



## HEALTH AND SAFETY AND WELLBEING AT WORK POLICY

### REVIEWED BY:

Mrs Sarah Haydon, Chief Officer

### APPROVAL DATE:

Finance Strategy & Management Committee – 25 July 2023

Town Council – 12 September 2023

### REVIEW DATE: July 2024

### FOREWORD

**Full Council has the overall responsibility** for the Town Council's health, safety and welfare policy, who review and consider this policy at the agreed intervals. The Council's Finance Strategy and Management Committee have general oversight of the policy, make recommended amendments to Full Council and consider the health, safety and welfare systems, processes, procedures, risk assessments or similar as required to ensure the Council undertakes its responsibilities in accordance with the law.

**The responsibility** for ensuring the application of this policy is delegated to the Chief Officer.

Other employees have responsibilities for health and safety standards for their respective service areas as detailed in this policy.

This health and safety policy provides a business framework for the implementation and development of an effective Health and Safety management system for Biddulph Town Council that facilitates a high standard of employee care and wellbeing together with compliance to the Health and Safety at Work etc. Act 1974 and other legislation.

It has an overriding purpose to reduce, as far as reasonably practicable, the risk of injuries, ill health, and other losses.

This applies to the employees of the Town Council, elected members, the public and other organisations that may be affected by our actions.

## INTRODUCTION

1.1 The Town Council recognises it has a legal duty of care under the requirements of the Health and Safety at Work etc. Act 1974 and associated legislation to protect the health and safety of its employees and others who may be affected by the council's activities

1.2 The Town Council regards the promotion of good health and safety as a mutual objective for all employees, at all levels and in all activities.

1.3 Reference to employees also applies to volunteers working on behalf of the Council, which includes Councillors.

## OBJECTIVES OF THE POLICY

2.1 The purpose of this policy is to emphasise Biddulph Town Council's commitment to the effective management of health, safety and wellbeing and to ensure that this is integrated into all areas of business activity.

2.2 The Council shall:

- a) Provide an organisational structure that defines the responsibilities for health and safety.
- b) Provide adequate resources to control the health and safety risks arising from our activities.
- c) Encourage the engagement of employees in health, safety and wellbeing matters to ensure understanding and compliance
- d) Encourage employees to identify and report hazards so that we can all contribute towards improving safety.
- e) Maintain premises and provide and maintain safe plant and equipment.
- f) Provide information, instruction and supervision for employees.
- g) Provide adequate training and ensure that all employees are competent to do their tasks.
- h) Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk.

- i) Only engage contractors who are able to demonstrate due regard to health and safety matters.
- j) Review this policy at least annually and revise to reflect changes to the activities and any changes to legislation. Any changes to this policy will be brought to the attention of all employees.
- k) Report accidents and near misses in accordance with legislation and investigate such incidents.

### 2.3 Employees shall:

- a) Take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- b) Report any health and safety concerns immediately to the Chief Officer.
- c) Co-operate with the safety professional managers on health and safety matters, including the investigation of any incident.

Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

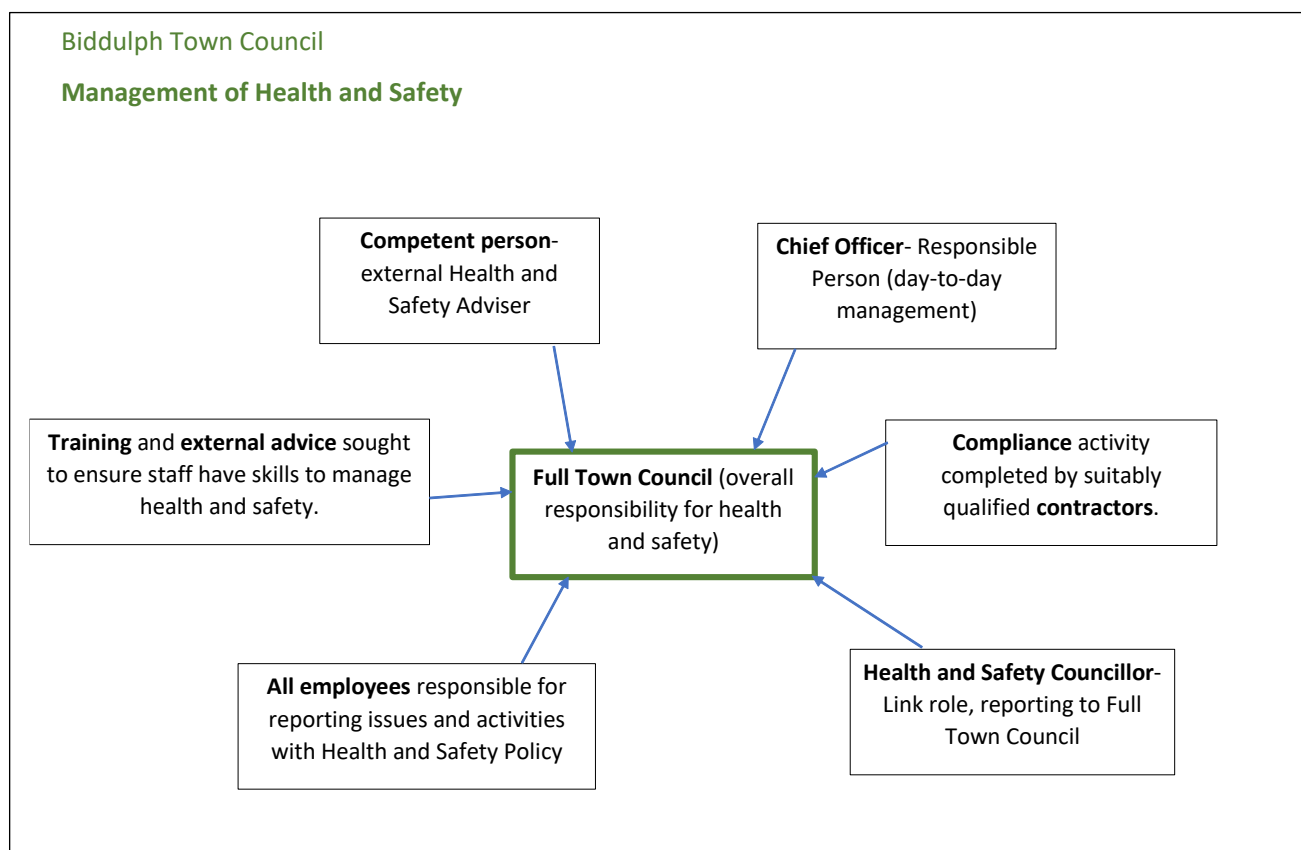
## MONITORING OF HEALTH AND SAFETY ARRANGEMENTS

3.1 Effective management of Health and Safety is the responsibility of all employees, Councillors and volunteers associated with Biddulph Town Council.

Duties are as follows:

- a) The Town Council is the corporate body responsible for the overall management of Health and Safety; this is overseen by full Council and issues arising are highlighted in a standing agenda item.
- b) To assist with this role, the Town Council elected a Councillor to act as a Health and Safety link.
- c) The Chief Officer is the Responsible Person for the day-to-day management of Health and Safety within Biddulph Town Council.
- d) The Town Council has an agreement with a competent health and safety adviser from Staffordshire Moorlands District Council; this individual provides advice, twice yearly Health and Safety inspections and annual Fire Risk Assessments, and training. This satisfies the requirements of Section 7 of the Management of Health and Safety at Work Regulations 1999, requiring the Town Council to instruct a competent person to assist with compliance activities, and the requirements of the Fire Regulatory Safety Reform Order 2005.

- e) Employees within Biddulph Town Council have a role in reporting, coordinating and inspection. These responsibilities are set out below.



## PROVISIONS

### MANAGEMENT ARRANGEMENTS

This section establishes the arrangements for the management of Health and Safety matters at Biddulph Town Council. This includes the correct procedures to be followed and the role titles for all key activities.

### Hazard Identification, Risk Assessment and Control

Responsibility	Position
Carrying out Risk Assessments	All Employees
Reporting risk assessment findings to the relevant employees (and contractors)	All Employees
Approving control measures (to remove or control risk)	Chief Officer
Implementation of control measure actions	Chief Officer

Risk assessments will be reviewed at least every 12 months or when work activity changes, there is an accident or case of ill health, near miss or complaint. Hazards will be identified for all work activities undertaken at/by Biddulph Town Council. Risks will be assessed and the significant findings recorded. The **Risk Management Policy** provides further detail.

Contractors undertaking work are required to assess risks with regards to their work activities before work commencement. They will be requested to provide copies of assessment records along with work method statements by the person who has instructed them, and work to a permit to work system.

### **COSHH and Substances Hazardous to the Environment**

COSHH stands for the Control of Substances Hazardous to Health. In the course of work activities, employees may be exposed to, or required to use, substances that may be hazardous to health if proper control measures are not adhered to.

<b>Responsibility</b>	<b>Position</b>
Identifying and carrying out COSHH assessments for all substances, maintaining COSHH material safety data sheets, where safer alternatives can not be sourced	Senior Caretaker
Implementing actions identified in the assessments	Senior Caretaker
Ensuring that relevant employees are informed of the findings	Chief Officer
Checking that new substances can be used safely before they are purchased and where necessary look for a safer product	Senior Caretaker
Keeping training records on personnel files	Administration Officer
Where appropriate, suitable Personal Protective Equipment (PPE) is provided for use when dealing with hazardous	Chief Officer

substances, and all employees are instructed that they must wear it	
Always wear the Personal Protective Equipment (PPE) provided	All employees
Complete 'COSHH Awareness' training	All employees

A record will be kept of chemicals applied to any land by Biddulph Town Council employees so that their use can be monitored for environmental purposes and for the management of health and safety. Only specialist trained personnel will apply chemicals of this type.

## **Legionella**

### **Legionella – What Is It?**

Legionella are bacteria that can be found in natural water (rivers, lakes, etc) as well as artificial water systems such as hot and cold water systems (storage tanks, pipework, taps and showers).

Potential sources of legionella are:

- Any of the showers and taps within our premises
- Areas in the building where the pipework is long, resulting in the water temperature dropping below 45 degrees C
- Any redundant pipework in the building, or any areas where stagnant water can collect and build up
- The hot water tanks within the building

Biddulph Town Council acknowledges its responsibility to consider the risks from legionella present in the water systems under its control, and is aware of the need to prevent the exposure of persons to legionella bacteria.

<b>Responsibility</b>	<b>Position</b>
Identifying all equipment and plant under the control of Biddulph Town Council which needs to be included in a written scheme of inspection and test	Competent Contractor/Senior Caretaker

Ensuring the implementation of suitable and effective maintenance procedures	Competent Contractor/Senior Caretaker
Ensuring that the scheme and all maintenance work is implemented and monitored	Competent Contractor/Chief Officer
Complete 'Legionella Awareness' training	All Employees

Biddulph Town Council will ensure that all reasonable steps are taken to identify potential legionella hazards in the work place and to prevent or minimise the risk of exposure. If employees are concerned about the risk of an outbreak, they should report these to the Chief Officer in order that appropriate control measures can be taken.

The legionella audit and legionella risk assessment are carried out by competent external agencies on an annual and bi-annual basis.

### **Management of Asbestos**

<b>Responsibility</b>	<b>Position</b>
Ensuring that an asbestos survey has been carried out and recorded	Senior Caretaker
Ensuring that an asbestos management plan is prepared, implemented and kept up to date for all premises	Chief Officer
Providing relevant information to contractors and employees	Chief Officer
Ensuring that details of properties are amended as necessary in the register following any building/maintenance work	Chief Officer
Ensuring a register and management plan is produced and an up to date record held	Chief Officer
Ensuring a Permit to Work is in operation for works that could disturb asbestos containing materials	Chief Officer

Complete 'Asbestos Awareness' training	All Employees
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Biddulph Town Council recognises that work with asbestos (and certain materials containing asbestos) can be dangerous, and that every precaution must be taken to ensure that anyone who may be affected by such work is protected from the potential hazards.

An asbestos register and management plan has been prepared for all asbestos containing materials (ACMs) which exist or which are presumed to exist in buildings belonging to Biddulph Town Council.

The asbestos survey or register and management plan will be referred to before any work is carried out which has the potential to disturb asbestos fibres. Appropriate asbestos awareness training will be undertaken by employees who may potentially be exposed to asbestos or ACMs. An annual review of the asbestos survey will be completed by an external agency.

A new refurbishment and demolition survey will be provided should construction works take place, and a new management survey will be commissioned afterwards. In any event a new management survey will be carried out every 10 years.

### **Lone Working**

Biddulph Town Council has a **Lone Working Policy**; please refer to this for further information.

### **Manual Handling Operations (MHO)**

Manual handling is the moving of items either by lifting, lowering, carrying, pushing or pulling with bodily force. Incorrect manual handling is one of the most common causes of injury at work. Injuries typically result from:

- Applying force to move a load
- Making repetitive movements
- Having poor posture while manually handling a load

More than a quarter of all reportable accidents annually are associated with manual handling.



Manual handling can be avoided by not moving the load in the first place or using mechanical means to automate or mechanise the moving activity. Avoiding the need to perform manual handling should always be our first priority. However, it is not always possible to avoid.

<b>Responsibility</b>	<b>Position</b>
Ensuring that manual handling and lifting is kept to a minimum and where this isn't possible risk assessments are carried out for all manual handling activities	Chief Officer
Monitoring manual handling procedures and arranging the provision of further information and training. Employees are informed of correct handling and lifting techniques	Chief Officer
Complete 'Manual Handling Awareness' training	All Employees
Carry out manual handling and lifting in accordance with the training given	All Employees

Manual handling tasks will be undertaken in accordance with the provisions of the Manual Handling Operations Regulations 1992. This will be achieved by:

- Eliminating all manual handling operations where reasonably practicable
- Assessing all manual handling tasks where manual handling is necessary, and implementing additional precautions where appropriate
- Providing training to reduce risks associated with manual handling.

The Chief Officer will monitor the overall effectiveness of control measures by way of visual inspection and consultation with employees.

Risk assessments will be reviewed at least every 12 months or when work activity changes, there is an accident or case of ill health, near miss or complaint.

## Display Screen Equipment (DSE)

Users of DSE will be made aware of the provisions of the Health and Safety (Display Screen Equipment) Regulations 1992. Biddulph Town Council will make the following provision for employees who use DSE regularly:

- Adequate training and information
- Proper breaks or changes of activity
- Work stations which meet the standards in the Regulations
- Lighting is suitable and sufficient to reduce glare and reflections
- Where applicable, employees will be able to arrange eye tests at appropriate intervals for which the cost can be claimed from Biddulph Town Council
- Referrals to Occupational Health or other competent person should ergonomic/musculoskeletal issues occur

Employees will be asked to complete a DSE assessment annually, and to identify issues arising between assessments.

## Working at Height

Responsibility	Position
Reduce working at heights wherever possible, and risk assess all work at height activities where reducing them isn't achievable	Chief Officer
Inspect ladders and all other associated access equipment prior to use	Duty Caretaker/User
Ensure a formal recorded check takes place every 6 months	Senior Caretaker/Chief Officer
Ensure a formal recorded check by an external Contractor takes place every 12 months	Chief Officer
Maintain all record of inspections. (File in the Ladder Inspection Log folder)	Senior Caretaker

Provide training and tool box talks to all those who may work at height	Chief Officer
Complete 'Working at Height Awareness' and 'Ladder Safety Awareness' training	All Nominated Employees
Report all defects to the Chief Officer so that repairs/replacement can be arranged. (After taking the item found to be faulty/damaged out of use and clearly marked DO NOT USE).	All Employees

A risk assessment will be carried out on all work at height activities. The Chief Officer will carry out the risk assessment with the person who will do the work. Consideration will be given to access type time/ duration of work, height of work, local restrictions, training/ experience, etc.

The definition of 'height' is 'any place where, if precautions are not taken, a person may fall and injure themselves, this can be as low as one step above ground level and include drops from level ground into excavations/holes in the ground. For routine activities, a generic risk assessment will be carried out and recorded.

Ladders will be used for access or for short duration work only and where a point of use risk assessment has been carried out. Ladders should not be used by those working alone.

Work which cannot be comfortably reached from a ladder must not be undertaken from a ladder. The risk involved calls for a better method (such as a mobile scaffold tower, etc).

Ladders will be inspected before each use by the user and checked regularly by the Senior Caretaker to ensure that they remain safe to use. Ladder use training and subsequent tool box talks will be provided to all those working with this work equipment. Employees should note:

- Ladders are a means of access/egress; not a work platform;

- The foot of the ladder must be supported on a firm level surface and should not rest either on loose material or on the equipment to gain extra height;
- The top of the ladder must be securely fixed to the structure so that it cannot slip. While lashings etc. are being secured, the ladder shall be footed;
- Ladders fitted with a proprietary spreader arm may be used, provided certain conditions are met:
- Ladders should be fitted with non-slip feet, and based on a firm level surface, which is not slippery;
- Ladders should be erected at a safe angle (1:4);
- Where it is not practicable to lash the ladder, a person should foot the ladder until the user has returned to the bottom. However, footing is not considered effective for ladders longer than 5m;
- Different grades of ladder are available. Ensure that the ladder in use is the correct strength for the work to be carried out.

Step ladders will be provided for employees to use when they need access to high level areas for short duration works only. Ensure these are inspected prior to use for any damage or defects. If the step ladders are damaged do not use them; report the damage to the Chief Officer immediately. Step ladders must only be used on level ground and never placed on top of something else to gain extra height. If you still cannot reach what you need to access, you must contact the Chief Officer for more appropriate equipment. Remember:

- Set up the ladder in a safe manner;
- Never climb on furniture.
- Stepladders and folding trestles must not be used for any degree of side loading. The top platform must not be used for work (unless it is designed with special handholds).

Scaffolding (including tower scaffolds) will be erected only by a competent person (someone who has been specifically trained and who has suitable experience). Where an independent tied scaffold has been erected by the contractor for use by Biddulph Town Council employees a TG20 design plan handover certificate will be obtained and retained for record purposes by the Chief Officer. A competent person will re-inspect all scaffolds once every seven days or after any alteration has been made or after any event that may have

de-stabilised the scaffold, whichever is the earlier. Tower scaffolds will be erected, used, dismantled and stored to manufacturer's instructions.

### **Confined spaces**

Entry into confined spaces is NOT permitted unless a suitable and sufficient risk assessment has been undertaken, agreed risk controls implemented and authorisation obtained in the form of permit to work from the Chief Officer.

### **Mental Wellbeing**

Biddulph Town Council recognizes that it has a duty of care to look after the mental wellbeing of its staff whilst they are at work and to ensure, as far as is reasonably practicable, that workplaces and working environments are safe.

### **Noise**

Noise is defined as unwanted sound. The Health and Safety at Work etc Act 1974 and The Control of Noise at Work Regulations 2005 are the key pieces of legislation with regard to Noise at Work, placing a duty on employers and employees to reduce the risk noise-related hazards can cause.

The Health and Safety Executive state that risk assessment must be undertaken (as a guide) for noise if:

- The noise is intrusive but normal conversation is possible and this level of noise lasts longer than 6 hours
- You have to shout to talk to someone 2 metres away and this level of noise lasts longer than 2 hours
- You have to shout to talk to someone 1 metre away and this level of noise lasts longer than 45 minutes

Biddulph Town Council will put in place measures to protect it's employees, visitors and contractors from the risks of noise induced hearing loss and tinnitus, both of which can be caused by exposure to excessive noise.

Responsibility	Position
Eliminate and reduce 'noise hazards at work' wherever possible (through the purchase of quieter equipment, etc); carry out a risk assessment where reducing the hazard of noise isn't achievable	Chief Officer

Ensure the level of noise generated is taken into account whenever a new piece of equipment is purchased	Chief Officer
Ensure all equipment is properly maintained	Chief Officer
Ensure Personal Protective Equipment (PPE), such as hearing protection, is provided	Chief Officer
If concerns are raised, arrange a noise assessment (by a competent person) and ensure all remedial works, such as the replacement of 'noisy' equipment is carried out	Chief Officer
Provide training and information on the risks from noise and the measures in place to reduce these	Chief Officer
Complete 'Noise Awareness training'	All Employees
Co-operate with their employer to protect their hearing, comply with training received and use PPE provided	All Employees
Report any concerns/problems/incidents to the Chief Officer with regard to noise in the workplace	All Employees
Ensure any identified employees are referred to the Occupational Health Service for health surveillance appointments, and subsequently liaise with the Occupational Health Service and implement any measures for individuals based on their advice	Chief Officer

### **Stress, Violence and Bullying**

Biddulph Town Council has a **Stress Management Policy** and an **Harassment & Bullying Policy**; please see these documents for further information.

### **Personal Protective Equipment (PPE)**

<b>Responsibility</b>	<b>Position</b>
Providing correct and compatible Personal Protective Equipment (PPE) and as appropriate, arranging Face Fit Training	Chief Officer
Ensuring we always have appropriate Personal Protective Equipment (PPE) available for use	Senior Caretaker
Use of, basic maintenance and correct storage of Personal Protective Equipment (PPE)	All Employees

The need for Personal Protective Equipment (PPE) will be established by the Chief Officer during risk assessment. Personal Protective Equipment (PPE) will then be provided to employees free of any charge.

Employees will ensure they use Personal Protective Equipment (PPE) where necessary and maintain it in accordance with the suppliers' instructions and not misuse. Defects or loss will be reported immediately to the Chief Officer who will arrange for replacement.

### **Occupational Health Surveillance**

The Chief Officer will encourage and maintain, so far as is reasonably practicable, the highest level of physical, mental and social well-being of employees. All work that may adversely affect health will be subject to both risk assessment and periodic review.

Employees will notify their Chief Officer of all medical conditions (e.g. back problems, allergies, asthma, epilepsy, diabetes etc.) or if any employee is using prescription drugs or medication which might impact on his / her work activities (drowsiness, fatigue etc.). This will allow Biddulph Town Council to manage work activities effectively and avoid exposing employees or others to any significant risk. Employees will advise the Chief Officer of any changes to this information/medical condition in the future.

Where risk assessments identify that where employees are exposed to significant health risks, a personal risk assessment will be developed with support from the Corporate Health and Safety Manager, and a health surveillance programme will be implemented.

- A 'No smoking or vaping' policy applies at all Biddulph Town Council facilities in line with statutory health and safety requirements. New starters will be informed where designated smoking areas are to be found at their induction.
- Noise levels in the workplace will be periodically assessed. This is in order that corrective action can be taken where required. Action will be taken to reduce noise at source wherever reasonably practicable. Hearing protection will be provided where necessary and employees will be informed when they are required to use it.
- A vibration risk assessment will be carried out and information will be provided to employees regarding Hand Arm Vibration Syndrome or

whole body vibration where relevant. A programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable will be implemented.

The use of drugs or alcohol (other than prescription drugs) is prohibited; further information is available in the **Drug and Alcohol Policy**.

Biddulph Town Council is also concerned that there is a good work-life balance; the relationship between jobs and our mental and physical wellbeing is vitally important. The benefits of promoting a healthy workplace mean there is a healthy and motivated workforce, proving excellent customer service, who take fewer sick days. Healthy workplaces usually have a number of common features. These include:

- an organisation where you feel valued and involved in decisions
- flexible and well-designed jobs

The Chief Officer will seek to identify problems at an early stage and seek to resolve them quickly and efficiently.

## **Vehicles**

Anyone using their own, private vehicle for business will ensure that they have in place a full driving licence, suitable business insurance cover and a valid MOT certificate where applicable. It is the employees' own responsibility to check that their insurance covers them for business use (not just commuting). It is also expected that their vehicles are maintained in a clean and roadworthy condition.

Biddulph Town Council requires all employees to produce their driving licence, valid MOT certificate and insurance policy for inspection when required.

## **Plant and Equipment**

<b>Responsibility</b>	<b>Position</b>
Identifying all maintenance needs of plant and equipment	Senior Caretaker



Implementing effective maintenance procedures, and ensuring employees receive instruction/training in the use of equipment	Chief Officer
Ensuring that regular inspections of plant and equipment are carried out	Senior Caretaker
Arranging testing of lifting equipment by competent person	Administration Officer
Maintaining equipment and maintenance records	Senior Caretaker

Only appropriately trained employees may use any machinery or equipment. All plant and machinery will be adequately guarded and safe to use and will have undergone a Provision and Use of Work Equipment Regulations (PUWER) risk assessment. All plant, machinery and equipment must be serviced in accordance with the manufacturer's recommendations.

If safety critical defects are identified, employees will stop using the equipment, take it out of service and notify the Chief Officer immediately.

### **Workplaces and Welfare Facilities**

<b>Responsibility</b>	<b>Position</b>
Ensuring that the workplace is adequately maintained to provide a safe working environment	Chief Officer
Monitor and inspect workplaces regularly to ensure they are safe, clean and tidy	All Employees

Biddulph Town Council will ensure reasonable measures are taken to ensure workplaces are safe and without risks to health. Employees will report any defects to a Chief Officer who will then arrange the necessary repairs.

Welfare facilities (sanitary conveniences, washing facilities, the provision of drinking water and hygienic places to rest and eat food) are provided for the use of employees at Biddulph Town Council. All employees will endeavor to maintain work areas in a safe and tidy condition by:

- Keeping working areas, walkways, exits and fire points and equipment free from obstruction
- Keeping workplaces tidy
- Complying with the No-Smoking policy
- Informing the Chief Officer where safety or health hazards are identified.

### **Mobile Phones**

Employees should avoid excessive use of mobile phones and should use a landline instead wherever one is available. Where mobile phones are used for work related purposes, they will not be used in hazardous situations, such as when on a ladder or when full concentration is need for the work activity concerned.

Mobile phones should not be used while driving vehicles unless a hands-free kit has been fitted in the vehicle meaning that the phone does not need to be handled. Irrespective of the existence of hands-free kit, use of mobile phones while driving will be avoided and mobile phones should not be used when the circumstances require higher levels of concentration from the driver.

### **Diseases**

<b>Responsibility</b>	<b>Position</b>
Reporting work related diseases to the Chief Officer	All Employees
Reporting notifiable diseases to HSE	Chief Officer

Upon the notification of an outbreak of a notifiable disease at Biddulph Town Council the Chief Officer will advise on the safety procedures to be implemented.

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

<b>Responsibility</b>	<b>Position</b>
Deciding on the suitability of contractors	Chief Officer
Ensuring that an asbestos management plan is prepared, implemented and remains current	Chief Officer
Providing relevant Environment, safety and health information to contractors and employees	Senior Caretaker

Biddulph Town Council will comply with the requirements of the CDM Regulations when commissioning construction work. All arrangements regarding welfare facilities will be confirmed in advance and arranged prior to work commencement.

Biddulph Town Council has adopted a policy that we will only work with Contractors who can demonstrate and validate their commitment to high standards of health and safety. As such, all Contractors will be selected via a process that substantiates their competency.

### **Management Controls**

- Wherever possible, contractors are selected through seeking recommendations from trusted industry peers; and the development of a good working relationship over many years.
- Contractors are required to submit documentation including their Health and Safety Policy, Risk Assessments, Method Statements, and valid Insurance Certificates.
- Contractors are required to provide evidence of the training and experience of their staff.
- Contractors are required to provide evidence of relevant industry accreditations that they hold.
- Contractors are required to provide details of their Accident Records and any relevant prosecutions.

- For any contractors' work equipment used on the premises, safe procedures for use and maintenance are expected to be followed, to meet the requirements of the relevant Work Equipment regulations.

## Managing Contractors

Responsibility	Position
Maintaining the approved contractors list	Administration Officer
Providing contractors with relevant, job specific, environmental safety and health information, via our 'Essential Fire & Safety Information for Contractor's leaflet, either by email or given upon entry, ensuring that contractors are on the approved list; and supervision of the contractors	Chief Officer/Administration Officer/Caretakers
Monitoring work undertaken by contractors	Chief Officer/Caretakers
Obtaining, reading and understanding contractor risk assessments and method statements	Chief Officer

Contractors employed by Biddulph Town Council will be suitable for the work undertaken. To ensure this the following actions will be taken:

- Contractors will provide proof of competency.
- Provision of information, to contractors, regarding all significant hazards before the appointment stage.
- Discussion of site risk assessment with contractors.
- Periodic monitoring of contractors to ensure they are working satisfactorily.
- Obtain all risk assessments and method statements prior to work commencement.

All contractors will be required to act and work safely, to accept and follow the rules and procedures of Biddulph Town Council relevant to their work; and to confirm details of their insurance cover prior to work commencement.

Contractors shall, always, comply with the requirements of the Health and

Safety at Work Act and the Management of Health and Safety at Work Regulations 1992 and of any other Acts Regulations or Orders pertaining to the health and safety of employees.

The Contractor shall identify risks to the health and safety of employees and others and provide the applicable Manager with Risk Assessments, method statements or other depending on the type of work being undertaken.

The Contractor shall have regard to the Council's Safety policy. Whilst on premises owned by the Council the Contractor shall ensure that his employees comply with the Town Council's Health and Safety policy.

### **Electrical Safety**

Biddulph Town Council is committed to ensuring that all electrical equipment and installations meet the safety requirements of the Electricity at Work Regulations 1989.

<b>Responsibility</b>	<b>Position</b>
Ensure that a competent person carries out electrical testing on fixed electrical installations (distribution boards, wiring, lightning conductor etc.) and on all on portable electrical appliances and electrical plant and equipment	Chief Officer/Administration Officer
Ensure that all remedial works are carried out	Chief Officer
Maintain all records of testing of fixed installations and portable appliances (File in the Service Record folder)	Senior Caretaker
Complete 'Electrical Safety Awareness' training	All Employees
Operate and service electrical equipment in accordance with the manufacturer's instructions/recommendations and ensure any electrical machinery is isolated	All Employees

(switched off from the power supply) before carrying out any maintenance/cleaning work	
Visually inspect all electrical equipment leads and plugs prior to use for signs of damage or loose connections	All Employees
Ensure all portable electrical equipment has a valid and current test label attached to them (PAT)	All Employees
Report all defects to the Chief Officer so that repairs can be arranged, (after taking the electrical item found to be faulty/damaged out of use and clearly marked – DO NOT USE)	All Employees

Note to all employees: **DO NOT USE POTENTIALLY DANGEROUS EQUIPMENT**

All electrical tests and inspection will be undertaken by approved contractors. The Senior Caretaker will keep and monitor the records of all electrical inspections undertaken. (Filed in the Service Record folder).

### Gas Safety

Responsibility	Position
Identifying all appliances requiring annual servicing	Senior Caretaker
Appointing a gas safe registered gas engineer	Chief Officer
Maintaining servicing records	Senior Caretaker

Biddulph Town Council recognises its responsibility for ensuring an annual gas safety check is carried out within 12 months of the installation of a new appliance or flue which will be provided and carried out annually thereafter by a Gas Safe Registered engineer.

Carbon Monoxide (CO) alarms will be installed by a competent contractor. This is a precaution to which will provide advanced warning of dangerous levels of CO. Should a gas leak be suspected employees will immediately follow these actions if it is safe to do so:

- Open all the doors and windows
- Call Gas Emergency Free phone number: 0800 111 999
- Shut off the gas supply at the meter control valve (if this can be located and safely accessed)

## Fire Safety

Responsibility	Position
The Council will take reasonably practicable measures to prevent or minimise the risk of fire by ensuring that fire risk assessments are prepared for all buildings and reviewed at least every 12 months, after an accident, incident or complaint or wherever changes are made to the building or processes	External Health and Safety Adviser
The Council will adequately maintain the systems in place to deal with the consequences of any outbreak of fire. These systems will be regularly monitored (through fire evacuation drills, fire log book checks, fire alarms, portable appliance testing, emergency lighting, maintaining fire extinguishers, etc)	Chief Officer
Ensuring that fire extinguishers are maintained by a competent approved contractor and checked at least every 12 months	Chief Officer/Senior Caretaker

Ensure that regular visual inspections of all firefighting devices are carried out and recorded in the fire log book	Senior Caretaker
Ensuring that all furniture procured by Biddulph Town Council comply with Furniture and Furnishings (Fire) (Safety) Regulations 1993	Administration Officer
The Council will provide fire safety information for contractors working on site and will ensure permit to work arrangements are in place to ensure fire safety on site is not compromised	Administration Officer/Duty Caretaker
Ensuring that any other fire safety measures are maintained in line with both regulatory requirements and manufacturers' directions	Chief Officer
Complete 'Fire Safety Awareness' training	All Employees
<p>Take reasonable care for the safety of yourself and other persons who may be affected by your acts or omissions. In particular, ensure you're familiar with the following:</p> <ul style="list-style-type: none"> <li>• Fire hazards and escape routes</li> <li>• The action to be taken on hearing the fire alarm</li> <li>• Raising the alarm, the location and operation of alarm points</li> <li>• The location and use of firefighting equipment</li> <li>• Report any fire incidents and remove or report any fire hazards identified</li> <li>• Take part in fire safety training and fire evacuations as required</li> </ul>	All Employees



To ensure compliance with Regulatory Reform (Fire Safety) Order and/or Fire Safety Act 2021, Biddulph Town Council will arrange for the implementation of suitable and sufficient arrangements to plan, organise, control, monitor and review all fire safety measures at its premises, to, comply with the current fire safety legislation, including the preparation of a fire risk assessment and the implementation of an effective emergency plan.

The Chief Officer will explain the emergency procedures to all new starters during their induction training, including the evacuation procedure; the calling of emergency services; the provision of first aid and the location, identification and use of fire extinguishers; and other emergency response measures.

### **Emergency Procedures**

The Chief Officer will provide information to all employees about the **Evacuation Plan, Emergency Plan and Business Continuity Plan.**

### **First Aid**

<b>Responsibility</b>	<b>Position</b>
Monitoring the contents of first aid kits, and carrying out a 6 monthly check of them	Customer Support Assistant
Administering first aid when required	Trained Employees

First aid will be provided by trained employees in line with the training they have received. Nominated employees are required to attend a 'First Aid at Work Appointed Person Course'.

A list of First Aid trained personnel is displayed.

Under NO circumstances should any medication or tablets such as Aspirin, Paracetamol, and ointments be placed in the First Aid box.

All incidents requiring first aid treatment will be reported in the accident book on site immediately.

## **Accident/Near Miss and Incident Investigation and Reporting**

An accident is an unplanned event that causes injury to persons, damage to property or a combination of both. A near miss is an unplanned event that does not cause injury or damage but could do so.

<b>Responsibility</b>	<b>Position</b>
Maintain the Accident/Near Miss Book	Chief Officer
Investigating accident and dangerous incident	Chief Officer
Reporting all accidents, diseases and dangerous occurrences, actual or imminent environmental damage to enforcing authority	Chief Officer
Act on the results of accident, near miss and incident investigations. Review the recorded information regularly to ascertain the nature of incidents, in addition to investigating the circumstances surrounding each incident	Chief Officer
Be aware of the location of the Accident/Near Miss Book	All Employees

All accidents and dangerous incidents, no matter how minor they may appear, will be reported to a Chief Officer immediately. The Chief Officer will ensure that the information is recorded in the accident book.

## **Food/Catering**

<b>Responsibility</b>	<b>Position</b>
Ensure that work with food is aligned with a documented food safety management system	Events and Partnerships Officer

Ensuring outside caterers meet the Council's competency requirements	Events and Partnerships Officer
Complete 'Food Safety & Hygiene' training	All Nominated Employees

Personnel handling food will be trained in food hygiene to an appropriate level. Where catering activities are undertaken by contractors, these responsibilities will pass to the contractor/s who will be subject to Biddulph Town Council's competency checks prior to work commencement.

## **Trees**

<b>Responsibility</b>	<b>Position</b>
Organising tree inspections	Chief Officer
Ensuring those carrying out inspections and subsequent works are competent to do so	Chief Officer
Maintaining record of inspections and subsequent works	Chief Officer

Tree inspections are carried out by an external agency on an annual basis. In the interim, the Burial Grounds Maintenance complete a visual inspection of the areas. In addition, employees undertake periodic visual inspections of all Town Council sites.

## **Visitors**

Visitors will arrange their visit prior to entering Biddulph Town Council's properties. Whoever they're meeting will then be responsible for their visitor and must ensure that they're made aware of any hazards that they may encounter and fire safety arrangements.

## **Hand Tools**

Many accidents occur when hand tools fall from heights, are tripped over, or placed in such a position that the cutting edges cause injury.

## Management Controls

- All hand tools comply with the relevant regulations and standards, and are maintained in good repair;
- Suitable Personal Protective Equipment is provided, and employees are instructed to wear it.
- Employees will be trained in the correct selection and safe use of hand tools.

## Employee Responsibilities

- Select the correct tools for the job;
- Check that the tools are in good condition;
- Use them correctly;
- Store the tools in a suitable location.
- Keep all the tools in good condition.
- Remove any damaged tools from use until repaired or replaced.
- When not in use, ensure that any hand tools are stored in a manner unlikely to be hazardous to others. Use boxes or other suitable containers.
- Ensure all cutting edges, teeth, etc. are adequately sheathed or otherwise protected;
- Do not lay tools down so that they can fall, roll or be knocked over;
- Never leave tools lying in walkways or any place where they could be tripped over

## Waste Management

Biddulph Town Council will apply 'Waste Hierarchy' principles wherever reasonably practicable.



For information on the disposal of the following items a person providing professional Safety, Health and Environment support will be consulted:

- Hazardous waste
- Waste electrical and Electronic Equipment (WEEE)
- Transport and disposal of waste

### **Green Water Systems**

Biddulph Town Council will endeavor to minimise the environmental impacts resulting from water use. It will do this by using water as efficiently as is reasonably practicable relative to their work activities and by utilising water storage and recycling methods.

### **Energy Use**

Biddulph Town Council will endeavor to minimise environmental impacts resulting from energy use. It will do this by using energy as efficiently as is reasonably practicable relative to their work activities and by using energy obtained from clean technologies.

### **Provision of Information and Employee Consultation**

<b>Responsibility</b>	<b>Position</b>
Provision of appropriate consultation	Chief Officer
Provision of training and information	Chief Officer
Updating information on HSE law poster	Chief Officer
Updating all facilities with employee liability insurance certificate	Administration Officer

All employees, visitors and contractors will be provided with details of any significant risk to their safety and health whilst on Biddulph Town Council's property and details of any significant environmental protection measures requirements. Consultation with employees is provided by the following means:

<b>Method of Communication</b>	<b>Location</b>	<b>Frequency</b>
The HSE Health and Safety Law Poster	Each Biddulph Town Council site where employees work permanently	Permanent fixture
During an annual appraisal	n/a	Annually (with six month review)

Information will also be provided by email as it becomes available. All employees are encouraged to read emails and to make any enquiries necessary.

Biddulph Town Council will ensure that all employees are provided with adequate safety, health and environmental training for their work. This may be online training; employees are encouraged to make time within their daily work to complete this training, and to provide confirmation that this has been done to the Administration Officer.

## **RELEVANT LEGISLATION**

### **4.1 The Health and Safety at Work etc. Act 1974**

The Act says that employers must prepare a statement and bring it to the attention of all employees. The policy should be reviewed and revised as often as necessary.

Legally, the policy only requires employers to address the health and safety matters relating to employees, but in many organisations, it is a good idea to have a policy that considers the safety of others who might be affected by your activities, i.e. volunteers, contractors and the general public.

With or without a written policy, all employers have a duty of care to protect their employees and others from harm arising from work activities.

### **4.2 The Management of Health and Safety at Work Regulations 1999**

These regulations place duties on employers to assess and manage risks to their employees and others arising from work activities.

### **4.3 Manual Handling Operations Regulations 1992**

The Regulations define manual handling as:

*"...any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force".*

The load can be an object, person or animal.

The MHOR 1992 set out a clear ranking of measures for dealing with risks from manual handling, these are:

- **first** : avoid hazardous manual handling operations so far as is reasonably practicable;
- **second** : assess any hazardous manual handling operations that cannot be avoided; and
- **third**: reduce the risk of injury so far as is reasonably practicable.

#### **4.4 Health and Safety (Display Screen Equipment) Regulations 1992**

As an employer, Biddulph Town Council must protect workers from the health risks of working with display screen equipment (DSE), such as PC's, laptops, tablets and smartphones. The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for an hour or more at a time.

#### **4.5 Provision and Use of Work Equipment Regulations (PUWER)**

These regulations, often abbreviated to PUWER, place duties on people and companies who own, operate or have control over work equipment. PUWER also places responsibilities on businesses and organisations whose employees use work equipment, whether owned by them or not.

PUWER requires that equipment provided for use at work is:

- suitable for the intended use.
- safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- used only by people who have received adequate information, instruction and training.
- accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include guarding, emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.
- used in accordance with specific requirements, for mobile work equipment and power presses.

Some work equipment is subject to other health and safety legislation in addition to PUWER. For example, lifting equipment must also meet the requirements of LOLER.

#### **4.6 Construction (Design and Management) Regulations 2015 (CDM Regulations)**

CDM aims to improve health and safety in the industry by helping you to:

- sensibly plan the work so the risks involved are managed from start to finish.
- have the right people for the right job at the right time.
- co-operate and coordinate your work with others.
- have the right information about the risks and how they are being managed.
- communicate this information effectively to those who need to know.
- consult and engage with workers about the risks and how they are being managed.

4.7 The Electricity at Work Regulations 1989 set out the need for electrical systems and equipment to be:

- Constructed of materials that are suitable (both mechanically and electrically)
- Regularly, effectively and safety maintained
- Afforded suitable protection against damage
- Correctly installed and used
- Provided with suitable earthing and protective devices
- Provided with a suitable physical means for disconnecting and isolating the supply
- Covered by safe systems of work, including instruction and training

4.8 The risks of not following this police with regard to fire safety are serious, in the Council will not comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005 as amended 2021 (RRFSO) and other relevant codes of practice and good practice guidance, leading to a potentially detrimental impact on the safety of customers and staff. This could result in, prosecution by the Health and Safety Executive under the Health and Safety at Work Act 1974, or and prosecution by the Fire and Rescue Service under the RRFSO and/or Fire Safety Act 2021 and Fire Safety (England) Act 2022.