

Chigwell Parish Council

Health and Safety
Management System



Wirehouse
Employer Services



Introduction

Foreword

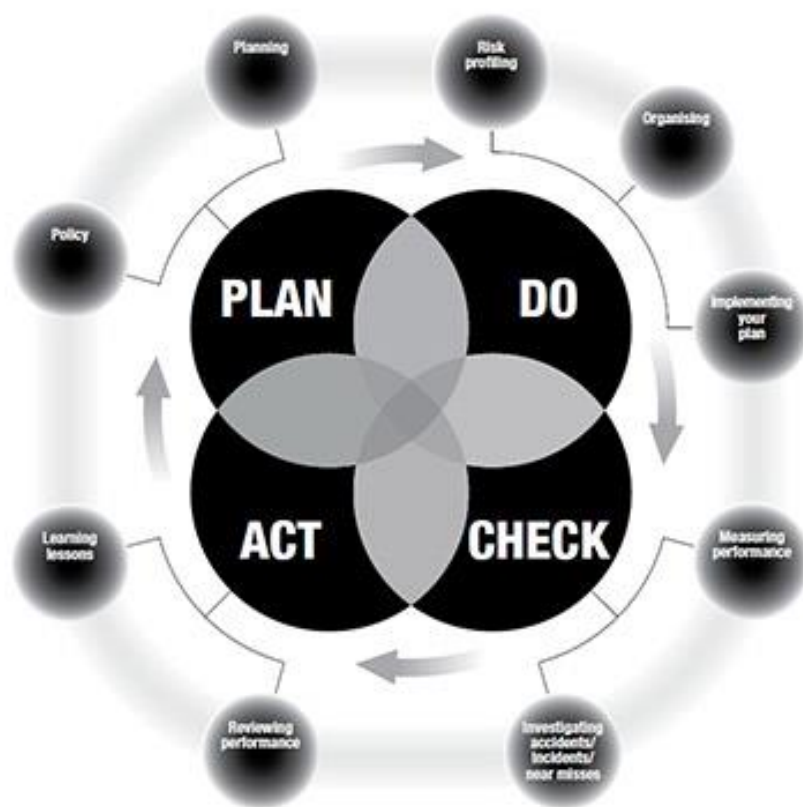
The main purpose of health and safety legislation is to prevent unsafe acts or situations arising in any workplace, thus reducing the likelihood of accidents occurring and preventing injury or loss of life. Safety legislation provides clear information and guidance for all occupations and workplaces, it has been formulated to assist and protect the employer, the employee, and others. Risk occurs, it is an inevitable factor, but it must be managed to create a safe working environment for employees.

Introduction

Health and safety is taken seriously at Chigwell Parish Council and we understand our duties as an employer. It is our intention to fully embrace all aspects of health and safety legislation applicable to us.

We intend to manage and conduct our activities safely to avoid any harm to employees or others that are affected either directly or indirectly by our activities.

Our Health and Safety Management System and documentation has been prepared following Health and Safety Executive (HSE) defined guidelines as set out in HSG65 and utilises agreed principles to achieve our intentions, a safe place of work. It follows the Plan, Do, Check, Act, concept of risk management.



Health and Safety Management System

Chigwell Parish Council's Health and Safety Management System consists of the following elements:

Health and Safety Management System

Our Health and Safety Management System is provided to state our intentions and set a clear direction for employees to follow. We expect all our employees to understand and comply with our arrangements.

Responsibilities

We have on going commitments to achieve our intentions and maintain standards. To help us meet these commitments employees will be empowered to assist with tasks. Information is provided to employees describing responsibilities and duties of key people within our parish council. We will provide training where needed.

Arrangements

To ensure the workplace is safe and risk is managed effectively we have devised safety arrangements. These are referred to within the Health and Safety Management System and include emergency procedures.

Internal Audits

It is important that we fulfil our duties with respect to legislation that applies to us. Continuous improvement is vital to help us maintain our standards and achieve compliance; we have devised a set of internal audit forms to help with this task.

Control of Documents

An amendment status record is included at the end of this section. This information helps us to manage and control our documentation ensuring it remains current.

The Health and Safety Management System will be reviewed at least annually. The date of review will be indicated on the Health and Safety Statement of Intent.

Legislation Overview

There is a moral obligation on employers to take care of everyone at work and those who might be affected by the work undertaken. This is reflected in Common Law and in Statute Law and enforced by the regulatory authorities. Health and safety legislation goes further than just 'common sense' or 'reasonable care' and places duties of absolute, practicable or reasonably practicable care.

As an employer, you must have a clear understanding of the duties placed on you and ensure that you have 'suitable and sufficient' assessments, systems and control measures in place.

The regular meetings with our Health and Safety Consultant highlight the key areas of concern for us and the Health and Safety Management System and Guidance written here form the basis of the Health and Safety Management System. This must be supported with training for employees at the appropriate level and detail.

Identifying the relevant legislation and implementing safety systems is the first step to compliance – maintaining standards with regular checks and audits is also required. The enforcement agencies will expect compliance always and this is the best way to avoid accidents and incidents occurring.

Failure to comply with the law – regardless of whether there has been an accident or incident can result in enforcement action and fines, especially following the implementation of Fee for Intervention (FFI) in 2012 which allowed the HSE to charge for their visits when a breach is noted.

Copies of the key pieces of legislation (Acts and Regulations) are freely available online and this is supported with more user-friendly publications in the form of 'approved codes of practice' and 'guidance notes' from the Health and Safety Executive – (www.hse.gov.uk). We suggest you obtain copies in the first instance of the legislation of most relevance to you. These documents provide information on the fundamentals for establishing a sound Health and Safety Management System and will also be reflected in your arrangement in the safety manual.

A summary of the key legislation is provided below – for your information. Using the information provided during the initial health and safety visit we have identified legislation that we consider is applicable to your business. The following list has been compiled to help draw your attention to this information and to your duties as an employer or as a nominated health and safety co-ordinator for your business.

- The Health and Safety at Work etc. Act 1974
- Corporate Manslaughter and Corporate Homicide Act 2007
- Employers' Liability (Compulsory Insurance) Act 1969
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Regulatory Reform (Fire Safety) Order 2005
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Control of Substances Hazardous to Health Regulations 2002 (as amended).

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (First Aid) Regulations 1981 (as amended)
- The Personal Protective Equipment Regulations 2002
- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Electricity at Work Regulations 1989
- Health and Safety (Consultation with Employees) Regulations 1996 (as amended) and Safety Representatives and Safety Committees Regulations 1977 (as amended)
- Construction (Design & Management) Regulations 2015
- Control of Vibration at Work Regulations 2005
- Control of Noise at Work Regulations 2005
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- The Working at Height Regulations 2005 (as amended)
- Control of Asbestos Regulations 2012
- The Confined Spaces Regulations 1997
- Building Regulations 2010 (as amended)
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998 (as amended)
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety Offences Act 2008
- Working Time Regulations 1998 (as amended)

Management of Documentation

The Parish Clerk at Chigwell Parish Council is the person nominated to maintain and control this document and will ensure that all amendments are incorporated, and that each revision or re-issue is recorded together with a dedicated Health and Safety Consultant from Wirehouse Employer Services.

Issue Details

Issue Number	Reason for Issue / Amendments	Name	Date
1.	Initial	Wirehouse ES Ltd	October 2019
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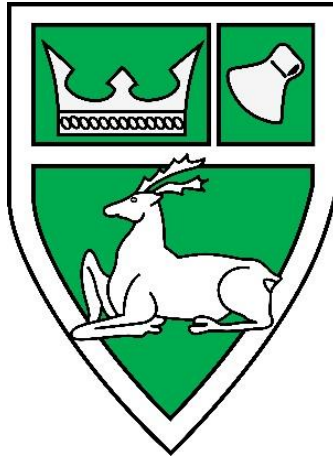
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Implementation Guide and Record

Your health and safety manual is a key tool for you to use to help educate employees on their responsibilities and safe ways of working and to effectively and proactively manage risk in the business. Use the record below to record the key stages of the implementation of your Health and Safety Management System and to track progress towards compliance. Amend as required.

Date (Started) - Completed	Key Activity	Evidence - Location of the Records, Documents
	Initial audit and action plan	
	Statement of Intent Signed	
	Employee handbooks issued	
	Employee acknowledgements signed	
	Fire risk assessment completed	
	Fire Marshals appointed	
	Fire log book established and drills planned	
	PEEPs documented	
	Legionella risk assessment and controls documented	
	Risk assessment index compiled	
	Hazardous Substances Inventory Sheet completed	
	Training matrix established – needs analysis completed	
	Specific risk assessments completed for: Home activities COSHH Lone Working	
	Workplace inspections started	
	Health surveillance	
	Review action plan	





Chapter 1. Statement of Intent



Health and Safety Statement of Intent

At Chigwell Parish Council, it is our policy to ensure, so far as is reasonably practicable, the health and safety of our employees, clients and anyone else that may be affected by our work activities. The minimum standard we will adopt will be compliance with legal requirements and appropriate codes of practice. However, our aim will be to fulfil the spirit of the law and not just comply with technical requirements. We will assess the risks from our work activities and will operate according to the procedures that best promote health and safety at work. We have appointed Wirehouse Employer Services to assist us in these duties as our safety advisors under Reg.7 of the Management of Health and Safety at Work Regulations 1999 (as amended).

We accept our responsibilities for health and safety and are committed to giving health and safety equal importance with other council matters. We will ensure that the resources necessary to achieve the objectives of this Health and Safety Management System are made available. We require cooperation from all employees to enable us to fulfil our legal duties and the objectives of this Safety Management System. To promote co-operation, procedures for consulting employees are built into the Safety Management System. It is their duty to follow the standards and procedures laid down by the council.

Equipment that enables tasks to be carried out safely will be provided and maintained to ensure their safe operation. Employees will be provided with appropriate training and instruction considered necessary to ensure that they know how to work safely. Risk assessments will be documented for significant tasks and where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment will be provided and instruction in its use and maintenance given.

Our own building will be maintained in a safe manner and suitable facilities for welfare at work will be provided and maintained, as will arrangements to ensure access to first aid.

The Chigwell Parish Councillors have ultimate responsibility for health and safety within our council and will nominate a competent person to manage operations day to day. Other responsibilities for health and safety matters have been assigned as appropriate and are described in our 'Responsibilities' section.

The Parish Clerk will oversee an annual review of this Health and Safety Management System and associated procedures to ensure their continued effectiveness. Where necessary to ensure legal compliance and promote continuous improvement, the Safety Management System and associated guidance will be amended and communicated.

Signed **Parish Clerk**

Date



Environmental Policy Statement

We help to sustain natural resources and protect the environment. We are committed to ensuring the health, safety and welfare of our employees who may be affected by the waste materials that result from our work.

Whilst the environmental obligations and responsibilities fall to each of our employees, Management are primarily responsible for ensuring our environmental implications are inherent considerations in all our business decisions. Management are ultimately responsible for the implementation and promotion of this policy.

We will arrange for the disposal of our waste products regularly, safely and in accordance with the statutory requirements. We will actively re-use packaging materials wherever possible, including folders and documentation.

Our waste disposal arrangements will be regularly reviewed, ensuring that our paper and cardboard waste is recycled wherever possible and disposed of responsibly where not. Recycling initiatives will be taken where reasonably practicable to help protect the environment and make better use of resources. Our employees are asked to consider the environment when making requests for printing to the office.

Where possible the most environmentally friendly equipment will be provided to our employees with due consideration to those employees who work from home, ensuring that the consumption and energy required is considered prior to purchases.

We recognise that the empowerment of our employees is our strongest weapon in the battle for environmental protection and will therefore arrange for suitable training and awareness where possible on environmental implications of our work activities and the controls that are within our control. We will encourage our employee's involvement in developing environmental improvements.

As a council we seek excellence in every area of our work, we are committed to continuing to improve our environmental performance by minimizing our environmental impact and making resource efficiency the focal point and requirement of all our business operations.

We will ensure that all Chigwell Parish Council vehicles and vehicles used for work purposes where possible are designed and maintained to give the maximum fuel efficiency and minimum emissions. We will provide our employees with information on how to ensure maximum fuel consumption is met, such as the removal of unnecessary items in vehicles.

We aim to foster an understanding of environmental issues appropriate to and in the context of our business, among employees and those who work with us. Our intention is to ensure that we continually improve the environmental impact of our activities.

To achieve this commitment, we will:

- Strive to continuously improve our environmental performance, regularly reviewing our activities and policy and setting new targets to reduce any environmental impacts

caused by our activities. This will include the consumption of energy within our premises, the reduction of waste materials including paper and cardboard through unnecessary printing.

- Comply with the requirements of environmental legislation and integrate approved codes of practice into our business operations.
- Reduce our consumption of resources and improve efficiency in the use of these resources.
- Ensure energy and water is used efficiently in all activities to minimise the consumption of natural resources and energy.
- Manage our operations and activities ensuring we reduce emissions, pollution and waste.
- Promote the reduction, reuse and recycling of waste materials in all working activities to conserve resources and reduce waste disposal.
- Ensuring all waste is disposed of in a safe and responsible manner by monitoring within our premises and taking necessary action where deemed appropriate,
- Procure goods and supplies which take environmental specifications into account, limiting the amount of waste products entering our premises, we recognise that prevention is better than the cure.
- Raise awareness and encourage participation in environmental matters through discussions and training sessions for employees upon induction and at appropriate intervals.

This statement confirms the intentions of our council. We recognise our responsibility towards the protection of the environment and issue this statement as a commitment of both management and employees to minimising the environmental impact of our operations.

Signature:

Parish Clerk

Date:



Chapter 2. Responsibilities



Duties and Responsibilities

The main purpose of this section is to ensure that employees are aware of their legal responsibilities whilst at work, to confirm the health and safety management structure of our business and the appointments forming this structure and the duties and responsibilities allocated to respective employees.

General Responsibilities of All Employees

Chigwell Parish Council takes seriously the health, safety and welfare of its employees and anyone else that may be affected by our work activities. We expect full cooperation from our employees to help us maintain safe working environments. It is our aim to create a positive safety culture and sustain high standards.

Employees empowered to organise, manage and supervise work activities must ensure that our safety policies and procedures are followed always. Activities must be completed without significant risk of harm or loss, risks will be assessed, and measures introduced to enable this.

Where employees have limited experience of activities involving risk, supervision will be afforded until such a time when satisfactory competence is deemed sufficient. Training needs will be assessed for all employees and the necessary training to enable you to work safely will be arranged.

You must refrain from using equipment likely to cause harm, for which you have had no training. If you notice any unsafe equipment, acts or situations you must act and report this.

We have in place a system for periodic monitoring. The purpose of this task is to continually assess our performance with respect to health and safety. Some employees have been nominated with specific monitoring responsibilities, from time to time you may be requested to aid.

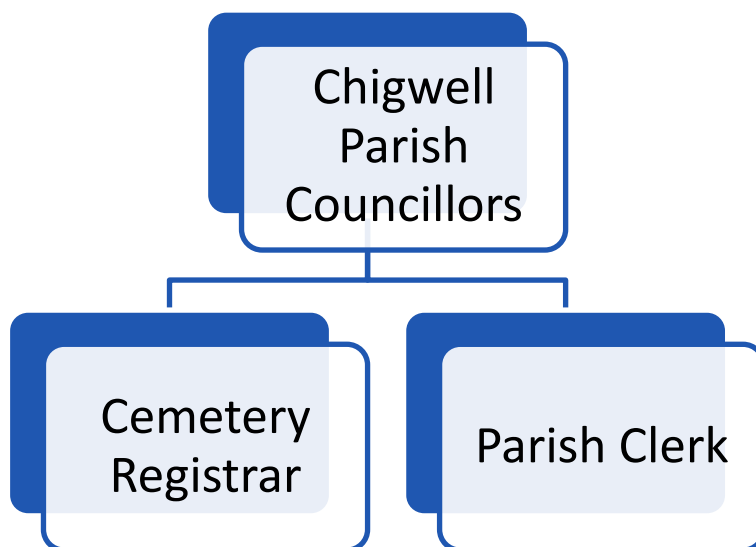
The Health and Safety at Work Act 1974 places duties on employees, Sections 7 and 8 refer specifically to the duties of employees, these are to:

- take reasonable care of your own health and safety and that of anyone else effected by what you do;
- cooperate with us, your employer, enabling us to comply with our statutory duties;
- Refrain from intentionally or recklessly interfering with or misusing anything provided in the interest of health, safety and welfare.

You must understand that failure to act and comply with legal duties may result with disciplinary action being taken against you, possibly by an enforcing authority.

Health and Safety Management Structure

This diagram is a representation of our management structure and organising strategy for health and safety responsibilities within our council.



Chigwell Parish Councillors have ultimate responsibility for health & safety within Chigwell Parish Council. At any time when an employee who is assigned with responsibilities is absent from work, please consult the Parish Clerk and raise any concerns regarding health and safety.

The Parish Councillors

The Parish Councillors have the overall and final responsibility for safety, health, fire and welfare. However, contribution is needed by all employees, to achieve a safe working environment.

Responsibilities include, but are not limited to:

- Understanding the Health and safety at Work Act and any other Acts, Legislation or Approved Codes of Practice that apply to us and ensuring these are observed.
- Initiating our Health and Safety Management System for the prevention of injury, damage and wastage.
- Carrying out an annual review of the Health and Safety Management System.
- Ensure that the Business is supported and suitably advised on matters relating to Health and Safety.
- Set objectives for the council in relation to health and safety matters.
- Arranging adequate funds and facilities to meet requirements of our Health and Safety Management System.
- Ensuring that any inspection, testing and certification is carried out to comply with relevant Regulations.
- Ensuring that appropriate insurance cover that embraces both statutory and general requirements is met and maintained.
- Ensuring that suitable risk assessments are carried out by competent personnel and that suitable records are maintained.
- Ensuring that risk assessments are reviewed regularly.
- Ensuring that *all* employees receive adequate and appropriate training.
- Ensuring that necessary health and safety inspections are undertaken within those areas and that prompt remedial action is taken when any unsafe practice or condition is apparent.
- Ensuring that suitable written records are kept and maintained of such inspections.
- Making reasonable enquiries to ensure that subcontractors engaged to work on our behalf and contractors engaged to work on our premises are competent to do so.
- Ensuring that disciplinary procedures are adequate to act against those who breach the Health and Safety Management System or safe practices.
- Setting a personal example.

The Parish Clerk

Responsibilities include the following, but are not limited to:

- Understanding the requirements of relevant legislation.
- Ensuring that any item is so designed and constructed as to be safe and without risk to health.
- Ensuring that any testing or examination is carried out on any article to comply with all safety Regulations.
- Co-ordinating the efforts of all parties on matters of health, safety and welfare.
- Carrying out risk assessments.
- Ensuring that risk assessments are reviewed regularly.
- Ensuring that risk assessments are undertaken on any new or proposed activities or processes.
- Bringing to the attention in writing of those concerned, the significant risks identified because of any such assessments.
- Stipulating safe systems of work, so that all work is carried out in accordance with Statutory requirements, Codes of Practice and our rules.
- Ensuring that employees are effectively instructed in safe systems of work and that records of instruction are kept.
- Ensuring that employees are adequately trained in proper and safe working methods and are fully aware of any hazards.
- Ensuring that necessary health and safety inspections are undertaken within those areas and that prompt remedial action is taken when any unsafe practice or condition is apparent.
- Ensuring that suitable written records are kept and maintained of such inspections.
- Ensuring that all employees are aware of the fire procedures and first aid facilities.
- Ensuring that new employees learn to take safety precautions.
- Identifying training requirements of individuals and reporting this.
- Ensuring that all safety rules are observed.
- Ensuring that all safety devices are fitted, properly adjusted and maintained.
- Ensuring that all hazardous defects in the workplace are reported and subsequently rectified.
- Completing accident reports for all accidents involving injury, damage or lost time. Reports to be completed as soon as possible.
- Ensuring all accidents and incidents are properly recorded and investigated with a view to prevent re-occurrence.
- Maintaining good housekeeping standards.
- Ensuring that all visitors are made aware of and comply with all aspects of Health and Safety legislation.
- Setting a personal example.

The Cemetery Registrar

Responsibilities include the following, but are not limited to:

- Familiarising yourself with our Health and Safety Management System.
- Ensuring that employees are adequately trained in proper and safe working methods and are fully aware of any hazards.
- Identifying training requirements of individuals and reporting this.
- Co-operation in releasing employees for training courses.
- Ensuring that all employees are aware of the fire procedures and first aid facilities.
- Seeking to develop safe practices and encourage suggestions from employees.
- Carrying out safety inspections in those areas under their control.
- Ensuring that necessary health and safety inspections are undertaken within those areas and that prompt remedial action is taken when any unsafe practice or condition is apparent.
- Ensuring that suitable written records are kept and maintained of such inspections.
- Ensuring that all safety rules are observed, and protective equipment is worn or used when appropriate.
- Ensuring that all safety devices are fitted, properly adjusted and maintained.
- Ensuring that all hazardous defects in the workplace are reported and subsequently rectified.
- Completing accident reports for all accidents involving injury, damage or lost time. Reports to be completed as soon as possible.
- Ensuring that good housekeeping standards are maintained.
- Carrying out risk assessments to identify all hazardous activities and the risks associated with such activities.
- Bringing to the attention in writing of those concerned, the significant risks identified because of any such assessments.
- Stipulating safe systems of work, so that all work is carried out in accordance with Statutory and in-house Regulations, and Codes of Practice.
- Ensuring that all employees are effectively instructed in safe systems of work and that records of instructions are kept.
- Ensuring that risk assessments are reviewed regularly, particularly in respect to any new or proposed activities or processes.
- Ensuring that all visitors are made aware and comply with all aspects of Health and Safety legislation.
- Setting a personal example.

Employees

Responsibilities include the following, but are not limited to:

- Understand and comply with any rules, policies and procedures introduced for your health and safety, and to comply with legislative requirements.
- Co-operate with the Parish Councillors, the Parish Clerk, the Cemetery Registrar and other employees to create and maintain a safe working environment.
- Assist us with the preparation of risk assessments or safety checks – after suitable training.
- Co-operating with any risk assessments and control measures introduced.
- You must not intentionally interfere with or misuse any safety devices or arrangements introduced in the interest of health and safety.
- You must refrain from actions which are likely to cause harm to yourself or others.
- Keeping any work equipment in good condition.
- You may be requested to assist with workplace assessment activities.
- You must report any accident, unsafe act or condition.
- Ensuring you understand our first aid arrangements and know where to seek assistance.
- Complying with our fire safety arrangements and participating with any evacuation drills.
- Inform us of any complaint, injury, illness or disease that you believe has been caused at work.
- Inform us of any personal circumstances, illnesses that may affect your safety or the safety and health of others whilst at work.
- Co-operating with us where an accident or incident is being investigated.
- Operating only items of equipment for which you have been trained, deemed competent and authorised to use.
- Helping us achieve and maintain good housekeeping standards.
- Setting a good example for others to follow.

Communication and Consultation

Health and safety arrangements, rules and procedures have been introduced to prevent accidents occurring thus protecting employees and others against harm, however effective communication is vital to ensure these measures achieve their desired intentions.

We aim to consult with employees and involve them in the decision-making process and development of our safety arrangements.

Health and Safety Management System

The Health and Safety Management System is accessible to all employees, it details and is an inherent part of the framework for our Health and Safety Management Systems. All employees should be familiar with the contents.

Employee Safety Handbook

The Employee Safety Handbook provides general safety information and refers to where further information can be obtained. It also provides details of our rules, procedures and arrangements. You must be familiar with the handbook content.

Policies and Guidance

We have devised our policies and guidance to ensure safe working practices are documented. Information relevant to each job or employee role will be communicated using our methods identified in this section.

Management

We have appointed various levels of management to implement, manage and assist with safety arrangements and procedures daily. Their duties include the communication of safety information to employees and others to ensure our policies, procedures and rules are being followed and standards are being maintained.

Posters and Notices

A Health and safety law poster is displayed in the office which provides basic information regarding duties of the employer and employee at work.

Training

We will arrange the necessary training to ensure work is carried out without risk of harm. The Parish Clerk is responsible for identifying any shortfalls with competence and consequent training needs. We will use credible and competent training providers for delivery of any external training.

Communication with Others

It is inevitable that visitors or contractors will spend time at our site. It is our intention to communicate any rules or procedures relevant to their safety to these persons. This we will do either whilst deciding for their visit or on arrival.





Chapter 3. Arrangements



Arrangements

Arrangements are the systems we have introduced to deal with the fundamental health, safety, fire and welfare needs of Chigwell Parish Council. We have reviewed our work and considered what arrangements are necessary. Our arrangements have been introduced for the good and benefit of employees and others and to comply with legislative requirements.

We have considered the activities we expect employees to participate with whilst at work and environments where work takes place.

Details of our arrangements can be found in this section. We ask that you speak to the Parish Clerk if there is anything you do not understand or believe could be improved.

Summary of Responsibilities for Key Arrangements

Subject Area	Persons Responsible	Date Accepted
Instruction in safe working practices	Parish Clerk	
Training	Parish Clerk	
Health and Safety Inspections	Parish Clerk	
Office Safety	Parish Clerk	
Accident Investigation	Parish Clerk	
In house equipment	Parish Clerk	
Services (gas, electric etc)	Parish Clerk	
First Aid Provision	Parish Clerk	
Fire Equipment	Parish Clerk	
Fire Evacuations	Parish Clerk	
Housekeeping	Parish Clerk	
Risk Assessments	Parish Clerk	
Contractor Management	Cemetery Registrar	
Welfare	Parish Clerk	

Accident Investigation

It is our intention to prevent all accidents occurring however we must have systems in place to manage any such events. The Parish Clerk is nominated as the person responsible for ensuring accident investigation is completed.

It is imperative that the scene of the accident is isolated to facilitate investigation. It is important that information relating to any accident or incident is collected as soon as possible following the event. The following is a list of evidence that should be considered. Please note this list is by no means exhaustive.

- Witness statements.
- Photographs.
- Sketches.
- CCTV data.
- Damaged equipment.
- Maintenance records.
- Previous accident reports.
- Training records.

The main purpose of accident investigation is to establish events leading up to the accident and/or any underlying circumstances that may have contributed to the occurrence. Ultimately the evidence must be used, and information evaluated to prevent reoccurrence.

The depth of the investigation will depend on the nature and severity of the accident. Where necessary other agencies will become involved with the investigation.

If you require advice or assistance with this task, please contact our health and safety service provider Wirehouse Employer Services Limited.

Accident Reporting

We acknowledge our duty as stipulated by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). We have suitable arrangements in place for all accidents and incidents to be reported. Management is to ensure that all employees understand the basic requirements for accident and incident reporting and know how to report such an event and are encouraged and monitored to ensure this is done.

Accident Recording

Any employee injured whilst at work should report and record the event. An accident book (BI510) is kept and managed by the first aiders. Information referring to what needs reporting can be found at the start of the accident book. If you are in any doubt you must seek advice.

Each page is perforated enabling the record to be removed once completed. Enter all relevant details in the required boxes then remove the page and return it to the Parish Clerk.

Submission of Reports to the Incident Contact Centre

The Parish Clerk is responsible for complying with RIDDOR and reporting any relevant incidents, within 10 days of a specified or major incident occurring, 15 for over 7 days incidents. The list of reportable injuries, dangerous occurrences and diseases is lengthy and if any doubt exists regarding these procedures you must contact our health and safety service provider for advice.

All reports will be treated with strict confidence and their security managed accordingly. If disclosure is necessary to authorised parties, this we will monitor and control.

All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting out of hours

The HSE and local authority enforcement officers **are not an emergency service**.

More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE at www.hse.gov.uk/riddor/report.htm. If you want to report less serious incidents out of normal working hours, you can always complete an online form.

Paper forms

There is no longer a paper form for RIDDOR reporting, since the online system is the preferred reporting mechanism.

Aggressive Behaviour

You may experience aggressive or violent behaviour as an employee. Such behaviour can result with injuries if not dealt with correctly. We have a duty for the safety and health of employees. Where necessary, we will provide employees with the necessary training to manage aggressive or violent situations.

Training will involve teaching employees to understand simple warning signs or “triggers” to help avoid aggressive behaviour. The term “trigger” is used to describe a situation that causes aggression such as making a customer wait for an excessive time for something.

The key is to avoid aggressive or violent behaviour however we will ensure that employees have the competence to manage such situations.

Reporting Incidents

If you have been harmed because of aggressive behaviour this must be reported to the Parish Clerk and recorded in the accident book.

Alcohol and Drug Abuse

Alcohol and drug abuse have serious implications for users and for their work, particularly with machinery. Employees who are under the influence of alcohol and drugs can seriously affect their judgement and abilities whilst driving or carrying out their work activities.

Employees are encouraged to seek assistance in complete confidence from their Manager if they believe that they have a problem with alcohol, drugs or other substances.

Managers are required to make a note of employees who show symptoms of alcohol or other intoxication when at work. These symptoms include:

- Smell of alcohol.
- Slurred speech.
- Unusual lack of co-ordination.
- Changes in behaviour, particularly aggressiveness.

No alcohol/or drugs may be consumed on the premises unless they are prescription drugs from the employee's doctor. Employees need to check with their doctor or pharmacist that the prescription drugs that they are taking will not impair their driving ability or when working with machinery.

Alcohol may only be consumed on our premises when authorised by the Parish Clerk.

Anyone found taking non-prescribed drugs on our premises is guilty of gross misconduct and will be disciplined accordingly.

Anyone found taking alcohol on our premises without prior authorisation is guilty of gross misconduct and will be disciplined accordingly.

Anyone found to be intoxicated by alcohol or drugs, appear to have been drinking or smell of alcohol on our premises, will be removed, deemed guilty of gross misconduct and disciplined accordingly.

Asbestos in our Premise

There are no health risks to people working in our premise, so long as any presumed asbestos containing materials (ACMs) remains in good condition and are not disturbed. However, if the materials are abraded, drilled or worked on with power tools the dust generated may contain asbestos fibres and there will be risks to anybody exposed. To ensure that risks from ACMs are reduced to the lowest reasonably practicable level we will operate the following procedures:

- We will not allow work on a known ACMs.
- An Asbestos Register listing the locations and conditions of all known and presumed ACMs will be kept on our own properties.
- The Asbestos Register will be brought to the attention of any person who might disturb or work on or near to a known or presumed ACM.
- Before any work near to a known or presumed ACM can commence a risk, assessment will be carried out and a method statement written. We may refer the issue to our safety advisors. The risk assessment and method statement will identify how the work will be carried out without exposing any person to risks from asbestos fibres. Where necessary, arrangements will be made for additional samples to be taken and analysed.
- The persons who will be doing the work will receive suitable training. They will be informed about the hazards and the precautions they need to take to ensure their health and safety.

Any employee observing damage to any suspected Asbestos Containing Materials should report this to the Parish Clerk.

If during your work you encounter a material that may contain asbestos and you were not informed about it before you started work, you should immediately stop work and take advice from the Parish Clerk. Work will not be allowed to recommence until the material has been identified and a safe system of work agreed.

Assessing Risks

We must deal with risk in every part of our lives, however the acceptability of risk relates to the standards adopted by each person, the council, our stakeholders and the regulatory authorities. Essentially, risks that are acceptable are ones where no additional control measures may be necessary.

It is important that we identify and deal with 'significant risks' rather than trivial issues and concentrate on those that might cause 'foreseeable' harm or damage. Remember, not everyone in the organisation will initially appreciate how they can be harmed and everyone will have different opinions as to what constitutes 'safe' behaviour. It is therefore necessary for us to determine what is acceptable and what controls are required to be implemented to ensure a safe working environment and compliance with regulatory standards.

A risk management programme forms the basis of our Health and Safety Management System.

The Parish Clerk will ensure that risk assessments are completed for significant activities within the business. Some employees will also have a significant part to play in the writing, communicating and reviewing of assessments and will be given suitable training to do this effectively.

Our Safety Consultants, Wirehouse Employer Services have helped identify the key areas where assessments are required and outlined the main controls required to be in place. These can only be written as 'suitable and sufficient' assessments with the input of competent employees involved in the tasks. To this end we will ensure:

- Assessments are carried out and records are kept.
- Control measures introduced because of assessments are implemented and followed – with the most significant hazards having the, greatest priority for action.
- Employees are informed of the relevant results and provided with necessary training.
- Any significant changes, injuries or, change in legislation or guidance leads to a review of relevant assessments.
- Assessments are regularly monitored and reviewed, and a schedule established.
- Suitable information, instruction and training will be provided to all persons involved in the risk assessment process to ensure a suitable level of competence.

Wirehouse Employer Services has provided us with further guidance notes about risk assessment, these can be found within our online portal system - Guardian and they include:

- An explanation of terminology around risk assessments.
- Examples of some common hazards.
- Guidance how to complete an assessment.
- Forms ready for use.

Some examples of key assessments required include:

- A fire risk assessment.

- Hazardous substances.
- Display screen working assessments.
- Occupational stress.
- Manual handling.

Others will be completed as and when required for example:

- New and expectant mothers.
- Under 18-year olds.
- Lone working.
- Back to work situations.

Process of Risk Assessment

A risk assessment involves identifying the hazards present in the workplace or arising out of any work activity and evaluating the extent of the risk involved to employees and others, considering the number and type of people exposed the duration and frequency of the exposure and the effectiveness of existing precautions.

A *hazard* is something with a potential to cause harm – examples are provided below, and they also include methods of work and the work environment.

A *risk* is the likelihood of harm occurring from a hazard being identified. As noted, overall risk increases where more people are involved, those people are vulnerable, the frequency of the activity increases, or the potential severity of harm is greater.

Assessments can involve a quantitative evaluation of risk using numbers, e.g. 1-5 or 1-10, or a qualitative evaluation by using high, medium or low. Some situations simply record a hazard and a control measure. There is no one correct method as to how to document assessments.

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

The key to completing an assessment is therefore to be thorough by:

- Ensuring that we are properly trained and experienced to understand the hazards and activity being assessed.
- Involve colleagues and people familiar with the task – we recognise this is the best way of understanding the perception of risk.
- Ensure employees familiarise themselves with our Health and Safety Management System, legislation and guidance.
- Consider relevant inspections, audits and any historical accidents or incidents.
- Consider different times of the day and environmental conditions.
- Ensure that we consider all the potential hazards and all the ways that people might be harmed.

- Use the specified forms provided along with the preferred evaluation method for calculating risk.

If we feel that we are out of our depth – we will ask our Consultants for help.

Completing the Assessment

This guidance follows the Health and Safety Executive's own information outlined in INDG163. These are the instructions to follow when we complete an assessment:

STEP 1 – Identify the hazards

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious to you. Consider *all* the various tasks undertaken by the business and consider the different locations where they occur. The most significant hazardous activities may not be immediately identified – ask questions!

STEP 2 – Identify who may be harmed and how

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

- Employees.
- Contractors on the premises.
- Visitors.
- New and expectant mothers.
- Unauthorised persons.

Pay attention to vulnerable persons, e.g. those with disabilities, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees, young persons under 18 years and children.

Think about how they might be harmed, it is your duty to explain this to those exposed 'in a way they can understand'. Consider different types of hazards:

- Mechanical.
- Physical.
- Ergonomic.
- Physiological.
- Transport.
- Access.
- Hazardous substances.
- Fire, smoke and explosions.
- Particles, fumes and dust.
- Biological.
- Lifting and handling.
- Environmental factors; – lighting, temperature, etc.
- The individual.
- Organisational factors.

- Electrical.

This list is not exhaustive but indicates the detail required. The individual has a huge impact on the overall risk. You must consider their level of training, attitude, work rate and tendency to work in an unsafe manner.

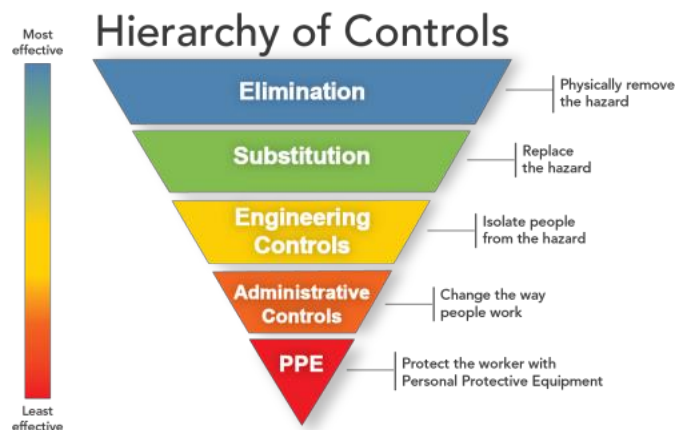
STEP 3 – Evaluate risk and decide on precautions

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more needs to be done. When evaluating the risk, consider the chance of harm occurring (i.e. the likelihood), the severity (or consequence), the number of people affected and if relevant, the frequency.

Even after all precautions have been taken a residual risk is likely to remain. Ensure the precautions in place meet regulatory requirements and best practice and that you have reduced the risk 'as far as is reasonably practicable'.

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

- Eliminate the hazard;
- Reduce the hazard;
- Prevent contact with the hazard;
- Introduce a safe system of work;
- Increased supervision;
- Provide personal protective equipment.



STEP 4 – Record your findings and implement them

Once the level of risk has been determined and the controls have been agreed, an action plan should be drawn up with timescales for implementation of the control measures.

The assessment must be documented since these provide evidence that something has been done. Keep old assessments for future reference. We must communicate the findings to employees involved in activity and record this on a training matrix. Observe activities periodically to ensure that the control measures have been implemented and are being followed.

Remember that information on assessments may also be required to be given to contractors, new starters, to employees changing roles or as part of on-going or developmental training. Records must be kept.

STEP 5 – Review the assessment and update it if necessary

A review will be required following:

- The results of monitoring (e.g. ill-health, accidents, audits) where results are adversely not as expected.
- A change of process, work methods, shifts or materials.
- A change of personnel.
- Changes in legislation or best practice.
- Introduction of new plant or machinery.
- Passage of time – as set out in the review schedule.

As in Step 4 – changes must be communicated and recorded.

Communication of Risk Assessments

Completion of risk assessments and the information collated because of this process can only be of benefit if communicated to the people who are likely to be affected by the hazards.

We will communicate the findings of risk assessments using the following methods:

- Induction - we will make employees aware of our hazards and control measures during the induction process.
- Availability of information - copies of risk assessments are readily available for all employees to read.
- Training - assessments and control measures to manage risk will be communicated as part of on-going training.
- Contractors and visitors - contractors and visitors will be made aware of any hazards they are likely to encounter whilst at our premises prior to commencing work.

Review

All risk assessments will be subject to periodic review, a formal review taking place at least annually. Any changes must be communicated to those affected. The Parish Clerk and competent persons will be tasked with conducting the review.

Note:

Wirehouse Employer Services has provided us with guidance notes about risk assessment, these include:

- Example copies of risk assessments for common hazards.
- Forms ready for use.

Blood-borne Viruses

Our aim is to prevent or control the risks to employees from blood-borne viruses (BBV's) that they may encounter during their work, the main viruses of concern being human immunodeficiency virus (HIV, which causes AIDS), Hepatitis B virus and Hepatitis C virus.

BBV's are carried in the blood of infected people (it is possible for a person to be infected but be unaware of it). They are also carried in other body fluids such as semen, vaginal secretions and breast milk. Body fluids such as saliva and urine may contain one or more of the viruses but are unlikely to be an infection risk unless they contain visible blood.

Tasks where employees could be exposed to BBV's will be assessed and controls introduced to eliminate or reduce the risks to the lowest reasonably practicable level. The findings of these risk assessments will be communicated to the employees concerned and training in the use of the control measures will be provided. The procedures that should be followed if an employee is exposed to blood that may contain a BBV will also be explained.

Where risks from BBV's cannot be reduced to acceptable levels by other means, employees will be provided with suitable personal protective equipment and trained in its use.

All potentially infected materials and equipment (e.g. clinical waste, soiled clothes, syringes and needles) will be identified and arrangements made for them to be handled and disposed of safely.

All needlestick injuries, puncture wounds and incidents involving exposure to blood or bodily fluids will be investigated by Management and the relevant risk assessments reviewed and, if necessary amended.

Responsibilities for carrying out risk assessments of tasks where employees may be exposed to BBV's are identified in the organisation and responsibilities section of this Health and Safety Management System. From these risk assessments safe systems of work will, where appropriate, be developed.

The Parish Clerk responsible for bringing the significant findings of the risk assessments to the attention of persons concerned.

You are responsible for using the controls described in the risk assessments for tasks that you carry out.

Where there is a risk of exposure to blood or bodily fluids or equipment or materials contaminated with these, the following precautions must be adopted:

- Cover all cuts, sores, chapped skin or other open wounds with a waterproof dressing.
- When collecting abandoned sharps always wear anti-syringe gloves, used in accordance with the manufacturer's instructions.
- Wherever possible, use litter tongs to pick up rubbish and abandoned sharps.
- When litter picking, wear safety boots.

- Place discarded sharps in a yellow sharps box. When three-quarters full, sharps boxes must be disposed of as contaminated waste by a licensed waste carrier.
- Do not use teeth when putting on/removing gloves.
- Wear disposable sterile surgical gloves when administering first aid.
- Pull off sterile gloves so that they are inside out.
- Hands must be washed with soap before and after applying dressings.
- Hands and other parts of the body must be washed immediately with soap and water after contact with blood, other bodily fluids and after removing gloves.
- Blood and bodily fluids (except urine) should be cleaned up by using absorbent materials and a solution of one-part bleach to ten parts of water; N.B. DO NOT use bleach on urine spillages - use soap and water.
- If a needle stick injury or puncture wound occurs or you encounter blood or bodily fluids that may contain a BBV, obtain first aid.

Incident Procedure

If a needle stick injury or puncture wound occurs or you encounter blood or bodily fluids, the procedure below should be followed:

- Encourage cuts and wounds to bleed.
- Wash the affected area thoroughly with soap and water.
- If available, clean the affected area with Mediswabs or Hibisol hand wash.
- If mucous membrane or eyes are affected, wash the affected area with copious quantities of running water.
- Attend the nearest hospital Accident and Emergency Department immediately and advise the following information:
 - The date, time and location of the incident.
 - A description of the incident.
- As soon as possible report the incident to the **Management**.
- Record the incident in the Accident Book.

Bomb Threats

Chigwell Parish Council is committed to providing a safe working environment and we recognise that there is the potential for any employee to be contacted about a bomb threat.

If an individual is contacted about a bomb threat Chigwell Parish Council have a procedure in place that employees can follow.

There are three sources of threats:

1. Telephone Calls

This is one of the most popular ways of being contacted about the risk of a bomb explosion. The clear majority of bomb threats are hoaxes and there are many reasons why someone may make a hoax bomb threat these include:

- Revenge.
- Extortion.
- Causes disruption.
- Inconvenience to the victim.
- Fear.

When an individual receives a telephone bomb threat it is important that they remain calm and obtain as much information from the call including:

- Details about the person.
 - Gender
 - Accent
- Background noises.
- Reason for the call.
- Did they use a code word as this will help the police identify if the call is genuine or a hoax?
- Information about the bomb threat.
 - Location.
 - Time.

Once the call is finished try and leave the line open, if you have another person nearby ask them to start evacuating the premises as soon as possible and contact the police immediately.

In receipt of a bomb threat the Parish Clerk must be informed immediately.

2. Packages

Packages could be left on site that has been delivered by hand from an unknown source or a package arriving through the post by an unknown source.

If you identify a suspicious package evacuate everyone from the premises and call the police immediately. Do not touch or handle the package and ensure that others do not encounter the package.

3. Vehicle Bombs

It is important that we remain vigilant and follow the same procedure as suspicious packages. As vehicle bombs will cause a larger explosion, evacuating persons from our premises will be of a greater distance.

We must always remain calm and report any suspicious activity to the police or to the Anti-Terrorist Hotline 0800 789 321.

Summary

Be prepared for your employees to be temporarily in a state of shock at the threat, which will be the closest that many people ever come to acts of terrorism. Take account of this when establishing your procedures (see "what you can do", below) and base your preparation on enabling any employee to pass on a threat promptly, in as much detail as possible, to those tasked with deciding what action to take. Remember to distinguish between calls referring to your own building and those warning of a bomb elsewhere.

Even genuine threats are frequently inaccurate regarding where and when a bomb might explode. Also, employees receiving a bomb threat may not always be those trained and prepared for it. Whilst it is not reasonable to expect them authoritatively to assess a threat's accuracy, truth or origin, listen to their impressions of the caller.

“Always remember: It’s probably nothing but... if you see or hear anything that could be terrorist-related trust your instincts and call the Anti-Terrorist Hotline”

0800 789 321

Car Parks

Our premises include car parking areas and as such we have undertaken a risk assessment of our car park and implemented the following risk control measures:

- Sufficient lighting is provided and is maintained in good working order.
- Trees in the area are subject to an inspection and maintenance programme to manage the risk of falling branches and avoid their growth dangerously restricting the height available for vehicles.
- Leaves are swept up to prevent surfaces becoming too slippery.
- Surfaces are inspected regularly and maintained to prevent potholes and tripping hazards.
- Shrubs are clipped back regularly to ensure that sight lines are maintained.
- Adequate drainage is installed and is subject to periodic maintenance.
- Arrangements are in place for clearing ice and snow in winter, and for closing off parts of the car park and pedestrian routes which are not able to be cleared.

The condition of the car park and any facilities will be inspected regularly.

Chainsaw Use

During the last 10 years **24** tree surgeons/arborists have been killed during tree work and nearly 1,400 have suffered an injury. The key cause of these accidents are chainsaws, falls from height or being struck by falling timber / trees.

Chainsaws have the potential to cause horrific injuries. By law, chainsaw operators must have received adequate training relevant to the type of work they undertake. They are also required to wear appropriate chainsaw protective clothing whenever they use a chainsaw (Source HSE).

Chainsaw personal protective equipment (PPE)

It is essential that anyone using a chainsaw either on or off the ground is provided with and wears appropriate PPE. Non-chainsaw users may also need to wear appropriate PPE, for example head, hearing or eye protection as identified in the task risk assessment.

Equipment	BS or EN standard	Using a chainsaw on the ground	Using a chainsaw off the ground	Comments
Safety helmet	BS EN 397 BS EN 14052 BS EN 12492	✓ ✓ ✓	✓	Helmets to BS EN 397 or BS EN 14052 are only recommended for groundwork. For tree climbing operations AFAG recommends a mountaineering style helmet complying with BS EN 12492. A helmet to this standard is also suitable for use on the ground where there is nothing in the task risk assessment to disqualify it. Helmets may be available which claim a BS EN 397 or BS EN 14052 shell and cradle but a BS EN 12492 chinstrap/retention system. Such hybrid helmets are also suitable for use on the ground where there is nothing in the task risk assessment to disqualify it.
Hearing protection	BS EN 352-1 BS EN 352-2 BS EN 352-3	✓ ✓ ✓	✓ ✓ ✓	
Eye protection mesh visor	BS EN 1731	✓	✓	Consider the need for eye and face protection from flying debris created by the chainsaw and other hazards such as branches. Also consider hazards caused by reduced quality vision when wearing the protection.

Safety glasses or goggles	BS EN 166	✓	✓	Consider the need for eye protection from flying debris created by the chainsaw and other hazards such as branches. Glasses may not stay on the head as well as goggles for working at height.
Gloves	BS EN 381-7	✓	✓	Suitable gloves for the task and subject to the operator's risk assessment. Consider the need for protection from cuts from the chainsaw, thorny material and cold/wet conditions. Where chainsaw protection is required this should be to BS EN 381-7
Leg and groin protection	BS EN 381-5	✓	✓	AFAG recommends Type C leg protection for aerial work, because of the high all-round chainsaw cut protection. Where wearing Type C is impractical (e.g. because of the higher risk of heat stress), it may be appropriate to use Type A, where justified by risk assessment.
Chainsaw boots	BS EN ISO 17249	✓	✓	Protective boots with good grip and protective guarding at front vamp and instep.
Gaiters	BS EN 381-9			For occasional users working on even ground where there is little risk of tripping or snagging on undergrowth or brash, worn in combination with steel toe-capped safety boots.
Outer clothing				Should be non-snag.
High visibility clothing				Where justified by risk assessment.

Civil Claims

We acknowledge that employees, visitors and contractors who may be affected by our activities have the right to make claims for compensation, where they consider that an injury is the result of negligence on our part. Such claims will be dealt with on our behalf by our Employers' and Public Liability insurer.

Our insurance requires us to forward to our insurer any letter from a solicitor, alleging negligence on our part, within 21 days of receipt and providing evidence in our defence. The insurer then has 90 days to respond to the claimant's solicitor. To enable us, and our insurer, to comply with the requirements of the 'fast track procedure', the following procedures must be followed:

- All incidents must be recorded, investigated and, where necessary, under RIDDOR, reported to the enforcing authorities.
- Any person receiving a letter from a solicitor must forward this immediately to the Parish Clerk.
- The Parish Clerk will, unless they instruct someone else to act on their behalf, forward the solicitor's letter to our insurer along with any evidence in our defence.
- Direct correspondence with the claimant and their solicitor is strictly forbidden, as this may prejudice our defence.
- All correspondence relating to the claim must be forwarded to the Parish Clerk immediately following receipt.

It is our responsibility to provide evidence in defence. Therefore, the person responsible for investigating incidents is responsible for collating an 'Evidence File' for all reportable injuries and incidents and any other accidents where a claim is foreseeable. We may take a commercial view on minor accidents, balancing the possibility of a claim being brought against the cost of accident investigation.

Evidence may take the form of the following documents, but this is not an exhaustive list:

- Entry in the Accident Book.
- Statements from the injured person(s), witnesses, and first aider. These should be signed and dated and contain only statements of fact not supposition.
- Copy of the accident/incident investigation report, with any photographs and diagrams.
- Pre and post-accident risk assessments.
- A copy of any written safety instructions given to the injured person(s).
- A record of any personal protective equipment issued to the injured person(s).
- Copies of any test certificates and/or records of maintenance and inspection of any equipment involved in the incident.
- Any disciplinary evidence relating to the occurrence.
- Copy of any statutory reporting document forwarded to the Enforcing Authority (F2508 or F2508A).
- Copy of any correspondence from the enforcing authority relating to the incident.

No evidence may be sent to our insurers without the permission of the Parish Clerk.

A claim may be brought by an employee whether the accident has been recorded in the Accident Book or whether he/she has taken time off work as a result.

Confined Spaces

We recognise that working in confined spaces is hazardous. Due to this, we will ensure that all employees working in confined spaces are fully trained to do so. Individuals' will be trained on how to work safely in confined spaces, the potential hazards that they may encounter, the relevant safety equipment required, and the rescue arrangements when an incident arises. Where an employee becomes trapped we will ensure that all persons are trained to know what to do when an incident arises. Under no circumstances must an untrained employee help with the rescue of another employee when they have collapsed in the confined space.

As an employer we have a duty under the Confined Spaces Regulations to protect employees as so far as is reasonably practicable. We will ensure that all risks have been assessed and if it is reasonably practicable, where we can, avoid employees entering the confined space. Where entry is required, only trained and competent employees will be able to work in the confined space.

Once it has been decided that it is not reasonably practicable to carry out the work without entering the confined space, rescue arrangements will be put in place before any work is carried out. To prevent or control the risks to employees from hazards an emergency plan will be developed and documented before any work commences.

You will be responsible for using the controls described in the risk assessment for the tasks that you carry out.

All employees will be trained and know when to leave the space, when:

- They become unwell.
- They believe they are in danger.
- The air monitoring equipment informs them that the air is hazardous.
- Any unforeseen hazard develops.
- Communication has been lost with the external individual.
- The external individual cannot continue with their role.

For us to comply with the regulations we have provided resuscitation equipment. Employees who are tasked with working or supporting employees in confined spaces will be required to be trained on the resuscitation equipment.

Every 12 months we will organise practice rescue arrangements. These practice arrangements will involve scenarios that could possibly arise from employees becoming trapped within the confined space. We will also ensure that all employees involved with the rescue are fully trained on the use of their personal protective equipment.

Construction, Design and Management

Our work is often subject to the current edition of the Construction (Design & Management) Regulations. The purpose of the information below is to outline our arrangements for complying with our responsibilities as duty holders under CDM. In 2015 changes were made to these regulations.

The principal changes to the Regulations are as follows:

- Strengthening of Client duties.
- Introduction of Domestic Clients.
- Replacement of CDM Coordinator by a Principal Designer for the planning, managing, monitoring and coordination of pre-construction phase health and safety.
- Principal Designer and Principal Contractor will be required on all projects where there will be more than one contractor working on the project.
- Replacement of explicit requirement for duty holder competence with need for appropriate Skills, Knowledge and Experience.
- Change to the HSE's Notification level - F10 is now only required for projects lasting more than 500-person days or lasting more than 30 days with more than 20 workers simultaneously.

A summary of roles and duties under CDM 2015

Source – HSE Draft Guidance on The Construction (Design and Management) Regulations 2015

CDM Duty holders* –Who are they?	Summary of role/main duties
Clients - are organisations or individuals for whom a construction project is carried out.	<p>Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none">• Other duty holders are appointed.• Sufficient time and resources are allocated. <p>Making sure:</p> <ul style="list-style-type: none">• Relevant information is prepared and provided to other duty holders.• The principal designer and principal contractor carry out their duties.• Welfare facilities are provided.
Domestic clients - are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.	<p>Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:</p> <ul style="list-style-type: none">• The contractor, on a single contractor project; or;• The principal contractor, on a project involving more than one contractor.

	<p>However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.</p>
<p>Designers – are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> • Construction; and • The maintenance and use of a building once it is built. • Provide information to other members of the project team to help them fulfil their duties.
<p>Principal designers** – are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • Identifying, eliminating or controlling foreseeable risks. • Ensuring designers carry out their duties. • Prepare and provide relevant information to other duty holders. • Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.
<p>Principal contractors – are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and coordinate the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • Liaising with the client and principal designer. • Preparing the construction phase plan. • Organising cooperation between contractors and coordinating their work. <p>Ensure:</p> <ul style="list-style-type: none"> • Suitable site inductions are provided. • Reasonable steps are taken to prevent unauthorised access. • Workers are consulted and engaged in securing their health and safety, and • Welfare facilities are provided.

<p>Contractors – are those who do the actual construction work and can be either an individual or a contractor.</p>	<p>Plan manage and monitor construction work under their control so that it is carried out without risks to health and safety.</p> <p>For projects involving more than one contractor, coordinate their activities with others in the project team – in, comply with directions given to them by the principal designer or principal contractor.</p> <p>For single-contractor projects, prepare a construction phase plan.</p>
<p>Workers – are the people who work for or under the control of contractors on a construction site</p>	<p>They must:</p> <ul style="list-style-type: none"> • Be consulted about matters which affect their health, safety and welfare. • Take care of their own health and safety and others who may be affected by their actions. • Report anything, they see which is likely to endanger either their own or others' health and safety. • Co-operate with their employer, fellow workers, contractors and other duty holders.

* Organisations or individuals can carry out the role of more than one duty holder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability necessary to carry out those roles in a way that secures health and safety.

** Principal designers replace the role undertaken by CDM coordinators under CDM 2007

Key elements to securing construction health and safety

There are several key elements, including:

- Managing the risks to health and safety by applying the **general principles of prevention**.
- **appointing** the right people and organisations at the right time.
- Making sure everyone has the **information, instruction, training and supervision** they need to carry out their jobs in a way that secures health and safety.
- Duty holders **co-operating and communicating** with each other and **coordinating** their work; and
- **Consulting workers and engaging** with them to promote and develop effective measures to secure health, safety and welfare.

Contractors

We are committed to ensuring the health, safety and welfare of any contractor visiting our premises to carry out their work. To protect contractors so far as is reasonably practicable it is our responsibility to make known to contractors any hazards that have been identified and may affect such persons whilst at our premises. We must ensure that our control measures are communicated, understood and followed to prevent harm.

The Cemetery Registrar arranging work by contractors is responsible for communicating these rules:

- Fire safety arrangements.
- First aid facilities.
- Welfare arrangements and facilities.
- Details of our policies and procedures relative to any work taking place on our premises.
- Any permit to work system in operation or required.

Before contractors arrive on-site, the Cemetery Registrar is responsible for communicating with contractor's site safety. This includes:

- Personal protective equipment.
- Vehicle movement.
- Map of the premises layout and site safety rules.

Under Section 2 and 3 of the Health and Safety at Work etc Act we have a duty to protect our employees and visitors to our premises. We will ensure that by having contractors working on our premises that all risks have been assessed. We will produce a risk assessment for the proposed work that the contractors are undertaking and put in place control measures to reduce the risk to a safe and acceptable level.

Appointing Contractors

When appointing contractors, we must confirm their competencies prior to any work commencing. We will select contractors based on their health and safety performance and competence for the required work.

We will obtain from the contractor before works are carried out:

- Their health and safety policy which will include their risk assessments, training and certification.
- Copy of their insurance certificate.
- evidence of skills, knowledge and experience; (membership of professional bodies and/or continuing professional development).
- Method statements.

We will then review the information that they have supplied us with to determine if they have planned the work carefully and considered all aspects of safety.

When the work is being carried out by the contractor's we will ensure that we monitor their work to ensure that they are working to a safe system of work and to the standard as agreed. If necessary, risk assessments will be reviewed if changes occur to employees; accidents or incidents arise; and changes to the workplace.

Contractors appointed are responsible for using the controls described in the risk assessment to reduce risk. Any tools and equipment used by contractors must be suitable for purpose, well maintained and deemed safe for use by a competent person. Tools, equipment and material must be managed by the contractor always so as not to create a hazard. Dangerous tools and equipment must not be left unattended.

Disability Compliance

Where we employ persons that are disabled, or where existing employees have become disabled we have a duty to make reasonable adjustments so far as is reasonably practicable to the workplace, for example layout, to protect the health, safety and welfare of the employee.

To ensure the health, safety and welfare of employees with disabilities we will review our existing risk assessments to make sure that they reflect the disability of the employee. If necessary, we will carry out an individual risk assessment of the employee. We will also incorporate into our risk assessments that employees may not be able to assist in emergency situations.

Where it has been identified that employees have problems with their mobility we will develop a personal emergency evacuation plan to cover their escape safely in the event of an evacuation. The personal emergency evacuation plan will be reviewed at frequent levels to reflect any changes in the employee's health condition. Equally, where employees must carry out lone-working as part of their work we will review the risk assessment to establish for example if a buddy system can be incorporated into the workplace.

In cases where employees are temporarily disabled, such as a broken limb, adaptations may not be reasonably practicable. In these circumstances, we would offer the employee alternative work or if there is no alternative work to offer the employee, then we may have to exclude them from the workplace temporarily. When individuals have been issued with a fit to work note by their doctor with conditions we will assess the employee's work first to enable relevant changes to be made to enable the conditions to be met.

Under no circumstances must an employee return to work if they have been issued with an unfit to work note from their doctor. The employee must remain off work until the date that they have been signed off for or when the doctor has reissued them with a note stating that they are fit to work.

Display Screen Equipment

We will take all reasonable steps to secure the health and safety of those who work with display screen equipment (DSE).

We acknowledge that health and safety hazards may arise from the use of this equipment. It is our intention to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. We will seek to give information and training to enable a fuller understanding of these issues.

We will:

- Carry out an assessment, or provide information for self-assessment, of each workstation, considering the DSE, the furniture, the working environment and the worker.
- Take all necessary measures to remedy any risks found because of the assessment.
- Take steps to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity.
- Review software to ensure suitability for the task.
- Arrange for the provision of eye and eyesight tests prior to employment and at regular intervals thereafter and where a visual problem is experienced.
- Contribute to any corrective appliances (glasses or contact lenses) where required specifically for working with DSE.
- Advise you, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

Where a matter related to health and safety in the use of DSE is raised, we will:

- Take all necessary steps to investigate the circumstances.
- Take corrective measures where appropriate.
- Advise you of actions taken.

We will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE. This provision also applies to persons not in direct employment, such as temporary employees and contractors.

The Parish Clerk is responsible for users of display screen equipment and will provide appropriate information.

As a display screen 'user', you are entitled to an eye and eyesight test at intervals recommended by the person who carried out the previous test. All tests are specifically for users of DSE and must be arranged through the council.

Where you experience visual difficulties and have reason to believe that these may be caused by working with DSE, we will offer an eye and eyesight test.

The costs of eye and eyesight tests will be met by us if testing has been arranged through us. Where you obtain a test independently and without our knowledge, even if the test is specifically related to display screen use, we shall not be responsible for the costs incurred.

Where glasses are found to be necessary, specifically for the use of DSE, we will pay towards the cost of the corrective lens. If you prefer enhanced frames you will pay any balance of cost yourself. Evidence of purchase must be produced.

The purpose of a break from DSE work is to prevent the onset of fatigue. To achieve this objective, we will seek to incorporate changes of activity into the working day. Whilst on a break from DSE you are recommended to avoid other screens and your phones.

Employees are advised to take ten-minute breaks from DSE work every hour. Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks. If you know that your DSE workload does not permit adequate breaks you should bring this to the attention of the person responsible for DSE assessments as listed in the Summary of Responsibilities section of our Health and Safety Management System.

Employees will be asked to undertake a self-assessment of your workplace using a simple-to-follow format. Most people do not have any issues using the equipment and so assessments are usually only repeated after two years, after office moves or other significant changes.

If you require any specific assistance this will be considered in the assessment.

Driving Council Vehicles

The nature of our work requires selected employees to use our vehicles. We acknowledge duties placed on us by safety legislation for driver safety and intend to fully comply with these duties. We also recognise the Highway Code and Road Traffic Act and intend to monitor our drivers to ensure no rules are breached.

Health and safety law applies to work activities on the road in the same way as it does to all work activities and you need to manage the risks to drivers as part of your health and safety arrangements.

Authorisation

Only employees who have been granted our permission to drive council vehicles may do so. Before we authorise use, you must provide us with your driving licence to help confirm driver competence. You must only drive the category of vehicle for which you hold a current valid licence. We will regularly obtain a copy of your driving licence.

In the interest of safety, you are requested to keep us informed of any road traffic offences for which you have been convicted. Driving licences will be reviewed at least, on a six-monthly basis.

Vehicles and Maintenance

We will select the most suitable vehicles for tasks to be performed. Vehicles are classed as work equipment (for further information see work equipment procedures) and will therefore be inspected and maintained at periodic intervals to ensure their roadworthiness and safety. We intend to follow manufacturer's recommendations for inspection, servicing and maintenance tasks. Other mandatory tests such as the Department of Transport MOT will be arranged at the frequencies stipulated.

Drivers are responsible for conducting a pre-use check of the vehicle and for identification and reporting of faults. We can only rectify problems if we are made aware of them. Faults must be reported and recorded in our faults book. Where necessary training will be provided for conducting vehicle pre-use checks.

Responsibilities

As a driver you have important responsibilities, vehicle accidents are commonplace and can cause fatalities. All journeys must be planned, taking into consideration the weather, time, road congestion etc.

You must:

- Only use the vehicle if you have our authorisation to do so.
- Read our risk assessment for driving activities and comply with any control measures we have introduced in the interest of safety.
- Check the vehicle before use.
- Act responsibly and abide by the Highway Code always.

- Only use our vehicles for authorised journeys.
- Use the vehicle for its intended purpose only.
- Ensure all loads are safely secured.
- Take additional care in inclement weather conditions.
- Inform us if you are ill or taking prescription drugs that may have a detrimental effect on your driving ability, i.e. causing drowsiness.
- Focus your attention whilst driving.

You must NOT:

- Use a vehicle if faults deem it unsafe for use.
- Under any circumstances drive our vehicles if you are suffering the effects of alcohol or drugs.
- Overload any vehicle.
- Smoke in our vehicles.
- Carry unauthorised passengers.
- Adjust a satellite navigation aid whilst driving; or
- Partake in an activity distracting your attention from driving.

Drugs and Driving: The Law

It's illegal to drive if either:

- You are unfit to do so because you are on legal or illegal drugs.
- You have certain levels of illegal drugs in your blood. (Even if they have not affected your driving).

Legal drugs are Prescription Only Medicines (POM's) or over-the-counter medicines. If you're taking them and not sure if you should drive, talk to your doctor, pharmacist or healthcare professional.

The police can stop you and make you do a 'field impairment assessment' if they think you're on drugs. This is a series of tests, e.g. asking you to walk in a straight line. They can also use a roadside drug kit to screen for cannabis and cocaine.

If they think you're unfit to drive because of taking drugs, you'll be arrested and will have to take a blood or urine test at a police station.

You could be charged with a crime if the test shows you've taken drugs.

Obviously, all drugs that are illegal are banned always, not just when you're at the wheel. However, in certain quantities some prescription drugs that are perfectly legal to take can make it against the law to drive. Taking these drugs without a prescription is prohibited and would be treated the same way as taking illegal drugs.

The government's website (GOV.UK) advises you to consult your doctor about whether you should drive if you have taken any of the following drugs:

- Amphetamine, e.g. dexamphetamine or selegiline.
- Clonazepam.
- Diazepam.
- Flunitrazepam.
- Lorazepam.
- Methadone.
- Morphine or opiate and opioid-based drugs, e.g. codeine, tramadol or fentanyl.
- oxazepam and temazepam.

If you drive and take prescription only medicines or over-the counter medicines you should always refer to the patient information leaflet, regarding the effects on driving and using machinery.

Let's take a closer look at the potential side effects of a sample of these prescription drugs.

- **Amphetamine, e.g. dexamphetamine or selegiline side effects may include:** – Agitation, blurred vision, confusion, overactive reflexes, restlessness, shakiness in the legs, arms, hands, or feet, twitching, twisting, or uncontrolled repetitive movements of the tongue, lips, face, arms, or legs.
- **Clonazepam side effects may include:** - feeling tired or depressed, drowsiness, dizziness, memory problems, problems with balance or coordination.
- **Diazepam side effects may include:** - blurred vision, confusion, dizziness, faintness, or lightheadedness when getting up suddenly from a lying or sitting position.
- **Methadone side effects may include:** dizziness, drowsiness, nausea, vomiting.

It has been widely reported that up to four drivers a day are convicted of drug driving – and if you take these prescription drugs and get behind the wheel YOU could be breaking the law.

Penalties for Drug Driving

If you're convicted of drug driving, you'll get:

- A minimum 1-year driving ban.
- An unlimited fine.
- Up to six months in prison.
- A criminal record.

Your driving license will also show you've been convicted for drug driving. This will last for 11 years.

The penalty for causing death by dangerous driving under the influence of drugs is a prison sentence of up to 14 years.

Other Problems You Could Face

A conviction for drug driving also means:

- Your car insurance costs will increase significantly.

- If you drive for work, your employer will see your conviction on your license.
- You may have trouble travelling to countries like the USA.

N.B. Cyclists are not exempt! Rule 68 – Highway Code

You **MUST NOT**

- Carry a passenger unless your cycle has been built or adapted to carry one.
- Hold onto a moving vehicle or trailer.
- Ride in a dangerous, careless or inconsiderate manner.
- Ride when under the influence of drink or drugs, including medicine.

Satellite Navigation Devices

Satellite navigation aids may be used in vehicles but **MUST NOT** be adjusted whilst you are moving or in traffic. The device must be programmed before starting your journey, alternatively pull over to a safe place to adjust.

Mobile Phones

Drivers should concentrate on driving and avoid distractions. Answering and sending telephone calls, sending text messages or faxes, accessing the internet, etc. are all distractions and in certain circumstances could amount to an offence of driving without care and attention or even dangerous driving.

It is a criminal offence to use a hand-held mobile telephone or similar device while driving. The relevant regulations permit use of hand-held mobile telephones while driving only in an emergency.

Any mobile telephone that is or must be held at any time while in use is a hand-held telephone. The use of an earpiece does not make a telephone hands free. To be hands free the telephone must be fixed or in a cradle. (Two-way radios are not hand-held instruments and are exempt from the Regulations.)

If the telephone or equipment is hands free you may press buttons to send and receive messages. However, even the use of hands-free telephones can be dangerous. Whenever possible you should wait until the vehicle is stationary and in a safe place before using a hands-free telephone.

Fatigue

Driver fatigue is a major cause of accidents and can cause fatalities. If you are tired you must park up, rest and recuperate. On long journeys, you must take at least a 15-minute break for every two hours of driving.

Breakdowns and Accidents

In the event of a breakdown or an accident you must act promptly to avoid further harm especially if you are on a fast-moving road, i.e. a dual carriageway or motorway.

Procedure

- Assess the situation and decide what action is required.
- If the vehicle is at the roadside do not stay in the vehicle.
- Wear your high visibility vest and move away from the vehicle and other traffic.
- Call insurance/breakdown service helpline for assistance, be prepared to give them details such as:
 - Vehicle registration.
 - Your location.
 - Nature of the incident.
- If anyone is injured call the emergency services.
- Wait in a safe place until help arrives; only help others if it is safe to do so.

In the event of an accident you must take details of other vehicles/drivers involved and record what happened. This should be done as soon as possible. Copies of an accident/incident form are provided within our online portal system - Guardian. Please ensure copies are kept in your vehicle.

Any breaches of our driver safety rules will be considered as gross misconduct which may lead to summary dismissal.

Electrical Safety

Electricity can kill, and the risk is often underestimated as it cannot be seen. It can cause burns, shock, fire and fatalities. We acknowledge our duties as described in the Electricity at Work Regulations and will take the necessary precautions to prevent any accidents or incidents occurring.

Fixed Installations

Fixed electrical installations include the wiring, electrical sockets, switches, isolation boxes, fuses etc. that are installed at our workplace. Damage to any fixed installation must be reported and a repair arranged with minimum delay. Remedial action will be required to be taken to restrict access or use of damaged equipment until a repair can be arranged. The completion of any electrical work must only be conducted by a competent electrical engineer.

We will ensure fixed electrical installations are safe and we will accomplish this by ensuring installations, modifications, maintenance, inspection and testing are completed following relevant procedures established by the Institution of Engineering and Technology (IET) and their regulations.

We understand preventative maintenance is the key to help minimise accidents. We have in place an internal periodic monitoring system to identify electrical faults; all faults must be reported, and the necessary action arranged for repair.

We will arrange for a competent electrical engineer to inspect and test our electrical installations at a period of every 5 years or less for commercial properties. Domestic properties require testing at least ten yearly intervals. Documentation must be kept reflecting the findings of this visit.

Portable Appliances

A portable appliance is generally any electrical equipment that has a plug. These must be treated with the same respect as fixed installations. Plugs can get damaged, wires and pins can become loose and leads can get split or flattened increasing the risk of a shock, burn or fire. Plugs that get hot, smell or spark should be put out of use and a repair arranged.

To ensure appliances are safe to use we will ensure:

- a register of all equipment is maintained – this must include any home working equipment, mobile phone chargers, extension leads and any personal items that are permitted to be used at work – e.g. radios;
- periodic internal monitoring checks will be conducted that will include a review of electrical appliances;
- all employees should visually check equipment periodically before use and report any defects;
- portable appliance testing will be organised at appropriate intervals, the frequency of inspection and testing will depend on the equipment and the environment in which it is used;



- all inspections, testing, maintenance and repairs will be conducted by a suitably competent person;
- The use of extension leads will be monitored and 'daisy chaining' must be avoided.

Any electrical or general contractor engaged to undertake work will be requested to prove competence and testing arrangements for their own equipment.

Under no circumstances must any employee undertake any electrical work unless they are authorised and qualified to do so.

The Health and Safety Executive *suggest* a testing frequency for portable appliance in the guidance document HSG107 as follows;

Table 1 Suggested initial maintenance intervals

Type of business		User checks	Formal visual inspection	Combined inspection and test
Equipment hire		N/A	Before issue/after return	Before issue
Battery operated equipment (less than 40 V)		No	No	No
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights		No	No	No
Construction	110V equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230V equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs – monthly)
	Equipment site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
Heavy industrial/high risk of equipment damage (not construction)		Yes, daily	Yes, weekly	Yes, 6–12 months
Light industrial		Yes	Yes, before initial use then 6-monthly	Yes, 6–12 months
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines		No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated  (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps		No	2–4 years	No
Hand-held, double insulated  (Class II) equipment, eg some floor cleaners, some kitchen equipment		Yes	Yes, 6 months – 1 year	No
Earthed (Class I) equipment, eg electric kettles, some floor cleaners		Yes	Yes, 6 months – 1 year	Yes, 1–2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment		Yes	Yes, 6 months – 4 years depending on type of equipment it is connected to	Yes, 1–5 years depending on the equipment it is connected to

Falls

Falls are often discussed along with slips and trips, but they are very often much more serious - and potentially fatal. Falling from height, falling into an excavation or falling from a vehicle are some common workplace accidents that can all be avoided by proper planning, assessments, training and supervision. You must remember that what you might fall onto is also an important consideration when considering the potential risk of completing a task at height.

Before any work at height is undertaken it must be suitably assessed to either avoid doing it at all or to work out the best and safest way to complete it. This includes the use of ladders through to scaffolds and access equipment. You are encouraged to speak to our safety advisors when planning any height work or before engaging contractors to complete this work for us.

Fatigue in the Workplace

What is fatigue?

Fatigue is more than feeling tired and drowsy. In a work context, fatigue is a state of mental and/or physical exhaustion which reduces a person's ability to perform work safely and effectively.

It can occur because of prolonged mental or physical activity, sleep loss and/or disruption of the internal body clock.

Fatigue can be caused by factors which may be work related, non-work related or a combination of both and can accumulate over time.

Here at Chigwell Parish Council we have introduced 11 tips to reduce the risk of fatigue in our workplace. We will use the following tips to reduce the likelihood of fatigue becoming a health and safety concern in our workplace:

- Consult our workers about issues surrounding fatigue hazards and make sure they feel comfortable to share their concerns.
- Design jobs around controlling the mental and physical demands associated with the job, e.g. ensure adequate personnel and resources to do the job without placing excessive demands on workers.
- Place strong importance on job rotation and task variation.
- Leave enough time between shifts or tasks for workers to have the rest time they require to recuperate before their next shift or task.
- Consider our workers' working environment, e.g. extreme temperatures, shelter for those outdoors, facilities, lighting etc.
- Educate our workers on fatigue management.
- Allow our workers sufficient rest periods and breaks during their shifts.
- Take an active role in encouraging our workers to take annual leave rather than accumulate it. Remind them that leave is an important time to recuperate from stress and fatigue.
- Ensure adequate amenities are provided, e.g. plenty of water is available.
- Ensure our workers feel able to take advantage of their sick leave entitlement when they need it. (Do not create a workplace where our workers feel the need to attend work when they are ill. A worker believing the workplace cannot function without them or that their job is at risk if they do not attend can cause this.)
- We will design the rota to reduce/avoid:
 - a. Overtime or encouraging extended hours (limit shifts to 12 hours maximum – including overtime).
 - b. Nights shifts/ late evening shifts (unless they are necessary).

- a. High-risk work being carried out during night or late evening shifts;
- b. Sequential night shifts/long shifts (no more than four in a row); and
- c. Last minute shift changes and rota shuffling (allowing workers to plan their time off).

Once we have identified high-risk workers and implemented measures (such as those above) to reduce the risk, monitoring and supervising is critical. Remain vigilant over your workplace and workers and try to pick up on signs that a worker's performance may not be at its peak.

Fire Safety

Fire causes a significant risk to our council, the safety of employees and others. We acknowledge our duties as described by the Regulatory Reform Fire Safety Order and intend to fully comply with our duties.

Our fire risk is continually assessed, and a formal review arranged and documented at least annually. A Fire Risk Assessment will be completed for each work area and fire training will be undertaken by all employees.

The Parish Clerk will ensure that fire procedures are documented for each activity location and explained to employees.

Action will be taken to address the outcome and recommendations made because of any formal assessment. We must reduce the level of risk to prevent any likelihood of a fire occurring or harm to anyone because of a fire starting.

All employees have a duty to prevent fire, information and training will be provided to help employees understand fire safety precautions and our procedures.

Designated employees have been assigned duties to help manage our fire safety arrangements in each area. Our aim is to:

- Maintain good standards of housekeeping to minimise fire risk.
- Provide fire safety training for employees.
- Provide adequate and suitable fire information for visitors.
 - Provide and maintain a suitable means of detection.
- Provide and maintain a suitable means of alarm system.
- Establish fire and emergency fire evacuation instructions, communicate these to employees and others, and display instructions in suitable locations.
- Designate fire escape routes and exits.
- Identify a suitable location for assembly following evacuation.
- Provide and maintain suitable portable firefighting equipment.
- Keep records of inspections, tests, maintenance, evacuation drills and any other key fire safety issues applicable to us.
- Ensure visitors are informed of our fire safety arrangements.
- Take into consideration the risk from and to other businesses adjacent to our building or place of work and consult with such persons to reduce risk.

Please note our procedures and take into consideration the needs of persons with disabilities, impaired senses or people unfamiliar with the layout of our building.

Accountability

The Chigwell Parish Councillors have ultimate responsibility for fire safety at our own site and is responsible for ensuring any points identified because of completing the fire risk

assessment are addressed. Our fire safety policy is prepared to ensure the safety of anyone at our premises.

Statutory Fire Safety Obligations

The Regulatory Reform Fire Safety Order places specific duties on us. In the interest of fire safety, we must comply with our duties.

Responsibility

The Parish Clerk must ensure our fire safety information is brought to the attention and observed by employees, contractors and visitors. Every employee must participate in fire safety training.

As an employee, we rely on you to help maintain our fire safety standards. You must report any unsafe condition or damaged/missing equipment to the Parish Clerk.

Our fire safety arrangements must be continuously assessed to ensure these are satisfactory. Anything likely to have an adverse effect on our fire safety arrangements must be reported and/or rectified immediately.

If you are in any doubt regarding your duties and responsibilities, please ask.

No Automatic Fire Detection Present in the Building

If you are in a building that has no automatic fire detection system (smoke alarms, break glass points etc.) and you discover a fire, you should adopt the following procedure:

Any person discovering a fire is to:

Immediately raise the alarm by shouting **FIRE, FIRE, FIRE**. If you feel as though you cannot safely attempt to put the fire out or have not received the appropriate training, leave the building by the nearest exit and continue to shout **FIRE, FIRE, FIRE** whilst ensuring that the Fire and Rescue Service are contacted by dialling 999 and state the details of the incident, then giving the full address.

Never assume that someone else has called the Fire and Rescue Service, call 999 yourself.

Then, without delay:

- Evacuate to the emergency assembly point.
- If successful extinction of fire, the fire service must be informed.

First Aid

First aid at work covers the arrangements that need to be made to ensure the initial management of any injury or illness suffered at work. It does not include giving tablets or medicines to treat illness. The regulations do not prevent persons that are specially trained to act beyond the initial management stage from doing so.

We will provide or ensure that they are provided; such equipment and facilities that are adequate and appropriate in the circumstances for enabling first aid to be rendered to our employees if they are injured or become ill at work.

We will also provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate in the circumstances for rendering first aid to our employees if they are injured or become ill at work. Such persons shall be deemed suitable if they have undergone training, including any additional training where deemed appropriate.

Provision must also be made for appointing a person to take charge of any situation should the trained person be absent for any period.

To provide a suitable level of first aid we will:

- Nominate an employee to manage our first aid arrangements.
- Nominate and train appointed persons.
- Nominate and train sufficient persons to ensure employees receive immediate first aid attention.
 - and / or
- Decide with others to ensure first aid cover is available and provided by suitably qualified persons.
- Identify suitable facilities to administer first aid.
- Provide adequate and appropriate first aid equipment.
- Display notices providing information regarding first aid including where and how to obtain help.

We will assess first aid needs appropriate to the circumstances of each workplace. The assessments will consider the following factors:

- The hazards and risks associated with the work. This will be available from the general and specific assessments required under other health and safety regulations. Different work areas within any undertaking that may require separate assessments if the work activities vary significantly between the areas.
- The size and nature of the workforce. i.e. the number of employees, employment of young persons, disabled employees, etc.
- Accident statistics and trends for the council. This information will be obtained from records, such as the Accident Book, Accident/Incident Report Forms and records of accidents reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

- The distribution of the workforce. i.e. the size of the work premises; accessibility to external emergency facilities and services; the arrangements between us, where work premises are shared between different undertakings.
- Contingency arrangements for covering planned and unplanned absences of trained and/or designated first-aid personnel.
- Any trainees counted as employees under the Health and Safety (Training for Employment) Regulations.

Absences and Annual Leave

We will ensure that adequate provision is made to cover both planned and unplanned absences of first aiders. We will ensure that any trainees are considered as part of their assessment.

First Aid Containers

All First Aid Containers will be clearly marked with a White Cross on a Green background.

They will contain suitable first aid materials, in sufficient quantities, **and nothing else**. For most applications, sufficient quantities may be considered as:

- A general guidance card on first-aid.
- Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the work environment. This may include detectable dressings for the food industry.
- Two sterile eye pads, with attachments.
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six medium sized individually wrapped sterile un-medicated wound dressings (approx. 12cm x 12cm).
- Two large sterile individually wrapped un-medicated wound dressings (approx. 18cm x 18cm).
- One pair of disposable gloves.

Suggested Numbers of First-Aiders (HSE Guidance)

Category of Risk	Numbers employed at any location	Suggested number of first-aid personnel
Lower Risk e.g. shops, offices, libraries.	Fewer than 50	At least 1 appointed person
	50 – 100	At least 1 first-aiders
	More than 100	1 additional first-aiders for every 100 employed

Medium risk e.g. light engineering and assembly work, food processing, warehousing	<i>Fewer than 20</i>	At least 1 appointed person
	20 – 100	At least 1 first-aider for every 50 employed (or part thereof)
	More than 100	1 additional first-aider for every 100 employed.
Higher risk e.g. most construction, slaughterhouse, chemical manufacture, extensive work with dangerous machinery or sharp instruments.	Fewer than 5	At least 1 appointed person.
	5 – 50	At least 1 first-aider
	More than 50	1 additional first-aider for every 50 employed
	Where there are hazards for which additional first-aid skills are necessary.	In addition, at least 1 first-aider trained in the specific emergency action.

Appointed Persons

Where our assessment identifies that a first aider is not necessary we will adopt the minimum requirement to appoint a person to take charge of the first aid arrangements, including looking after the equipment, facilities and calling the emergency services when required.

The employee nominated for management of our first aid arrangement's, must ensure that:

- All facilities are clean.
- Items well stocked.
- No equipment has passed its "use by" date.
- The accident book is kept up to date and is available.

Gas

We acknowledge our duties as explained by the Gas Safety (Installation and Use) Regulations and the Provision and Use of Work Equipment Regulations and intend to satisfy all statutory duties placed on us to ensure the health and safety of our employees and others when gas is used. Faulty gas appliances, pipes or fittings have potential to cause fire or explosion. Poorly maintained equipment can cause harmful fumes with the potential to kill.

We aim to comply with these regulations by adopting the following procedures:

- Any gas fittings, pipework, appliances etc. must be installed or modified by a Gas Safe Registered engineer only.
- We will periodically monitor the workplace to ensure there is no visible damage to gas pipework, fitting or appliances.
- If any employee smells gas or detects a leaking pipe they must report this to enable us to rectify any fault and eliminate any risk.
- We will ensure that all gas pipework, appliances and fittings are inspected and tested at a frequency of no greater than every 12 months by a Gas Safe Registered Engineer.
- We will ensure that rooms in our premises where appliances are fitted are well ventilated.

The Parish Clerk will ensure that Gas Safe Engineers hold valid credentials; these should be verified prior to work commencing. Any documentation and certificates issued must reflect work completed and retained for at least 2 years.

ACTION IN THE EVENT OF AN EMERGENCY

If you think you smell gas:

- **DON'T panic.**
- **DON'T turn electric appliances or switches on or off.**
- **DON'T smoke.**
- **DON'T use naked flames.**
- **DO turn off the gas supply to the meter.**
- **DO open doors and windows to get rid of the gas.**

CALL THE GAS EMERGENCY NUMBER 0800 111 999

IF IN DOUBT, EVACUATE

Hand-Arm Vibration

Our aim is to control the risks to employees from Hand-Arm Vibration Syndrome (HAVS) and Carpal Tunnel Syndrome (CTS). Hand-arm vibration is vibration transmitted into the hands and arms when using hand-held powered work equipment. We recognise that continuous work processes of exposure to vibration will lead to the potential development of HAVS or CTS.

As an employer we have a duty to assess the risks to health from exposure to continuous levels of vibration and determine the control measures needed. To manage vibration, we must ensure that:

- Daily Exposure Action Value of $2.5\text{m/s}^2 \text{ A}(8)$ is not exceeded; and
- Daily Exposure Limit Value of $5\text{m/s}^2 \text{ A}(8)$ is not exceeded.
- When equipment is supplied to us that we obtain the information on the vibration emission. To help us manage vibration emission we will keep an inventory of the equipment and its vibration emission.
- We monitor exposure to HAVS and CTS through appropriate health surveillance, where levels indicate.
- Employees are informed, trained and instructed on the risks and precautions to be taken to protect themselves from developing HAVS and CTS.
- We use the most appropriate equipment for the job.
- Maintain tools to the manufacturer's specifications to avoid worsening vibration.
- Employees are aware not to use tools that would make the problem worse.
- We introduce effective control measures to ensure level of exposure to HAVS and CTS are eliminated or reduced as far as is reasonably practicable.
- When we buy new equipment that we assess their vibration level and take this into consideration when selecting equipment.
- We provide the relevant personal protective clothing.
- All employees are aware of the symptoms of HAVS and CTS and to report to the Parish Clerk when symptoms develop.

We recommend that if you use hand-held powered work equipment for long periods you break up the time spent working with it, by working away from the tool for 10 minutes.

If you experience any issues with Hand-Arm Vibration, then please inform your GP and the Parish Clerk. Do not ignore the symptoms of Hand-Arm Vibration Syndrome.

Hazardous Substances

A hazardous substance can present itself as a liquid, dust, fume, gas, powder, solid or as a bacteria, virus or bodily fluid. Injury or ill health can be caused through substances absorption through skin or eyes, ingestion, inhalation or skin puncture.

The Control of Substances Hazardous to Health (COSHH) Regulations, require that we assess and control exposure to hazardous substances defined in these regulations. (Some substances are covered by other regulations – such as medicines, asbestos and lead).

We acknowledge our duty and will assess the risk from exposure to employees or other persons to substances we use, store or create.

We will do this by adopting the following course of action:

- Maintain a Hazardous Substances Inventory Sheet.
- Evaluate the risk to health of each substance.
- Decide what precautions are required to be implemented.
- Record assessments.
- Provide information and training to those who are or may be at risk.
- Decide when the assessment needs to be reviewed.

When completing the risk assessment of the substance we will consider:

- The number of people affected.
- The risk to health – especially consider pregnant and young persons.
- How to prevent exposure.
- How to reduce the frequency or duration of exposure.
- What other steps might be required to achieve a suitable control of exposure – e.g. information, instruction, training, personal protective equipment.

For man-made substances, the material safety data sheets (MSDS) will be filed with the Hazardous Substances Inventory Sheet and used to complete the risk assessments. For other substances, such as bodily fluids, viruses, bacteria and dusts more detailed assessments or monitoring techniques may be required to establish the level of risk.

Some substances present a low risk if used in isolation, however if combined with other substances can create a significant hazard. Employees must read and understand safety information provided on the product packaging and on the safety data sheet.

We will ensure that anyone required to undertake assessments receives suitable training and instruction and is therefore competent. In certain circumstances, the risk assessment may determine that employees require expert advice and monitoring. This may include:

- Sampling or personal monitoring to determine air quality.
- Health surveillance to establish any effects on personal health.
- Engineering controls such as ventilation systems.

Wherever this is the case, a policy and procedure will be prepared and communicated to those involved.

The assessments must be reviewed regularly, the intervals between review must be commensurate with the potential for harm, e.g. less harmful products should be subject to a formal assessment every 2 year, others more often. Records connected with ill-health must be kept for 40 years.

Following a standard hierarchy approach to control measures, personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls. Where it is used as a control measure – the type, design and BS EN standards should be recorded in the assessment.

Where we engage contractors, similar approaches to assessment and control of exposure should be expected, for example cleaners using their own chemicals would be responsible for completing their own risk assessments and arranging for safe storage if left on site.

Storage locations for hazardous substances should be 'suitable' and information on safe storage is obtained from the data sheet. Typically, chemicals should be kept with consideration to ventilation, temperature, spillage, security arrangements, away from food production and product and unauthorised persons – e.g. vulnerable adults and children.

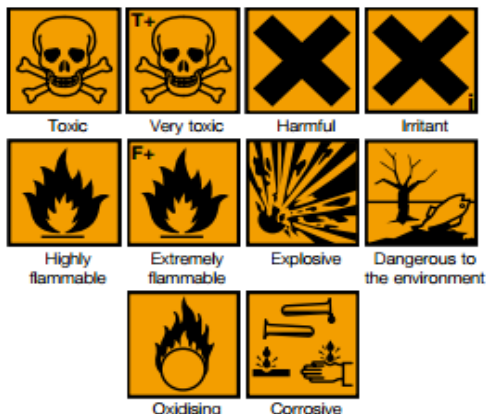
Those using hazardous substances should be familiar with the symbols used to identify the types of hazard associated with the products. These are detailed below. Some substances can cause serious skin problems – such as dermatitis. These should always be reported and investigated and may be reportable as occupational diseases under the RIDDOR regulations.

Substances should never be decanted into unmarked containers and they should be stored with suitable caps and lids.

Further information can be found on the HSE website or in 'COSHH Essentials' – INDG136.

Safety data sheets

European symbols



New International symbols



Products you use may be 'dangerous for supply'. If so, they will have a label that has one or more hazard symbols. S

These products include common substances in everyday use such as paint, bleach, solvent or fillers. When a product is 'dangerous for supply', by law, the supplier must provide you with a safety data sheet. Note: medicines, pesticides and cosmetic products have different legislation and don't have a safety data sheet. Ask the supplier how the product can be used safely.

Safety data sheets can be hard to understand, with little information on measures for control. However, to find out about health risks and emergency situations, concentrate on:

- Part 15 of the sheet, which tells you what the dangers are;
- Parts 4 to 8, which tell you about emergencies, storage and handling.

International symbols will replace the European symbols in 2009. Some of them are similar to the European symbols but there is no single word describing the hazard. Read the hazard statement on the packaging and the safety data sheet from the supplier.

Hazardous Waste

We acknowledge our duty with regards to hazardous waste. Examples of hazardous waste include:

- Asbestos.
- Solvents.
- Fluorescent tubes.

It is our responsibility to manage hazardous waste on and off our premises and safely dispose of waste materials and products. We have a duty to control the method of disposal used so that our employees, clients and others who might be affected are not at risk to their health, safety or welfare. We have a 'duty of care' responsibility to ensure that the hazardous waste that we produce does not have a negative impact on human health and the environment.

To comply with our duties, we will:

- Ensure that waste removal from our premises is collected by a registered waste carrier.
- Assess the risks to our employees and others from the handling and disposal of waste.
- Monitor and control the disposal of waste, both hazardous and non-hazardous wastes from our premises to minimise the risk posed.
- Classify the waste that we produce by identifying the codes in the List of Wastes Regulations.
- Continuously monitor our arrangements and facilities to ensure that we continue to protect the health and safety of our employees and others.
- Ensure that risk assessments are undertaken by a competent and trained personnel.
- Review risk assessments periodically.
- Develop and implement control measures, procedures and Safe Systems of Work.
- Organise team meetings to discuss the provisions around the storage and handling of hazardous waste.
- Provide training to employees and all training given is recorded and refreshed as necessary.
- Ensure that the safest means of disposal is used to protect the environment.
- Ensure that when hazardous waste is removed from the premises it must be accompanied by a consignment note which is prepared before the waste is removed. The form is available from the Environment Agency.
- Provide the necessary personal protective equipment to prevent the risk of absorption through, skin or eyes, ingestion, inhalation or skin puncture.

To protect our employees, and others who may be exposed to hazardous waste we will carry out COSHH risk assessments and obtain material safety data sheets to enable us to administer first aid provision in the likelihood of an accident or incident arising. To do this we will:

- Identify hazardous waste that we create.
- Assess the hazards that the hazardous waste may present to employees, clients and others at our council.

- Determine the nature of the hazardous waste whether it is a chemical substance, biological agent, sharp, heavy or flammable.
- We will assess how the hazardous waste is stored and moved around on our premises and kept separate from non-hazardous waste.
- Identify persons who will work with the hazardous waste and to prevent unauthorised persons having access to the waste.

To ensure that we protect our employees and others from the hazards arising from the hazardous waste we will:

- Carry out risk assessments for hazards that have been identified (e.g. solvents).
- Discuss with employees the hazards identified and implement their feedback into the development and implementation of risk assessments, Safe Systems of Work and procedures.

Health Surveillance

We acknowledge that some of our activities have the potential to cause work-related illnesses. Therefore, we will take all reasonably practicable steps to monitor your health. The aim will be to detect early signs of the onset of work-related illnesses so that suitable actions can be taken to prevent illnesses developing. All employees will be requested to complete a medical questionnaire prior to commencing employment within us.

Possible work-related conditions arising from our activities include:

- Hand-Arm Vibration Syndrome (HAVS) resulting from the use of vibrating hand tools.
- Noise induced hearing loss resulting from exposure to high noise levels from machinery.
- Contact or allergic dermatitis resulting from exposure to some substances.
- Work related upper limb disorders (WRULD) resulting from the use of computing equipment.

The steps that we will take to control the risk of employees developing work-related ill health are described below:

Information and Training

We will give sufficient information, instruction and training to ensure full understanding of the hazards to health posed by the identified activities and the importance of the control measures provided. Information will also be given to others who may be affected, such as temporary employees and contractors.

Occupational Health Services

We will engage the services of a competent occupational health service provider to give advice and guidance in health surveillance. The service provider will carry out regular health examinations of you and give guidance upon symptoms to be watched for so that any industrial illness can be identified at an early stage and steps taken to cure the condition or prevent it getting worse.

As an employer, we have a continuous role throughout the health surveillance process to ensure that we protect employees and others who may be affected by our work activities as so far as is reasonably practicable.

Home Working

Working from home has many benefits to both employer and employee, particularly in reducing overheads, eliminating the need for commuting, offering flexibility in working hours and allowing employees to work when otherwise they might not be able. Home working can be everything from computer-based work (commonly referred to as 'teleworking') to assembling and packaging goods.

Home workers are subject to the same health and safety requirements as workers based on council premises and must be managed accordingly.

It is our policy to:

- Ensure that appropriate risk assessments are completed (self-assessment forms or in suitable cases with the permission of the home worker, employer's assessors).
- Ensure that risk assessments are reviewed annually.
- Ensure home workers are provided with suitable induction training on commencement of employment.
- Ensure appropriate equipment is provided for the home worker's health safety and welfare.
- Ensure all equipment that is provided for use in the employee's homes is properly installed and tested.
- Arrange for the maintenance of all electrical equipment supplied for use in the employee's home. The hard-wired electrical sockets and ring mains supplies are the employee's own responsibility.
- Provide, where practicable, scope for varying work patterns and to allow employee input in how the work is carried out to ensure home workers take periodic breaks during the working day.
- Ensure that home workers can be kept informed of what is going on within the council. Recognising and satisfying the need for social interaction will reduce stress.
- Encourage home workers to 'network' with colleagues.
- Issue all home workers with copies of the relevant H & S information in the form of leaflets issued by the Health and Safety Executive (INDG226) Home Working Guide for Employees.
- Make the home worker aware of their duty to report any incidents or accidents that occur because of work related activities to the council using the council accident procedure.
- Ensure home workers are aware of the need to monitor their own working conditions and report any problems to the Parish Clerk.
- Decide which employees are 'users' and inform them of this status. A 'user' is a technical term used when talking about DSE and refers to employees who:
 - Normally use the DSE continually for more than an hour.
 - Use it this way daily; and
 - Must transfer information (text or data) quickly to and from the screen.
 - Is dependent on the DSE and has little discretion when they use it.
- Ensure that the following Risk Self-Assessment is completed.

The Assessment can be carried out in 2 stages:

- The first is to complete the General Assessment Pro-forma which is available from Wirehouse Employer Services.
- The second is to complete detailed assessments of each DSE Workstation using the services of a Health and Safety Consultant should this be necessary.

Training

- All home workers are fully trained in the tasks that they are employed to do and the equipment they will be using.
- Home workers are trained in emergency procedures in case of an accident in the home.
- Management of home workers are trained in how to deal with employees working off site e.g. pre-arranged regular contact, how to recognise signs of stress in home workers.

Hot Water and Surface Temperature

We have a duty to protect our employees and others from the exposure of burns and scalds caused by hot water. Contact with hot water and with hot radiators or heating pipes pose a risk to our personnel and others.

Water which is supplied at a temperature above 43°C may cause heat injuries. The higher the temperature, the shorter the time this will take. At or below 43°C the risk of burning or scalding is substantially reduced.

Controlling the Water Temperature

The greatest risks of scalding occur when immersion of the whole body takes place such as in bathing or showering. Risks from the use of sinks or basins are less but measures to avoid scalding may still be required in certain cases.

Management Controls

These should ensure that all personnel are given training and supervision to ensure that they have a thorough understanding of the risks involved and what steps are required to control those risks. Trained employees should use a thermometer to periodically check the temperature of the water. Records shall be kept.

Risks from Heated Surfaces

Where there are heated surfaces such as radiators or heating pipes in the vicinity, burning, due to contact with these surfaces, poses an additional risk.

Reducing the Risks of Burning

As part of controlling the risk of burning, where the radiators surface is accessible we will reduce the surface temperature to below 43°C, or we will provide guards to the radiators.

Ladders

We will ensure that only employees trained in the use of ladders and steps can use them, and that all ladders and steps are regularly inspected.

All ladders and steps in use or belonging to the council will be inspected for safety on an annual basis. Any equipment that does not meet the standard required to maintain safety is to be either repaired and tested or discarded.

The colour coding is as follows: -

- Blue - Industrial
- Green - Commercial
- Red - Domestic

Training and Use

Training and supervision will be given by Managers and records of this training and supervision will be maintained.

Training

The training will include a demonstration of correct use of ladders and steps and cover the following points:

- Use of the correct type and height of ladder or steps.
- Placement of the ladder or steps on a safe, non-slip and level base and for ladders with the upper part of the ladder resting against a firm surface.
- Rungs/steps should be in good condition, clean and strong enough to bear the weight.
- Type of suitable footwear, which should be worn.
- When to ask for assistance to 'foot' or hold the ladder or steps.
- Storage and handling: ladders and steps should be stored securely to avoid them falling on people or obstructing walkways or exits.

Employees

Before you use steps or ladders you must inform us if you have:

- Any problems or worries that you may have about using either steps or ladders.
- Any medical problems or conditions that may affect your safe use of steps or ladders.
- Any history of accidents when using steps or ladders.
- Any doubts that you have regarding the condition or use of steps or ladders.

Latex Sensitisation

Most medical gloves are made from natural latex rubber. It is a durable, flexible material that affords a high degree of protection from many micro-organisms. As we use such products, we recognise that latex allergy and sensitisation has been identified as a problem as it can lead to irritation and allergic reactions.

Latex falls under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and therefore we will prevent and/or control the risk of latex sensitisation. In practice, the protective measures likely to be identified by a suitable and sufficient assessment may include one or more of the below:

- Implementing a general policy on latex use including.
- The risk of exposure to latex.
- When and when not to use latex gloves.
- Arrangements for health checks/surveillance.
- Help in recognising the symptoms of sensitisation.
- The action needed if employees are affected by latex.
- Ensuring that where gloves must be worn as protective equipment, latex-free gloves are available.
- Implementing a glove purchasing policy which specifies latex-free or low levels of latex protein.
- Washing hands after removing gloves. Barrier creams will not be used in conjunction with latex gloves as they may increase the penetration of allergens.
- Ensuring the latex policy covers the action needed to protect employees who are sensitised to latex. This may include providing them with gloves made of an alternative material to latex and reviewing the risks to their health from contact with other latex products.
- Ensuring that the policy on latex is brought to the attention of all employees.

If our employees develop symptoms that may be caused from exposure to latex, they will be referred their GP.

Legionella Management

We are responsible for the implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and 'HSG274 Legionnaire's disease: Technical guidance' and Health Technical Memorandum 04-01: The Control of Legionella, Hygiene, "Safe" Hot Water, Cold Water and Drinking Water Systems.

These arrangements include:

- Assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- Appointment of a designated individual as the 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any precautions specified in the risk assessment.
- The maintenance of records of all applicable maintenance and testing together with a copy of the risk assessment and details of the competent person who conducted it.
- Monitoring by a designated employee to check the records and confirm that the precautions have been implemented.

All plumbing alterations are carried out by trained plumbers to ensure compliance with water regulations and byelaws.

Leptospirosis (Weil's Disease)

REMEMBER: Leptospirosis can be fatal typically within four to six weeks if the early symptoms are not diagnosed and treated.

Chigwell Parish Council has a duty to protect the safety, health and welfare of our employees or others who may be affected by our work activities from the risk of leptospirosis infection.

There are two types of leptospirosis infections that can affect workers within the UK:

Weil's disease – a serious and potentially fatal infection that is transmitted to humans by contact with urine from infected rats.

Hardjo - form of leptospirosis – Transmitted from cattle to humans.

The symptoms for both diseases start with an Influenza-like illness with a persistent and severe headache and possibly chills. Later symptoms can lead to vomiting, muscle pains and ultimately to jaundice, meningitis and kidney failure. In rare cases, the disease can be fatal. You are at risk if as part of your work you are likely to encounter rats, rats or cattle urine or to fetal fluids from cattle is at risk.

How can you become infected?

The bacteria can enter your body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with urine or contaminated water such as that in sewers, ditches, drains, ponds and slow flowing rivers and water ways.

The following protocols will help prevent you becoming infected?

- Don't encourage rats – dispose of all your rubbish correctly.
- Don't handle the carcasses of deceased rats without unprotected hands, whenever possible use a shovel or other tool.
- Avoid inadvertent entry or immersion into water that could be infected – If this happens or you ingest any water you suspect it is infected see a doctor as a matter of urgency. Inform the Parish Clerk.
- Wash cuts and grazes immediately with soap and running water and cover all cuts and broken skin with waterproof plasters both before and during work.
- Wear the protective equipment you are provided with.
- During work avoid rubbing your nose, mouth or eyes.
- Wash your hands, forearms and all other exposed areas of skin thoroughly after completion of the task(s).
- Wash before eating and smoking and after handling contaminated clothing.
- Remove any wet protective clothing as soon as is possible.

What else can you do?

- Report any illness to your doctor.
- Inform your doctor about your work. Leptospirosis is much less severe when treated promptly.

- If your doctor confirms that you have contracted Leptospirosis **YOU** must inform your employer who will need to report it to the Incident Contact Centre (RIDDOR).

Lone Working

Since you cannot be with them in an emergency, (they wouldn't be lone workers if you were) we must go as far as we can in helping employees to help themselves.

Consider protection as consisting of two components; prevention and response. Prevention is achieved by embedding ways in which employees avoid difficult situations in the first place. Response is there when protection fails. While prevention may reduce the number of occasions where a lone worker will get into a situation which will result in their harm, 'reduce' is not the same as 'eliminate', so there will always be a need for response services.

Response with prevention in isolation are still insufficient; adding training and management will result in a culture of safe working, in other words – protection.

Prevention - Prevention starts with a well thought out policy leading to sensible procedures which are developed in consultation with the lone working employees and the Parish Clerk.

Response - Sooner or later Prevention will fail and an employee will need a Response; and it must be fast and effective.

Training - Training Binds Prevention and Response together. Training should cover:

- Application of policies and procedures.
- How to make best use of Lone Worker Response devices.
- Awareness and how to avoid potentially dangerous situations.
- How to manage dangerous situations.
- The role of personal responsibility for personal safety.

Management

Good management must balance the needs of the organisation against the needs of the individual. Management must protect the organisation in law with its reputation and effectiveness intact, while protecting the individual employees out on their own in the community, other workplaces or in transit between them.

The Parish Clerk has a responsibility for protecting Lone Workers and needs to consider many factors; among them:

- How best to achieve protection for both the organisation and Lone Workers without jeopardising the work they are employed to do?
- What can be done in-house and what can be outsourced?
- How will initial and follow-up training be delivered? In-house or outsourced?
- How will Lone Workers be motivated to always follow the procedures laid down for them, including use of Lone Worker Response services?

- What reports will help manage the contract and how will they be delivered?
- Regular reviews with Lone Workers.

Prevention and Response without Training and Management will not be an effective policy because when it is most required to work – it will not keep people safe.

Prevention + Response + Training + Management = Protection

When putting the policy and risk assessment together pay consideration to:

- The remoteness or isolation of workplaces.
- Any problems of communication.
- The possibility of interference, such as violence or criminal activity from other persons.
- The nature of injury or damage to health and anticipated "worst case" scenario.
- Vehicle and load hazards.
- Personal protective equipment required.
- Supervision and welfare.
- Portable first aid kits.
- Availability of first-aider.
- Means of summoning help.
- Means of raising alarm.
- Firefighting equipment.
- Training and supervision.

Manual Handling

Statistics show that manual handling is one of the most common causes of absence through injury in the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. This procedure is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

We will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys, chutes and conveyors.

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment.

Bending and stooping to lift a load significantly increases the risk of back injury. Items should ideally be lifted from no lower than knee height to no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased. Where items are required to be lifted from above shoulder height, a stand or suitable means of access should be used. Items which are pushed or pulled should be as near to waist level as possible. Pushing is preferable particularly where the back can rest against a fixed object to give leverage.

Carrying distances should be minimised, especially if the task is regularly repeated. Repetitive tasks should be avoided wherever possible. Tasks which involve lifting and carrying should be designed in such a way as to allow for sufficient rest breaks to avoid fatigue. Avoid tasks which require twisting the body wherever possible.

The load should be kept as near as possible to the body trunk to reduce strain and should not be of such size as to obscure vision. An indication of the weight of the load and the centre of gravity should be provided where appropriate.

Unstable loads should be handled with caution. The change in centre of gravity is likely to result in overbalancing. Ensure that there is a secure handhold, using gloves where necessary to protect against sharp edges or splinters.

Consideration must be given to age, body weight and physical fitness. Regard must be given to personal limitation; you must not attempt to handle loads that are beyond your individual capability. Assistance must be sought where this is necessary.

Persons with genuine physical or clinical reasons for avoiding lifting should be made allowance for, as should pregnant women, who should not be required to undertake hazardous lifting or carrying tasks.

Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury. Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

There must be adequate space to enable the activity to be conducted in safety and the transportation route must be free from obstruction. Lighting, heating and weather conditions must be considered. Floors and other working surfaces must be in a safe condition, and adequate ventilation is required, particularly where there is no natural ventilation.

Use of personal protective equipment may be necessary whilst carrying out manual handling activities. If the use of PPE restricts safe and easy movement, this should be reported. Constant interruptions from other employees must be avoided, as this can reduce the concentration of an individual.

We will ensure that:

- Manual handling assessments are carried out where relevant and records are kept.
- Employees are properly supervised.
- Adequate information and training is provided to persons carrying out manual handling activities.
- Any injuries or incidents relating to manual handling are investigated, with remedial action taken.
- Employees adhere to safe systems of work.
- Safety arrangements for manual handling operations are regularly monitored and reviewed.
- Employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work.
- Special arrangements are made, where necessary, for individuals with health conditions which could be adversely affected by manual handling operations.

You must ensure that:

- You report to a Manager (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity.
- You comply with instruction and training which is provided in safe manual handling activities.
- Your own health and safety is not put at risk when carrying out manual handling activities.
- You use equipment which has been provided to minimise manual handling activities.
- Any problems relating to the activity are reported to a responsible person.

Information and Training

Suitable information and training will be provided to persons who are required to carry out manual handling activities. Training needs will be identified and reviewed by a responsible person. Refresher training will also be given at reasonable intervals.

Employees will be informed of approximate weights of loads that are handled and objects which have eccentric weight distribution.

Safe System of Work

Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions:

- Ensure that formalised systems of work which have been designed for the work activity are complied with.
- Make full and proper use of aids to lifting and carrying, such as trolleys, chutes and access equipment.
- Store heavy items between shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
- Use the legs and knees to bend and lift — do not stoop or bend the back.
- Avoid tasks which require stretching or twisting.
- Ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue.
- Ensure that there are no sharp, hot or cold edges which could cause injury.
- Ensure that walkways are free from obstructions.
- Make full and proper use of personal protective equipment;

Report any problems or concerns associated with manual handling operations to the Parish Clerk.

Method Statements

It is our intention to prevent injuries and ill health to employees and others affected by our activities. To do this we recognise that we must adopt safe systems of work. Therefore, assessments will be carried out to identify risks (see Risk Assessment Procedure). Based on these, safe systems of work will be prepared and used. The safe systems of work to be used on a site will be communicated to employees and Clients and/or Principal Contractors using written Method Statements.

Where work is subcontracted, we will not allow the work to commence until we have received and approved a Method Statement from the subcontractor.

Each Method Statement may include, but will not be limited to, the following information:

- Name of site.
- Name of Client, Principal Contractor and any subcontractors.
- Location of work.
- Details of work, including work sequence.
- Any special controls to be used.
- Supervisory arrangements.
- Competence of those carrying out the work.
- Emergency Procedures.
- First aid arrangements.
- Special personal protective equipment to be used.
- List of plant, equipment and authorised users.
- Method of agreeing variations from an original Method Statement, if necessary.
- Signature of the person preparing the Method Statement and date.

RESPONSIBILITIES

Responsibilities for writing Method Statements for work carried out by us are identified in the organisation and responsibilities section of this Policy.

The Management Team are responsible for obtaining and approving subcontractors' Method Statements.

Managers are responsible for bringing any significant findings of Method Statements to the attention of the persons concerned and for ensuring that procedures described in Method Statements are followed.

All employees and subcontractors are required to follow the Method Statements for the work they are carrying out.

Minibus

We recognise that the use of transport for the purposes of off-site activities exposes the driver, passengers and pedestrians to hazards that require specific controls.

It is our policy to:

- Ensure that all transport used, is supplied by a competent contractor.
- Carefully vet all contracted transport providers on a regular basis.
- Maintain the minibus in a safe condition.
- Ensure the minibus and its drivers are adequately insured.
- Train all drivers of the minibus in driver safety awareness procedures.

If the minibus is not for 'hire or reward'

You might be able to drive a minibus with up to sixteen passenger seats using your current car driving license if there's no payment from or on behalf of the passengers (it's not for 'hire or reward').

Conditions you must meet

You can drive a minibus within the UK if the following conditions apply:

- You're 21 or older.
- You've had your driving license for at least 2 years.
- You meet the 'Group 2' medical standards if you're over 70 - check with your GP if you're not sure you meet the standards.
- You're driving on a voluntary basis and the minibus is used for social purposes by a non-commercial body.
- The maximum weight of the minibus is not more than 3.5 tonnes - or 4.25 tonnes including specialist equipment for disabled passengers, for example a wheelchair ramp.
- You're not towing a trailer.

Mobile Telephones

Drivers should concentrate on driving and avoid distractions. Answering and sending telephone calls, sending text messages or faxes, accessing the internet, etc. are all distractions and in certain circumstances could amount to an offence of driving without care and attention or even dangerous driving.

It is a criminal offence to use a hand-held mobile telephone or similar device while driving. The relevant regulations permit use of hand-held mobile telephones while driving only in an emergency.

Any mobile telephone that is or must be held at any time while in use is a hand-held telephone. The use of an earpiece does not make a telephone hands free. To be hands free the telephone must be fixed or in a cradle. (Two-way radios are not hand-held instruments and are exempt from the Regulations.)

If the telephone or equipment is hands free you may press buttons to send and receive messages. However, even the use of hands-free telephones can be dangerous. Whenever possible you should wait until the vehicle is stationary and in a safe place before using a hands-free telephone.

Moving and Handling

We have a duty to ensure the health, safety and welfare of our employees when they must move or handle goods. To enable our employees to carry out their work activities safely we have provided a range of mechanical aids to help employees lift and move objects safely.

We will ensure:

- That employees are instructed on how to use the pump/pallet trucks to move goods around the premises safely.
- Employees are provided with mechanical aids that are in good and safe operating condition.
- That employees are instructed to assess the risks before lifting goods and to use the appropriate equipment supplied to move the goods.
- That employees follow Safe Systems of Work and Procedures.
- We regularly monitor and review our procedures when our employees move and handle goods around our premises to manage the risks.
- That all mechanical aids are regularly inspected and any equipment that does not meet the standard required to maintain safety is either to be repaired and tested or discarded.
- That employees are aware to report any problems that they may experience when using the mechanical aids to the Parish Clerk.

Where employees are injured in an accident involving mechanical aids or from the moving and handling of goods the Parish Clerk has a duty to investigate and if necessary, RIDDOR reportable to the HSE.

Near Miss

We have a procedure in place to provide a method for reporting 'near miss' incidents. The investigation of such incidents can help to implement procedures or control measures which will prevent a recurrence of the incident and therefore prevent potential accidents.

Often the difference between a 'near miss' and an accident resulting in injury is minimal a slight difference in timing, location or personnel.

Definitions

A '**near miss**' is an unplanned event that did not result in injury, illness, damage or product loss - but had the potential to do so.

An '**accident**' is an unplanned uncontrolled event that has led to injury, illness, damage or some other loss to the council.

Responsibilities

All employees must report 'near miss' incidents as soon as practical following the incident.

The 'near miss' form should be used to report the incident. As much detail, as possible should be provided to ensure a thorough investigation can be carried out. When completed the form must be returned to the Parish Clerk.

We will collate the forms and carry out any required investigations.

Records

Completed forms will be retained in the office for a period of three years.

New and Expectant Mothers

We have a duty to protect new and expectant mothers from hazards that may be present in the workplace. We will carry out risk assessments for each female employee who is either pregnant or has recently become a new mother. We will continually review the risk assessments after 3 months or sooner if necessary to manage new risks that may be present.

To protect the health, safety and welfare of the employee we will assess the risks that our workplace poses on the employee and decide on the reasonably practicable control measures.

We will:

- Consider any substances that they may be exposed to.
- Assess the set-up of their work area.
- Assess their manual handling.
- Look at their welfare arrangements.
- Look at their work activities.

Regular reviews will be required, and our Wirehouse Employer Services Consultant will offer help and advice upon request.

If it has been identified from the risk assessment that their work activities could adversely affect their health, we will offer alternative work for them to do and if this is not possible we will suspend them from work on paid leave.

Noise at Work

Noise at work can cause temporary or permanent hearing loss. People often experience temporary deafness after leaving a noisy place, but usually recover their hearing within a few hours. Permanent hearing damage can be caused immediately by sudden, loud, explosive noises, for example, from guns or cartridge-operated machines but hearing loss is usually gradual due to prolonged exposure to noise. People may only realise how deaf they have become when damage, caused over the years by noise, combines with hearing loss due to ageing. Hearing loss is not the only problem. People may develop tinnitus (ringing in the ears), a distressing condition which can lead to disturbed sleep.

The Control of Noise at Work Regulations lay down key limits to noise exposure. These are:

- Lower exposure action values
 - Daily or weekly exposure of 80 dB
 - Peak sound pressure of 135 dB
- Upper exposure action values
 - Daily or weekly exposure of 85 dB
 - Peak sound pressure of 137 db.

The steps we are required to take depend largely on the level and type of noise exposure. For example, a noise exposure of just over 80 dB-A may only require basic controls and recommended hearing protection for certain tasks. Over 85 dB-A would require more rigorous controls and the establishment of a mandatory hearing protection zone with appropriate health surveillance.

Noise sources more than peak sound pressure values will need specific assessment by a competent person and specific controls.

The aim is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and visitors while they are at work, in relation to noise exposure, and to comply with all relevant legislation, including:

- Health and Safety at Work etc Act 1974.
- Management of Health and Safety at Work Regulations 1999 (as amended).
- Control of Noise at Work Regulations 2005.
- Control of Vibration at Work Regulations 2005.
- Personal Protective Equipment at Work Regulations 1992 (as amended).

Employer Responsibilities

To ensure that we prevent or reduce risks to health and safety from exposure to noise at work and that our procedure will be clearly understood throughout the council, we will:

- Assess the risks to employees from noise at work.
- Act to reduce noise exposure and, consequently, from risks arising from noise at work.
- Provide employees with hearing protection, where required, if noise exposure cannot be reduced by other methods.
- Make sure that the legal limits on noise exposure are not exceeded.
- Provide employees with information, instruction and training.
- Carry out health surveillance (audiometry) where levels indicate it is required.
- Review this procedure at least annually or more frequently if significant changes occur.

Procedure

To fulfil our responsibilities as outlined above, we will:

- Identify all operations within the business where there is a noise risk and who is likely to be affected.
- Carry out an initial noise survey.
- Ensure that the risks to employees from noise at work are assessed by a competent person, where we have identified a potential problem.
- Take the necessary action to reduce the noise exposure that produces these risks, ensuring that the legal limits of noise exposure are not exceeded.
- Provide employees with suitable hearing protection where noise exposure cannot be reduced enough by using noise control techniques.
- Provide our employees with adequate information, instruction and training to understand the noise risks that they may be exposed to and how to use noise control techniques and the hearing protection provided.
- Carry out health surveillance where the noise risk assessment has identified there is a risk to health.
- Review, and amend as necessary, the noise risk assessment on an annual basis, when significant changes or accidents occur or when we have any reason to believe the assessment is no longer valid.

Non-Hazardous Waste

We have a duty of care to ensure that any waste which we produce is handled, stored and managed safely in accordance with specific legislation. We will ensure that any waste which we produce other than hazardous is removed from our premises by a licensed waste carrier. To ensure that we are compliant with legislation we will ask from the waste carrier for an annual note as the waste will be regularly removed from our-site and it also shows the enforcement officer from either the local authority or the Environment Agency that our waste is being removed from our premises legally; these will be kept for two years minimum.

We will ensure that the waste we produce is not placed in domestic bins, litter bins and at household waste recycling centres unless we have a waste carrier's licence and pay a charge for the removal of our waste, and we will request for a waste transfer note to prove that our waste disposal is compliant.

We will monitor and assess our waste and ensure that we are not overfilling the bins. We will train all employees and inform them on where the waste goes and how to manage it.

Under no circumstances must an employee climb into a bin or a skip to flatten the waste. If you identify that the bin is full please report this to the Parish Clerk.

Occupational Road Risk

At Chigwell Parish Council we follow a 'Plan, Do, Check, Act' approach to achieving work-related road safety.

Plan - This is how we manage health and safety in our organisation and plan to make it happen in practice by:

- Assess the risks from work-related road safety in our organisation.
- Produce a health and safety policy covering, for example, organising journeys, driver training and vehicle maintenance.
- Make sure there is top-level commitment to work-related road safety in the organisation.
- Clearly set out everyone's roles and responsibilities for work-related road safety. Those responsible will have enough authority to exert influence and be able to communicate effectively to drivers and others.

Do - Prioritise and control the risks we will consult with our employees and provide training and information.

- Make sure departments with different responsibilities for work-related road safety co-operate with each other.
- Make sure we have adequate systems to allow us to manage work-related road safety effectively. For example, we will ensure our vehicles are regularly inspected and serviced according to manufacturers' recommendations?
- Make sure we involve our workers or their representatives in decisions. This is a good way of communicating with everyone about health and safety issues.
- We will provide training and instruction where necessary.

Check – Measure how we are doing.

- Monitor performance to ensure our work-related road safety policy is effective and has been implemented.
- Encourage our employees to report all work-related road incidents or near misses.

Act – Review our performance and learn from our experience.

- We will collect enough information to allow us to make informed decisions about the effectiveness of our existing policy and the need for changes, for example targeting those more exposed to risk.
- Regularly revisit our health and safety policy to see if it needs updating.

Office Safety

The office areas do not contain the same hazards as the external areas but there are issues to address to ensure everyone's safety working in the office. Generally, office areas are a lower risk compared to other areas. Nevertheless, they still pose a risk of injury or ill-health to employees, and others using and accessing the office space. An office risk assessment has been completed and it will be communicated to employees.

The assessment addresses issues such as:

- Safe access including vehicle and pedestrian segregation.
- Manual handling.
- Display screen equipment.
- Fire and electrical safety.
- Chemicals.
- Temperature, lighting and ventilation.
- Welfare facilities.
- Stress.
- Trips and falls.

Employees are responsible for ensuring that walkways are free from obstructions and that trailing cables are not creating trip hazards.

The office space has been designed to enable employees to work comfortably. If you have any concerns, please address these to the Parish Clerk to be resolved.

Outdoor Activities

Introduction

Your health may be affected by working outdoors; appropriate measures must be put in place to protect you from the cold, the sun and other adverse weather conditions. Where rules are established for this purpose, they are there to protect you.

Key Points to consider are:

- Working in intense cold can slow you down physically and mentally. Reactions are slower and decision making even about simple things becomes harder. Hence accidents are more likely.
- In extreme weather conditions, if possible arrange a work rota system so that regular periods are spent out of the cold and wind.
- Hypothermia usually occurs when you can no longer maintain your body temperature at about 37°C. Shivering is usually the first sign, but some people do not seem to shiver. If you begin to feel cold, refer to a Manager and take a short break in a warm place. Have a warm drink and a snack during your breaks!
- Be aware of your colleagues and others around you as they may not notice the onset themselves.
- Chill Factor is the added effect of wind on the body, which makes it seem colder than the thermometer reads. At 0°C and 10mph wind, the chill factor may make it seem like minus 10°C, so extra protection is called for.
- Chilblains, Frostbite and Skin Damage are not confined to Arctic explorers. They are extremely painful and disabling so prevention is better than cure. Warm gloves and socks are essential but if you can feel your extremities getting cold, change into a warm dry pair. Protective creams are available for face and wrists etc., to replace the natural oils dried up by the cold and prevent cracking and peeling.
- Where necessary, temporary shelter should be constructed. This will almost certainly pay for itself by improving productivity. Sheeting over scaffolding, tents or even working behind a windbreak are possibilities. Somewhere warm and dry to take refreshments and don dry clothes when necessary is required.
- Long sleeved vests, long johns, thermal underwear etc., may be the butt of jokes, but if they keep you warm it is better to be laughed at for a few minutes than unhealthy for the rest of your life.
- Cold weather may also bring about other hazards such as:
 - Frozen ground leading to ice and slip and trip incidents.
 - Frozen materials and equipment such as the meal scaffold poles leading to freeze burns to hands.
- Sunburn is very common, very painful but easily avoided. Glare from an overcast sky can also cause burns on sensitive skins. Ultra violet light causes premature ageing (wrinkling) of skin and increases chances of skin cancer. (Malignant Melanoma).
- Sun blocking lotion is recommended but takes account of how long you will be in the sun, a high protective index is probably required, apply it often and after all breaks;

The phrase **Slip, Slop, Slap** is a good reminder. **Slip** on a t-shirt, **Slop** on some sun cream and **Slap** on a hat.

- Prickly Heat is brought on by working in hot conditions. It causes groups of small itchy spots on the skin. Frequent washing to remove sweat, wearing loose cotton clothes and if possible, periods of work out of the hot location area is advised.
- Heat Exhaustion is the combination of high temperature, exertion and loss of fluid and salt through sweating. It can be dangerous if not recognised and can lead to hyperthermia. Fainting, cramp and nausea can overcome the unwary. Frequent rest and plenty of cool, but not iced drinks are necessary as this can result in cooling of the core of the body too quickly.
- Weather extremes may also exacerbate existing health conditions such as:
 - Rheumatism.
 - Bronchitis and other chest conditions.
- Prolonged exposure to conditions such as working in water, e.g. in a trench or other place where wading is necessary, can lead to conditions such as:
 - Trench foot.
- If you have an existing health condition that may be affected by working outdoors you must speak with a Manager.

Permits to Work

We have identified that certain high-risk activities require additional controls to ensure that dangerous situations are avoided. For any such high-risk activity a Permit to Work must be obtained from the Appropriate Manager in charge of the area where the activity will take place. It is the responsibility of the person engaging contractors to work on the premises to advise the contractor about types of work for which a Permit to Work will be required.

Types of Work Requiring a Permit

A Permit to Work is required for the following:

- Hot Work.
- Confined Space Entry.
- Electrical Work.
- Overhead Work.

Persons engaged in any of the above will not be allowed to commence work until they are in possession of a signed permit appropriate to the type of work.

Hot Work

A Hot Work Permit is required for the following:

- Oxy-acetylene or Oxy-propane cutting.
- All types of welding.
- Brazing/soldering.
- Propane or butane gas/aerosol torches.
- Any grinding equipment in areas where highly flammable liquids or vapours may be present.
- Use of electrically powered hammers, drills, saws and lights and pneumatic drills/hammers where highly flammable liquids or vapours may be present.
- Any other operation producing heat, sparks or flames where there is a risk of fire or explosion.

Confined Spaces

A confined space entry permit is required for work in any vat, tower, tank, flue, pipe, duct, pit or similar place, open or closed, where there is likely to be risk of:

- A dangerous or toxic liquid, gas, fume, vapour, dust.
- A deficiency of oxygen.
- A fire or explosion.

Electrical Work

All work on electrical installations is subject to control by a Permit to Work, irrespective of the voltage concerned. All work must be carried out by:

- A professional, qualified electrical engineer.

- A contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC).
- A member of the Electrical Contractors Association (ECA).

Overhead Work

An Overhead Work Permit is required for the following:

- Roof access, roof work or work on a fragile roof.
- Window cleaning above the ground floor.
- Any construction or maintenance work where there is a risk of injury from falling.
- Working above plant, processes, persons or vehicles.

Personal Protective Equipment

Personal Protective Equipment (PPE) is a term used to describe a wide range of equipment including clothing, footwear, protective glasses, hearing protection etc. We understand that PPE should only be used as a means of protection once all other control measures have been exhausted.

PPE required for workplace activities and tasks will be identified because of conducting risk assessments. We will ensure that any PPE provided is of the appropriate BS/EN quality standard. For PPE to be effective, it must fit correctly and be compatible with other items of PPE, this we will check when items are issued.

We will provide PPE free of charge. We may request that you sign for the receipt of any equipment. As an employee, you have a duty to act responsibly, to wear and take care of any equipment issued to you, and for ensuring the protection offered remains effective.

Personal Protective Equipment must be worn:

- When the control measures of a risk assessment or safe system of work identify there is a requirement.
- Where you see signage indicating there is a requirement for using PPE.
- If you consider a hazard is present and PPE offers satisfactory protection.

Respiratory Protective Equipment

If there is a need to wear Respiratory Protective Equipment (RPE) for the protection of your health, we will ensure it fits correctly. Where necessary we will arrange a face fit test by a competent person to ensure optimal protection.

Discipline and Wearing PPE

The Parish Clerk is responsible for ensuring that employees use or wear PPE correctly when required to do so.

Failure to wear even the most basic PPE can result with injuries or illness, it is therefore important that you comply with our procedures; failure to do so will be considered as a serious breach of our rules and may result with disciplinary action being taken.

Guide for Personal Protective Equipment

Task	Foot protection	High Visibility Clothing	Hearing Protection	Eye Protection	Apron	Gloves/ Gauntlets	Remarks
General Work	✓	✓	-	-	-	-	
Vehicle Depollution	✓	✓	-	✓	-	✓	
Moving Batteries	✓	✓	-	✓	✓	✓	
Operating Plant	✓	✓	-	-	-	-	
Stripping Engines	✓	✓	-	✓	-	✓	
Use of Electric Grinder	✓	✓	✓	✓	-	✓	
Gas Cutting	✓	✓	-	✓	-	✓	Flame / Heat Proof
Smelting Work	✓	-	-	✓	✓	✓	Flame / Heat Proof
Recovery Work	✓	✓	-	-	-	✓	

Note: Please note this is a guide and you must follow details provided by appropriate risk assessments.

PPE remains the property of the council and must be returned if your employment ends.

**If there is a problem with Personal Protective Equipment (PPE)
You must inform us immediately**

Pressure Systems

Pressure systems have the potential to cause significant injury or damage to property in the event of an unexpected release of stored energy because of system or component failure. The correct installation, maintenance, examination, testing and use of pressure systems is vital.

It is our policy to:

- Ensure that pressure systems are installed by, a competent person.
- Install new pressure systems in positions which, would minimise injury and damage in the event of unexpected releases of stored energy.
- Establish safe operating limits of pressure systems prior to use and ensure that they are clearly marked on the system.
- Have a competent person draw up a written scheme of examination for systems where steam or fluid is stored, including its pipe work, at above 0.5 bar.
- Ensure that a competent person carries out all such maintenance, thorough examinations and tests as prescribed in the written scheme of examination.
- Ensure that all systems not subject to a written scheme of examination are maintained in accordance with the manufacturer's recommendations.
- Carry out without undue delay any repairs identified by any reports on the condition of the systems or from any fault reporting system.
- Provide operators with adequate and suitable instruction on the safe operation of pressure systems and any emergency procedures.
- Retain all relevant records i.e. manufacturer's safety information, written schemes, examinations reports, modifications and examination postponements at the location of the pressure system to which it refers.

The Pressure Systems Safety Regulations deal with the risks created by a release of stored energy should a pressure system fail and detail the measures that must be taken to prevent failures and reduce risks.

The Pressure Systems Safety Regulations apply to all plant/systems that contain a relevant fluid. A relevant fluid is defined as:

- (a) Steam.
- (b) Any fluid or mixture of fluids which is at a pressure greater than 0.5 bar above atmospheric pressure, and which fluid or mixture of fluids is -
 - A gas, or
 - A liquid which would have a vapour pressure greater than 0.5 bar above atmospheric pressure when in equilibrium with its vapour at either the actual temperature of the liquid or 17.5° C; or
- (c) A gas dissolved under pressure in a solvent contained in a porous substance at ambient temperature and which could be released from the solvent without the application of heat.

Certain small vessels, where the product of the internal volume multiplied by the pressure of the vessel is less than 250 bar litres are exempt from some parts of the regulations.

Legal Requirements

The Pressure Systems Safety Regulations require users to:

- Establish the safe operating limits of the plant.
- Have a suitable written scheme drawn up or certified by a competent person for the examination at appropriate intervals of.
 - Most pressure vessels.
 - All safety devices.
 - Any pipework which is potentially dangerous.
- Arrange to have examinations carried out by a competent person at the intervals set down in the scheme.
- Provide adequate operating instructions (including emergency instructions) to any person operating it (e.g. operating manual supplemented by on-the-job training and supervision for new employees).
- Ensure the pressure system is maintained in good repair.
- Keep adequate records of the most recent examination and any manufacturer's records supplied with the new plant.

The regulations distinguish between systems that are essentially fixed in a permanent location (installed) and systems that are normally and frequently moved from place to place (mobile).

For installed systems, the user is responsible for ensuring that the above items are carried out. In the case of mobile systems, the owner is responsible.

Safe Operating Limits

Regulation 7 prohibits the use of systems unless the user of an installed system or the owner of a mobile system has determined safe operating limits (SOL's). SOL's for small simple systems are basically the upper limits of pressure and temperature at which the plant was designed to be operated safely. The competent person (see below) will review and reassess the SOL's when the plant is examined. SOL's must be reassessed when the plant or part of it is repaired or modified.

Written Schemes of Examination

The typical contents of a written scheme of examination would include:

- Identification number of the item of plant or equipment.
- Those parts to be examined.
- Nature of the examination required.
- Any necessary preparatory work to enable the item to be examined safely.
- Specify what examination is necessary before the system is first used, where appropriate.
- The maximum interval between one examination and the next.
- The critical parts of the system which if modified or repaired should be examined by a competent person before the system is used again.

- Name of the competent person certifying the written scheme of examination.
- The date of certification.

Examples of pressurised systems likely to require a written scheme of examination are:

- A compressed air receiver and associated pipework where the product of the pressure times the internal capacity of the receiver is greater than 250 bar litres.
- A pressure cooker and autoclave.
- A steam boiler associated pipework and protective devices, and steam heating devices.
- A portable hot water/steam cleaning unit.
- A fixed LPG storage system supplying fuel for heating in a workplace.
- A vapour compression refrigeration system where the installed power exceeds 25kW.

Examples of pressurised systems unlikely to require a written scheme of examination are:

- An office hot water urn.
- A machine tool hydraulic system.
- A hand-held tool.
- Portable oxy-fuel gas welding sets.
- A compressed air receiver and associated pipework where the product of the pressure times the internal capacity of the receiver is less than 250 bar litres.
- A portable LPG cylinders.
- A tyre used on a vehicle.
- Any pipeline and its protective devices in which the pressure does not exceed 2 bars above atmospheric pressure.

Competent Persons

The references to a “competent person” in the regulations should be taken to mean an organisation employing individuals who are competent (by knowledge, experience and independence) to carry out the relevant duties. Accreditation to BS EN ISO/IEC 17020:2012 (“General criteria for operation of the various types of bodies performing inspection”) is an indication of the competence of an inspection department, organisation or self-employed person. This is recommended for bodies acting as competent persons engaged to draw up or certify a written scheme of examination or conduct examinations for major systems.

The first examination under the written scheme for new plant will generally need to be carried out before the complete system is taken into use for the first time.

Protecting the Public

We acknowledge and accept our duty under the Health and Safety at Work etc Act and other regulations to take all reasonably practicable steps to ensure the health and safety of people who are not in our employment such as members of the public. When our work activities meet members of the public we will carry out risk assessments to assess the risks to them including the risks to children, the elderly and people with disabilities.

Arrangements

We will plan, provide and maintain suitable perimeters and barriers at locations where it is necessary to separate the public and others from the work, based on risk assessment principles.

We will ensure access is controlled, based on risk assessment principles.

We will ensure specific hazards and risks are controlled.

We will discuss with the Client and take appropriate precautions where there are selected groups or persons which need special attention such as:

- The disabled.
- Children.

Where reasonably practicable, any occupied premises will be fully or partially evacuated. The decision on evacuation will be made at the planning stage based on:

- The nature of the premises.
- Who will be around.
- The extent and nature of the works.
- The risks to occupants.
- The time to complete the works.
- The significance of any risks associated with the evacuation.
- The cost of the evacuation including the costs of alternative arrangements.

Psittacosis

Remember: Because human infection can result from brief, passing exposure to infected birds or their dried contaminated droppings, people with no identified occupational or recreational risk can become infected.

Chigwell Parish Council have a duty to protect the safety, health and welfare of our employees or others who may be affected by our work activities from the risk of Psittacosis infection.

What is Psittacosis?

Psittacosis is an infectious disease in humans that has mild, non-specific flu-like symptoms. Psittacosis refers to any infection or disease caused by *Chlamydia psittaci*, one of several micro-organisms in the genus *Chlamydia*. This disease can be transmitted from infected birds to humans.

Other names for psittacosis:

- Parrot disease.
- Ornithosis.
- Chlamydiosis.

Infection in Birds - *Chlamydia psittaci* infects wild and domestic birds and poultry.

The time between exposure to *Chlamydia psittaci* and the onset of illness in caged birds ranges from three days to several weeks.

Birds can have a latent infection. That means they appear healthy and do not currently show any symptoms but could develop symptoms later. These infected birds carrying the *Chlamydia psittaci* bacteria may shed the organism intermittently or sometimes continuously for weeks or months.

When shedding occurs, the infected birds excrete the bacteria in the faeces and nasal discharges and can remain infective for several months.

How Do Birds Pass on the Infection to Humans?

Humans can become infected with *Chlamydia psittaci* by breathing in the organism when the urine, respiratory secretion, or dried faeces of infected birds is dispersed in the air as very fine droplets or dust particles.

Other sources of exposure include:

- Mouth-to-beak contact.
- A bite from an infected bird.
- Handling the plumage and tissues of infected birds.

Infection in People - Can Humans Transmit the Infection to Other Humans?

Person-to-person transmission of the disease is rare. It may occur when a person is exposed to infectious droplets from another person experiencing sudden, very forceful coughing during the acute illness.

The following protocols will help prevent you becoming infected?

- **General controls** – following good basic hygiene including regular hand-washing and avoiding hand to mouth/eye etc. contact. Use nailbrushes to clean hands thoroughly. Limit your exposure time to the work area.
- **Work method** – Ensure that work areas are wetted down to help control dust.
- **Clothing** – wear protective clothing. The type will depend on the work. It may include waterproof footwear and gloves.
- **Respiratory Protective Equipment (RPE)** – wear RPE if the visit could generate dust or aerosols. Choose RPE with an assigned protection factor of 20 (e.g. FFP3 disposable mask or half mask with P3 filter). For longer duration work consider powered RPE with the same protection (e.g. TH2 powered hood / helmet). Make sure any RPE is compatible with other protective equipment.

What are the Signs of Infection among Humans?

When a person breathes in Chlamydia psittaci bacteria, the lungs' defense mechanisms attempt to neutralise them.

The bacteria that avoid this defense start an infection that varies in severity from a mild flu-like illness to severe pneumonia. Generally, the signs and symptoms appear within four to 15 days after exposure.

These include:

- Fever.
- Chills.
- Cough.
- Weakness or fatigue.
- Muscle and chest pain.
- Loss of appetite.
- Nausea.
- Vomiting.
- Diarrhoea.
- Headache.
- Sweating.
- Abnormal intolerance to light.

Treatment and Control

How is Psittacosis recognised and treated?

For accurate diagnosis of psittacosis, a doctor must know that the person has been exposed to birds and that the suspected birds are infected with Chlamydia psittaci. Laboratory examinations can identify the organism and detect the signs of infection. Patients who develop psittacosis require treatment with specific drugs. The disease is very responsive to tetracycline but is resistant to penicillin.

What Occupations are at Risk?

Psittacosis is an occupational health hazard for many people whose work brings them into contact with birds. These include:

- Bird fanciers.
- Pigeon fanciers.
- Poultry production workers.
- Poultry processing workers.
- Pet shop employees.
- Quarantine facilities employees.
- Veterinary clinics employees.
- Diagnostic laboratories employees.
- Racing pigeons' keepers.
- Public health inspectors.
- Exotic and domestic bird breeders.
- Bird dealers.
- Chlamydia psittaci is susceptible to such disinfectants as:
 - Quaternary ammonium compounds.
 - Isopropyl alcohol.
 - 70% ethanol.
 - Glutaraldehyde.
 - Formaldehyde.
 - Household bleach (diluted to 1% sodium hypochlorite).

Many disinfectants are respiratory irritants and should be used with appropriate precautions in a well-ventilated area.

Refusal to Work on the Grounds of H&S

Chigwell Parish Council has a commitment to health and safety, advising employees of hazards, providing safety training, and keeping the lines of communication open to encourage an atmosphere where employees feel free to raise health and safety concerns at any time and provides employees the right to refuse work for health and safety reasons.

Right to Refuse Work

Under Regulation 8 of the MHSWA regulations, an employee may refuse to work or do work if he/she has reason to believe that:

- Any equipment, machine, device or thing he/she is to use or operate is likely to endanger himself/herself or another employee.
- The physical condition of the workplace or environment in which he/she works or is to work is likely to endanger them. This includes, but is not limited to, working on site in proximity to live motorways, railways, other transport infrastructures and electrical or gas apparatus.
- Any equipment, machine, device or thing he/she is to operate or the physical condition of the workplace in which he/she works is in contravention and such contravention is likely to endanger themselves or another employee.

Procedures for Work Refusal

First Stage Refusal

- Upon refusing to do unsafe work, the employee must immediately report the circumstances of the refusal to a Manager. The Manager should inform the person in charge of Health and Safety.
- The Manager must immediately investigate the report in the presence of the worker.
- During the investigation, the Manager must record as many details as possible regarding the refusal, by completing the NOTICE OF HEALTH & SAFETY WORK REFUSAL form.
- The Parish Clerk will only actively become involved if the refusal progresses to the second stage.

Second Stage Refusal

- If the employee is dissatisfied with the results of the investigation and has reasonable grounds to believe that the circumstances are still such that the work is dangerous, then he/she may continue to refuse to work.
- Upon the continuance of the employee's refusal to work, the Manager should request the involvement of the Parish Clerk.
- The Parish Clerk will investigate the work refusal in the presence of the Manager and the employee.
- Pending the investigation and decision of the Parish Clerk, the employee must continue to remain at the workplace during his/her normal working hours unless the Parish Clerk assigns the employee reasonable alternative work during those hours, or, if such an option is not practicable, the Parish Clerk may give the employee other directions (which may include being sent home).

- No other employee shall be assigned to the work that is being investigated unless that employee has been advised of the other employee's refusal and reasons for it and has signed a statement of being advised of the refusal.
- After the investigation, the Parish Clerk will decide whether the machine, device, item or workplace is likely to endanger the employee or another person. This decision will be given in writing, as soon as practical, to the Manager and the employee, and relevant employees.
- If the Parish Clerk does not consider the refusal to be based on reasonable grounds, the employee is expected to return to work. If, however, the employee maintains that he/she has reasonable grounds for refusing such work, the Parish Clerk may seek further advice from our Health & Safety advisors. If, however, no reasonable grounds exist for such further refusal, the employee may be subject to disciplinary action.

Employer Reprisals Prohibited

If an employee has acted in compliance with refusal to work procedure, its regulations or an order made under them, they (or any person acting on their behalf) may not, because the employee so acted:

- Dismiss or threaten to dismiss the employee.
- Discipline or threaten to discipline the employee.
- Impose any penalty on the employee.
- Intimidate or coerce an employee.

If an employee complains that the Manager, the Parish Clerk (or a person acting on its behalf) has improperly taken any of these actions, he/she may file a grievance with the Chigwell Parish Councillors.

Respiratory Protective Equipment

Respiratory protective equipment is designed to be worn in a contaminated atmosphere and to provide the supplier with a safe supply of air. The control of exposure to hazardous substances should be achieved by means other than personal protective equipment where possible. Where this is not practicable and there is a likelihood of inhalation risks, suitable personal respiratory equipment should be provided.

Types of RPE

There are two types of RPE.

- Respirators, which are designed to filter or clean contaminated air from the workplace environment before it is inhaled by the wearer. These should not be worn in environments which are immediately dangerous to life or health, including atmospheres where there is an oxygen deficiency.
- Breathing apparatus, which delivers breathable air from an independent source, usually bottles, to the wearer.

Use of RPE

Personal protective equipment, including RPE, should be a last resort for controlling exposure to hazardous substances, i.e. other measures to control exposure to hazardous substances must be implemented where reasonably practicable. One reason for this is that when RPE is used incorrectly or badly maintained, it may not provide the wearer with any protection at all.

Subject to a suitable and sufficient risk assessment, RPE might be used where:

- The level of exposure to the hazardous substance is likely to exceed the appropriate exposure limit.
- Emergency maintenance work requires employees to enter areas with high levels of contaminants or an oxygen-deficient atmosphere.
- Exposure is to be of short duration and other control measures are not reasonably practicable.
- Plant equipment fails and there is a need to escape.
- Rescue work by competent personnel is necessary.

Safety Signs, Signals and Notices

Safety signs are a useful way of communicating health and safety information. To encourage standardisation throughout the member states of the European Union, the EC made a Directive regarding the use of such signs, which was implemented in the UK by the making of the **Health and Safety (Safety Signs & Signals) Regulations**.

The Regulations cover various means of communicating health and safety information including acoustic signals (e.g. fire alarms), hand signals and the marking of pipework containing dangerous substances.






What do the Regulations require?

The Regulations apply to all places and activities where people are employed. They require employers to provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means (e.g. by engineering controls and safe systems of work). Where a safety sign would not help to reduce a risk, or where the risk is not significant, there is no need to provide a sign.

The Regulations also require:

- The use of road traffic signs within workplaces to regulate road traffic.
- Signboards (except fire safety signs, see below) to comply with BS 5378: Parts 1 and 3:1980 *Safety signs and colours* (see table at the rear of this guidance note).
- Fire safety signs to contain symbols and comply with BS 5499: Part 1:1990 *Fire safety signs, notices and graphic symbols*.
- The marking of dangerous locations and obstacles (e.g. where people may fall from a height or where there is low headroom) with stripes in built-up zones. The stripes can be yellow and black or red and white and must be at an angle of approximately 45°.
- Stores and areas containing significant quantities of dangerous substances to be identified by the appropriate warning sign, except where the labels on the containers can be seen clearly from outside the store and except where sites are marked in accordance with the Dangerous Substances (Notification and Marking of Sites) Regulations.
- Signboards to be illuminated, where necessary.
- Employers to maintain the safety signs that are provided by them.
- Employers to explain unfamiliar signs to their employees and tell them what they need to do when they see a safety sign.

The Health and Safety (Safety Signs and Signals) Regulations, although they use similar symbols, do not apply to labels used in connection with the supply of substances, products and equipment or the transport of dangerous goods, which are covered by other legislation.

SIGNBOARDS COMPLYING WITH THE HEALTH & SAFETY (SAFETY SIGNS & SIGNALS) REGULATIONS 1996		
Purpose	Shape & Colour	Example
Prohibition Must not do	Round Black pictogram on white background with red edging and diagonal line	
Warning	Triangular Black pictogram on a yellow background with black edging	
Mandatory Must do	Round White pictogram on a blue background	
Safe Condition Emergency escape or First aid	Rectangular or square White pictogram on a green background	 
Fire fighting	Rectangular or square White pictogram on a red background	

Sharps

Sharps include, 'Stanley' knife blades, scissors, knives, protruding nails, machinery with cutting tools and broken glass. Incidents involving sharps can result in cuts, abrasions and amputations and can lead to the risk of infection. It is important to carefully handle and dispose of sharp instruments to avoid injury to yourself and to other employees.

To help prevent the likelihood of injury to employees and others equipment must only be used by those who have been trained in its use.

Employees have a duty to ensure that they carry out a visual inspection of their work area and any packaging before carrying out their work activity to make sure that there is no risk of suffering cuts or lacerations from protruding nails or staples for example.

In the event of a glass breakage, sweep the glass from the floor into a dustpan, or brush the glass off the worktop into a dustpan. Never pick up the glass with your bare hands and avoid using sponges or dish cloths to pick up the glass to prevent another employee from getting injured.

When disposing of broken glass:

- It should be carried on a tray or in a dustpan to the area that it will be disposed of.
- Place the broken glass immediately in the correct container to prevent it lying around for other employees to become injured.
- Record the broken glass.

When moving unguarded sharps around the premises they should not be carried around by hand and gloves should be worn, where required, to help prevent injury.

Slips and Trips

Slips and Trips are the most common cause of injuries in the workplace. We have a duty to protect employees and others visiting our premises from the risk of slips and trips. We have assessed the risks within our workplace for slips and trips. To prevent the occurrence of slips and trips all employees have a responsibility to maintain a safe working environment.

To fulfil our duties, we will:

- Instruct all employees to maintain good housekeeping standards, keeping walkways free from obstructions and trailing cables.
- Instruct all employees to report to the Parish Clerk any hazards that would result in a slip or trip.
- Instruct cleaning employees to remove any waste daily to prevent the accumulation of waste.
- Carry out daily checks to ensure that the flooring is in good condition and free from any trip hazards.
- Instruct all employees that when spillages occur employees must clean up promptly and any wet floors, floor signage should clearly be displayed, however, where floors which people are required to use must be dried so far as is reasonably practicable.
- Encourage employees to wear appropriate footwear.
- Review accidents or incidents that has been caused by a slip or trip.
- Provide sufficient lighting to allow employees and others to move around our premises safely.
- Fix leaks promptly that are causing floors to become wet.
- Complete risk assessments.

Smoking

We will:

- Protect everyone against the effects of second-hand tobacco smoke.
- Promote health in the workforce.
- Support those people who would like to quit smoking; and,
- To comply with the Health Act 2006.

Background

Research has shown that exposure to tobacco smoke either directly, as a smoker, or indirectly due to passive smoking can cause cancer, heart disease and respiratory problems as well as many other illnesses and minor conditions. Ventilation or merely separating smokers and non-smokers within the same airspace does not prevent harmful exposure effectively.

Current Legislation

In the UK, the Health Act 2006 requires us to ensure that smoking is prohibited in virtually all enclosed or substantially enclosed workplaces and public places and council vehicles.

Our Duty

We have a duty to ensure that all employees, visitors, and contractors have the right to a smoke-free environment, and so are protected from the dangerous effects of tobacco smoke.

All areas of the premises are designated as non-smoking. Any employee wanting to smoke must use the designated area. Smokers are requested not to smoke immediately outside the premises. This applies to employees, visitors and contractors.

The management of us controlling smoking on our premises is intended to benefit all persons that use our premises, whether employed by us or not. As part of our overall responsibility for ensuring that we protect our employees, visitors and contractors from the effects of tobacco smoke, we will inform all employees, visitors and contractors of the controls. The Parish Clerk will monitor the no smoking policy and review when required.

Appropriate No Smoking signs are clearly displayed at the entrances to and within the premises. There will be no ashtrays or cigarette litter inside the building.

Enforcement of our Smoking Policy

This policy will be enforced by the Parish Clerk and any employee found smoking on the premises may be liable to the council's disciplinary procedures. Any visitor or contractor found smoking in a no smoking area will be asked to stop or leave the premises. Those failing to protect others in this smoke-free environment may also face on-the-spot fines and/or possible criminal prosecution.

Help for those Wishing to Stop Smoking

The NHS offers a range of free services to help smokers give up. You can access these services via the internet/world wide web, at www.nhs.uk/smokefree or you can call the NHS Smoking Helpline on 0300 123 1044.

Subcontractors

We are fully committed to ensuring the health, safety and welfare of any subcontractor visiting our premises to carry out their work. To protect subcontractors so far as is reasonably practicable it is our responsibility to make known to subcontractors any hazards that have been identified and may affect such persons whilst at our premises. We must ensure that our control measures are communicated, understood and followed to prevent harm.

Where we have identified that certain activities need to be subcontracted we accept that we are responsible for ensuring that a subcontractor:

- Is competent to carry out the work for which they may be engaged.
- Is provided with all the information that they require to plan for the health, safety and welfare of their employees and anyone that could be affected by their work.
- Carries out any work in a manner that protects the health and safety of all who may be affected by the work.

To achieve the above, no subcontractor will be allowed to commence work on our behalf until a Pre-Qualification Questionnaire has been completed and approved and a signed acknowledgement of agreement to the terms and conditions of the “Code of Practice for Contractors and Subcontractors” has been received. Copies of the subcontractors Health and Safety Policy and Employer’s Liability and Public Liability insurance certificates must also be provided.

The Cemetery Registrar is responsible for approving subcontractors.

A subcontractor may not subcontract part of the work for which he has been engaged without written permission off the Cemetery Registrar.

Subcontractors are responsible for providing risk assessments and method statements for the work for which they are engaged. Where work involves the use of hazardous substances, COSHH assessments must be accompanied by suppliers’ material safety data sheets (MSDS) and copies of any atmospheric monitoring carried out as required by any COSHH assessment must also be supplied.

Subcontractors are responsible for providing evidence that persons working for them are suitably qualified and have received health and safety training.

When required to do so, subcontractors must release their employees to attend Site Induction and Toolbox Talks. The subcontractor is also responsible for ensuring that all persons under his control are aware of the following:

- Site fire procedures.
- Site first aid arrangements.
- Site rules.
- Welfare arrangements.

Subcontractors must ensure that all equipment used when working on behalf of the council is fit for the intended purpose and in a good state of repair and that persons that will use it have received suitable training. Where equipment is subject to statutory inspection, copies of the most recent examination certificates must be provided. This applies to equipment owned by the subcontractor and equipment obtained on hire.

We reserve the right to inspect equipment being used by subcontractors and will halt the use of equipment we consider unsafe, until the equipment is made safe.

Where a subcontractor will be using highly flammable liquids, liquefied petroleum gasses (LPG) or compressed gas cylinders they are responsible for providing safe storage for these when they are not in use.

Subcontractors are responsible for providing, maintaining and enforcing the use of any personal protective equipment (PPE) needed by persons working for them. Where the use of specialist equipment such as harnesses, fall arrest equipment and self-contained breathing apparatus is required, the subcontractor is responsible for providing copies of training certificates for all persons that will use such equipment.

Unless agreed in writing beforehand, subcontractors are responsible for ensuring that persons working for them have access to suitable first aid arrangements.

Unless agreed in writing beforehand, subcontractors are responsible for deciding for the safe disposal of any waste arising from their work, in accordance with current legislative requirements.

We reserve the right to order off site any subcontractor:

- Not complying with the requirements of this Health and Safety Management System.
- Not complying with the risk assessments and method statements for the work.
- Not complying with Site Safety Rules.
- Not wearing the required personal protective equipment.
- Working in a manner considered to put the health and safety of any person at risk.

All subcontractors engaged by us must comply with the policies and arrangements contained in our Health and Safety Management System.

We reserve the right to submit copies of subcontractors' documents to our external Health and Safety Advisors for evaluation.

Training

Training is essential to help achieve competence at Chigwell Parish Council. We intend to identify all training needs within Chigwell Parish Council and manage this accordingly. It is vital that employees receive suitable and sufficient training enabling them to work safely and avoid unnecessary risk.

At the time of induction and at periodic intervals thereafter the Parish Clerk must consider the training needs of employees and organise appropriate training. We will provide the necessary time, funding and resources to accomplish any training needs that are deemed necessary.

All new starters will be subject to our induction process prior to starting work. The induction process is designed to help new employees understand the fundamental safety arrangements within our council. This will involve welfare, fire and general safety awareness training. Additional training sessions on the key mandatory disciplines will be completed and recorded. Toolbox talks and specific job training for equipment and tasks will be assessed and completed. Shadowing and monitoring techniques will be used.

Following completion of initial induction training a training needs evaluation will be conducted appropriate to the job and activities each person is likely to participate in whilst at work. Training, instruction and supervision will then be organised to help safely integrate the employee into our workplace and activities.

To help us manage training, the Parish Clerk and employees will maintain records of training competencies. The records will be periodically reviewed to ensure competencies are achieved and maintained; this may involve refresher training for certain disciplines.

The Parish Clerk must complete the training needs analysis and review this periodically. *Some* fundamental types of training are noted below to ensure a basic level of compliance and competence is considered in key areas of our work.

Anyone undertaking training must themselves be 'competent' as defined in law – this means they are both experienced and qualified - aware of the legal requirements and best practice standards associated with the equipment or tasks being undertaken.

External certification from an accredited body is therefore going to provide the best training and defence in Law – should you need to defend the training or competence of your employees following an incident or accident.

Where training has been given by an employee with no qualifications but some experience, you are far less likely to be able to demonstrate competence to insurers or enforcement authorities.

The Parish Clerk must decide what training can be undertaken 'in-house' and what requires external delivery.

Use and Disposal of Fuel and Oil

We recognise that to cause or allow pollution is against the law. We will ensure that the use and disposal of oils and fuels is managed and maintained as required.

We are responsible for the safe storage of oil and fuels and the availability of safety equipment for relevant employees when using it. We will ensure that all employees have been trained in the correct use of oils and fuels and related equipment and thereafter employees are responsible for their own safety when handling fuels.

As part of our obligations we will complete a fuel/oil delivery form, the content of which will include:

- Storage tank identifier.
- Ullage, (unfilled space in a container).
- Quantity to be delivered.
- Grade of fuel to be delivered, (if applicable).
- Road tanker carrying compartment quantity, (if applicable).

We will ensure the unloading of any fuel or oil is carried out in a safe manner. This includes making sure any delivery tankers are fitted with a shut off valve to be used in an emergency.

Any storage tanks will be monitored for the level of content prior to unloading. This will enable the operator to avoid overfilling of storage tanks.

The storage of oils/fuels will be in a designated area and/or in a specified and suitable storage container. Fuels, other than heating oil, will be stored in purpose designed fuel containers, correctly labelled and stored on a spillage tray or bund sufficient to contain overspill or leakage within a secure area. Oil/fuel storage tanks/areas will be bunded and lie on impermeable surfacing to reduce the impact of a spill.

We will ensure spillage kits are available to site operatives. These will include absorbent materials. Employees will be trained as part of the spillage procedure as to when a spill kit must be used, or when the emergency services would be required.

Used spillage kit materials must be disposed of as hazardous waste.

We will ensure the site plan indicates where the specified fuel or oil is stored. This information will be used in the event of an emergency. Additionally, we will ensure any oil or fuel to be disposed of will be removed from site by a licenced waste carrier, who will take the oil/fuel to a permitted facility for disposal. A Consignment Note will be completed prior to the substance leaving the site.

Use and Disposal of Solvents

We will ensure that the use and disposal of solvents is managed and maintained as required by law.

All employees will be trained and made aware of the correct use and storage of materials under the COSHH regulations before using solvents. It is our responsibility to ensure that any employee using solvents are trained in their use.

We will ensure secure well-ventilated locations for the storage of such materials. It is the responsibility of the individual to use solvents only as instructed.

We will carry out a risk assessment of solvents that pose a risk to health and groundwater in the area they are to be used. This assessment will also consider if the process using the solvents will result in a loss that may present a pollution risk.

We will ensure that the amount of solvent purchased does not exceed the capacity of storage on site and will maintain records of how much solvent is purchased, when and from whom.

We will ensure the supplier provides an up-to-date safety data sheet (SDS). This should be read, understood and acted upon. The information provided concerning the safe use of the solvents will be used to prepare appropriate information to employees.

All relevant SDS's will be kept in a working file on site and available to all applicable employees.

Solvents will be delivered in appropriate, undamaged and clearly and properly labelled containers. All solvents will be stored in or on appropriate containers to avoid or contain any spillages or contamination.

We will conduct an annual solvent audit. This will take account of how much solvent has been brought onto site, how much is currently on site and the amount of solvent used. This will allow the operator to detect any leaks. The solvents will be disposed of using a licenced waste carrier; the waste will then be disposed of at an appropriately permitted facility. A Consignment Note will be completed prior to dispatch of the load off site.

Use of Own Vehicles for Council Purposes

The nature of our work requires selected employees to use their vehicles for work purposes. Road traffic legislation imposes specific requirements on employers in respect of vehicle maintenance and use and under health and safety legislation, employers also have a responsibility to ensure the health and safety of their employees whilst driving.

Before we authorise you, you must provide us with your driving licence to help confirm driver competence. You must only drive the category of vehicle for which you hold a current valid licence.

In the interest of safety, you are requested to keep us informed of any road traffic offences for which you have been convicted. Driving licences will be reviewed every six months.

Responsibilities

As a driver you have important responsibilities, vehicle accidents are commonplace and can cause fatalities. All journeys must be planned, taking into consideration the weather, time, road congestion etc.

You must:

- Read our risk assessment for driving activities and comply with any control measures we have introduced in the interest of safety.
- Have a current valid insurance certificate covering business use.
- Have a current valid MOT certificate.
- Check the vehicle before use.
- Act responsibly and abide by the Highway Code always.
- Use the vehicle for its intended purpose only.
- Ensure all loads are safely secured.
- Take additional care in inclement weather conditions.
- Inform us if you are ill or taking prescription drugs that may have a detrimental effect on your driving ability, i.e. causing drowsiness.
- Focus your attention whilst driving.

You must NOT:

- Use a vehicle if faults deem it unsafe for use.
- Under any circumstances drive vehicles if you are suffering the effects of alcohol or drugs.
- Overload any vehicle.
- Adjust a satellite navigation aid whilst driving; or
- Partake in an activity distracting your attention from driving.

Drugs and Driving: The Law

It's illegal to drive if either:

- You are unfit to do so because you are on legal or illegal drugs.
- You have certain levels of illegal drugs in your blood. (Even if they have not affected your driving).

Legal drugs are Prescription Only Medicines (POM's) or over-the-counter medicines. If you're taking them and not sure if you should drive, talk to your doctor, pharmacist or healthcare professional.

The police can stop you and make you do a 'field impairment assessment' if they think you're on drugs. This is a series of tests, e.g. asking you to walk in a straight line. They can also use a roadside drug kit to screen for cannabis and cocaine.

If they think you're unfit to drive because of taking drugs, you'll be arrested and will have to take a blood or urine test at a police station.

You could be charged with a crime if the test shows you've taken drugs.

Obviously, all drugs that are illegal are banned always, not just when you're at the wheel. However, in certain quantities some prescription drugs that are perfectly legal to take can make it against the law to drive. Taking these drugs without a prescription is prohibited and would be treated the same way as taking illegal drugs.

The government's website (GOV.UK) advises you to consult your doctor about whether you should drive if you have taken any of the following drugs:

- Amphetamine, e.g. dexamphetamine or selegiline.
- Clonazepam.
- Diazepam.
- Flunitrazepam.
- Lorazepam.
- Methadone.
- Morphine or opiate and opioid-based drugs, e.g. codeine, tramadol or fentanyl.
- oxazepam and temazepam.

If you drive and take prescription only medicines or over-the counter medicines you should always refer to the patient information leaflet, regarding the effects on driving and using machinery.

Let's take a closer look at the potential side effects of a sample of these prescription drugs.

- **Amphetamine, e.g. dexamphetamine or selegiline side effects may include:** – Agitation, blurred vision, confusion, overactive reflexes, restlessness, shakiness in the legs, arms, hands, or feet, twitching, twisting, or uncontrolled repetitive movements of the tongue, lips, face, arms, or legs.
- **Clonazepam side effects may include:** - feeling tired or depressed, drowsiness, dizziness, memory problems, problems with balance or coordination.

- **Diazepam side effects may include:** - blurred vision, confusion, dizziness, faintness, or lightheadedness when getting up suddenly from a lying or sitting position.
- **Methadone side effects may include:** dizziness, drowsiness, nausea, vomiting.

It has been widely reported that up to four drivers a day convicted of drug driving – and if you take these prescription drugs and get behind the wheel YOU could be breaking the law.

Penalties for Drug Driving

If you're convicted of drug driving, you'll get:

- A minimum 1-year driving ban.
- An unlimited fine.
- Up to six months in prison.
- A criminal record.

Your driving license will also show you've been convicted for drug driving. This will last for 11 years.

The penalty for causing death by dangerous driving under the influence of drugs is a prison sentence of up to 14 years.

Other Problems You Could Face

A conviction for drug driving also means:

- Your car insurance costs will increase significantly.
- If you drive for work, your employer will see your conviction on your license.
- You may have trouble travelling to countries like the USA.

N.B. Cyclists are not exempt! Rule 68 – Highway Code

You **MUST NOT**

- Carry a passenger unless your cycle has been built or adapted to carry one.
- Hold onto a moving vehicle or trailer.
- Ride in a dangerous, careless or inconsiderate manner.
- Ride when under the influence of drink or drugs, including medicine.

Satellite Navigation Devices

Satellite navigation aids may be provided in vehicles but **MUST NOT** be adjusted whilst you are moving or in traffic. The device must be programmed before starting your journey, alternatively pull over to a safe place to adjust.

Mobile Phones

Drivers should concentrate on driving and avoid distractions. Answering and sending telephone calls, sending text messages or faxes, accessing the internet, etc. are all distractions

and in certain circumstances could amount to an offence of driving without care and attention or even dangerous driving.

It is a criminal offence to use a hand-held mobile telephone or similar device while driving. The relevant regulations permit use of hand-held mobile telephones while driving only in an emergency.

Any mobile telephone that is or must be held at any time while in use is a hand-held telephone. The use of an earpiece does not make a telephone hands free. To be hands free the telephone must be fixed or in a cradle. (Two-way radios are not hand-held instruments and are exempt from the Regulations.)

If the telephone or equipment is hands free you may press buttons to send and receive messages. However, even the use of hands-free telephones can be dangerous. Whenever possible you should wait until the vehicle is stationary and in a safe place before using a hands-free telephone.

Fatigue

Driver fatigue is a major cause of accidents and can cause fatalities. If you are tired you must park up, rest and recuperate. On long journeys you must take at least a 15-minute break for every 2 hours of driving.

Speeding Fines

It is our policy that all employees must drive within speed limits and road restrictions. Therefore, we will not compensate employees for any speeding fines. Employees that are convicted of speeding fines whilst driving on council business may be subject to discipline.

Breakdowns and Accidents

In the event of a breakdown or an accident you must act promptly to avoid further harm especially if you are on a fast-moving road, i.e. a dual carriageway or motorway.

Procedure

- Assess the situation and decide what action is required.
- If the vehicle is at the roadside do not stay in the vehicle.
- Wear your high visibility vest and move away from the vehicle and other traffic.
- Call insurance/breakdown service helpline for assistance, be prepared to give them details such as:
 - Vehicle registration.
 - Your location.
- Nature of the incident.
- If anyone is injured call the emergency services;
- Wait in a safe place until help arrives, only help others if it is safe to do so.

In the event of an accident you must take details of other vehicles/drivers involved and record what happened. This should be done as soon as possible. Copies of an accident/incident form

are provided within our online portal system - Guardian. Please ensure copies are kept in your vehicle.

Any breaches of our driver safety rules will be considered as gross misconduct which may lead to summary dismissal

Visitors

The control of visitors and contractors at our premises is essential. We have in place a reliable system to prevent unauthorised persons entering the building.

Accidents

All accidents must be reported, and details recorded. Investigations must be arranged where necessary to help prevent a repeat similar occurrence.

Parking

It is important that visitors and contractors park their vehicles responsibly. Vehicles should not be parked making access difficult for emergency vehicles or others. No vehicle should be left obstructing pedestrian routes, emergency exits, or other facilities designed to facilitate health, safety or fire arrangements.

Contractors

We have a contracting vetting system in place and this must be followed. Site inductions should cover topics such as:

- Fire safety arrangements.
- First aid facilities.
- Welfare arrangements and facilities.
- Details of our policies and procedures relative to any work taking place on our premises.
- Any permit to work system in operation or required.
- Site hazards.

Safety standards must be reviewed regularly by the Cemetery Registrar – as and where contractors fail to maintain standards, suitable action must be taken to redress this.

Welfare and Working Environment

We aim to provide a safe working environment and to meet the welfare needs of all employees. To help us maintain the standards we strive to achieve, we expect employees to cooperate with us and follow our rules policies and procedures.

Lighting

Lighting will be periodically assessed in our work areas to ensure the correct amount of natural light or illumination is available for working activities or moving around our premises. Insufficient or too much lighting can have a detrimental effect on work, safety and health.

Emergency lighting or torches will be provided to facilitate the safe evacuation from the building in the event of an incident occurring.

Temperature and Ventilation

We understand it is important to maintain a reasonable working temperature and circulation of air. There are no set legal temperatures – but guidance is available which sets out ‘acceptable’ lower limits of 16°C and 13°C respectively. We will aim to establish reasonable conditions and monitor as and when issues arise with thermometers.

Sanitary Conveniences and Washing Facilities

We have considered the needs of employees and others and have provided a suitable quantity of toilets and washing facilities. Hot and cold running water is provided in sanitary conveniences along with suitable hand drying means.

Rest Periods

It is important that employees can take breaks – particularly if you are undertaking detailed and high concentration work periods. There is a kitchenette area and facilities to make hot and cold drinks. We request that in the interests of hygiene this area is kept clean and tidy.

Drinking Water

Sources for obtaining safe drinking water will be provided. These will be identified at the time of induction for new employees.

Safety Signs

Where deemed necessary and because of risk assessment we will display safety signs. These will conform to standards referred to by the current edition of The Health and Safety (Safety Signs and Signals) Regulations. You must speak to a Manager if you are in any doubt regarding the meaning of any signage.

The following is an example of different types of signs:

Safe Condition

Used to identify first aid facilities, fire exits, escape routes etc.



Hazard Warning

Used to warn of significant potential hazard, electrical hazards etc.



Mandatory

Signage dictates what action must be followed, e.g. wearing of hearing protection, eye protection etc.



Prohibition

States what is not permitted, No Smoking, No Unauthorised Access etc.



Chemical Hazards

Hazardous chemicals are identified with either orange symbols or red and white symbols – for example 'harmful'.



Whole-Body Vibration

A worker sitting or standing on a vibrating base (e.g. the operator of a ride-on machine) is exposed to whole body vibration. If uncontrolled, exposure to whole body vibration can cause damage to the spine or vertebrae, causing back pain. The risk factors are the magnitude of the vibration and the length of time the worker is exposed to the vibration, daily and over several years.

To ensure compliance with the current edition of the Control of Vibration at Work Regulations and to protect the health of our employees it is our policy to:

- Identify the risks to health from exposure to whole body vibration because of our work activities.
- Determine the control measures needed to eliminate risks from exposure to whole body vibration or reduce the risks to the lowest reasonably practicable level.
- Where exposure to whole body vibration is likely to be above the exposure action value ($0.5\text{m/s}^2 \text{ A (8)}$), implement controls to ensure that the exposure limit value ($1.15\text{m/s}^2 \text{ A(8)}$) is not exceeded.
- Record the assessments and review them periodically or when changes occur.
- Ensure that persons responsible for managing work likely to result in exposure to whole body vibration are adequately trained and competent.
- Ensure that equipment that exposes workers to whole body vibration is maintained according to manufacturers' recommendations to avoid worsening vibration.
- Ensure no new equipment likely to produce exposure to whole body vibration is introduced without a risk assessment being recorded and use of the equipment approved by the Parish Clerk.
- Inform, instruct and train employees about the risks from exposure to whole body vibration and the precautions to be taken to protect themselves.
- Where an employee complains of back pain that could be the result of exposure to whole body vibration, provide suitable health surveillance.

Any employee that operates machines that exposes them to whole body vibration should report any back pain to the Parish Clerk so that they can be provided with health surveillance. Prompt reporting of early symptoms can significantly reduce the risk of vibration injury becoming permanent or debilitating.

The purpose of health surveillance is to ensure that control measures, such as limiting the time using certain equipment or providing engineering solutions to reduce exposure, are continuing to be effective.

Winter Conditions

Whilst we make every effort to ensure that temperatures within internal work areas are reasonable, it is foreseeable that heating systems may fail due to breakdown or power disruption. Should this occur, employees should utilise the portable heaters where possible and put on additional clothing as a temporary measure whilst a solution is sought.

In the event of snowfall within the commuting routes of employees, Management will monitor weather conditions and release employees early if necessary to avoid them being trapped at work.

Unless directed by Management not to attend, employees are expected to make reasonable efforts to come to work without taking personal risks. Travel warnings should be heeded.

The Parish Clerk is responsible for ensuring that additional communications and other precautions are taken as necessary to safeguard those who are lone working.

If due to low employee numbers, our first aiders are not available, the most Senior Manager will take the role of appointed person i.e. for managing any first aid incident and obtaining medical treatment.

Procedures will be implemented in accordance with our slips and trips and falls policy to control the additional slipping hazards presented by the weather. All external walkways and steps on our premises will be regularly cleared of snow and gritted to reduce ice. We will follow the government's snow code in our approach to clearing snow and ice.

We will also pay attention to building entrance areas to minimise the risks from wet floors. Employees will be encouraged to wear footwear with a good tread when walking outside.

Employees who are required to drive for work must ensure that they are planning their journey in advance, allowing extra time in preparation of sudden weather changes. Drivers must ensure during the winter months that:

- Their fluid levels in the vehicle are topped up.
- They have a de-icer or ice scraper in the vehicle.
- They carry a hot drink in a flask.
- They carry snacks.
- They have a high visibility jacket/vest.
- They have spare warm clothes.
- They have a mobile phone fully charged, including an in-car charger.
- They have a first aid kit.

Employees who are required to work outside will be provided with facilities and increased rest breaks to allow them to warm up. We will encourage the drinking of warm fluids such as hot drinks.

Employees working outside must ensure that they have the appropriate personal protective clothing on which includes gloves, thermals, hat, coat, safety footwear and high visibility vest if applicable, to prevent exposure to cold weather conditions.

Employees who are exposed to cold temperatures for a long period of time can lead to an increased risk of accidents occurring. Therefore, we will assess employees working outside in cold temperatures and implement as far as is reasonably practicable control measures.

Work Equipment

The term work equipment is used to describe machines, tools, installations or equipment used for completing work whether owned or on loan/hire. The term is broad and applies to any work equipment we use.

We acknowledge our duties as stipulated in the current edition of the Provision and Use of Work Equipment Regulations (PUWER) and intend to satisfy these duties by adopting the following procedures:

Selection

A needs analysis will be conducted before acquiring any work equipment taking into consideration many aspects including the task the equipment is required to perform, where it is to be used, anticipated volume of work, operators training needs, safety etc.

Equipment will only be sourced from reputable dealers. Safety devices fitted such as emergency stop buttons, guards etc. must comply with current European standards for like machinery.

Assessment

A risk assessment will be conducted before use of any new work equipment commences. The outcome of the assessment will help determine if the equipment is safe for use or if additional control measures are required for user safety and for the safety of others.

Training

Training will be provided for employees and anyone else authorised to use our work equipment. Training and supervision will continue until such a time when a user is deemed competent and supervision is no longer needed.

All training will be overseen by the Parish Clerk and training records maintained.

Maintenance and Inspection

All work equipment is subject to wear and the possible occurrence of faults, it is therefore necessary we monitor and maintain equipment regularly. Manufacturer's recommendations will be followed for maintenance and inspection frequencies unless the scope of our work dictates these need to be changed, we will if necessary introduce our own maintenance and inspection program and regime.

We will ensure any statutory inspections or examinations are completed on time.

We appreciate that preventative maintenance is better than equipment failure; consequently, we rely on the Managers and users of our work equipment to follow the adopted maintenance and inspection regime we decide upon.

Some maintenance tasks will be beyond the capability of employees, this we understand, and it is the responsibility of the Managers to identify such tasks and to appoint suitable contractors to conduct or assist with tasks.

Contractors engaged by us to undertake site work must also be vetted for training, competency and maintenance of their own work equipment.

We expect all work equipment users to conduct a before use check to confirm equipment is safe for use. If problems are identified these must be reported to ensure a repair is arranged. All faulty or damaged equipment must not be used until a suitable repair has been completed.

Records

To help manage maintenance, inspection and repair of our equipment we will record all events and maintain documentation to support this. Any work conducted by contractors must be included.

Safety

You must not use work equipment if:

- You have not received appropriate training.
- You are unfamiliar with the operation.
- The equipment is faulty, or you identify a fault.
- There is insufficient room around the equipment to work safely.
- Safety devices such as guards are not in place or are damaged.
- You need PPE, and none is available.

Work Related Stress

Chigwell Parish Council has a responsibility for the health, safety and welfare of its employees and recognises that their well-being is important to its success. The prevention and effective management of stress is the responsibility of the Parish Clerk.

We believe that all employees have the right to expect that their working conditions and relationships will be such that they do not result in prolonged stress symptoms.

This policy and procedure is an indication that we are committed to:

- Preventing in so far as is reasonably practicable employee stress resulting from work practices, excessive workloads or interpersonal relationships within the workplace.
- Where work-related stress does occur, taking steps to minimise the impact of this stress on individuals.
- Providing training and support to help employees understand and recognise the nature, causes and management of work-related stress, and to prevent or minimise work-related stress.

The Parish Clerk will continuously assess and monitor the work-related stress levels of their employees through:

- Formal and informal supervision of employees.
- Formal performance appraisal of employees.
- Formal and informal meetings / discussions with employees.
- Formal and informal performance / conduct / absence management.
- Meetings / discussions with employees.
- Investigation of comments / complaints from employees.
- Investigation of accidents, injuries, diseases, dangerous occurrences and other incidents.

If the work-related stress levels of one or more employees appear to be rising, the Parish Clerk will take appropriate action.

The Parish Clerk will provide reasonable support to all employees who are absent from work due to work-related stress, to assist their return to work.

Employees have a responsibility for their own work-related stress levels and should try to help themselves and their colleagues wherever possible. Employees are encouraged to make suggestions for reducing work-related stress.

Employees should discuss any problems with a Manager. If the Manager is a cause for stress, employees may speak to the Parish Clerk or an alternative senior person.

Normally, employees should try to resolve problems informally. If the result of an informal approach is unsatisfactory, employees may raise the issue formally. Employees should accept opportunities for counselling etc. when this is recommended.

Recognising the symptoms of stress in others:

- Increases in overall sickness absence, particularly frequent short-term sickness absence.
- Poor work performance: less output, lower quality, poor decision-making.
- Changes in relationships at work: conflict between colleagues.
- Changes in employee attitude and behaviour: loss of motivation or commitment, poor time-keeping, working longer hours but with diminishing effectiveness;
- Lack of enthusiasm.
- High accident rates.

In yourself:

- Tiredness, aching muscles, disturbed sleep.
- Loss of appetite, indigestion, stomach problems.
- Loss of sexual drive.
- Dependence on alcohol or drugs, excessive smoking.
- Headaches.
- Inability to relax.
- A sense of being out of control.
- Difficulty retaining information.
- Poor concentration and indecisiveness.
- Worrying.
- Increased irritability.
- Increased incidence of frequent short-term sickness absence.
- Change in attitudes to work / colleagues.
- Feeling anxious or depressed.

Some of these symptoms may not be stress related but could indicate a more serious underlying condition. If the symptoms persist, please consult your GP.

Work Related Violence

We accept the Health and Safety Executive's definition of work-related violence i.e. a violent incident is:

"any incident in which a person is abused, threatened or assaulted in circumstances relating to work."

We consider that work-related violence is unacceptable, and our aim is to reduce it to the lowest reasonably practicable level, the likelihood of you being exposed to violence and aggression while at work.

We will identify all activities where there is the potential for work-related violence and will ensure that the risk assessments for these activities consider the hazards of violence and aggression. This will include activities involving direct contact with members of the public or involving the handling of money and/or desirable goods.

Where you may be exposed to risks of work-related violence, we will inform you of the findings of the relevant risk assessments and we will seek to reduce these risks to the lowest reasonably practicable levels by implementing engineered and procedural control measures. Where we identify that training and instruction will help to reduce risks, you will be provided with such training. This will include, but will not be limited to:

- How to identify potential incidents of violence before they happen.
- How to prevent incidents from developing.
- Appropriate behaviour for providing non-confrontational services to public.
- Actions to take in the event of a violent incident.

If you feel that you are losing control of a situation or that the other person is becoming aggressive, you should try to withdraw and obtain assistance. The type of assistance provided will depend on the situation.

If a Manager considers that it is the best way to calm a situation, an aggressive person will be asked to leave the premises.

If it is believed that an aggressor is in possession of an offensive weapon, then the police will be called immediately (preferably unknown to the aggressor). You should not attempt to disarm an assailant unless personal injury is imminent. You should not pick up an object to use as a weapon except in self-defence.

Your safety and that of members of the public are paramount and entirely outweigh the value of any money or property that could be stolen. You are not expected to foil a raid or to try to prevent theft, if doing so would put any person's life in danger.

All incidents involving work-related violence or aggression must be recorded. This applies to incidents where there are no injuries as well as to those where injuries occur.

Working at Height

We recognise the dangers of working at height and acknowledge our duties as stipulated by the Working at Height Regulations. As an employee, you must understand that working at height is one of the biggest causes of major injuries and fatalities every year. Therefore, wherever possible we will avoid the need to work at height and where we must – ensure it is properly risk assessed and follows a logical and prescribed hierarchical approach.

Hazards

There are many hazards involved with working at height, most of which are simple to avoid, they involve:

- Correct use of steps, ladders and ‘step up’ stools.
- Do not climb on chairs or tables.
- Do not overreach when using equipment.

The ‘hierarchical approach’ is the step by step process of managing risk as set out in the HSE guidance. In summary, this involves:

- Preventing falls by using safe and correct equipment.
- Reducing the distance and consequence of any potential fall.
- Providing good safe access to get to where you need to go.
- Checking the equipment – not ignoring defective or damaged kit.
- Not overloading or overreaching.
- Protecting the area below.
- Planning for emergencies or evacuations.

Training

All employees required to work at height will undergo training applicable to the method selected for working at height and for the environment in which the work occurs. Training will be periodically repeated to help maintain skills and competence. Information relating to each task undertaken by us and along with a comprehensive list of associated hazards, general and common to the work location will be conveyed prior to the commencement of each activity.

Procedures

We understand that we must do all that is necessary to prevent anyone falling. Employees and others required to work at height must follow safe working practices. When working at height we will appoint a competent person to take charge, they will prepare a method statement and risk assessment for the work. Safety procedures must be understood by all employees involved and be in place prior to starting any work.

Working at height assessments and controls are also required where there is a risk of falls at ground level – e.g. on a walkway. Before undertaking any significant work or activities in these

areas, safety briefings will be required, and suitable controls must be in place. Refer to the working at height assessment form and ask our safety consultants for help if required.

Using Step Ladders and Step up Stools



Using a stepladder to carry out a task:

- Check for signs of obvious damage – big dents, loose rungs or fittings – if noted, do not use.
 - Check all four stepladder feet are in touch with the ground, rubber feet attached, and the steps are level.
 - Only carry light materials and tools and DON'T overreach.
 - Don't stand and work on the top three steps unless there is a suitable handhold. (Includes top platform).
 - Ensure any locking devices are engaged.
 - Ask a colleague to steady the steps and pass items up or down.
 - Don't attempt the task if you are worried or uncertain.
-
- Try to position the stepladder to face the work activity and not side on. However, there may be times when space does not allow for this e.g. narrow storeroom or corridor.
 - Try to avoid work that imposes side loading e.g. drilling the wall will push weight to the side of the ladder making it unstable.
If unavoidable, ensure the steps are held by a colleague or consider waiting for the maintenance team.
 - Maintain three points of contact at the working position e.g. 2 feet and 1 hand or when both hands required - 2 feet and the body or belly or 2 feet and knees. See picture.
 - When deciding if it's safe to use no hands on the ladder e.g. putting a box on a shelf consider, the height of the task, whether it is light work, whether it avoids side loading, whether it avoids over reaching, whether the stepladder can be tied and whether a handhold is still available to steady yourself before and after the task.

Using a step up stool:

- Be sure to wear sensible shoes, not heels or flip flops!
- Don't overreach or twist or stretch up to tip toes!
- Be sure that the step, stool is undamaged before use!



Workplace Housekeeping

Management must consider housekeeping issues on a day to day basis and all employees have a general responsibility to keep the work areas tidy and report hazards.

Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries. If the sight of paper, debris, clutter and spills is accepted as normal, then other more serious health and safety hazards may be taken for granted.

Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly; maintaining corridors and floors free of slip and trip hazards; and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas. It also requires paying attention to important details such as the layout of the whole workplace, aisle marking, the adequacy of storage facilities, and maintenance. Good housekeeping is also a basic part of accident and fire prevention.

Effective housekeeping is an on-going operation: it is not a hit-and-miss clean up done occasionally. Periodic "panic" clean ups are costly and ineffective in reducing accidents.

Adopt a “CLEAN AS YOU GO” policy

What is the purpose of workplace housekeeping?

Poor housekeeping can be a cause of accidents, such as:

- Tripping over loose objects on floors, stairs and platforms.
- Being hit by falling objects.
- Slipping on greasy, wet or dirty surfaces.
- Striking against projecting, poorly stacked items or misplaced material.
- Cutting, puncturing, or slashing the skin of hands or other parts of the body on projecting nails, wire or steel strapping.

To avoid these hazards, a workplace must "maintain" order throughout a workday. Although this effort requires a great deal of management and planning, the benefits are many.

What are some benefits of good housekeeping practices?

Effective housekeeping results in:

- Reduced handling to ease the flow of materials.
- Fewer tripping and slipping accidents in clutter-free and spill-free work areas.
- Decreased fire hazards.
- Lower worker exposures to hazardous substances (e.g. dusts, vapours).
- Better control of tools and materials, including inventory and supplies.
- More efficient equipment clean-up and maintenance.
- Better hygienic conditions leading to improved health.
- More effective use of space.

- Reduced property damage by improving preventive maintenance.
- Less caretaker cleaning work.
- Improved morale.
- Improved productivity (tools and materials will be easy to find).

How do I plan a good housekeeping program?

A good housekeeping program plans and manages the orderly storage and movement of materials from point of entry to exit. It includes a material flow plan to ensure minimal handling. The plan also ensures that work areas are not used as storage areas by having employees move materials to and from work areas as needed. Part of the plan could include investing in extra bins and more frequent disposal.

The costs of this investment could be offset by the elimination of repeated handling of the same material and more effective use of the employees' time. Often, ineffective or insufficient storage planning results in materials being handled and stored in hazardous ways. Knowing the premises layout and the movement of materials throughout the workplace can help plan work procedures.

Worker training is an essential part of any good housekeeping program. Employees need to know how to work safely with the products they use. They also need to know how to protect other employees such as by posting signs (e.g., "Wet - Slippery Floor") and reporting any unusual conditions.

Housekeeping order is "maintained" not "achieved." Cleaning and organisation must be done regularly, not just at the end of the shift. Integrating housekeeping into jobs can help ensure this is done. A good housekeeping program identifies and assigns responsibilities for the following:

- Clean up during the shift.
- Day-to-day clean up.
- Waste disposal.
- Removal of unused materials.
- Inspection to ensure clean-up is complete.

Do not forget out-of-the-way places such as shelves, basements, sheds, and boiler rooms that would otherwise be overlooked. The orderly arrangement of operations, tools, equipment and supplies is an important part of a good housekeeping program.

The final addition to any housekeeping program is inspection. It is the only way to check for deficiencies in the program so that changes can be made. The documents on workplace inspection checklists provide a general guide and examples of checklists for inspecting offices and manufacturing facilities.

Young Persons

We recognise our requirements under The Management of Health and Safety at Work and we will carry out a specific risk assessment for young persons (those under 18), considering:

- Inexperience, lack of awareness of risks and immaturity of young people.
- The workplace and equipment.
- The nature and degree of exposure to harm.
- Organisation of processes and activities.
- Training and competence.

When employing a young person or accepting a work placement

- Upon deciding to make an offer of employment to a person under the age of 18, you should contact your insurance company to ensure that your Employers' Liability Insurance policy covers you for this type of employment.
- Complete a risk assessment considering specific factors such as immaturity, inexperience and lack of awareness, and medical conditions and physical and learning disabilities of the young person or child.
- Look back at your accident and ill health records as these often help to identify the less obvious hazards.
- Contact the local authority to apply for a work permit if the child is under compulsory school leaving age.
- Think about long-term health hazards, such as high noise levels or exposure to harmful substances, as well as more common site hazards.

Consider whether:

- A young person or child should be undertaking the task.
- The work is beyond their physical or psychological capacity.
- The work involves exposure to harmful substances which may be toxic, carcinogenic, potentially causing heritable genetic damage or harm to an unborn child, or which in any other way might chronically affect human health.
- There is a risk from extreme cold or heat, noise or vibration.

When controlling risks, apply the principles below, if possible in the following order:

- Prevent access to the hazard, for example, by prohibiting access by the young person or child.
- Organise work to reduce exposure to the hazard, consider task rotation.
- Provide increased or full-time supervision for the young person or child.
- Issue personal protective equipment (PPE), for example, clothing, footwear, goggles etc., that is intended specifically for young people or children as adult PPE may not be a true fit and consequently be ineffective at controlling the risk.
- Explain welfare facilities, for example, first aid and washing facilities for the removal of contamination.

Remember, prioritise and tackle the most important things first. As you complete each action, tick it off your plan.

Share the findings of the risk assessments with guardians where appropriate.

Where a person is under the minimum school leaving age, the findings of risk assessments must be brought to the attention of the child's parents or guardians and explained in full.

Training will include the basic induction training offered to all employees. In addition, you must identify and make the young person or child aware of the specific issues that might affect them. Emphasis will also be required on issues such as horseplay and practical jokes.

- An introduction will also be required to the employee who will be supervising the young person or child.
- Ensure that good communication is maintained with any young person or child and that, where necessary, any conversation about health matters can be held in private and with a parent, guardian or other responsible adult.

Zoonoses

What are Zoonoses?

Zoonoses are infections caused by parasites, bacteria, or viruses that are passed from animals to humans. Most people contract zoonotic infections from animals with which they have a lot of contact, such as pets or farm animals. Wild animals and insects can be the source of disease, too, particularly for diseases spread by the bite of a tick, mosquito, or fly. Animals such as wild rodents and bats also can carry diseases that may be harmful to humans.

Zoonoses can cause minor or serious illness. In some cases, the organisms involved infect people, but they do not become ill. Other zoonoses can be very dangerous to people, especially anyone with a weakened immune system by age or illness.

Are they contagious?









Most of these infections do not spread from person to person or do so only in rare instances. Usually they are spread from animals to humans in the following ways:

- From the bite of an infected insect.
- Through contact with an animal's feces or urine, either through the mouth or by breathing in dust from dried feces.
- From the bite or scratch of an infected animal.
- From eating the meat of an infected animal.

Some examples of zoonoses

Cat scratch disease

A cat carrying *Bartonella henselae*, the bacterium responsible for cat scratch disease, usually does not have symptoms, but if the bacteria are passed to a human through a scratch or bite, a person may experience skin sores, swollen and sore lymph nodes, extreme tiredness, headaches, and fever. Antibiotics may be prescribed to treat the infection.

Disease-causing Organism	Animal or Insect Carrier	Human Disease
<i>Bartonella henselae</i> bacteria	 Cats	Cat scratch disease
<i>Chlamydia psittaci</i> bacteria	 Birds	Psittacosis
Mononegavirales virus	 Mammals, including bats, raccoons, skunks, foxes, and coyotes	Rabies
<i>Yersinia pestis</i> bacteria	 Fleas and rodents, including rats, chipmunks, prairie dogs, ground squirrels, and mice	Plague
Hantavirus	 Rodents, including rats and mice	Hantavirus pulmonary syndrome
<i>Borrelia burgdorferi</i> bacteria	 Ticks, deer, and mice	Lyme disease
<i>Toxoplasma gondii</i> bacteria	 Cats and farm animals	Toxoplasmosis
<i>Trichinella</i> larvae	 Bears, foxes, and other wild game; pigs and horses	Trichinosis

Psittacosis

People who have contact with birds may be at risk for psittacosis, also known as parrot fever. If a person inhales bird feces or urine particles while cleaning a bird's cage, he or she may develop symptoms of pneumonia, such as fever, coughing, or chest pain. Antibiotics are used to treat psittacosis.

Rabies

A virus that is carried in the saliva of infected animals can cause rabies when transmitted through a bite or, less commonly, through contact with saliva. Symptoms include fever, difficulty swallowing, delirium, seizures, and coma. Death can result if the infection is not treated. Treatment includes intensive care in a hospital. A series of vaccinations started at the time of a bite from a possibly infected animal can prevent the person from developing the disease.

Plague

Plague is a bacterial infection caused by *Yersinia pestis*. Plague can be transmitted to humans through the bite of a flea that has become infected through contact with an infected rodent, such as a rat. The disease causes such symptoms as fever and swollen lymph nodes. In some cases, the infection spreads through the blood and can infect the lungs. If this happens, plague can spread from person to person through coughing or sneezing.

Hantavirus

Rodents, such as mice and rats, may carry hantavirus. This virus can spread to humans when they inhale particles from rodent feces, saliva, or urine. People infected with hantavirus can develop hantavirus pulmonary syndrome (HPS), which causes such symptoms as fever, headaches, muscle aches, nausea, vomiting, diarrhoea, abdominal pain, and chills. In severe cases, a person may experience shortness of breath and the lungs may fill with fluid. There is no cure for hantavirus infection, but people who have HPS typically are hospitalized in an intensive care unit, where they receive oxygen and other types of supportive care.

Lyme disease

Borrelia burgdorferi bacteria inside an infected tick can cause Lyme disease in humans after a tick attaches to the skin and feeds on a person's blood. Ticks pick up the bacterium by feeding on the blood of infected deer and mice, which serve as reservoirs for the organism. Lyme disease can produce several symptoms, such as extreme tiredness, muscle aches, and swollen, painful joints. At the site of the tick bite, some people develop a bull's-eye rash, a red rash surrounded by rings that resembles a bull's-eye target. A person with Lyme disease usually is treated with antibiotics.

Toxoplasmosis

Eating contaminated meat or having contact with the feces of an infected cat can put a person at risk for toxoplasmosis. This zoonosis is caused by a parasite and can produce such symptoms as swollen lymph nodes, muscle aches, headaches, and sore throat in a healthy person and life-threatening brain infections in people with weakened immune systems, especially those who have HIV/AIDS. If a pregnant woman becomes infected with the

parasite, she can transmit the infection to her unborn baby, which can lead to several health problems in the child.

Trichinosis

If people eat meat (especially pork products, such as sausage or ham) infected with the eggs of *Trichinella* worms, they can contract trichinosis, a disease that produces such symptoms as diarrhoea, vomiting, and abdominal pain. Trichinosis can cause nerve and muscle damage as well as heart and lung problems. It can be treated with medication.

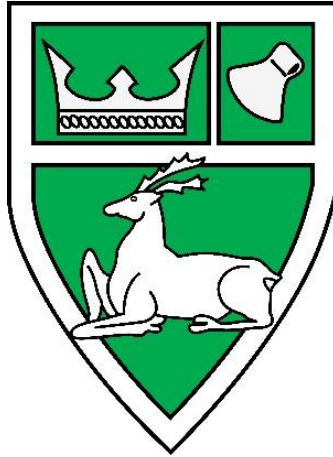
How are zoonoses treated?

The treatment of a zoonotic infection depends on the specific disease, but many are treatable with prescription medications, such as antibiotics.

How are zoonoses prevented?

Because household pets may carry zoonotic organisms, it is important to keep pets healthy and vaccinated to avoid infection. Some other ways people can protect against zoonoses include:

- Having pets regularly examined by a veterinarian.
- Avoiding contact with stray, unfamiliar, or wild animals.
- Cleaning litter boxes daily and animal cages frequently to prevent the growth of bacteria and parasites.
- Having someone who does not have a weakened immune system and is not pregnant empty pet litter boxes, bathe pets, clean pet cages, and pick up pet feces.
- Cooking meat until it is no longer pink inside, and the juices run clear.
- Washing hands with soap and warm water after handling animals and before eating.
- Clearing brush and other areas around the house where rodents might live.
- Not storing food or rubbish in an area where it could attract animals.
- Wearing long sleeves and long pants when outdoors, especially in wooded areas, to discourage tick and mosquito bites.
- Using insect and mosquito repellent.
- examining the body and pets for ticks after spending time outside in areas where ticks are found.



Chapter 4. Employees Rules



Employee Rules

Your duties and responsibilities are explained in other parts of our Health and Safety Management System, the intention of the following section is to communicate employee general rules. These apply to all employees that work with us.

In the interests of health and safety it is important that you cooperate with us and follow these rules.

As an employee, you are responsible for the safety of yourself and that of others. The Parish Clerk must ensure that rules have been communicated and are enforced.

Ignorance or breach of any safety arrangements we have introduced may lead to disciplinary action up to and including summary dismissal for gross misconduct.

General Work Procedures and Rules

You must:

- Understand your responsibilities as an employee and comply with any rules and procedures that apply to you.
- Not use equipment until we have provided you with the necessary training and authority for use.
- Make full use of any guards and safety devices.
- Not operate any equipment if under the influence of drugs or alcohol.
- Not willingly cause damage to any work equipment.
- Use any personal protective equipment we provide and deem necessary for specific tasks.
- Use suitable footwear for your employment.
- Not endanger your safety or the safety of others.
- Help achieve and maintain high standards of housekeeping.
- Not interfere with any safety arrangements or equipment we provide.
- Observe the total no smoking policy.
- Only use your mobile phone when it is safe to do so, you must not use mobile phones when operating machinery.
- Not bring any personal electrical devices into work without the permission of the Parish Clerk.
- Report any faults or unsafe conditions.

Personal Health

You must:

- Inform us of an injury, condition or illness that may affect your ability to conduct work safely or affect the safety of others.
- Inform us if you are taking prescribed drugs or medicines that may affect your performance at work.
- Report any incident, injury or ill health you believe has been caused at work.

- Inform us of any illness or condition that you believe could be affected further because of our work.
- Ensure any injuries or wounds receive appropriate attention.

Fire Safety

You must:

- Be familiar with and follow our fire safety procedures.
- Co-operate with us and participate with fire safety drills.
- Not misuse or interfere with any portable firefighting equipment or any other fire safety devices.
- Not obstruct any escape routes or exits.

Drugs and Alcohol

You must:

- Inform us if you have personal issues with drugs or alcohol.
- Not under any circumstances attend work if you are experiencing the effects of alcohol or illegal drugs.
- Not under any circumstances consume alcohol or use illegal drugs whilst at work.

Gross Misconduct

We expect employees to act responsibly at work and comply with our safety policies, rules and procedures. Failure to act responsibly may result with disciplinary action procedures being enforced ultimately leading to dismissal for acts of gross misconduct.

Examples of reasons for dismissal are as follows:

- Failure to comply with risk assessment.
- Wilfully causing damage to work equipment.
- Wilfully interfering with safety devices or equipment including:
 - Fire safety equipment.
 - Removal of safety guards.
 - Using council equipment without due care and attention, including driving at excessive speeds.
 - Safety signs and instructions.
- Smoking in no smoking areas.
- Misuse of hazardous substances.
- Act of abuse or violence.

Key Holders

When routinely unlocking and securing the building, or accessing the building out of hours, key holders must consider their safety from the risk of violence – either from persons on site or following a break in, or where there could be a risk from live services, fire or damaged property.

Key holders should not attempt to enter the building alone if:

- There are signs of a break in – i.e. forced entry, broken locks or glass.
- The alarm is sounding – fire or intruder.
- They otherwise suspect there may be someone else on site.

The key holder should delay entry until escorted by the police, service contractor or other employees. In all cases – proceed with caution.





Chapter 5. Advice and Information



Health and Safety Advice

It is important that we can obtain advice, guidance and information regarding safety; a firm understanding of our duties and responsibilities will help us act accordingly and fulfil any statutory requirements we need to comply with.

Wirehouse Employer Services Limited

Wirehouse Employer Services Limited provides us with competent health and safety advice and support. They are our nominated health and safety service provider. They are not responsible for the day to day management of health and safety that applies to us, employees have been nominated and duties assigned to ensure we meet any statutory requirements imposed on us.

Services available to authorised employees include the following:

- Wirehouse Employer Services online – Employees with authorisation and access can logon to the Wirehouse webpages. Information available includes documentation and guidance on key safety issues such as risk assessment. In addition, we can also gain access to an electronic copy of our Health and Safety Management System.
- 24-Hour Advice Line – We have arranged for 24-hour support using the Wirehouse Employer Services Health & Safety Advice Line. A safety consultant will handle your call and respond to your query.

Please note this service is restricted to authorised employees only.

Health and Safety Executive

Health and safety advice, information and guidance are available from the Health and Safety Executive (HSE). A variety of safety regulations are available and can be downloaded from the HSE web site.

Internet access:

General Guidance	
http://www.hse.gov.uk/	Use the search engine to locate guidance.
http://www.hse.gov.uk/pubns/priced/hs65.pdf	General guidance on safety management systems.
http://www.hse.gov.uk/work-at-height/index.htm	Pages of guidance on issues around working at height.
http://www.hse.gov.uk/work-at-height/using-ladders-safely.htm	Links to safe use of ladders and steps.
http://www.hse.gov.uk/toolbox/electrical.htm	Information on electrical safety.
http://www.hse.gov.uk/pubns/indg368.pdf	A brief guide on how to engage and manage contractors.
http://www.hse.gov.uk/pubns/manlinde.htm	Industry Specific guidance on manual handling.

http://www.hse.gov.uk/legionnaires/workplace-risks.htm	Legionella (water safety) issues explained.
http://www.hse.gov.uk/pubns/indg214.pdf	First aid requirements explained.
http://www.hse.gov.uk/risk/controlling-risks.htm	Risk assessment explained – links to HSE examples.
http://www.hse.gov.uk/work-equipment-machinery/power.htm	Guide to managing work equipment – including machinery and guarding issues.
http://www.hse.gov.uk/office/	Office safety issues (slips trips, display screen home working).
Industry Specific Guides	
http://www.hse.gov.uk/vibration/hav/vibrationcalc.htm	Vibration calculator tool
http://www.hse.gov.uk/pubns/indg362.pdf	Occupational noise explained



Chapter 6. Monitoring



Monitoring

We have in place active monitoring systems to ensure any statutory duties applicable to us are complied with and to ensure our standards are being achieved. Monitoring activities will help us identify any issues that need attention.

It is important that any monitoring activity reports accurately reflect the conditions apparent at the time of the review.

Completed monitoring documentation assists us with our intentions for continuous improvement. Documented findings and consequent follow-up action help us prove to any visiting authority that we take safety seriously.

The monitoring forms listed are available to view, print and modify from Guardian.

- The Annual Business Review and Health Check.
- Safety Checklist - Office

Monitoring Events

The following monitoring events have been established to help ensure we are achieving compliance with any legislation applicable to us. We must also utilise the monitoring checks sheets to confirm we are achieving our intended standards and that employees are adhering to our rules policies and procedures.

Any action raised because of completing monitoring must be addressed within a reasonable period. The Parish Clerk should add to and amend this list as required.

Appointment	Activity	Frequency
Parish Clerk	Business Review and Health Check	At least annually
Parish Clerk	Review - Fire and Office Assessments Key Risk and Method Statements for Site Working Workshop Task and Equipment Assessments Training Matrix	At least annually
Parish Clerk	DSE and COSHH Assessments	At least two-yearly
Parish Clerk	General Inspection – All Areas	At least quarterly
Parish Clerk	Recorded Vehicle Checks	At least monthly
Parish Clerk	Driving Licences	Six-monthly
Parish Clerk	Upkeep of Fire Log	Weekly



Chapter 7. Forms



A variety of forms are available to view, print and modify from Guardian. We have listed the forms that we suggest you implement as part of this Health and Safety Management System below. Some of these forms are also attached.

- Access to the Workplace
- Accident Investigation
- Approved Contractors List
- Asbestos Management Plan
- Business Continuity Plan
- Carbon Monoxide Alarm Testing
- Checklist for Chemicals
- Checklist for Occupational Health and Safety
- Checklist on Maintenance Activities
- Cleaning Log
- Contractor Information Record Sheet
- COSHH Risk Assessment
- Display Screen Equipment Assessment Questionnaire
- Display Screen Management
- Electrical Equipment Register
- Emergency Evacuation Report
- Fire Assessment Checklist
- Fire Logbook
- Gas Appliance Register
- Gas Appliance Testing and Inspection
- Guide to Completing a Risk Assessment
- Hazard Identification Form
- Hazardous Substances Inventory Sheet
- Health and Safety Acceptance Form
- Health and Safety Induction Form
- Health and Safety Induction Checklist
- Health and Safety Information for Contractors
- Home Workers Assessment
- Incident Log
- Individual Machine Training Record
- Ladder Inspection Record
- Leptospirosis Information Card
- Machinery Record – Daily
- Machinery Record – Weekly
- Maintenance of Welfare Facilities Record
- Manual Handling Risk Assessment – Lifting of Loads
- Manual Handling Risk Assessment – Pushing and Pulling
- Manual Handling Risk Assessment
- Medical Questionnaire
- Method Statement
- New and Expectant Mother's Risk Assessment

- Notice of Health and Safety Work Refusal Form
- On Site Risk Assessment
- Permit to Work Confined Space
- Personal Emergency Evacuation Plan
- Personal Protective Equipment Log
- Portable Appliance Register
- Pre-use Ladder Inspection Checklist
- Quantitative Risk Assessment
 - A variety of quantitative risk assessments are available to view, print and modify within Guardian, located in the reference library. There are also some quantitative risk assessment manuals.
- Safe Operating Procedure
- Safe Operating Procedure Register
- Stress Audit Questionnaire
- Subcontractor Pre-Qualification Questionnaire
- Thermostatic Mixing Valve Checklist
- Toolbox Talks
 - A variety of toolbox talks are available to view, print and modify from Guardian, located in the reference library.
- Training Record – Group
- Training Record – Individual
- Training Matrix
- Vehicle Checklist
- Vehicle Inspection
- Vehicle Related Accident Supplement
- Violent Incident Report Form
- Weekly Flushing of Infrequently Used Outlets
- Witness Statements
- Work Equipment Register
- Working at Height - Method Statement Checklist
- Working at Height Equipment Inventory Checklist
- Working at Heights Hazard Identification Checklist
- Year Planner
- Young Person Assessment Form

	Accident Investigation	
Name of Person Completing this form:		
Accident Details		
Date and time of accident:		
Location:		
A brief description of the activity:		
Injured Persons Details		
Name and Employee Reference Number:		
Home Address:		
Contact Telephone Number:		
Nature of Injury/damage:		
Names/Details of witnesses	1 2 3	
RIDDOR reportable?	Yes / No	

Has it been reported?	Yes / No / NA
-----------------------	---------------

Explain How the Accident Occurred:

What were the immediate causes?

What were the underlying causes?

Training and Competence

Were risk assessments prepared for this activity?

Yes / No

These may need to be reviewed

Were they communicated?

Yes / No

Assess the need for retraining

Were safe procedures being followed?

Yes / No

Assess the need for a review

Has training or a briefing been previously undertaken for this task/situation?

Yes / No

Was the person fit and able to perform the task or activity being completed?

Yes / No

Comments:

--

Action taken to prevent reoccurrence	Date and initial
1	
2	
3	

Additional details;

Witness statements attached Y/N

Photographs Y/N

Insurers informed Y/N

Details of person completing this statement:

Name:

Signature:

Date:

Data Protection

The person completing this form should ensure that they treat any personal data collected during the accident report, witness statements and any other associated documentation containing personal data, particularly health data, in accordance with the organisation's data protection policy / policy on processing special categories of personal data. In addition they should adhere to how data is used and which third parties it can be shared with, as per the employee privacy notice.

COSHH RISK ASSESSMENT



Process:

Assessment No:

Describe the activity or work process.

(Include how long and how often this is carried out and the quantity of substance used)

Location of process being carried out?

Identify the persons at risk:

Employees ☐

Contractors ☐

Public ☐

Name the substance involved in the process and its manufacturer.

(A copy of a current safety data sheet for this substance should be attached to this assessment)

Classification (state the category of danger)



☐ Very Toxic



☐ Irritant



☐ Extremely Flammable



☐ Toxic



☐ Sensitising



☐ Highly Flammable



☐ Corrosive



☐ Biological



☐ Flammable



☐ Harmful



☐ Oxidising



☐ Environmental



Hazard Type



Gas

Vapour

Mist

Fume

Dust

Liquid

Solid

Other (State)

Route of Exposure



Inhalation



Through Skin or Eyes/Absorption



Cut/Injection



Ingestion/Poor hand hygiene

Workplace Exposure Limits (WELs) please indicate n/a where not applicable

Long-term exposure level (8hrTWA):

Short-term exposure level (15 mins):

State the Risks to Health from Identified Hazards

Control Measures: (for example extraction, ventilation, training, supervision). Include special measures for vulnerable groups, such as disabled people and pregnant workers. Take account of those substances that are produced from activities undertaken by another employer's employees.

Is health surveillance or monitoring required?









Yes

☐

No

☐

Personal Protective Equipment (state type and standard)

 <input type="checkbox"/>		 <input type="checkbox"/>	
Dust mask		Visor	
 <input type="checkbox"/>		 <input type="checkbox"/>	
Respirator		Goggles	
 <input type="checkbox"/>		 <input type="checkbox"/>	
Gloves		Overalls	
 <input type="checkbox"/>		 <input type="checkbox"/>	
Footwear		Other	

First Aid and Fire Measures

Storage and Environmental Protection

Disposal of Substances & Contaminated Containers

Hazardous Waste ☐ Skip ☐ Return to Depot ☐ Return to Supplier ☐ Other ☐

(If Other Please State)

Is exposure adequately controlled?

Yes

☐

No

☐

Risk Rating Following Control Measures

High

☐

Medium

☐

Low

☐

Assessed by:

Date:

Review Date:

Display Screen Management

Have assessments been carried out of all workstations/ users?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the prolonged use of laptops without separate keyboard, screen, mouse etc. avoided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the assessments are carried out as 'self-assessments' are these either conducted by users following a training programme, or backed up by on the ground checks by a trained workstation assessor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have Line Managers followed up on actions arising from workstation assessments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a schedule to ensure that workstation assessments are reviewed regularly (e.g. annual or biannual) and also if there are changes in the matters to which the assessment relates, e.g. office moves?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are workstation assessments reviewed as part of a pregnant worker assessment process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are users provided with appropriate health and safety training regarding DSE use including advice on mobile working where applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have the users been trained in use of the software packages they are expected to use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are 'users' informed of how to obtain eye and eyesight tests and are these provided or reimbursed on request?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where required, are spectacles provided by the employer to correct vision defects at the viewing distance(s) used for the display screen work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do sickness records reveal absences due to soreness or tenderness of the fingers, wrists, elbows, back, legs or arms associated with DSE use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do staff know who to report to, if they suspect they have ill health symptoms which are work related?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do staff take regular breaks away from the screen (this includes carrying out non-DSE tasks)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the working environment comfortable for users including control over excessive noise distraction, suitable lighting, the avoidance of glare, reasonable temperature and ventilation and sufficient space for the tasks in hand?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Health & Safety Acceptance

Employee
Name:

Date:

Our Duty and Responsibility

At Chigwell Parish Council we fully accept our health and safety duties and responsibilities. We have in place an effective safety management system to protect employees, clients and others from harm. Any information, training, procedures or equipment needed to enable you to work safely will be provided.

Your Duty as an Employee

As an employee you have a duty:

- to take reasonable care of your own health and safety, and of actions that may affect the safety of others;
- to cooperate with us and the provisions we introduce to satisfy and comply with any statutory requirements applicable to our business;
- not to interfere, misuse or willingly interfere with any equipment we introduce for reasons of health and safety;
- Wear personal protective equipment as instructed, look after items issued and report any defects.

You are responsible for your own acts and your omissions.


Employee Acceptance

I have read the health and safety policy statement and safety handbook as provided to me. I fully understand my responsibilities and duties at work. By signing this form, I am confirming acceptance of my duties and responsibilities assigned to me. I acknowledge all rules, safe working procedures and policies and intend to comply with these during my employment.

Employee Name and Signature:

Date:

Please ensure this form is completed and returned to
The Parish Clerk

		Health & Safety Induction	
Name:		Date:	

Serial	Action	Key Points	Completed
1.	Tour of Workplace	A tour of the building and proposed area of work has been conducted	YES / NO
2.	Significant Hazards	<p>During the tour information was passed on regarding significant hazards particular to the workplace</p> <p>Hand tools, chemicals, fumes, fire, work equipment, knives, waste products, forklift, welding, machinery</p>	YES / NO
3.	Fire Safety	<p>Information was provided including:</p> <ul style="list-style-type: none"> • The alarm and sounding the alarm • Routes and exits • Firefighting appliances • Assembly location • Role of the Marshals 	YES / NO
4.	First Aid and Accident Reporting	<p>Information was provided including:</p> <ul style="list-style-type: none"> • Location of first aid box • Where and how to summon help • Accident/incident reporting 	YES / NO
5.	Welfare Facilities	<p>Information was provided including:</p> <ul style="list-style-type: none"> • Location of toilets and hand wash facilities • Employee rest room and facilities, including tea/coffee making etc. • Changing facilities 	YES / NO

The purpose of induction is to provide new employees or visitors with basic information regarding health, safety, fire and welfare facilities. Where necessary further information and training will be provided appropriate to your work ensuring we maintain a safe place of work.

Induction information provided by

Employee / Visitor name and signature

Date:

Health and Safety Induction Checklist

Name of New Starter:

Start Date:

Induction area	Yes/No or N/A	Initials of Person Providing Induction
Fire procedure including: raising the alarm; assembly point; who calls the fire brigade; not using extinguishers unless trained.		
Show fire action notice, location of extinguishers and fire exits.		
First aid: equipment location; name of first aider; importance of telling first aider if first aid required; vehicle first aid kits – importance of refilling as required.		
Smoking rules: Only smoking outside; using proper receptacle for smoking materials; not smoking in council vehicles; importance of following client's site smoking rules when away from office.		
Show health and safety law poster and Employers Liability Insurance Certificate.		
Accident reporting – who to report to, location of accident book, importance of also reporting near misses.		
Hazard reporting e.g. equipment damage, flooring – who to report to.		
Check electrical equipment for damage before plugging in. Report and take out of use any equipment which is not safe. Not working on or repairing electrical installations/equipment unless competent and authorised.		
Use of computers – check that a workstation assessment has been undertaken if the new starter is using them regularly. Check that they know the main hazards and how to work safely at the computer e.g. adjusting chair height and that an eyesight test can be paid for on request.		

Incident Log

Date		Time	
Manager		Employee	
Brief description of what happened.			
Why did this occur?			
Immediate action taken			
Follow up action taken			

Pass this Form to the Office

Logged as Incident Number -

What further action is required to ensure this does not happen again?		
Any training – toolbox talks required?- Detail	Yes / No	
Risk assessment reviewed?	Yes / No	Date:
All actions completed?	Yes / No	
	Signature:	Date:

New and Expectant Mothers (Nem) Risk Assessment Checklist

Important Notes:

- This assessment should be completed by both the pregnant woman and a supervisor. It should be signed by both to indicate that the answer to each question and the suggested control measures are agreed.
- The assessment may need to be reviewed more than once as the pregnancy or return to work develops. It should always be reviewed at the request of the New and Expectant Mother.
- The assessment should clearly state what control measures are already in place and indicate the new control measures required – confirmation regarding the implementation of new control measures should be given in the comments section.

Assessment for (name of NEM)				
Assessment prepared by	Name of Supervisor		Signature	
Date of Assessment				
Is this the first NEM assessment for this pregnancy?				Y / N
Has the NEM named above taken part in this assessment	Y / N			Signature of NEM
1 - Movement and posture	Yes	No	N/A	Control Measures
Does the job involve awkward twisting or stretching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the woman have to stand for periods of, for example more than two-three hours without a break?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does she have to sit for periods of more than two-three hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there space restrictions (for example, working behind a desk)? If yes, will these cause more restricted movement as the pregnancy develops?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
2 - Manual Handling	Yes	No	N/A	Control Measures
Does the job involve twisting, stooping or stretching to lift objects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the job involve the lifting, pushing or pulling of heavy loads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the job involve rapid repetitive lifting (even of lighter objects)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Does the job involve lifting objects that are difficult to grasp or awkward to hold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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3 - Protective equipment and uniforms	Yes	No	N/A	Control Measures
If the woman needs to wear protective aprons/overalls etc., are they provided in suitable sizes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If uniforms are obligatory are they provided in maternity sizes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the materials used comfortable for all pregnant women to wear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 - Hazardous substances – infection risks & chemicals	Yes	No	N/A	Control Measures
Are there any infection risks in the work? For example: Clearing up spilled body fluids/disposing of used syringes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work with raw meats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes to either of the above, are hygiene precautions adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any chemicals used at work known to be of risk to women of child bearing age?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes to above, are pregnant workers kept away from work that could increase exposure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 - Working Time	Yes	No	N/A	Control Measures
Is the woman expected to work long hours or overtime?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does she have some flexibility or choice over her working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the work involve very early starts or late finishes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Does the work involve night work between the hours of, for example, 11pm to 7am?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 - Work-related stress	Yes	No	N/A	Control Measures
Are there tasks which are known to be particularly stressful, for example dealing with irate customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are colleagues and supervisors supportive toward the pregnant worker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the woman aware of what to do if she feels she is being bullied or victimised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the individual risk assessment taken into account any concerns the woman has about her own pregnancy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 - Extremes of cold or heat	Yes	No	N/A	Control Measures
Does the work involve exposure to temperatures that are uncomfortably cold (below 16°C) or hot (above 27°C)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If protective clothing is provided against the cold is it suitable for the pregnant worker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the worker exposed to cold draughts even when the average temperature is acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there arrangements for sufficient breaks and access to hot/cold drinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 - Work at heights	Yes	No	N/A	Control Measures
Does the work involve a lot of climbing up and down steps or ladders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the work involve carrying items up or down stairs / ladders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

If a mobile platform is used to access higher levels, is there enough room for a pregnant worker to use it safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 - Work-related violence	Yes	No	N/A	Control Measures
Is the job one which is perceived to have a high risk of violence (for example security work, single employees in a petrol station)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there always support at hand to help any employee who may be threatened or abused by customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are managers and supervisors aware of the extra risks posed by violence to pregnant women?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 - Welfare issues	Yes	No	N/A	Control Measures
Is there somewhere quiet for pregnant workers to rest or lie down?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are new or expectant mothers provided easy access to toilets and allowed sufficient breaks, where needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a clean, private area to express breast milk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there somewhere safe for them to store expressed milk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments (please include confirmation regarding new control measures implemented):				

Data Protection

The organisation treats personal data collected during risk assessments in accordance with its data protection policy / policy on processing special categories of personal data. Information about how data is used and the basis for processing the data is provided in the organisation's employee privacy notice.

Signed (Employee)

Date:



Individual Training Record

Employee Name:

Date Record

Opened:

Employee
Number:

Department:

Signed (Manager)

Date:

Review Date (3 Months Max)

Date	Training Completed	Provided By	Supervisor's Confirmation

Training Courses Needed / Desired		
Course	Needed	Desired

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Work Equipment Register

Date.....

Significant Non-electrical – e.g. ladders, podiums, towers, sack trucks, etc.

Description	Location	ID Number	Initial

Young Person Assessment Form

Young person's name:	
Job title:	
Description of duties:	
Date of assessment:	
Name of assessor:	

ASSESSMENT:

1. Will any aspect of the work	YES	NO
• Be beyond the person's physical capability?		
• Be beyond the person's psychological capability?		
• Involve harmful exposure to radiation?		
• Involves risks to health from noise, vibration or extreme heat or cold?		
• Involve harmful exposure to any agent that can chronically affect health, including those with toxic or carcinogenic effects or those that could cause genetic damage?		

2. Supervision	YES	NO
Are arrangements in place to ensure that the young person works under proper supervision by a competent person?		

3. Are any additional precautions required to take account of	YES	NO
• The person's lack of experience, immaturity and lack of awareness of potential risks?		
• Any personal factors that may increase the risk of injury?		
• The nature and layout of the work area?		
• The types of equipment used and work activities to be undertaken?		

• Exposure to harmful substances?		
-----------------------------------	--	--

4. Has information and instruction been provided to the young person on:	YES	NO
• Personal responsibilities.		
• The importance of good housekeeping.		
•		
• Areas that are out of bounds and the reasons why they are out of bounds.		
• The location of welfare facilities.		
• The arrangements for first aid facilities, the locations of the facilities and how to contact a first aider.		
• The fire evacuation procedure.		
• The dangers of horseplay.		
• Location of health and safety information and key health and safety personnel.		
• Accident reporting procedure.		
• Particular hazards associated with the work area.		
• Safe working practices to be followed at all times.		
• The correct equipment to use for moving and handling loads.		
• Those items of machinery and equipment that must not be operated and explanation as to why.		
• Those items of equipment that may only be used after specific training or under close supervision.		
• The importance of reporting equipment faults and the procedure for doing so.		
• The substances that are in use within the workplace, their storage arrangements and the safety precautions to be followed when handling them.		
• The PPE that is provided, how it is to be worn and the arrangements for changing, cleaning, maintenance and storage.		
• The safety equipment provided, what it is for and how it is used.		

5. Information for parents	YES	NO
Where a child is employed, have the findings of the risk assessment and details of the protective measures to be taken been communicated to their parents or guardians?		

6. Work experience placements	YES	NO
For children and young persons on work experience and other relevant schemes, has this risk assessment been completed in conjunction with a work placement assessment carried out by the school or college.		

For all hazards and issues that are identified as requiring action above (i.e. 'yes' answer given to sections 1 or 3, or 'no' to any other section) then the following table must be completed. Once the remedial action has been put in place, the 'Completed by and date' column should be filled in.

ACTIONS:

Issue / hazard	Action required	Responsible person	Completed by (date)
1.			
2.			
3.			
4.			
Arrangements for supervision:			

Signature of assessor		Date:	
Signature of employee		Date:	

Note: A “young person” is someone who is not yet 18 years old and a “child” is someone who is not over school leaving age (approximately 16 years).

Children under 13 years old are generally prohibited from any form of employment.

Children between 13 and the minimum school leaving age (approximately 16 years) require a permit to work, which is issued by the Education and Welfare Officer of the local authority.



Training Matrix

Key for Date Colour:

Red font means training has been booked.

black font means training completed.

[illegible]

[illegible]

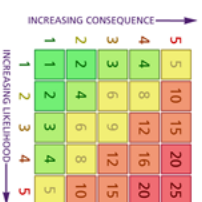
Year Planner

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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November																															
December																															

A	Fire Extinguishers Monthly Check	M	Work Equipment Check - Ladders, Power Tools etc.	Y	Water and Food Probes Tested
B	Fire Extinguishers Annual Check	N	Wardrobe and Window Check	Z	Wheel Chair Inspection
C	Fire Drills (At least every 6-months)	O	Contractor Vetting	AA	Gardening Equipment Service
D	Fire Alarm Tests	P	Annual Gas Boiler Safety Check	BB	Statutory Examinations of Lifting Equipment
E	Fire Alarm and Emergency Lighting Battery Tests	Q	Boiler Service	CC	Statutory Examinations of Air Receivers etc.
F	Emergency Lighting Monthly Check	R	Laundry Equipment Service - Dryer	DD	Racking Inspections
G	Emergency Lighting Annual Service	S	Water Quality Test	EE	Monitoring Inspections (as per H and S General Policy)
H	Alarm System Service	T	Monthly Water Temperatures	FF	Review of Training Needs and Records
I	Portable Appliance Testing	U	Shower Head Cleaning	GG	Employer's Liability Insurance
J	Lift Service (LOLER) 6 Monthly Check	V	Annual Review of Safety Policy	HH	Statutory Examinations of Lifting Equipment
K	Hoist and Sling (LOLER) 6 Monthly Check	W	Maintenance Checklist Completed	II	Statutory Examinations of Air Receivers etc.

L	Sling Check Monthly	X	Review Risk Assessments, COSHH and Fire		
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RISK ASSESSMENT



Step 1. Determine who is going to be affected by the activity/area. E.g. Machine operatives, members of the public, office staff.

Likelihood

1 – Very Unlikely
2 – Unlikely
3 – Fairly Likely
4 – Likely
5 – Very Likely

Consequences

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

Rating

1 – 4 Acceptable
5 – 9 Adequate
10 – 16 Tolerable
17 – 25 Unacceptable

Step 7. Multiply the likelihood by consequence to give you your rating.

Step 6. If an accident was to occur what would the consequence be, would it result in death or a minor injury- bruises.

Step 5. Determine the likelihood of an injury arising with the control measures that you currently have in place.

Step 3. Go through each hazard and identify your control measures that you currently have in place.

Step 2. Begin your risk assessment by listing the hazards within the hazards box.

Assessor's Name:	Who is going to be affected:	Activity/Item Area:		
		Stores Room		
Hazards	Risk rating $L \times C = R$	Current Risk Controls	Additional Risk Controls	New Risk Rating $L \times C = R$
1. Shelving- Falling Objects, Collapse of shelves	1 2 2	<ul style="list-style-type: none">Shelving secured to the wall with bolts.Lighter objects stored higher.Heavier items stored closer to floor and waist height.Experienced employees aware of stores layout and know position of items.Steel toe cap footwear worn.	<ul style="list-style-type: none">None Required	
2. Manual Handling	3 4 12	<ul style="list-style-type: none">Key persons have been trained in manual handling techniques (Train the Trainer).Employees complete a medical questionnaire	<ul style="list-style-type: none">All employees are to receive in house manual handling training.	2 4 8

Step 2. Begin your risk assessment by listing the hazards within the hazards box.

Step 3. Go through each hazard and identify your control measures that you currently have in place.

Step 4. Identify if there is any other additional control measures to reduce the likelihood of an injury arising. E.g. Manual Handling Training, safety goggles.

Step 8. If you have specified additional controls. Reassess the likelihood.

Step 9. Reassess the consequence. On most occasions this will not change.

Step 12. Risk assessments should be reviewed dependent on the level of the risk that you have identified. The higher the risk the more frequent the review.

Date:	Review Date:	Monitor Date:	Signature:
10.08.2017	10.08.2018	10.10.2017 <i>(monitors to be checked)</i>	

Step 10. Multiply the likelihood by consequence to determine the rating.

Step 11. Highlight the rating box in the colour identified in the matrix. (if you would like)



Hazardous Substances Inventory Sheet

Chemicals, liquids, gases, fumes, dust, viruses and bacteria are all substances that may cause harm. This register will be reviewed at least annually to ensure we are aware of the substances on site and to enable us to identify which may be hazardous and require further assessments and controls to be in place (as per COSHH Regulations).

[illegible]

[illegible]

Health & Safety Information for Contractors

Working for Chigwell Parish Council

(New contractors or different employees visiting our site are required to read, agree and sign the attached)

Health and safety regulation requires information to be given to contractors working on our site. Ensure that the *relevant* information has been communicated to them – either written or verbally and that they sign indicating that this exchange has taken place and has been understood. You may wish to refer to our procedures or risk assessments. Retain this information for our records.

- Explain parking arrangements;
- Explain our emergency and evacuation procedures;
- Enforce no smoking;
- Check that they have complied with our Subcontractor Pre-Qualification Questionnaire;
- Check whether a risk assessment is required;
- Detail welfare facilities;
- Explain key site hazards – e.g. workshop equipment, noise, forklifts, welding, yard vehicle movements.

Health & Safety Confirmation for Contractors

Working for Chigwell Parish Council

I confirm that I have received and understood the safety information given to me as part of the contractor information procedure.

I am aware of my own responsibility to work safely and responsibly when undertaking my work and not to expose myself or others to unacceptable risks. I will leave the site in a safe condition.

If I am unsure about undertaking any part of the work on site, I will seek information from the site contact.

Name.....

Signed

Company.....

Date.....

This form to be retained for reference in the site records