



Ludlow Town Council

Health and Safety Management System

**Re-adopted by Full Council on the
29th September 2014**

Health and Safety File

Section 1 Policy Statement.....	3
Section 2 Organisation and Responsibilities.....	4
Section 3 Arrangements	6
Accident and Near Miss Reporting/Recording and Investigation	6
Alcohol and Drugs.....	6
Asbestos	6
Confined Spaces.....	7
Demolition	7
Display Screen Equipment (DSE)	7
Driving @ Work.....	7
Electricity @ Work.....	8
Employee Consultation	8
Employer's Liability Insurance.....	8
Excavations.....	8
Fire and Emergency Procedures	8
First Aid @ Work.....	9
Health and Safety Inspections and Audits.....	9
Hazardous Substances (COSHH).....	9
Health Surveillance	10
Hot Works	10
Maintenance of Work Equipment	10
Managing Construction Work.....	11
Manual Handling	11
Mobile Telephones.....	11
Noise.....	11
Personal Protective Equipment (PPE)	12
Pregnant Women and Nursing Mothers.....	12
Risk Assessments.....	12
Roadworks	12
Smoking @ Work	13
Stress.....	13
Subcontractor Competence and Management.....	13
(excluding labour only sub-contractors)	13
Training, Induction and Tool Box Talks	13
Vibration.....	14
Waste Management.....	14
Welfare Provision	14
Working @ Height.....	14
Working Alone.....	15
Young Workers and Work Experience	15

Section 1 Policy Statement

It is the policy of Ludlow Town Council to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, visitors, contractors and members of the public who may be affected by our activities.

We will fully comply with the duties placed upon us by Statutory Legislation and at all times follow the requirements of Approved Codes of Practice and Guidance Notes to best practice issued by the Health and Safety Executive.

To achieve the highest possible standards of health and safety, our objective is to see that everything practical is undertaken to prevent injury and ill health by ensuring:

- A safe and healthy working environment;
- Safe systems and methods of work;
- Suitable and sufficient training, information, instruction and supervision;
- Completion, and regular revision, of risk assessments;
- Regular consultation with employees;
- Active participation and support of all employees;
- Adequate welfare facilities;
- Continuous improvements in health and safety standards and the annual revision of the policy;
- Access to a competent health and safety advisor.

In preparing the Health and Safety Policy, the Officers have declared that the following principles of prevention will apply to the control and management of risk within the Council:

- Where possible, risk will be avoided altogether by adopting alternative work methods;
- Unavoidable risks will be evaluated by risk assessment;
- Where possible, risks will be combated at source, removing the risk when practicable;
- Priority will be given to risk controls that protect the whole workforce; collective protection will take priority over individual control techniques.

Health and Safety is everyone's responsibility and employees must do all that is reasonably practicable to prevent injury to themselves and other persons who may be affected by their acts or omissions.

Where an employee considers that the arrangements for health and safety are inadequate, they are encouraged to report the matter to the Officers at the earliest opportunity.

Signed:

Signed:

Town Clerk

The Mayor

Date:

Date:

Section 2 Organisation and Responsibilities

The Town Clerk will:

- Retain overall responsibility for the health, safety and welfare of all employees within the Council.
- Ensure that sufficient resources are allocated for the successful implementation of the safety policy.
- Positively promote health and safety in all activities undertaken by the business.
- Supervise the implementation of the health and safety policy and monitor its adequacy.
- Ensure that adequate labour and resources are provided.
- Ensure that that all members of staff are made aware of the contents of this policy and their responsibilities in relation to health and safety.

Site Supervision

Site supervision will:

- Monitor health and safety issues on site and ensure that the requirements of the Council Health and Safety Policy are implemented.
- Ensure that adequate risk assessments and method statements are prepared for all work on site.
- Ensure that the safe working procedures detailed in risk assessments and method statements are implemented.
- Ensure that all employees and sub-contractors on site are wearing all necessary personal protective equipment.
- Ensure that all employees and sub-contractors operate only plant and equipment that they are trained and authorised to use.
- Ensure that there is adequate co-operation with Principal Contractor when this is not Ludlow Town Council.
- Report any health and safety concerns to The Town Clerk.
- Report any accidents, incidents or near misses to Town Clerk.

Employees and Labour-Only Sub-contractors

Health and safety affects everyone within the Council. To achieve and maintain high standards of health and safety within the Council, all employees will:

- Be aware that they have a duty under legislation and codes of practice to take reasonable care for their own health and safety, safe practice and the safety of others who may be affected by their acts or omissions.
- Comply with the safety policy, procedures and regulations designed to protect the health, safety and welfare of everyone affected by the business' undertakings.
- Neither intentionally nor recklessly interfere with nor misuse any equipment, provided for the protection of health and safety.
- Be aware of emergency procedures including the evacuation and fire

precaution procedures.

- Conduct themselves, whilst at work, in such a manner as not to compromise themselves or others who their actions may affect.
- Co-operate with the Officers in preventing accidents or health risks to themselves, other employees and members of the public or visitors.
- Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- Report any work conditions that they consider being unsafe at once to their Supervisor.
- Any employee who fails to comply with the health and safety policy, or who intentionally or recklessly interferes with or misuses any equipment provided for the protection of health and safety will be subject to disciplinary action.

Health and Safety Adviser Peninsula Business Services Ltd

Peninsula Business Services Ltd will advise on and generally co-ordinate all aspects of the Council's safety effort. He will advise on the introduction and maintenance of safe systems of work to minimise the risk of personal injury to employees and anyone affected by our activities, fire and loss of plant and property etc. Specifically he will:

- Carry out inspections, at a frequency agreed with Ludlow Town Council, of construction sites and places of work of all employees of the Council with the person immediately responsible for that section and advise on all aspects of health, safety and welfare;
- Submit reports of his findings to the Town Clerk for appropriate action;
- Ensure that all relevant safety legislation is being complied with and that statutory registers are being maintained;
- Advise on health and safety training matters and assist in identifying safety training need;
- Investigate all reportable accidents, and as far as is reasonably practicable enquire into the cause of non-reportable accidents;
- Act as liaison officer between Council's management and official bodies such as the Health and Safety Executive.

Although the Council's Health and Safety Adviser's duties are in the main of an advisory and administrative nature, he has executive authority to order the cessation of any unsafe method of working of which he becomes aware and to require the provision of all information necessary to carry out his duties effectively.

Section 3 Arrangements

Accident and Near Miss Reporting/Recording and Investigation

- Employees and Sub-contractors must ensure that all accidents and near misses that occur at work are reported to the Site Supervisor as soon as possible.
- The accident details will be entered onto an Accident Form by the Site Supervisor.
- Where a serious accident or dangerous occurrence occurs Peninsula Business Services Ltd will be contacted for advice.
- Major injuries or occurrences (defined in RIDDOR) will be reported by the quickest available means (ie. telephone) immediately. The Town Clerk will be responsible for the reporting of accidents.
- If an accident or incident is otherwise reportable to the Enforcing Authority, they will be informed within 10 days by contacting the HSE Incident Centre by one of the following methods:
 - Telephone: 0845 300 9923
 - Fax: 08453009924
 - EMail: riddor@natbrit.com.
- Where serious accidents occur an accident investigation will be undertaken as soon as possible by the Town Clerk with a view to determining the cause(s) of the accident and to identify any remedial actions to prevent a recurrence. Peninsula Business Services Ltd will provide assistance when necessary.

Alcohol and Drugs

- The use of illegal substances is forbidden whilst employed by Ludlow Town Council.
- Alcohol may not be consumed during working hours by any employee.
- Personnel who have been prescribed drugs or have any other medical condition that may affect their ability to work safely must inform the Town Clerk immediately.
- Any person found to be under the influence of illegal substances or alcohol during working hours will be removed from site and will face disciplinary action.

Asbestos

- In normal circumstances there is little likelihood of our employees or sub-contractors coming into contact with asbestos products as this will have been dealt with prior to our work commencing.
- Where asbestos is present on any site being worked on adequate information will be obtained to enable safe working procedures to be implemented that will prevent any exposure to asbestos.
- All employees will be given awareness training on asbestos including how to recognise it and the procedures to follow if suspect materials are found on any site.
- If suspect materials are found on site work will cease immediately, the work area will be evacuated and the Site Supervisor will be informed.

Confined Spaces

- Risk assessments and method statements will be completed before any person enters a confined space.
- All persons required to carry out confined space working will be given adequate training.
- All necessary safety equipment will be provided before work commences in confined spaces including gas detectors, air fed breathing apparatus and protective clothing.
- Procedures in case of emergency will be implemented before any person enters a confined space.

Demolition

- We will develop a plan detailing the arrangements for how demolition work will be carried out.
- The plan will include detailed method statements and risk assessments and will be done before demolition or dismantling work begins. This will apply to all demolition work regardless of size, duration or whether the job is notifiable under CDM.

Display Screen Equipment (DSE)

- “Display screen equipment” means any alphanumeric or graphic display screen, regardless of the display process involved.
- “User” means an employee who uses display screen equipment as a significant part of his/her work.
- Peninsula Business Services Ltd will complete an assessment for each workstation.
- Any risks identified will be addressed through good design of the workplace and the job, and by worker training and consultation.
- The Council will also fund an appropriate eye and eyesight test for users on request.
- Training will include information about when breaks should be taken, seat position and the display screen.

Driving @ Work

- Council vehicles will only be driven by authorised personnel.
- Authorised drivers will have their licences checked by the Town Clerk.
- Checks will include eligibility to drive a particular vehicle, restrictions or endorsements to the licence and will be recorded.
- The person to whom the vehicle has been allocated will remain responsible for ensuring that the vehicle is road-worthy at all times.
- Council vehicles will be routinely serviced and maintained in accordance with the manufacturer's guidelines.
- Drivers must report all driving endorsements at once to the Town Clerk.
- Drivers are required to obey all statutory obligations with regards to driving vehicles on the public highway.

Electricity @ Work

- The Site Supervisor will act as the duty holder for electrical safety.
- The Site Supervisor will compile and maintain an inventory of all portable electrical appliances.
- He will arrange for a competent person to inspect and test all portable electrical appliances in line with HSE guidelines. Test results will be kept on file.
- Employees will be given adequate information, training and instruction to enable them to inspect all portable electrical equipment before use. Employees shall not attempt to repair or modify any electrical item. Where faults occur they shall be reported to the Site Supervisor for appropriate action to be taken.
- Only equipment that is battery operated or 110 volts, centre tapped to earth, will be used on construction sites.
- No employee will bring any personal electrical equipment onto the Council premises or any construction site unless it has been inspected by the Site Supervisor and added to the inventory of equipment.

Employee Consultation

- The Council will consult with employees about health and safety matters, changes to working methods and changes to substances or equipment.
- Consultation will be informal but the items discussed, the date of the discussion and any comment will be recorded
- Additionally the Town Clerk operates an “open door” policy and employees are encouraged to discuss health and safety concerns at any reasonable time.

Employer's Liability Insurance

- The Council will, at all times, have a valid Employer's Liability Insurance Policy.
- The insurance certificate will be prominently displayed in the workplace.
- Expired certificates will be archived for a minimum of 40 years.

Excavations

- Detailed method statements and risk assessments will be completed before any excavations start.
- Reference will be made to service plans that are available and CAT scans will be carried out before excavations commence.
- All persons carrying out excavation work will be trained and competent and hold appropriate certificates for the plant they are operating.
- Appropriate means of shoring excavations will be used in line with current HSE guidance.
- All necessary statutory inspections will be carried out and recorded.

Fire and Emergency Procedures

- Peninsula Business Services Ltd will complete a fire risk assessment for each premise or construction site where work activities take place. All employees will receive instructions as part of their site induction about this assessment and the action to be taken in the event of a fire or other emergency. Suitable records of such instructions will be maintained.

- Employees will be told about the location of fire extinguishers and emergency escape routes.
- Employees will be instructed not to interfere with any equipment provided to detect or fight fires.
- Employees will be instructed to report any concerns over fire safety immediately to Site Supervision.
- All emergency escape routes will be kept free from obstruction at all times.
- The Site Supervisor will ensure that adequate fire precautions are in place on each site at which our employees are likely to work.
- Suitable fire extinguishers will be positioned in close proximity to any hot work that is being undertaken on site by employees or sub-contractors.

First Aid @ Work

- An adequate number of personnel will be trained on a HSE accredited' first aid course.
- First aiders will undergo refresher training every three years.
- All employees will be told who the first aiders are and the location of first aid boxes during site induction.
- Adequately stocked first aid boxes will be provided on site and the boxes will be checked once a month by the Site Supervisor and, where necessary, the contents replenished.
- First aiders are not permitted to administer any drugs or medication under any circumstances.

Health and Safety Inspections and Audits

To check our working conditions, and ensure that our safe working practices are being followed we will:

- Carry out regular site inspections and report on the findings;
- Arrange for Peninsula Business Services Ltd to carry out regular site inspections and report on the findings;
- Review risk assessments at least annually;
- Investigate safety issues or hazards raised by anyone;
- Keep up to date with relevant information on health and safety within our industry;
- Review the health and safety policy annually and update it as necessary taking into account changes in legislation etc;
- Investigate all accidents and work-related ill health occurrences;
- Carry out a detailed health and safety audit every 12 months in conjunction with Peninsula Business Services Ltd.

Hazardous Substances (COSHH)

- An inventory of all hazardous substances used within the Council will be maintained.
- Manufacturer's safety data sheets will be obtained for all hazardous substances.
- Peninsula Business Services Ltd will complete COSHH assessments for all hazardous substances in use.

- Wherever possible hazardous substances will be replaced with non-hazardous or less hazardous ones.
- Safe working procedures will be developed using the findings from COSHH assessments. Employees will be told about these safe working procedures by Site Supervision. This will be recorded.
- Employees will be instructed to never use or handle hazardous substances unless they have referred to the relevant COSHH assessment.

Health Surveillance

- All new employees will be required to complete a medical questionnaire before starting employment with the Council to determine if they are fit to carry out their duties. All information provided will be kept strictly confidential in line with the requirements of the Data Protection Act.
- Where necessary advice will be sought from a medical practitioner.
- Existing employees may be asked to complete a medical questionnaire if they operate dangerous machinery or equipment or carry out dangerous work, which could be adversely affected by certain medical conditions.
- Employees must report any medical condition that could affect their health and safety at work or that of other persons, to the Town Clerk at the earliest opportunity.
- In addition to asking employees to complete questionnaires the Town Clerk will review all instances of sickness absence to determine if this is work related. In particular he will try to identify complaints or conditions including those affecting mobility or physical control, skin disorders, breathing or heart conditions, fitness to wear PPE and immunity to disease. Again where necessary advice will be sought from a medical practitioner.

Hot Works

- Hot Work Permits will be used where there is a potential for work activities to cause a fire resulting in harm to people or property. The Ludlow Town Council Permit System must be used if this is included in the Construction Phase H&S Plan or alternatively another Hot Work Permit prescribed by the Client / Principal Contractor can be used.
- Site Supervision will designate a suitable Authorised Person to implement the Hot Work Permit System.

Maintenance of Work Equipment

- All work equipment provided will be serviced and maintained in good working order in line with the manufacturer's guidelines. Site Supervision will ensure that this takes place.
- Employees are prohibited from using any equipment for which they have not received adequate training. Site Supervision will check that the necessary training has taken place before allowing any equipment to be used.
- New plant and equipment will be checked before it is purchased to ensure that it meets the requirements of relevant health and safety legislation, including The Supply of Machinery (Safety) Regulations 1992 and The Provision and Use of Work Equipment Regulations 1998.
- All hired-in equipment will be obtained from reputable suppliers and will be

- accompanied by inspection and maintenance certificates.
- All plant and equipment will be inspected daily and records of inspection maintained.
- Any defective equipment will be removed from use until it has been repaired.

Managing Construction Work

- All construction work will be considered to determine whether it falls under CDM.
- Where work is notifiable under CDM the Town Clerk will establish the Council's role eg as Principal Contractor or Contractor.
- The Town Clerk will ensure that all parties know their duties under CDM where appropriate.
- Documentation, appropriate to our role, will be prepared to detail the measures the Council will take to safeguard workers and others. This documentation will be distributed to duty holders.
- Compliance with these measures will be monitored and appropriate information made available for inclusion in any health and safety plan compiled.

Manual Handling

- Manual handling will be avoided wherever possible with appropriate mechanical equipment used.
- Manual handling assessments will be carried out for all manual handling activities that are necessary and a record of each assessment will be maintained. Peninsula Business Services Ltd will complete the assessments.
- Following the assessments steps will be taken to eliminate or reduce any risks of injury that are identified.
- Employees will be given adequate information, instruction and training to enable them to carry out any manual handling activities safely.

Mobile Telephones

- Employees are not permitted to use mobile telephones or other communication devices whilst driving a Council vehicle, unless they are used in conjunction with the 'hands-free' device issued by the Council. All calls must be kept as short as possible, even when using a 'hands-free' device.
- Employees are not permitted to use their personal mobile telephones in the office or on site during working hours, other than at break times. At such times mobile telephones must be used in a safe area away from moving vehicles or dangerous machinery or equipment.

Noise

- Assessments will be carried out to determine employees' noise exposure levels and these will be checked against the action levels in the Noise at Work Regulations.
- Where necessary, action will be taken to reduce exposure if the second action level is exceeded.
- Adequate hearing protection will be provided to all employees and they will be given training on its use and maintenance.

- All reasonable steps will be taken to reduce exposure to noise by using equipment that incorporates noise suppression and is well maintained.
- Where necessary following noise monitoring, employees will be sent for audiometric testing by a competent person.

Personal Protective Equipment (PPE)

- An assessment of the need for PPE will be completed for each employee and a record of the assessment maintained by the Site Supervisor.
- All necessary PPE will be provided to each employee and a record of issue made by the Site Supervisor.
- Relevant training on the use and care of PPE will be given.
- Assessments will be reviewed at least annually.
- Employees are required to maintain PPE in good condition and store it in the designated areas on site.
- Employees must tell Site Supervision about any damaged, defective or lost equipment that needs replacing. Employees will be required to pay for equipment that is damaged or lost as a result of their neglect.

Pregnant Women and Nursing Mothers

- The Council will encourage workers to tell us at an early stage if they are pregnant or a nursing mother.
- The Town Clerk will carry out an assessment of the affected worker considering their work activities and will identify appropriate controls to ensure her safety.
- Where her condition puts her at specific risk from substances or activities and this cannot be controlled by other means changes to her role will be considered
- Nursing mothers will be supported by offering suitable facilities and changes to their work pattern.

Risk Assessments

- The Town Clerk will carry out risk assessment of all work activities, locations and situations to identify significant risks within the Council's operations.
- Assessments will take into account risks to all people who may be affected by our activities.
- A central record of assessments will be maintained.
- Where significant risks are identified suitable control measures will be implemented to eliminate or reduce those risks.
- Employees will be supervised to ensure that they follow the safe methods of work identified in risk assessments.
- Where an employee or sub-contractor considers that there are uncontrolled risks within the Council they should report the matter to Site Supervision or the Town Clerk immediately.

Roadworks

- All persons responsible for road / street works will be trained in accordance with the requirements of the New Road and Street Works Act.
- Risk assessments and method statements will be completed for each job and safe working procedures implemented.

- Effective traffic management procedures will be implemented.
- The assessments and procedures will be reviewed as work progresses.

Smoking @ Work

- The Council has a no-smoking policy throughout its premises.
- Any concerns employees or visitors may have about smoking at work should be reported immediately to the Town Clerk so that appropriate action can be taken.

Stress

- The Council will ensure, so far as is reasonably practicable, that no member of staff is subjected to a level of stress due to work, which is detrimental to their health.
- All employees are encouraged to report any concerns to the Town Clerk who will take steps to deal with the matter.
- The Council aims to create an environment where, if workplace stress does occur, it can be dealt with openly and fairly.
- The Council also commits itself to investigating all claims of ill health due to workplace stress to ensure appropriate action is taken to prevent any recurrence of the situation.

Subcontractor Competence and Management

(excluding labour only sub-contractors)

- Only suitably qualified and competent sub-contractors will be appointed by the Council.
- All sub-contractors will be required to produce evidence of their competence, training and insurance provisions before being approved to work for the Council. The decision to employ a sub-contractor will be taken by the Town Clerk.
- Sub-contractors will be required to work in accordance with the Council's health and safety rules.
- Sub-contractors found to be breaching the safety rules will be asked to leave site immediately.

Training, Induction and Tool Box Talks

- All new employees will receive health and safety induction training. A record of this training will be maintained.
- The qualifications and training of all new starters will be assessed and any additional training that is deemed necessary will be arranged through the CITB or other training bodies.
- The training need of existing employees will be reviewed annually and any necessary training arranged through a suitable training organisation.
- All employees will be given any necessary training to enable them to carry out their duties safely. Training records will be maintained.
- The Council will work towards establishing a workforce with appropriate CSCS cards and recognised plant operators certificates as a minimum.

Vibration

- Peninsula Business Services Ltd will assess the vibration risk to all employees and decide if they are likely to be exposed above the daily exposure action value (EAV) in the regulations.
- If the action values are exceeded a programme of controls will be introduced to eliminate risk, or reduce exposure to as low a level as is reasonably practicable.
- Health surveillance in the form of regular health checks will be provided to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.
- If employees are likely to be exposed above the daily exposure limit value (ELV) immediate action will be taken to reduce their exposure below the limit value.
- Information and training will be provided to employees on the health risks and the actions being taken to control those risks.
- Records of risk assessments and control actions will be maintained.

Waste Management

- The Council will consider its production of waste and develop a waste management plan. The plan will be written to follow the Council's Policy to reduce, re-use and recycle where possible.
- Where the plan identifies disposal of waste we will provide suitable containers close to where the waste is produced. Waste will be taken away by a licensed carrier.
- Records of waste collection will be kept and monitored to ensure its proper disposal.
- When working under the control of others we will adopt any Site Waste Management Plan provided by them.

Welfare Provision

- The Council will maintain its workplaces, equipment, devices and systems in efficient working order and in good repair.
- An assessment of each workplace will be made and recorded. Such an assessment will be undertaken for all offices and any on site location at which a semi permanent office is provided for a period of four weeks or more. The assessments will be reviewed annually or following significant changes to the premises or circumstances.

Working @ Height

- A specific risk assessment will be completed before any work at height is carried out.
- All work at height will be properly planned and organised.
- Account will be taken of weather conditions that could endanger health and safety.
- Those involved in work at height will be adequately trained and competent.
- Steps will be taken to ensure that the place where work at height is carried out is safe.
- Any equipment used for work at height will be appropriately inspected.

- The risks from fragile surfaces will be properly controlled.
- The risks from falling objects will be properly controlled.

Working Alone

- Wherever possible lone working will be avoided.
- Where lone working is necessary a risk assessment will be completed and suitable safe working procedures will be implemented.

Young Workers and Work Experience

- All young workers will have a person specific risk assessment completed for them.
- The assessment will take into account their age, experience and physical capacity.
- Suitable controls will be identified to ensure their safety, particularly in determining suitable work tasks and supervision.
- The findings of such risk assessments will be shared with relevant third parties eg parents, schools and training organisations.