Equipment (PPE)

The Ivers Parish Council recognises PPE will be selected following a risk assessment identifying its need. The use of PPE is part of Ivers Parish Council's strategy to control risk.

PPE shall be provided free of charge, to all personnel requiring it to carry out their allocated tasks. The selection will be based on the PPE's ability to afford the best protection.

It will be ensured, by Ivers Parish Council, that suitable and adequate quantities of PPE are available at all workplaces and used appropriately.

Personnel shall report any loss or damage of PPE. Employees will utilise issued PPE fully and correctly.

PPE will be personally issued to the individual.

Other considerations include:

- The Ivers Parish Council acknowledges that, as a means of hazard elimination, the use of PPE is the last consideration;
- Where it has been established that PPE is the only means, or is required to supplement other control measures, The Ivers Parish Council will ensure that adequate supplies of suitable PPE are available and maintained;
- Each department will maintain a list of all tasks requiring PPE and specify the standard of the PPE required;
- Registers of PPE will be kept, including details of any inspection, maintenance or replacement requirements and relevant records;
- Where appropriate, all PPE will conform to the applicable British Standard, and/or the relevant 'Certificates of Approval' issued by the Health and Safety Executive, or will be required to have the appropriate CE marking;
- Where required, suitable and sufficient storage accommodation will be provided for PPE when not in use;
- All employees required to wear PPE will receive suitable and adequate information, instruction and training in its use, maintenance, cleaning and storage and the relevant risks it will avoid or limit;
- All employees required to wear PPE must use it in accordance with the training and instructions provided;
- All employees must report any defects to PPE or loss to The Deputy Clerk.

The person responsible for overseeing our PPE arrangements is The Deputy Clerk.

## Machinery, Plant and Equipment

The main hazards associated with machinery, plant and equipment include:

- Entanglement;
- Trapping (e.g. shearing, drawing in, and crushing);
- Impact;
- Contact (e.g. friction, abrasion, cutting, stabbing, puncture and burns);
- Ejected materials or particles;
- Dust and fumes;
- Ergonomic issues;
- Electricity;
- Fire;
- Noise;
- Vibration.

The Ivers Parish Council will ensure that:

- We take steps to eliminate any risks associated with work equipment by ensuring all equipment is assessed and any risks identified;
- If elimination is not possible we take steps to reduce these to an acceptable level. As a last resort, PPE will be provided to address any outstanding issues;
- Employees notify us of any defective or dangerous parts or occurrences;
- No equipment brought onto site will be used without having first been approved and identified as safe;
- Safe systems of work are compiled, assessed and put into practice with all associated training and information;
- Competent maintenance support is applied to all equipment and machinery including breakdowns and maintenance.

The person responsible for overseeing our Machinery, Plant and Equipment policy is The Deputy Clerk.

## Visitors

Visitors are asked to sign in and out of our buildings as it is good practice and the register forms an essential part of the roll call during an emergency evacuation. Visitors will be under the supervision of one of our members of staff/will be provided with information via signage that will assist them in remaining safe during their visit.

Contractors undertaking work within the premises will be subject to our contractor control arrangements.

The person responsible for overseeing our Visitor arrangements is The Clerk.

## Contractors

The Ivers Parish Council and any appointed contractors have responsibilities under health and safety law. We will only use contractors who we have considered suitable to ensure the protection of all persons who their activities affect.

We will work with the contractors to ensure that everyone knows their roles and responsibilities in taking all necessary precautions and control measures to reduce the risks of workplace dangers where work activities are carried out.

We will identify and assess risks and implement control measures required to deal with them.

We will work with the contractor to ensure that processes, methods and controls will be clearly communicated to all involved.

We will ensure there are periodic inspections by the Responsible Person to carry out checks on site, so as to ensure that a consistently high level of technical expertise, good practice and the necessary Health and Safety controls are maintained.

We will ensure that our staff and customers are kept safe by identifying the risks and making sure that the works are separated from non-essential personnel where required.

We will request copies of the necessary training to evidence competence for the task from the Contractor.

We will consider:

- The scope of the works;
- The suitability of the contractor and their personnel;
- Responsibilities under the CDM regulations;
- The planning and design of the works;
- Certification and outside bodies such as Local Authorities;
- Who will be responsible for the work;
- The roles and responsibilities for the work and the personnel;
- What measures are required to control the risks;
- What equipment will be used;
- The methods of work;
- Emergency procedures;
- Controls in place to stop the work if there are serious health and safety concerns;
- Monitoring and reviewing work in progress;
- Investigations for near misses and accidents;
- Reporting procedures.

We recognise that the above measures are not exhaustive and will be reviewed on specific activities and projects.

The person responsible for overseeing our Contractors arrangements is The Deputy Lead Officer.



## Lone Working

A Lone worker is defined as 'a person who works by themselves without close or direct supervision'.

Examples of lone workers would include:

- People who work in isolation in premises or areas of premises;
- People who work outside normal working hours (e.g. security, cleaners, maintenance staff);
- Mobile workers.

Employees working alone is not generally prohibited. In cases where specific legislation requires more than one person to be involved in the operations or activity and circumstances where either the location or the nature of the work is unsuitable to a lone worker in some specific instances we will ensure that lone working does not take place.

If it is the case lone working is likely to occur as part of an employees working conditions, this must be established and confirmed.

Prior to the lone work commencing, risk assessments must be carried out and control measures put in place. Communication, as an element of remote supervision should be included as part of the method of work. Only employees who display a high level of competence in their given tasks should be involved in lone working.

Certain cases of lone working are not permissible and the worker will require physical supervision, included are young people undergoing training and other potentially vulnerable staff.

The person responsible for overseeing our Lone Working arrangements is The Clerk.

## **New or Expectant Mothers**

An employee is required to notify The Ivers Parish Council (in writing) that she is pregnant, has given birth within the previous six months, or is breastfeeding.

A certificate from a registered medical practitioner or a registered midwife showing that she is pregnant is required to be provided to The Ivers Parish Council by the employee.

In the event that an employee notifies The Ivers Parish Council that she is pregnant, and on return to work following birth, we will undertake a specific risk assessment of her work taking into account HSE guidance and any particular information which the employee has provided.

Reviews of the assessment at regular intervals by Managerial/Supervisory staff (as applicable) or as/when the employee requests it, will be carried out.

Suitable facilities for pregnant and breastfeeding mothers to rest while at work will be provided by Ivers Parish Council.

Some activities involve risks to new or expectant mothers at work e.g. use of chemicals, exposure to vibration, risk of specific infections, exposure to lead, heavy lifting, etc. As a result, additional risk control measures which are implemented on notification of pregnancy should be informed to the employee and anyone else who would need to know and be observed by all parties. These control measures will be the outcomes of a specific risk assessment for the employee, which will take into account such considerations as the impact of their pregnancy on them, the nature of the work and physiological changes during the period they are pregnant.

Recommendations arising from the assessment are implemented promptly and the assessment is reviewed every 3 months or as required.

If a new or expectant mother has a medical certificate stating that night work could adversely affect her health, we will offer alternative day time work or if such work is not available, will suspend her from work on paid leave.

The person responsible for overseeing our New or Expectant Mothers policy is The Clerk.

## Drugs and Alcohol Misuse

The health and safety of staff, employees and others effected by Ivers Parish Council's work or in The Ivers Parish Council premises, could be adversely impacted by alcohol or drug misuse by their employees or contractors.

Therefore, alcohol and/or drugs are prohibited in the workplace and whilst representing The Ivers Parish Council as a matter of policy.

A report must be made to the appropriate supervisory or management representative in the event that any persons are known to be, or strongly suspected of being affected by alcohol and/or drugs. Arrangements will be made for the person under the influence to be removed from the workplace.

Substance abuse is divided into three main categories:

- Alcohol Dependence/Excessive Consumption;
- Taking or possession of illegal drugs;
- Solvent abuse (inhalation of glues or gases).

Substance dependency is a condition where an employee's consumption of alcohol/drugs/solvents continually or repeatedly interferes with his/her health, attendance or work performance.

If any employees feel there may be an issue with any of the above in relation to themselves or colleagues, they will inform The Clerk.

The person responsible for overseeing our Drugs and Alcohol policy is The Clerk.

## **Smoking at Work**

With no exceptions, smoking is prohibited throughout the entire workplace. Any Council vehicles are also inclusive of this. Employees, contractors, or visitors are covered by this policy.

To smoke or permit smoking in a smoke-free area is an offence. Should anyone be seen smoking in a smoke-free area this should be reported to Managerial/Supervisory staff (as applicable).

On clear display at or near the entrances to smoke-free premises, public spaces and within vehicles are 'No Smoking' signs of the appropriate size and containing the information required by the relevant regulation.

The person responsible for overseeing our Smoking policy is The Clerk.

## **Work in other Employer's Premises**

All The Ivers Parish Council activities undertaken within other employer's premises, will be subject to risk assessment.

In order that suitable cooperation and coordination can be established to ensure the health and safety for all involved, liaison with the controller of the premises will be achieved.

The person responsible for overseeing arrangements for staff working in other Employer's premises is The Clerk.

## Sun Exposure to Outdoor Workers

The Ivers Parish Council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that the health risks to outdoor workers associated with exposure to ultra violet (UV) radiation from the sun are adequately controlled.

The hazards and other problems associated with exposure to the sun include:

- Skin damage, including sunburn, blistering, skin ageing and skin cancer;
- Heat stress;
- Dehydration;
- Damage to the eyes due to glare;
- Increased skin sensitivity to sunlight caused by some types of medication;
- Increased skin sensitivity arising from contact with certain chemicals such as dyes, wood preservatives and coal-tar;
- Increased risks of skin cancers to people with fair or freckled skin or with fair or red hair.

In particular, the following rules and procedures will be applied in relation to this area or work activity:

- In all situations where outdoor work is scheduled to be carried out during the daytime period of the summer months (i.e. April to September), a comprehensive risk assessment must be completed in order that the appropriate sun protection measures are developed and put into place;
- Employees must not be allowed to carry out any work for the council without wearing a shirt or other suitable over clothing. This rule is to be applied in order to protect the health and safety of employees and also to maintain the correct image and reputation of the council at all times;
- Suitable clothing, including long-sleeved shirts and suitable hats, must be provided for the use of all employees who regularly work outdoors during the summer period;
- Sun protection advice must be provided as a routine part of health and safety information and training to relevant employees in order to raise and maintain awareness of the associated health problems and recommended means of protection;
- Where employees are unable to cover parts of their skin sunscreen of at least SPF (Sun Protection Factor) 15 will be provided;
- Outdoor workers must be encouraged to take their breaks in the shade, if possible, rather than staying out in the sun;
- Where possible managers/supervisors must consider scheduling work to minimise exposure to sun, particularly during peak periods of sunshine around midday or early afternoon;
- Suitable and sufficient supplies of drinking water must be maintained for outdoor workers in order to avoid dehydration;
- Water supply points and rest areas must, where possible, be located in areas with shade;
- Outdoor workers must be encouraged to check their skin regularly for unusual spots or moles that change size, shape or colour and to seek medical advice promptly if they find anything that causes them concern.

The person responsible for overseeing our outdoor working arrangements is The Deputy Clerk.

## Working at Height

Under the working at height regulations employers are required to:

- Make effective use of safe places of work already provided;
- Where they cannot eliminate the risk of a fall liable to cause personal injury, use equipment or other measures to minimise the distance and consequences of a fall should one occur;
- Avoid employees working at height where it is possible;
- Use work equipment or other measures to prevent falls where working at height cannot be avoided.

To identify the risks of work at height and develop processes to eliminate or control the risks, The Ivers Parish Council will carry out a risk assessment. Additionally, The Ivers Parish Council will ensure that all work at height is adequately planned, organised, supervised and carried out in a safe manner.

It will be ensured by The Ivers Parish Council that everyone involved in working at height is competent (or being trained and supervised by a competent person). In order for an employee to carry out his or her work in a safe manner when working at height, The Ivers Parish Council will provide any information, instruction and training necessary.

Inspection and maintenance of work at height equipment (including places of work) at the statutory intervals determined by the environment and frequency of use, will be done by persons appointed by Ivers Parish Council. All personal protective equipment provided to maintain safety when working at height (i.e. harnesses and lanyards), will be inspected at the required frequency and any defects noted during those inspections. Prior to or during use, where discovered, these will be reported by operatives and will be attended to immediately.

Immediately before they use it, employees must inspect the equipment provided and ensure any defective equipment is exchanged or repaired before use.

Prevention of falls will be the first priority if work is to be undertaken at height.

The Ivers Parish Council will take account of the working conditions when selecting work equipment, as well as the distance to be negotiated and the distance and potential consequences of a fall.

For the event of an emergency or a rescue needing to be facilitated, The Ivers Parish Council will ensure that arrangements are in place.

For employees that work on constructions sites the following information will be adhered to by them:

- Scaffolding or mobile towers erected by competent persons and complying with the relevant legislation; or
- Mobile Elevating Work Platform; or
- Podium or deck type platform; or
- Step ladders and ladders (Subject to criteria set out in the section on ladders and step ladders).

The person responsible for overseeing our Working at Height arrangements is The Deputy Clerk.

## Ladders and Step Ladders

Only where the use of more suitable work equipment is not justified, will ladders be used. Factors such as risk and short duration of use or, because of existing features within the workplace, which cannot be altered, which make ladders the only possible suitable equipment, are examples of reasons for this.

Unless a risk assessment shows that this is the only reasonably practicable and final option, no work will be conducted from ladders. The Ivers Parish Council will make every attempt to eliminate the use of ladders and step ladders as an option for working at height.

Where it is decided that ladders are the only option, only if a risk assessment shows the following, will they be used:

- That the task is low risk;
- That the operative can maintain three points of contact;
- Ladders are clearly identifiable and subject to regular inspections;
- Ladders are industrial use class 1 or EN131;
- That the task is of short duration (under 30 minutes);
- Ladders can be set at an angle not exceeding 75 degrees (1 out to 4 ratio).

To reduce the risks to a minimum, additional control measures will be introduced (if practicable). Ladder stays, stand offs or other proprietary ladders or ladder securing devices will contribute to such measures.

Persons using ladders will be familiar with the hazards associated with the use of this equipment and will have attended training in the use of ladders and any associated accessories.

Only when the risk assessment determines that their use has a low risk and is of a short duration (less than 30 minutes), and where other equipment cannot fit due to space restrictions, will step ladders be used. For work whilst the operative is on the steps, priority will be given to selecting work equipment with a working platform and some type of edge protection or rail. In the first instance, podium steps or similar design equipment will be considered.

To enable the work to be carried out from no higher than the third tread from the top, we will ensure step ladders will be of sufficient height and only used on a firm and level base.

Prior to each use and on a regular basis, all ladders and step ladders will be inspected, which shall be recorded.

The person responsible for overseeing our Ladders policy is The Deputy Clerk.

## Mobile Plant

For any mobile plant under Ivers Parish Council's control, only trained and appointed personnel will be permitted to operate it.

For any mobile plant that is new to them (i.e. hired items from a different manufacturer that the personnel are used to), such personnel will be familiarised with this.

All manufacturers/supplier's instructions on operation, servicing and maintenance will be accessible to personnel.

Unless there is a safe place for them to do so, personnel will not travel on mobile plant.

Any safety features fitted to the mobile plant will be fully used e.g. seat belts, roll bars etc.

Only Plant with the correct requisite features is permitted to operate on the public highway.

The person responsible for overseeing our Mobile Plant policy is The Deputy Clerk.



## Welfare Facilities

Availability of suitable and sufficient welfare facilities at all workplaces for all employees, contractors and visitors will be facilitated. This should include:

- Drinking water;
- Toilet facilities;
- Washing facilities;
- Facilities for rest, preparing/eating meals, including means for boiling water.

At all facilities, a satisfactory standard will be upheld, with regard to:

- Temperature;
- Ventilation;
- Cleanliness/hygiene;
- Accessibility;
- Lighting.

The person responsible for overseeing our Welfare arrangements is The Business Administrator.

## Biological Hazards

### Control of Infection

To control the risks associated with biological hazards such as viruses from blood, faeces, and urine there must be infection control policies put into place as a separate item to the Health and Safety Policy, although they should both support each other.

The Infection Control Policy must address such issues as:

- Education and training of employees in infection control issues;
- Protocols on hand washing;
- Service user isolation;
- Aseptic procedure;
- Disinfection and decontamination including domestic cleaning;
- Ill health reporting and recording;
- Monitoring, surveillance, and auditing;
- Prevention of exposure to blood borne viruses including prevention of sharps injuries and immunisation policies for employees at risk;
- Use of personal protection equipment including disposable powder free gloves;
- Generation, collection, and disposal of clinical waste;
- Legionella.

The policy must be made available and read by all employees who must sign the signature sheet to indicate that they have read and understood the policy. The policy must be reviewed annually or when any significant change occurs whichever is soonest.

The person responsible for overseeing our Biological Hazards policy is The Deputy Clerk.

## **Hazardous Substances/CoSHH**

(Control of Substances Hazardous to Health)

A Hazardous Substance is any material, substance or process to be used or likely to be encountered which could be a hazard to the health of employees or others.

Hazardous substances could include:

- Substances used directly during work activities (e.g. adhesives, paints, cleaning agents);
- Substances generated during work activities (e.g. fumes, vapours, gases);
- Naturally occurring substances (e.g. grain dust);
- Biological agents (e.g. bacteria and other micro-organisms);

The health effects of exposure to chemicals and other hazardous substances could include:

- Skin irritation or dermatitis;
- Asthma or other allergic responses;
- Loss of consciousness;
- Bacterial infections;
- Cancer.

Risk assessment(s) related to the use of products or the creation of by-products, to identify whether those substances are hazardous to health, shall be carried out by Ivers Parish Council. A workplace/job specific Control of Substances Hazardous to Health (COSHH) assessment will be produced if necessary. To ensure the health and safety of personnel affected by the use of substances hazardous to health and the protection of the environment, appropriate control measures must be identified and implemented. To provide collective protection and/or personal protection, such control measures may seek to eliminate/substitute the substance.

### **General Precautions**

The following general precautions apply to the use, handling and transporting of chemicals and other hazardous substances:

- Products must never be allowed to come into contact with, for example the eyes and skin;
- Personal protective equipment and clothing must be worn, if required;
- Always observe good industrial hygiene practices;
- Do not swallow materials or use in areas where food is being consumed;
- Inhalation of chemical vapours or dust should be avoided;
- Adequate ventilation must be provided;
- Suitable respiratory protection must be worn, if required;
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleaners and barrier creams;
- Store all products in ventilated areas away from extremes of temperatures;
- Clean up spillages instantly and dispose of waste using suitable containers;
- Except for transport in closed packages, materials must only be handled by authorised personnel;
- Ensure the correct equipment for handling the products is made available;

- Any person using or handling chemicals and other hazardous substances who shows symptoms which may possibly have been caused by exposure to the product should immediately be removed from the area and medical advice sought. Reference should always be made to the relevant COSHH assessment and material safety data sheet.

The person responsible for overseeing our COSHH policy is The Deputy Clerk.

## Noise

Control of Noise at Work legislation requires employers to reduce and control the exposure to noise to their employees. By assessing the risk and taking account of exposure levels set within the Regulations, this is achieved.

The main problems associated with occupational noise include:

- Noise induced hearing loss;
- Temporary and permanent threshold shift;
- Tinnitus;
- Stress;
- Injuries arising from distracted attention.

Either a daily or weekly exposure based on 8 hours is applicable under the exposure levels - dB (A) in a working day, the maximum noise (peak sound pressure) - dB (C):

### **Lower Exposure Action Value**

Personal Noise exposure (daily or weekly) – 80 dB (A) Peak sound – 135 dB (C). To establish potential risk and where hearing protection is required to be made available, assessment is required.

### **Upper Exposure Action Value**

Personal Noise exposure (daily or weekly) – 85 dB (A) Peak sound – 137 dB (C). Where this is not successfully controlled despite noise reduction (ideally through mechanical means), then control through mandatory use of appropriate hearing protection is required.

### **Exposure Limit Value has additionally been set:**

Personal Noise exposure (daily or weekly) of 87 dB (A) Peak sound– 140 dB (C). Even taking account of the protection afforded by hearing protection, this must not be exceeded.

Suitable and sufficient risk assessment for all activities where it is believed that there is a risk of employees being exposed above the lower action value of 80 decibels, will be carried out by Ivers Parish Council.

Where it is practicable to do so, The Ivers Parish Council will eliminate or control noise at source. The Ivers Parish Council will provide its employees with suitable and sufficient hearing protection selected according to the noise risk to which the employees are exposed, where noise elimination or appropriate control is not considered practicable.

The Ivers Parish Council will:

- Ensure suitable ear protection is supplied for the conditions of exposure;
- Workplace Management and Supervisors will ensure compliance with any noise levels;
- Ensure plant and equipment is selected and maintained to minimise noise levels;
- Ensure that all employees, contractors and visitors receive such information as is necessary to warn them of the risk. Furthermore, ensure that they will obey any instructions and warning notices with regard to the wearing of hearing protection in areas where a risk exists;

- Ensure adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard.

The measures that The Ivers Parish Council provides under the regulations should be adhered to by employees, who have a duty to comply. These measures include:

- Not to misuse or interfere with hearing protection and report any defects to the employer
- To use any controls as determined by the risk assessment
- To wear any hearing protection provided when exposed at or above the Upper Exposure Limits or where mandatory areas have been designated.

The person responsible for overseeing our Noise policy is The Deputy Clerk.

## Asbestos

A significant risk within the work environment is presented by asbestos where it is in situ. Such steps as are necessary will be taken by The Ivers Parish Council to control this risk as it affects their undertakings.

Common sources of asbestos in buildings include:

- Sprayed asbestos and asbestos loose packing - generally used as fire breaks in ceiling voids;
- Moulded or preformed lagging on pipes and boilers;
- Sprayed asbestos used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work;
- Insulating boards used for fire protection, thermal insulation, partitioning and ducts;
- Millboard, paper and paper products used for insulation of electrical equipment;
- Asbestos pipe lagging;
- Asbestos insulation board;
- Perforated ceiling tiles;
- Asbestos cement products including corrugated roofing, gutters and rainwater pipes.

### Management of Premises Containing Asbestos

In premises under its control, The Ivers Parish Council recognises its duty to manage asbestos.

To establish the presence of asbestos any premises under The Ivers Parish Council control will be surveyed. Information produced from that survey must be provided to any person carrying out work within those premises where the asbestos could be disturbed.

Asbestos condition monitoring and an assessment of the likelihood of anyone being exposed to the materials must be considered and adequate provisions for this be made. The asbestos management plan will be reviewed annually or if deemed necessary, more frequently.

The Ivers Parish Council controlled buildings where asbestos is present and is in such a condition that it represents a significant risk, shall be removed under suitable controls.

The person responsible for overseeing our asbestos control arrangements is The Clerk.

## Legionella

The presence of legionella bacteria in water systems can, under certain circumstances, result in the potentially fatal legionnaires disease in employees and other persons who breath in the contaminated water droplets.

The Ivers Parish Council has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and 'HSG274 Legionnaire's disease: Technical guidance'.

These arrangements include:

- An assessment of the risk of Legionnaires' disease and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor;
- Appointment of a responsible person internally with authority and responsibility for day-to-day implementation of the universal precautions and testing specified in the Health and Safety Executive's Approved Codes of Practice (ACoPs) and any particular precautions specified in the risk assessment;
- The retention of records of all applicable maintenance and testing which are held onsite and readily available with a copy of the risk assessment and details of the competent person who conducted it;
- Monitoring by the responsible person to check the records and confirm that the precautions have been implemented.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the responsible person should report this immediately to the HS responsible person (where this is not the same individual) and additional resources, water treatment contractors or plumbing specialists will be employed as necessary to resolve the causes.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

An additional risk management plan and the necessary notification requirements are in place where any cooling towers are present.

The person responsible for overseeing our Legionella arrangements is The Business Administrator.



## Electricity

The use of electricity in the workplace is widespread and represents a significant risk of personal injury and fire.

Unless employees hold the relevant qualifications and have been authorised, no The Ivers Parish Council employee is to undertake electrical work on any equipment or system within the workplace.

In the event of faults or hazards related to electrical equipment or installation, this should be reported to Managerial/supervisory staff (as applicable) for action.

Electrical installations are subject to inspection, testing and where required maintenance, which The Ivers Parish Council will ensure is carried out.

The Ivers Parish Council ensure that any permanent or temporary (if required) electrical installations are on record and in date, managers responsible for premises will obtain certification.

As suggested by associated guidance or specified by the Ivers Parish Council's insurance council, in accordance with whichever is the shortest period, Periodic Portable Appliance Testing (PAT) will be carried out for all electrical equipment.

Visual inspection of any electrical equipment under their control by personnel is required and intended to identify defects, which should be reported for corrective action.

In the event of an employee having problems powering equipment through such issues as a lack of integrated plug sockets, the employee should not remedy this in isolation by using extension leads, but report the situation to a Supervisor or Manager.

The person responsible for overseeing our Electricity arrangements is The Business Administrator.

## Pressure Systems

The council has systems/vessels which fall within the requirements of the relevant legislation.

A written scheme of examination has been drawn up by a competent person and that written scheme is held in a location readily accessible to the plant and personnel. Examination and testing is carried out by our insurance inspector/other competent person in accordance with the written scheme.

We have appointed our responsible person to oversee the operation of the pressure system on a day-to-day basis by those deemed competent, including undertaking [daily/periodic] checks and the completion of a planned preventative maintenance schedule. To ensure competency, operatives have been trained in the Safe Systems of Work, which have been devised as a result of risk assessments of the work activities. Operatives have been made aware that the system may not be modified without the changes being first evaluated by the competent person. The safe operating limits of the equipment are clearly displayed for the information of our maintenance personnel.

Appropriate emergency response procedures have been devised.

Records are retained of all inspections, testing, examinations and maintenance which takes place and of any other correspondence or report relating to the system. Our maintenance log is also used to record any abnormal or particularly arduous operating conditions and these records are made available to the competent person during the next examination.

The person responsible for overseeing our Pressure Systems is The Deputy Clerk.

## Gas Cylinder Storage and Use

The hazards associated with the storage and use of gas cylinders include:

- Impact from the blast of a gas cylinder explosion;
- Impact from the rapid release of compressed gas;
- Impact from parts of gas cylinders that fail or flying debris;
- Contact with a released gas or fluid;
- Fire resulting from escape of flammable gas or fluid;
- Impact injuries from falling cylinders;
- Musculoskeletal disorders from the handling of cylinders.

The Ivers Parish Council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that the health and safety risks associated with the storage and use of gas cylinders are adequately controlled.

- Gas cylinders must only be purchased or hired from an approved and reputable dealer in order to ensure that they are designed and manufactured to the required standard;
- Cylinders must not be used for any purpose other than that for which they are intended. Any modifications or repairs are strictly prohibited;
- Cylinders must always be stored and used in a vertical position, unless specifically designed and indicated to be otherwise;
- Large cylinders must be securely restrained to prevent falling over;
- Suitable safety shoes must be worn when handling cylinders and care must be taken to avoid dropping cylinders during handling;
- Where necessary, suitable lifting equipment (cradles, slings, clamps etc) should be used for moving cylinders. The use of fork lift trucks should be avoided unless suitable means of securing are available;
- Before using cylinders a double check must be made regarding the suitability for the intended use. If employees have any doubts regarding suitability the appropriate manager/supervisor must be advised immediately;
- Before connecting gas cylinders to equipment or pipework checks must be carried out regarding the suitability to the type of gas and pressure being used;
- When not in use cylinders must be returned to the allocated storage area with valves closed and dust caps replaced;
- Any defective cylinders, fitting or pipework must be reported immediately to the appropriate manager/supervisor

The person responsible for overseeing Gas Cylinder Storage and Use is The Deputy Clerk.

## **Control of Gas in Premises**

Regular inspection by The Ivers Parish Council will ensure that its gas equipment and storage is regularly checked and maintained in accordance with supplier advice and guidance. Only a competent contractor/individual should carry out this work. Documentation related to such work will be kept on record.

The person responsible for overseeing our Gas in premises arrangements is The Business Administrator.

## **Control of Waste Materials**

All waste materials, accrued as a result of work being performed on the site, within the premises, or its boundaries will be disposed of in line with The Ivers Parish Council legal duties.

We will designate a senior member of staff to oversee and implement the necessary control measures. Processes, methods and controls will be clearly communicated to all involved.

We shall ensure that any waste produced by our council or being created on our behalf by contractors, is placed in suitable applicable waste bins, or sealed skips, in a compound whenever possible so as to prevent this from being accessed by vermin, or vandals, who may otherwise spread it beyond this control and cause an environmental hazard.

Hazardous wastes will be controlled and dealt with using our CoSHH systems and safe means of disposal will be utilised.

The person responsible for overseeing our Waste arrangements is The Deputy Clerk.

# HEALTH & SAFETY HANDBOOK

THE IVERS PARISH COUNCIL

63 Chequers Orchard

Iver

Buckinghamshire

SL0 9ND

THE IVERS PARISH COUNCIL

Date Issued:

Date of Review/Amendments:



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## SECTION 1: INTRODUCTION

This Health and Safety Staff Handbook outlines the commitment of The Ivers Parish Council in meeting our legal duties and providing, as far as is reasonably practicable, the required standard for the Health, Safety and Welfare for all our employees, customers, visitors and contractors.

All employees working for The Ivers Parish Council must understand their responsibilities for health and safety. We support a 'don't walk by' culture and encourage everyone to be an ambassador of health and safety for the company. We will continue to monitor and review our business activities to ensure we maintain and improve the Health and Safety.

Our employees are the most precious asset to the business. We will ensure that all employees are given equal opportunities to develop their skills and promote their potential within the company.

The Ivers Parish Council will aim to maintain a positive and friendly work environment through employee forums, consultations and management meetings. Bullying will not be tolerated. All of our employees will be treated fairly and not discriminated against because of their gender, race, religion, sexual orientation or ethnic origins.

We will also provide and maintain, so far as is reasonably practicable a safe and healthy working environment with adequate facilities and arrangements for the welfare of our employees and others who enter our workplace.

To ensure that it is effective and up to date, the Health and Safety Policy will be reviewed each year, or more frequently if required. Where required the policy will be amended and all employees informed of any amendment.

This Health and Safety Staff Handbook outlines the commitment The Ivers Parish Council to meeting our legal duties and providing, as far as is reasonably practicable, the required standard or above for the Health, Safety and Welfare of our employees.

For a copy of our Health and Safety Policy please contact [The Deputy Clerk](#) who is the Responsible Person in charge of Health and Safety.

The Health and Safety Policy Statement is displayed:

At 45b High Street, Iver

Our Employer's Liability Insurance Certificate is displayed:

At 45b High Street, Iver

The Ivers Parish Council is determined to maintain a high level of health, safety and welfare for our business.

## SECTION 2: RESPONSIBILITIES

### Responsibilities of all Employees

Regardless of employment status, The Ivers Parish Council shall ensure that all persons working on behalf of our Company shall be considered to be an employee and consequently afforded the duty of care due to them under Current Health and Safety Legislation. Likewise, it is expected that they act in accordance with the duties of employees and shall therefore not place themselves or others at risk as a result of what they do, or omit to do, and furthermore that they shall co-operate with The Ivers Parish Council on health and safety matters.

All employees have a legal duty under The Health and Safety at Work act 1974. These duties are:

- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work;
- To co-operate with the management to enable us, the employer, to carry out legal duties or any requirements as may be imposed;
- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety and welfare.

In order to fulfil these duties, as an employee at The Ivers Parish Council, you will:

- Upon receiving your copy of this health and safety handbook, familiarise yourself with the arrangements in place and the risk assessments (safe systems of work) relating to your work activities;
- Abide by the requirements set out in the policy and risk assessments and raise issues with the Deputy Clerk;
- Where training has been provided, ensure that this is implemented in the work activities to show competence;
- When working with company vehicles, machinery/equipment, materials or substances, ensure that they are used in accordance with the manufacturers guidance and follow the information, instruction and training provided by The Ivers Parish Council.

This includes:

- Following the Safety System of Work and not misusing equipment/machinery;
- Not to knowingly use defective equipment and report immediately to the superior if any defects are found;
- Wearing suitable PPE that has been provided and ensure maintenance is carried out including reporting loss or damage.
- Report any colleagues who are not complying with the safety arrangements to the Deputy Clerk. This includes safety concerns, accidents or near misses;
- Not to work under the influence of alcohol or drugs.

**All employees of The Ivers Parish Council are aware that any activity carried out which places colleagues or others in danger, or those who breach their legal requirements under health and safety legislation is a criminal offence and following further investigation, action may be taken against the individual by the company or an Enforcing Authority.**



## Responsibilities of First Aiders

- Following suitable and sufficient training, provide first aid to employees and others;

Your trained first aiders are:

Dependant on the Site

- Maintain the first aid boxes and inform the Business Administrator and/or the first aid responsible person when first aid kits are running low;

Your first aid boxes are located:

In all the buildings, in the kitchen

- Follow The Ivers Parish Council's Reporting procedure and that all accidents are recorded in the accidents book the complies with GDPR;
- Provide assistance to management when reporting serious incidents, notably notifying the relevant enforcing body.

## Responsibilities of Fire Marshals

- Following Suitable and Sufficient training, play a vital role in the management and enforcement of The Ivers Parish Council's fire procedures.

Your trained Fire Marshals are:

Dependant on the site

- Regular checks of the fire escape route out and obstructions removed and recorded;
- Fire-fighting equipment, signage and lighting is well maintained and not being misused;
- On hearing the alarm, they remain calm and follow the prescribed evacuation procedure as documented in this policy.

Your fire assembly point is:

Dependant on the site

## Induction

The Ivers Parish Council is committed to ensuring all new employees, agency workers, temporary workers, visitors, contractors etc. are given induction training. The induction will be carried out at the earliest time on your arrival.

This training, both corporate and in the workplace (local), is regarded as vital for your integration into the working environment.

The implementation of an induction practice by Managers will:

- Enable new employees to settle into their new position quickly and safely;
- Provide an overview of the organisation and enable the new employee to see where they fit in to the organisation;
- Ensure that new employees operate in a healthy, safe working environment;
- Enable new employees to understand the corporate culture and the overall framework in which health care services are delivered and that an environment exists where staff feel able to contribute.

## SECTION 3: ARRANGEMENTS

In this section, we describe how you, as an employee of The Ivers Parish Council, can assist in relevant Health and Safety issues relating to the various elements of our business. We give details, guidance and commitment to the way we support and manage our employees in these areas of our business.

### Hazards

A hazard is anything that has the potential to cause harm. A hazard could be due to what you use, for example machinery or chemicals, or could be your work environment: poor lighting, working at height, other people working near you etc.

To keep safe at work, we need to know about the hazards and how they could cause harm. At work all the hazards must be controlled so they will not harm you or other people.

- Do not accept the risk of an accident at work;
- Don't take chances;
- Report hazards to your supervisor or manager.

Any hazard you identify, must be reported to the Deputy Clerk.

### Risk Assessment

Risk assessments of its work activities will be carried out by The Ivers Parish Council to ensure that those which pose a significant risk to health, safety and the environment have had the hazards eliminated or the risk reduced or controlled through the implementation of appropriate control measures. This will contribute to safe systems of work. The range of hazards associated with the work activities, together with any necessary remedial action will be identified by the risk assessment.

Ensuring Risk Assessments are in place for activities within the Company is the responsibility of the Deputy Clerk.

The contents of the risk assessment will be formally communicated to all persons involved in any task. The Ivers Parish Council will retain records demonstrating the receipt of this information. At the workplace a copy of the risk assessment will be available.

## Safe System of Work

A formal, clear procedure resulting from the examination of a task and its component steps, is a definition of a Safe System of Work (SSoW).

The Ivers Parish Council will ensure that SSoW are developed for all work activities

Procedures such as a Permit to Work system will be established and implemented where a task(s) requires specific control processes.

You will be informed of The Safe System of Work for the task you will be undertaking.

If you have any questions relating to Safe Systems of Work's for tasks you will be undertaking, please speak with your direct Line Manager or [the Deputy Clerk](#).

## Communication and Consultation

The Ivers Parish Council recognises that communication is a two-way process.

Regular meetings will be carried out in which all on-site employees will be briefed as to what is required of you on a day-to-day basis and also, should an emergency arise, what steps should be taken. The person responsible for facilitating the meetings is:

The Deputy Clerk

At such meetings, in addition to the technical aspect of the work activities themselves, safety will be discussed, and controls developed and handled on an equal level of priority with other elements of the business meeting.

Details of these meetings and discussions will be documented.

The Ivers Parish Council will arrange for a senior member of staff to sit on all safety consultation panels, this person is [the Deputy Clerk](#).

The consultation will involve not only giving information to employees but also listening to and taking account of what employees say before any Health and Safety decisions are made.

## Personal Hygiene

You must wash your hands before eating or drinking and after visiting the toilet. The Deputy Clerk will advise you whether additional hand washing is necessary.

- Do not eat, drink or smoke whilst working.
- Cover all cuts and sores with a waterproof plaster.

## Training

It will be ensured by The Ivers Parish Council that our workforce is trained and capable of carrying out their allocated tasks. Many accidents at work happen because an employee is not adequately trained. When personnel are well trained and are competent, the likelihood of accidents or injury is reduced.

Identification of the requirement and subsequent arrangement of training and instruction of employees will be done by our Management and Supervisory staff.

All training related to your work activities will be recorded (including trade related qualifications) along with health, safety and environmental issues. To keep each employee's qualifications up to date and to maintain competence, refresher training will be organised (where required).

To demonstrate effective management of training to enforcing authorities or other interested parties The Ivers Parish Council will log and retain accurate records of training.

## Accident Reporting

The Ivers Parish Council will ensure that we comply with the requirements of the current Legislation and report all qualifying incidents and accidents to the appropriate authorities and Regulatory Bodies.

The Ivers Parish Council will designate a senior member of staff to oversee and implement the necessary control measures including making the employees aware of the location of the accident book and the procedures they need to follow to submit a report.

The person responsible for overseeing the accident procedure is the Clerk.

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

Our company accident book can be found:

At 45b High Street, Iver

## Fire Prevention and Evacuation Procedures

At all workplaces under the control of The Ivers Parish Council a fire risk assessment will be completed.

Implementation of appropriate measures at all workplaces will be made, including suitable:

- Fire-fighting equipment
- Emergency lighting
- Emergency routes and exits
- Means of fire detection
- Means of raising the alarm in the event of a fire.

Fire can cause fatal injury and substantial damage through heat and smoke. You will be told of these, including how to raise the alarm, if you discover a fire. It is your duty to familiarise yourself with the fire procedures and follow them. Your priority is to be able to escape from the area safely.

### Gas Leaks

Gas leaks can lead to explosions and fire. You should always remain alert to the smell of gas, especially if you work with or close to gas appliances.

If you smell gas or suspect a gas leak – Raise the alarm following the site procedure. If you have not been told the procedure, ask the Business Administrator.

Fire safety instructions are located:

At each site

If you are in doubt, please speak with the Business Administrator.

## Personal Protective Equipment (PPE)

The Ivers Parish Council recognises PPE will be selected following risk assessments identifying its need. The use of PPE is part of The Ivers Parish Council strategy to control risk.

PPE shall be provided free of charge, to any and all of our personnel requiring it to carry out their allocated tasks. The selection will be based on the PPE's ability to afford the best protection.

You are required to wear suitable clothes and footwear for your workplace. For most work situations suitable shoes can be described as having a flat heel, an enclosed toe, a good grip, be reasonably substantial and in good condition.

If you are given PPE, you will be instructed why and when it is needed and shown how to use it. You must look after these items carefully and use them in accordance with the instruction you have received. The Deputy Clerk will issue items and replace them when they are worn, damaged or lost.

Personnel shall report any loss or damage of PPE to the Deputy Clerk.

## Work Equipment

Work equipment includes a wide variety of items that are in use in the workplace.

The Ivers Parish Council will ensure that we choose work equipment carefully and ensure that the equipment is:

- Suitable for the use in our business processes and work conditions
- Correctly maintained and inspected
- Supplied with instructions and the employees are correctly trained and informed in the safe use of the equipment
- Fitted with the correct guards, markings, safety bars, cut-outs, warning signs etc.
- Used in accordance with the risks assessment associated with the equipment. In cases where there are severe risks supervision will be provided either directly or by CCTV
- Assessed for use considering the factors which may affect its safe operation
- Adequately covered for emergency or breakdown procedures. This may include suspending work to allow for repairs and isolation of any broken or dangerous parts.

Employees of The Ivers Parish Council will ensure:

- They notify us of any defective or dangerous parts or occurrences;
- No equipment brought onto site will be used without having first been approved and identified as safe;
- Equipment is used for correctly and any person deviating from this process should be reported;
- The correct Safe systems of work, training and information is followed.

Report any of the above to [the Deputy Clerk](#).

## Electrical Safety

Electrical safety is **YOUR** safety. Therefore:

- Make sure you identify the electrical hazards with any electrical equipment before you use it;
- Use approved electrically safe tools and equipment;
- Check for frayed or damaged contacts;
- Inspect electrical equipment before you use it; report any defects;
- Only competent personnel should repair equipment;
- Keep all wires and leads away from any heat source, water or other conductive liquids;
- Do not have wires lying across the floor – this is a tripping hazard!



## Display Screen Equipment

The Ivers Parish Council will identify all “Users” in accordance with current legislation – those employees who use DSE for a significant part of their working day (usually in excess of 1 hour).

For all “Users”, a suitable assessment of the risk will be carried out. As far as is reasonably practicable, any risks identified will be reduced.

Adequate training and information in the correct set-up and use of DSE will be received by all “Users” on a regular basis.

The Ivers Parish Council will make a contribution to the basic price of spectacles provided specifically for the use of DSE and eye tests will be provided upon request.

Any user who works at home or away from the Company’s premises will receive adequate information on the correct set-up and use of DSE. This information should enable the person to complete their own DSE risk assessment, which once done, must be returned to their Manager/Supervisory staff (as applicable).

## Work at Height

The Ivers Parish Council will use the following hierarchy for managing and selecting equipment for work at height should be used:

- Avoid working at height where it is possible
- Use work equipment or other measures to prevent falls where working at height cannot be avoided
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur.

It will be ensured by The Ivers Parish Council that everyone involved in working at height is competent (or being trained and supervised by a competent person).

In order for an employee to carry out his or her work in a safe manner when working at height, The Ivers Parish Council will provide any information, instruction and training necessary.

Inspection and maintenance of work at height equipment (including places of work) at the statutory intervals determined by the environment and frequency of use, will be done by Wendy Matthews.

Employees are required to:

- Inspect at the required frequency their personal protective equipment provided to maintain safety when working at height (i.e. harnesses and lanyards); and any defects noted during those inspections.
- Prior to or during use, where discovered these will be reported by operatives and will be attended to immediately.

## Ladders and Step Ladders

Only where the use of more suitable work equipment is not justified will ladders be used. (Factors such as risk and short duration of use or, because of existing features within the workplace which cannot be altered which make ladders the only possible suitable equipment, are examples of reasons for this).

You are only allowed to use the ladders provided by The Ivers Parish Council. Do not accept or use any other company's ladders.

To enable the work to be carried out from no higher than the third tread from the top, we will ensure step ladders will be of sufficient height and only used on a firm and level base.

Prior to each use and on a regular basis, all ladders and step ladders will be inspected, which shall be recorded.

## Manual Handling

Manual handling is one of the most common tasks we do and includes lifting, pushing and pulling. The initial and most important consideration is:

- Can moving the load be avoided?
- Can the load be moved with mechanical aids or equipment? If neither of these options are possible
- Examine the object to be lifted
- Never try to handle something that is too heavy or awkward – divide the load into smaller parts if necessary or ask someone to help you;
- Ensure you are wearing the right Personal Protective Equipment for the task (e.g. shoes, gloves, etc.)
- Plan the task and inspect the route to be taken (are there safe places to stop?);
- Adopt the right posture throughout the lift
- Maintain your balance, legs should be shoulder width apart, knees bent and one foot just in front of the other. Letting your legs do the work, carefully push your body up
- Get a good grip of the object to be lifted with your hands and not your fingers; protect your hands
- Keep the object close to your body for less strain
- Do not twist – If you have to change direction, use your feet.

When moving waste sacks, do not hold the sack against your body because of the risk of injury from sharps.

The joints or other tissues in the upper/lower limbs or the back is covered by Musculoskeletal Disorders (MSD). The steps necessary to prevent and manage MSDs and assessing the risks of manual handling and repetitive tasks, will be taken by The Ivers Parish Council.

Training on the correct manual handling techniques will be provided by The Ivers Parish Council. The person responsible for overseeing the manual handling arrangements is [the Deputy Clerk](#).

## Slips and Trips

Slips and trips can happen because of the activity of The Ivers Parish Council employees and non-employees.

We incorporate the risk of slips and trips into our risk assessments and will be communicated effectively to you should it affect your health and Safety and other.

You should be aware of common causes of slips and trips and methods to prevent them, please use these in the course of your work.

## Welfare Facilities

Availability of suitable and sufficient welfare facilities at all workplaces for all employees, contractors and visitors will be facilitated. This includes:

- Drinking water
- Toilet facilities, (including special facilities for the disabled)
- Washing facilities
- Facilities for rest and to prepare and eat meals, including means for boiling water.

At all facilities, a satisfactory standard will be upheld, with regard to:

- Temperature
- Ventilation
- Cleanliness/hygiene
- Accessibility
- Lighting

If you have any queries or issues with any facility above, please report to the business administrator.

## Smoking

With no exceptions, smoking is prohibited throughout the entire workplace. Company vehicles are also inclusive of this.

To smoke or permit smoking in a smoke-free area is an offence. Should anyone be seen smoking in a smoke-free area this should be reported to the Clerk.

## Stress

Working in current times, stress in the workplace is a reality.

The Ivers Parish Council will review the impact of stress at work and acknowledges they have a responsibility to control the health, safety and welfare of its employees. The HSE's management standards for stress shall be applied in order to manage stress in the workplace.

The Ivers Parish Council employee's work performance and workload will regularly be reviewed under this policy. Every chance to air views and grievances at these reviews will be offered.

## **New or Expectant Mothers**

In the event an employee is pregnant, she is required to notify The Ivers Parish Council (in writing) that she is pregnant, has given birth within the previous six months, or is breastfeeding.

A certificate from a registered medical practitioner or a registered midwife showing that she is pregnant is required to be provided to The Ivers Parish Council by the employee.

In the event that an employee notifies The Ivers Parish Council that she is pregnant, and on return to work following birth, we undertake the specific risk assessment of her work taking into account HSE guidance and any particular information which the employee has provided.

Reviews of the assessment at regular intervals by the Clerk or as/when the employee requests it, will be carried out.

## **Violence and Aggression in the Workplace**

The Ivers Parish Council has strict rules and codes of conduct to ensure that all persons, work colleagues, visitors and members of the public are treated with equal respect and consideration.

We actively encourage reporting of all forms of harassment, aggression or violence in the workplace and make sure the Clerk is adequately trained to recognise any signs of such issues. They will oversee and implement the necessary control measures.

Where necessary The Ivers Parish Council will provide counselling or occupational health services support.

If you become aware of any issues regarding workplace aggression and violence, please report to the Clerk.

## Lone Working

The definition of 'A Lone Worker' is an employee who performs an activity that is intended to be carried out in isolation from other workers and/or without close or direct supervision. There are also however, such circumstances to consider as 'any situation or location in which someone works without a colleague nearby; or when someone is working out of sight or earshot of another colleague' that may be applicable.

Employees working alone is not generally prohibited. In cases where specific legislation requires more than one person to be involved in the operations, activity and circumstances where either the location or the nature of the work is unsuitable to a lone worker. In some specific instances we will ensure that lone working does not take place.

If it is the case lone working is likely to occur as part of an employees working conditions, this must be established and confirmed.

If you are a lone worker, your Manager/Supervisor will inform you of any specific lone worker procedures you need to follow.

If you have any concerns regarding your safety, you must inform [the Deputy Clerk](#).

## Visitors

Visitors are asked to sign in and out of our buildings as it is good practice and the register forms an essential part of the roll call during an emergency evacuation.

If you have a visitor attend one of our premises, you are required to supervise the visitor at all times and provided them with information via signage that will assist them in remaining safe during their visit.

## Drugs and Alcohol Misuse

The health and safety of staff, employees and others affected by The Ivers Parish Council's work or in The Ivers Parish Council premises, could be adversely impacted by alcohol or drug misuse by their employees or contractors.

Therefore, alcohol and/or drugs are prohibited in the workplace and whilst representing The Ivers Parish Council as a matter of policy.

In the event that any persons are known to be, or strongly suspected of being affected by alcohol and/or drugs, please report to [the Clerk](#).

## Driving when Working

The statistics released annually by the HSE and information in the media is recognised by The Ivers Parish Council who acknowledges the risks from driving when at work. Controlling the health, safety and welfare of our employees whilst driving either company or self-owned vehicles used for work, is a responsibility of The Ivers Parish Council.

As you are required to drive for work, you must:

- Be in control of their vehicle at all times, this is company policy.
- Not operate any electronic devices. Means of communication including mobile phones are to be used only if the vehicle has stopped in a safe place with the handbrake applied.
- be fit to drive.
- Not be under the influence of drugs, alcohol or any substance likely to cause a danger to you or others. A Manager/Supervisor should be immediately informed, should any member of staff feel unfit to drive for any reason.
- Hold a current valid UK driving licence for the vehicle type you plan to drive and are authorised to do so.
- Carry out regular checks on the roadworthiness of the vehicle you plan to drive (e.g. tyre pressure and condition, including spare; correct functioning of lights; oil, coolant, brake fluid and windscreen washer fluid levels; damage to windscreen, etc.).
- Not drive without the correct glasses or contact lenses (where required), when fatigued, when under the influence of alcohol or drugs or if suffering from any illness or taking any medication that may affect your ability to drive safely.

You are required to notify The Ivers Parish Council of driving convictions and offences to the Deputy Clerk or your Line Manager.

## CoSHH

Any material, substance or process to be used or likely to be encountered which could be a hazard to your health.



Where a specific workplace/job Control of Substances Hazardous to Health (COSHH) assessment affects your health and safety we will provide suitable and sufficient information prior to the commencement of any work activity.

Use only approved chemicals that you have been trained to use:













- If you don't know it, don't use it!
- Wear the correct Personal Protective Equipment for the job and follow safety signage
- Only use chemicals from containers or bottles with correct labels
- All chemicals should be identified for hazards and assessed for risk
- Follow safe working procedures and advice from Material Safety Data Sheets and Safety Labels when transporting, storing, using and disposing of chemicals
- All approved chemicals for use are to be recorded in a register
- Keep flammable chemicals away from any heat source
- Use trays where possible to contain any leaks and spills
- Clean up or report any chemical spills immediately
- Only use original containers/bottles/cans for storage and keep them closed when not in use.



It is important to immediately wash off any substances that contaminate the skin. Some substances may cause damage to the skin or may be absorbed through the skin, these may be harmful. Note that hazardous substances may transfer from clothing and personal protective equipment to the skin.

During the course of your duties you MAY come across the following hazard labels. Therefore, it is important that you are able to recognise them and understand their meaning.

Old Symbol	New Symbol	Description
		<u>HEALTH HAZARD</u> May cause respiratory irritation May cause drowsiness or dizziness May cause an allergic skin reaction Causes serious eye irritation Causes skin irritation Harmful if swallowed Harmful in contact with skin Harmful if inhaled Harms public health and the environment by destroying ozone in the upper atmosphere



Old Symbol	New Symbol	Description
		<u>HAZARDOUS TO THE ENVIRONMENT</u> Very toxic to aquatic life with long lasting effects Toxic to aquatic life with long lasting effect Care must be taken to contain any spillages and they must be disposed of by special means.
		<u>ACUTE TOXICITY</u> Fatal if swallowed Fatal in contact with skin Fatal if inhaled Toxic: if swallowed Toxic in contact with skin Toxic if inhale
		<u>CORROSIVE</u> These are substances, which, on contact with the skin or eyes may cause severe chemical burns. If swallowed they may cause severe damage to internal organs and living tissue.
		<u>FLAMMABLE</u> Extremely flammable gas Flammable gas Extremely flammable aerosol Flammable aerosol Highly flammable liquid and vapour Flammable liquid and vapour Flammable solids
		<u>OXIDISING</u> <i>Oxidising gas</i> - any gas which may, generally by providing oxygen, cause or contribute to the combustion of other material more than air does; <i>Oxidising liquid</i> - a liquid which, while in itself not necessarily combustible, may, generally by yielding oxygen, cause, or contribute to, the combustion of other material; <i>Oxidising solid</i> - a solid which, while in itself not necessarily combustible, may, generally by yielding oxygen, cause, or contribute to, the combustion of other material;
		<u>EXPLOSIVE</u> Unstable explosive Explosive; mass explosion hazard Explosive; severe projection hazard Explosive; fire, blast or projection hazard May mass explode in fire




New Pictograms to be aware of	
Symbol	Description
	<u>SERIOUS HEALTH HAZARD</u> May be fatal if swallowed and enters airways Causes damage to organs May cause damage to organs May damage fertility or the unborn child Suspected of damaging fertility or the unborn child May cause cancer Suspected of causing cancer May cause genetic defects Suspected of causing genetic defects May cause allergy or asthma symptoms or breathing difficulties if inhaled
	<u>GAS UNDER PRESSURE</u> Contains gas under pressure; may explode if heated. Contains refrigerated gas; may cause cryogenic burns or injury.

#### Remember:

- ✓ Always read the label before using/handling any substance or chemical.
- ✓ Always wear the protective clothing issued to you.
- ✓ Dispose of substances and their containers only as instructed.

## Safety Signs

You have a duty to learn the different work signs, their meanings, and to obey them. There are four categories of safety signs: Warning, Prohibition, Mandatory and Emergency (escape or first aid signs).

	<b>Warning signs</b> provide a warning of a specific hazard. They have a black triangle on a yellow background with a black picture of the hazard.
	<b>Prohibition signs</b> state that a certain behaviour is not allowed. They have a red circle on a white background and a red bar running from top left to bottom right, with a black picture of what is not allowed.
	<b>Mandatory signs</b> show that a specific course of action must be taken. They are circular, have a blue background with a white picture of what action you must take.



**Emergency escape or first aid signs** provide information about safe conditions. They are normally square or rectangular with a white picture or wording on a green background.

## Control of Waste Materials

All waste materials, accrued as a result of work being performed on the site, within the premises, or its boundaries will be disposed of in line with legal duties.

As an employee of The Ivers Parish Council you are required to:

- ensure that any waste produced by our company or being created on our behalf by contractors, is placed in suitable applicable waste bins, or sealed skips, in a compound whenever possible
- Prevent access by vermin, or vandals, who may otherwise spread it beyond this control and cause an environmental hazard.
- Understand the waste and recycling system at your workplace? If you are in any doubt – ask!
- follow the procedures in place on site. If any of the waste that you handle is classed as “hazardous” it will need separate handling and disposal.

**Fly-tipping is illegal. DO NOT DO IT!**

The person responsible for overseeing and implementing the necessary control measures. Processes, methods and communication to all involved is [the Deputy Clerk](#).

## Employees Confirmation of Receipt of the Staff Health and Safety Handbook

The Ivers Parish Council has produced a written Health and Safety Policy together with other Policies and Procedures for the management of our health and safety arrangements in order to discharge our duties in compliance with the requirements of the Health and Safety at Work etc. Act 1974.

The Ivers Parish Council has issued this Staff Health and Safety Handbook which contains copies of our main Policies and outlines how we manage our health and safety duties as well as giving you information on what you are required to do.

All relevant Health and Safety Documents are available upon request to your Manager/Supervisor who will make the necessary arrangements for you to inspect it.

It is important that you read and understand the information contained within the handbook. Once you have done this please print and sign your name below.

I confirm that I have read the Staff Health and Safety Handbook and will comply with the information and rules it contains.

I understand my duties as an employee to take reasonable care for my own Health and Safety and that of others who may be affected by my actions or omissions at work and that I am required to assist the company in its duties to comply with health and safety legislation.

I confirm that I have been issued with a copy of the Staff Health and Safety Handbook and that I have read and understood the contents. I am aware that if I do not understand any of the contents, I should contact the Deputy Clerk, for an explanation.

Name.....

Signed.....

Date.....