



# Health and Safety Policy

Adopted by Full Council 25<sup>th</sup> March 2019  
Adopted by Full Council 11<sup>th</sup> May 2022



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# INTRODUCTION

# 1. INTRODUCTION

This Health and Safety Manual has been prepared by Ellis Whittam on our behalf and with our involvement. It contains our Health and Safety Policy as required by the Health and Safety at Work Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

Ludlow Town Council are committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the Council in our Annual Report.

## POLICY REVIEW

This Health and Safety Policy will be reviewed annually by Ellis Whittam Ltd in conjunction with our nominated responsible person.

As each review is completed it will be signed off by the consultant from Ellis Whittam and confirmed by our nominated responsible person.

Review Date	Signed on behalf of Ellis Whittam	Confirmed
22 <sup>nd</sup> October 2015	Dan O'Brien	
30 <sup>th</sup> January 2019	Kelvin Jones	

## DOCUMENT CONTROL

The hardcopies of the Health and Safety Policy provided will remain the controlled copies and we will retain a register of these. Any amendments made to the policy will be provided for each of these accordingly to ensure all copies in circulation remain the current version.

Should further copies of the policy be printed either in whole or part, then these will be marked as 'UNCONTROLLED COPY'. Where further controlled copies are required then these should be issued accordingly and added to the register of controlled copies.

### Register

Copy Number or Reference	Location kept

## AMENDMENT RECORD

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or client, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref /Title	Details of amendment made	Change made by
22.10.15	Handbook	Fire	Updated Table	D. O'Brien
30.01.19	Handbook	COSSH	Updated Table	Kelvin Jones
30.01.19	Policy and Handbook	Smoking	Updated Paragraph	Kelvin Jones

## LEGISLATION

Extracts of relevant legislation are provided for ease of reference on the Ellis Whittam webpage. Full copies of relevant legislation are available on the Office of Public Sector Information web page ([www.opsi.gov.uk](http://www.opsi.gov.uk)) and the National Archives ([www.legislation.gov.uk](http://www.legislation.gov.uk))

## GUIDANCE

Guidance on a number of health and safety issues can be accessed by logging onto the Ellis Whittam webpage which we hope you will find useful as a quick reference source.

Should you require further advice or assistance not available here then remember that advice on any health and safety issue is available from the **Ellis Whittam** advice line - **Tel: 0845 226 8393**.

## FORMS

Relevant forms and templates that may be utilised can be accessed by logging onto the Ellis Whittam webpage.

# **POLICY STATEMENTS**



## 2. HEALTH AND SAFETY POLICY STATEMENT

The management of Ludlow Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the company's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

**Signed:**

**Dated:**

**Position:     Town Clerk**

## 2.1 ENVIRONMENTAL POLICY STATEMENT

The management of Ludlow Town Council recognises that the day-to-day operations can impact both directly and indirectly on the environment. We aim to protect and improve the environment through good management and by adopting best practice wherever possible. We will work to integrate environmental considerations into our business decisions and adopt greener alternatives wherever possible, throughout our operations.

In order to discharge its responsibilities the management will:

- bring this Environmental Policy Statement to the attention of all stakeholders
- carry out regular audits of the environmental management system
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to the environment, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- ensure that emergency procedures are in place at all locations for dealing with environmental issues
- establish targets to measure the continuous improvement in our environmental performance
- identify and manage environmental risks and hazards
- improve the environmental efficiency of our transport and travel
- involve customers, partners, clients, suppliers and subcontractors in the implementation of our objectives
- minimise waste and increase recycling within the framework of our waste management procedures
- only engage contractors who are able to demonstrate due regard to environmental matters
- prevent pollution to land, air and water
- promote environmentally responsible purchasing
- provide adequate resources to control environmental risks arising from our work activities
- provide suitable training to enable employees to deal with their specific areas of environmental control
- reduce the use of water, energy and any other natural resources
- source materials from sustainable supply, when practicable

This Environmental Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all stakeholders.

**Signed:**

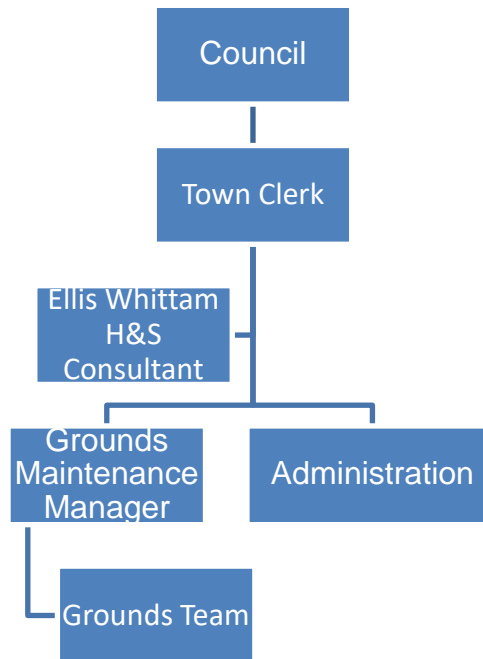
**Dated:**

**Position:     Town Clerk**

# **ORGANISATION FOR HEALTH & SAFETY**

# Ludlow Town Council

## Organisation Chart for the Management of Health and Safety



### **3. ORGANISATION FOR HEALTH AND SAFETY**

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

**Council**

**Town Clerk**

**Manager**

**Project Manager**

**Supervisors**

# **HEALTH AND SAFETY RESPONSIBILITIES**

## 4. HEALTH AND SAFETY RESPONSIBILITIES

### Council

The Council has the ultimate responsibility for the health and safety of Ludlow Town Council but discharges this responsibility through the Town Clerk down to individual managers, supervisors and employees.

The Council has nominated the Town Clerk to have special responsibility for health and safety.

The Council will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the organisation
- all its decisions reflect its health and safety intentions
- adequate resources are made available for the implementation of health and safety
- they will promote the active participation of employees in improving health and safety performance
- they will review the health and safety performance of the company on an annual basis

## **Town Clerk**

The Town Clerk has overall responsibility for ensuring our compliance with Health and Safety legislation but delegates the responsibility for implementation to Grounds Maintenance Manager & Administrators.

The Town Clerk will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and that senior management monitor progress against agreed targets
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- a positive health and safety culture is promoted and that senior management develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with employees is established
- effective training programmes have been put in to place
- an annual report on the safety performance of the company is presented to the Council



## **Manager (s)**

The Manager will ensure that in their areas of control:

- they actively lead the implementation of our Health and Safety Policy
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported
- they communicate and consult with staff on health and safety issues
- they encourage staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- premises, plant and work equipment are maintained in a safe condition
- statutory examinations are planned, completed and recorded
- personal protective equipment is provided, staff instructed in its use and that records are kept
- adequate arrangements for fire and first aid are established
- any safety issues that cannot be dealt with are referred to the Town Clerk for action
- welfare facilities provided are maintained in a satisfactory state
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- health surveillance is carried out and records are kept
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- health and safety notices are displayed
- agreed safety standards are maintained particularly those relating to housekeeping
- health and safety rules are followed by all

## **Project Manager**

The Project Manager will be responsible for the co-ordination of health and safety provision for the duration of the project.

They will ensure that:

- They work with the appointed Principal Designer to fulfil all legal duties
- they understand the client company's health and safety policy and their responsibilities
- the requirements of the construction phase plan are adhered to and the documentation is properly administered
- the following are determined at the planning stage:
  - the most appropriate order and method of work
  - the provision of adequate lighting
  - the allocation of responsibilities to other contractors on site
  - any hazards which may occur due to overhead or underground services and/or other situations which might lead to improvisation on site
  - the provision of appropriate facilities for welfare, sanitation and first aid
  - the provision of adequate emergency procedures and fire protection provision
  - written method statements and risk assessments to establish safe working methods to explain the sequence of operations, to outline the potential hazards at each stage and indicate precautions to be used
  - sufficient funds to allow a safe system of work and welfare facilities to be provided
- tasks are only carried out by contractors who have been able to demonstrate their health and safety competence
- all materials purchased are accompanied with a material safety data sheet, when appropriate
- the precautions and working methods are discussed with any contractors and any other person affected by the work, prior to commencing of any work
- work is carried out as planned, adhering to current legislation and the agreed safe system of work
- the site is organised so that the work is carried out to the required standard to minimise the risk to personnel, equipment and materials
- all plant and equipment provided is maintained in accordance with current legislation
- plant and equipment is only operated by trained and competent personnel
- any records and documentation required by law are maintained
- all repairs to plant carried out on site are carried out in a safe and proper manner
- all information relating to health and safety of the site personnel is communicated to them
- arrangements are implemented with other contractors to avoid any confusion in responsibilities
- responsibilities are assigned and accepted to appropriate persons

- the electrical supply is installed and maintained, so not to present a risk
- provisions are made for the delivery and stacking of materials to prevent unnecessary manual handling
- they provide suitable personal protective equipment and ensure it is used appropriately
- they set a good example by wearing appropriate PPE while on site
- the site is maintained to a good standard of housekeeping
- disciplinary action is taken against individuals who continue to disregard or disobey health and safety rules

## **Supervisors**

The Supervisors will ensure that in their areas of control:

- they implement our Health and Safety Policy
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers
- they communicate and consult with staff on health and safety issues
- health and safety rules are followed by all
- they encourage staff to report hazards and raise health and safety concerns
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- any safety issues that cannot be dealt with are referred to a senior manager for action
- safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures

## **Employees**

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

## **Contractors**

All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- submit their health and safety policy and relevant risk assessments to us for approval
- comply with and accept our health and safety policy, if they do not have one
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to their supervisor and to us whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

## **Ellis Whittam**

Ellis Whittam, in agreement with management, provides us with the following services:

- development of our documentation throughout the period of our contract and keeping it updated for:
  - changes in Health and Safety legislation relevant to us
  - organisational changes which affect our management system
- a general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk.
- a consultant visit to train senior managers and to support our implementation of this Policy by:
  - assisting us to complete specific risk assessments
  - providing further training, as agreed, on relevant agreed topics
  - reviewing and auditing our health and safety procedures and legal compliance
  - providing advice on implementing changes and system procedures

Ellis Whittam is also contracted to:

- fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues
- provide for us a telephone advisory service - available 24 hours per day, 365 days of the year
- provide crisis help if we have a serious accident or incident involving the Enforcement Authorities
- provide legal fees insurance, the terms of which are defined in our insurance policy document
- provide briefings to help keep us up to date with new and forthcoming legislation

# **HEALTH AND SAFETY RULES**



## 5. HEALTH AND SAFETY RULES

This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by Management.

## **General**

- It is the duty of all employees to co-operate with management in fulfilling our legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.

## **Working Practices**

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must not smoke except in prescribed areas.

## **Hazard / Warning Signs and Notices**

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

## **Working Conditions / Environment**

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- Employees must clear up any spillage or liquids within the work area in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

### **Protective Clothing and Equipment**

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

### **Fire Precautions**

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any fire fighting equipment provided.
- Employees must report any use of fire fighting equipment to their supervisor.

### **Accidents**

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Employees must notify management of any incident in which damage is caused to property.

### **Health**

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

## **Rules Covering Gross Misconduct**

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment.
- Deliberately disobeying an authorised instruction.

# **ARRANGEMENTS**

## 6. ARRANGEMENTS

### Accident, Incident and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any employee, visitor or contractor has an accident, near miss or dangerous occurrence on the company's premises during the course of their employment.

This will also apply to visitors who are members of the public and are therefore not at work. In addition employees who develop a work-related illness must also report via these procedures.

#### **Definitions:**

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the company.

#### **The Accident Book**

All accidents resulting in personal injury must be recorded in the company's Accident Book.

The Accident Book will comply with the requirements of the Data Protection Act.

The Accident Book will be reviewed regularly by senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to any investigation of the circumstances surrounding each incident.

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

Employees must ensure that they are aware of the location of the accident book.

#### **Reporting Requirements**

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following events must be reported to the Health and Safety Executive:

- A death
- A specified injuries as detailed in regulation 4

Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) must also be reported within 15 working days using the Health and Safety Executive (HSE) website.

You **must** also keep a record of an accident if the worker has been incapacitated for **more than three consecutive days**. If you are an employer who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

Contact details for the Health and Safety Executive are:

**Tel:** 0845 300 9923 (Monday to Friday 8:30am to 5:00pm)

**Website:** [www.hse.gov.uk](http://www.hse.gov.uk)

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the Ellis Whittam Advice Line. (Tel: 0845 226 8393)

The completed report form sent back by the HSE should be kept with the other accident records and documents; this will confirm the notification has been made.

Accident report, completed notification form and investigation notes, witness statements and photographs are to be kept on file to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

### **Investigation**

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Refer:

- Accident/Incident Investigation Report Form

## **Asbestos**

The company 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.

This will be achieved by minimising exposure through:

- the management of asbestos-containing materials in the workplace premises by
  - **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.
  - 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.
  - **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.
  - **Access to Asbestos-containing Materials** - Access to asbestos-containing materials in the premises will be controlled so as 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.
  - **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.
- the management of work in premises that may contain asbestos

**Training and Information** - Employees who may come into contact with asbestos containing materials (ACM's) through the course of their work will receive adequate training and information such that they can recognise potential ACM's and know what precautions to take.

### **Asbestos-related Emergencies**

Procedures to deal with asbestos-related incidents will be in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees.

### **Arrangements for Controlling Work on Asbestos**

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.

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.



## **Selection and Control of Contractors to Work on Asbestos-containing Materials**

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.

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:

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

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

## **Procedures for Dealing with Health and Safety Issues**

Where an employee raises a health and safety problem related to work with asbestos, the company will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

- inform a responsible person immediately, usually a supervisor or manager
- in the case of an accident or emergency, respond quickly to ensure effective treatment

## **Communication and Consultation**

It is a legal requirement for the company to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

- establish effective lines of communication
- involve and consult with employees through:
  - individual conversations
  - notice boards
  - internal publications
  - staff meetings
  - health and safety meetings
- display the 'Health and Safety Law – What You Should Know' poster
- consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety

## **Confined Spaces**

The company will take all reasonable steps to secure the health and safety of employees and/or contractors, who are required to enter into confined spaces.

A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).

The company will:

- provide a nominated competent person(s) to carry out risk assessments when entry into confined spaces is planned
- maintain a documented permit-to-work system, which must be used whenever entry into confined spaces is required
- when entry into confined spaces is required for employees
  - I maintain sufficient serviceable sets of appropriate breathing apparatus or respiratory protective equipment and other safety equipment to ensure safe entry where there is danger from gases, fumes, vapours, etc or where there could be a deficiency of oxygen
  - II. provide training in the use of breathing apparatus or other safety equipment for those employees who may be required to use such equipment when working in confined spaces
- when entry into confined spaces by contractors and sub-contractors (including the self-employed) is required
  - I ensure that protective equipment and other safety equipment is used, so as to allow safe entry into confined spaces where there is danger from gases, fumes, vapours, etc or where there is a deficiency of oxygen
  - II ensure that users of such equipment have received adequate training in their use.

Supervisors authorised to issue permits to work in confined spaces are responsible for the correct implementation of the safety arrangements of the system.

All those involved in working in confined spaces are responsible for their own duties in relation to the Permit to Work and for ensuring that their activities do not harm the health and safety of others.

## **Information and Training**

The company will provide sufficient information, instruction and training as is necessary to ensure the health and safety of workers who are required to enter into confined spaces.

Managers and supervisors who are responsible for workers required to enter confined spaces will also be given appropriate training.

Refer:

- Confined Spaces Emergency Arrangements Form

## **Contractors**

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure, prior to engaging any contractor, that they are competent and ensure during their period of employment that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor's own safety policy, risk assessments, method statements, permits to work, etc as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- 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
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place

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.

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.

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

## **Construction work and the Construction (Design and Management) Regulations 2015**

Where any construction work is carried out that is subject to the Construction (Design and Management) Regulations 2015, to fulfil our legal duties as a “client” under the Regulations we will:

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- ensure that all dutyholders that we appoint have the necessary skills, knowledge, training and experience to carry out their roles safely.
- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly.
- notify the HSE in writing for projects that require it
- ensure that relevant pre-construction information is passed to all designers and contractors

- ensure that the Principal Designer and Principal Contractor carry out their duties
- ensure that adequate welfare facilities are provided for the contractors
- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared
- ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and , if we choose to dispose of the building, to pass the file to any person or company who acquires the building.
- cooperate fully with all other dutyholders and provide all relevant information and instruction promptly and clearly

Refer:

- Approval of New Contractors Questionnaire
- Contractors Approved List
- Contractors Safety Information

## **Disabled Persons**

The company will give full and proper consideration to the needs of disabled employees and visitors.

To achieve this, the company will:

- treat all disabled employees and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements to their line managers
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- ensure suitable plans are in place which will assist disabled people to leave the premises swiftly during an emergency evacuation

Refer:

- Personal Emergency Egress Plan Form

## **Display Screen Equipment**

All reasonable steps will be taken by the company to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the company will:

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, at a subsidised cost up to a maximum limit of £45, for any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their departmental supervisor / line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their departmental supervisor / line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

Refer:

- DSE Workstation Assessment Form
- DSE Index of Workstations
- DSE User Training/Information Record
- DSE Record of Eye Tests

## **Driving for Work**

Driving is an integral part to some roles within the company and as such requires driving on company business. Driving has inherent risks associated with it which drivers should be made aware of.

The company is committed to reducing the risks its staff face or create when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure those driving for business are competent (and where required, authorised) and fit
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- provide sufficient information and guidance for managers and drivers to enable them to understand the additional occupational risks involved in driving
- establish a travel plan which will limit the requirement for travel and make provisions for long journeys
- require drivers to annually submit copies of their insurance, the MOT certificate or evidence of the MOT exemption for their vehicle and their current driving licence

When providing company vehicles the company will:

- maintain them to the required legal standard and ensure they are suitable for their purpose
- provide and maintain additional tools and equipment necessary for the purposes of the journey
- provide them with regard to safety and the environment i.e. higher ENCAP ratings, lower emissions, better fuel consumption
- provide access to breakdown support and recovery
- provide no smoking signs for inside the vehicle

## **Implementation**

The company asks its entire staff to play their part, whether they use a company vehicle, their own or a hire vehicle.

## **Drivers**

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform their manager of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as; limitations, offences recorded, period bans



- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of the company

Before driving, drivers must:

- review the need to travel
- have a valid licence for the vehicle they are driving and for any overseas travel if required
- ensure valid insurance for business use
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect their ability to drive
- have had an eye test in last 2 years and be using any required corrective appliance
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety

Whilst driving, drivers must:

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke in a company vehicle
- never use any hand held electronic device e.g. mobile phone, satellite navigation, mp 3 player
- never receive or make calls

## **Managers**

Managers should ensure that the driving policy is brought to the attention of drivers and they will:

- lead by example, both in the way they drive and by not tolerating poor driving practices amongst colleagues
- challenge unsafe attitudes and behaviours and encourage staff to drive safely
- monitor compliance with the driving policy at team meetings, staff appraisals and periodic checks
- not expect staff to answer calls when they are driving

Refer:

- Smoking Arrangements
- Alcohol and Drug Arrangements
- Vehicle Check List Form

## **Drugs and Alcohol**

### **Alcohol**

Employees must not drink alcohol on the company's premises or the premises of its customers or clients without express permission from a senior manager or director.

Any employee who is found consuming alcohol on the company's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the company's disciplinary procedure.

### **Drugs and medication**

The possession, use or distribution of drugs for non-medical purposes on the company's premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager or supervisor.

If the company suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the company reserves the right to require you to undergo a medical examination to determine the cause of the problem.

### **Medical Examination**

Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the company reserves the right to suspend you from your employment (with or without pay) to allow the company to decide whether to deal with the matter under the terms of the company's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

### **Reasonable Grounds**

The company reserves the right to search you or any of your property held on company premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The company reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the company's premises.

## **Electricity**

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

To ensure this objective the company will:

- ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
- maintain the fixed installation in a safe condition by carrying out routine safety tests
- inspect and test portable and transportable equipment as often as required to ensure safety
- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit must be issued
- ensure employees who carry out electrical work are competent to do so
- maintain detailed records

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to their line manager / supervisor
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the company premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage

Refer:

- Portable Electrical Equipment Inspection and Test Register Form
- Portable Appliance Visual Checklist Form

## **Environment**

All reasonable steps will be taken to protect the environment. In order to discharge its responsibilities the management will:

- comply fully with all relevant legal requirements, codes of practice and regulations
- prevent pollution to land, air and water
- reduce water and energy use
- minimise waste and increase recycling within the framework of our waste management procedures
- identify and manage environmental risks and hazards
- involve customers, partners, clients, suppliers and subcontractors in the implementation of our objectives
- promote environmentally responsible purchasing
- provide suitable training to enable employees to deal with their specific areas of environmental control
- improve the environmental efficiency of our transport and travel
- establish targets to measure the continuous improvement in our environmental performance
- eliminate risks to the environment through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection
- only engage contractors who are able to demonstrate due regard to environmental matters
- bring the Environmental Policy Statement to the attention of all employees

### **Environmental complaints procedure**

On receipt of a complaint about any environmental related matter the following procedure will be implemented:

- the name, address and contact details will be taken from the complainant along with details of the complaint including dates, times, frequency, impact and location
- full details of the complaint will be recorded and passed a Senior Manager or Director for an investigation to be instigated
- investigations will be commenced at the earliest opportunity and at least within 24 hours
- where the complaint is found to be justified immediate measures will be taken to remedy the problem as far as is reasonably practicable
- results of all investigations will be recorded and copied to the complainant, a Senior Manager or Director

- the complainant will be kept advised of the results of any investigation and the measures being taken to seek a solution; including details of the proposed timescales where immediate resolution is not possible

All employees are responsible for working towards the objectives contained within this policy.

Refer:

- Environmental Policy Statement
- Environmental Protection Act 1990

## **Excavation, Ground and Floor Penetration**

All reasonable steps will be taken to secure the health and safety of employees who are required to carry out any excavation, ground and/or floor penetration work.

To ensure this objective the company will:

- ensure that a risk assessment is always carried out prior to undertaking excavation, ground or floor penetration
- provide plans and site drawings that can be used to identify the approximate position of any site services, pipelines or structures
- carry out scanning at regular depth intervals, using an appropriate device to identify the actual position of any metal containing pipes or cables
- provide equipment and precautions needed such as trench sheets, props, baulks etc. on site before work starts
- ensure that any possible ground contamination must be checked before work commences by reviewing the results of soil tests or trial holes to provide useful data on conditions likely to be found which can assist planning
- ensure that excavations which are supported to prevent any person being buried or trapped by accidental collapse, fall or dislodgement of material are subject to formal inspection by a competent person
- arrange for all excavations to be inspected at the start of every shift, and more frequently if something happens to affect its strength or stability. A record of all inspections will be made and retained

Before digging any trench, pit, tunnel or other excavation the company will determine what temporary support will be required and other precautions necessary to prevent:

- collapse of the sides
- materials falling onto people working in the excavation
- people and vehicles falling into the excavation
- undermining nearby structures
- damage to underground services
- ingress of water
- premature removal of support

Refer:

- Training and Competence Record Form
- Permit to Work Form
- Isolation Permit Form
- Excavation Inspection Form

## **Fire**

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the company will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records

The company does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

Refer:

- Fire Risk Assessment
- Fire Risk Inspection Record
- Fire and Emergency Notice



## **First Aid**

The company is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective the company 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

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.

### **Appointed Person**

The Appointed Person duties include:

- taking charge when someone falls ill or is injured, including calling an ambulance if required
- looking after and maintaining the first aid box and contents

The Appointed Person will not be required to provide treatment for which they have not been trained.

### **First Aiders**

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements.

The numbers of first aid personnel at each location will be determined by individual circumstances, the level of risk and in line with current government guidance.

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

### **First Aid Boxes**

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

### **Portable First Aid Kits**

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:

- work with potentially dangerous tools and machinery away from base location
- staff travelling in vehicles on a regular basis

Refer:

- First Aid Notice

## **Gas Installations and Appliances**

The company will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

The company is committed to achieving high standards of health and safety for all staff, visitors, customers and others. For these reasons employing, training, and arranging the assessments of operatives that are competent to work on gas installations and appliances – servicing, repairing or installing, is highly significant to supporting these aims.

The company supports the aims of:

- reducing the waste of fuel and material
- increasing operational efficiency
- eliminating unnecessary emission of atmospheric pollutants
- reducing the risk to death, injury and distress to members of the public, staff and others who may be affected
- increasing confidence, amongst users, in the safe use of fossil fuels and fossil fuel burning appliances

The Gas Safe Register (GSR) is the governing body approved by the Health and Safety Executive to register and monitor the activities of gas installation and use. Gas fitting operatives carrying out work on behalf of the company will be registered with the GSR.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

## **Hazardous Substances (COSHH)**

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The company will implement the following:

- an inventory of all substances hazardous to health kept or present on site will be maintained and copies of relevant hazard data sheets retained
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- all employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls
- personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls
- the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- qualified professionals, where necessary, will carry out health surveillance
- employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results
- all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment

### **Information and Training**

The company will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

Managers and supervisors of areas which use substances hazardous to health will be given additional training to ensure the proper management of the risks.

Refer:

- COSHH Risk Assessment Form
- COSHH Inventory of Hazardous Substances

## **Health, Safety and Welfare**

The company is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards
- adequate workspace allocation
- properly designed workstations
- well maintained traffic routes and floors
- appropriate fall protection
- suitable glazing
- safe access and egress (well maintained exits and entrances)
- appropriate sanitary and washing facilities
- separate toilet facilities for men and women
- plentiful drinking water supply and cups
- seating with an incorporated back rest
- accommodation for keeping clothing clean and dry
- facilities for changing, rest periods, hot drinks and meals preparation
- showering facilities if the nature of an employees work requires this
- appropriate first aid provision
- appropriate emergency, fire and evacuation equipment and procedures

The company recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace or head office.

Refer:

- The Health and Safety At Work Act
- The Workplace (Health, Safety And Welfare) Regulations
- The Construction (Design And Management) Regulations

## **Health Surveillance**

Health surveillance is the early detection of adverse health risks associated with a work activity. It allows staff at increased risk to be identified and additional precautions to be taken as necessary. It is also a means of checking the effectiveness of the existing control measures.

To ensure adequate health surveillance is implemented the company will:

- carry out risk assessments to identify those activities, processes or materials that are likely to give rise to a health risk
- ensure that adequate control measures are put in place to reduce risks as far as possible
- seek advice on risk reduction from our safety advisor, occupational hygienist or other relevant person as necessary
- seek the advice of relevant people on the need for health surveillance where it is thought that a residual health risk remains following the implementation of control measures
- advise employees of the health risks and the signs of ill health
- ensure employees co-operate with health surveillance procedures provided
- discuss with the relevant people any health concern brought to their attention by an employee

### **Format of Health Surveillance**

If a reliable test can be carried out, the format of health surveillance may include the use of questionnaires to determine symptoms and may also involve clinical examination or measurements, such as lung function testing, hearing tests or biological sampling.

### **Frequency of Health Surveillance**

The level of risk will determine the frequency of health surveillance programmes. Where the risk is thought to be low, only baseline data will be required and staff should report to the team leader if any problems are experienced. Baseline data will usually be gathered at the employment interview.

If the risk is thought to be more significant, periodic health surveillance for all exposed staff will take place. In most cases this will be annual; however in some high-risk areas a more frequent programme may be agreed. More frequent surveillance may be required where a person's medical history suggests a particular vulnerability. The responsible person or occupational health nurse will make this decision and manage the recall process.

If health problems are identified following health surveillance, control measures will be reviewed and where necessary enhanced.

The occupational health nurse or doctor will advise on any specific actions to take with regard to the affected employee, e.g.:

- reducing the length of exposure
- restricting work activities which cause exposure
- re-deploying the affected employee
- advising on additional personal protective equipment (PPE)

## **Record Keeping**

The responsible person or occupational health nurse will, with the support of team leaders, ensure employees requiring health surveillance are identified and recalled at appropriate intervals.

Health records will be kept for a minimum of 40 years.

Employees will be allowed reasonable access to their health records and a copy offered to individuals when they leave the company.

Refer:

- Medical Questionnaire Form

## **Legionnaires Disease**

All reasonable steps will be taken to assess and 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.

To achieve control of legionella bacteria the company will implement the following:

- **Avoidance of Conditions Favouring Growth of Organisms**

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.

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.

- **Avoidance of Stagnation**

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.

- **System Maintenance**

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 (e.g. by monthly visits from a water treatment specialist). Plant will be disinfected periodically (normally twice yearly) by chlorination or by temporarily raising water temperatures. Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.

- **Sampling**

Sampling for legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures. Weekly monitoring of chemical and microbiological water quality will be carried out to give a useful indication of the state of the system.

- **Record Keeping**

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

### **Selection, Training and Competence of Staff**

Persons carrying out control measures will receive appropriate training and supervision so they are able to perform their duties competently.

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

A contingency plan in case of an outbreak of legionellosis will be prepared. This will include the:

- identification of people who may have been exposed



- involvement of public health authorities
- dissemination of information to employees and other interested parties as to the nature of the risks

## **Lifting Operations and Equipment**

All reasonable steps will be taken to ensure lifting operations and equipment are suitably managed with regards to health and safety.

### **Definition**

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it.

### **Implementation**

The company will ensure that

- lifting equipment is suitable for the intended use with adequate strength and stability
- an examination scheme is drawn up by a competent person
- lifting operations will be properly planned by a competent person, appropriately supervised and carried out in a safe manner
- lifting equipment is maintained in a safe condition and examined/inspected by competent persons (annually or 6 monthly if lifting people) to ensure correct installation and safe operation
- lifting equipment will be re-examined following relocation or conditions that may cause deterioration
- safe working load (SWL) is clearly displayed on all lifting equipment
- suitable training, instruction and information is provided for operators and supervisors

### **Records**

All thorough examination reports will be kept for as long as the equipment is being used except for lifting accessories reports and reports carried out due to deterioration in condition, which must be kept for 2 years.

Refer:

- Training and Competence Record Form
- Lifting Operations and Lifting Equipment Regulations
- Work Equipment Maintenance Record Form

## **Liquefied Petroleum Gas (LPG) and Compressed Gas**

Gas cylinders are a convenient way to transport and store gases under pressure.

These gases are used for many different purposes, including:

- soldering, welding and flame cutting
- chemical processes
- fire extinguishers
- heating and cooking

The main hazards are:

- impact from the blast of a gas cylinder explosion, or rapid release of compressed gas
- impact from parts of gas cylinders that fail or any flying debris
- contact with the released gas or fluid
- fire resulting from the escape of flammable gases or fluids
- impact from falling cylinders

Where LPG / Compressed Gas are used, the company will ensure that provision is made for:

- adequate training and supervision in their use
- suitable handling equipment and storage facilities with adequate ventilation
- regular maintenance and inspection

### **Handling and Use of Gas Cylinders**

- Users must carry out an external visual inspection of the gas cylinders and any attachments (e.g. valves and regulators), to determine whether they are damaged. Indicators may include dents, bulges, evidence of fire damage etc.
- Use gas cylinders in a vertical position, unless specifically designed to use otherwise.
- Always double-check that the cylinder/gas is the right one for the intended use.
- Close the cylinder valve and replace dust caps, where provided, when a gas cylinder is not in use.
- Before connecting a gas cylinder to equipment or pipe work make sure that the regulator and pipe work are suitable for the type of gas and pressure being used.
- Wear suitable safety shoes when handling gas cylinders.
- Do not drop gas cylinders.
- Empty cylinders must be stored in a safe and secure manner and not disposed of with normal waste.
- Do not lift the cylinders by valves, shrouds and caps.

### **Transporting Gas Cylinders**

- Fit suitable protective valve caps and covers to cylinders, when necessary, before transporting.
- Securely stow gas cylinders in an upright position to prevent them from moving or falling.
- Disconnect regulators and hoses from cylinders whenever practicable.
- Ensure gas cylinders are clearly marked to show their contents and the hazards associated with their contents.

### **Storage of Gas Cylinders**

- Store gas cylinders in a safe and secure manner.
- Gas cylinders containing flammable gas should not be stored in part of a building used for other purposes.
- Protect gas cylinders from external heat sources and ensure that gas cylinders are stored away from sources of ignition and flammable materials.
- Gas cylinders must be clearly marked to show what they contain and the hazards associated with their contents.
- LPG cylinders should be stored away from drains and not in cellars.

## **Lone Working**

The company will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

The company will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health and anticipated "worst case" scenario

## **Information and Training**

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements
- do not put yourself at risk; if you do not feel safe discuss the situation with your immediate manager

Refer:

- Visit Schedule

## **Machinery Maintenance**

The company will take all reasonable steps to ensure the safety of all employees maintaining the machinery as well as the safety of those affected by the maintenance work. The company will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely.

The company will seek to inform and train personnel to implement this policy.

To achieve this objective the company will, in consultation with the maintenance staff:

- carry out an assessment of how the machinery should be isolated for specific maintenance work
- carry out an assessment of how the machinery should be isolated to enable general maintenance work to be carried out safely
- carry out an assessment of the maintenance of the machine itself, including any heavy parts that have to be moved, any positions that have to be reached to achieve the necessary result and any risks of parts falling
- carry out an assessment of how the maintenance of the machine affects its environment
- carry out an assessment of all hazards that arise when guards have been removed
- take appropriate measures for the protection of any person carrying out maintenance operations which the assessment has shown to involve risk to health or safety
- provide any personal protective equipment that might be necessary to carry out the work safely
- ensure that employees are aware of the reporting procedures, so that a responsible person is informed of any problems as soon as they arise and remedial action can be taken

## **Information and Training**

The company will give sufficient information, instruction and training as is necessary to ensure the health and safety of all maintenance staff and any others affected by maintenance of the machinery. Managers responsible for supervising the maintenance of the machinery will be appropriately trained.

Refer:

- Work Equipment Maintenance Record

## **Manual Handling**

To prevent injuries and long term ill-health from manual handling the company will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the company will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the organisation will ensure that:

- manual handling assessments are carried out where relevant and records are kept
- employees are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations

### **Reducing the risk of injury**

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee selection

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

Refer:

- Manual Handling Risk Assessment Form

## **New and Expectant Mothers**

The company recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the company will ensure that:

- employees are instructed at induction to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- appropriate training etc is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay

Refer:

- New and Expectant Mothers Notification and Risk Assessment Form



## **Noise**

The company will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

### **Noise Assessments**

The company will carry out regular noise exposure assessments of noisy areas, processes and/or equipment as appropriate. Assessments will be used as the basis for formulating action plans for remedial measures when necessary. Assessments will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure levels of employees.

### **Reduction of Noise Exposure Levels**

The company will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection. The company accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

### **Provision of Ear Protectors**

The company will provide suitable and effective ear protection to employees working in high noise levels, as indicated as necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment, provide training in the selection and fitting of protectors and provide details of the circumstances in which they should be used.

### **Hearing Protection Zones**

The company will designate and mark out hearing protection zones, which may include particular areas, operations or pieces of equipment. All personnel entering these zones will be required to wear ear protectors.

### **Use and Maintenance of Noise Control Equipment and Procedures**

The company will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of employees, including enclosures, silencers and machine covers.

All personnel will be required to

- use these procedures and equipment correctly
- promptly report any defects or deficiencies through the appropriate channels

### **Provision of Training**

The company will provide adequate training to employees as part of its hearing conservation and noise control policy.

All employees who are subject to high levels of noise will be provided with:

- information, instruction and training about the harmful effects of noise
- information and training on what they must do in order to protect themselves and meet the requirements of the law and of the organisation's policy

Managers and supervisors responsible for formulating and carrying out the organisation's noise policy will also be given appropriate training.

Where a problem arises as a result of noise in the workplace, the employee must inform a responsible person immediately.

### **Audiometric Testing**

Where employees are exposed to risk from high noise levels, the company will adopt a programme to monitor the hearing of employees subject to high levels of noise ensuring the organisation's noise control policy is effective and that employees' hearing is not being adversely affected. This will involve regular audiometric tests carried out by properly trained personnel and pre-employment audiometric tests for new employees.

## **Outdoor and Peripatetic Working**

The company will ensure, so far as is reasonably practicable, that employees who work outdoors or away from their normal base are not put at any additional risk to their health and safety.

The company will:

- where work is being undertaken on a site under the control of another party, review any risk assessments and agree an appropriate safe system of work
- ensure outdoor activities are planned and risk assessed prior to undertaking the work. This will include visiting of the site(s) to identify potential hazards
- establish safe systems of work from the risk assessments, and provide staff training and instruction in these
- ensure suitable personal protective clothing is made available to staff either from the company or from the third party in control of the site
- ensure suitable arrangements are in place for emergencies, including adequate first aid

### **Implementation**

Staff working outdoors, or away from base, are responsible for ensuring that:

- if working on a third party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site
- they report any problems or shortcomings to their manager or supervisor as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk
- the appropriate personal protective equipment provided is worn correctly and when required to do so. Any defects must be reported to their manager or supervisor
- they are familiar with the emergency arrangements and that these are in place prior to starting work
- all accidents and incidents are reported to their manager and in line with any local arrangements for the site

Refer:

- Safe System of Work Form

## **Permits to Work**

Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in our day to day activities. Permits to work are designed to check that all eventualities have been considered when planning and organising this type of work and are an important means of minimising any risks involved.

Employees, contractors and visitors are all expected to comply with the requirements of any permits that are in force.

Employees working off site, i.e. on another organisation's premises, are expected to abide by all permits to work operated on that site.

Should employees experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually a manager or supervisor) so the organisation can investigate and rectify the situation.

Permits to work exist to cover tasks carried out under certain circumstances and over limited time periods. They will therefore be displayed while the work specified is under way but will cease to operate when the tasks have been completed.

### **Information and Training**

The company will provide the necessary information and appropriate training to ensure that appropriate employees, supervisors, contractors and visitors are fully aware of the permits in use and are competent to undertake the tasks and tests prescribed in the permits.

Refer:

- Permit to Work Forms

## **Personal Protective Equipment**

The company provides 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.

To effectively implement its arrangements for the use of PPE the company will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- 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
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

Refer:

- Personal Protective Equipment Issue Record

## **Risk Assessment**

Risk assessment is a systematic examination of what within our business can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities in order to plan and prioritise the implementation of the identified control measures.

More detailed specific risk assessments will also be carried out as determined by the general assessment to address those premises, equipment, people or activities to comply with specific legislation or to proactively manage health and safety risks.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

Refer:

- Risk Assessment Form

## **Smoking**

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

It is the policy of the company that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace and company vehicles and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This policy applies to all employees, customers and visitors.

### **Implementation**

All staff are obliged to adhere to and facilitate the implementation of the policy.

The company will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in company vehicles that are covered by the law.

## **Stress**

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

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable company, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with Safety Representatives on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices
- provide adequate resources to enable managers to implement the company’s agreed stress management strategy

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the company’s grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

Refer:

- Stress Individual Risk Assessment Form



## **Training**

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the company to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All employees will need to know about:

- the health and safety policy
- the structure and system for delivering this policy

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled.

Managers and supervisors training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements

All our employees training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving

All employees will receive **induction training**. Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed

Refer:

- Employee Induction Check List
- Training and Competence Record
- Health and Safety Policy Acknowledgement Form

## **Vibration**

Regular exposure to continuous vibration from a work process has the potential to cause long term ill health including a range of occupational diseases collectively known as hand-arm vibration syndrome (HAVS) or whole body vibration (WBV).

To minimise the risk from vibration the organisation will:

- assess the risks to health from exposure to continuous levels of vibration and determine the control measures needed
- introduce effective control measures to ensure levels of exposure to hand-arm vibration and whole body vibration are eliminated or reduced as far as is reasonably practicable
- record the assessments and review them periodically or when changes occur
- ensure that the most appropriate equipment is used for the job
- ensure that those persons responsible for managing work likely to result in exposure to hand arm vibration and whole body vibration are adequately trained and competent
- inform, instruct and train employees about the risks and the precautions to be taken to protect themselves from the harmful effects of continuous exposure to vibration
- ensure no new equipment or processes are introduced into the work activities where there is a foreseeable risk of hand-arm or whole body vibration without a risk assessment and approval of a designated manager
- maintain an inventory of all vibration equipment used that is likely to cause hand-arm vibration and whole body vibration
- monitor exposure of hand-arm vibration and whole body vibration and undertake appropriate health surveillance, where necessary
- maintain tools to the manufacturer's specifications to avoid worsening vibration

Refer:

- WRULD Initial Risk Assessment Form

## **Violence**

The company recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees

To achieve this objective we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees
- train our employees who may be exposed to violence or challenging behaviour situations
- support the employees involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety

Refer:

- Violence/Challenging Behaviour Incident Report Form

## **Visitors**

In the interest of safety and security, the company will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- they are authorised to enter the premises or accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

### **Emergency Action**

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

Refer:

- Visitor Record Form
- Visitor Rules

## **Waste Management**

The company will instigate a waste management plan for any work carried out when required to by legislation and in order to do so will identify the:

- client
- Principal Contractor
- person with overall responsibility for the waste management plan
- location of the site where the work will be carried out
- estimated cost of the project

In carrying out any site work the company will adhere to the following hierarchy for processing of waste materials:

- re-use (on or off site)
- recycle (on or off site)
- send off site for recovery
- send for incineration
- as a last resort send to land fill

The waste management plan will:

- describe each type of expected to be produced
- estimate the quantities of each type of waste
- describe the waste management action for each type of waste (e.g. re-use, recycle)

The waste management plan will comply with the duty of care and ensure materials will be handled efficiently and waste managed appropriately. All waste materials which leave site will be processed through licensed contractors.

Additional duties:

- ensure co-operation between all contractors involved on the project during the construction phase
- discuss waste management with every site worker through induction, training and tool box talks
- ensure that waste is reused, recycled or recovered, where practicable to do so

Refer:

- Site Waste Management Data Sheet

## **Work Equipment**

The company will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective the company will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees
- inspect all equipment at installation and prior to first use
- regularly inspect work equipment in accordance with the manufacturer's recommendations
- maintain work equipment in accordance with the manufacturer's recommendations
- keep records of all inspections and maintenance
- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely
- provide refresher training as appropriate and as determined necessary by workplace inspections

Refer:

- Work Equipment Risk Assessment Form
- Work Equipment Risk Assessment Checklist
- Work Equipment Maintenance Record

## **Work At Height**

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

The company will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- 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
- when necessary, only scaffolds and scaffold towers that have been erected by a competent person will be used
- roof lights and other fragile surfaces will be protected to prevent falls
- fall arrest equipment will be used if other means of prevention (safety nets, harnesses with running lines, etc.) are not practical or justified
- risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them
- all the necessary equipment to allow safe access to and egress from the place of work is provided
- all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided
- suitable plant is provided to enable the materials used or created in the course of the work are safely lifted to and from the workplace and stored there if necessary
- any working platform and its supporting structures are selected and/or designed in accordance with current standards
- regular inspections of all equipment required for working at height are undertaken
- competent persons are appointed to be responsible for the supervision of all work at height and associated activities
- any contractors from whom they procure services comply with this policy

## **Information and Training**

The company shall provide any information, instruction and training required to work in a safe manner when working at height.

Refer:

- Ladder Inspection Record



## **Working Time Regulations**

The company will ensure that all workers under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. The company will NOT encourage workers to work over the 48 hours but workers can choose to work longer hours if they wish by opting out. Workers cannot be forced to opt out and can revoke their opt out, if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and make mistakes leading to accidents.

A summary of the requirements for adult workers:

- a maximum of 48 hours per week, averaged out over a 17 week reference period (employees can opt out of this)
- entitlement to a minimum uninterrupted rest period of 11 hours in every 24-hour period with no opt out
- entitlement to 28 days paid holiday per year (including statutory holidays) for full time workers (pro-rata for part time workers)
- maximum of 8 hours per shift for night shift workers
- free health assessments for night shift workers
- 24 hour rest period at least once a week, can be 48 hours every fortnight with no opt out
- entitlement to a rest break, if working over six hours
- employees must not suffer any detriment if they choose not to opt out

Travelling to and from the normal work place, break periods, rest periods, holidays and sickness do not count as working time.

The reference period of 17 weeks can be increased to 26 weeks or 52 weeks by local collective agreements with recognised trade unions or official employee representatives.

A young person's maximum hours are limited to 40 hours per week with no reference period.

Young persons are generally excluded from shift working.

Refer:

- Working Time Regulations
- Working Time Regulations Opt Out Form

## **Young Persons**

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the organisation will:

- carry out risk assessments to cover the activities of young persons
- implement the actions determined by the risk assessment process
- inform the young persons of any risks associated with their work and the control measures taken to protect them
- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment

Refer:

- Young Persons Risk Assessment
- Young Persons Training Record

# **RISK ASSESSMENT**

## 7. RISK ASSESSMENT

### Risk Assessment

**Risk Assessment** involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

**Risk** is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

### **Carrying out risk assessments**

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

## **The five stages of risk assessment**

### **STEP 1 - IDENTIFY THE HAZARDS**

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating

### **STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW**

List groups of people and individuals who may be affected by the hazards e.g.:

- staff
- members of the public
- contractors on the premises

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees or young persons.

### **STEP 3 - EVALUATE AND CONTROL THE RISK**

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual
- make use of technical progress

- replace the dangerous with none or less dangerous
- develop an overall prevention policy
- give priority to measures which protect the greatest number of people
- give appropriate instructions to employees

## IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

## STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that employees are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

### Hazards and example controls

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

## STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

Refer

- Risk Assessment Form

### **Fire Risk Assessment**

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- to identify the fire hazards
- to reduce the risk of those hazards causing harm to as low as reasonably practicable
- to decide what physical fire precautions and management arrangements are
- necessary to ensure the safety of people in your premises if a fire does start

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises may be able to assess as a whole, in larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

You need to appoint one or more competent persons to carry out any of the preventive and protective measures needed to comply with the legislation. This person could be you, or an appropriately trained, employee or, where appropriate, a third party.

Your fire risk assessment should demonstrate that, as far as is reasonable, you have considered the needs of all relevant persons, including disabled people.

## **Five Steps to Fire Risk Assessment**

### **1. Identify the hazards**

- Sources of ignition
- Sources of fuel
- Sources of oxygen

### **2. Identify people at risk**

- Employees
- People in and around the premises
- Vulnerable persons, disabled etc.

### **3. Evaluate, remove, reduce and protect from risk**

- Evaluate the risk of fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people

### **4. Consider:**

- Detection and warning
- Fire fighting
- Escape routes and travel distances
- Lighting
- Signs and notices
- Maintenance

### **5. Record, plan, inform, instruct and train**

- Record the significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- Provide training

### **6. Review**

- Keep assessment under review
- Revise where necessary

Refer:

- Fire Risk Assessment Form



# **MONITORING HEALTH AND SAFETY**

## 8. MONITORING OF HEALTH AND SAFETY

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

### **Active monitoring**

Monitoring is a line manager's responsibility and in this section there are monitoring checklists for each of the key management positions to be used to determine achievement against relevant health and safety standards. In completing the checklist managers are providing evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the company feedback on its performance before an accident, incident or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.

Employees who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

Refer:

- Health and Safety Inspection Form

### **Reactive monitoring**

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.

## **Services Committee**

**To be completed: Biannually**

**Date:**

<b>Subject</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Health and Safety Management</b>			
Is the Health and Safety Policy statement current and up to date?			
Does the management structure within the Policy reflect the current organisation?			
Have all Policies and Procedures been reviewed within the 12 months?			
Are Policies and Procedures being adhered to?			
<b>Health and Safety Performance</b>			
What is the health and safety employee claim history for the last 12 months?			
How many accidents/incidents have been reported under RIDDOR within the last 12 months?			
How many accidents/incidents have occurred across the company within the last 12 months?			
Have near miss statistics been compiled and analysed for the last 12 months?			
Have any enforcement notices been served on the company within the last 12 months?			
Have trends in accidents/incidents been identified to provide a direction for future safety initiatives?			
Are there any outstanding enforcement issues from the last 12 months?			
Are there any outstanding health and safety enforcement issues?			
<b>Communication and Consultation</b>			
Has the Health and Safety Committee met at the agreed intervals?			
Have the Health and Safety Committee met at least twice within the last 12 months?			

## **Town Clerk**

**To be completed: Annually**

**Date:**

Subject	Yes	No	Comment
<b>Health and Safety Management</b>			
Is the Health and Safety Policy statement displayed?			
Is the 'Health and Safety Law' poster and Employers Liability insurance certificate displayed?			
Has a report on the last 12 months health and safety performance been prepared?			
Have those persons delegated with health and safety responsibility been trained?			
Are arrangements in place to ensure health and safety training is provided throughout the company?			
All employees provided with health and safety information?			
Has a Health and Safety Plan for the next 12 months been prepared?			
Are there adequate resources to implement the Health and Safety Plan?			
Are there any remedial actions outstanding from the Health and Safety Plan?			
Are we on target with our Action Plan?			
Is the Safety Action Plan being completed in line with agreed timescales?			
Are any new Policies and Procedures required?			
<b>Health and Safety Performance</b>			
Have annual accident /incident statistics been compiled?			
Have internal monitoring procedures been amended to include issues previously subject to enforcement action?			
<b>Communication and Consultation</b>			
Has Health and Safety been discussed at meetings at least twice within the last 12 months?			
Have the Committee's minutes been circulated?			
Have all issues raised been addressed or programmed for action?			
Are there any issues outstanding?			
Have all health and safety checklists been completed and actions raised discussed by the H&S Committee?			

Are delegated persons completing their Health and Safety Monitoring activities at the agreed timescales?			
<b>Risk assessments</b>			
Are risk assessments completed for those activities where a significant risk of injury is foreseeable?			
Are there any outstanding control measures from previous risk assessments?			
Are all risk assessments up to date and control measures listed in an Action Plan?			
Are control measures being maintained?			
Are there any issues that require attention, following the completion of the risk assessments?			
Have staff had the risk assessments brought to their attention?			
Have any changes taken place which affect the validity of the assessments?			
Are there any injuries or 'near misses' recorded that are related to work activities that have not been assessed?			
<b>Training</b>			
Have all staff received induction training?			
Is all induction training up to date?			
Have the Health and Safety training needs across the organisation been determined?			
Have staff received specific health and safety training?			
Have staff received training in relevant health and safety subjects?			
Are training needs being met?			
Are training records up to date?			
Are staff informed of the control measures that need to be taken to protect themselves and others from the hazards of the work?			
<b>Fire and Emergencies</b>			
Do all sites have a fire risk assessment in place?			
Has the fire risk assessment been reviewed within the last 12 months?			
Have all the actions from the fire risk assessment been completed?			
Has the fire alarm for each site been serviced in accordance with the service contract?			
Have the fire alarms been serviced within the last 12 months?			

Are emergency lights serviced and tested in accordance with the relevant British Standard?			
Is the quantity of flammable material on site kept to a minimum?			
Is flammable waste removed regularly?			
<b>Accident / First Aid</b>			
Are there adequate numbers of First Aiders or Appointed Persons?			
Are details of the Appointed Persons / First Aiders displayed?			
Do all staff have access to a first aider and do all staff know who they are?			
Are there sufficient first aid boxes provided?			
Are there sufficient first aid facilities?			
Are those working on the site aware of the first aid arrangements?			
<b>Electricity</b>			
Is the fixed electrical testing up to date for each site?			
Is the fixed wiring due for its periodic examination and test?			
Are all electrical installations that are vulnerable to damage adequately guarded?			
Have all exposed electrical sockets been fitted with child proof covers?			
Are isolation switches marked to identify which equipment or machine they isolate?			
Is there safe access to isolation switches?			
Does the power supply operate without regular power cuts being experienced?			
Is the portable appliance inspection and testing schedule up to date?			
<b>Gas Safety</b>			
Are gas appliances inspected and tested at prescribed intervals?			
Are records kept?			
Are the gas supply isolators readily identifiable and accessible?			
Is a copy of the emergency procedure displayed at or near the gas meter?			

<b>General Workplace</b>			
Are there any outstanding items of building maintenance that may cause a significant health and safety issue?			
<b>Asbestos</b>			
Has an asbestos survey been conducted at all sites?			
Is the asbestos survey report made available to all relevant contractors?			
Is all known asbestos material free from damage or deterioration?			
Are areas of the workplace where asbestos is present, marked to identify its presence?			
Are asbestos warning labels still in place?			
Have the regular checks been completed?			
Do employees know what to do if they see material that they suspect to be asbestos?			
Do the employees know who to report asbestos damage to?			
Do employees know of the risks to health from exposure to asbestos fibres?			
<b>Cellars</b>			
Is the cellar clean and tidy with clear access to all cellar areas?			
Is the cellar door kept secure against unauthorised access?			
Are low ceilings/doorways highlighted and padded?			
Are gloves, apron and goggles readily available for line cleaning operations?			
Are warning/instruction notices displayed on what action to take if a carbon dioxide cylinder is leaking?			
<b>Legionella</b>			
Has the water system been disinfected within the last 12 months?			
Is the annual disinfection of the water system due?			
Are the temperatures recorded adequate to control the growth of legionella?			
Are the temperature monitoring records up to date?			
Are the records up to date?			

<b>Lone Working</b>			
Have risk assessments been undertaken and all control measures implemented?			
Are arrangements in place to protect lone workers?			
Are adequate communication and emergency procedures in place for lone workers?			
Have staff been trained on the arrangements?			
Have there been any incidents recorded involving lone workers?			
<b>Manual Handling</b>			
Are there any tasks that require a manual handling assessment?			
Are steps taken to minimise the risk of injury from manual handling?			
Are manual handling aids such as trolleys being used wherever possible?			
Are manual handling aids provided wherever possible?			
Are adequate manual handling aids provided?			
<b>Needles and Sharps</b>			
Are the sharps boxes positioned safely away from service users?			
<b>Personal protective equipment</b>			
Are all items of personal protective equipment readily available and plentiful?			
Are all items of personal protective equipment required, made available and used appropriately?			
Is adequate personal protective clothing provided?			
Has adequate personal protective equipment, e.g. hard hats, safety boots, gloves, goggles and dust masks been provided?			
Is the personal protective equipment that is provided adequate?			
Are details of PPE issue recorded and kept up to date?			
Are suitable gloves and overalls provided for cleaning staff?			
Are suitable gloves provided for those who have to handle items with sharp edges?			
Is protective footwear provided for those whose work involves the risk of injury to the feet?			
Is suitable clothing provided for those who have to work in wet, dirty or otherwise adverse conditions?			



Where personal protective equipment has been issued is it used?			
Is the equipment in good condition and worn by all who need it?			
Is any of the personal protective equipment in need of replacing?			
Are suitable storage facilities provided for personal protective equipment?			
Is the use of personal protective equipment regularly monitored and enforced?			
Is all non-disposable respiratory protective equipment examined and tested at least once per month?			
<b>Smoking</b>			
Are suitable no smoking signs displayed at all entrances?			
Are no smoking prohibitions being complied with?			
<b>Vehicles</b>			
Are vehicles serviced in accordance with the manufacturer's recommendations?			
Are all servicing and MOT records up to date?			
Are vehicle insurances in date?			
Are vehicle service logs up to date?			
Are regular vehicle checks being completed?			
Have driver licences been checked within the last 12 months?			
<b>Work at Height</b>			
Are work at height assessments being completed?			
Has a detailed risk assessment been performed on all tasks involving work at height?			
Have all tasks that involve work at height been identified in an initial assessment?			
Are assessments regularly reviewed?			
Following the assessment, are appropriate control measures being implemented?			
Are assessments reviewed following an accident/incident or whenever the nature of the work changes?			
Is the work at height supervised?			
Are all persons involved with work at height suitably trained?			

## **Administration**

**To be completed: Weekly**

**Date:**

Subject	Yes	No	Comment
<b>Contractors and Maintenance</b>			
Are procedures in place to check the health and safety credentials of all contractors and to ensure they have adequate insurance?			
Are staff informed of the control measures that need to be taken to protect themselves and others from the hazards of the work?			
Are staff aware of the potential hazards arising out of the contract/maintenance work?			
Where contract or maintenance work is being carried out, have effective measures been put into place to segregate people from the hazards?			
Where contract or maintenance work is being carried out have effective measures been put into place to segregate people from the hazards?			
<b>Fire and Emergencies</b>			
Are all emergency exits clearly marked?			
Is there a means of raising the alarm, and does it work?			
Are all escape routes and exits free from obstruction?			
Are there adequate escape routes and are these maintained?			
Are all fire exit doors fully operational?			
Have fire doors been checked to ensure they open fully and close on to the rebate?			
Are all automatic door closers working correctly?			
Has the fire alarm and emergency lighting been checked and serviced in the last 12 months?			
Is the emergency lighting checked monthly and records kept?			
Are the weekly fire checks being carried out?			
Is adequate means of escape and means for fighting fire provided?			
Are records of weekly test up to date?			
Is the fire logbook up to date?			
Is the fire alarm tested for audibility on a weekly basis?			

Are the locations of all fire extinguishers clearly visible?			
As applicable to the premises is the fire alarm tested for audibility on a weekly basis?			
Have all extinguishers been serviced within the last 12 months?			
Are notices displayed informing all persons what to do in the event of fire and the location of the assembly point?			
Have emergency procedures been developed, e.g. evacuating the site in case of fire or rescue from a confined space?			
Are workers aware of the procedures?			
Are the visitor/contractor logbooks at reception being completed correctly?			
Are adequate bins or skips provided for storing waste?			
<b>Accident / First Aid</b>			
Is the first aid box fully stocked?			
Do all staff know the location of the First Aid box?			
Is an Accident Book available and are details entered correctly?			
Do all staff know the location of the Accident Book?			
Have all accidents been put in the Accident Book and where relevant investigated with records kept?			
<b>Electricity</b>			
Are all visible items of the fixed installation e.g. sockets, switches etc. free from any obvious signs of damage?			
Are electrical installations kept free from clutter?			
Are all sockets free from any obvious signs of overloading?			
Do employees carry out basic visual checks prior to using portable electrical appliances?			
Do all portable electrical appliances appear to be free from any obvious signs of damage?			
Are all plugs securely attached to the outer insulation cable?			
Are low powered hand held appliances being used where appropriate?			
Is the supply voltage for tools and equipment the lowest necessary for the job (could battery operated tools and reduced voltage systems, e.g. 110V, or even lower in wet conditions, be used)?			
Is there an appropriate system of user checks, formal visual inspections by site managers and combined inspection and test by competent persons for all tools and equipment?			

Where mains voltage has to be used, are trip devices, e.g. residual current devices provided for all equipment?			
Are residual current devices fitted where appropriate?			
Are residual current devices protected from damage, dust and dampness and checked daily by the user?			
Are all connections to the system properly made and are suitable plugs used?			
Are cables and leads protected from damage by sheathing, protective enclosures or by positioning away from causes of damage?			
Are all electrical test records kept up to date?			
<b>General Workplace</b>			
Are facilities available for heating food?			
Are facilities available for making hot drinks?			
Are facilities available for sitting down to eat etc.?			
Are facilities available to hang up jackets, coats etc?			
Are adequate WC's and washing facilities available for staff?			
Are adequate hand drying facilities available?			
Are bactericidal soap and hand drying facilities available?			
Are there facilities for changing, drying and storing clothing?			
Are there wash basins, warm water, soap and towels?			
Are suitable rest areas available for staff?			
Is a supply of drinking water available?			
Is an adequate supply of hot water available?			
Are all facilities kept clean and in good condition?			
Are welfare facilities easily and safely accessible to all who need to use them?			
Are working conditions comfortable for staff: adequate heating, lighting and ventilation?			
Are all work areas sufficiently lit and free from obstructions?			
Are all light fittings functioning correctly?			
Are fixtures, furnishings and fittings in a good state of repair?			

Are floors and traffic routes kept free of tripping and slipping hazards?			
Are all transparent surfaces, e.g. glass doors, large windows etc. clearly marked?			
Can all windows be cleaned safely?			
Is localised lighting provided where necessary?			
Is there enough space for furniture to be positioned and allow people to work and move about comfortably?			
Is there any furniture or equipment in need of repair?			
Are all items of furniture in a safe condition?			
Is a thermometer available to allow temperatures to be determined?			
Are thermometers available so that employees can monitor the workplace temperature?			
Is protection provided where employees interface with extremely hot processes?			
Are good housekeeping practices observed so as to prevent working space being cluttered?			
Is there sufficient space to allow safe operation of machinery and safe movement around workstations?			
Are spillage procedures adequate?			
<b>Waste</b>			
Are there sufficient receptacles for the collection of normal waste?			
Is waste cleared regularly and not allowed to accumulate?			
Where arson is likely, are bins/skips located away from buildings to prevent arson?			
Is there a separate facility for the collection of hazardous or contaminated waste?			
Do any general waste skips or bins contain evidence of hazardous or contaminated waste?			
<b>Work Equipment</b>			
Are filing cabinets fitted with anti-tilt devices or secured to the walls?			
Has all equipment been serviced in accordance with service agreements?			
Are service arrangements in place for all items of plant and equipment?			
Are service logs kept up to date?			
Has all equipment been serviced with records kept?			

Are statutory inspections complete and are certificates kept on file?			
Is the machinery maintained in good repair and are all safety devices operating correctly?			
Is any equipment provided maintained in a safe condition?			
Is all equipment properly guarded?			
Are guards secured and in good repair?			
Are all dangerous parts, e.g. exposed gears, chain drives, projecting engine shafts etc. guarded?			
Are hot surfaces guarded or identified by hazard warning signs?			
Are operators competent?			
Has all training been recorded?			
Is training in the use of the equipment outstanding?			
<b>Display Screen Equipment</b>			
Have workstation assessments been completed and recorded for all 'users' of DSE?			
Is there sufficient space for users to arrange equipment so they can adopt a comfortable position?			
Are all chairs adjustable, stable, comfortable and do they allow freedom of movement?			
Are workstations arranged so staff can easily get to and from them?			
Are all screens free from glare and reflections?			
Has instruction in the use of DSE been given to all 'users'?			
Have all DSE 'users' been advised on the availability of eye tests?			
Are records kept up to date of eye tests taken and persons issued with glasses?			
<b>Storage Areas</b>			
Are storage areas kept tidy and floors free from obstruction?			
Are storage areas adequate?			
Are storage areas and gangways clearly marked?			
Is all shelving/racking secured to prevent toppling?			
Is care taken not to overload shelving and racking?			

Are goods and items stacked neatly?			
Are all stored items easily retrievable?			
Is the storage of items on top of cabinets prohibited?			
Is there a safe means of access to high areas?			
Are flammable substances stored in suitable flammable stores?			

## Grounds Maintenance Manager

To be completed: **Monthly/ Weekly**

Date:

Subject	Yes	No	Comment
<b>General Workplace</b>			
Are employees who need to work in cold conditions supplied with thermal clothing?			
<b>Battery Charging</b>			
Are battery charging operations carried out in a well-ventilated areas?			
Is battery charging carried out in areas which are free from explosive atmospheres?			
Are all sources of ignition excluded from the proximity of the battery charging operations?			
Are flammable materials kept clear of battery charging operations?			
<b>Chainsaws</b>			
Have all chainsaw operators attended a recognised chain saw safety course and do they have a Certificate of Competence?			
Is adequate personal protective equipment provided and worn by the chainsaw operators?			
Is chainsaw equipment including ropes, harnesses etc., inspected before use and in good condition?			
Are chainsaws kept secure from misuse?			
<b>Children's Play areas</b>			
Is the play area secure and where practicable sited away from all traffic routes?			
Is the children's play area and equipment checked daily?			
Is all the equipment in good condition with no sharp edges or rough surfaces?			
Is the floor surface of an absorbent, non-slip and 'cushioned' material?			
Is a sign displayed giving guidelines on the age/size of children that the play equipment is suitable for?			
Is a sign displayed informing parents to supervise their children?			
Is there a sign prohibiting drinks glasses to be taken into the play area?			
<b>Excavations</b>			
Is an adequate supply of timber, trench sheets, props or other supporting material made available before excavation work begins?			



Is this material strong enough to support the sides?			
Are properly secured stop blocks provided to prevent tipping vehicles falling in?			
Are stacked materials, spoil or plant stored near the edge of the excavation likely to cause a collapse of the side?			
Are there guard-rails or is there other equivalent protection to stop people falling in?			
If the sides of the excavation are sloped back, is the angle of the batter sufficient to prevent collapse?			
Does the excavation affect the stability of neighbouring structures?			
Is a safe method used for putting in the support, i.e. one that does not rely on people working within an unsupported trench?			
Is the excavation inspected by a competent person at the start of every shift and after any accidental collapse or event likely to have affected its stability?			
Is there safe access to the excavation, i.e. by a sufficiently long, secured ladder?			
<b>Gas Cylinders</b>			
Are there proper storage areas for flammable liquids and gases, e.g. liquefied petroleum gas and acetylene?			
Are areas where cylinders are used and stored suitably signed to indicate their presence?			
Are cylinders stored away from sources of heat and ignition?			
Are cylinders stored in a dry and well-ventilated area?			
Are cylinders stored upright with adequate precautions taken to prevent toppling?			
Are all gas cylinders secured in an upright position?			
Are there suitable external facilities to store and segregate gas cylinders?			
Are cylinders kept safely outside?			
Are all cylinders not in use stored within the cage?			
Is the area around the LPG tank and cylinder cage free from combustible material?			
Is the area around the vicinity of the gas store free from evidence of smoking e.g. cigarette butts and matches?			
Are cylinders stored away from highly flammable or combustible materials?			
Are containers and cylinders returned to these stores at the end of the shift?			
When gas cylinders are not in use, are the valves fully closed?			
Are cylinders clearly identified so that there can be no confusion over their contents?			

Are minimal quantities of gas kept on site?			
Are pressure gauges fitted to all in use cylinders?			
Are suitable trolleys provided for gas cylinders?			
If placed in resident's rooms, are they placed so they cannot be knocked over and away from combustible sources and fire escape routes?			
Are all warning signs clearly displayed?			
<b>Grass Cutting Machinery</b>			
Where more than 3 gallons of petrol are stored, has a Petroleum Licence been applied for/issued or has an exemption been granted?			
Are grass cutting machines overhauled during the winter months and subject to maintenance during the grass cutting season?			
Are only hover/rotary mowers, in conjunction with restraining ropes, used on slopes?			
Are the drive mechanisms, pulley shafts and cutters adequately guarded?			
<b>Grinding Machine</b>			
Are abrasive wheel tool rests adjusted so that the gap between the rest and the wheel is kept to a minimum?			
Are grinding machines fitted with splinter guards?			
Is the spindle speed clearly marked on all grinding machines?			
<b>Hand tools</b>			
Are hand tools kept in good condition?			
Are hand tools stored safely and securely?			
Are there controls in place for the use of sharp knives e.g. sheathing?			
<b>Hazardous Substances</b>			
Have all harmful materials e.g. asbestos, lead, solvents, paints etc. been identified?			
Are risk assessments available on the use of all hazardous substances?			
Are hazard data sheets readily available?			
Do staff who use hazardous substances know where to find information on them?			
Have precautions been identified and put in place?			

Have employees been given information on how to protect themselves from health risks arising from hazardous substances?			
Have those who may be exposed been informed of the potential risks to health?			
Are workers and others who are not protected kept away from exposure?			
Are suitable extraction systems provided to control fumes?			
Are all substances properly and securely stored?			
Are all substances in their original, properly labelled containers?			
<b>Ladders and Stepladders</b>			
Are all ladders and stepladders in good condition?			
Are all ladders in good condition?			
Has the condition of all ladders and stepladders been checked and records kept?			
Are ladder checks up to date?			
Are ladders and stepladders secured against unauthorised use?			
Are ladders secured to prevent them slipping sideways or outwards?			
Are the ladders positioned so that users don't have to overstretch or climb over obstacles to work?			
Are the ladders provided adequate for the heights to be accessed and the activities to be carried out?			
Do ladders rise about a metre above their landing places? If not, are there other handholds available?			
Has instruction been provided in the correct use of ladders and stepladders?			
<b>Lifting equipment and Accessories</b>			
Is all lifting equipment examined in line with the legal requirement under LOLER?			
Is the safe working limit displayed on all lifting equipment and accessories where appropriate?			
Where the safe limit alters due to configuration, is there a table or plate available to show the various safe working limits?			
Are there adequate facilities to store lifting equipment so as to prevent damage & deterioration?			
Is there any equipment or any accessories that show obvious signs of damage?			
Is the harness in good condition?			
Are all chains or slings free from knotting?			

Are hard hats available in areas where lifting operations take place?			
Are hard hats worn in the area of lifting operations?			
<b>Machinery</b>			
Are suitable protective devices fitted to protect against mechanical hazards?			
Is there an effective locking off system to prevent machinery being started up whilst maintenance staff are working on machinery?			
Are all guards in position and without evidence of them being defeated?			
Are all guards free from any obvious evidence of interference?			
Are all machines fitted with suitable, effective and clearly marked controls?			
Are emergency stop devices fitted and tested regularly to ensure that they operate effectively?			
Are isolation switches correctly labelled so that there can be no confusion as to which machines they isolate?			
Is the permit to work system being operated correctly?			
Do maintenance staff appear to be working safely?			
Are employees instructed not to wear loose clothing or jewellery when operating the spin dryer?			
<b>Manual Handling</b>			
Are manual handling assessments completed?			
<b>Noise</b>			
Are systems in place to prevent staff being exposed to excessive noise?			
Have staff received training on the control measures for reducing noise to an acceptable level?			
Is work sequenced to minimise the number of people exposed to noise?			
Where hearing protection zones have been established, is the use of hearing defence enforced?			
Are hearing protection zones clearly marked with appropriate signs?			
Are all employees and visitors to hearing protection zones wearing ear protection?			
Are noise enclosures where fitted being used?			
Do all personnel wear ear defenders in hearing protection zones?			
Is ear protection provided and worn in noisy areas?			

Are others not involved in the work kept away?			
Are noise levels monitored to ensure noise reduction methods are working?			
Are barriers erected to reduce the spread of noise?			
<b>Pesticides / Herbicides</b>			
Is the pesticide store clearly marked with appropriate warning signs, (i.e. a black exclamation mark on a yellow triangular background)?			
Is a suitable bund provided, so that any spillage or leaks are contained within the store?			
Are only pesticides that have been approved for use kept?			
Are adequate washing facilities provided near to the pesticides store?			
Are adequate first aid facilities available within a reasonable distance of the pesticides store?			
Is an emergency eyewash station provided within the pesticides store?			
Is an apron, wellington boots, face shield and gloves available for emergency use, i.e. the cleaning up of spillage, within the pesticides store?			
Is a regular review of pesticide usage carried out, particularly in respect of the use of the safest product available for the required result?			
Are the vehicles used to transport pesticides equipped with suitable fire extinguishers?			
Are pesticides only transported on vehicles which have been fitted with an impervious barrier between the load carrying section and the cab or on separate trailers?			
Are knapsack sprayers maintained in good condition?			
Are all the operators who use pesticides adequately trained and hold the relevant appropriate Certificate of Competence?			
Is work carried out in accordance with the relevant FASTCo Safety Guide?			
<b>Use of Tractors / Mowers</b>			
Are all items of equipment serviced in accordance with the manufacturer's recommendations?			
Are service records up to date?			
Are pre-start checks being carried out on all tractors/mowers prior to use?			
Are all tractors provided with a safety cab or roll bar/frame?			
Are power take-offs adequately guarded where fitted?			

<b>Welding - manual arc</b>			
Are suitable extraction systems provided to control fumes?			
Are extraction systems free from any obvious signs of damage to the extraction system such as holes or tears in the ducting?			
Is the system being used?			
Is the means of electrical isolation clearly identified?			
Are residual current devices fitted and used?			
Are suitable welding screens available and used?			
Are insulated hooks or rests provided for electrode holders?			
Are all cable connections properly made?			
Are areas cleared of combustible material before any welding is carried out?			
Is sufficient personal protective equipment issued e.g. visors, overalls aprons, gloves and safety boots?			
Are suitable fire extinguishers readily available?			
<b>Flammable Liquids</b>			
Is smoking banned in areas where gases or flammable liquids are stored and used? Are other sources of ignition also prohibited?			

## 9. LEGAL EXPENSES INSURANCE

For a copy of Ellis Whittam's master legal expenses insurance policy please see [www.elliswhittam.com/insurance](http://www.elliswhittam.com/insurance). Please refer to your contract with Ellis Whittam for the type of cover (if any) that is applicable to your organisation – i.e. employment dispute insurance or health & safety prosecution insurance or both – and the relevant provisions of the master policy document will then apply accordingly.

Please contact us if you require a hard copy of the policy.