

WELLINGTON TOWN COUNCIL

MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE COUNCIL CHAMBERS, 28 FORE STREET, WELLINGTON 27 MARCH 2022 AT 2.00PM

Present: Councillors M Lithgow (Chair), J Lloyd, J Thorne, M McGuffie and K Wheatley
David Farrow – Town Clerk
Alice Kendall – Deputy Clerk
Anette Kirk – Assets & Event Officer

604 Apologies

Apologies were received and accepted from Councillor A Govier.

605 Declarations of Interest

There were none.

606 Minutes

RESOLVED to approve the minutes of the meetings held on 20 February 2023.

607 Questions and Comments from Members of the Public

There were no members of the public present.

608 To Exclude Members of the Press and Public

RESOLVED to exclude members of the press and public.

609 Longforth Road Toilet Block

A summary of tenders for the appointment of a project manager was circulated in advance in the meeting. Three shortlisted firms gave presentations and answered questions. After some discussion, it was **RESOLVED** to recommend to Full Council that Ravenslade be appointed.

There being no further business the meeting closed at 3.45 pm

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Councillor Mark Lithgow
Chairman



WELLINGTON TOWN COUNCIL

DISCIPLINARY POLICY

1. Introduction

- 1.1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work.

https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

- 1.2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

- 1.3 This policy confirms:

- the Town Clerk will act as the Councils representative in relation to investigating any allegations of misconduct or concerns about work performance of council staff. Where the allegations or concerns relate to the Town Clerk the Policy and Resources Committee will nominate a councillor or councillors to investigate the concerns.
- informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
- the Council will fully investigate the facts of each case
- the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
- employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case

- employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
- employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory, disciplinary or appeal meeting. The representative is permitted to address such meetings, to put the employee's case and confer with the employee. The representative cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
- the Council will give employees no fewer than five working days' notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken in their absence. An employee who advises that they will not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's representative is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any formal disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- formal disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct

- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

2. Examples of misconduct

2.1 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

3. Examples of gross misconduct

3.1 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive

- bullying, discrimination and harassment
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

4. Suspension

- 4.1 If allegations of gross misconduct or serious misconduct are made, the Council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
- 4.2 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or Councillor.
- 4.3 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.
- 4.4 Where an employee is suspended the Town Clerk, or in the case of the Town Clerk The Mayor, will write to the employee confirming the suspension within 48 hours of the decision to suspend.

5. Examples of unsatisfactory work performance

- 5.1 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.
- inadequate application of management instructions/office procedures
 - inadequate IT skills
 - unsatisfactory management of staff
 - unsatisfactory communication skills.

6. The Procedure

- 6.1 Preliminary enquiries. The Town Clerk may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.
- 6.2 If the Town Clerk believes there may be a disciplinary case to answer, they may initiate a more detailed investigation to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.
- 6.3 Informal Procedures. Where minor concerns about conduct become apparent, it is the Town Clerk's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the Town Clerk. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the

Town Clerk may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

7. Disciplinary investigation

7.1 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.

7.2 Where the Town Clerk considers that a formal disciplinary investigation is required, they will ask the Council's Policy and Resources committee to appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the Policy and Resources Committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Policy and Resources committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

- the allegations or events that the investigation is required to examine
- whether a recommendation is required
- how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
- who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

7.3 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).

7.4 The Town Clerk will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given no fewer than five days of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.

7.5 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.

7.6 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.

7.7 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Policy and Resources committee whether or not disciplinary action should be considered under the policy.

7.8 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:

- the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
- the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
- the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.

7.9 The Investigator will submit the report to the Policy and Resources committee which will decide whether further action will be taken.

7.10 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

8. The disciplinary meeting

8.1 If the Policy and Resources committee decides that there is a case to answer, it will appoint a Disciplinary Sub-committee of three councillors, to formally hear the allegations. The Disciplinary sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee and no Councillor with direct involvement in the matter shall be appointed to the sub-committee. The Sub-committee will have delegated powers to take disciplinary action up to and including dismissal.

8.2 The employee will be invited, in writing, to attend a disciplinary meeting. The letter will be sent no later than five working days before the meeting is due to take place. The sub-committee's letter will confirm the following:

- the names of its Chairman and other two members
- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure

- the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

8.3 The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
- the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- the Chairman will invite the employee to present their account
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness/es.
- the employee (or companion) will have the opportunity to sum up
- The meeting will adjourn whilst the sub committee considers its decision and will reconvene to deliver the decision. Wherever possible this should happen on the same day.

8.4 The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The letter will also notify the employee of the right to appeal the decision and the deadline for doing so which will usually be ten working days from the date of receipt of the letter .

8.5 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

9. Disciplinary action

If the sub-committee decides that there should be disciplinary action, it may be any of the following:

9.1 First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (no fewer than 6 months and no more than 18 months).

9.2 Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (no fewer than 6 months and no more than 18 months).

9.3 Dismissal

9.3.1 The Council may dismiss:

- without notice where the subcommittee consider that the employee has committed an act of gross misconduct
- with notice if there is no improvement within the specified time period, in the performance of the employee which has previously been the subject of a final written warning which remains in force,.
- with notice if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

9.3.2 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal within two working days of the date of the disciplinary meeting. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the

employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

10 The Appeal

10.1 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within ten working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

10.2 The grounds for appeal include;

- a failure by the Council to follow its disciplinary policy
- the sub-committee's disciplinary decision was not supported by the evidence
- the disciplinary action was too severe in the circumstances of the case
- new evidence has come to light since the disciplinary meeting. In this context the employee should provide the new information at the time of submitting the appeal

10.3 Where possible, the appeal will be heard by a panel of three members of the Policy and Resources committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Policy and Resources committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council. The appeal panel will appoint a Chairman from one of its members.

10.4 The employee will be notified, in writing, within ten working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

10.5 At the appeal meeting, the Chairman will:

- introduce the panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision.
- explain the action that the appeal panel may take i.e. to uphold the appeal, to dismiss the appeal or to put in place an alternative sanction.

10.6 The process that will be followed at the appeal hearing will be;

- The employee (or representative/companion) will be asked to explain the grounds for appeal.

- The Chairman of the Disciplinary Sub Committee will respond to points raised.
- The Appeal Panel will be able to ask questions of both parties.
- Both parties will be given the opportunity of summing up their position with the appellant speaking first.

10.7 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.

10.8 The appeal panel may decide to uphold the disciplinary decision of the Disciplinary Sub committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

10.9 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

10.10 The Appeal Panel's decision is final.



WELLINGTON TOWN COUNCIL ABSENCE MANAGEMENT POLICY and PROCEDURE

1. Policy Statement

1.1 Wellington Town Council ("The Council") is committed to providing effective, high quality service to all its customers and to optimising the contribution of all employees. As part of this aim it is essential that throughout the organisation all employees are committed to maximising attendance.

1.2 The Council is concerned for the wellbeing of its employees and seeks to protect their health and safety by creating a safe working environment. In return the Council expects all employees to take reasonable care of their own health, seek medical help whenever appropriate and to attend work when fit to do so.

1.3 The Council recognises that genuine medical grounds will occasionally result in employee absence. It is the Council's policy to treat all such sickness absence in a fair, sensitive and consistent manner across all areas of the workforce.

1.4 The Council must however balance the sensitive management of genuine individual sickness against its needs to be publicly accountable for its resource allocation and as such it cannot sustain high levels of sickness absence. Action will therefore be taken to address recurrent short-term sickness or extended periods of absence as appropriate.

2. Aims

2.1 In order for the Council to meet its responsibilities it will ensure that:-

- It provides a supportive environment for those employees affected by ill-health.
- All employees adhere to the comprehensive procedural guidelines produced in support of this policy.
- Levels of sickness absence are the subject of routine monitoring.

3. Responsibilities

3.1 The onus for attending work on a regular basis, and for reporting absence in accordance with the Council's agreed procedures, rests with the employee. It is also an employee's responsibility to appropriately detail any periods of absence on their record of hours worked.

3.2 The responsibility for recording, monitoring and managing absence on a day to day basis lies with the Town Clerk. It is therefore essential that they ensure that all employees are aware of the Council's Absence Management Policy and Procedures.

4. Review

4.1 This policy and the supporting procedural guidelines will be reviewed periodically. Responsibility for conducting this review lies with the Town Clerk. The updated policy will be approved by the Policy and Resources Committee.

5. Procedure

Guidelines for Employees

5.1 Reporting

5.1.1 If you are unable to work due to illness/injury you must telephone the Town Clerk as soon as possible after the office opens. This should be no later than 10.00 am on the first day of absence or nearest working day. Only if the nature of the illness prevents you from making contact should you delegate your sickness reporting to a third party. When speaking with the Clerk you should provide some indication of:-

- The nature of your absence
- The date your injury/illness began (including weekends and holidays)
- The expected duration of your absence
- Whether you have any immediate work commitments that will need completing/reassigning during your absence

5.1.2 If the Town Clerk is unavailable, you should ensure that contact is made with the office, or a Councillor who is on the Policy and Resources Committee.

5.1.3 Not later than the fourth day of absence you must contact the Town Clerk again in order to provide updated information in respect of your on-going illness/injury.

5.2 Certification

5.2.1 Where your absence is not covered by a doctor's certificate and is for a period of up to seven days inclusive of weekends you will be asked to complete a self-certification form on your return to work.

5.2.2 If your absence exceeds seven days and you have not already done so you should provide a doctor's certificate for the remainder of your absence. You will need to ensure that there is always a current certificate in force. Your doctor's certificate 'fit note' will include whether you need to see your Doctor again before returning to work.

5.2.3 If the doctor's certificate states that you "may be fit for work" you should inform the Town Clerk immediately. They will discuss with you whether there are any additional measures that may be needed to facilitate your return to work, taking into account the doctor's advice.

5.2.4 This may take place at a return to work interview or an absence review meeting. If appropriate measures cannot be taken, you will remain on sick leave and the Town Clerk will set a date to review the situation.

5.3 Return to work meetings

5.3.1 When you return to work after any period of absence the Town Clerk will arrange to meet with you. This meeting will usually occur on your first day back, or as soon as possible thereafter. The purpose of this meeting is:

- To provide an opportunity for the Town Clerk to check that you are fit enough to return to work.
- To give you an opportunity to voice any concerns that you may have and/or to identify any domestic, welfare or work-related problems in an appropriate forum.
- To ensure that you are aware of work-related matters that have occurred during your absence.
- Fill out the sickness declaration form.

5.4 Miscellaneous

5.4.1 It is important that you comply with these procedures so that:

- The Council can be aware of potential problems and provide assistance to you where necessary.
- Any sick pay to which you would otherwise be entitled is not withheld or refused.

5.4.2 Records retained in respect of sickness absence will always be treated with sensitivity and confidentiality and in accordance with the provisions of prevailing Data Protection legislation. You will be entitled to access your records on request.

6. Guidelines for the Town Clerk

6.1 General Issues

6.1.1 You are responsible for the management of sickness absence within the Council. You should therefore ensure that all employees are aware of, and comply with, the Council's procedure for reporting absence from the workplace.

6.1.2 Where employees have failed to follow established procedures in respect of notification of absence or the provision of medical certificates etc., they should be reminded of their obligations and, if appropriate, notified that further non-compliance may result in the initiation of disciplinary action. Where there is concern that an employee has wilfully abused the sickness absence provisions or absented themselves from work without satisfactory reason or explanation the matter should be referred into the disciplinary procedure for investigation and appropriate action. If an employee is ill while they are on holiday, this time should be regarded as sick leave provided that they can provide a doctor's certificate. Post-dated certificates i.e. covering a period prior to the doctor's appointment will not be accepted.

6.1.3 Where a public holiday falls during a period of sickness absence the employee concerned will continue to receive sick pay however no substitute public holiday will be given.

6.1.4 Should an employee who has been refused annual/flexi leave subsequently report sick for the period requested, you should carefully investigate the circumstances. You may wish to consider requiring the employee to submit a doctor's certificate for the period in question. Where this is the case, any cost incurred will be reimbursed providing the employee is able to submit a receipt.

6.1.5 It is not expected that you will normally contact employees at home during periods of self-certificated absence although there may be occasions when this is necessary as a result of issues arising at work. The timing of contact with an employee at home during periods of certificated absence must be a matter of judgment with consideration being given to the nature of the absence, the importance of the job, the problems of providing cover, the employee's previous absence record, and the effects of the absence on service provision and other employees.

6.2 Return to work meetings

6.2.1 Effective absence management depends upon the availability of relevant information, and you should therefore arrange to hold a return to work meeting with employees following each period of absence. Return to work meetings present an informal opportunity to establish the cause of the absence, indicate to the employee an interest in their welfare, and allow you to establish whether the employee requires any further help or support. They can also provide the opportunity for you to alert an employee to concerns that you may have in respect of situations where an unsatisfactory absence record is developing.

6.2.2 You will need to complete a Return to Work Form (See Appendix 1) after every period of absence (including half days).

6.2.3 Meetings should be arranged as soon as practicable and preferably within 2 days. In some cases, the discussion will only need to be brief. In other, more complex cases, perhaps where there is a history of a high level of sickness absence, the meeting will need to be more involved. An employee can refuse, if they wish, to provide any information at the return to work discussion. Where this is the case, you should attempt to identify with the employee the reasons for this refusal. If the employee does refuse to co-operate in the return to work discussion, you should record your attempts to conduct this discussion and the employee's refusal.

6.3 Long-term Absence

6.3.1 All cases of long-term absence will be treated sensitively and every assistance will be given to the employee to return to work. You should maintain contact with the employee and advise them that they should keep the Council informed of developments relating to their medical condition.

6.3.2 In order to ensure that the Council has access to guidance and advice in respect of the best course of action to follow in relation to such cases of absence, employees who have been absent for a continuous period of four weeks may,

depending on the nature of the absence in question, be referred for an Occupational Health review. Where this results in a recommendation which may affect the employee's continued employment, you should arrange to meet with them to discuss the alternative options. Employees may wish to have the support of a trade union representative or a work colleague present during such a meeting, and this should be positively encouraged.

6.3.3 Where a return to work following a period of prolonged absence may be facilitated by temporary redeployment or phased re-introduction, i.e., job sharing or part-time working, an employee can be advised that you will discuss these options with them, and if appropriate ensure that support mechanisms necessary for this to occur are provided. Such arrangements will be for a defined period and will be subject to joint review. In certain cases, the Occupational Health Physician may find that an employee is unfit to perform a particular job but fit enough to undertake other types of work. In such cases, full consideration will be given to the possibility of redeployment into alternative positions. Consideration will also be given to redeployment in cases where work in a particular place poses problem with attendance.

6.4 Frequent Intermittent Absence

6.4.1 Although there will be informal return to work interviews after all periods of absence, after four episodes of absence or a total of 10 days short term sickness absence within any period of 12 months, you will be required to institute a more formal review of attendance records and reasons for absence with an employee. You should therefore arrange to meet with any employee whose absence record matches or exceeds the above criteria.

6.4.2 During the interview, you should draw the employee's attention to their poor attendance record, and the problems that their absences are causing for the Council and other employees. Where no underlying medical condition is disclosed, the employee must be advised that their attendance record will be monitored (over a period not less than three months) and that significant improvement will be required. In addition, employees must be warned that if no such improvement is forthcoming, serious consideration will be given to reviewing their employment situation. This must be confirmed in writing.

6.4.3 Return to work interviews must continue to be carried out following any absences which occur during this monitoring period. These interviews will afford you the opportunity to remind the employee of the Council's concerns.

6.4.4 If, after the period of monitoring has elapsed, no significant improvement in attendance has been effected, a further interview must be arranged. At this interview, the employee must once again be reminded of the problems caused by the absences and asked if they wish to disclose any underlying medical condition or problem of which you are unaware. If such a condition is disclosed, a medical referral should be arranged. Where no underlying medical condition exists, the employee should be told that their attendance record will be subject to a further period of monitoring (of not less than three months) and that their employment may be terminated if the required improvement is not effected.

Employees have the right to be accompanied to this meeting by a trade union representative or a work colleague.

6.4.5 Employees whose levels of attendance improve satisfactorily during periods of informal and/or formal monitoring must be reminded that they will be expected to maintain these levels of attendance. Failure to do so will result in further monitoring and/or the initiation of formal action.

6.5 Personal, Domestic or Work-Related Problems

6.5.1 Where an employee reveals that their absence has been a consequence of personal, domestic or work-related problems, you should endeavour to discuss with them any relevant details which they wish to disclose.

6.5.2 Although an employee may have genuine concerns about revealing sensitive or personal information, they should be reminded of the fact that such matters will be treated confidentially, and that the Council cannot assist them if it is not made aware of the problem.

6.5.3 Should an employee wish to discuss matters with someone other than yourself, the Chair of the Policy and Resources Committee can be contacted for a confidential interview.

6.5.4 Once the problem has been clearly identified, appropriate assistance can be afforded to the employee. It is not possible, in a guidance document such as this, to cover all circumstances, but special leave, temporary adjustments in working arrangements or referral to specialist agencies are available options.

6.6 Alcohol/Drug Dependency

6.6.1 Where an employee discloses that their absences are a consequence of alcohol or drug related problems, they will be encouraged to seek help and treatment voluntarily **through the Council's Occupational Health Service** or through resources of their own choosing. Employees will be granted, if necessary, leave to undergo treatment and any such leave will be regarded as sick leave within the terms of the Council's sick pay scheme, with the monitoring of progress by the Occupational Health Service.

6.6.2 Should an employee refuse or discontinue any programme of assistance designed for them, then any unacceptable behaviour or inadequate standard of work will be dealt with on its merits through the Council's Disciplinary Procedure.

6.7 Welfare

6.7.1 If, as a consequence of medically related absence, you have any concerns about an employee's ability to undertake the full range of duties and responsibilities associated with their post, consideration should be given to suspending them with pay, or finding alternative duties whilst medical advice is sought from the Occupational Health Practitioner.

6.8 Termination of Employment

6.8.1 Prior to termination being considered the Town Clerk will meet with the individual to explore whether there are any reasonable adjustments that could be

made to enable an employee to remain employed. Termination of employment may take place where:

- An employee is declared permanently unfit for work, or
- An employee is declared medically unfit for their work, and alternative employment cannot be found, or
- A decision has been taken that the service can no longer tolerate a high level of absence, or
- A decision is taken, within the Council's disciplinary process, that an employee has wilfully abused the sickness absence/payments provisions and/or absented themselves without permission.

6.8.2 To reach a decision whether dismissal is appropriate an attendance hearing will be arranged. The employee will be invited in writing to attend the hearing and notified of their right to be accompanied by a Trade Union Representative or colleague. The Hearing Panel will comprise of three members of the Policy and Resources Committee, who will make the decision. The Town Clerk or relevant manager will attend to outline the history of absence and any relevant steps taken and advice received.

6.8.3 All paperwork relating to the hearing will be circulated five days in advance of the hearing, to all parties attending.

6.8.4 At the hearing once they have considered both the managers and employees' case the panel will adjourn to make a decision. The meeting should be reconvened to inform the employee of the decision of the panel as soon as possible and preferably on the same day as the hearing

6.8.5 The decision of the Panel must be confirmed to the employee in writing within five working days. The letter should clearly set out the Panel's decision:

- If a warning has been issued the timescale for this and the level of improvement required; or
- If the decision is not to take action at this point and to review again in a certain time period, the applicable timescale for this; or
- If the decision is to dismiss the employee, inform them of their relevant notice period and provide them with any relevant pension information.

6.8.6 The outcome letter should also clearly set out the employee's right of appeal.

7. Monitoring

7.1 Monitoring is an important part of sickness absence. In order for reports to be issued to managers, it is important that all absence from the workplace is reported. All signed absence forms should therefore be returned as soon as possible after the employee's return to work interview has been conducted. The Town Clerk will ensure that an absence history is maintained for each employee. These records will provide the base data for the compilation, at regular intervals, of statistics showing the level of sickness absence across the Council.

7.2 The sickness monitoring system will also enable the Town Clerk to identify Individual cases where frequent or lengthy absences have occurred, or where patterns of absence have been identified. However you should view such notifications as a secondary means of identifying problems or potential problems.

7.3 The Town Clerk will at all times maintain comprehensive records for each employee in relation to contact during and immediately following periods of sickness absence. In the case of the Town Clerk this will be carried out by the Mayor. These details should be maintained on the employee's personal file and should be treated with sensitivity and confidentiality at all times. Employees will be entitled to access these records on request.

Appendix 1

Name	
Date of Interview	
Time of Interview	
Period of sickness absence	From To
Number of Working Days Absence	

*Self-certificate/Doctor's Certificate provided (*delete as appropriate)

Provide brief details of reason for absence (employee)

Outline matters discussed in return to work interview (Town Clerk/line manager)

Signed..... Date.....
Employee

Signed.....Date.....
Town Clerk



Health and Safety Policy 2023

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Statement of Intent

Wellington Town Council (hereafter referred to as the organisation) will ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of other people who may be affected by its activities. The organisation will take steps to ensure that its statutory duties are met at all times.

The Wellington Town Council Mayor/ Chairman's Responsibilities

The Mayor/ Chairman will ensure that:

- systems of work are designed to take account of everyone's health and safety.
- The Mayor/ Chairman maintains overall responsibility for health and safety for Wellington Town Council.
- Competent advice is available to assist in meeting statutory duties.
- employees are consulted on matters relating to health, safety and welfare.
- adequate facilities and arrangements will be maintained and displayed to enable employees to raise issues of health and safety.
- employees will be given such information, instruction and training as is necessary to enable the safe performance of work activities.
- arrangements are brought to employees' attention and are monitored and reviewed to ensure that they are effective.
- Mental health first aid support is provided if required.
- employees have an awareness of stress and support is provided.

Employees' Responsibilities

Employees must ensure that they:

- co-operate with the Mayor/ Chairman to enable all statutory duties to be complied with
- take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions.
- familiarise themselves with the health and safety arrangements that apply to them and their work functions.

Full details of the organisation and arrangements for health and safety will be set out in the remainder of this document.

Signed

Date

Mayor/ Chairman of Wellington Town Council

Responsibilities

The overall responsibility for health and safety rests with the Mayor/ Chairman. 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 Colleagues to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury, or loss. The Town Clerk and his support staff 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:

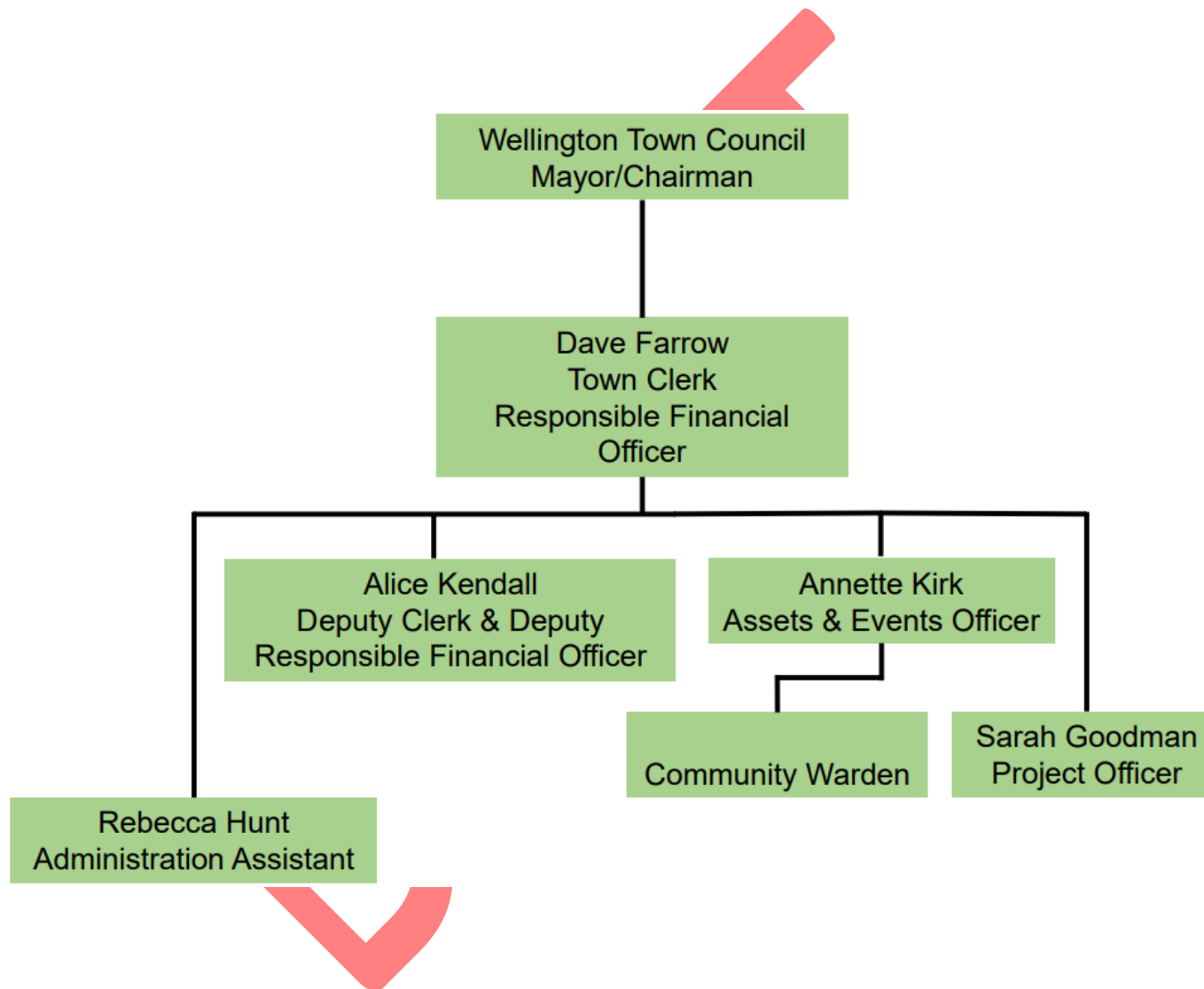
Mayor/ Chairman

Town Clerk

Employees/ Volunteers

WT Consultancy (SW) Ltd

DRAFT



Mayor/ Chairman

- the Mayor/ Chairman has the ultimate responsibility for health and safety matters.
- the Mayor/ Chairman has appointed WT Consultancy (SW) Ltd to advise in health and safety matters.
- the Mayor/ Chairman will provide a lead in developing a positive health and safety culture throughout the organisation.
- the Mayor/ Chairman will ensure that all its decisions reflect its health and safety intentions.
- the Mayor/ Chairman will ensure that adequate resources are made available for the implementation of health and safety.
- the Mayor/ Chairman will promote the active participation of workers in improving health and safety performance.
- the Mayor/ Chairman will review the health and safety performance of the organisation on an annual basis.

Town Clerk

The Town Clerk will, 'so far as is reasonably practicable', ensure that

- they actively lead the implementation of the Health and Safety Policy.
- they supervise staff to ensure that they work safely, providing increased supervision for new and young workers.
- safe systems of work are developed and implemented.
- facilitate risk assessments and ensure that they are completed, recorded and regularly reviewed.
- they communicate and consult with staff on health and safety issues.
- they encourage staff to report hazards and raise health and safety concerns.
- personal protective equipment (i.e. gloves, goggles & hi-visibility tabards) will be provided when required, staff instructed in its use and issue records are kept.
- any safety issues that cannot be dealt with are referred to WT Consultancy for advice.
- 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.
- agreed safety standards are maintained particularly those relating to the general office housekeeping.
- health and safety rules are followed by all.
- Supply at least one 'rape/attack' alarm per office.

Health and Safety Advisor

WT Consultancy (SW) Ltd

WT Consultancy (SW) Ltd.'s duties will, 'so far as is reasonably practicable', be:

- to advise the Town Clerk, when required, on health and safety matters.
- to carry out regular office inspections.
- to discuss and advise on matters affecting health, safety and welfare.
- to notify the Town Clerk of all defects, contraventions and non-compliances found and provide a written report.
- to notify the Town Clerk if serious defects are continually not remedied.
- to immediately contact the Town Clerk if situations are found that, in the opinion of the safety consultant, are dangerous enough to warrant the stopping of any operation.

- to advise of safety training requirements for new and existing employees.
- in accordance with the agreed criteria, to carry out investigations into and report on, accidents, dangerous occurrences and near misses.
- to check office documentation is being completed correctly and where necessary to ensure that adequate risk assessments and method statements are available.

Employees & Volunteers

All Employees & Volunteers must:

- take reasonable care of their own safety.
- take reasonable care of the safety of others affected by their actions.
- observe the office 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 workplace.
- 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 office.
- report any safety hazard or malfunction of any item of plant or equipment to the Town Clerk.
- report all accidents to their Town Clerk whether an injury is sustained or not.
- attend as requested any health and safety training courses.
- 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.

Arrangements

Arrangements Number	Arrangements Title
ARR001	Information, Training, Consultation, Welfare, Working Time, and Lone Working
ARR002	Safe systems of Work
ARR003	Safe Access
ARR004	Work at Height
ARR005	Environmental Protection
ARR006	Work Equipment and Portable Electrical Equipment
ARR007	Driving Motor Vehicles on Company Business
ARR008	Personal Protection Equipment
ARR009	COSHH
ARR010	Asbestos
ARR011	First Aid
ARR012	Fire Safety
ARR013	Office Health and Safety, Visual Display Screens
ARR014	Electrical Work
ARR015	Manual Handling
ARR016	Protection of Young Persons
ARR017	Accidents/Dangerous Occurrence Procedures
ARR018	Smoking Policy, Drugs and Alcohol Policy
ARR019	Misconduct Subject of Disciplinary Procedures
ARR020	Data Protection
ARR021	Biological Hazards
ARR022	Personal Electrical Equipment

Arrangements number	ARR001
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Information; Training, Cooperation, Consultation; Working Time and Lone Working

Health & Safety Information

This policy is available to all employees.

WT Consultancy (SW) Ltd provides us with health and safety guidance, advice, support, and information including training, site inspections, incident investigations and assistance with guidelines and procedures for the implementation of workplace health and safety.

Training

Suitable and sufficient training will be provided to ensure that employees at all levels are:

- Aware of their health and safety duties and responsibilities.
- Competent to operate work equipment.
- Adequately inducted.

Training needs will be identified and provided, as necessary. The training plan and program of competency training will be maintained and implemented throughout the organisation. A training matrix format is maintained.

Recommended training.

Role	Qualification
Mayor/ Chairman	IOSH Leading safely
Town Clerk	IOSH Managing Safely/First Aid at Work
Employees	Safety Awareness/First Aid

Cooperation

Cooperation between parties and coordination of the work are key to the successful management of health and safety.

Consultation

Arrangements are in place for consultation on health and safety matters with employees as required by legislation. Quarterly meetings are held and initiatives from employees for enhancing health and safety in the workplace are encouraged and made through normal management channels. Suggested items for discussion:

- Review of inspection reports
- Accidents/Incidents
- HSE Enforcement action

- Current issues
- Legislative changes
- Review of systems
- Training and Competency
- Review of statistics

In general, the organisation will operate an open-door policy which encourages all staff to raise any concerns or issues with management.

Contractors

All workers working directly or indirectly under the control of the organisation will be required to signify their intention to work to the standards laid down in this Policy, a contractor's form should be completed. Failure to conform to the practices described may result in disciplinary action being taken or contracts terminated by us.

Working Time Regulations 1998

The organisation recognises that where employees work excessive hours, there is a risk to their health and safety. Therefore, procedures will be instigated to ensure that these regulations are fully complied with.

Lone Working

We recognise that those working for the organisation may face additional occupational risks related to lone working and will ensure we identify the hazards associated with lone working, assess the risks involved, and put in place measures to avoid or control the risks.

- We will ensure that lone working risk assessments are undertaken, and control measures introduced to minimise risk.
- We will ensure that all employees who carry out lone or remote work will receive suitable information and training and identify what activities may not be undertaken by one person alone.
- Employees must notify a member of management of any health issues that may limit lone or remote working.
- We will provide adequate systems of communication and ensure that a system of escalating emergency response is in

More details can be found in the employee's handbook

We employ people who may, as part of their duties, have to work alone for all or part of the working period. We identify the risks to which these employees are exposed with the aim of eliminating these risks wherever reasonably practicable and reducing lone working activities to a minimum. Where lone working does take place we identify and implement systems to ensure that safe working and communication exists between the lone worker and the office team.

Arrangements for Securing the Health and Safety of Workers

- Ensuring that all staff are aware of the policy.
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees
- Ensuring that risk assessments are carried out and reviewed regularly.

- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary.
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.
- Ensuring that appropriate support is given to staff involved in any incident.
- Providing personal safety equipment, a mobile phone etc. where this is felt to be desirable.
- If, in the course of a trip away from the office, plans change significantly, this should be communicated back to the office.
- Telephone contact between the lone worker and a colleague, may also be advisable.
- Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first-aid kit suitable for treating minor injuries.
- Occasionally risk assessment may indicate that lone workers need training in first aid.
- Consulting and engaging with workers when developing safe systems of work.

Duties of Employees

Employees will:

- Take reasonable care of themselves and others affected by their actions.
- Follow guidance and procedures designed for safe working.
- Report all incidents that may affect the health and safety of themselves or others and ask for guidance as appropriate.
- Take part in training designed to meet the requirements of the policy.
- Report any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

Arrangements number	ARR002
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Safe Systems of Work, Risk Assessment and Method Statements

Safe Systems of Work

A safe system of work is a procedure that results from a systematic examination of a working process that identifies hazards and specifies work methods designed either to eliminate the hazards or controls or minimise the relevant risks. Safe systems of work should be developed by a competent person i.e., a person with sufficient training and experience or knowledge and other qualities to assist with key aspects of safety management and compliance.

Risk Assessment

Risk assessments form the central strand of a self-regulated safety management system. Successful completion of them provides sound economic benefits to the organisation as well as the safety of workers and satisfying legal requirements.

This policy is intended to reduce risks to the health and safety of employees and others who may be affected by the way in which we conduct our business.

Those involved in carrying out the task and who will be involved in the risk assessment process will receive appropriate training.

Arrangements for Securing the Health and Safety of Workers

Elimination of Hazards

The organisation will ensure all hazards will be eliminated, so far as is reasonably practicable. If this is not possible, the remaining risks will either be avoided or reduced to an acceptable level. The measures introduced to achieve this will follow the principles of prevention and aim to combat risks at source.

Assessment of Risk

If hazards cannot be eliminated or risks avoided, an assessment of risks will be carried out by competent people. The following factors will be considered during the assessment.

Likelihood

Whether the likelihood of the harm arising from the hazard is:

1. Rare
2. Unlikely
3. Possible
4. Likely
5. Almost Certain

Severity

Consideration will be made of whether the severity of harm from the hazard is likely to be:

1. Insignificant
2. Minor
3. Moderate
4. Major
5. Catastrophic

Reference will be made to accident book records, *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013* forms (F2508), sickness, ill-health records and any health surveillance records, first-aid records, and incident (near miss) records when reaching this decision.

Those at Risk

Individuals or groups at risk due to the hazard will be considered. This will include employees, the self-employed, members of the public and any other persons.

If vulnerable persons, such as young people, pregnant women, nursing mothers, those with disabilities, lone workers and those working out-of-hours or at remote locations, etc. are likely to be exposed, additional consideration will be given.

The Town Clerk will ensure:

1. Assessments are carried out where relevant and records are kept;
2. Control measures introduced as a result of assessments are implemented, understood and followed.
3. Employees are consulted with, informed of the relevant results and provided with necessary training.
4. Any injuries or incidents are followed by a review of relevant assessments;
5. Employees adhere to safe systems of work.
6. Safety arrangements are regularly monitored and reviewed.
7. Employees identified by the assessment as being at risk are provided with appropriate health surveillance.
8. Special arrangements are made, where necessary, for vulnerable persons.

Employees must ensure:

1. They report to management (in confidence) any personal conditions which may put them at greater risk when carrying out work activities;
2. They comply with all instruction and training.
3. Their own health and safety are not put at risk when carrying out work activities;
4. They use equipment and machinery in accordance with instruction and training provided;
5. Any problems relating to their work activities are reported to a responsible person, along with any shortcomings they believe exist in the arrangements made to protect them;
6. If an employee (individual) believes that a task or condition will endanger either themselves or others, they should cease work and the situation must be immediately reported;

7. The situation will then be reviewed. Consideration will be given to the risk assessment and method statement and the safety impact on the individual and others;
8. The method statement and risk assessment will be updated considering the findings and the system of work will either be confirmed as safe or superseded. If the individual is satisfied with this outcome, they will resume work;
9. Should the individual still be dissatisfied with the system of work, the organisation will provide independent advice from an external source, WT Consultancy (SW) Ltd 01884 675101, who will review against all legislative standards and industry best practice to determine the safety impact of the task or condition.
10. WT Consultancy (SW) Ltd consultant will liaise with the individual and the Town Clerk to consider the disputed working arrangements, recommend any necessary changes and advise the Town Clerk accordingly.
11. Changes to working arrangements will be documented and implemented by the Town Clerk. This may include amendments to internal procedures, work instructions, processes, Risk / COSHH Assessments.
12. Additional levels of training and competence may be required by individuals or further briefings as appropriate.
13. Full details of the eventual, agreed outcome will be forwarded to the individual and suitable records will be maintained.
14. Should the arbitrator uphold the organisation's safe system of work and the individual still refuse to work, the organisation retains the right to implement the disciplinary procedure;
15. The arrangements in place to implement this policy form part of the organisation's day to day operational procedures and as such are reviewed on a continuous basis;
16. Where opportunities for improvement in safety standards or safety problems are identified, they will be dealt with promptly to ensure that they are adequately implemented and clearly briefed to all employees.

Information and Training

Suitable information, instruction and training will be provided to all people involved in the risk assessment process.

Any specific information, instruction and training requirements identified will be provided. A responsible person will also regularly review training requirements and any refresher training required will be provided at reasonable intervals.

Method Statement

The requirement for a written method statement will be dictated by the level of residual risk identified by the risk assessment.

Arrangements number	ARR003
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Safe Access; Safety Signs and Signals

Safe Access

So far as is reasonably practicable, we will ensure that: -

1. Safe and suitable access to and egress from every place of work will be provided and properly maintained to enable all personnel to reach their places of work safely;
2. Every place of work shall be made and kept safe for anyone at work there;
3. No person shall be permitted to access or egress from a place of work that does not comply with these requirements;
4. Every place of work shall have sufficient working space and be so arranged that it is suitable for any person working there;
5. Wherever possible the worksite will be organised so that pedestrians and vehicles are segregated and can move about the area safely;
6. Traffic routes will be suitable for purpose and the vehicles authorised to use them;
7. Traffic routes will be indicated by suitable signs, regularly checked and properly maintained.

Safety Signs and Signals

Where risk assessments have identified a risk, which cannot be removed by any other practicable means, part of the control measures to reduce the risk shall be the use of safety signs that comply with *The Health & Safety (Safety Signs and Signals) Regulations 1996*. They consist of: -

Warning signs	- Yellow triangular signs	e.g., "Moving vehicles"
Prohibition signs	- Red round signs	e.g. "No Smoking", "No Entry"
Mandatory signs	- Round blue signs	e.g., "Children must be supervised at all times"
Emergency signs	- Green rectangular signs	e.g., "First Aid", "Fire Escape Route"
Fire signs	- Red rectangular signs	e.g., "Fire Extinguisher"

Arrangements number	ARR004
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Work at Height

Working at Height

The organisation will take all reasonable steps to provide a safe working environment for all employees who may be required to or may be affected by, working at height activities.

The organisation shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measures to prevent the fall of persons or materials from height in the workplace. We will require employees and any other people involved in the work activity to co-operate in the implementation of this policy.

When we are required to work at height, we will ensure that the *Work at Height Regulations 2005* are complied with and ensure that:

- All work activities that involve work at height are identified;
- The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so;
- All work at height will be adequately planned and organised;
- Risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them;
- All the necessary access equipment to facilitate safe access to and egress from the place of work is provided;
- Suitable plant is provided to enable the materials used or created in the course of the work to be 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 industry and legislative standards;
- Regular inspections of all equipment required for working at height are undertaken and recorded;
- Plans for and procedures are prepared for emergencies and rescue.

Ladders: including stepladders, podium steps and hop ups:

Ladders will be used primarily for access. If used as a work platform, ladders will only be used for light work of short duration and only after a risk assessment, carried out under the *Working at Height Regulations 2005*, has demonstrated alternative methods are unsuitable.

When ladders are used, we shall ensure that they are: -

- Used by trained and competent operatives only.
- Subject of an inspection regime with records of inspections maintained.
- Visually inspected by operatives before use.
- Marked with a means of identifying them.
- Class 1 'Industrial' or EN131 ladders or stepladders for use at work and they are a suitable size for the work.

- In good condition and free from defects.
- Secured against movement.
- Pitched out to a 75° angle (4-1) with the reinforcement under the rungs;
- Rise at least 1 metre above a landing place.
- Free from obstruction at their base area.
- Used by only one person at a time.

Operatives will: -

- Maintain three points of contact at all times.
- Not use the top 3 rungs when used as a work platform.
- Not 'overreach'.
- Not carry materials or tools when ascending or descending ladders.

When step ladders, podium steps and hop ups are used they will be: -

- Suitable and sufficient for purpose.
- Of industrial quality.
- Used on safe, level ground.
- Used for short duration and light work.
- Properly 'set up' and not inclined against walls etc.
- Operative not to use top 2 steps on step ladders or to overreach on any equipment.

Arrangements number	ARR005
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Protection of the Environment

Environmental Policy

In recognition that our activities have an impact on the environment and our commitment to improve our environmental performance and minimise harmful effects on the environment, we aim to reduce waste, increase recycling, and use energy saving LED lighting wherever possible. Employees will be informed on all environmental aspects and issues as they affect our undertaking.

In this respect, The organisation will:

- Appoint someone to take overall responsibility for championing environmental initiatives within the workplace.
- Work out the best options available for recycling and disposal.
- Ensure that all waste is stored and disposed of responsibly.
- Ensure that there is conversation around environmental concerns.

Arrangements number	ARR006
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Work Equipment and Portable Electrical Equipment

Work Equipment

Work equipment will be suitable and sufficient for purpose and comply with the *Provision and Use of Work Equipment Regulations 1998*. In particular we will:

- Maintain equipment in an efficient state, in efficient working order and in a good state of repair.
- Ensure that all equipment and plant shall be inspected as required with records of inspections maintained.
- Ensure the use of any equipment will be restricted to persons who have received adequate training, information, instruction and supervision as necessary.
- Ensure that persons are protected against dangerous parts of machinery.
- Ensure that equipment will only be used in a stable or stabilised condition.
- Suitable and sufficient lighting to be available if necessary.
- Ensure employees are not carried on mobile work equipment unless it is so designed and equipped i.e. cherry pickers

Portable Electrical Equipment

The term "portable" is not restricted to equipment which is normally moved around; it refers to all equipment which can be attached to an electrical system by a cable and plug.

In general, portable electrical equipment will be tested every two years. We shall appoint a competent person who will undertake the inspection and testing of all items of company equipment. An up-to-date register will be maintained where the inspection and testing of company portable equipment is carried out.

- Visual inspections by the user: Daily or before use of all hand-held tools - including plugs and sockets cables, etc.
- Wherever possible, persons using items of privately owned electrical equipment in a company building should ensure that each item is inspected and tested for electrical safety.

Arrangements number	ARR007
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Driving of Motor Vehicles on Company Business

Company Cars, Vans, and Lorries

- Drivers will comply with the Road Traffic Act 1974, all subordinate legislation and the Highway Code.
- Only people with full driving licenses will be permitted to drive that class of vehicle.
- Driving licenses will be checked annually using the DVLA website for anyone driving on company business.
- All employees are required to report any driving convictions or points on their license.
- A system of recording accidents/incidents will be established to identify training needs.
- Training will be provided where a need is identified.
- All employees who use their own vehicles on company business are required to provide evidence of insurance that covers such use.
- No vehicles will be used in an un-roadworthy condition.
- All vehicle defects will be reported immediately.
- Mobile telephones will not be used whilst driving.
- No one will drink alcohol; take drugs or medication which could affect their ability to drive.
- Drivers and passengers will not smoke in company vehicles.
- Where supplied the driver will be responsible for the inspection and restocking of the First Aid kit.
- In the event of a breakdown on a motorway, the driver should not undertake repairs / wheel changing themselves on the hard shoulder and should remain out of the vehicle well away from danger of being hit by traffic, until emergency/recovery vehicle arrives.

Arrangements number	ARR008
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Personal Protective Equipment

The organisation 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.

The organisation's policy is to provide suitable PPE as appropriate ('CE' marked and comply with the *Personal Protective Equipment Regulations 2002*), to ensure it is properly maintained and that employees are provided with adequate information, instruction and training in its use and storage.

The organisation will, in consultation with workers and their representatives:

- Ensure 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.
- Train staff in the safe use and maintenance of PPE.
- Review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees are responsible for safeguarding such items, reporting defects and using the equipment as instructed.

Arrangements number	ARR009
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Control of Substances Hazardous to Health Regulations (COSHH) 2002

Many people are exposed to a variety of substances at work which can, under some circumstances, have a harmful effect on their health. These are called 'hazardous substances'. If exposure to a hazardous substance is not properly controlled, it may cause ill health in a number of ways. The substance may cause harm by:

- too much being taken into the body through breathing.
- being absorbed through the skin.
- being swallowed; or
- acting directly on the body at the point of contact, e.g. the skin.

Some illnesses caused by exposure to hazardous substances in the workplace (occupational diseases) may not appear until a long time after the first exposure. Therefore, it is important to know in advance how to protect the health of people working with hazardous substances and also of other people who may be affected by the work being carried out.

When using substances, we shall: -

Step 1 Having consulted the safety data sheet (SDS) carry out a COSHH risk assessment for all substances used in or created by workplace activities.

Step 2 Decide what precautions are needed. We shall not carry out work which could expose our employees to hazardous substances without first considering the risks and the necessary precautions, and what else we need to do to comply with COSHH.

Step 3 Prevent or adequately control exposure. We shall prevent our employees being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then we shall adequately control it.

Step 4 Ensure that control measures are used and maintained properly and that safety procedures are followed.

Step 5 Monitor the exposure of employees to hazardous substances, if necessary.

Step 6 Carry out appropriate health surveillance where our assessment has shown this is necessary or where COSHH sets specific requirements.

Step 7 Prepare plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances, where necessary.

Step 8 Ensure employees are properly informed, trained and supervised.

Arrangements number	ARR010
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Asbestos Containing Materials

It is the policy of the organisation to ensure that, as far as is reasonably practicable, no persons are exposed to asbestos containing materials (ACMs) that may be present in any of the properties it owns, occupies or maintains.

The organisation acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons from these hazards. This will be achieved by minimising exposure through the management of ACMs in the workplace premises following Asbestos Management Surveys for all of the properties we occupy.

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Written by	WT Consultancy
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Actioned by	Town Clerk

First Aid

First Aid arrangements shall be in compliance with *First Aid Regulations 1981 (amended 2013)* and the Approved Code of Practice.

Offices will be provided with a sufficiently stocked first aid kit. The kit will contain (at least) the scale of equipment in accordance with the Regulations. Employees shall be advised of the arrangements which shall be included in the induction process.

All drivers on company business will have access to a travel first aid kit.

It is noted that there are diseases, which may be transmitted through body fluids, including HIV virus (Aids) and Hepatitis B. During any first aid treatment, care will be taken to avoid the injured person's blood by wearing suitable gloves.

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Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Fire Safety

Fires can and do kill, injure, and cause serious human suffering and financial loss. The organisation has a legal responsibility for carrying out a fire risk assessment. This includes identifying the risk of arson and acting to reduce it. This must be completed in accordance with the Fire Safety Order (Regulatory Reform) 2005 requirements. By doing this we can protect our business, the jobs and safety of our employees, our stock, our premises and the services we provide. Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone on the premises is able to escape to a place of total safety easily and quickly.

The risk assessment that is initiated will ensure that the fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, and the risk assessment should identify any issues that need attention.

Office Emergency Procedures

- A risk assessment will be completed under the Regulatory Reform (Fire Safety) Order 2005;
- A Fire Warden will be appointed and receive appropriate training for the task;
- All staff will be instructed in the 'emergency evacuation' procedures;
- Emergency evacuation drills will be carried out and recorded;
- Alarms and Firefighting equipment will be serviced and maintained;
- Fire and emergency evacuation instructions will be posted in conspicuous positions;
- Visitors will be 'booked' in and out and escorted from the office in the event of an emergency;
- Fire hazards will be minimised by: -
 - keeping fire doors closed.
 - keeping fire extinguishers in place.
 - keeping paper and other flammable materials to a minimum.
 - A 'no smoking' policy in conformance with the Smoke-free (Premises and Enforcement) Regulations 2006.
- Personnel trained in First Aid to be available on premises at all times;
- Fully equipped first aid container, eye wash, etc. shall be available on premises at all times;
- Details of First Aider identity and the location of the first aid kit will be included within office induction;
- Telephone numbers and details of emergency services to be exhibited.

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Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Office Health and Safety | Visual Display Screens

Office Health and Safety

All office staff shall assist in minimising the risk of accidents, ill health and fire within the office environment. Hazards will be minimised by: -

- Properly storing materials.
- Protecting against or eliminating trailing electrical cables.
- Closing filing cabinet drawers.
- Keeping staircases and fire exits clear and unobstructed.
- First aid and Fire emergency procedures will be displayed and fire drills conducted at regular intervals.
- Where there is a risk of injury from manual handling, a suitable and sufficient risk assessment will be carried out and appropriate procedures established.
- Chemical hazards will be subject of COSHH assessments.
- Electrical hazards will be minimised by ensuring: -
 - that all cables and connections are maintained in good condition.
 - Equipment is properly earthed and correctly fused.
 - Sockets are not overloaded.
 - Water kept away from electrical installations;
 - Electrical equipment shall be subject to regular checking every 12 months.

Visual Display Screens

Risk Assessments will be completed and should cover the following points:-

- Workstation must have adequate lighting without glare or distracting reflections.
- Adequate space to be provided to allow postural changes and leg room.
- All work stations should be tailored to suit individual operators and records of training kept.
- Equipment provided must be appropriate to the task.
- Work surfaces must allow for flexible arrangements.
- Work chair to be adjustable and have 5 points of contact with the floor.
- Footrest to be provided if required.
- User to take frequent short breaks away from the screen area.
- Eye sight test to be provided at request of user.
- Damaged or faulty equipment will be taken out of use and reported to management.

WT Consultancy can carry out individual risk assessment while on site, a DSE assessment form is available on request

Arrangements number	ARR014
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Electrical Work

The *Electricity at Work Regulations 1989* applies wherever electricity may be encountered. The Regulations are primarily concerned with the prevention of danger from electric shock, electric burns, electrical explosion or arcing, or from fire or explosion initiated by electrical energy.

We shall take appropriate measures to ensure that all electrical equipment is safe and suitable for the purpose intended. All relevant people will be made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of other persons, as low as reasonably achievable.

Competent Persons

Persons carrying out the testing and/or repair of electrical equipment, or its associated connections must have appropriate technical knowledge, training and information to enable them to work safely. Persons who are not thus qualified may work with electrical equipment provided suitable and sufficient supervision by a competent person is provided.

General guidelines for competence are set out below:

- Practical experience of working with electricity and an adequate knowledge of hazards.
- Knowledge of current safety standards and a clear understanding of the precautions required to avoid danger.
- The ability to recognise whether it is safe for work to continue, particularly in respect of unfamiliar equipment and unfamiliar locations.

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Actioned by	Town Clerk

Manual Handling

The organisation will endeavor to provide employees and subcontract personnel with a safe and healthy working environment and recognises the importance of implementing the *Manual Handling Regulations 1992*. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the Regulations and training will be given. All personnel are to:

- Avoid hazardous manual handling activities so far as is reasonably practicable.
- Assess any hazardous manual handling activities that cannot be avoided.
- Reduce the risk of injury, so far as is reasonably practicable.
- Provide or obtain information on the load to be handled.
- When considering how to deal; with manual handling activities, we will ensure that the below factors are addressed:-
 1. The task (T)
 2. Individual capacity (I)
 3. The load (L)
 4. The working environment (E)
 5. Other factors that may affect the activity, and
 6. Make full and proper use of handling aids.
- Inform the Town Clerk of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner.
- Inform the Town Clerk immediately of any injury incurred through manual handling.

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Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Protection of Young Persons

A 'young person' is someone who is under 18 years of age. We will ensure that where a young person is employed, a specific risk assessment of them will be made before they are permitted to commence work.

A 'child' is someone who is not over compulsory school age. We will ensure that where a Child is employed, the content and conclusion of the risk assessment will be communicated to a person having parental responsibility/rights for that child.

Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation will be involved in the assessment process.

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Arrangements number	ARR017
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Actioned by	Town Clerk

Accidents & Dangerous Occurrence Procedures

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

Examples of RIDDOR reportable incidents are;

- accidents resulting in the death of any person.
- accidents resulting in specified injuries to workers.
- non-fatal accidents requiring hospital treatment for non-workers.
- dangerous occurrences.

For full list of **specified injuries** and **dangerous occurrences** see RIDDOR 2013 legislation at; <https://www.legislation.gov.uk/uklj/2013/1471/contents/made>

WT Consultancy will provide assistance with any RIDDOR claims or advise on any situation thought to be RIDDOR reportable.

Arrangements number	ARR018
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Smoking Policy

We will conform to the requirements of the *Public Health, Smoke-free (Premises and Enforcement) Regulations 2006*. Smoking will not be permitted in the organisation's offices, buildings, premises that are enclosed or substantially enclosed or vehicles. Statutory Signs that conform to these Regulations will be displayed within all of our buildings over which we have control or responsibility. All our employees and visitors will be informed of this policy.

Drugs and Alcohol

- Whilst most people who drink alcohol do so in moderation and with sensible regard for the consequences, there is a significant minority whose drinking brings harm to their own lives or the lives of family, friends and colleagues. Similarly, the use of drugs for non-medical reasons can disrupt such relationships and may be illegal.
- The organisation is concerned about the damage such a condition may cause to the health and work performance of the individual, together with the possible effects this may have on the health and safety of employees, volunteers, and members of the public.

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Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Misconduct Subject of Disciplinary Procedures:

Disciplinary procedures may be instigated in respect of any member of staff who commits any of the below acts of misconduct: -

- Demonstrates symptoms of drug or alcohol abuse.
- Smokes in our buildings, offices and vehicles whilst at work.
- Engages in horseplay, aggression, acts of violence, harassment, sexual or abusive behavior.
- Damage to, or abuse of, safety equipment.
- Removal of safety devices without authority.
- Smokes or uses naked lights in prohibited places.
- Abuse of welfare amenities.
- Removal of materials and equipment from an office without authority.
- Giving false information to obtain employment or during enquiries or investigations into accidents or occurrences.
- Failure to report defective equipment or hazardous situations and operations.
- Failure or refusal to wear personal protective equipment.

Arrangements number	ARR020
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Data Protection:

Employee personal information collected by the organisation will be stored in a secure facility with restricted access.

Information regarding an employee's personal health may be shared with parties in the interests of health and safety.

Information will be kept up to date.

Access to your personal data is possible by arrangement with the organisation.

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Arrangements number	ARR021
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Biological hazards

Information

Covid 19, Legionella, Norovirus, Salmonella, E coli etc.

Most people infected experience mild to moderate illness and recover without requiring special treatment. There are, however, fewer instances where illnesses are far more serious and can result in fatality.

It is our collective responsibility to adapt, and adopt our normal working behavior to safeguard ourselves, our colleagues and our families. Following the arrangements hereafter, we can support one another in continuing our operations, and maintaining a healthy workplace.

Work Area

Good hygiene disciplines, the use of hand sanitisers and ensuring food waste is not placed in office wastepaper bins.

Shared break facilities

Food products to be refrigerated and used within the best before dates, food products to be contained and segregated from other foods, food spillages and waste to be correctly dealt with. Good personal hygiene to be observed at all times.

Toilets.

It is compulsory to wash your hands after visiting the toilet, hand dryers and disposable paper towels to be used. No cotton towels to be used on site to reduce the risk of cross contamination

If you feel something isn't right:

We must all feel safe at work, and confident that we are not being exposed to anything that may adversely affect our health. If you feel that the work is not planned, implemented, or maintained measures that suitably protect each and every worker, everyone is invited to firstly raise your concerns with the Town Clerk. If this is not resolved to your satisfaction you should escalate to the Mayor/ Chairman.

Arrangements number	ARR022
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Written by	WT Consultancy
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Actioned by	Town Clerk

Personal Electrical Equipment

Personal electrical equipment is defined as any electrical equipment owned by a member of staff, contractor, or visitor.

This organisation will take reasonable steps to reduce the hazards and subsequent risks associated with employees using personal electrical equipment.

- The leads and plugs of electrical equipment, or sometimes the equipment itself, can be damaged with use which may result in an electric shock.
- Damaged equipment can cause fires that can lead to death or injury to others.

The organisation recognises that with the ever-increasing pace of technology and for many personal reasons including personal safety, employees, contractors and visitors may wish to bring certain personal electrical devices to work.

Members of staff are permitted to bring in and use the following personal equipment:

- Mobile/smart phones and chargers
- Digital organisers and chargers
- Laptops and tablets

Employees, visitors, and contractors are not permitted to bring into the organisation any other privately owned electrical equipment that requires a mains power supply to run. Employees, visitors and contractors found with any items of electrical equipment which are not allowed will be asked to remove the equipment from the premises.

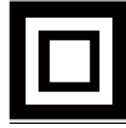
Employees, visitors and contractors may be required to bring in personal/company owned, work-related equipment. The equipment must be required for carrying out their work at the organisation, types of privately-owned personal equipment permitted for use must be checked to must ensure that it is in a safe condition by verifying the following:

- The plug or adaptor is for a UK socket;
- The cable and body of the equipment and/or charger do not show any signs of damage;
- All UK plugs are marked BS 1363;

AND

- The equipment or charger displays the following symbols:

Class II (Double insulation)



European Standards Mark



Contractors must have their equipment PAT tested regularly to demonstrate that it is in a safe condition. They are also responsible for carrying out visual inspections of their equipment between tests. Equipment that has not been PAT tested or equipment which is faulty or non-compliant must not be brought on site.

Any defects or damage spotted by employees, visitors and contractors must be reported to management as soon as possible.

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