



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

7.7.23

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.

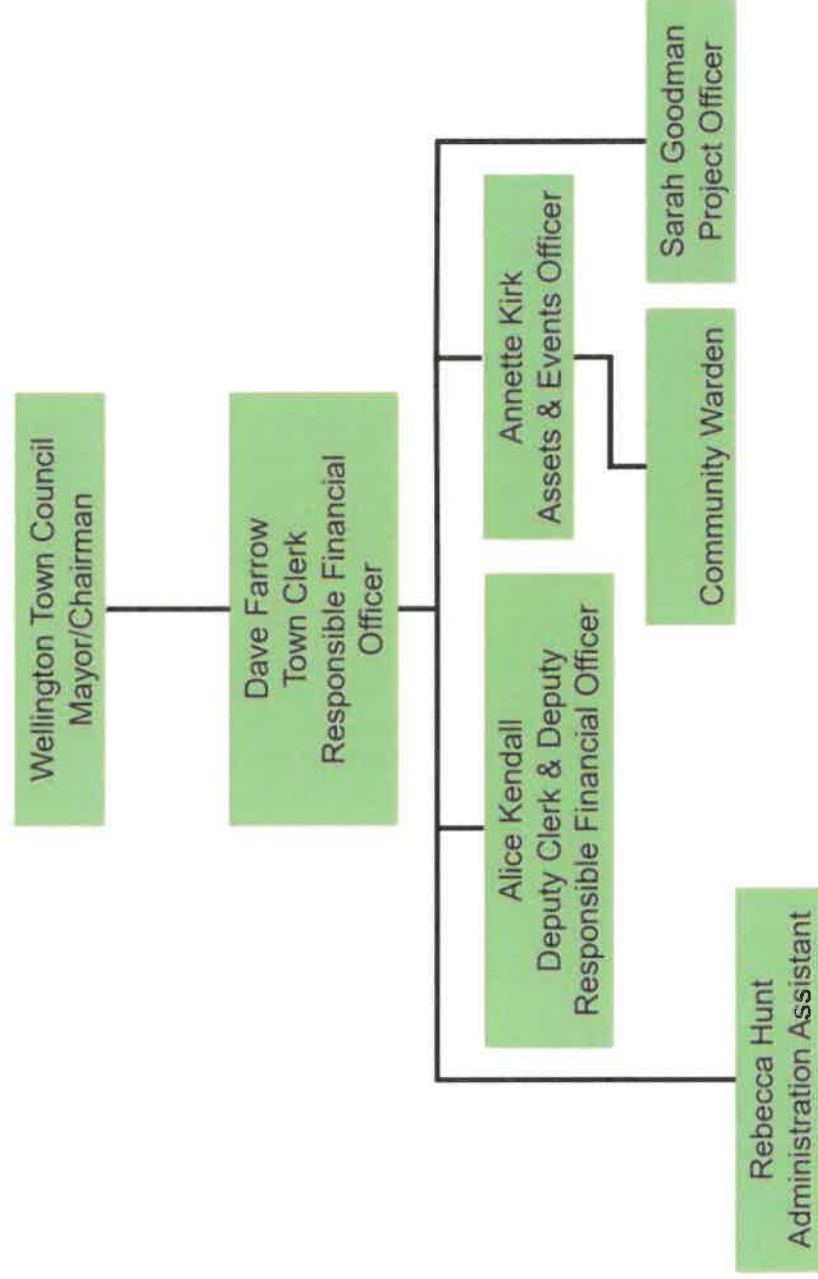
The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

Mayor/ Chairman

Town Clerk

Employees/ Volunteers

WT Consultancy (SW) Ltd



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.

Arrangements number	ARR011
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
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.

Arrangements number	ARR012
Issue date	18/02/2022
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.

Arrangements number	ARR013
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

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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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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/uksi/2013/1471/contents/made>

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

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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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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.

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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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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.

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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.