

# Health and Safety Policy and Arrangements

**Responsibility:** Personnel Committee

**Review Cycle:** Annually or earlier in the event of legislative changes

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## **1. INTRODUCTION**

- 1.1** In compliance with the requirement of Section 2 (3) of the Health and Safety at Work etc. Act 1974, Crowborough Town Council, further referred to as 'the Council' is effectively discharging its statutory duties by preparing a shared written health and safety policy.
- 1.2** A copy of the policy, which outlines the Council health and safety arrangements and structure for the management of health and safety is provided at the main office for all employees. Following any significant amendment of the Policy, employees will be advised to review amendments made.
- 1.3** In order for the Council to discharge its statutory duties, employees are required by law to co-operate with the management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.
- 1.4** The Council agrees that in order to ensure that the health and safety policy is sustained in an effective condition, it is essential that the information is up-to-date and accurate. It is the responsibility of the Town Clerk to ensure that suitable revisions are made that reflect changes that have taken place within the Council, and any new and relevant legislation. In addition, the Policy will be reviewed if there are any concerns arising from accident reports or management inspections.
- 1.5** The Council encourages all employees and sub-contractors to inform the Town Clerk any areas of the health and safety policy that they feel are inadequate to ensure that the Policy is maintained as a true working document.

## 2. HEALTH AND SAFETY STATEMENT OF INTENT

Crowborough Town Council recognises that it has a duty to provide for the health, safety and wellbeing of its employees and others that may be affected by its activities. It is committed to continuous improvement and to allow this it will measure accidents, ill health, near miss incidents and losses.

It is the intent of the Council to provide safe and healthy working conditions for all by:

- providing and maintaining safe plant and equipment.
- providing safe systems of work.
- providing a safe place of work and safe access and egress.
- providing for the safe use, handling, storage and transport of all particles and substances.
- providing a safe working environment.
- providing adequate and sufficient information, instruction, training, and supervision.

It is also the intent of this Council to enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. Support, co-operation and consultation will also be sought from clients, other contractors and any other persons who might reasonably be expected to be included in such discussions. To this end, regular health and safety discussions will be held.

The Council accepts its responsibility for the health and safety of other people who may be affected by our activities including clients' employees, other contractors and members of the public. The Council also accepts responsibility for any affects our activities may have on the environment.

The allocation of duties for safety matters and the particular arrangements which will be made to implement this policy are set out in this document.

This Policy will be kept up to date particularly as regards any changes in activities or the nature or size of the Council and will be reviewed annually.

Signed: .....  
(Town Clerk)

Date:.....

Signed: .....  
(Mayor on behalf of Crowborough Town Council members)

Date:.....

### 3. COUNCIL STRUCTURE AND RESPONSIBILITIES

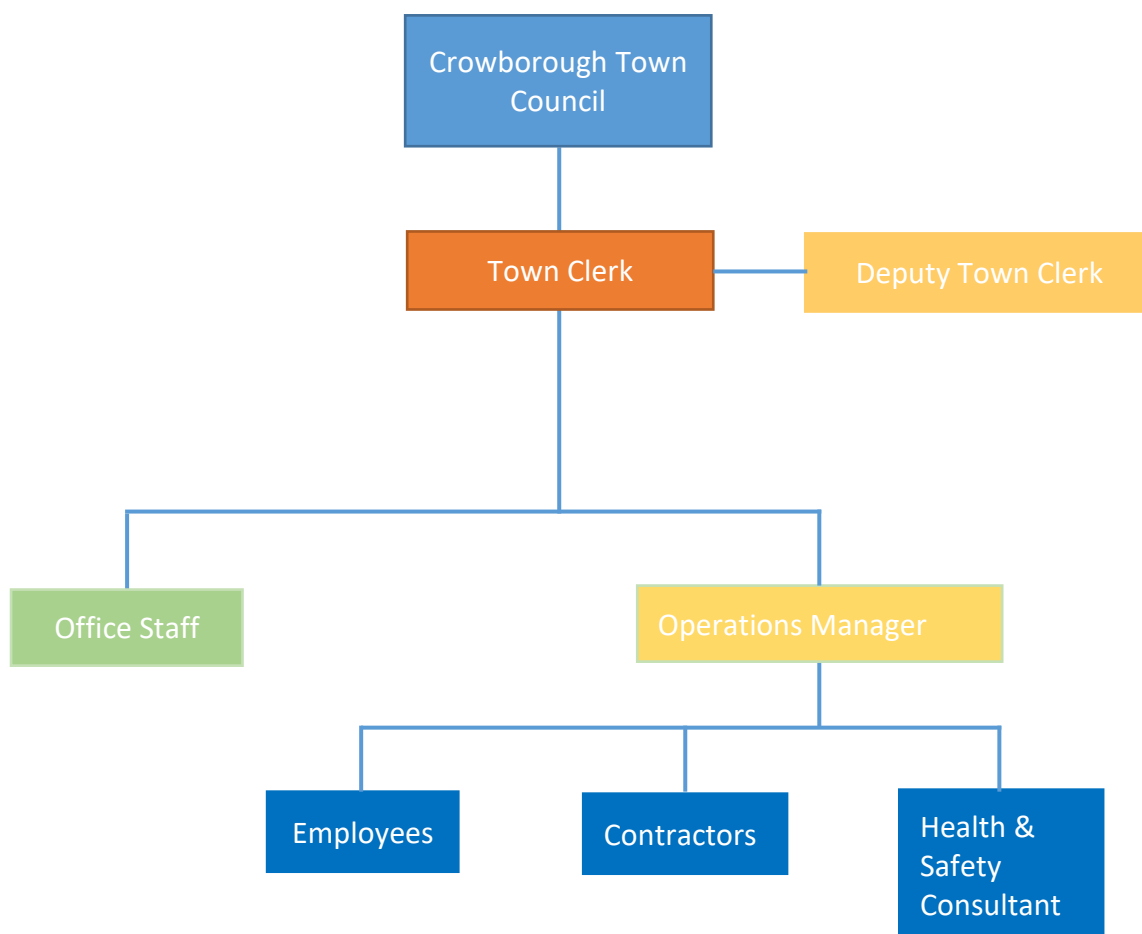
**3.1** As the employer, Crowborough Town Council has overall responsibility for health and safety at work. All individuals working for, or on behalf of, the Council also have a responsibility to maintain a healthy and safe workplace.

**3.2** The health and safety responsibilities imposed upon those employed by the Council are outlined in Section 4 and the principles are embodied in the Council health and safety policy statement.

**3.3** The Council will include health, safety and welfare issues as an integral part of day to day management of its activities.

#### 3.4 Council Health and Safety Structure

The following structure shows the lines of communication within the Council for health and safety responsibilities.



## **4. ORGANISATION AND RESPONSIBILITIES**

This section describes the nominated individual's health and safety role and responsibilities and is not necessarily the same as their functional job title.

### **4.1 Council Members**

The Council Members have a duty to promote a safe working culture, and will:

- 4.1.1** Ensure suitable financial provision is made for health & safety obligations
- 4.1.2** Monitor and assess risk to health and safety through reports submitted to the personnel committee by the Operations Manager
- 4.1.3** Understand the Council policy for health and safety and ensure it is readily available for employees
- 4.1.4** Actively promote at all levels the Council's commitment to effective health and safety management

### **4.2 Town Clerk**

The Town Clerk is responsible for ensuring that working conditions under their control comply with the Council Health and Safety Policy and the current legislation as far as reasonably practicable, and will:

- 4.2.1** Ensure suitable financial provision is made for health & safety obligations
- 4.2.2** Provide appropriate information and instruction to employees
- 4.2.3** Ensure work is planned to take into account health & safety issues
- 4.2.4** Ensure that staff at all levels receive appropriate training
- 4.2.5** Monitor and assess risk to health and safety
- 4.2.6** Understand the Council policy for health and safety and ensure it is readily available for employees
- 4.2.7** Actively promote at all levels the Council's commitment to effective health and safety management

### **4.3 Managers and Supervisors**

The Managers and Supervisors will:

- 4.3.1** Monitor the implementation of the health and safety policy and review its appropriateness by safety inspections carried out within the workplace.
- 4.3.2** Investigate accidents and implement corrective action, with the assistance of the external safety consultant where required.
- 4.3.3** Liaise with sub-contractors and specialists as and when appropriate to support the management of activities that affect the health and safety of those concerned.
- 4.3.4** Identify and arrange training of staff where gap analysis / risk assessment or incident has identified a requirement.
- 4.3.5** Ensure that each employee is competent to carry out their work safely.
- 4.3.6** Ensure that the appropriate plant, equipment, tools and materials are available and are maintained in a safe condition and used correctly.
- 4.3.7** Arrange for the supply of personal protective equipment, and ensure that when required the employee has been shown how to use it correctly.
- 4.3.8** Take appropriate action to correct any unsafe condition relating to plant, equipment, tools, and buildings, working procedures or unsafe actions.

## **4.4 Direct Employees**

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work to:

- 4.4.1** To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- 4.4.2** As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

All employees will:

- 4.4.3** Read and understand this health and safety policy and work safely and in accordance with its requirements.
- 4.4.4** Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy.
- 4.4.5** Report any defects to work equipment immediately to their Supervisor or Manager.
- 4.4.6** Report to the management any incidents, which have led or might lead to injury or damage.
- 4.4.7** Report any accidents or near misses however minor.
- 4.4.8** Use the correct tools and equipment for the task and hold the relevant qualifications where required.
- 4.4.9** Co-operate with any investigation, which may be undertaken with the objective of preventing reoccurrence of incident.

## **4.5 First Aiders**

First Aiders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular for:

- 4.5.1** Maintaining a valid first aid at work certificate issued by an approved first aid training centre.
- 4.5.2** Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary.
- 4.5.3** Taking charge when someone is injured or falls ill, and providing treatment or advice within the limits of their training and experience and referring any cases of doubt for medical assistance.
- 4.5.4** Checking that appropriate and sufficient first-aid boxes are sited about the premises, that the contents are properly checked at least once a month and replenished after use.
- 4.5.5** Recording details of all accidents and treatments in the appropriate accident book.
- 4.5.6** Ensuring the Operations Manager is advised of all accidents to ensure the appropriate investigations can be completed.

## **4.6 Fire Wardens**

Fire Wardens are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

- 4.6.1** Being familiar with the emergency procedures
- 4.6.2** Identifying hazards in the workplace and recording and reporting their observations
- 4.6.3** Ensuring that escape routes and doors are kept clear and are available for use
- 4.6.4** Ensuring fire doors are kept closed
- 4.6.5** Checking suitable and sufficient notices are displayed



- 4.6.6** Ensuring appropriate extinguishers are in place and in good condition
- 4.6.7** Notifying the Operations Manager if any fire alarms or emergency lighting are found to be faulty

Unless there is a risk to their own safety the fire wardens will:

- 4.6.8** Ensure that the alarm has been raised
- 4.6.9** Check that manufacturing processes have been made safe
- 4.6.10** Collect roll call registers
- 4.6.11** Evacuate staff from the building or area involved and check that any staff or visitors with disabilities are assisted as planned
- 4.6.12** Ensure the fire service has been called
- 4.6.13** Go to the designated assembly point
- 4.6.14** Ensure all persons have been accounted for and remain in the roll call area until instructed otherwise
- 4.6.15** Report to the senior manager to confirm all persons are accounted for and report any persons missing

#### **FIRE WARDENS MUST NEVER PUT THEMSELVES AT RISK WHILE UNDERTAKING THEIR ROLE**

#### **4.7 Contractors**

All contractors and sub-contractors working for the Council shall be responsible for themselves and other affected by their acts or omissions. They will as a minimum:

- 4.7.1** Comply with all relevant statutory and common law requirements
- 4.7.2** Comply with all Council health, safety, welfare, security, fire and site instruction requirements
- 4.7.3** Ensure that all equipment brought on to Council premises or areas controlled by the Council, including borrowed or hired equipment, shall be safe and only used in accordance with the Provision and Use of Work Equipment Regulations
- 4.7.4** Will have adequate insurance
- 4.7.5** Report any accidents and all incidents to the Operations Manager

## **5. THE ARRANGEMENTS FOR HEALTH SAFETY AND WELFARE**

### **5.1 Emergency Procedures**

**5.1.1** Management and supervisors will ensure that information on action to be taken in the event of an emergency is provided to all employees. Information will relate to:

- 1.** Medical attention
- 2.** Fire
- 3.** Escape of hazardous or environmentally harmful substance
- 4.** General evacuation of premises.

**5.1.2** The Manager or supervisor responsible for the day to day supervision of the work activities will take charge of emergency situations including medical attention, fire, explosion and security matters. All employees will be familiar with emergency procedures in order that they can take charge of evacuation and any other emergency action when necessary (e.g. in the absence of their Manager or supervisor). Responsibility will be handed to the most senior suitable manager on their arrival.

**5.1.3** Managers will explain the relevant emergency procedures to each new employee during initial induction training, including: the evacuation procedure; the calling of emergency services; the provision of first aid; the location, identification, and use of fire extinguishers; the location and use of spillage kits, and any other emergency response measures. Contractors should be informed of the relevant emergency procedures when carrying out work on Council premises. Those using the Council chamber will be notified of emergency procedures when meetings are conducted out of normal working hours.

**5.1.4** Emergency procedures are stored at the following locations:

Council Chambers Office  
Wolfe Tractor Shed Office

**5.1.5** If as a result of business activities, there is environmental damage to: protected species; natural habitats or Sites of Special Scientific Interest; surface water; ground water; or to land such that human health may be affected adversely, such damage will be reported to the Environment Agency in order that remedial work can be agreed.

### **5.2 Accident and Incident Investigation and Reporting**

**5.2.1** Any record inputted in the accident book must be removed and handed to the Operations Manager for confidential storage.

**5.2.2** All accidents and dangerous incidents, however trivial they may appear, will be reported without delay to a Manager/Supervisor who will ensure that the information is recorded in an accident book held at the following locations;

Council Chambers Office  
Wolfe Tractor Shed Office

**5.2.3** Full details will be taken of where the accident/incident took place including a specific note of when injuries, damage accidents and injuries sustained not only by employees but by visitors (including contractors) and members of the public. All accidents (whether injury is caused or not) including near

misses, will be reported using 'Incident Report' forms to the Operations Manager within 8hrs of the incident.

- 5.2.4** Accidents and near miss incidents will be assessed by the Operations Manager and they will deem whether an investigation is required. The Operations Manager will investigate in order:
1. to ensure that all necessary information in respect of the accident or incident is collated;
  2. to understand the sequence of events that led to the accident or incident;
  3. to identify the unsafe acts and conditions that contributed to the cause of the accident or incident;
  4. to identify the root and contributory causes;
  5. to ensure that effective remedial actions are taken to prevent any recurrence;
  6. to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties;
  7. to enable all statutory requirements to be adhered to.
- 5.2.5** The investigation may include obtaining signed witness statements, photographs and drawings as appropriate.
- 5.2.6** Under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) any accident, dangerous occurrence or case where an accident causes an employee to be absent from work over seven days, the Operations Manager will inform the Health and Safety Executive (HSE) as soon as possible and within 10 days (15 days for "Over seven day" injuries) using the online reporting system at <http://www.hse.gov.uk/riddor/index.htm> or by calling the incident contact centre on 0345 300 9923 without delay for major incidents or fatalities. The Operations Manager will contact The Town Clerk immediately regarding any serious or fatal accident.
- 5.2.7** The following events must be reported to the Health and Safety Executive:
1. A death;
  2. A specified injury to an employee as detailed in regulation 4 (RIDDOR);
  3. An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury;
  4. Any dangerous occurrence;
  5. Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations ;
  6. Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen.

### **5.3 First Aid**

- 5.3.1** Accident Books are held as instructed in Section 5.2.2 and employees will familiarise themselves with the locations.
- 5.3.2** First aid kits are held in the following locations. Employees will familiarise themselves with the locations.

Council Chambers Office  
Wolfe Tractor Shed Kitchen  
Wolfe Chemical Store  
All CTC Vehicles

- 5.3.3** The Council is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work. To achieve this objective the Council will:
1. appoint and train a suitable number of first aid personnel to cover all work patterns
  2. display first aid notices with details of first aid provision
  3. provide and maintain suitable and sufficient first aid facilities including first aid boxes
  4. provide any additional first aid training that may be required to deal with specific first aid hazards.
- 5.3.4** The minimum first aid provision at all sites is an adequately stocked first aid box and an Appointed Person to take charge of the first aid arrangements.
- 5.3.5** First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements. The current list of qualified emergency first aiders will be displayed on the noticeboards within staff areas.
- 5.3.6** First aid personnel will be provided with refresher training every three years to help maintain their skills.

## **5.4 Occupational Health**

- 5.4.1** Health surveillance is the process of monitoring the health of employees exposed to specific health risks during the course of their work. Where appropriate, employers need to provide health surveillance to demonstrate they are meeting their duty of care for their employees.
- 5.4.2** The Council will put in place necessary controls to ensure employees and others are not exposed to substances or agents that may have an effect on the health of the individual.
- 5.4.3** The Council will engage suitable occupational health practitioners to carry out health surveillance if appropriate for the following matters:
1. Vibration monitoring
  2. Noise induced hearing loss
  3. Skin disorders
  4. Occupational Asthma
  5. Respirable crystalline silica (RCS) exposure
  6. Asbestos exposure
  7. Musculo-Skeletal Disorders
- 5.4.4** Infection Control
1. For some work activities, staff may be at risk of infection or of spreading infection. Exposure to infections may arise at work from a number of situations, including:
    1. contact with people (e.g. Diphtheria, TB, MRSA, Covid-19)
    2. contact with blood and bodily fluids (e.g. Tetanus, Hepatitis B or C, HIV)
    3. injuries arising from needles / sharps (e.g. Tetanus, Hepatitis B or C, HIV)
    4. contact with animals or animal faeces/urine (e.g. Leptospirosis).
  2. The Council aims to prevent the spread of infection through work-based activities by adopting suitable control measures.
  3. The Council will:
    1. identify tasks or situations that may expose individuals or groups to potential infection
    2. identify, plan and implement controls and safe systems of work to prevent transmission of infection
    3. provided information, instruction and training to those identified at risk
    4. where required, provide personal protective equipment (PPE) and monitor its use and maintenance

5. organise for the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises
  6. arrange for safe disposal of any infected materials (double bagged in yellow hazmat bags)
  7. adopt good hygiene practices.
4. It is important to remember that infection can also be passed on to people from staff. Staff should notify their manager if they develop any infectious disease that may affect work or people around them,
5. Managers will need to discuss with the individuals, suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

## **5.5 Smoking**

- 5.5.1** A Non-smoking and Non-vaping Policy applies at the Council in accordance with both health and safety and statutory requirements. Where designated smoking zones exist, they will be highlighted during a new starter induction.

## **5.6 Drugs, Alcohol and Medication**

- 5.6.1** A Disciplinary Policy applies at the Council which explains the procedures and consequences of drugs, alcohol and improper use of medication in the workplace.
- 5.6.2** If an employee or sub-contractor is prescribed medication which may affect their performance at work, they must notify their Supervisor to ensure no risks are imposed on the employee or any other person affected by their undertaking.
- 5.6.3** Employees who are taking drugs that may affect their ability to carry out their normal work should discuss this situation with the Town Clerk and /or Deputy Town Clerk, so that arrangements may be made to effectively control the situation.

## **5.7 Hot Works**

- 5.7.1** This section of the policy has been developed to ensure that all 'hot work' carried out will be managed and appropriate control measures are taken to prevent loss due to fire caused by 'hot work' (cutting, soldering and welding or any other activity that involves an open flame). All affected employees and sub-contractors will receive instruction as to the expectations of them to ensure compliance with this policy.

### **5.7.2 Management**

1. To ensure the appropriate procedures are followed when 'hot works' are being used the following will be carried out by site management:
  1. Ensure all employees involved in a 'hot work' process are trained
  2. Conduct periodic inspections to ensure compliance with this policy
  3. Assessment of the work area is carried out prior to completion of a Hot Work Permit PRIOR to work commencing
  4. Have a designated Fire Watch during hot work. This will normally be the Supervisor.
  5. After completion of hot works continuous monitoring for minimum of 30 minutes
  6. Hot works will be completed no later than 1 hour prior to leaving site or longer in accordance with local requirements

### **5.7.3 Person Performing Hot Work**

1. The person carrying out the hot work must verify that a hot work permit is in place before starting. The permit is issued for one location only and is valid for no longer than 24 hours. It may become invalid if conditions change.
2. The person doing the Hot Work is responsible for complying with all site rules concerning safe work practices and all requirements stated on the permit.
3. In addition to site fire extinguishers, the person carrying out the hot works will provide an in date (inspected within the previous 12 months) CO<sub>2</sub> fire extinguisher to be used in the event of an emergency.

#### **5.7.4 The Fire Watch**

1. Ensure hot works area is suitably cleared
2. Be alert to any changes and identify changes or concerns to Hot Work Operator.
3. At the end of the monitoring period, the hot work permit is closed down.

#### **5.7.5 Contractors**

1. Will adhere to the same hot work standards as the Council employees. The Supervisor will ensure this takes place prior to starting hot work.

### **5.8 Work Related Stress**

**5.8.1** This policy adopts the principles of good, effective management and respect for the individual. It requires the combined efforts of managers, employees and support functions to ensure the creation and maintenance of a psychologically healthy work environment, in which excessive pressures are identified and measures put in place to control them, allowing people to succeed and achieve their goals. This policy will ensure that their contribution at work will not be to the detriment of their emotional, psychological, and ultimately physical health.

**5.8.2** All managers are to be aware of the need to identify the hazards and assess risks related to work related stress. Risk is the likelihood of harm resulting from exposure to a hazard. The hazard in this context is something that can cause mental ill-health and is known as a stressor.

**5.8.3** Examples of stressors in the workplace are poor communication, lack of definition of objectives, role conflict, job insecurity, low control over work, isolation, bullying or harassment, work overload, long or unpredictable hours.

**5.8.4** The following factors must be taken into consideration: -

1. Signs from the employee of impending harm to health
2. Does the employee have a particular problem or vulnerability?
3. Has the employee already suffered from illness attributable to stress at work?
4. Have there been frequent or prolonged periods of absence that are uncharacteristic?
5. Is there reason to believe these are linked to stress at work – for example, because of complaints or warnings made by the employee or others?
6. The nature and extent of the work done by the employee: - Is the workload more than is normal for the particular job?
7. Is the work particularly intellectually or emotionally demanding for this employee?
8. Are the demands being made of this employee unreasonable when compared with the demands made of others in the same or comparable jobs?
9. Are there signs that others doing this job are suffering harmful levels of stress?

- 10.** Is there an abnormal level of sickness or absenteeism among those doing the same job working in the same department?
- 5.8.5** Once a stressor has been identified, a risk assessment shall take place of the likelihood of harm resulting from exposure to the stressor.
- 5.8.6** The Council must have a valid and up-to-date assessment of the risk of work-related mental ill-health problems, arising from exposure to stressors, whether or not there is a visible problem. Where a problem does exist, the need to do a risk assessment becomes more urgent.
- 5.8.7** Having assessed the risk, this must be eliminated wherever possible, or otherwise controlled. Departmental Managers will follow up assessments identifying the need for training, changes in working practice, independent assessment or counselling.
- 5.8.8** Employees must report to their line manager immediately whenever they believe they are being subjected to stressors which are causing them concern, or they believe are in excess of the norm, or they believe may affect their ability to function normally, work normally or lead to ill health.
- 5.8.9** Any employee report shall trigger a formal risk assessment, which must be conducted and recorded in line with Council procedures.
- 5.8.10** Working conditions and practices will be monitored on an on-going basis and consideration will be given to new working practices. Risk assessments shall be reviewed whenever there is a reason to believe the assessment is no longer valid.
- 5.8.11** There should be a reassessment of risk if there has been or (is about to be) significant change in the workplace, or if mental ill-health problems arise.
- 5.8.12** Employees highlighting a work-related stress issue will require a re-assessment.

## **5.9 Workplaces and Welfare Facilities**

- 5.9.1** The Council will take reasonable measures to ensure that workplaces and means of access to and egress from places of work are safe and without risks to health. Employees must report any defects to a Manager who will then arrange the necessary repairs in an appropriate manner.
- 5.9.2** Welfare facilities (sanitary conveniences, washing facilities, the provision of drinking water and hygienic places to rest and eat food) are provided for the use of employees at the Council. These facilities will be monitored and maintained by the Operations Manager.
- 5.9.3** All employees will endeavour to maintain work areas in a safe and tidy condition by:
- 1.** keeping workplaces tidy
  - 2.** keeping working areas, walkways, exits and fire points free from obstructions
  - 3.** complying with the Non-Smoking and non-vaping policy
  - 4.** informing Manager where safety or health hazards are identified.

**5.9.4** The Council will take reasonable measures to ensure that their premises are safe and without risks to the people using them. This will be achieved by way of ongoing supervision by all employees, periodic inspections and application of risk assessment principles and practices.

## **5.10 Hazard Identification, Risk Assessment and Risk Control**

**5.10.1** Risk assessments will be reviewed at least every 12 months or when work activity changes, there is an accident or case of ill health, near miss or complaint. Hazards will be identified for all work activities undertaken at/by the Council. Risks will be assessed, and all significant findings recorded.

**5.10.2** All assessments will:

1. Identify the hazards
2. Identify who is at risk
3. Assess existing control measures
4. Identify any further precautions required.

**5.10.3** Assessment records will identify who carried them out, requirements for further action and a suitable time scale for implementation and review. Employees will use the Council's standard risk assessment template and all risk ratings will be calculated using a 5x5 risk matrix. Risk Assessment will only be carried out in consultation with those employees who are responsible for carrying out those work activities as part of their daily work routine. Employees will be provided with adequate training, instruction and information. Routine activities will be assessed generically.

**5.10.4** Contractors undertaking work are required to assess risks in respect of their activities before starting work and to provide copies of assessment records upon request. Further details are set out in "Managing Contractors" section of this document.

**5.10.5** Those who are involved in risk assessments should:

1. be competent;
2. have knowledge and experience of working procedures in practice, potential dangers, strengths and weaknesses of existing precautions;
3. have knowledge and experience of how to solve problems identified by the assessment;
4. be able to give the commitment, co-operation and resources required to implement the assessment results.

## **5.11 COSHH and Substances Hazardous to the Environment**

**5.11.1** An inventory of all substances and materials hazardous to health is held at the Pine Grove office. The Council will recognise a substance as "Hazardous to Health" under the following definition.

**5.11.2** A substance that takes the form of a: chemical, fume, dust, vapour, mist, nanotechnology, gas, biological agent, and has the potential to cause harm to any person through: ingestion, inhalation, contact with skin or any other bodily function shall be deemed as hazardous to health.

**5.11.3** Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Advisor, in line with the Control of Substances



Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible. Material Safety Data sheets will be kept on file for all stored substances.  
All hazardous chemicals must be stored in an appropriately sized bund.

**5.11.4** A record will be kept by the Head Groundsman of chemicals applied to any land owned or rented by the Council, so that their use can be monitored for environmental purposes and for the management of health and safety. Those employees applying chemicals of this type will have undergone internal training as identified by risk assessment.

## **5.12 Legionellosis**

**5.12.1** The Council will ensure that reasonable steps are taken to identify potential Legionellosis hazards in the work place and to prevent or minimise the risk of exposure. If employees are concerned about the risk of an outbreak, they should report concerns to a Manager immediately so that appropriate measures can be taken to eliminate or reduce the risks.

**5.12.2** All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure. At risk systems include the hot and cold-water storage and distribution system

### **5.12.3 Avoidance of Conditions Favouring Growth of Organisms**

1. As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.
2. The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build-up of bio films and sediments will be controlled, and tanks will be lidded.

### **5.12.4 Avoidance of Stagnation**

1. Dead-legs, which occur when water services leading from the main circulation water system to taps or appliances, are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.

### **5.12.5 System Maintenance**

1. Water systems will be disinfected by an effective means before being taken into service and after shut downs of five or more days. Plant will be regularly inspected and maintained. Plant will be disinfected periodically by chlorination or by temporarily raising water temperatures. Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.
2. Sampling for legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures.

### **5.12.6 Record Keeping**

1. Records will be kept of all maintenance, system chlorination, flushing, temperature monitoring and sampling carried out.

### **5.12.7 Action in the Event of an Outbreak**

1. Signposting affected staff to GP/ medical professionals.
2. Immediate shutdown of contaminated system.
3. Full internal investigation.
4. Health and Safety Executive to be informed.
5. Infected system to be cleaned and sanitised by competent person.

6. Water sampling to be carried out before and after sanitised.

### **5.13 Manual Handling**

**5.13.1** Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the Council will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by;

1. reducing weights
2. reducing the frequency of manual handling
3. the use of additional manpower
4. through the provision of suitable equipment to assist in the operation
5. the selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc

### **5.14 Personal Protective Equipment (PPE)**

**5.14.1** The need for PPE will be established by risk assessment carried out by Managers and will always be the last line of protection chosen. PPE will then be provided to employees free of any charge. Employees must ensure that they use PPE where necessary and store and maintain it in accordance with the suppliers' instructions. Defects or loss must be reported immediately to the Manager who will arrange for replacement. PPE will be personal to the user and will not be shared.

**5.14.2** The Council will provide personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

**5.14.3** To effectively implement its arrangements for the use of PPE, Managers/ Supervisors will:

1. ensure that PPE requirements are identified when carrying out risk assessments;
2. use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary;
3. carry out an assessment to identify suitable PPE;
4. ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately;
5. ensure that PPE is sourced appropriately and bears the "CE" certification mark;
6. ensure PPE is available to all staff who need to use it;
7. provide adequate accommodation for correct storage of PPE;
8. provide adequate maintenance, cleaning and repair of PPE;
9. inform staff of the risks their work involves and why PPE is required;
10. instruct and train staff in the safe use, storage, maintenance and disposal of PPE;
11. make arrangements for replacing worn or defective PPE;
12. review assessments and reassess the need for PPE and its suitability regularly or whenever there are significant changes.

## **5.15 Noise**

### **5.15.1 Planning Procedure**

1. The supervisor must ensure that information on the noise level of any plant which it is intended to hire or purchase is obtained and taken into account before hiring or purchase takes place. They will in conjunction with any relevant sub-contractor required to use or work near such plant, ensure that any static plant to be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on the workers or the public.
2. Where employees are required to work in situations where high levels of noise are likely to be encountered, the supervisor will ensure that full information is obtained, before work commences, on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this course is not practicable, suitable hearing protection equipment must be identified for use by personnel.
3. Where such noise levels are above 80 db(A) the Council will provide hearing protection to its employees at their request. Where such noise levels are 85 db(A) or above, the Council will provide hearing protection to its employees, which must be worn by the employee.
4. Regular monitoring of noise levels and frequencies will be planned, as required.
5. Instruction and training will be provided to supervisors and operatives required to work in premises, or with plant, which is likely to result in exposure to high noise levels.

### **5.15.2 Supervision**

1. The Supervisor will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc., and that all equipment and noise reducing doors etc. are used. They will ensure that all noise control items fitted to plant, or in premises, are kept in good order and that any defects noted are reported to the sub-contractor or Council, immediately.
2. The Supervisor will ensure that supplies of ear defenders, or other hearing protection, are made available for any operations, where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

### **5.15.3 Safe System of Work**

1. Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery.
2. Regularly monitor noise levels and frequencies.
3. Give advice on noise control measures.

## **5.16 Vibration**

### **5.16.1 Manager/ Supervisors will:**

1. assess the vibration risk to our employees;
2. take action to reduce vibration exposure that produces those risks;
3. decide if employees are likely to be exposed above the:
  1. daily exposure action value (EAV) and if they are, introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable;
  2. daily exposure limit value (ELV) and if they are, take immediate action to reduce their exposure below the limit value;
4. make sure the legal limits on vibration exposure are not exceeded;

5. provide information and training to employees on health risks and the actions you are taking to control those risks;
6. carry out health surveillance (regular health checks) where there is a risk to health;
7. keep a record of our risk assessment and control actions;
8. keep health records for employees under health surveillance; and
9. review and update our risk assessment regularly

**5.16.2** The Council recognises the importance of implementing a range of control measures to reduce the risks from hand-arm vibration. Risk controls include:

1. Alternative work methods: We will consider alternative work methods that eliminate or reduce exposure to vibration, for example.... Equipment selection, we will make sure that the equipment selected is suitable for the task and can do the work efficiently.
2. Maintenance of work equipment: We will introduce appropriate maintenance programmes for equipment to prevent an avoidable increase in vibration (following the manufacturer's recommendations where appropriate).
3. Purchasing policy for replacing old equipment and tools: Work equipment is likely to be replaced over time as it becomes worn out. It is important that we choose replacements, so far as is reasonably practicable, which are suitable for the work, efficient and of lower vibration.
4. Work schedules: We will limit the time that our employees are exposed to vibration. For example, by planning work to avoid work to avoid individuals being exposed to vibration for long, continuous periods - several shorter periods are preferable. Where tools require continual or frequent use, introduce employee rotas to limit exposure times.
5. Clothing and gloves: We will provide employees with protective clothing to keep them warm and dry.
6. Information and training: All employees who work with equipment that creates a risk of exposure to hand-arm vibration.
7. Personal protective equipment: Where identified in the risk assessment, suitable PPE will be provided together with a suitable place to allow for its proper storage. Training and supervision in its use and maintenance will be part of the training programme.
8. Health surveillance: We will provide health surveillance for any employees who, despite our action to control the risk, are likely to be regularly exposed above the exposure action value or are considered to be at risk for any other reason. We will consult our employees concerned before introducing health surveillance.
9. Monitoring: Compliance with this policy will be monitored by the Manager/ Supervisor

## **5.17 Asbestos Management**

**5.17.1** A suitable register and management plan will be prepared for all asbestos containing materials (ACMS) which exist, or which are presumed to exist in all buildings belonging to the Council. The register and management plan will be held in the 'Asbestos Folder' in the Council Offices, Pine Grove, Crowborough. The asbestos register and management plan must be referred to before any maintenance work is carried out which has the potential to disturb asbestos fibres.

**5.17.2** Disposal of ACMs must be carried out only in accordance with procedures based on strict legal requirements. Details of disposal procedures are available from HSE "Asbestos Essentials" series via <http://www.hse.gov.uk/asbestos/essentials/indexx.htm>

**5.17.3** The Council will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No

one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

**5.17.4** This will be achieved by minimising exposure through the management of asbestos-containing materials in the workplace premises by:

1. Where appropriate asbestos awareness training will be undertaken by employees.
2. Assessment - The premises will be surveyed to determine whether asbestos containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.
3. The amount and condition of the asbestos-containing material will be assessed, and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
4. A Written Plan - A written plan or register that sets out the location of the asbestos containing material, and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.
5. Access to Asbestos-containing Materials - Access to asbestos-containing materials in the premises will be controlled to prevent inadvertent disturbance of the material and the release of asbestos fibres. Systems will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location. Any area where asbestos is presumed or proven to be in situ will be marked appropriately.
6. Monitoring and Maintenance - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.
7. Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.
8. Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.
9. When contractors are engaged to work on the premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

**5.17.5** Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

1. asbestos fibres are firmly linked in a matrix
2. the exposure during the removal process is likely to be sporadic or of low intensity.

## **5.18 Working at Height**

**5.18.1** Height is interpreted as “any place where, if precautions were not taken, a person could fall down and injure themselves” which may be as low as one step above ground level (including drops from level ground into excavations) and includes working at height on vehicles, plant and machinery. Generic risk assessments will be undertaken for routine activities which take place repeatedly.

**5.18.2** Ladders may be used for access or for short duration work only, where the risks have been assessed and where ladders are considered to be suitable for the work. Ladders will be inspected before each use by the user and checked regularly by a competent person to ensure that they remain safe to use. A ladder tag system will be used to confirm 6 monthly inspections have been carried out.

**5.18.3** The Council will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

**5.18.4** The Manager/ Supervisor will ensure that:

1. all work activities that involve work at height are identified and risk assessed
2. the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
3. adequate and secure working platforms with guard rails and toe boards will be used in preference to ladders which will be used for light, short duration work only and secured to prevent displacement
4. roof lights and other fragile surfaces will be protected to prevent falls
5. fall arrest equipment will be used if other means of prevention (safety nets, harnesses with running lines, etc.) are not practical or justified
6. risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them
7. any working platform and its supporting structures are selected and/or designed in accordance with current standards
8. regular inspections of all equipment required for working at height are undertaken
9. competent persons are appointed to be responsible for the supervision of all work at height and associated activities
10. any contractors from whom they procure services comply with this policy.

**5.18.5** The Council shall provide any information, instruction and training required to work in a safe manner when working at height. No employee shall use any working at height equipment without the appropriate training, knowledge and experience.

### **5.19 Construction (Design and Management) Regulations 2015 (CDM Regulations)**

**5.19.1** Complying with CDM 2015 will help ensure that no-one is harmed during work, and that our building is safe to use and maintain while giving us good value. Effective planning will also help ensure that our work is well managed with fewer unexpected costs and problems. The provisions of the CDM Regulations will be complied with when the Council commission construction work on their property.

**5.19.2** The Council are not experts in construction work however they have a big influence over how the work is carried out. Whatever the size of our projects, they decide which designer and contractor will carry out the work and how much money, time and resource are available. The decisions they make have an impact on the health, safety and welfare of workers and others affected by the work.

**5.19.3** Where construction work involves more than one contractor, the Council will make the following appointments in relation to the project and duty holders will discharge their duties in accordance with the provisions of the CDM Regulations.

1. Client
2. Principle Designer
3. Principle Contractor

All three roles may be undertaken by the Council where the work is carried out by its personnel.

**5.19.4** The Council must be aware and prepare for the biggest causes of accidents and ill health in construction work. If used, the designer and contractor will manage the risks by doing the following.

1. Prevent Falls from height: - Make sure ladders are in good condition, at a 1:4 angle and tied or footed.
2. Prevent people and materials falling from mezzanine levels, roofs, gable ends, working platforms and open edges using guardrails, midrails and toeboards.

3. Make sure fragile roof surfaces are covered, or secure working platforms with guard rails.
4. Shore, cover or barrier any excavations as required.
5. Support structures (such as walls, beams, chimney breasts and roofs) with props.
6. Prevent dust by using wet cutting and vacuum extraction on tools; use a vacuum cleaner rather than sweeping; use a suitable, well-fitting mask.
7. Do not start work if it is suspected that asbestos may be present until a demolition/refurbishment survey has been carried out.
8. Turn the electricity supply and other services off before drilling into walls. Do not use excavators or power tools near suspected buried services.
9. Protect members of the public, the client, and others: Secure the site; net scaffolds and use rubbish chutes.

**5.19.5** The Council will make welfare facilities available to contractors where possible. Where such facilities cannot readily be made available, the contractors will be required to make their own arrangements.

**5.19.6** Where the construction phase is expected to last longer than 30 working days and with more than 20 workers working simultaneously at any point in the project, or where the construction phase will exceed 500 person days, the Council employee leading the project will notify the relevant details of the project to the Health and Safety Executive.

## **5.20 Vehicles**

**5.20.1** No person may use a vehicle unless they have received appropriate training or instruction for the vehicle concerned and they are authorised and insured to use it, including the necessary endorsements on their driving licence. Council vehicles will be inspected before use by the driver and will be maintained in order that they are safe to use. Any defects identified must be notified to the Operations Manager.

**5.20.2** The daily inspections will include:

1. the braking system
2. the steering system
3. the tyres
4. the mirrors, windscreen, windscreen washers, wipers and any other visibility aids
5. any alarm systems, such as the horn or lights
6. lubricant and hydraulic fluid levels and pneumatic pressure levels
7. vehicle-mounted equipment
8. any specific safety systems such as control interlocks
9. any ladders, steps, walkways or similar equipment used to access parts of the vehicle or support persons using the vehicle.

**5.20.3** If safety critical defects are identified, employees will stop using the vehicle concerned, take it out of service and notify their Manager immediately for further instructions. Where provided, seat belts must be worn and in full working condition. Any incident or accident involving a Council vehicle must be reported to the Operations Manager immediately.

**5.20.4** Anyone using their own, private vehicle for business will ensure that they have in place suitable insurance cover for business use and a current road fund licence; and that the vehicle is both fit for purpose and in suitable condition, including possession of a valid MoT certificate where applicable.

**5.20.5** All employees required to drive Council vehicles or use machinery will have their eye sight assessed during the annual health surveillance completed by Occupational Health. This is to ensure they are within the legal minimum eyesight standard. If an employee's eyesight falls below the minimum standard, all relevant risk assessments must be reviewed to ensure they are capable of carrying out their role safely.

**5.20.6** All employees who drive Council vehicles must produce a copy of their driving licence to the Town Clerk of the Council annually to confirm they still hold a full UK licence. Employees should create a licence 'check code' using the following website <https://www.gov.uk/view-driving-licence> . This check must be recorded and stored confidentially.

**5.20.7** If any employee who uses a Council vehicle accrues any points or criminal prosecution regarding traffic offences they must notify the Council.

## **5.21 Plant and Equipment**

**5.21.1** The Provision and Use of Work Equipment regulations cover the use of all kinds of work equipment from a hand tool to complete plant and specifically include mobile work equipment. The use includes starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

**5.21.2** The specific requirements of this legislation cover the following: -

1. The guarding of dangerous parts of machinery
2. Protection against specific hazards, i.e. falling or ejected articles and substances, rupture or disintegration of work equipment parts, equipment catching fire or overheating, unintended or premature discharge of articles and substances
3. Protection against explosion.

**5.21.3** These requirements also cover

1. Work equipment parts and substances at high or very low temperatures
2. Control systems and control devices
3. Isolation of equipment from sources of energy
4. Stability of equipment
5. Lighting
6. Maintenance operations
7. Warnings and markings.

**5.21.4** The requirements imposed by these regulations on employers shall also apply to a person who has control to any extent of work equipment at work and includes managers and supervisors.

**5.21.5** Also, where the safety of work equipment depends on the installation conditions or where it is exposed to conditions causing deterioration that is liable to result in a dangerous situation:

1. The frequency of inspection of specified equipment should be increased and completed by a competent person.
2. Records must be kept of the inspections

**5.21.6** Planning Procedures

1. The Council will make sure that equipment is suitable for the use that will be made of it and will take into account the working conditions and hazards in the workplace when selecting the equipment.



#### **5.21.7 Supervision**

1. The Council will provide adequate information, instruction and training for all Operators, Supervisors and Managers and will provide equipment that conforms to EC product safety directives.

#### **5.21.8 Safe System of Work**

1. The Council will ensure that equipment is used only for operations for which, and under conditions for which, it is suitable, and that the equipment is maintained in an efficient state, in efficient working order and in good repair. The Council will make sure that equipment is suitable for its planned use and will take into account the working conditions and hazards in the workplace, when specifying the equipment to be used.
2. Plant or equipment will only be used for operations, and under conditions, for which it is suitable. All equipment will be maintained in safe, serviceable condition.
3. All equipment, identified by individual numbers, will be inspected / tested as appropriate at required intervals and records of such inspections kept in a central register and on site.
4. All Operators of plant and equipment shall be in possession of current training certificates. Those persons required to change the wheels on abrasive disc cutting machines will receive the necessary training and hold the appropriate certificate.

#### **5.21.9 Hand Tools**

1. All cutting tools e.g. chisels (for wood or metal), saws, knives, files etc. must be sharp and free from chips, cracks burrs and corrosion. Striking faces for hammers, chisels and similar tools must be kept polished and clean. Tools not in use are to be stored in toolboxes or other secure locations in the work area.
2. Screwdrivers are only to be used for the correct task, using the correct sizes at all times. They are not to be used as chisels, punches, tin openers, paint stirrers or any other act of misuse.

#### **5.21.10 Lifting Equipment**

1. Lifting operations will be carried out by use of specialist sub-contractors where practicable. All lifting equipment will be in accordance with The Lifting Operations and Lifting Equipment Regulations 1998 and will be individually identified and records of testing and inspections kept in the appropriate register at the Pine Grove office.
2. Before using lifting equipment, it must be checked by the nominated Council competent person. Only trained authorised personnel can co-ordinate lifting operations, use lifting equipment, sling loads or direct lifting operations.
3. Those involved in lifting operations must ensure that all other persons are clear of the work area and adequate barriers and signs erected.
4. Lifting equipment that is hired should be checked to ensure that its documentation is up to date, and that its Operator is in possession of a current Operator's certificate.

#### **5.21.11 Use and Control of Hired Equipment**

1. Hired in plant and equipment will be required to have been inspected by the hire company and provided with a safe to use document. All hired equipment will be inspected by the user before use.
2. All hired electrical equipment will have a Portable Appliance Tested (PAT) in the preceding 6 months. On an occasion where this inspection will lapse whilst on hire by the Council, it will be portable appliance tested in accordance with this policy.
3. Sub-Contractors are responsible for ensuring that their plant and equipment is maintained and inspected in accordance with current statutory requirements and this policy. The Site Supervisor will be responsible for ensuring all hired equipment brought onto a site is appropriate for which its use is intended and has been inspected ensuring it is safe to use.

4. Periodical review of on-site management for this equipment will be carried out by the Operations Manager.

## **5.22 Mobile Phones**

- 5.22.1 Employees will avoid excessive use of mobile phones and should instead use a landline where one is readily available as an alternative.
- 5.22.2 Where mobile phones are used at work or for work related purposes, they should not be used in situations where their use would be hazardous, such as when on a ladder or when full concentration is need for the work activity concerned.
- 5.22.3 Mobile phones should not be used while driving vehicles unless a hands-free kit has been fitted in the vehicle such that the phone does not need to be handled. Irrespective of the existence of hands-free kit, use of mobile phones while driving must be avoided and mobile phones should not be used when the circumstances require higher levels of concentration from the driver.

## **5.23 Display Screen Equipment (DSE)**

- 5.23.1 Users of DSE will be made aware of the provisions of the Health and Safety (Display Screen Equipment) Regulations 1992. The Council will make the following provision for employees who use computers or other DSE regularly:
  1. Adequate training and information;
  2. Proper breaks or changes of activity
  3. Work stations suitable for employees and which meet, where necessary, the standards in the Regulations
  4. Eye tests if they request them (as per expenses policy)
- 5.23.2 DSE assessments will be carried out by arrangement with the Operations Manager and records of assessments, together with details of action taken, will be kept in the DSE Folder. This folder must be in a locked location as it contains confidential information.
- 5.23.3 DSE Assessments will be carried out for: every new member of staff; in the event of an existing member of staff's desk or computer set up changing in any way; and if a member of staff returns to work after a period of sickness whereby the DSE has any impact on the employee's injury/ illness.
- 5.23.4 Any health-related problem that is deemed to have been caused by the use of DSE must be referred to an Occupational Health practitioner for assessment.

## **5.24 Electrical Safety**

- 5.24.1 All employees are required to inspect the leads, plugs and housing of electrical equipment before use for signs of damage or loose connections. Any defects will be reported to a Manager in order that repairs can be arranged. NEVER KNOWINGLY USE POTENTIALLY DANGEROUS EQUIPMENT!
- 5.24.2 Electrical Condition Inspection Report (ECIR) 5 Yearly inspections will be carried out by a competent contractor who will provide an inspection report. This will be documented and stored.

**5.24.3** Portable appliance Testing (PAT) will be carried out every 12 months by a competent contractor who will provide an inspection report. This will be documented and stored. Any new equipment must be PAT tested before use.

**5.24.4** Only approved electrical contractors will be used for any electrical work across all of the Council's buildings.

## **5.25 Gas Safety**

**5.25.1** Currently, there are 5 gas installations serving the Council's premises which fall under the provisions of the Gas Safety (Installation and Use) Regulations 1998.

**5.25.2** These are at the following premises:

Pine Grove  
Wolfe Pavilion  
Goldsmiths Changing Rooms  
Whitehill Centre  
Wolfe cottage

**5.25.3** A Gas Safe registered competent person will service all appliances annually. A record of all maintenance and services will be kept.

**5.25.4** Gas cylinder storage units will be appropriately ventilated to prevent the accumulation of any leaked gases. The gas cylinder store will be covered and located externally on a level, well-drained surface.

**5.25.5** Gas cylinders will be stored vertically and be secured in stands or with chains, straps or other suitable restraints and capped when not in use. This is necessary to prevent them toppling over and getting damaged, leading to potentially harmful gas leaks. Valves will be protected from any damage to protect from the cylinders becoming projectile.

**5.25.6** Compressed gas cylinders will carry and display hazard warning signs and COSHH warning symbols to minimise the risk of injury. Additionally, cylinders will be identified as full or empty to enable safe handling.

**5.25.7** Full and empty compressed gas cylinders will be stored separately within a gas cylinder cage or gas cylinder store to avoid confusion. Empty cylinders which have held the same contents will be grouped together. Use of the gas cylinders will be planned in such a way to ensure they are used in the order they are received from the supplier.

**5.25.8** Cylinders will be segregated by the properties of the gas e.g. flammable, oxidant etc. Oxygen cylinders will not be stored within 20 feet of cylinders containing flammable gases or near any other highly combustible materials if a fire wall is not in place. Liquid Petroleum Gas (LPG) cylinders will not be stored within 3 metres of other gas cylinders if a fire wall is not in place.

**5.25.9** Care will be taken to ensure that other products are not stored in a gas cylinder store, especially any flammable materials such as fuel, oil, paint or corrosive liquids as this can result in fires, explosions and other health and safety hazards. The gas cylinder storage area will be exclusively reserved for storing gas cylinders only.

- 5.25.10** As the Council only transport or move compressed gas cylinders incidentally they are exempt from the requirements under The Carriage of Dangerous Goods Regulations 2009. However, when the Council does transport compressed gas cylinders then the driver of the vehicle/ person handling the cylinder, must ensure the following is carried out:
1. The gas cylinder is secured in a ventilated location
  2. The cylinder is transported upright and secured to the vehicle in a safe manner, preventing movement
  3. A suitable fire extinguisher is in the vehicle
  4. Any safety valve or regulator is tightened and in the off position
  5. They have sufficient knowledge of the compressed gas to understand its characteristics and safe working procedure.
  6. The compressed gas bottle is visible and clearly identifiable in the event of an emergency.

## **5.26 Fire Safety**

- 5.26.1** The Council will arrange for the implementation of suitable and sufficient arrangements to plan, organise, control, monitor and review all fire safety measures at business premises which they occupy in order to comply with the fire safety legislation, including the preparation of a fire risk assessment and the implantation of an effective emergency plan.
- 5.26.2** Maintenance of fire extinguishers is arranged by the Operations Manager and is undertaken by approved contractors.
- 5.26.3** A Fire Log and grab bag will be situated at both Pine Grove Fire Panel and Wolfe Tractor shed. This will detail where any flammable chemicals are stored, Dangerous Substances and Explosive Atmosphere Regulation (DSEAR) assessments, any Safety Data Sheet (SDS) of any substance that may create a fire, explosion or create a toxic gas/vapour as a by product of fire.

## **5.27 Managing Contractors**

- 5.27.1** Contractors engaged by the Council will be suitable for the work undertaken. This will be achieved by the:
1. selection of competent contractors, having regard to the level of risk
  2. identification of unusual or significant hazards and provision of information about these hazards at or before the appointment stage to contractors, including the location of materials containing or presumed to contain asbestos
  3. discussion of site risk assessment with contractors where required,
  4. periodic monitoring of contractors to ensure they are working satisfactorily
- 5.27.2** The following factors will be considered as part of our procedures for vetting contractors. These include:
1. sight of the contractor's own safety policy, risk assessments, method statements, permits to work, etc as applicable;
  2. clarification of the responsibility for provision of first aid and fire extinguishing equipment;
  3. details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal;
  4. details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection;
  5. clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury;

6. confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant);
7. evidence showing that appropriate Employers and Public Liability Insurance is in place.

**5.27.3** Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

**5.27.4** Similarly, we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

**5.27.5** We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to a manager immediately.

## **5.28 Communication and Consultation**

**5.28.1** The statutory health and safety law poster will be displayed throughout the business premises. These can be found at the following locations:

Council Offices, Pine Grove, Crowborough  
Wolfe Tractor Shed, Blackness Road, Crowborough

**5.28.2** The Council will comply with the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) by the implementation of a Health and Safety Committee for employees.

**5.28.3** The committee will be made up of both management and staff. Employees from all areas of the business will be included in the committee meetings to allow for a range of experience in all sectors. The purpose of the committee is:

1. increased productivity and safety
2. improvements in overall efficiency and quality
3. higher levels of workforce motivation.
4. a healthier and safer workplace
5. help to identify hazards, assess risks and develop ways to control or remove risks
6. better decisions about health and safety
7. experience of a range of people, including employees who have extensive knowledge about their own job and the business
8. a stronger commitment to implementing decisions or actions
9. joint problem-solving.

**5.28.4** An agenda will be set for the meetings which will be held every six months. Minutes of the meeting will be produced and made available to all employees of the Council.

**5.28.5** Committee representatives are displayed on the noticeboard in staff areas.

**5.28.6** The committee discusses standing items on the agenda:

1. statistics on accident records, ill health, sickness absence relating to H&S
2. accident investigations and subsequent action
3. inspections of the workplace by enforcing authorities, management or employee health and safety representatives

4. risk assessments
5. health and safety training
6. changes in the workplace affecting the health, safety and welfare of employees.

## **5.29 Training and Supervision**

**5.29.1** The Council will ensure that all members of staff are provided with adequate health and safety training for their work.

**5.29.2** Employees should refer to 'Training and Development Policy' for further information.

**5.29.3** Induction training will be arranged for all new permanent staff and temporary staff (including agency and volunteers). This will be arranged by Managers. Induction training will be undertaken by employees and temporary workers during their probation period and will include:

1. Location of all fire escapes and firefighting equipment
2. Location of first aid boxes and who is first aid trained
3. Health and Safety Awareness E-Learning Package
4. Manual Handling E-Learning Package
5. Data Protection E-Learning, if required for your job
6. Mental Health Start the conversation E-Learning
7. A copy of this H&S Policy
8. A copy of the Bullying and Harassment Policy
9. A copy of the Disciplinary Policy
10. A copy of the Grievance Policy
11. A copy of the Training and Development Policy
12. A copy of the Non-smoking and non-vaping policy
13. A copy of the Dash cam Policy (if appropriate to role)
14. Display Screen Equipment E-Learning (If appropriate to role)
15. Asbestos Awareness E-Learning (If appropriate to role)
16. Noise Awareness E-Learning (If appropriate to role)
17. Vibration Awareness (If appropriate to role)

**5.29.4** Employees will then go on to have further induction training relevant to their role by their line manager. This training will be documented and recorded.

## **5.30 Young Persons**

**5.30.1** It is recognised that due to the nature of the Council's work it is possible that on occasion young persons may work alongside the Council's staff. This may come in the form of work experience or volunteer work.

**5.30.2** Any person on work experience or volunteer under the age of 18 years must always have a member of Council staff with them. A risk assessment must be completed for them outlining the potential hazards and limitations they might be exposed to. It must assess the added risks that a young person can pose to the workplace. For further guidance on volunteer work refer to the 'Health and Safety Volunteer policy'.

**5.30.3** Every work experience/ volunteer under the age of 18 must receive the following induction before starting work.

1. Location of all fire escapes and firefighting equipment.
2. Location of first aid boxes and who is first aid trained.
3. DSE assessment if appropriate to role.
4. Specific training for low risk tasks.
5. Appropriate PPE is required by risk assessment.
6. Group discussion on Manual Handling.
7. Group discussion on slips, trips and falls.
8. Group discussion on low risk tools such as hand tools etc. (No blades)
9. Guidance on reporting of unsafe/ inappropriate behaviour.
10. Complete the allergies/ disabilities and next of kin form.

## **6. REVIEW AND AUDIT**

- 6.1** The Council will monitor the effectiveness and usefulness of this policy and the health and safety performance across the business and the functioning of the policy.
- 6.2** The policy will be reviewed whenever it is appropriate, such as after significant changes to business activities, changes in legislation or because of feedback on performance. In any event, the policy will be reviewed not less than once every 12 months.
- 6.3** A report on the results of any health and safety audit will be provided to the Town Clerk, Personnel Committee and the Health and Safety Committee.



## 7. EMPLOYEES UNDERSTANDING

I confirm that I have read and understood the Councils Health and Safety Policy and Arrangements.

Name:	Signature:	Date: