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# HS&E POLICY

## February 2023

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*This Policy will be issued to all employees /sub-contractors and self-employed working on behalf of the Council. It contains important advice concerning health, safety, and welfare.*

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## 1. Introduction

The purpose of this Health and Safety Manual is to enable the Council to fulfil its legal obligations in complying with the relevant Health and Safety legislation pertinent to its business and to provide a framework for an integrated Safety management system.

The performance of an organisation depends on management control and Health and Safety must be efficiently managed if performance is to be satisfactory. Improvements to Health and Safety performance can be stimulated by various means, including:

- Moving from a reactive to a proactive approach to Health and Safety issues (i.e. not waiting for an accident, injury, or loss to occur before acting)
- Identifying exactly what needs to be controlled and setting standards and performance criteria (i.e. you cannot manage something unless you can measure it)
- Adopting the same disciplines of management control and responsibility as are applied to financial or production management (i.e. Health and Safety has equal status with other management functions).

Successful Health and Safety management requires commitment to a Policy and programme of continuous improvement by those in charge together with a regular audit of that programme. Legislation requires employers to make and put into action appropriate arrangements for the effective planning, organisation, control, monitoring and review of Safety measures. Auditing is the means by which information can be gathered in order to fulfil this requirement. Auditing enables management to ensure that their policies and procedures are being carried out and they are having the desired effect. The two main objectives of an audit are:

- To ensure that the standards achieved conform as closely as possible to the objectives set out in the policies and procedures.
- To provide information to justify the continuation of the current strategy or to institute a change of approach.

The implementation and use of this manual in full is our objective so that we can realise the benefits stated above and avoid the damaging effects of neglecting our individual and collective duties.

## STATEMENT OF INTENT

Sudbury Town Council is committed to ensuring the health, safety, and welfare of its employees, so far as is reasonably practicable. The Council fully accept its responsibilities under the Health & Safety at Work etc. Act 1974, and all subsequent Health and Safety legislation introduced for ensuring the health, Safety and welfare of Council employees and any other persons who may be affected by the Council's business activities.

It is the Policy of the Council to prevent accidental loss through personal injury, ill health, and damage to property throughout the Council and to continually promote a proactive Health and Safety culture within the Council.

In so far as reasonably practicable, the Council will ensure a healthy and safe working environment in which to pursue the Council Mission.

We will provide adequate resources to enable us to develop and use suitable safety management. In particular, the Council shall seek to ensure that, so far as reasonably practicable:

- The premises within which the Council conducts its business activity and the means of access to and egress from them are maintained in a condition which is safe and without risk to health.
- The environment within which the Council conducts its business activity is maintained in a condition, which is safe, and without risk to health.
- All equipment and methods of working are safe and without risk to health.
- Arrangements for the use, handling, storage and transport of articles and substances at work are adequate, so as to prevent risk to employees and other persons affected by the Council's business activities.
- All staff are provided with information, instruction, training, and supervision necessary to ensure their Health and Safety at work and that of others affected by the Council's business activities.
- That adequate welfare facilities and hygiene standards are maintained throughout the Council.
- Competent people will be appointed to assist in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

The Council recognises its employees as its most valuable resource and will seek to promote their physical and mental health and welfare.

A formal and systematic procedure for the management of Health and Safety within the Council will be implemented and appropriately resourced. This will incorporate the necessary organisational arrangements and monitoring procedures required to achieve proper working standards of Health and Safety.

The Council will ensure the achievement of these standards by the maintenance of appropriate consultative arrangements and provision of facilities to designated Safety Representatives.

This Policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

Signed:   
**Ciaran Griffin – Town Clerk**  
Date: **27<sup>th</sup> February 2023**

Position: **Person Responsible for Health & Safety**



## ENVIRONMENTAL POLICY STATEMENT

Sudbury Town Council recognises that it has a legal and moral responsibility to manage its activities in such a way so as to reduce the detrimental impact on the environment.

To this end Sudbury Town Council will adopt a philosophy of 'beyond minimum compliance' at all levels of its operations to ensure that the impact of pollution and environmental disruption is reduced as much as possible.

This will involve:

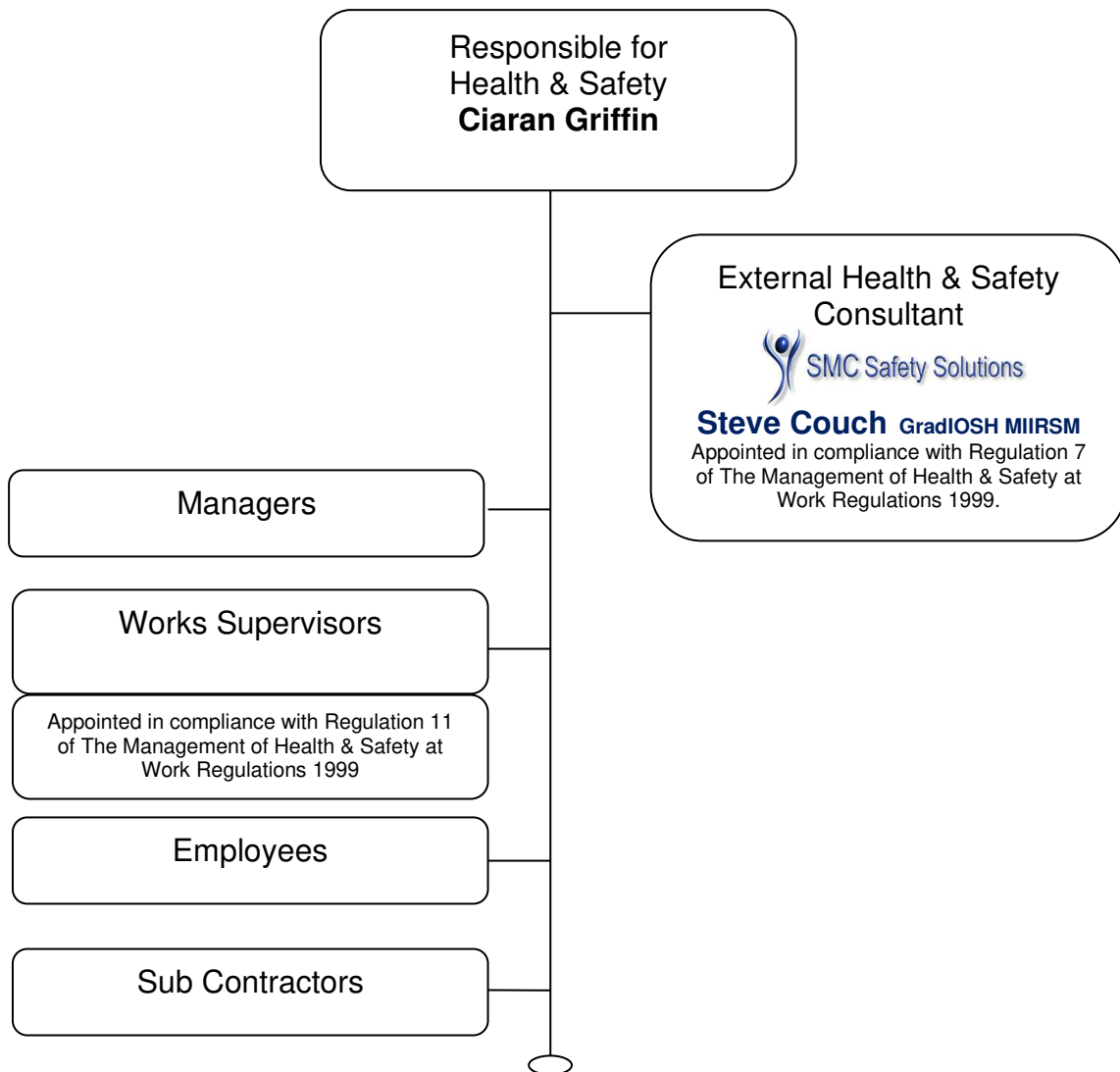
- Compliance with all environmental legal requirements, regulations, and guidance.
- Integration of environmental factors into business decisions.
- Planning work systems and practices so as to give due consideration as to the potential environmental impact.
- So far as reasonably practicable to prevent the illegal deposits, disposal, or treatment of controlled waste by any person where that waste has been or will be under control of the Council.
- Where possible seek to influence the design and specification of products to ensure that environmental impact is minimised as far as reasonably practicable.
- Ensuring considered use of resources of all kinds, including the promotion of recycled and recyclable materials wherever possible.
- Establishing Council procedures to ensure that waste is managed in line with legislation and that all parties involved in the waste production, transportation transfer and disposal process comply with their Duty of Care regarding waste control.
- Periodically review environmental legalisation to which the organisations activities are subject to ensure continued compliance with both the letter and the spirit of legalisation.

Protecting the environment not only makes good commercial sense but is also an investment in our future, both short and long term. Sudbury Town Council therefore is passionately committed to adopting this Policy to achieving this.

Signed:   
**Ciaran Griffin – Town Clerk**  
Date: **27<sup>th</sup> February 2023**

Position: **Person Responsible for Environmental**

### 3. ORGANISATION FOR CARRYING OUT THE POLICY



## **Responsibility of the Town Clerk responsible for Health & Safety:**

The Town Clerk of the Council recognises and accepts overall responsibility for Health and Safety and will ensure that arrangements are in place to satisfy Health and Safety Regulations and Codes of Practice that are applicable.

The Town Clerk responsible for Health & Safety shall delegate specific responsibilities to the Council management personnel.

The Town Clerk responsible for Health & Safety is responsible for ensuring that all arrangements outlined in this Policy are adhered to and updated, as necessary. Employees and contractors / visitors are free to contact and are actively encouraged to contact the Town Clerk responsible for Health & Safety regarding Health and Safety matters.

## **Responsibility of Town Clerk / Managers / Supervisors**

Management carries the responsibility for the day-to-day arrangements outlined in this Policy.

In addition, their responsibility shall be to:

- Be familiar with the Health and Safety Regulations and Council Policies applicable to their area of responsibility and insist that the prescribed standards are observed.
- Ensure, so far as is reasonably practicable, that safe systems of work are in place.
- Maintain a tidy workplace, arrange for regular clean-up periods, and appoint persons responsible.
- Insist that all persons under their control, employees, contractors, self-employed and visitors wear the appropriate personal protective equipment.
- Ensure that adequate access and egress is maintained at all times.
- Provide safety equipment / clothing and ensure its proper use by all personnel.
- Make certain that all operators who use equipment have been fully trained to use such equipment.
- Ensure that all equipment, including power and hand tools are maintained in good condition.
- Ensure that adequate firefighting equipment is available and replace used or defective equipment.
- Ensure that first aid boxes are maintained properly.
- Ensure that all contractors comply with Council Health & Safety procedures.
- Co-operate with the Safety Consultant on all Health and Safety matters.
- Show a personal example by wearing the Safety equipment provided.



## Responsibility of the Health & Safety Consultant

The Council's Health & Safety Consultant will ensure that the Council is aware of its obligations under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (Regulation 7[8]). The Safety Advisor's primary function will be to advise and monitor all aspects of health, Safety, and welfare in the Council.

In addition, the responsibility of the Safety Advisor shall be to:

- Advise the Town Clerk on the implementation of this Policy and on any revisions required.
- Carry out regular site surveys and document findings for management (as required)
- Advise on statutory inspections of plant and equipment.
- Consult with the Environmental Health Department, Health and Safety Executive (HSE) and the Employment Medical Advisory Service (EMAS) when required.
- Meet with the enforcing authority inspector on visits to the Council as required.
- Ensure management is kept informed of all changes in legislation that may affect the Council Health and Safety Policy.
- Provide competent Safety advice to all Council personnel as required.
- Advise on the Health and Safety training needs of the Council.
- Investigate all Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) reportable accidents and dangerous occurrences with a view to instigating measures to prevent recurrence.

## Responsibility of all Employees & Sub Contractors

It is the responsibility of all employees and sub contractors to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All employees and sub contractors have a legal duty to ensure their own Safety and the Safety of others (for example, colleagues, visitors) under the Health and Safety at Work etc Act 1974. Employees and sub contractors must therefore:

- Comply with Safety rules, operating instructions and working procedures laid down in their area of work and take reasonable care, to the best of their knowledge, to avoid injury to themselves and others.
- Use all equipment and protective clothing in the correct manner where and when it is required. Employees and sub contractors must report any fault or deficiency in the equipment immediately to their manager or supervisor.
- Report all accidents (however minor), injuries, near misses, spillages, and any other potential Safety hazard promptly to their supervisor.
- Not misuse anything provided in the interest of Health and Safety.

## **4. ARRANGEMENTS FOR IMPLEMENTATION OF THE POLICY**

This section provides guidance for those responsible for Health and Safety on how to minimise Health and Safety risks.

### **ACCIDENT/INCIDENT REPORTING, INVESTIGATION AND ANALYSIS (to be read in accordance with the Council Accident Reporting Policy)**

All accidents and incidents (including near-miss incidents) must be reported to the Council Town Clerk so that the cause can be ascertained, the control measures re-evaluated, and action taken to prevent recurrence.

All accidents and incidents, no matter how minor, must be recorded in the Accident Book and the details reported to the Health and Safety Executive if classified under RIDDOR 2013.

It is the responsibility of all employees and sub contractors to provide complete and accurate information to enable management to find out what went wrong, learn lessons, and take action to prevent or reduce such accidents/incidents in the future.

### **ALCOHOL AND DRUG ABUSE POLICY**

You must not drink alcohol on the Council's premises or the premises of its customers or clients.

Any employee or sub contractor who is found consuming alcohol on the Council's premises or the premises of its customers and clients or is found to be intoxicated at work will face disciplinary action on the ground of gross misconduct under the Council's disciplinary procedure.

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

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

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

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

The Council reserves the right to require you to undergo a medical examination or alcohol or drug test at its discretion at any time to check for compliance with this Policy.

If you refuse to undergo a medical examination or test your refusal will normally be treated as gross misconduct.

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

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

## **CONTROL OF ASBESTOS**

The Town Clerk Responsible for Health & Safety will ensure that when planning work or contracts the risks of exposure to asbestos products are suitably addressed including the assessment of the client's asbestos survey report and that all employees are aware of the safe working control measures and how to recognise and treat suspect materials via Asbestos Awareness Training.

Before work is undertaken on any structure/materials that may contain asbestos, suitable enquiries/investigations must be undertaken to establish what work has been done to survey the structures/materials, and to get the results of those surveys. All operational (non-domestic) premises should hold an asbestos register that should be requested and studied.

All work carried out by the Council within areas that are suspected to contain asbestos are to have been fully surveyed by an organisation licensed for working with/removing, backed up by an accredited laboratory. An asbestos register is to be compiled / updated following an asbestos survey.

Relevant details on all asbestos risks will be communicated to all affected operatives and other parties before work commences. All removal works will be carried out before operatives enter the work area by licensed contractors. Certification to be checked by supervisor.

There must be no disturbance of thermal, acoustic or fire insulation without checks for asbestos.

All work on known asbestos insulation products and boards, sprayed and decorative coatings must be notified.

### Action if Asbestos is Suspected:

1. All work stopped in the area.
2. Management must be consulted immediately.
3. A refurbishment & demolition survey is to be carried out.
4. HSE to be notified for removal of licenced products.
5. All asbestos containing materials to be removed (where applicable).

Materials containing asbestos should not be delivered to Council sites whether as a new product or in transit by a licenced contractor.

## **HEALTH AND SAFETY COMPLIANCE AUDIT**

The Health and Safety Audit process is used to assess and improve upon Health and Safety management within the Council.

Having made the necessary arrangements for implementing the Council Health and Safety Policy and established acceptable standards, it is necessary to provide assurance that those arrangements and standards are being effectively applied.

The Health & Safety Consultant will carry out a comprehensive audit of the Health and Safety Management System and its effectiveness on the Council's premises and working practices at least annually. The audit will comprise a review of the existing Health and Safety Policy and Procedures and an examination of the activities and records against the standards described in the appropriate policies and procedures. At the conclusion of the audit, a verbal report of the findings will be given, which will be followed up by a written report, identifying any deficiencies together with recommendations for risk improvement.

## **COMPETENCY FOR TASKS**

The management recognises its responsibility to ensure that persons employed by the Council are competent to carry out their duties in such a manner so as not to put at risk their own Health and Safety or the Health and Safety of others who may be affected by what they do.

Only those persons who can demonstrate to management that they have the necessary skills, experience and training will be allowed to work without direct supervision.

To be satisfied that Health and Safety standards are being maintained, management will carry out inspections of work in progress, without notice, and record their findings.

Where standards fall below those required, recommendations will be made to improve performance and, if considered necessary, the person's work activities will be restricted until the required improvement has been made.

Employees will be observed by their supervisor carrying out the full range of tasks that represents their job to ensure that work is undertaken in a competent manner without compromising their own Health and Safety, the Health and Safety of their colleagues or of anyone else who may be affected by what they do. Where performance is found to be less than satisfactory additional training will be provided to achieve the required level of competence.

## **CONSULTATION WITH EMPLOYEES**

The Council recognise that consulting employees on Health and Safety matters is particularly important in creating and maintaining a safe and healthy working environment.

Consultation not only involves employers giving information to employees but also listening to and taking account of what employees say before making any Health and Safety decisions.

Employees should therefore make their views known on matters to do with their Health and Safety at work to their supervisor or to the Council Town Clerk.

These views will be taken into consideration and discussed at management meetings before any Health and Safety decisions are reached.

## **SELECTION OF CONTRACTORS**

The Council employ, from time to time, the services of other companies (contractors) to carry out work on its behalf.

Prior to awarding work to new contractors, management will require documentary evidence that the contractor is aware of its legal obligations towards Health and Safety.

In cases of work of a critical nature, the contractor will be required to complete a Health and Safety Questionnaire and, where appropriate, prepare a formal Method Statement and Risk Assessment(s) for approval by the Council prior to the commencement of any work.

## **USE OF CONTRACTORS**

Anyone for the purpose of carrying out specialised work must be regarded as a "contractor". Because of this, the same kinds of control measures must be applied to all who work on Council premises.

The Council will inform the contractor, in writing, of any hazards, which could put the contractor's personnel or the Council's employees at risk, together with the measures necessary to reduce the risk(s) to an acceptable level.

Prior to the commencement of work, contractors will be required to provide an assessment of the risk(s) they may create, together with the measures to be taken to reduce the risk(s) to an acceptable level via site specific method statements & risk assessments.

Any work being carried out on the Council's premises will be overseen by Sudbury Town Council Management, who will liaise with the contractor or client on all Health and Safety issues.

In addition, contractors must:

- Have their own Health and Safety Policy and provide this as requested.
- Produce evidence when requested, showing that appropriate Employers and Public Liability Insurance is in place.
- Comply with the requirements of this Health and Safety Policy and co-operate with the management in providing a safe place of work and a safe system of operation and must provide and use personal protective equipment and clothing, as necessary, for the safe execution of their work.
- Only use competent and suitable persons.
- Get the consent of the management to engage persons other than their direct employees.
- Ensure that their managers, supervisors, and employees are aware of the obligations placed upon them with regards to Health and Safety.

## **CONFINED SPACES**

Serious accidents have occurred and continue to occur whilst work is being done inside confined spaces. The chief risks are those associated with toxic and/or flammable gases, fumes, vapours and neglect or ignorance of the necessary precautions can lead very easily to tragic results. A significant number of such accidents are fatal, and multiple fatalities are not uncommon.

The term 'confined space' has a wide application throughout industry. Some situations are fairly obviously confined spaces, e.g. closed tanks, large ducts sewers, and enclosed drains, but others which are less obvious can be equally dangerous, e.g. open topped tanks and vats (particularly where heavier than air gases or vapours may be present), closed and unventilated rooms in which dangerous accumulation of gases can build up because of the restricted air circulation even though the door is left open.

If an area is suspected as having the potential to be a confined space, you should ensure that:

1. Work stops immediately.
2. Management is notified immediately.
3. A risk assessment is carried out on the confined space.
4. All air testing is carried out by a trained, competent confined space supervisor.
5. The confined space is entered by fully trained, qualified, competent persons only.
6. A method statement is formulated for all works within the confined space.

7. All work is always carried out under the direct supervision of a trained confined space supervisor.

Consideration shall be given to the following areas when designing a confined spaces safe working method, which may form the basis of a permit-to-work system:

1. Supervision.
2. Worker training and competence.
3. Communications.
4. Atmosphere testing and monitoring.
5. Gas purging and removal of residues, ventilation, and cooling.
6. Isolation from gases, liquids and other flowing materials, mechanical and electrical equipment.
7. Selection and use of suitable work equipment and personal protective equipment.
8. Location of portable gas cylinders and internal combustion engines.
9. Safeguards where gas is supplied by pipes and hoses.
10. Safe access and egress arrangements.
11. Fire and explosion prevention.
12. Lighting.
13. Eliminating sources of ignition.
14. Emergencies and rescue.
15. Limiting working time.

**DO NOT ENTER ANY AREA YOU SUSPECT IS A CONFINED SPACE WITHOUT ASSESSING RISK!**

## **DISPLAY SCREEN EQUIPMENT**

All workstations will be assessed for the benefit of staff to evaluate their risks and all operators shall be made aware of the findings. Appropriate action shall then follow.

Ergonomic issues will be addressed in connection with all workstations, e.g. footstools, wrist rests, screen diffusers etc. will, if appropriate, be issued on request. In addition, if requested, management will offer all employees periodic eyesight tests at the Council's expense and, if needed, corrective appliances will be provided (subject to cost limitations).

The findings of Display Screen Equipment assessments will be the subject to regular review to identify potential problems relating to the transfer of personnel to new or different workstations, or to cater for employees with special needs.

## THE SAFE USE OF ELECTRICITY

Misuse and abuse of electricity is one of the most significant causes of fires in the workplace. **Remember faulty electrical equipment can kill.** Report faults immediately to your supervisor.

All personnel should observe the following arrangements:

- Visually check electrical equipment before each use. All electrical faults are to be reported to your supervisor. The Town Clerk responsible for responsible for Health & Safety will arrange for the appropriate repairs to be carried out. Under no circumstances must any electrical equipment be used that does not show a valid test label. Always refer to electrical register to confirm where label visibility is uncertain.
- Do not attempt to repair faulty electrical equipment. Only authorised and competent electricians may repair electrically powered equipment.
- No employee can bring any item of electrical equipment onto the premises until it has been tested and a record of such test is included in the electrical equipment records file.
- Equipment should be switched off from the mains when left unattended for long periods.
- Flexible cables should be so positioned that they do not constitute a tripping hazard or are subject to mechanical damage.
- The fixed electrical wiring installation and the portable/transportable electrical appliances at the premises will be inspected and tested by a Competent Person at regular intervals.

## FIRE PREVENTION AND FIRE EMERGENCIES

In general, employees should always seek to ensure good standards of housekeeping. A clean and tidy workplace is less likely to be a source of fire. Any act or omission, which you believe may constitute a fire risk, should be immediately notified to your supervisor, who will take the appropriate action.

All potential fire hazards will be identified, and the risks assessed and reduced to an acceptable level. Fire fighting equipment will be provided, and emergency lighting and fire alarm points installed as appropriate, following the Fire Risk Assessment.

Employees will be made aware of where they must report in case of fire.

Employees will be made aware of these prior to work commencing and must not start work until they are aware of them.

Under no circumstances must employees put themselves or others at risk in a fire situation.

## IF YOU DISCOVER A FIRE

### ***General instructions to be observed by all staff***

- In the event of a fire, it is the primary duty of all concerned to prevent injury or loss of life.
- If you discover a fire, no matter how small, immediately – **SOUND THE ALARM!**
- Evacuate to the designated assembly point.



- Re-entry of the building or area is strictly prohibited until the fire brigade officer in charge declares it is safe to do so.

## Summary

In the event of fire, the 3 most important actions are, in chronological order, to:-

- Raise the alarm.
- Summon the fire brigade.
- Evacuate the building or area - attempts to extinguish the fire should only be made if it is safe to do so - **IF IN ANY DOUBT, GET OUT!!**

## FIRST AID AT WORK

The management recognise its responsibilities towards its employees to provide adequate and appropriate equipment, facilities, and personnel to enable first aid to be given to preserve life and to minimise the consequences of illness or injury, until medical or nursing help is available. Suitably stocked first aid boxes will be provided and, as a minimum, a responsible person will be appointed to take charge of first aid arrangements (take charge when someone is injured or falls ill and maintain the contents of the first aid boxes). One or more trained First Aider employees may be required, following on-going first aid assessments.

In the event of a major accident employees must dial **999** to obtain assistance from the ambulance service.

All employees will be informed of the arrangements made for the provision of first aid, including facilities available, the location of the first aid boxes and the names of the qualified First Aiders.

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Full compliance with the Control of Substance Hazardous to Health (CoSHH) Regulations 2002 will be adopted;

- By implementing and maintaining risk assessments and the records of all hazardous substances/activities
- By providing and maintaining control measures as appropriate
- By holding and making available to all employees, a list of the relevant hazardous substances and copies of risk assessments and material Safety data sheets. These will be issued and briefed with specific RAMS, as required for external works.

## HEARING CONSERVATION

The management will ensure that adequate measures are taken to control the risk of hearing damage.

If considered necessary, a noise level survey will be carried out to establish the exposure levels and determine adequate control measures. Appropriate action will be taken to reduce the noise levels of all work equipment at source.

Hearing protection requirements will be clearly communicated to employees and appropriate PPE will be provided.



## WORK AT HEIGHT

Work at height will relate to all heights where a Person could fall a distance liable to cause personal injury if appropriate measures are not taken, above or below ground level. Assessment of the risk of all work at height will be undertaken and instruction and training will be given on the precautions required to those employees considered to be at risk from falling.

1. The Council shall ensure that work at height is carefully planned, adequately supervised, and carried out in a safe manner by suitably trained and competent staff.
2. Risk assessments will be carried out considering the weather conditions and planning for unforeseen emergencies and rescue.
3. Assessments will also include measures to prevent falls, platforms, methods of reducing the distance and the consequences of a fall and provision of additional training and instruction in the use of suitable measures used to prevent a fall.
4. Selection of equipment to provide collective protection measures as a priority over personal protection measures and considering the duration of use and loading.
5. The Council will ensure that no person is able to pass across work on, or near, a fragile surface and that suitable platforms and barriers are provided.
6. The Council will ensure that injury is prevented from the fall of materials, tipping, or throwing of objects.
7. Equipment used in the work at height will be inspected at suitable intervals and maintenance records kept.
8. Ladders should be used for only short duration.
9. A harness shall only be used if the risk assessment demonstrates that the work can be carried out safely, and that sufficient numbers of persons have received adequate specific training in the use of and rescue procedures required.

## HOUSEKEEPING STANDARDS

The management recognise that hazards can be created by poor housekeeping standards. It is essential that:

- Passageways, exits and access to all fire fighting equipment must be kept clear.
- Fire doors should be kept always closed and should not be propped open.
- All spillages, however minor, should be cleaned up immediately.
- Employees should note that a lack of care when stacking materials and objects might create hazards for their fellow employees from falling objects and lifting injuries in the long term.
- Individual managers/supervisors will be responsible for achieving and maintaining, high standards of housekeeping in the areas over which they have control.

## **INDUCTION TRAINING**

All new employees receive Health and Safety induction training as appropriate to their individual job content.

Induction training will include, but not be restricted to, emergency procedures, the correct use of PPE and the measures to be taken to reduce risks from known hazards in their work area.

All new employees/trainees will work under the direct supervision of an appointed person until such time as their manager/supervisor is satisfied that the individual has achieved the required level of knowledge and experience.

## **SAFETY INFORMATION**

Safety information is provided in the form of induction and ongoing training, as appropriate.

A Policy and the associated organisation and arrangements for implementing it, can only be as effective as those responsible for its application, whether in management, supervision, or the workforce. The core requirements of the HSWA concerning information, instruction and training are now supplemented and extended by the MHSWR, which additionally require competence and capability to be considered - this can be extended by training.

Every employer must provide employees with comprehensible and relevant information on:

- a) the risks to their health identified by the assessment.
- b) the preventive and protective measures which should be taken.
- c) the procedures for dealing with serious and imminent danger and for leaving dangerous areas unless there are exceptional and substantiated reasons, specified in the procedures, requiring the Persons concerned to work there, such as a trained member of a team dealing with an emergency.

When allocating tasks to employees, an employer should take account of their abilities regarding Health and Safety and ensure that they are adequately trained in Health and Safety when first recruited, or when the risks to which they are exposed are new or increased. This could arise as a result of:

- a) transfer or change of responsibilities.
- b) introduction of new or changed work equipment.
- c) introduction of new technology
- d) introduction of a new or changed system of work.

Employers are required to bring to the attention of their employee's certain information about Health and Safety law under the Health & Safety Information for Employees Regulations (HSIER). In order to do this, they may either display an approved poster (2009) in the workplace or provide a pocket card which replaces the leaflet issued in 1999. The poster and pocket cards are produced by the Health and Safety Executive (HSE) and are available from HSE Books. Where the poster is used, it must be situated in a readily accessible and visible position and must always be kept in a good readable condition. Details of Council personnel with Health & Safety responsibilities must be completed in the spaces provided on the poster.

## **HEALTH AND SAFETY INSPECTIONS**

To ensure that Health and Safety standards are being maintained, regular inspections of the workplace and the working practices will be carried out by management or SMC Safety Solutions (when requested). On completion, the checklist will be signed by the inspector and routed to the Town Clerk responsible for Health & Safety. In the event of any serious deficiencies being found, a written report will be given to the Town Clerk responsible for Health & Safety, in order that appropriate corrective action can be taken immediately.

## **INSTRUCTION AND TRAINING**

This Council recognises that even with the best engineered work arrangements; people may still need clearly defined Health & Safety procedures and instruction. For that reason, there is a substantial commitment by the Council to identify Health & Safety training needs, to carry out that training and to measure the competence of trainees.

Strong emphasis will be placed on Health & Safety and health aspects during training. This Council expects that all employees will co-operate in the training provided. Certain tasks in the Council operations require strict Safety procedures be followed. Where this arises, the employee involved will receive special instruction. It is essential that no person should attempt a potentially hazardous task without training.

## **LONE WORKING**

Lone working will only be permitted when all appropriate control measures are in place and have been validated as wholly effective.

Working alone can create risks which heighten the dangers of any job, so the key precaution is to be aware of this and take sensible personal measures.

In addition, staff are required to take some formal steps to protect themselves and these are listed below:

- When working alone, in an isolated area of a building, for example, with all doors closed, make certain that someone is aware of your presence.
- Check that the work being done has been subject to a risk assessment and check the assessment yourself – some work may have already been identified as requiring the assistance of a second person.
- If possible, and if it has been arranged beforehand, keep in regular contact with someone else, for example, by using a mobile telephone to call in to their office indicating your movements every couple of hours.
- Do not put yourself at risk - if you do not feel safe, discuss the situation with your supervisor.

## **MANAGEMENT MEETINGS**

The Health and Safety of our employees and of others affected by our activities, is of paramount importance and the subject will therefore be on the agenda for discussion at every Management meeting.

## **MANUAL HANDLING OF LOADS**

As part of the Council's risk assessment process, all operations involving manual handling will be identified, and the significant risks assessed.

Where reasonably practical, manual handling operations will be eliminated by mechanisation but, where this is not reasonably practicable; people whose duties include the manual handling of loads will receive such training as is appropriate to protect their Health and Safety.

It is the responsibility of this Council to ensure the Safety of employees during manual handling operations. Managers and supervisors are responsible for organising work routines and ensuring that employees follow the appropriate safe systems of work and make full and proper use of any mechanical handling equipment provided.

It is the responsibility of employees to follow the appropriate safe systems of work and to make full and proper use of any mechanical handling equipment provided.

Back strains can be avoided if lifting is carried out in the correct manner, e.g. with leg and arm muscles rather than back muscles. Employees should also be mindful of their own capabilities and should not lift anything that they believe to be too heavy. Always seek assistance.

As part of the Council risk assessment process, the hazards arising from all manual handling operations will be identified and the significant risks assessed. Four key criteria will be taken into consideration:

- The task
- The load
- The working environment
- The individual's capacity

### **What are the Hazards?**

When lifting, pulling, pushing or in any other way moving or holding still any material or object, the physical effort can cause injury to the person concerned. More than 25% of the lost time accidents reported to the HSE is the result of injuries sustained during manual handling operations. The most common injuries arising from manual handling are basically musculo-skeletal problems, "strained back", meaning any strain to muscles, ligaments, and tendons. The same then applies to shoulder, neck, arms, wrists, etc.

### **Reducing the Risk of injury**

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, Safety and productivity associated with the task. The task, the load, the working environment, individual capability, and the inter-relationship between these factors are all important elements in deciding optimum controls designed to fit the operation to the individual rather than the other way round.

Techniques of risk reduction include:

- Mechanical assistance
- Improvements in the task
- Reducing the risk of injury from the load
- Improvements in the working environment
- Individual selection.

Manual handling is one of the most common causes of injury in the workplace. Listed below are some important tips on avoiding injury. Remember "**if in doubt, don't lift**".

Heavy items, or even lighter ones when held away from the body, may cause injury. Such items should only be moved if it is necessary to do so. Large boxes of material should be broken down and moved in sections. Wherever practicable, the load should be lightened. If objects require regular movement, consider obtaining and using a mechanical aid such as a trolley. Use the lift not the stairs. Use a trolley not brute strength.

If something must be moved and there is potential for harm, make use of the correct techniques to minimise the problem. Injuries may be avoided by using the body carefully, taking care not to strain or cause undue pressure upon the spine or the stomach. No specific weights which people can safely lift are laid down in general regulations as much depends on specific circumstances and the capability of the person. The following are suggested guidelines:

Individual lifting	25 kilograms maximum (reduced by one third for females)
Team handling	the safe capacity of a 2-person team is two thirds of the sum of their individual capacities  the safe capacity of a 3-person team is one half of their individual capacities.

Only each individual can judge how much they should move. If the individual is overweight, underweight or has other special medical problems extra care must be taken.

### **A number of fundamental principles should be followed:**

- Think before acting.
- Examine the load for awkward shapes or moving parts.
- Plan the route.
- Is there enough space to handle the object safely?
- Ask for assistance if necessary.
  
- **Assess the load / environment** – determine if it is too heavy, unstable, or naturally hazardous. Will there be a secure and even footing? Is there a mechanical aid available, etc?
  
- **Correct grip** – an object is less likely to be dropped if it is held firmly in the palms of the hands rather than with the fingers. This ensures a more secure grip and allows the arms to be kept straight, transferring the weight of the load to the body.
  
- **Arms close to body** – a weight carried close to the body will enable the whole body to support the load. The body is capable of supporting tremendous weight without stress.
  
- **Chin in** – tucking in the chin will elongate the neck and prevent injury in that region. It also enables easier breathing and facilitates correct posture.
  
- **Straight back** – the maintenance of a straight back is the most important principle of all. By keeping the back straight, pressure on internal organs is reduced and there is no pressure on the discs of the spine. Back muscles are then unlikely to be strained.
  
- **Foot position** – the body must be in balance when lifting or carrying, otherwise the lifter is likely to fall or cause undue strain trying to maintain balance. Putting one foot forward and to the side of the object gives better balance and control whilst lifting.
  
- **Use of legs** – the leg muscles are the strongest in the body and should be used as much as possible when lifting heavy objects. Bending at the hips and knees whilst keeping the back straight allows these strong muscles to work well and safely.
  
- Lifting, carrying, and moving objects should be limited to the extent that you are confident of doing so without risk of personal injury - **if in doubt, don't lift.**

### **MONITORING AND REVIEW**

The effectiveness of the Council Health and Safety Policy is monitored by actively inspecting and auditing the control measures in place and reacting to accidents/incidents involving Council personnel or at workplaces controlled by the Council, as they occur.

Any amendments to the Safety Policy considered necessary as a result, should be advised to the Town Clerk responsible for Health & Safety for his consideration and, if approved, included in the next periodic review / revision, or sooner, if considered necessary.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The Council recognises their responsibility to protect the Health and Safety of their employees by providing safe systems of work, suitable and safe work equipment, and engineering controls. The provision of PPE is therefore viewed as a last resort and is the by-product of the Council's risk assessment programme.

Any PPE purchased by the Council will comply with the appropriate Standard (UKCA). Prior to the issue of PPE, users will be given instruction on its correct use, where and when required to use the PPE, how to look after it properly and the arrangements for replacing worn or damaged equipment and storage.

Employees & limb workers (as defined under The Personal Protective Equipment at Work (Amendment) Regulations 2022) will be required to sign for the initial issue of the equipment and to confirm that they have received information and training as to its correct use. Their attention will be drawn to their legal duty to take care of their PPE and to wear it at all times in the designated areas.

## **RISK ASSESSMENTS**

Risk assessments will be carried out and reviewed at regular intervals by a competent person on all hazards relating to activities, equipment and processes that carry a significant risk at the workplace, in order that the Council's obligations are met under the Management of Health and Safety at Work Regulations 1999.

The following definitions are applicable:

- Hazard is a condition or situation with the potential to cause harm (injury or damage)
- Risk is the chance of something adverse (injury or damage) arising from the hazard.
- Likelihood is the chance realisation of the risk at some point in time over a defined period.
- Control measures are measures tailored to a particular set of risks intended to restrict and/or control the risk within tolerable limits proportionate to cost.
- The assessment represents the potential severity of a hazard, combined with the likelihood of the hazard achieving its potential to do harm, after taking any control measures into consideration.

Employees will be informed of the findings of risk assessments together with the control measures in place designed to reduce risks to the lowest level so far as is reasonably practical.

## **SMOKE FREE POLICY**

This Policy reinforces the unwritten understanding that there is no smoking within the Council premises as described in the Health Act 2006. The law now requires everyone to follow a no smoking Policy.

The Council's business premises are completely no smoking areas. Smoking is therefore prohibited in all common areas and work areas.

### **Work Areas**

Smoking is not permitted in any work areas. This always applies, not just during normal working hours. Anyone wishing to smoke may only do so in the designated smoking area outside the premises, at times agreed with their manager. This area must always be kept fire safe.



## **External Property**

The Council wishes to portray a professional business image to its customers, clients, and visitors etc. Therefore, smoking is always also prohibited at all main entrances to Council premises.

## **Visitors**

This Policy always applies to all visitors to the Council's premises. Appropriate signs are displayed at entrances to the building; however, staff should politely remind any visitors not to smoke.

## **Breach of Policy**

Any employee found to be smoking at work in contravention of this Policy will be subject of disciplinary action in accordance with the Council's disciplinary procedure. However, disciplinary action should not be the first resort. Managers should initially reinforce the terms of this Policy with the employee concerned. If the person concerned continues to breach this Policy, then appropriate disciplinary action will be taken. Smoking at work will be viewed as serious misconduct. A repeated offence, after a formal warning, could result in dismissal.

## **What is the Workplace?**

This will be defined as the work area of the site or premises and will apply 24 hours a day.

## **Council Work Vehicles**

While you are in control of the vehicle, you are using a 'workplace', if you travel with other work colleagues, even rarely, the atmosphere of the vehicle must be expected to be 'clean', to allow the non-smoker to travel in comfort. The only place a smoker can light up will be in an open, ventilated space or a designated smoking area.

## **Enforcing the Law**

Those who do not comply with the regulation may be liable to a fine or prosecution for the offences for:

1. Smoking in a smoke free place or vehicle.
2. Failing to display no smoking signs.
3. Allowing smoking in a smoke free place or vehicle.

## **Assistance for Smokers**

This Policy is not intended to make people give up smoking. However, it is acknowledged that some employees will need assistance to be able to comply. If this applies to you, please discuss with your manager at your earliest convenience.

## **STRESS**

Sudbury Town Council are committed to protecting the Health, Safety and Welfare of our employees and recognise that workplace stress is a Health and Safety issue and acknowledge the importance of identifying the reducing workplace stressors.

This Policy will apply to everyone in the Council, Managers and all staff are responsible for implementation and the Council is responsible for providing the necessary resources.

## Definition of stress

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

## Policy

- The Council will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The Council will consult with Safety Representatives on all proposed action relating to the prevention of workplace stress.
- The Council will provide confidential counselling for staff affected by stress caused by related factors.

## Responsibilities

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and Health and Safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

## USE OF VEHICLES (Also refer to Driving at Work Policy & Procedures)

It is the Policy of this Council to ensure that all reasonable and practical measures are taken to ensure the Health and Safety of all its employees, the public and any other person affected by the Council's operation in respect of vehicle movements.

It is the duty of every employee to adhere to the Council Vehicle Users' Policy and to carry out their individual responsibilities to ensure that all vehicle movements are carried out in a safe manner. Employees with specific responsibility for the Council's vehicles are to ensure the maintenance and road worthiness in order that the measures in the Road Traffic Act are always adhered to. The Council procedures for driving a Council vehicle on the public highway shall be amended too as the traffic laws are upgraded from time to time. The Council will undertake to carry out risk assessments for the journeys undertaken to ensure that undue stress and danger is not placed on the driver, due to length of journey, weather conditions, the route and compatibility of the vehicle to the journey and tiredness.

The Council undertakes to provide such information, instruction, and adequate training, as necessary, to ensure, as far as reasonably practicable, the Health and Safety of its employees. Employees found to be in breach of the law as stated in the Road Traffic Act will be suspended from driving duties pending a Council enquiry, which may result in a permanent ban and a written warning or dismissal.

Following an incident on the public highway, a full incident investigation will be conducted by the Council's Management & SMC Safety Solutions (where required).



A Council vehicle is designated as a workplace and therefore the provisions of the Health Act 2006 must be followed – see Smoke Free Policy.

## **MOBILE PHONES**

Handheld mobile phones and PDA type devices are tools to be used in the correct circumstances. The Council Policy is outlined below.

### **Vehicles**

The Mobile Phone Regulations came into force on the 1st December 2003, making it a specific offence to use a mobile phone when in control of a vehicle. Where hands free devices are not available in the vehicle the mobile phone will not be operated.

### **Emergency**

The law makes it clear that the use of a mobile phone is only allowed when calling an emergency number 999 (or 112) in the case of a genuine emergency.

## **PROCEDURES FOR THE USE OF A COUNCIL VEHICLE**

### **Driver Assessment**

1. A vehicle driver's induction to be carried out at the beginning of employment.
2. An assessment of the driver's:
  - a) Skills
  - b) Behavior
  - c) Experience
  - d) Hazard perception
  - e) Health
  - f) Eyesight
  - g) Drink and drugs use
  - h) Including medication and its effects.
3. The driver's ability to management of fatigue, follow instructions and to follow safe routes.
4. Organisational documentation of risk assessments for all work-related activities including driving should be in place.
5. Drivers abide by the road traffic rules. (Hold a current valid driving licence, declared the accumulated driving penalties or medical condition that prevents driving).
6. Has the driver received Post Incident Road Management Training in order that the scene can be protected and managed until the relevant emergency services are on the scene?
7. Annual inspection of driver's licence, insurance, and vehicle documentation.

Document the findings.

### **Vehicle Tool-Kit**

1. Vehicle logbook
2. First aid kit
3. Accident report card
4. Breakdown procedures.

### **Post Crash Review**

1. Following a road traffic accident on the public highway there will be a post-accident debrief of the driver and of any other passengers in the vehicle at the time of the incident to review procedures.
2. During any periods of hospitalisation or sickness due to injuries sustained at the time of the incident, support and counseling will be made available as far possible.
3. The driver involved may be offered a retraining program in specific driving skills.
4. A vehicle inspection will be carried out to discover mechanical defects, and to assess the Safety of the vehicle before any repair is carried out. Improvements may be necessary in the maintenance system used.
5. The accident site will be visited and reviewed in the light of its Safety, environment, layout, and improvements made. Photographic records should be made of the scene.
6. HSE informed of injuries or death as required by the Reporting of Injuries, Deaths, and Dangerous Occurrences Regulations by the use of F2508.

### **WELFARE FACILITIES**

Welfare facilities must be in place prior to commencement of work and satisfy the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 & *The Construction Design & Management Regulations 2015 (where applicable for construction related works)*.

Adequate welfare facilities will be provided and maintained by the Council.

Suitable and sufficient sanitary conveniences and washing facilities will be maintained in a serviceable condition, cleaned at regular intervals, and equipped with adequate lighting.

A supply of cold/warm/hot running water, soap and clean towels, or other suitable means of cleaning and drying, will be available, conveniently situated, accessible and kept in a clean and orderly condition.

An adequate supply of wholesome drinking water will be available and suitable rest and eating facilities will be provided at readily accessible places.

### **WORK EQUIPMENT AND THE GUARDING OF DANGEROUS MACHINERY**

The Council will give full consideration to the Provision and Use of Work Equipment Regulations (PUWER) 1998 and the Lifting Operation Lifting Equipment Regulations (LOLER) 1998 in making all employees aware of the relevant Health and Safety risk with regards to work equipment in their working environment

All work equipment will be suitable and safe, maintained in efficient working order and in a good state of repair.

Appropriate measures will be taken to prevent access to dangerous parts of machinery or to stop the movement of dangerous machinery before any part of a person enters a danger zone.

In addition, the Council, acting on conclusions of risk assessments carried out, will implement an inspection regime in order that the work equipment can be monitored and continue to be fit for its service duty. A competent person will carry out all such inspections of the work equipment and records of these inspections will be kept for a minimum period of 5 years.

## **YOUNG PERSONS AT WORK**

In accordance with this Council's obligation under the Management of Health and Safety at Work Regulations 1999, where the Council employs a young person (i.e. one who is below the age of 18), an individual risk assessment will be carried out in accordance with Regulation 19 to ensure that young person is protected at work from any risks to their Health and Safety which is a consequence of their lack of experience or the absence of awareness of existing or potential risks or the fact that the young person has not yet fully matured.

The Town Clerk responsible for Health & Safety will be responsible for ensuring that this risk assessment is carried out.

The results of the risk assessment will be communicated to the young person and his / her immediate supervisor.

Young workers will be trained in the tasks they are to undertake and informed of existing hazards.

They will work under the close supervision of a competent person until such time as they are deemed safe in the workplace.

## **CDM (Construction Design & Management Regulations 2015)**

When the Company is completing, or appointing, for any works on the premises to be completed under the Construction Design and Management Regulations 2015, the Company will, at all times, liaise with SMC Safety Solutions prior to authorising any type of works under CDM 2015.

## **COVID 19**

The Council has specific responsibilities under the Health and Safety at Work etc. Act 1974 and the Control of Substances Hazardous to Health Regulations 2002 (as amended). Our employees may also be subject to action by the authorities arising under the Health Protection (Coronavirus) Regulations 2020. The Council recognises the risks associated with Coronavirus and will take reasonable steps to ensure that it does not put the health, safety, and welfare of its staff, interested parties, customers, or visitors at an unacceptable risk. To achieve this the Council has produced a separate risk assessment, as due to the current unprecedented pandemic the risk assessment will require frequent reviews. The risk assessment has been issued to all employees and can be requested directly by our clients, contractors etc... as required. The risk assessment will be displayed at all workplaces under the control of Sudbury Town Council, as required.

# EXTERNAL PARTIES



## Council Health & Safety Consultancy

### SMC Safety Solutions

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## The Health & Safety Executive



[www.hse.gov.uk/contact/maps/index.htm](http://www.hse.gov.uk/contact/maps/index.htm)