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## HEALTH AND SAFETY POLICY

### 1 – Introduction

Somerton Town Council are committed to managing health and safety in an effective manner to protect our employees, councillors, volunteers and others whom we interact with because we recognise that not only do we have a moral and legal duty to protect these persons, but also because we recognise that those working for or with us are our greatest assets.

This Health and Safety Policy Statement clarifies both our commitment and our objectives we aspire to in managing our health and safety. Our health and safety commitment is organisation wide and our commitment is led from the top by The Town Clerk and The Chairman of the Council.

Our approach to managing health and safety recognises that risk cannot be eliminated from everything that we do but we will manage risk in such a way that exposure to hazards is controlled as far as is reasonably practicable, as is our legal responsibility under the Health and Safety at Work Act, 1974 (HSWA). Our approach will be prioritised according to risks identified and be proportionate to that risk.

The Town Council will take all reasonable steps within its power to meet their responsibilities under the HSWA and other key legislation: this will include:

-  A healthy, safe place of work and safe access to it
-  Sufficient information, instruction, training and supervision to enable employees, councillors, volunteers and others to avoid hazards and contribute positively to their own safety and health at work
-  Safe arrangements for the use, handling, storage and transport of articles and substances
-  Provision and maintenance of plant, equipment and systems of work that are safe.
-  Adequate welfare facilities at work

We recognise that a hierarchical system is required in risk and hazard management. Where possible risks and hazards will be eliminated, through the selection and design of buildings, facilities, equipment and processes. Where it is not possible to remove risks and hazards they will be minimised as far as is reasonably practicable by physical controls, or where this is not possible by the implementation of safe systems of work and the provision of personal protective

equipment. The Town Council recognises that safe systems of work and personal protective equipment are a last resort in risk management and not a preferred first solution.

We understand that in order for health and safety to be continually improved, a systematic approach must be put in place that is planned, managed, audited and regularly reviewed. This policy will be reviewed at every three years and may be reviewed, added to or modified from time to time to reflect best practice, new legislation, or a change in relevant work schedules. Our success in health and safety management will be measurable and monitored through the implementation of performance standards that are part of our improvement programme and commitment to health and safety. These will include both proactive and reactive measures such as internal and external monitoring and auditing, near miss and accident reporting and investigations.

We understand that no safety policy is likely to be successful and adopted organisation wide unless it actively involves those whom it is designed to benefit and protect, therefore, where necessary, we will provide sufficient facilities and training to equip employees at all levels so they may meet their responsibilities.

As defined by the HSWA, all employees have a duty to:

(i) Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions whilst at work.

(ii) Co-operate with Somerton Town Council so as to enable the Town Council to comply with duties and requirements imposed by safety regulations, in particular:

(a) by using the protective and safety equipment provided

(b) by reporting near misses and incidents that have led to, or may lead to a hazard to health.

All employees will be issued with a copy of this policy and will sign to say that they have read, understood and will comply with the policy.

***N.B. Throughout this policy terms such as ‘employees’ are used. These are to be taken as encompassing all persons working for, or on behalf of Somerton Town Council, whether it be as employees, volunteers, councillors, self employed persons, sub-contractors or in any other role.***

## 2. Relevant Legislation

### Besides the Health and Safety at Work Act itself, the following legislation applies:

- 1 **Management of Health and Safety at Work Regulations 1999:**  
Require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- 2 **Workplace (Health, Safety and Welfare) Regulations 1992:**  
Cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.
- 3 **Health and Safety (Display Screen Equipment) Regulations 1992:**  
Sets out requirements for work with Visual Display Units (VDUs).
- 4 **Personal Protective Equipment at Work Regulations 1992:**  
Require employers to provide appropriate protective clothing and equipment for their employees.
- 5 **Provision and Use of Work Equipment Regulations 1998:**  
Require that equipment provided for use at work, including machinery, is safe.
- 6 **Manual Handling Operations Regulations 2002:**  
Cover the moving of objects by hand or bodily force.
- 7 **Health and Safety (First Aid) Regulations 2013:**  
Cover requirements for first aid.
- 8 **The Health and Safety Information for Employees Regulations 2009:**  
Require employers to display a poster telling employees what they need to know about health and safety.
- 9 **Employers' Liability (Compulsory Insurance) Act 1998:**  
Require employers to take out insurance against liability for injury, accidents, disease and ill health to their employees.
- 10 **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):**  
Require employers to notify certain occupational injuries, diseases and dangerous events.
- 11 **Noise at Work Regulations 2005:**  
Require employers to take action to protect employees from hearing damage.
- 12 **Electricity at Work Regulations 1989:**  
Require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
- 13 **Control of Substances Hazardous to Health Regulations 2009 (COSHH):**  
Require employers to assess the risks from hazardous substances and take appropriate precautions.

In addition, specific regulations cover particular areas:

- 14 **Chemicals (Hazard Information and Packaging for Supply) Regulations 2009:**  
Require suppliers to classify, label and package dangerous chemicals and provide safety data sheets for them.
- 15 **Construction (Design and Management) Regulations 2014:**  
Covers safe systems of work on construction sites.

- 16 **Gas Safety (Installation and Use) Regulations 1998:**  
Cover safe installation, maintenance and use of gas systems and appliances in domestic and commercial premises.
- 17 **Control of Major Accident Hazards Regulations 1999:**  
Require those who manufacture, store or transport dangerous chemicals or explosives in certain quantities to notify the relevant authority.
- 18 **Dangerous Substances and Explosive Atmospheres Regulations 2002:**  
Require employers and the self-employed to carry out a risk assessment of work activities involving dangerous substances.<sup>19</sup>
- 19 **Control of Artificial Optical Radiation at Work Regulations (AOR) 2010:**  
Require you to protect the eyes and skin of your workers from exposure to hazardous sources of artificial optical radiation. AOR includes light emitted from all artificial sources in all its forms such as ultraviolet, infrared and laser beams, but excludes sunlight.
- 20 **Notification of Conventional Tower Cranes Regulations 2010 and Lifting Operations and Lifting Equipment Regulations 1998:**  
Require tower cranes to be thoroughly examined by a competent person before first use and on a periodic basis (6 or 12 months depending if they are used to lift persons) or in accordance with a written scheme of examination.
- 21 **The Working Time Regulations 2003:**  
These regulations enforce a maximum weekly working time limit, night working limits and health assessments for night work
22. **The Supply of Machinery (Safety) Regulations 2008:**  
For companies manufacturing machinery for the European Market
23. **Control of Asbestos Regulations 2012:**  
Imposes a duty to manage asbestos and asbestos containing materials in a premises and reviews the duties placed on employers carrying out work on asbestos materials

### 3. Environmental, Health and Safety Policy Statement

It is the intention of Somerton Town Council to integrate environmental, health and safety best practice into all business activities and decisions. To this end we will operate an integrated health, safety and environment management system which will identify and control key processes in our organisation.

Somerton Town Council will:

-  Bring this policy to the attention of all stakeholders and make it available to all interested and relevant parties.
-  Conduct regular audits of our health, safety and environment management system.
-  Comply with current legislation, guidance and approved codes of practice at international, national and local levels.
-  Eliminate risks to health, safety and the environment wherever possible through the selection and design of materials, buildings, facilities, equipment and processes.
-  Ensure that all locations have emergency procedures in place for dealing with foreseeable health, safety and environmental incidents.
-  Establish relevant and meaningful targets and goals for health, safety and environmental performance that are specific and measurable.
-  Conduct open and constructive dialogue with all employees, councillors, volunteers and contractors, suppliers, customers and regulatory authorities on health, safety and environmental issues.
-  Maintain all premises and holdings and provide and maintain safe plant and equipment.
-  Only engage contractors that can demonstrate due regard to health, safety and environmental law.
-  Prevent pollution to land, air and water.
-  Promote, where possible, environmentally responsible purchasing.
-  Control all health, safety and environmental risks that arise from our working activities by providing adequate resources.
-  Engage in a programme of health, safety and environmental information, instruction and training to raise awareness, encourage participation and train employees, councillors and volunteers.
-  Reduce, where possible, our use of natural resources such as water and energy.
-  Continually improve our ability to identify, measure and control the health, safety and environmental impact of our activities.
-  Ensure that where risks cannot be eliminated, they will be minimised by substitution, use of physical controls or, as a last resort through safe systems of work and the provision of personal protective equipment.

## **4. Organisation for Health and Safety**

The overall responsibility for health and safety rests at the highest management level but it is recognised that it is also the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to individuals and line managers to provide clear understanding of individual's areas of accountability in controlling factors that could lead to injury, loss or ill health. Managers are to provide clear direction, and accept responsibility for creating a positive health and safety culture for all.

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

In addition, we have engaged the services of Elaine Hutchinson from Safe Systems Consultancy, and her associates, to act as our external Health and Safety Consultants.

## **5. Health and Safety Responsibilities**

### 5.1 - The Town Council

The Town Council has the ultimate responsibility for health and safety but will discharge this responsibility through the Town Clerk, down to managers, supervisors and employees.

The Town Council has nominated the Town Clerk to have special responsibility for health and safety.

The Town Council will ensure that:

- They have lead responsibility for developing a positive health and safety culture throughout all levels of the organisation.
- Their health and safety intentions will be reflected in all decisions that are made.
- Adequate finances and resources are made available for the implementation of health and safety.
- Active participation from all will be encouraged to improve health and safety performance.
- Health and safety will be reviewed at least every three years.

## 5.2 - Town Clerk

The Town Clerk will assume overall responsibility for ensuring Health and Safety compliance to current legislation.

The Town Clerk will ensure that:

-  The Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
-  The health and safety plan is continually monitored, improved and assessed against agreed targets.
-  Suitable and sufficient funds, people, materials and equipment will be provided to meet all health and safety requirements.
-  Individuals with designated health and safety responsibilities are provided with the appropriate support to ensure that health and safety objectives are met.
-  A proactive safety culture is promoted that is relevant to all activities undertaken and made available to all personnel.
-  Communication and consultation exists with employees, councillors and volunteers and others.
-  Effective information, instruction, training and supervision is in place.

### 5.3 - Facilities Manager and Events Manager

The Facilities Manager and Events Manager will ensure, that in their areas of control:

- 🏠 They actively manage and lead the implementation of all aspects of the Health and Safety Policy.
- 🏠 Employees are effectively supervised to ensure safe working and increased supervision is provided to new, young, or vulnerable workers.
- 🏠 All relevant risk assessments, method statements and safe systems of work are developed and implemented, as well as being completed, recorded and regularly reviewed.
- 🏠 All near miss incidents, accidents or incidents of ill health are appropriately recorded, reported and investigated accordingly.
- 🏠 All health and safety issues are communicated to employees and employees are appropriately consulted with.
- 🏠 All persons are encouraged to report hazards, near misses and other health and safety concerns.
- 🏠 Safety training for employees is appropriately identified, undertaken and recorded in such a way that it is ensured all employees, councillors and volunteers.
- 🏠 Any health and safety issues raised are thoroughly investigated and if necessary further effective controls are implemented.
- 🏠 All premises, plant and work equipment is maintained in a safe condition.
- 🏠 All statutory examinations, assessments, audits or inspections are planned, completed and recorded.
- 🏠 Where necessary, personal protective equipment is provided, Employees are instructed in its use and care and appropriate records are kept.
- 🏠 Adequate arrangements are established for fire, first aid and other emergencies.
- 🏠 Any health and safety issues that they cannot resolve or deal with are referred to the Town Clerk for action.
- 🏠 All welfare facilities are adequate and well maintained in a satisfactory state.
- 🏠 Any substances identified as hazardous are stored, transported, handled and used in a safe and appropriate manner in accordance with instructions, rules and procedures provided by the manufacturer.
- 🏠 Where necessary health surveillance is carried out and appropriate records are kept.
- 🏠 Any contractors engaged by the Town Council are reputable, suitably qualified and can demonstrate a proven track record of health and safety compliance and that they are made aware of all local health and safety rules and procedures relevant to their work.
- 🏠 All health and safety notices are displayed.
- 🏠 All agreed health and safety standards are maintained, for example – housekeeping.
- 🏠 All personnel comply with health and safety rules.

## 5.4 - Employees, Councillors, Volunteers and Others

All employees, councillors, volunteers and others must:

-  Take reasonable care of their own safety and the safety of those affected by their actions.
-  Observe all health and safety rules.
-  Comply with the Health and Safety Policy.
-  Ensure they conform to all written or verbal instructions given to them to ensure the safety of themselves and others.
-  Ensure they dress sensibly and safely for their particular occupation and working environment.
-  Refrain from any antics or pranks and ensure they conduct themselves in an orderly manner in the workplace.
-  Use all personal protective equipment or safety equipment that is provided for their use.
-  Avoid any improvisations, in any form, which may create unnecessary risk to their personal safety or the safety of others.
-  Ensure all equipment is maintained in good working order and that any defects or concerns are reported to their supervisor or the Town Clerk.
-  Report any malfunctions or safety hazards relating to plant or equipment to their supervisor or the Town Clerk.
-  Report all accidents and near miss incidents to their supervisor whether injury or loss is sustained or not.
-  Attend any health or safety training as requested.
-  Ensure they observe all laid down procedures for processes, materials and substances used.
-  Observe the fire evacuation procedures in place including position of all fire equipment, fire exit routes and muster points.

## **6. Health and Safety Rules**

These rules are laid down for the attention of all employees working for or on behalf of Somerton Town Council. These rules are based on legislative requirements and safe working practices and persons have a legal duty to comply with these rules. Failure to observe them will result in disciplinary action being taken.

Somerton Town Council acknowledge that safety rules may vary depending on the nature of the work and the circumstances. Consequently there is an overriding requirement that all persons are expected to behave and act in a sensible manner and adhere to verbal instructions for health and safety that may be given to them.

## 6.1 – General

-  All employees have a duty to co-operate with the health and safety management of Somerton Town Council in fulfilling their legal obligations relating to health, safety and welfare.
-  No person may intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare.
-  Employees are to notify the Town Clerk of any unsafe activity, item or situation as soon as is reasonably practicable. If additional dynamic risk assessments are completed to manage the risk or hazard these must be handed to the Town Clerk.

## 6.2 – Working Practices

-  Employees must not operate any item of plant or equipment unless they have been trained or authorised.
-  Employees must make full and proper use of all equipment guarding and safety features.
-  Employees must not clean any moving item of plant or equipment.
-  Young workers, vulnerable workers or those at additional risk must not operate any item of plant or equipment unless they are under adequate supervision or have received sufficient training.
-  Employees must not carry out any repairs or maintenance of any description unless qualified, competent and authorised to do so.
-  Employees must use all substances, chemicals, liquids etc in accordance with written instructions provided to them, such as CoSHH sheets.
-  Employees must not smoke unless in a prescribed area and must adhere to the Town Council's drug and alcohol policy.

## 6.3 - Hazard or Warning Signs and Notices

-  Employees must comply with all hazard or warning signs and notices displayed on any premises or property and must not cover, deface, obscure or remove any of these signs.

## 6.4 – Working Conditions and Working Environment

-  Employees must make proper use of all facilities and equipment provided to control either the working conditions or the working environment.
-  Employees must keep all work areas and access routes, such as stairways and passageways, clear of obstructions and trip hazards and in a clean and tidy condition.
-  Employees must use facilities provided within working areas to dispose of all rubbish, scrap and waste materials, which should be disposed of at the correct disposal points in the prescribed manner. Recycling where possible is the preferred method of disposal.

- 🏠 Employees should clear up any spillage or liquids within the work area as soon as is reasonably practicable in the prescribed manner.

#### 6.5 – Personal Protective Equipment (PPE)

- 🏠 Employees must use all items of PPE that is provided as instructed.
- 🏠 Employees must store and maintain PPE in the approved manner.
- 🏠 Employees must report and fault, unsuitability, damage or loss of PPE to the Town Clerk.

#### 6.6 – Fire Precautions

- 🏠 Employees must comply with all emergency procedures.
- 🏠 Employees must not obstruct any fire escape route, fire equipment or fire doors.
- 🏠 Employees must not misuse any fire fighting equipment provided.
- 🏠 Employees must report any use of fire fighting equipment to the Town Clerk.

#### 6.7 – Accidents

- 🏠 Employees must seek medical treatment for work related injuries or illness by contacting a designated First Aider in the first instance.
- 🏠 Upon returning from medical treatment the employee must report the incident to the Town Clerk at the earliest possible opportunity.
- 🏠 Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- 🏠 Employees must notify the Town Clerk of any incident that results in damage to property.
- 🏠 Employees must also be proactive in reporting in near miss incidents.

#### 6.8 – Health

- 🏠 Employees must report to the Town Clerk any medical condition or medication they are taking which could affect the safety of themselves or others.
- 🏠 Employees must co-operate with the Town Council on the implementation of any health surveillance that is deemed necessary.

#### 6.9 – Employer's Transport

- 🏠 Employees must carry out all prescribed checks on Somerton Town Council vehicles prior to use and in conjunction with the prescribed checking procedure.
- 🏠 Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- 🏠 Employees must not carry any unauthorised loads or passengers, load the vehicles above stated capacity or use the vehicles for any unauthorised purposes.

- 🏠 Employees must not drive or operate their vehicles whilst taking medication or suffering from a medical condition or illness that may affect their driving or operating ability in an adverse way.

## 6.10 – Rules Covering Gross Misconduct

Employees are liable to disciplinary procedures and possible dismissal from post if they are found to have acted in any of the following ways:

- 🏠 Serious or wilful breach of the Safety Rules laid down in this policy.
- 🏠 Unauthorised interference with, or removal of, any guard or protective device.
- 🏠 Unauthorised operation or use of an item of plant or equipment.
- 🏠 Unauthorised removal of any First Aid equipment.
- 🏠 Wilful misuse, damage to or interference with any item provided in the interests of health, safety or welfare at work.
- 🏠 Unauthorised defacing or removal of any label, sign or warning device.
- 🏠 Horseplay or practical joke which could cause or result in incidents or accidents.
- 🏠 In any way deliberately interfering with evidence following an accident or dangerous occurrence or making false statements in relation to an accident or dangerous occurrence.
- 🏠 Misuse of any item of equipment, fitting or fixture, vehicle, electrical equipment or utensil.
- 🏠 Deliberately disobeying an authorised instruction.

## **7. Organisational Arrangements – Control Systems & Procedures**

### 7.1 - Health and Safety Advice

Somerton Town Council employ Elaine Hutchinson and her associates from Safe Systems Consultancy as their Health and Safety Consultants.

Specialist external competency may be needed periodically (e.g. for Legionella control systems, or safety training.) These specialist advisors, if not the Health and Safety Consultant, shall be validated by the Health and Safety Consultant.

### 7.2 – Asset Register Inspections

The Health and Safety Consultant will ensure that a regular formal inspection of the assets held by Somerton Town Council is documented and appropriate remedial work is communicated to the relevant parties. The Health and Safety Consultant will ensure that all of the necessary employees are informed prior to the inspection.

All necessary remedial actions will be documented, implemented and evaluated on an on-going basis utilising the risk assessment and management methodologies.

Formal external inspections of all assets held by Somerton Town Council will be carried out on a six monthly basis, with employees carrying out internal inspections on a weekly basis, more often in cases of adverse weather or incidents affecting any of the assets on the register. These weekly inspections will be formally documented and the completed documentation will be held centrally by the Town Clerk who will ensure any necessary remedial work is carried out.

## 8. Measuring Performance

As a means of measuring this policy and the extent to which it is achieved, the performance of the policy and topic based Safety Management Systems will be measured both qualitatively and quantitatively as follows:

Proactive measures of performance that monitor compliance: e.g.

-  regular documented audits.
-  the number of people exposed to risk.

Reactive measures such as:

-  sickness absence rates.
-  civil claims against the Town Council.
-  the number of reports of near-misses, incidences of illness or accidents.

## 9. Audit

Somerton Town Council recognises the need to periodically audit health and safety performance.

Audits shall be carried out by the Town Clerk or suitably competent person, if an internal audit and the Health and Safety Consultant if the audit is external.

The audit results will be reported back to the Town Council to identify opportunities for measuring and further implementing continuous improvement.

## 10. Periodic Status Review

An annual review of the 'Safety Management System' will be carried out. This formal review could occur sooner, in response to legislative changes.

The following considerations are to be contained in the review:

-  Overall reduction in relevant health, safety or welfare issues.
-  Overall performance of the Management System.
-  Performance of individual elements of the Management System.
-  Audit Findings.
-  Fundamental changes in organisation structure, new processes or new technology.
-  External regulatory or guidance factors (e.g. legislation, International Standards, Industry Best Practice).
-  Results of independent external audit and verification, if undertaken.

The design of this Management System allows Somerton Town Council to accommodate and adapt to internal and external factors. The periodic status review provides an opportunity for a forward look.

The information gained is utilised by Somerton Town Council to improve the proactive approach to minimise risk and improve health and safety performance. This review process will be used to further develop suitable risk reduction plans at each location within the framework of their Safety Action Plans.

## 11. Organisational Arrangements - Ensuring Competence

### 11.1 - Health and Safety Training

Somerton Town Council recognises that EH&S training is a key step in the development of EH&S competency.

Somerton Town Council will adopt and implement a training matrix.

Safety training needs, together with on and off the job training programmes, will be included in the matrix.

Written task procedures exist for all Somerton Town Council plant, equipment and individual processes. The task procedure includes the following:

1. Employees Specification
2. Hazard identification
3. Risk assessment/management
4. Step by step analysis
5. On-going safety implications

Refresher training will be carried out as required for all employees, councillors and volunteers as required, records of all refresher training will be recorded on the Employees training matrix.

Specific health and safety competency training will be provided where the need is identified, this will include, but is not limited to; Working at Height, Manual Handling, CoSHH, writing Risk Assessments, Method Statements and Safe Systems of Work, First Aid and Fire Marshal training.

## **12. Organisational Arrangements – Accident, Incident and Ill Health Recording, Reporting and Investigation**

This section of the policy sets out the procedures to be followed if an accident, incident, near miss or dangerous occurrence occurs on the Town Council's property which involves any person during the course of their employment or working for or with the Town Council.

This will also apply to visitors or hirers, who are members of the public and therefore deemed not to be at work.

Any employee who develops a work related illness must also report it via these procedures.

### 12.1 - Definitions

An accident is an unplanned event that causes injury to a person or persons, loss - damage to property, or a combination of the two.

A near miss is an unplanned event that had the potential to cause injury or loss but on that particular occasion, did not do so.

A work related illness is a prescribed illness that is obtained by an employee through the course of their work as laid down in their job description, or from a non-employee as a result of activities carried out by Somerton Town Council.

## 12.2 - The Accident Book

All accidents that result in personal injury must be recorded in the Accident Book.

The Accident Book will comply with the requirements of the Data Protection Act.

The Accident Book will be reviewed regularly by the Town Clerk and the Health and Safety Consultant to determine the nature of incidents that have occurred in the workplace. This regular review will be in addition to any incident or accident investigation.

All near misses must be reported on the near miss forms as soon as is reasonably practicable and given to the Town Clerk so that action can be taken to investigate the causes and prevent recurrence.

All employees must make sure they know the location of the Accident Book.

## 12.3 – Reporting Requirements

Somerton Town Council is required to report to the HSE certain accidents or illnesses, certain occupational diseases, and certain dangerous occurrences under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR).

The HSE website [www.hse.gov.uk](http://www.hse.gov.uk) gives details of what is designated reportable and how to do so. Reportable events must generally be reported by the quickest means practicable – usually by phone.

In the event of any serious accident or incident, regardless of whether the HSE need to be informed, Safe Systems Consultancy should be contacted on 07749 701914. If in any doubt, make contact with Elaine Hutchinson, who will assist with accident investigation, if required.

All accident or incident documentation – such as; accident reports, investigation notes, witness statements, photographic evidence, measurements (and samples – if taken), are to be kept on file to advise insurers of a potential claim and to present to the Enforcing Authority in the event of an HSE investigation. All records should be kept for a minimum of three years from the date of the incident.

Somerton Town Council employees, councillors, volunteers and other contracted workers will be expected to report danger to the Town Clerk in the first instance, or the Health and Safety Consultant, who will be expected to either:

- a) Stop the work if serious or imminent danger is foreseen.
- b) Notify the individual responsible for co-ordinating the work by telephone and in writing, providing detail of the circumstances.

Near-miss reporting is key to hazard and risk identification and all persons are actively encouraged to report near miss incidents. Documented observations may be reviewed at the appropriate safety meetings.

#### 12.4 - Investigation

All injury related accidents, whether notified to the HSE, or not, will be investigated by Somerton Town Council:

-  To ensure that all information relevant to the accident or incident is recorded and collated.
-  To understand the sequence of events that led to the accident or incident.
-  To identify the underlying root cause/s that may have contributed to the accident or incident.
-  To identify unsafe conditions and unsafe acts that contributed to the cause of the accident or incident.
-  To ensure that effective remedial actions are taken and any additional measures are put in place to prevent a recurrence of the accident or incident.
-  To enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties.
-  To communicate information to aid awareness and share best practice.
-  To provide documentation for potential liability claims.

### **13. Asbestos**

The current Asbestos Survey identified no asbestos or asbestos containing materials. However, should this change, either through new assets being acquired or asbestos being subsequently discovered the following protocol will apply.

All work where asbestos containing materials may be present will be carried out in line with the Control of Asbestos Regulations 2012 and specialist advice will be sought if appropriate. Employees receive information on emergency asbestos procedures as a precaution but should it be deemed necessary, on-going asbestos training will be provided and this will be recorded in the training plan.

The Town Council will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about asbestos will be alerted. No employee or contractor will be allowed to start work that could disturb asbestos unless the correct procedures are in place.

Exposure will be minimised through:

Assessment – the premises will be surveyed to determine whether asbestos containing materials (ACMs) are present, it will be assumed that materials are ACMs unless strong opposing evidence. The amount and condition of the ACMs will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or found in the workplace.

A Written Plan – An asbestos register/written plan that sets out the location of ACMs, the risks from them and how the risks will be managed. The plan/register will be reviewed at regular intervals or when there is significant change to personnel or organisation.

Access to ACMs – Access to ACMs on the premises will be controlled so as not to disturb it and release asbestos fibres. Anyone likely to disturb ACMs should be made fully aware of the ACMs location.

Monitoring and Maintenance – All ACMs will be inspected on an agreed interval to ascertain there is no further damage or deterioration. If damage or deterioration is found the ACMs will be reassessed, repaired, or removed – as appropriate.

### 13.1 – Asbestos-related Emergencies

All employees will be given information relating to dealing with ACMs in an emergency and these will be put into place immediately and the Town Clerk informed.

### 13.2 – Arrangements for Controlling Work on Asbestos

Work with asbestos and ACMs will be carried out, unless exempt by a licenced contractor and tightly controlled.

### 13.3 – Selection and Control of Contractors to Work in ACMs

Only contractors licenced by the HSE will be used for any work with Asbestos or ACMs.

### 13.4 – Procedures for dealing with Health and Safety Issues

Where a problem relating to the condition of, or work on, ACMs, the employee must:

-  Inform a responsible person immediately – usually the Town Clerk
-  In the case of an emergency, respond quickly to ensure effective treatment

## **14. Communication and Consultation**

It is a legal requirement for Somerton Town Council to establish arrangements to communicate and consult with employees, with regard to their health and safety and for Somerton Town Council to take account for their employees' views.

To achieve this objective, Somerton Town Council will:

-  Establish effective lines of communication with their employees.

 Involve and consult with their employees through:

- a) Individual conversations
- b) Notice boards
- c) Internal publications
- d) Staff meetings
- e) Health and Safety meetings

## 15. Confined Spaces

The Town Council will take all reasonable steps to secure the health and safety of any employees or contractors who are requiring access to any confined spaces.

A confined space is a place which is substantially enclosed – not always entirely and where hazardous substances or conditions within the space or nearby can cause serious injury – for example, lack of oxygen.

Somerton Town Council will:

-  Ensure all work where entry into a confined space is planned is risk assessed by a competent person.
-  A documented, permit to work system, is in place and used whenever entry into the confined space is required.
-  Where entry into confined spaces is required for employees suitable and sufficient sets of breathing apparatus or respiratory PPE will be provided and maintained and training in the use of breathing apparatus and other safety equipment will be provided for those who may require it.
-  Where there is a lack of oxygen or the presence of vapours, gases or fumes all employees have suitable equipment and have had training in its use.

The Town Clerk, or supervisors authorised to issue permits to work are responsible for ensuring the correct implementation of the safety arrangements for the system.

Managers and supervisors who are responsible for workers who enter into confined spaces will be given appropriate training.

## 16. Contractors

Somerton Town Council has developed a system of control over sub-contractors working for them. Somerton Town Council will plan, co-ordinate, control and monitor them to effectively minimise the risk presented to all personnel on any sites and the general public at large.

Somerton Town Council are committed to only using contractors who have proven their ability to discharge their primary responsibilities to safeguard their employees and other persons who may be affected by their undertakings. This will be administered in the form of an approved list of contractors, which will describe the contractor capabilities and limitations. The list will be constantly reviewed and all sanctions will be applied as a result of poor health and safety performance including written warnings, suspension, financial penalties and removal from the approved list.

Contractors and their employees are required to adhere to Somerton Town Council's Health and Safety Policy and safety rules, as a minimum; failure to do so will result in immediate suspension of work until safe working practices or arrangements can be achieved.

Part of Somerton Town Council's vetting procedures for vetting contractors, will include:

-  Sight of the contractor's own safety policy or statement, risk assessments, method statements, permits to work etc. – as applicable and sight of all workers' evidence to ensure they are also qualified and competent.
-  Evidence showing that appropriate Employers Liability Insurance is in place and valid.
-  Clarification for the responsibilities for the provision of fire fighting equipment and first aid.
-  Clarification for supervision and regular communication during the working hours, including arrangements for reporting issues, problems and concerns, as well as the arrangements for stopping work, should this be necessary, where there is serious risk to personal injury.
-  Details of plant and equipment that is to be brought onto site, including arrangements for how plant and equipment is to be used, maintained, inspected and stored.
-  Details of articles and hazardous substances intended to be brought onto site, including arrangements for handling, use, storage, disposal and safe transportation.

## **17. Construction Work and the Construction (Design and Management) Regulations**

When any construction work is to be carried out, that is subject to the CDM Regs 2014, all persons appointed to key roles will be competent and have adequate resources available to competently carry out their duties.

No construction work will commence until a health and safety plan, covering the work, has been prepared. Once the work is completed, the file will be retained by the Town Clerk for inspection.

## **18. Dangerous Substances and Explosive Atmospheres**

To ensure that dangerous substances in the workplace are controlled to minimise the risk of fire and explosions, all reasonable steps will be taken.

A dangerous substance is that which could cause harm to people from fire or explosion as a result of either its properties or the way in which it is used. Examples include petrol, LPG, paints, varnishes, solvents and dusts that could cause an explosive atmosphere with air.

All places where hazardous explosive atmospheres may be present will be classified into zones and marked accordingly. Any electrical or mechanical equipment used in those zoned areas will be suitable and compliant with regulations.

The Town Council will:

-  Assess the risks from dangerous substances in conjunction with health risk and fire assessments.
-  As far as it is reasonably practicable, provide measures to eliminate the identified risks or reduce them.
-  Ensure that all contents of any vessels are identified correctly.
-  Provide information, instruction, training and supervision to employees.
-  Provide procedures and equipment to deal with any accidents or emergencies.

## **19. Disabled Persons**

Somerton Town Council will give full and proper consideration to the needs of disabled employees and visitors.

Somerton Town Council will:

-  Treat all disabled employees and visitors with respect and dignity, both in equal access to the organisation's facilities and in the provision of a safe working environment.
-  Ensure that risk assessments are undertaken on the special needs of the disabled.

- 🏠 Carry out any reasonable adjustments to employment arrangements and/or the premises.
- 🏠 Discipline any employees found treating a disabled colleague with less than the expected standards of dignity and respect.
- 🏠 Encourage employees with special needs to suggest any improvements to the premises or task improvements to the Town Clerk.
- 🏠 In an emergency evacuation, ensure suitable plans – PEEPs / GEEPs are in place which will enable the disabled person to leave the building or premises safely.

## 20. Display Screen Equipment

Somerton Town Council will take all reasonable steps to ensure the health and safety of employees who work with display screen equipment (DSE).

To achieve this, Somerton Town Council will:

- 🏠 Conduct a DSE assessment for each user's workstation/s.
- 🏠 If the assessment identifies any risks, the necessary measures will be implemented.
- 🏠 Provide adequate information, instruction, training and supervision for all employees working with DSE.
- 🏠 Advise existing employees and all new applicants for DSE related work, of the risks to health from working with DSE and how to avoid them.
- 🏠 Endeavour to prevent intensive periods of on-screen activity by incorporating changes to the tasks or within the working days.
- 🏠 Review software to ensure it is not unnecessarily complicated and that it is suitable for the task.
- 🏠 Arrange free eye tests when requested by DSE users and then at regular intervals thereafter or when visual problems are experienced.
- 🏠 Where they are required specifically for working with DSE, arrange for the supply and subsidised provision of any corrective appliances – glasses or contact lenses.
- 🏠 If any discomfort or ill-health is believed to be associated with DSE is identified, it is investigated and appropriate remedial action taken.
- 🏠 Make special arrangements for any employees with health conditions that could be adversely affected by working with DSE.

Employees must:

- 🏠 Inform the Town Clerk of any disability or health condition which may affect their ability to work with DSE or be affected by working with DSE.
- 🏠 Comply with all information, instruction and training given regarding DSE, including set up, use, regular changes of activity and the use of provided DSE.
- 🏠 Report to the Town Clerk any discomfort or health concerns believed to be associated with the use of DSE – This information will be treated in confidence.

## 21. Driving

Driving is acknowledged to be an integral part of some roles within the Town Council and therefore employees will be driving on Town Council business.

Somerton Town Council is aware that driving has inherent risks associated with it and these need to be highlighted to employees.

In order to reduce risks to employees, whilst they are driving for work, Somerton Town Council will discharge its responsibilities by:

-  Ensure that all journeys are planned and the risk assessments are completed.
-  Not put unreasonable constraints on travel or travel times.
-  Ensure those employees driving on Town Council business are authorised, competent and fit.
-  Where necessary, provide any additional driver training that may be required to reduce occupational driving risks and ensure all employees understand the additional occupational risks involved in driving.
-  Ensure a travel plan is established which will limit the requirement for travel and make provisions for long journeys.
-  Require drivers to submit copies of insurance and driving licences every six months.

For Somerton Town Council vehicles, the Town Council will:

-  Ensure they are suitable for their purpose and purchased with a consideration to environmental and safety factors.
-  Keep them maintained to the required legal standards.
-  Ensure all tools and equipment necessary for the purposes of the journey are provided and maintained.
-  Provide access to breakdown support and recovery.
-  Provide no smoking signs for the vehicle interior.

### 21.1 - Implementation

Somerton Town Council requests that all employees whether in their own vehicle, or a Town Council vehicle adhere to this policy.

## 21.2 - Drivers

Drivers must comply with the Highway Code and the Road Traffic Act, 1991.

It is the responsibility of drivers to inform the Town Clerk of:

-  Anything that may affect their driving – health conditions, injuries, use of prescribed medication.
-  Any changes to their driving licence, such as – limitations, offences recorded, period bans.
-  Any incidents or accidents that occur whilst driving on behalf of the Town Council.

Before commencing driving for the Town Council, drivers must:

-  Have a valid licence and business use insurance for the vehicle they are going to drive.
-  Review the need to travel.
-  Carry out designated pre-driving vehicle checks and document accordingly.
-  Allow sufficient time for the driving, factoring in aspects such as traffic, poor weather and rest breaks.
-  Ensure sufficient rest.
-  Have had an eye test in the last two years and be wearing any corrective glasses or contact lenses or other appliance.
-  Be physically fit, not be under the influence of any drugs that may affect the ability to drive and have a blood alcohol level below the maximum limit allowed – ideally zero.
-  Adjust head restraints, mirrors and driving position to ensure maximum comfort and safety.

Whilst driving, drivers must:

-  Drive in accordance with all applicable laws and with consideration for the safety of passengers and other road users.
-  Remain in control of the vehicle at all times.
-  Take regular rest breaks at the first signs of tiredness, or every 2-3 hours.
-  Refrain from smoking in the vehicle.
-  Never use any hand held electronic device including mobile phones, satellite navigation and mp3 players.
-  Never receive or make calls.

## 21.3 – Managers

Managers should ensure all drivers are made aware of the driving policy and that they will:

-  Challenge unsafe attitudes and behaviours, encouraging all staff to drive safely, lead by example both in their driving and by not tolerating poor driving practices by others.
-  Monitor compliance with the driving policy at meetings, appraisals and periodic checks.
-  Not expect drivers to answer calls whilst driving.

## **22. Drugs and Alcohol**

### 22.1 – Alcohol

Employees must not drink alcohol on the Town Council’s Premises or the premises of its customers or clients without the express permission of the Town Clerk.

Any employee who is found to be consuming alcohol, as detailed above, without permission, or who is found to be intoxicated at work will face disciplinary action.

### 22.2 – Drugs and Medication

The possession, use or distribution of drugs for a non-medical purpose on the Town Council’s property, premises or holdings is strictly forbidden and a disciplinary offence.

Should an employee be prescribed medication by a doctor which may affect their ability to perform their duties they are to discuss the problem with the Town Clerk.

If the Town Council believes there has been an incidence of substance abuse, the Town Council reserves the right to required the employee to undergo a medical examination to determine the cause of the problem.

### 22.3 – Medical Examination

Existing and prospective employees may be required to undergo a medical examination, which will seek to determin whether that employee has taken a controlled drug or has an alcohol abuse problem. Refusal to give consent or undergo screening will result in the immediate withdrawal of any job offer to a prospective employee and will normally be taken as a disciplinary offence for employees. If the employee admits to a problem, or the medical examination confirms a problem, Somerton Town Council reserve the right to suspend the employee (with or without pay) whilst next steps – disciplinary or rehabilitation are decided.

### 22.4 – Reasonable Grounds

Somerton Town Council reserves the right to search an employee or their property held on Town Council premises, property or holdings if there are reasonable grounds to believe this policy is being or has been infringed. Refusal to comply will be taken as a disciplinary offence.

Somerton Town Council reserve the right to inform the police of any suspicions it may have with regard to employees using controlled drugs on its premises, property or holdings.

## 23. Electricity

Somerton Town Council will take all reasonable steps to ensure the health and safety of those who use, operate or maintain electrical equipment.

To ensure the health and safety of those persons, the Town Council will:

-  Ensure that all electrical installations and equipment have been installed according to the IEE Wiring Regulations
-  Carry out routine safety tests to ensure that the fixed electrical installations are maintained in a safe condition
-  Inspect and test all portable appliances as often as is required to ensure safety and this will include visual user checks as well as PAT testing. Appropriate documented records of all inspections and tests will be kept.
-  Implement a safe system of work for the maintenance, inspection and testing of all electrical equipment.
-  Ensure that live working is only used when no other alternative exists and that a permit is issued for all live work.
-  Ensure that all persons conducting electrical working of any kind are qualified and competent to do so.
-  Maintain detailed records covering all aspects of electrical safety.

Employees will:

-  Visually check all electrical equipment for damage before use.
-  Remove any defective equipment out of service, with appropriate tagging and report it to the Town Clerk.
-  Not use any defective equipment under any circumstances.
-  Not conduct any repairs to any electrical equipment unless qualified to do so.
-  Switch off all non-essential equipment from the mains, when left attended for any long periods, including over night.
-  Not bring onto Town Council property any electrical item or equipment unless it has been tested and a record of that test has been included in formal records held by the Town Clerk.
-  Not position electrical cables in such a way that they present a trip hazard or be subjected to any mechanical damage.

All electrical plant and machinery used and operated by the Town Council is checked to ensure it is manufactured to approved safety standards, and must be used in accordance with the manufacturer's instructions and the guidance notes provided with the equipment.

It is the responsibility of Somerton Town Council to ensure that plant and equipment are only operated by those persons who have the authority to do so, and who are sufficiently trained and competent in the handling/operation of the particular equipment.

The purpose and method of action of all switches must be clearly marked and those persons using the equipment must ensure that they are fully aware of the operational functions of the switches.

Many of the operations carried out by employees, councillors and volunteers as well as others may involve the use of electrical equipment. The Town Council's policy is to minimise the risk of electric shock and burns by using the lowest voltage possible (i.e. 110v) and maintaining electrical equipment in an efficient condition.

All electrical equipment, which the Town Council uses in all workplaces, will be supplied, installed, maintained or used in accordance with current regulations. The Town Clerk will plan any temporary site electricity and distribution in accordance with regulations. All temporary supplies are to be installed by competent electricians and tested in accordance with the I.E.T. Regulations, and records maintained. The Town Clerk will ensure that all power tools provided for use on site or other workplace, are in accordance with the relevant Electricity at Work Regulations 1989 and British Standards, and have the appropriate supporting documentation. All electrical equipment shall be inspected by site personnel prior to use and shall be PAT tested at the appropriate intervals. Records of PAT testing shall be held in the main office.

Lower voltage tools, (50v) lighting, etc. may be required in damp or confined situations. The Health and Safety Advisors must be consulted in these situations.

Any equipment hired for use by the Town Council or its sub-contractors shall be checked to ensure that appropriate inspections and tests have been carried out and that the documentation providing evidence of such checks is available.

Live Working - Live electrical working is defined as work performed on electrical equipment that is at a voltage by being connected to a source of electricity, either the live parts are exposed so that they can be touched either directly or indirectly by means of some conducting object that they are either live at a dangerous energy level or dangerous potential, i.e. over 50v ac (alternating current voltage) or 120v dc (direct current voltage) in dry conditions.

The Town Council imposes strict requirements that are necessary to provide safe systems of work for all personnel engaged on any 'low voltage' electrical live working, whether for the repair and/or maintenance of electrical equipment and systems.

The Town Council acknowledges its duty to comply with The Electricity at Work Regulations 1989 (EAW Regulations), by ensuring that all electrical live working is carried out in compliance with the EAW Regulations, in a safe manner and that all electrical equipment is maintained in a safe condition.

Under Regulation 14 of the EAW Regulations, no person shall work with live conductors unless:

-  it is unreasonable for the system to be made dead.
-  it is reasonable for him/her to be near it or work upon it when whole live.
-  suitable precautions are taken.

No live working should be permitted unless all three conditions listed above are being met.

Live work shall be the subject a task specific risk assessment signed of by the Town Clerk.

## 24. Environmental

Somerton Town Council has a commitment to environmental issues and protection of the environment. To ensure these objectives, the Town Council will:

-  Comply fully with all statutory legislation, including codes of practice and regulations.
-  Prevent pollution to land, air and water.
-  Bring the Environmental Policy Statement to the attention of all employees.
-  Reduce energy and water use.
-  Minimise waste and increase recycling as part of waste management procedures.
-  Identify and manage environmental risks and hazards.
-  Involve all customers, partners, clients, suppliers and sub-contractors in implementing these objectives.
-  Promote purchasing that is environmentally responsible.
-  Only engage contractors able to demonstrate due regard for environmental performance.
-  Improve environmental efficiency of transport and travel.
-  Establish targets to monitor and measure environmental performance.
-  Eliminate risks to the environment through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be controlled through the hierarchy of control, with physical controls before safe systems of work and PPE.

## 25. Environmental Complaints Procedure

Should Somerton Town Council receive a complaint about any environmental related issue, the following procedure will come into force:

-  Details of the complaint and contact details for the complainant will be taken, including dates, times, locations, frequency and impact.
-  Full details of the complaint will be recorded and passed to the Town Clerk for the instigation of an investigation.
-  Investigations will commence at the earliest possible opportunity and at least within 24 hrs.
-  If the complaint is found to be justified, as far as is reasonably practicable, immediate measures will be taken to remedy the problem.
-  Results of the investigation will be recorded and copied to the Town Clerk and the complainant.
-  When immediate resolution is not possible, the complainant will be kept apprised of timescales and all steps being taken.

## 26. Excavation, Ground and Floor Penetration

All reasonable steps will be taken by Somerton Town Council to ensure the safety of employees who carry out any excavation, ground and/or floor penetration. To ensure this, the following steps will be taken:

-  A risk assessment will always be conducted prior to work commencing.
-  Provide plans and site drawings that can be used to identify the approximate position of structures, pipelines or site services.
-  Carry out scanning at regular intervals, using the appropriate devices to identify the actual positioning of metal containing pipes and cables.
-  Ensure the possibility of ground contamination has been investigated by reviewing soil tests or trial holes to identify likely conditions which may assist planning, before work commences.
-  Provide all precautions and equipment required prior to commencement of work including; trench sheets, props, baulks etc.
-  Ensure all excavations that are supported against accidental collapse, fall or dislodgement of material are subject to formal inspection by a competent person to prevent persons being buried or trapped.
-  Ensure all excavations are inspected at the start of every shift or more frequently if their strength or stability is or may be affected and retain all records of inspections.

The Town Council will determine, prior to commencement of digging any excavation, tunnel, pit or trench, what precautions and temporary support will be required to prevent:

-  Materials falling on persons in the excavation.
-  People or vehicles falling into the excavation.
-  Ingress of water.
-  Undermining of nearby structures.
-  Premature removal of support.
-  Collapse of the sides.
-  Damage to any underground services.

## 27. Fire

Fire safety is monitored through the use of fire safety risk assessments as required under the Regulatory Reform (Fire Safety) Order, 2005 and precautions are in line with current guidance.

Fire extinguishers suitable for the risks relevant to the work being undertaken are available to all on sites and are kept in the Town Council owned vehicle for this specific purpose - designated employees are responsible for their maintenance and upkeep.

Fire escapes, fire instructions, fire alarms, fire drills and other precautions are all maintained, used or displayed in line with the guidance from the Fire Safety Advisor and current legislation. Fire drills are carried out monthly on any premises and records of drills are kept.

Fire prevention and safety is acknowledged to be the responsibility of all Somerton Town Council employees, councillors, volunteers and others, and features regularly in employees training. All employees are aware of procedures in the event of a fire and it is also included in booking information given to any responsible person hiring a venue.

In the event of a fire, the safety of life will override all other considerations, such as saving the property and extinguishing the fire.

In order to prevent fire and minimise the likelihood of injury in the event of a fire, Somerton Town Council will:

-  Assess the risk from fire on all premises and at all locations and implement appropriate control measures.
-  Minimise the risk of fire through good standards of housekeeping.
-  Provide and maintain safe means of escape from all buildings.
-  Develop a fire evacuation procedure for all buildings.
-  Provide and maintain adequate and appropriate fire-fighting equipment.
-  Regularly stage fire evacuation drills, inspect means of escape, test and inspect fire warning systems, emergency lighting and fire-fighting equipment.
-  Ensure all employees are provided with adequate fire safety training and that those with special responsibilities have specialist training.
-  Make arrangements for the safe evacuation of deaf or otherwise disabled persons, including PEEPs and GEEPs, as appropriate.
-  Ensure arrangements are in place so that all visitors are made aware of fire evacuation and other emergency procedures.
-  Display fire action notices.
-  Keep fire safety records.

Immediate evacuation of the building, to a pre-determined muster point is expected as soon as the evacuate signal is given. Re-entry to any premises is forbidden and strictly prohibited until the fire brigade officer, designated senior person or the Town Clerk declares it is safe to do so.

Employees are not expected or required to attempt to extinguish a fire, but this action may be taken, if it is safe to do so and employees are suitably competent and trained.

## **28. First Aid**

First aid kits are compliant with current legislation (BS8599) and are kept in each business premises as well as in any vehicle used for Somerton Town Council business. Kits are checked weekly, and a record kept, with a named person responsible for maintaining these records.

All employees are made aware of their responsibilities in relation to the Health and Safety (First Aid) Regulations, 2013 and the need to maintain a relevant and current Accident Book. In the event of an accident records would be reviewed and relevant post-accident recommendations would be followed.

First Aiders are appointed as appropriate and trained to a minimum of Emergency First Aid at Work. Their qualification is renewed every three years with a Basic Life Support and Defib update done annually.

In order to provide sufficient provision for first aid to deal with accidents and injuries that arise at work, Somerton Town Council will:

-  Appoint and train a suitable number of first aid personnel to cover all working / occupancy patterns.
-  Display first aid notices with details of first aid provision.
-  Provide any additional first aid training that may be required to deal with specific first aid hazards.

## **29. First Aid Boxes**

First Aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved and the number of people at each site. All First Aid kits will be BS8599 compliant, and will be checked weekly.

Portable First Aid kits will be made available for employees who work away from the normal workplace and where access to facilities may be restricted, for example:

-  Employees travelling in vehicles on a regular basis.
-  Employees whose work takes them to isolated or remote locations.
-  Employees working with potentially dangerous tools and machinery, away from a base location.

## **30. Gas Installations and Appliances**

Somerton Town Council will ensure that all work carried out on gas fittings and appliances are carried out in accordance with legislation and regulations, by a qualified and competent Gas Safe Register engineer, as well as in accordance with the Safety in the Installation and Use of Gas Systems and Appliances Manual.

No employee shall interfere with any gas appliance, fitting or pipe work unless qualified and competent to do so.

Somerton Town Council aims to:

-  Reduce the waste of materials and fuels.
-  Increase operational efficiency.
-  Eliminate the emission of unnecessary atmospheric pollutants.
-  Reduce the risk of death, injury and disress to those who may be affected.
-  Increase confidence in the safe use of fossil fuels and fossil fuel burning.

### **31. Hazardous Substances – CoSHH**

Somerton Town Council acknowledges that no substance can be considered completely safe. A full Control of Substances Hazardous to Health (CoSHH) risk assessment must be carried out PRIOR to any new significant substance being brought on site. All reasonable steps will be taken to ensure that exposure of employees to substances hazardous to health is prevented or at least controlled to statutory limits.

Where elimination is not possible, Somerton Town Council will undertake to control exposure by re-engineering processes to provide acceptable risk where reasonably practicable.

All CoSHH and MSDS for existing substances used will be held centrally and made available to all persons who will be using or exposed to the substances.

The Town Council recognises that in order to limit, or at least control, the exposure of employees to substances hazardous to health, they will need to implement the following:

-  Maintain an inventory of all substances hazardous to health that are either kept, or present on all sites and retain copies of the material safety data sheets from the suppliers.
-  Risk assessments on the exposure risks and control of substances of substances hazardous to health will be completed.
-  All work operations which involve, or may involve, exposure to substances hazardous to health will be assessed and a hierarchy of control measures put in place – this will ideally be elimination or substitution of hazardous substances.
-  Planned, preventative maintenance and annual performance monitoring will be put in place for all engineering controls.
-  All employees and personnel in affected areas will be informed of the purpose of and safe operation of all engineering controls.
-  Safe systems of work and risk assessments will be reviewed at suitable intervals – at least annually – and revised if necessary.
-  PPE will only be used as a last resort, or as a backup measure during the testing and modification of other controls. PPE will be carefully assessed to ensure it is the correct type and used / maintained in accordance with manufacturer instruction.
-  Qualified professionals will carry out health surveillance, where required and employees will be informed about any monitoring and health surveillance results.

- 🏠 Records of employee exposure to any substances hazardous to health will be kept for a minimum of 40 years.
- 🏠 All employees will be provided with information, instruction and training relevant to the hazardous substances they work with.
- 🏠 No new substances will be introduced into any site or workplace without prior assessment and all changes to work processes or PPE will be appropriately and properly assessed.
- 🏠 Managers and supervisors whose designated areas use substances hazardous to health will be given additional training to ensure the proper management of risks.

## 32. Health, Safety and Welfare

Somerton Town Council recognises that the physical well-being of their employees, councillors and volunteers is one component part of the overall safety and health care and that they have a moral obligation to this, as well as a legislative one. Continued focus on the quality and availability of welfare facilities (including washing, toilet, rest and changing facilities) as well as somewhere clean to eat and drink during breaks is a commitment the Town Council is prepared to make.

In particular, the Town Council are committed to providing the following, recognising they are required for any work, whether on a remote work site, usual employee workplace or a main office:

- 🏠 Safe access and egress including well maintained entrances and exits.
- 🏠 Well maintained traffic routes and floors.
- 🏠 Suitable glazing.
- 🏠 Appropriate lighting, ventilation and temperature control.
- 🏠 Suitable housekeeping standards and adequate standards of cleanliness.
- 🏠 Appropriate emergency, fire and evacuation equipment and procedures.
- 🏠 Appropriate first aid provision.
- 🏠 Facilities for changing, rest periods, hot drinks and meal preparation.
- 🏠 Plentiful drinking water supply and cups.
- 🏠 Accomodation for keeping clothing clean and dry.
- 🏠 Adequate workspace allocation.
- 🏠 Properly designed workstations.
- 🏠 Seating, with and incorporated back rest.
- 🏠 Appropriate sanitary and washing facilities.
- 🏠 Separate toilet facilities (and showering facilities - if required) for men and women.
- 🏠 Appropriate fall protection.

## 33. Health Surveillance

Health Surveillance is recognised by Somerton Town Council as the early detection of adverse health risks associated with work activity. It is seen by the Town Council as a way of checking the effectiveness of existing control measures and also a way of identifying staff at increased risk so that additional precautions can be taken if necessary.

In order to implement adequate health surveillance, the Town Council will:

-  Identify activities, materials or processes that are likely to give rise to health risks through the use of risk assessments.
-  As far as is reasonably possible, reduce risks through the implementation of adequate control measures.
-  Seek advice from competent and qualified persons, including medical staff - such as occupational hygienist, on risk reduction and the requirement for health surveillance, should a residual risk remain following the implementation of control measures.
-  Advise employees on the signs of ill health and the health risks they may face as well as ensuring that employees co-operate with health surveillance procedures that are provided.
-  Ensure that any health concern raised by an employee are discussed with the relevant personnel.

### 33.1 – Format of Health Surveillance

Should it be possible for a reliable test to be carried out, questionnaires may be used to identify symptoms. Clinical investigations and examinations such as lung function testing, hearing tests and biological sampling may also be used.

### 33.2 – Frequency of Health Surveillance

The frequency of the health surveillance will be determined by the level of risk identified. If the risk is identified as being low, only baseline data – usually gathered at induction interview, will be required and employees should report to the Town Clerk if any problems are experienced.

Periodic health surveillance for all exposed staff will be carried out if the risk is thought to be more significant. This will usually be annually unless employees are working in specific high risk areas. Should an employee's medical history suggest a particular vulnerability the occupational health nurse may suggest more frequent monitoring.

Should health problems be identified as a result of health surveillance, then control measures will be reviewed and, if necessary, enhanced.

An affected employee may need to:

-  Reduce length of exposure.
-  Restrict work activities that cause exposure.
-  Be re-deployed.
-  Be advised on additional PPE.

### 33.3 – Record Keeping

The Town Clerk, or the occupational health nurse, will ensure that employees requiring health surveillance are identified and, at appropriate intervals, recalled.

Health records will be kept for a minimum of 40 years.

Employees will be allowed reasonable access to their own health records and will be offered a copy of their individual records when they leave the Town Council.

## **34. Infection Control**

Somerton Town Council recognises that some work activities may put employees at risk of infection, or spreading infection. Exposure routes for infection may include:

-  Contact with people – e.g. MRSA, TB, Diptheria.
-  Injuries arising from needles and/or sharps – e.g. Tetanus, Hepatitis A/B, HIV.
-  Contact with animals and/or their urine or faeces – e.g. Leptospirosis.

Through adopting appropriate control measures, the Town Council aims to prevent work related activities causing the spread of infection and to this end will:

-  Undertake risk assessments with the aim of identifying how individuals or groups may be exposed to potential infection through tasks or situation.
-  Prevent transmission of infection by identifying, planning and implementing controls and safe systems of work.
-  Adopt good hygiene practices.
-  Arrange for the safe disposal of any infected materials.
-  Provide information, instruction, training and supervision for those identified as at risk.
-  Provide PPE where required and monitor its use and maintenance.
-  Organise for the safe, thorough cleaning and disinfection of equipment and premises as appropriate.

### **34.1 – Vaccination**

Vaccinations for Hepititis B and Tetanus, will be offered free of charge, to employees when a risk assessment indicates from the tasks they undertake, that this is appropriate.

### **34.2 – Training**

All employees identified as being put at risk of potentially being exposed to infections through risk assessments will be given suitable and sufficient training and information. This training will include: the tasks they are required to do, the equipment they will be using and the safe procedures they will be required to adopt.

### 34.3 – Staff Illness and Reporting

Employees should inform the Town Clerk if they develop any infectious diseases that may affect people around them, or the duties they undertake as infection can be passed person to person. Examples would include:

-  Severe diarrhoea.
-  Severe respiratory infection – pneumonia, TB etc.
-  Skin infections.
-  Exposed areas of infestation.
-  Chicken pox, rubella, measles, mumps.
-  Jaundice.
-  Hepatitis.
-  HIV.

The Town Clerk should meet with individuals and discuss individual suitable controls as well as referring employees to their GP or the Occupational Health Practitioner for advice.

Any illness or disease that has been contracted through work should be reported to the Town Clerk in the first instance, as soon as is reasonably practicable as it may also need reporting to the HSE under RIDDOR.

### 34.4 – Confidentiality

In the case of an employee having an infectious disease, confidentiality will be maintained at all times. Written consent from the employee concerned will be required before and health information can be disclosed either inside or outside the organisation and any breach of this confidentiality will be regarded as a disciplinary offence.

## **35. Legionnaires' Disease**

Somerton Town Council will prevent or minimise the risk of exposure to legionella bacterial by taking all reasonable steps to identify potential legionellosis hazards. It is recognised that hot and cold water storage and distribution systems are classified as 'at risk' systems.

The Town Council will implement the following procedures to control legionella bacteria.

### 35.1 – Avoidance of conditions favouring the growth of organisms

Where possible, and as far as is reasonably practicable, water systems will be operated at such a temperature so as not to favour legionella growth. Hot water should be at 60 degrees Centigrade and at distribution water should be either above 50 degrees Centigrade or below 20 degrees Centigrade. It is also noted that adequate care must be taken to protect people from the risks of exposure to very hot water.

Any materials that may aid microbial growth by providing nutrients will be avoided. All tanks will be lidded and scale deposition, biofilm/sediment build up and corrosion will be controlled.

### 35.2 – Avoidance of stagnation

To avoid stagnation, 'dead legs' caused the by the intermittent use of some parts of the system will be identified and where possible they will be eliminated.

### 35.3 – System Maintenance

Before being taken into service, or after being shut down for five or more days, water systems will be disinfected by an effective means. A water treatment specialist will regularly inspect and maintain any plant, which will also be disinfected twice yearly, either with chlorine or by temporarily raising the water temperature. Biocides are an acceptable way of contoling microbial growth. Appropriate PPE will by worn by employees.

### 35.4 – Sampling

Weekly chemical and water quality sampling will be carried out, with appropriate records maintained, to give an overall picture of the system. Legionella testing will not normally be necessary unless as a method of monitoring precautionary measures or in the event of a legionella outbreak.

### 35.5 – Record keeping

Somerton Town Council will ensure that the appropriate records will be maintained and kept for all maintenance, temperature monitoring and sampling that is carried out.

### 35.6 – Selection, training and competence of staff

Employees that are carrying out control measures as part of their duties will receive appropriate information, instruction, training and supervision to ensure their competence.

### 35.7 – Actions in the event of an emergency

Somerton Town Council will prepare a contingency plan to be put in place in the event of an emergency. Included in this contingency plan will be:

-  Identification of people who have, or may have been exposed.
-  The involvement of the public health authorities.
-  How information on the nature of the risks will be disseminated to employees and other interested parties.

## 36. Lifting Operations and Equipment

Somerton Town Council will ensure that all lifting operations and loads will be suitably managed with regards to health and safety as far as is reasonably practicable.

Lifting equipment is defined as any equipment used at work for lifting or lowering loads and includes any attachments that are used for supporting, fixing or anchoring the lifting equipment.

The Town Council will ensure that:

-  Lifting equipment has adequate strength and stability and is suitable for the intended task and conditions.
-  A competent person is responsible for drawing up an examination scheme and that they appropriately plan and supervise lifting operations to ensure they are carried out in a safe manner.
-  All lifting equipment is maintained in a safe condition and regularly inspected or examined by a competent person to ensure correct installation and safe operation.
-  Lifting equipment is re-examined following conditions that may cause deterioration or when relocated.
-  The safe working load (SWL) is displayed clearly on all lifting equipment and that this is not exceeded.
-  Suitable information, instruction, training and supervision is provided for all operators and supervisors.

All records, including examination reports will be kept for the period of use for each piece of equipment, and for lifting accessories reports and reports carried out due to condition deterioration, this will be a minimum of two years.

## 37. Liquified Petroleum Gas (LPG) and Compressed Gas

Somerton Town Council recognises that there are times when gases may be transported and stored under pressure in a cylinder, some activities where compressed gas may be required include:

-  Cooking and heating.
-  Fire extinguishers.
-  Chemical processes.
-  Soldering, welding and flame cutting.

It is recognised that hazards that may arise from these activities include:

-  Impact from blast explosion or rapid release of compressed gas.
-  Impact from flying debris or failed cylinder parts.
-  Impact from falling cylinders.
-  Contact with released fluid or gas.

The Town Council will ensure that where LPG and/or compressed gases are used, adequate provision will be made for:

- 🏠 Regular maintenance and inspection.
- 🏠 Suitable storage facilities, adequate ventilation and suitable handling equipment.
- 🏠 Adequate information, instruction, training and supervision for employees.

### 37.1 – Handling and Use of Gas Cylinders

- 🏠 External visual inspection of all cylinders and attachments will be carried out by the user before use to inspect for damage. Indicators of damage will include; dents, bulges and evidence of fire damage etc.
- 🏠 User will double check cylinders used to ensure they are correct for the intended.
- 🏠 All cylinders to be used in the vertical position unless the cylinder is specifically designed for use in an alternative position.
- 🏠 All cylinder valves to be closed and dust caps to be replaced when cylinder is not in use.
- 🏠 Ensure any pipe work to be connected to the cylinder or regulator are suitable for the type of gas and the working or test pressure to be used.
- 🏠 Wear appropriate PPE, e.g. safety boots, when handling cylinders.
- 🏠 Ensure cylinders are not dropped and cannot fall over and that they are not lifted or carried by valves, shrouds or caps.
- 🏠 Empty cylinders should be stored separately from full cylinders in a safe and secure manner and should be subject to specialist disposal, not placed in general waste.

### 37.2 - Transporting Gas Cylinders

- 🏠 Before transporting fit any necessary protective valve caps and covers to cylinders.
- 🏠 Stow cylinders in an upright position and ensure they cannot move or fall.
- 🏠 Wherever practicable disconnect and remove all regulators and hoses from cylinders.
- 🏠 Ensure all cylinders are correctly marked to show contents and hazards associated with contents.
- 🏠 Ensure vehicle for transport is appropriate and has correct hazard diamonds displayed.

### 37.3 - Storage of Gas Cylinders

- 🏠 Cylinders are secured in a safe manner.
- 🏠 Cylinders containing flammable gas should not be stored in part of a building used for any other purpose.
- 🏠 Cylinders must be stored away from sources of ignition and flammable materials and protected from external heat sources.
- 🏠 Ensure all cylinders are correctly marked to show contents and hazards associated with contents.
- 🏠 LPG cylinders not to be stored in cellars or near drains.

## 38. Lone Working

The Town Council will ensure, as far as is reasonably practicable, that any employees who are required to work alone or unsupervised for significant periods of time will be protected from risks to their health and safety.

Initially a risk assessment will be completed to ensure that the work can actually be safely completed by an unaccompanied and unsupervised person. Hazards arising from means of access and / or egress, hazards from plant and machinery and hazards arising from goods, substances, environments, atmospheres etc. will also be considered.

- 🏠 Specific consideration will be given to key issues such as:
- 🏠 The nature of any injury or damage to health, including anticipated 'worst case scenarios'.
- 🏠 Any problems relating to communication.
- 🏠 The possibility of third party interference, such as criminal activity or violence.
- 🏠 The remoteness or isolation of the workplace.

Employees will be given the necessary information, instruction, supervision and training to enable them to identify the hazards and risks associated with lone working

Employees will be required to follow Somerton Town Council's safe lone working procedures including:

- 🏠 Ensuring the Town Clerk or another nominated senior person is aware of location and time frame of lone working and the nature of the activities.
- 🏠 Ensuring a risk assessment has been completed for the work being undertaken and that the said lone worker has personally checked the risk assessment as some work may necessitate a second person.
- 🏠 Check in with the Town Clerk or other nominated senior person at agreed regular intervals.
- 🏠 Use any relevant provided PPE, such as vertical alarms, that are required by risk assessments or safe systems of work.
- 🏠 Ensure that you do not place yourself at risk – and that if you do not feel safe you discuss the situation immediately with the Town Clerk.

## 39. Machinery Maintenance

Somerton Town Council will take all steps, as far as is reasonably practicable, to ensure that all employees maintaining equipment are kept safe. Before any new machinery is introduced the Town Council will liaise with the manufacturer or supplier to ensure that it is clearly understood how the machinery should be safely maintained.

All employees will receive adequate information, instruction and training to ensure they can implement safe maintenance of machinery.

In consultation with employees responsible for maintenance, Somerton Town Council will:

- 🏠 Complete risk assessments and safe systems of work clearly stating the risks and hazards of maintaining the machinery, how the machinery is to be isolated for general or specific maintenance, and how any parts of the machinery have to be moved and locked into position for maintenance and the risk of these parts falling.
- 🏠 Assess all hazards that arise when guards are removed.
- 🏠 Assess how maintaining machinery affects the environment.
- 🏠 Ensure appropriate measures to protect any employees carrying out maintenance operations are taken when a risk assessment has identified a risk to health or safety.
- 🏠 Provide all PPE that is identified as necessary to protect employees, so they can carry out their work safely.
- 🏠 Ensure that all employees are aware of reporting procedures to notify the Town Clerk, so problems can be identified as soon as they arise and remedial action taken.

## 40. Manual Handling

In order to prevent injuries and long term ill health from manual handling, Somerton Town Council will ensure that operations involving manual handling will be eliminated so far as is reasonably practicable. Where this is not possible or practicable, risk assessments will be carried out to reduce the risk to an acceptable level and ensure a hierarchy of control measures is put in place. In considering these controls an ergonomic approach will be taken to ensure health, safety and productivity is optimised.

These controls may include, as appropriate:

- 🏠 Mechanical assistance.
- 🏠 Redesigning the task.
- 🏠 Reducing risk factors associated with the load.
- 🏠 Improving the working environment.
- 🏠 Employee selection.

All manual handling is risk assessed by Somerton Town Council in line with the Manual Handling Operations Regulations, 2002. This includes ensuring that:

- 🏠 All manual handling tasks are risk assessed where relevant and records kept.
- 🏠 Manual handling is eliminated or avoided as far as is reasonably practicable.
- 🏠 Risk of injury is reduced to the lowest level reasonably practicable.
- 🏠 All employees are trained in safe methods of lifting, with training and information given to employees documented.
- 🏠 Information given to employees carrying out manual handling activities will include details of approximate weights of loads to be handled and objects with uneven weight distribution.
- 🏠 Employees adhere to safe systems of work and are appropriately supervised.
- 🏠 Where practicable, load information is displayed on loads.

- 🏠 Any incidents, accidents, injuries or near misses relating to manual handling are investigated with remedial action taken as required.
- 🏠 Where relevant, employees undertaking manual handling activities will be suitably screened for reasons of health and safety before carrying out manual handling activities.
- 🏠 Employees declare any health or medical conditions or issues that may put them at risk with regard to manual handling.
- 🏠 Special arrangements are made for employees with health conditions which may be adversely affected by carrying out manual handling activities.
- 🏠 No employee will be required to lift any item they do not feel confident of doing without risking personal injury.

Any employee may not carry out manual handling duties if they are not trained and competent to do so.

## **41. New and Expectant Mothers**

Currently there are no known employees that are new or expectant mothers. However, should this change the following will apply:

The Town Council recognise that they have a duty of care to protect new and expectant mothers and that due to their condition, different and/or additional measures over and above the general precautions taken to protect health and safety may be necessary.

The Town Council will:

- 🏠 Ensure that employees are instructed to inform their relevant manager or the Town Clerk of their condition at the earliest opportunity and that at all times the highest level of confidentiality will be maintained.
- 🏠 Carry out risk assessments for all work activities undertaken by all new and expectant mothers, in conjunction with them, and all associated records and documents will be retained.
- 🏠 New and expectant mothers are informed of any risks that may affect them, or their child and the control measures that are in place and/or will be taken to protect them and their child.
- 🏠 Any adverse incidents are immediately reported and appropriately investigated.
- 🏠 Should suitable alternative work be offered and accepted additional appropriate training is given.
- 🏠 Should new and expectant mothers need to take time off for medical reasons associated with their condition, appropriate provision is made to enable them to do this.
- 🏠 Where required or relevant, a rest area for new or expectant mothers is provided, ensuring a degree of privacy and calm.

- 🏠 Where a new mother is expressing or breastfeeding adequate provision is made to enable her to do this in privacy and reasonable comfort. Ideally this would include a private area, with lockable door and a fridge, if required, exclusively for the storage of breast milk.
- 🏠 Where risks cannot be eliminated or reduced to a level considered acceptable, then consideration will be given to adjusting working conditions and/or hours, or if necessary providing alternative work, or suspension with pay.

## 42. Noise

Somerton Town Council will, as far as is reasonably practicable, take all steps necessary to ensure the risk of hearing damage to employees who work with noisy equipment, or in a noisy environment, is reduced to a minimum using the hierarchy of control methods. It is recognised that PPE, such as ear defenders, is a last resort, and alternative control methods will be put in place wherever practicable.

The Town Council will carry out regular noise assessments of noisy areas, processes and/or equipment as appropriate. These assessments will be formally recorded and reported, updated regularly and used as a basis for monitoring and reducing noise levels where appropriate. Any change in work process that affects the noise levels will require an updated assessment.

Suitable and effective ear protection will be provided to all employees working in high noise levels where it is identified as being required by noise exposure assessments. Employees will receive information, instruction, supervision and training with respect to hearing protection. Any area where hearing protection is required will be clearly designated and marked by the Town Council and statutory signage used to identify these areas and the actions required. All persons entering these zones will be required to wear ear protectors.

All equipment used for the purpose of reducing noise exposure, such as enclosures, silencers and machine covers will be maintained appropriately and their use will be monitored. All employees will be required to use all equipment and procedures correctly and promptly report and deficiencies or defects to the Town Clerk. They must also report to the Town Clerk any problems they feel are arising as a result of noise on Town Council property or holdings.

As part of the Town Council's hearing conservation and noise control, all employees will receive training adequate and relevant to their duties. Those employees subjected to high noise levels will be provided with adequate information, instruction, training regarding the harmful effects of noise and receive information and training on how they are to protect themselves as well as how to meet policy and statutory requirements. Managers and supervisors, if responsible, will receive appropriate training on how to formulate and carry out the Town Council's noise policy.

Employees exposed to high noise levels will have their hearing monitored as part of health surveillance, to ensure their hearing is not being adversely affected. This will include possible pre-employment and regular audiometric tests carried out by trained personnel.

### 43. Outdoor and Peripatetic Working

Somerton Town Council recognises it's duty of care to all those who work outdoors or away from their normal base. So as not to add to the risk to their health and safety, the Town Council will:

-  Ensure outdoor activities are planned, with a risk assessment and site inspection conducted – identifying key hazards and a dynamic risk assessment completed if necessary, before work commences.
-  Where work on a site controlled by a third party is being undertaken, ensure risk assessments and safe systems of work will be reviewed and agreed.
-  Establish a procedure of safe systems of work including risk assessments, staff information, instruction, training and supervision.
-  Ensure suitable arrangements are in place for emergencies, including adequate First Aid provision.
-  Ensure suitable PPE is made available to staff either from the Town Council or from the third party in control of the site.

Employees are responsible for ensuring when they are working outdoors or away from base that:

-  If working on a third party site they report to the foreman or person responsible for the site and ensure they receive an adequate safety and induction brief that includes familiarisation with safety precautions for that site and that they are familiar with all emergency arrangement that are in place before starting work.
-  Any problems, issues or shortcomings are reported, as soon as is reasonably practicable to their manager or the Town Clerk as well as to the person responsible for the site, in line with local arrangements for that site.
-  If, whilst the work is being undertaken, there is a change to any aspect of the task or conditions that increase the risk that work is stopped, unless to do so would present a greater level of risk.

### 44. Permits to Work

Permits to work are used by Somerton Town Council to check that all eventualities have been covered when non-routine work such as maintenance, cleaning, equipment installation and refurbishment is being undertaken and that all risks involved are minimised. They exist to cover specific tasks, carried out under certain circumstances and they are time dependant.

All persons are expected to comply with permits to work when they are in force and any requirements laid down in the permits to work. Permits to work will be displayed whilst the designated work is being undertaken and will be removed when the work is complete.

Permits to work may only be written and managed by a competent and qualified person. Any problems with the permit to work system should be drawn immediately to the attention of the Town Clerk so the problems can be investigated and rectified.

The Town Council will provide the necessary information, instructions, training and supervision to ensure all appropriate persons are fully aware permits are in use and are competent and qualified to undertake the work detailed in the permits.

## 45. Personal Protective Equipment (PPE)

Somerton Town Council recognise that PPE is only used where another safe system of work cannot be implemented and that it is not a substitute for other safer methods of risk reduction or risk prevention. PPE is provided free to all employees. It is bespoke fitted, relevant to the task in hand and does not increase the overall risk to employees. All PPE and its provision is in line with the Personal Protective Equipment at Work Regulations, 1992.

Regular training for all employees is provided in relation to PPE and employees are consulted as to their PPE needs and requirements before PPE is purchased by the Town Council to ensure it is relevant to individuals concerned.

Managers are responsible for ensuring PPE is worn appropriately and regular spot checks are undertaken. Employees who are provided with PPE for their own use at work, will be required to sign to confirm it's receipt and that they know how to use and maintain the PPE effectively and appropriately. They will also be required to sign to say they will ensure they wear the provided PPE when it is required.

## 46. Radiation

Somerton Town Council acknowledges the health of employees may be put at risk from non-ionising radiation (NIR), which covers optical radiation and electromagnetic radiation and that the associated health hazards are very wave-length dependent.

The Town Council manage radiation in line with the Radiation Regulations, 2007.

To protect employees from exposure to NIR the Town Council will:

-  Provide information, instruction, training and supervision to staff who work with, or may be subject to NIR, including any that is naturally occurring.
-  Reduce exposure to NIR to ensure it is as low as possible.
-  Provide safe systems of work.

## 47. Risk Assessment

Risk assessment is a systematic examination of factors that can cause harm to people whilst on Somerton Town Council property or undertaking any work or duties for Somerton Town Council.

1. Somerton Town Council has developed a standardised risk assessment process to ensure consistency in implementation and a standardised approach to documentation.

2. Somerton Town Council accepts that some of their operations may, unless properly controlled, result in risk to employees, and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level.
3. Somerton Town Council will take all reasonable steps to ensure that risk assessments are carried out which will detail the range of hazards associated with working operations together with any necessary remedial actions.
4. The Health and Safety Consultant will provide an avenue through which any concerns raised from the risk assessment can be brought up for more formal discussion.
5. It is expected that risk assessment will be undertaken utilising both individuals who are trained and competent in using the risk assessment process and individuals who have special knowledge of the task. Somerton Town Council remains responsible for the implementation and operation of the risk assessment process.
6. The purpose of the risk assessment is to formulate a system of control for hazards associated with both the daily working environment, working practices and unplanned events.
7. The risk assessment process must cover normal, abnormal and accidental conditions, which may arise within an activity.
8. All persons carrying out duties for Somerton Town Council will be made aware of, and contribute to the writing of the risk assessments relevant to their duties. They will given appropriate training on how to write risk assessments and dynamic risk assessments.

Somerton Town Council will in consultation specialist consultants, ensure that risk assessments are relevant, current, and reviewed regularly as appropriate.

## **48. Slips, Trips and Falls on the Level**

Somerton Town Council recognises the potential for slip, trip and fall incidents within its operations and on it's owned assets. Slip, trip, fall prevention is a complex issue which Somerton Town Council is committed to reviewing in the management procedures. A planned inspection and maintenance programme is in place to reduce the likelihood of slip, trip and fall incidents.

## **49. Smoking**

Somerton Town Council enforces a strict no smoking policy. This policy applies to all on Town Council property, with no exceptions, as the Town Council recognises that all have the right to a smoke free environment.

## 50. Stress

Somerton Town Council try to ensure that the working environment is pleasant and that employees are as free from stress as possible. It is acknowledged that stress, as defined by the HSE, is 'the adverse reaction people have to excessive pressure or other types of demand placed on them' and is detrimental to health.

In order to minimise employee stress, the Town Council will:

-  Work towards identifying work place stressors and through risk assessment processes endeavour to eliminate stress, or where this is not possible, reduce and control the risks from stress.
-  Regularly conduct reviews of the risk assessments.
-  Consult with employees on issues relating to the prevention of work place stress.
-  Ensure that employees affected by stress, either work-related or external, have access to confidential counselling.
-  Ensure all managers and supervisors are trained in good staff management practices.
-  Provide adequate resources to managers to enable them to implement the Town Council's stress management strategy.

All employees will be informed that should they be experiencing unreasonable stress, which they consider to be work related, then they should raise their concerns with the Town Clerk, who will instigate the grievance procedure. Once actions to reduce stress risk have been implemented, the employee concerned should be reassessed, if risks remain unsustainable by the employee, it may be necessary to reassign them to duties, or other work, where the risks are assessed as tolerable.

## 51. Temporary Employees

The Town Council recognises the need to ensure the health and safety of any casual or temporary employees and as such will provide an induction programme for all casual or temporary employees to ensure they have adequate information necessary to conduct their duties safely and maintain the safety of others.

The induction programme will include:

-  Notice of required qualifications and skills required to ensure safe working.
-  Information relating to any health surveillance which is provided under statutory provision.
-  Risk assessments relevant to their work and the risks to health and safety these identify.
-  Preventative measures in place and safe working procedures.
-  Actions to be taken in the event of any emergency.

The competency and qualifications of any casual or temporary workers will be assessed prior to them starting work to ensure they are capable of working safely.

## 52. Training

Somerton Town Council recognise both the legal requirement to provide health and safety training and the fact it creates competent employees who will make an effective contribution to on-going health and safety. It is recognised that increased competence through training allows employees to acquire skills, knowledge and attitudes that support a positive health and safety culture.

All employees will be adequately informed about:

- 🏠 The Health and Safety Policy.
- 🏠 How the system is structured for delivering this policy.
- 🏠 How this relates to the organisation as a whole, their job and each individual employee personally.
- 🏠 Which parts of the system are relevant to them, the major risks identified in activities and how these risks are controlled.
- 🏠 Health and safety hazards and risks relevant to them and their work.
- 🏠 Health and safety arrangements that are relevant to them.
- 🏠 Communication processes in place to enable effective problem solving.

Managers and supervisors will receive additional training including:

- 🏠 Communication and leadership skills.
- 🏠 Appropriate safety management techniques.
- 🏠 Skills related to delivering training and instruction.
- 🏠 Risk assessment.
- 🏠 Relevant health and safety legislation.
- 🏠 Knowledge of how planning, measuring, auditing and review processes for health and safety are implemented.

All employees will receive an induction training programme, this will include, but not be limited to:

- 🏠 Fire – procedures, warning systems, actions to be taken on receiving a warning, locations of exits and escape routes, assembly procedures, fire marshals and their duties.
- 🏠 First Aid – accident, illness or injury reporting procedures, names and locations of First Aiders or Appointed Persons, location of first aid equipment and how to complete an accident report.
- 🏠 Instructions on prohibited areas and prohibited actions.
- 🏠 Issue, maintenance and use of PPE.
- 🏠 Instruction relevant to CoSHH and the location of all relevant CoSHH sheets.
- 🏠 Mandatory protection areas.
- 🏠 Thorough instruction relevant to their particular duties.

It is recognised that on-going training and refresher training will be required for all employees, this training will be reviewed in light of: job changes, promotions, new activities, technology or processes, changes as a result of an incident or accident and performance management. Records of training will be kept for all employees.

Employees will:

-  Participate in induction training or on-going training relevant to the activities they are required to carry out.
-  Work in accordance to the contents of any training they receive.
-  Ensure they ask for clarification, or additional training, if there are any points they do not understand.
-  Not carry out any hazardous activity, use hazardous chemicals or operate hazardous plant or equipment unless they are competent to do so and have received appropriate information, instruction and training, as well as being adequately supervised.

## 53. Vibration

Somerton Town Council recognises that regular exposure to continuous vibration from a work process may have the potential to cause occupational diseases and long term ill health, known collectively as hand-arm vibration syndrome (HAVS) or whole body vibration (WBV).

To minimise the risk from vibration, Somerton Town Council will:

-  Assess the health risks from exposure to continuous levels of vibration and ascertain the control measures required.
-  Introduce effective control measures to ensure exposure to HAVS or WBV are eliminated or reduced as far as is reasonably practicable.
-  Record all assessments and review them at least annually, or when any changes occur.
-  Ensure that the equipment used is the most appropriate for the job.
-  Ensure that employees who are responsible for managing work with likely exposure to HAVS or WBV are competent and adequately trained.
-  Provide information, instruction and training for employees identifying risks, harmful effects and precautions to take in relation to continuous vibration.
-  Ensure a risk assessment and specialist advice is taken before any new equipment or processes are introduced where there is a risk of HAVS or WBV.
-  Maintain records of vibration equipment likely to cause HAVS or WBV.
-  Monitor exposure to HAVS and WBV and provide health surveillance where necessary.
-  Maintain tools to manufacturer's specifications to ensure vibration does not worsen.

## 54. Violence

Somerton Town Council recognise that there is the possibility of violent behaviour towards employees in certain situations and consequently the Town Council will take all reasonable and practicable measures to protect staff from aggression and violence.

Violence and aggression is defined as:

-  Threats against employees.
-  Verbal abuse which includes gestures, swearing and shouting.
-  Physiological abuse of employees.
-  Actual or threatened physical assault.

In order to protect employees, Somerton Town Council will:

-  Carry out risk assessments in relation to potential conflict situations to determine the control measures required to adequately protect employees.
-  Ensure all premises are kept secure, especially when employees are potentially lone working.
-  Inform all employees of the procedure that will be followed after an incident of violence or challenging behaviour.
-  Adopt a zero tolerance approach to violence or challenging behaviour towards employees.
-  Provide appropriate support to employees involved in any incident.
-  Support the decisions of any employees involved in any incident with regards to pressing criminal charges.
-  Provide, as required by the employees, any counselling or post-incident support.
-  Keep records of all incidents of violence and aggression towards employees and review the control measures after any incident with a view to the continued improvement in employee safety.

## 55. Visitors and Third Party Safety

Somerton Town Council have a commitment to ensuring third party safety and their risk assessment procedures reflect this, and their duties under the Health and Safety legislation. Whilst it is acknowledged that no premises or site can be made 100% safe, Somerton Town Council are committed to reducing the risks to all as far as is reasonably practicable. Visitors to the business premises receive a welcome brief including key health and safety information – as do responsible persons hiring venues, whilst employees working off-site, ensure the safety of others through the use of safe systems of work, risk assessments, safety equipment and communication and co-operation with others.

Employees hosting visitors must ensure that:

- 🏠 They are authorised to enter the premises and be accompanied.
- 🏠 They adhere to the health and safety instructions and rules relevant to their visit.
- 🏠 Adequate information is passed to ensure their safety whilst visiting, including emergency information.
- 🏠 Any required PPE is provided and worn.
- 🏠 Any accidents or incidents that involve visitors are reported through the accident reporting arrangements already in place.

In the event of an emergency, such as a fire alarm sounding, all visitors must be escorted to the assembly point by their hosts. Visitors must report to the senior person on duty, such as the Chief Fire Marshal before leaving the area.

Somerton Town Council also recognises its duty of care to unauthorised visitors and as such ensures as far as is reasonably practicable, suitable and sufficient steps are taken to prevent their access to any properties, for example with the use of intruder alarms. Where it is reasonably foreseeable that an unauthorised person may gain entry to Town Council property, safety measures will be put in place, as far as is reasonably practicable, to ensure their safety – for example ensuring fragile roof surfaces cannot be accessed at any time.

## 56. Waste Management

Somerton Town Council will instigate a waste management plan for any work carried out when required to by legislation. In order to complete the plan effectively, the Town Council will identify:

-  The client.
-  The principle contractor.
-  The person with overall responsibility for the waste management plan.
-  Location of the site where the work will be carried out.
-  Estimated cost of the project.

In carrying out any work on a site, the Town Council will ensure waste is processed in the following hierarchical order:

-  Reuse (on or off site).
-  Recycle (on or off site).
-  Send off site for recovery.
-  Send for incineration.
-  Send to land fill (last resort).

The waste management plan will:

-  Identify each type of waste that is expected to be produced.
-  Estimate the quantity of each waste type.
-  Describe the waste management action for each identified type of waste.

The waste management plan will comply with the duty of care and ensure that materials will be handled efficiently and waste managed in an appropriate way. Licensed contractors will be engaged to process all waste leaving the site.

Additional duties may include:

-  Ensuring co-operation between all parties involved on the project during the construction phase.
-  Discussing waste management with each individual site worker through the use of site induction briefings, training, and toolbox talks.
-  Ensure that waste is reused, recycled or recovered, where it is reasonably practicable to do so.

## 57. Work Equipment

Somerton Town Council will provide a safe working environment with respect to work equipment safety under the Provision and Use of Work Equipment Regulations, 1998 and ensure all employees receive appropriate health and safety information and training in the use of their work equipment.

Employees, councillors, volunteers and other persons may use many items of powered work equipment, such as drills, grinders, welding equipment, steam pressure washers etc. in addition to non-powered equipment such as lifting accessories, spanners and stanley knives. The use of these items can cause significant risk to the users and others nearby.

All plant and machinery used and operated by the Town Council is manufactured to approved safety standards, and must be used in accordance with the manufacturer's instructions and the guidance notes provided with the equipment, copies of which will be provided to the relevant users.

All new equipment purchased or hired shall be the subject of the following checks:

- a) Instructions have been supplied with the equipment, and the instructions are relevant to the equipment/ model supplied.
- b) Visual safety inspection, no visual damage, all guards are have been supplied and have been correctly fitted.
- c) Electrical equipment and associated leads shall be the subject of a PAT test and if the test proves the equipment is safe test stickers shall be applied to the each item rested.
- d) If the equipment is totally new to the Town Council or a new model of an existing machine Employees training shall be given by a competent person, to the Employees who will be required to use the equipment, at the end of the training each member of Employees shall demonstrate that they can operate the machine safely.
- e) A record of Employees training shall be completed and be signed by the recipient of the training.
- f) All new Employees will be required to demonstrate their competence on existing equipment when they join the Town Council.
- g) Any member of Employees who is unsure of the operation of an item of equipment shall request training before using that equipment.

It is the responsibility of the Town Clerk to ensure that plant and equipment are only operated by those employees who have the authority to do so, and who are sufficiently trained and competent in the handling/operation of the particular equipment:

-  Any equipment fitted with a guard or guards to protect moving parts must not be operated if any guards have been removed.
-  Equipment must not be adjusted when they are running, unless the manufacturer has made specific provision for such adjustment.

- 🏠 The purpose and method of action of all switches must be clearly marked and those members of Employees using the equipment must ensure that they are fully aware of the operational functions of the switches.
- 🏠 Many of the operations carried out involve the use of electrical equipment. Employees may use drills, and grinders in the course of their work. Furthermore, some of work is undertaken outdoors in aggressive environments, where the weather can make electrical equipment wet through rain, frost or dew, and there are many sharp edges that can damage cables. Therefore, the risk of electric shock and burns is significant.
- 🏠 Any equipment hired for use by the Town Council or its sub-contractors shall be checked to ensure that appropriate inspections and tests have been carried out and that the documentation providing evidence of such checks is available.
- 🏠 Adequate information, instruction, training and supervision will be provided to all employees and this includes relevant refresher training as deemed appropriate and necessary.

## 58. Work at Height

Falls from height are the biggest cause of fatalities in all industries. Some of the work, such as rigging lights at Edgar Hall, undertaken by employees is undertaken at a height greater than two metres. Therefore it is reasonable to say that falls from height is a potential significant risk that Somerton Town Council needs to mitigate.

The Town Council's policy is to ensure that the risk from falls from height and falling objects is minimised by favouring control measures that protect many persons, such as edge protection / guardrails, in preference to those that protect individuals, such as harnesses and lines.

The Town Council has set out a hierarchy for managing and selecting equipment for work at height. The Town Council will ensure that qualified and competent persons, such as sub-contractors will:

- 🏠 avoid work at height where they can;
- 🏠 use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- 🏠 where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The Town Council will ensure that:

- 🏠 all work at height is properly planned and organised;
- 🏠 all work at height takes account of weather conditions that could endanger health and safety;
- 🏠 those involved in work at height are trained and competent;
- 🏠 the place where work at height is done is safe;
- 🏠 equipment for work at height is appropriately inspected;

- 🏠 the risks from fragile surfaces are properly controlled; and
- 🏠 the risks from falling objects are properly controlled.

Provision of access will be by means of scaffold, mobile scaffold towers, mobile elevating working platforms (MEWPs), podium steps or stepladders and ladders for which will only be used by suitably trained operatives.

The Town Council is responsible for ensuring that the risks from falls from height are identified and controlled at all times.

The elimination of elevated work risk is a prime goal and this has been adapted from the Working at Height Regulations 2013.

All open sided surfaces that qualify as elevated work locations will be effectively barricaded or other fall protection measures will be provided. Elevated work is defined as:

Any work performed at any level which may cause injury to people in the event of a fall from that height.

Preferred protection is guarded work platforms (or walking/working surfaces) with hand rails or other barriers. Where physical conditions prevent protected walk/work surfaces, a personal fall arrest system will be provided.

All persons undertaking any form of working at height, will be appropriately trained and their competency proved through provision of appropriate training certificates. All employees, councillors and volunteers, as well as self employed employees, sub-contractors and temporary workers will have been briefed at induction and refresher training that working at height without the appropriate competency, qualifications and training is strictly forbidden.

## **59. Working Time Regulations**

Somerton Town Council will ensure that all employees adhere to the working time regulations, which are designed to limit the number of hours individual employees have to work. Somerton Town Council will not encourage workers to work over the forty eight hours, but workers can opt out and work longer hours if they wish. Workers can revoke their opt out if they give suitable and sufficient notice period.

Somerton Town Council does not encourage excessive working hours as it recognises the likelihood of increased tiredness, mental health problems, general ill health and the making of mistakes that lead to accidents that are associated with long working hours.

## 60. Young Persons and Vulnerable Workers

Somerton Town Council currently employs no young persons – defined as someone who is under the age of 18. However, should this situation change the following will apply:

Whilst Somerton Town Council takes precautions to protect the health and safety of the employees as a whole, they acknowledge that there are certain occasions when additional or alternative measures may be necessary to protect young persons or vulnerable workers.

To ensure their safety, Somerton Town Council will:

-  Carry out risk assessments to cover the activities of young persons or vulnerable workers.
-  Put into place the actions deemed necessary from the risk assessment process.
-  To discuss with and inform the young person or vulnerable worker of any risks associated with their work and explain the control measures put in place to protect them.
-  Provide a copy of any relevant documentation, including risk assessments, to the parent/guardian of any person below school leaving age.
-  Provide additional appropriate information, instruction, training and supervision as determined by the risk assessment.

This policy will be reviewed and revised as necessary to reflect changes to legislation or business activities, but at least once every three years.

Any changes of this policy will be brought to the attention of all interested parties.

Signed:

Dated:

Position: