



# Totton & Eling Town Council

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## Health and Safety Policy

Prepared by



March 2024

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## Policy Amendment History

Version	Date	Amendment Details
1.0	January 2017	Proposed health and safety policy.
1.1	March 2017	Policy updated following review by Totton & Eling Town Council
1.2	April 2017	Changes made to employee's responsibilities.
1.3	June 2017	Updated title to the organisation chart, H&S responsibility description changes.
1.4	June 2018	Changes made to the organisation structure
2.0	Jan 2019	Annual Review
3.0	Jan 2020	Inclusion of a Stress Management & Mental Health Awareness Policy
4.0	April 2021	Policy review and updated format.
5.0	April 2022	Policy review, update to COVID-19 arrangements.
6.0	April 2023	Annual review and update to include alteration to organisational chart and responsibilities section.
7.0	March 2024	Annual review, removal of COVID-19 section.

Version	Author	Date
7.0	Lauren Mayhew	26/03/2024

Compiled and Updated by



# Part 1 – General Statement of Intent

Totton & Eling Town Council recognises its obligations to ensure the health, safety and welfare of its employees and those affected by its actions. Totton & Eling Town Council understands the benefits of creating a strong and healthy safety culture within this organisation and appreciates the need for all levels of the workforce to be involved in implementing the policy.

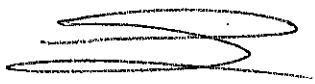
Totton & Eling Town Council is fully committed to encouraging a culture of openness within our workforce regarding health and safety. We regard the promotion of health and safety matters as a mutual objective of both management and employees to ensure that practical, achievable safety standards are agreed and maintained by everyone within our organisation.

Good safety leadership begins with the commitment of senior management to ensure that the responsibilities and arrangements detailed within this document are carried out fully. The senior decision-makers within the organisation commit to providing the necessary resources to implement this policy. Susan Cutler is appointed as the Town Clerk responsible for health and safety. They will take responsibility for the effective implementation of this policy.

The Council will, so far as is reasonably practicable:

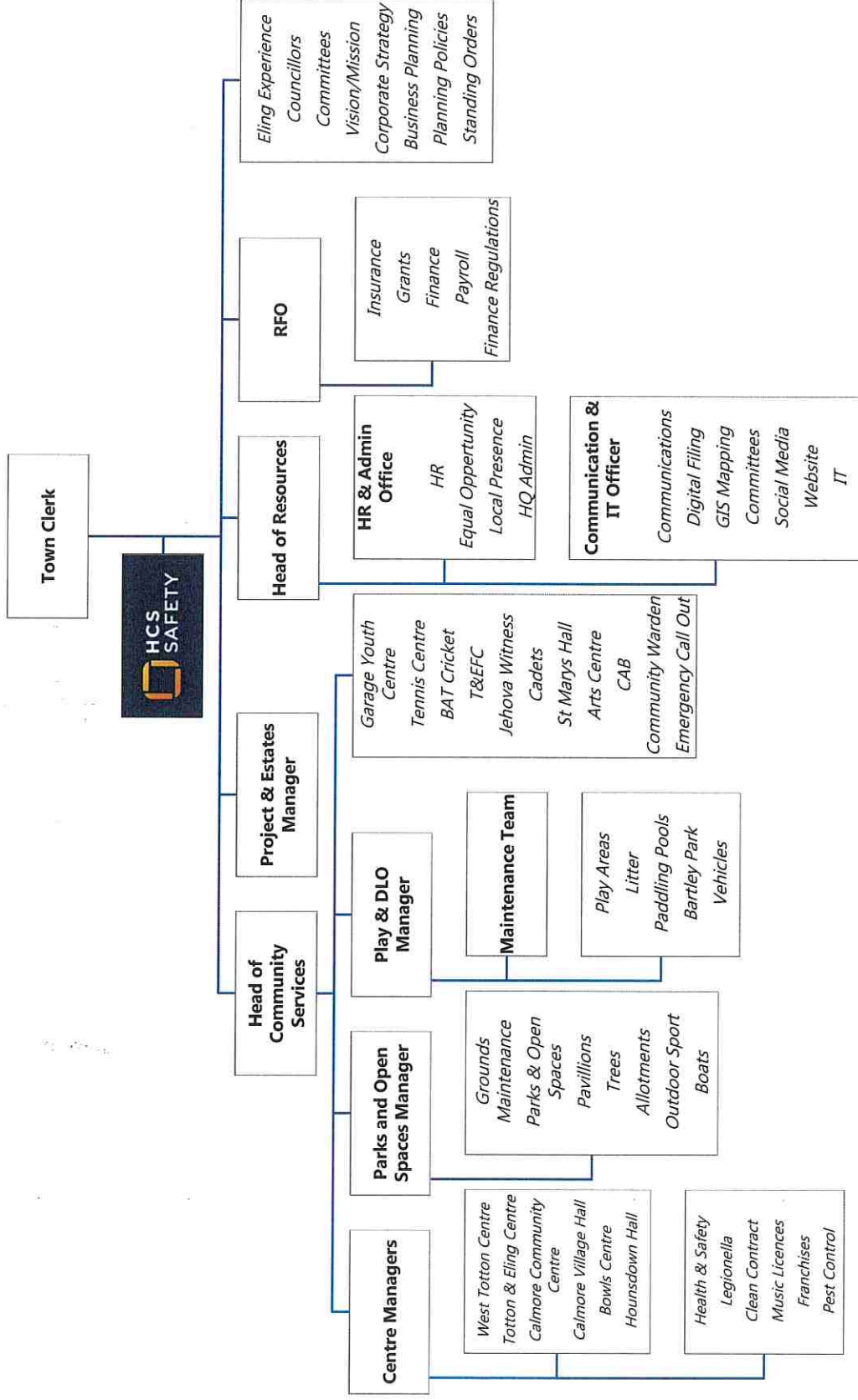
- provide and maintain equipment, and systems of work that are safe and without risks to health.
- arrange safe and healthy systems for use, handling, storage and transport of hazardous articles and substances.
- provide sufficient information, instruction and training for all our employees, as is necessary, for them to conduct their work activities in a safe manner.
- provide and maintain means of access to and from the workplace that are safe and without risks to health.
- provide and maintain a safe and healthy working environment at all locations, in accordance with the relevant statutory requirements.
- provide and maintain adequate facilities and arrangements for the welfare of our employees whilst at work.

This policy is reviewed annually in liaison with our safety consultants and may be revised in the interim.

Name	Signature	Position	Date
Susan Cutler		Town Clerk	11.4.24

# Part 2 – Organisation and Responsibilities

## Organisation Chart



# Health and Safety Responsibilities

Everyone within Totton & Eling Town Council has a significant contribution to make towards implementing this policy.

The following section describes the individual health and safety responsibilities for the roles present on the management structure chart. All persons within the organisation should be familiar with their health and safety responsibilities as failure to undertake them fully may be seen as misconduct or gross misconduct.

## **Town Clerk**

The Town Clerk has overall responsibility for ensuring that the policy is comprehensive, effective and kept up to date.

In particular, he will;

- appoint competent persons to be responsible for health and safety.
- ensure that a health and safety policy is developed and brought to the attention of all employees.
- sign and date the general statement and ensure that the policy is reviewed at least annually.
- ensure that adequate funding and resources are made available to meet the requirements of the policy.
- review safety inspection reports and accidents as required.
- set a personal example of safe behaviour.
- sign and date the general statement and ensure that the policy is reviewed at least annually.

## **Head of Community Services**

The Head of Community Services is responsible for monitoring the effectiveness of the Health & Safety Policy and ensuring that it is followed by all staff in line with responsibilities indicated on the organisation chart shown on the previous page.

In particular, he will;

- have full knowledge of all parts of this policy and how it relates to the management system.
- authorise health and safety expenditure.
- ensure that required training for staff at all levels is provided.
- initiate disciplinary action against staff who do not comply with their duties under the policy or statutory requirements.
- ensure that all employees have knowledge of this policy and that they are updated when any changes are made.
- ensure that employees seek advice of health & safety specialists whenever needed.

- ensure that the workforce is consulted over any changes that may affect health or safety.
- ensure that any contractor appointed or self-employed person working on behalf of the Council, is competent to do the work.
- ensure that plant and machinery used by the Council is to a suitable standard.
- ensure records are kept as required by legislation and retain documents for the appropriate time periods.
- ensure contractors are liaised with as required for effective project management and under the requirements of the Construction (Design and Management) Regulations 2015.
- set a personal example of safe behaviour and acknowledge suggestions for improvement.
- ensure that lines of communication with the Principal Designer and contractors remain open as required for effective project management and under the requirements of the Construction (Design and Management) Regulations 2015.

### **Managers and Heads of Department**

All managers and Heads of Department are accountable to the Town Clerk for implementing the relevant requirements of the policy within the areas for which they are responsible.

In particular, they will;

- ensure compliance with the policy in all activities for which they are responsible.
- ensure that adequate resources are made available for all activities under their control.
- ensure the provision of adequately trained and competent personnel for all work activities under their control.
- when visiting site, report any non-conformities observed to the site team to ensure that standards on site are maintained at the high level expected by the Council.
- establish and maintain procedures to ensure that all places, equipment and systems of work are safe and without risks to the health of employees or others who may be affected.
- identify health and safety training needs in conjunction with the Head of Community Services.
- give support and encouragement to all personnel for whom they are responsible.
- take note of any comments on health and safety matters raised by staff or site personnel and pass these on to the Head of Community Services as appropriate.
- set a personal example of safe behaviour.
- ensure that staff are familiar with method statements and risk assessments, to ensure full understanding if necessary.
- ensure as best they can that contractors conduct their activities in a safe manner and comply with safety rules, their method statements and procedures.
- encourage staff to report any hazards observed.



- address any hazards reported or observed.
- ensure as best they can that all plant, tools and equipment used is safe, free from defect and has the required statutory certification, where appropriate.
- ensure that staff tidy away any debris, packaging materials etc., that could cause a slipping or tripping hazard to themselves, co-workers or members of the public.
- ensure that personal protective equipment (PPE) is provided and used as required by the Council rules and procedures.
- use the Council disciplinary procedures when appropriate to ensure compliance with health and safety law.
- co-operate with external health & safety specialists in all health and safety matters.

### **All Staff**

All staff must also comply with the requirements of this policy and cooperate with the Council in its efforts to prevent accidents and ill health.

In particular, they will;

- take reasonable care for the safety of themselves and of any other persons who may be affected by what they do or fail to do at work.
- co-operate with their employers or any other persons in the performance of their statutory duties.
- not misuse or interfere with anything provided in the interests of health, safety or welfare.
- read and comply with the Council health and safety rules.
- behave in a responsible manner at all times.
- develop and demonstrate a personal concern for the health and safety of themselves and others.
- report damage to plant, tools or equipment to their immediate Supervisor.
- use only tools and equipment for which they have received training and authorisation.
- use and look after the protective equipment provided and report to their supervisor when it becomes worn or defective.
- ensure that any personal injuries are recorded in the accident book.
- propose to their immediate supervisor ways of eliminating hazards and improving safety at their workplace.

### **Contractors on Council Premises/Sites**

All contractors working on Council premises will, at all times cooperate with the Council's rules, procedures and must comply with legal duties as stipulated in the Construction (Management & Design) Regulations 2015.

In particular, they will;

- provide a copy of their health and safety policy and any risk assessments, procedures and method statements relating to the work to be undertaken.
- ensure that their activities are conducted safely, without risk to health, and in accordance with all relevant health and safety legislation.
- ensure all work activities comply with the specific requirements of the Council where applicable.
- ensure that all accidents or injuries sustained as a result of their activities are recorded in the accident book and reported to the service/site manager who will decide if the Head of Community Services needs to be informed.
- provide trained and competent operatives and ensure their attendance at any training course arranged by the Council.
- ensure that their employees are provided with the appropriate personal protective equipment and that it is used as directed.
- cooperate with the Head of Community Services and external health & safety consultants during inspections and audits.
- set a personal example of safe behaviour.

### **Visitors to Council Premises (Non-Customers)**

The Council management ensures safe access/egress for visitors to all Council managed premises. In order to ensure their safety and well-being, all visitors to Council premises must;

- sign into the visitor's book and read the Council safety rules where appropriate.
  - not enter any working areas unless accompanied by a Council representative.
- observe at all times Council safety rules and safety procedures.
- wear any personal protective equipment (PPE) as instructed.

# Part 3 – Health and Safety Arrangements

## General Arrangements

### Health and Safety Assistance

Totton & Eling Town Council has formally appointed HCS Safety Ltd. as their competent advisors on matters of Health and Safety under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

HCS Safety provide a retained service which includes the following:

- Use of SafetyNet, a bespoke online system that allows access to:
  - Training records
  - The latest Annual Safety Review
  - Records of communication between Totton & Eling Town Council and HCS Safety
  - Safety Policy document
  - Reports of inspections
  - Editable document library
  - Facility to create new users within Totton & Eling Town Council
- An Annual Safety Review in which we are audited against our safety management system.
- The creation and updating of this health and safety policy.
- Access to a duty advisor over the phone for day to day safety queries.
- Accident investigations for situations where the injured party is an employee of Totton & Eling Town Council.
- A monthly newsletter to enable Totton & Eling Town Council to stay up to date with current safety news.
- Access to an Annual Safety Forum that includes industry specific presentations, strategy updates and opportunities to network with similar organisations.
- Free seminars and workshops on live issues
- Exclusive preferential fees for other safety services.

### Safety Management System (SMS)

HCS Safety have provided a Safety Management System (SMS) which is based on the principles of Plan, Do, Check, Act outlined within the Health & Safety Executive's guidance document HSG 65.

Blank forms to populate the SMS are found in the library section of SafetyNet.

The SMS is divided into broad headings as follows:

- Competent Advice
- Health & Safety Policy
- Competence and Consultation
- Working Safely
- Monitoring and Recording

## **Reviews and Updates**

HCS Safety will conduct an Annual Safety Review each year to monitor the extent to which we are complying with the requirements of our SMS. The review will be attended by our HCS Safety advisor and at least one member of senior management. The review will involve discussion of the previous year's safety performance, any updates needed for this policy, future training requirements and any other safety or health needs that are relevant.

The policy will be updated within two weeks of the Annual Safety Review taking place.

### **Date of last Annual Safety Review: 26<sup>th</sup> March 2024**

An interactive version of the Annual Safety Review report will be available to view on the SMS tab of our SafetyNet portal. Actions may be closed out by adding comments to the observations and advice given.

Selected personnel within Totton & Eling Town Council will stay up to date on matters of health and safety by receiving a monthly newsletter from HCS Safety and other appropriate means e.g. online research etc.

Newsletters will either be distributed to the Company personnel or displayed on noticeboards. They can be downloaded from SafetyNet at any time.

## **Risk Assessments and Method Statements**

The Council ensures that risk assessments are carried out for tasks that involve significant risks to employees or others. Contractors are responsible for carrying out their own risk assessments, and these will be reviewed and approved to ensure compliance with Totton & Eling Town Council Policy prior to them being permitted to start work.

Centre Managers are responsible for ensuring that all necessary risk assessments are carried out to a suitable and sufficient standard and are updated on a regular basis seeking the advice of HCS Safety or the Head of Community Services as necessary.

The Council require the information in risk assessments to enable the coordination of other contractors.

The following procedure will be used to write risk assessments;

- identify hazards and who is affected.

- evaluate risks considering the likelihood and severity.
- control the risk using the hierarchy of risk control (see below).
- monitor the effectiveness of the control measures.
- review periodically and as necessary.

Method statements may be required in addition to risk assessments. These method statements outline the safe working procedures and will include the control measures detailed in the risk assessments.

Methods of controlling risk will follow the hierarchy below;

- avoiding risks at source.
- evaluating those risks which cannot be avoided.
- combating risks at source.
- adapting the work to the individual, especially with regard to the design of workplaces, and the choice of work equipment.
- adapting to technical progress.
- replacing the dangerous by the non-dangerous or less dangerous.
- developing a coherent overall prevention policy, which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- giving collective protective measures priority over individual protective measures.
- giving appropriate instructions to employees.

Risk assessments and method statements (RAMS) will be communicated to all personnel by means of face to face discussion and/or by distributing copies to individuals. Each of the relevant personnel will sign to confirm that they understand the contents of the RAMS and confirm that they will be working in accordance with it.

RAMS for individual properties under the Council's control will be stored on site and the original kept on file in the council offices.

### **Young Persons' Risk Assessments**

Young Persons are those who have left school but are under the age of 18. These individuals are required under the Management of Health & Safety at Work Regulations 1999 to have a specific risk assessment carried out.

Special issues that can affect young persons as a result of lack of experience in the workplace, lack of awareness of risk, risk perception and physical vulnerability.

Our young person's risk assessment will be undertaken on a personal basis with each young person that we employ. The assessment will identify hazards, specify and name a

mentor who will be responsible for the welfare of the young person and will also stipulate any restrictions on the work to be done.

Assistance will be sought from HCS Safety Ltd. in producing a young person's risk assessment.

## **Health Surveillance**

The Council recognises the importance of providing all its employees with adequate health and safety training.

On recruitment, all personnel are assessed on their individual training needs. Information and certification are obtained of previous training, and any further training required is identified and recorded on the training record/plan. The training record/plan is maintained regularly to ensure that it is kept up to date and is stored in section 3a of the SMS along with the certificates. The training record/plan is maintained by HR.

All personnel will be required to attend a safety induction prior to starting work for or on behalf of the Council. Induction training into the Council will include;

- the Council's health and safety policy.
- procedures for reporting of accidents and near misses.
- risk assessments and safe methods of work.
- first aid arrangements.
- sources of health and safety information.
- correct use of personal protective equipment where provided.
- the role and function of the Council health and safety consultant.
- fire emergency procedures.

## **Specialist Training**

Specific training will be given to those who require it. This may include;

- Fire Marshall.
- First Aid.
- Manual Handling.
- Asbestos Awareness (UKATA or equivalent).
- Work at Height

## **Consultation and Communication**

The Council will ensure that it takes a proactive role to promote the content, guidance and benefits of this policy by communicating the contents and responsibilities at induction.

The Council will encourage feedback from its employees and third parties about the measures enforced and the reasoning behind this policy and safe working practices.

All employees are encouraged to feedback on any health and safety issues they may have and where they believe the Company can improve on the current procedures. During the communication and consultation processes, particular emphasis will be placed on:

- the Council's commitment to health and safety.
- feedback on risk assessments and method statements.
- health and safety training requirements.
- the responsibilities of employees to co-operate and work safely.
- the contents of this policy, such as safe working procedures, etc.
- specific role based issues.

## **Management of Contractors**

Totton & Eling Town Council acknowledges the duty to control, coordinate and monitor the activities of all other contractors under our control. Specialist subcontract companies will be engaged by the Company as and when required. These organisations will be required to pass the core criteria for demonstrating competence as set out in PAS 91:2013.

Totton & Eling Town Council will ensure as far as possible that contractors possess the appropriate skills, knowledge and experience to do the job safely and without risk to health and safety. To achieve this the contractor may need to complete a health and safety questionnaire before engagement. A health and safety appraisal of the contractor's procedures and health and safety documentation may be carried out, which in some cases may involve an audit of the contractor.

Alternatively, if the contractor can demonstrate that they hold an accreditation with a member of the Safety Schemes in Procurement Forum (SSIP), this will exempt them from the health and safety part of the questionnaire.

## **Accidents**

Totton & Eling Town Council aspire to maintaining a healthy and safe working environment for all its employees. All reasonable steps are taken to ensure staff are made aware of their responsibility for good working practices and accident prevention. However, the Council recognises that incidents may occur that could result in injury or material damage.

Accident reporting is not only a legal requirement but also a necessity to ensure a safer future-working environment for all employees, customers and visitors to the organisation.

To this end, by enforcing the measures in this policy, the Council encourages positive participation in safe working practices in order to prevent accidents happening in the first place.

All accidents, no matter how small, will be recorded in the site accident book, details of the accident must then be reported to the Head of Community Services. These records will be kept on file and an investigation carried out when necessary.

- the office number is **023 8086 3138**.

Specified injuries or fatalities must be reported to the HSE immediately and should be notified by phone on 0345 300 9923 by the Head of Community Services or Centre Manager.

Situations where the injured person is unable to carry out their normal work for 7 days or more must be reported to the HSE within 15 days of the injury being sustained via the internet at [www.hse.gov.uk](http://www.hse.gov.uk). If unsure whether the accident is reportable or not, contact HCS Safety immediately for advice.

The Head of Community Services or Centre Manager will be responsible for informing the HSE of all reportable incidents and for informing HCS Safety of any serious accidents.

Accidents that are reportable under RIDDOR will be investigated by HCS Safety and a report produced. This service forms part of the member services agreement and there is no additional charge for accident investigations that are reportable under RIDDOR.

Information on accidents that have occurred is to be found in section 5d of the SMS. This information must not contain personal details of those involved.

On the following page is an outline of what injuries and dangerous occurrences are reportable under RIDDOR.

### **Specified injuries to workers**

- a fracture, other than to fingers, thumbs or toes.
- amputation of an arm, hand, finger, thumb, leg, foot or toe.
- permanent loss of sight or reduction of sight.
- crush injuries leading to internal organ damage.
- serious burns (covering more than 10% of the body, damage to the eyes, respiratory system or other vital organs).
- scalpings (separation of skin from the head) which require hospital treatment).
- unconsciousness caused by head injury or asphyxia.
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.



## **Over seven-day injuries to workers**

- This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

## **Dangerous occurrences**

A full list of reportable dangerous occurrences is available on the HSE website. These include:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- plant or equipment coming into contact with overhead power lines.
- explosions or fires causing work to be stopped for more than 24 hours.
- the complete or partial collapse (including falling, buckling or overturning) of a substantial part of any scaffold more than 5 metres in height.
- structural collapse – The collapse or partial collapse of any building involving over 5 tonnes of material or a collapse of any false-work.
- failure of a pressure vessel.
- Serious electrical incidents causing explosion or fire

## **Reportable occupational diseases**

- carpal tunnel syndrome.
- severe cramp of the hand or forearm.
- occupational dermatitis.
- hand-arm vibration syndrome.
- occupational asthma.
- tendonitis or tenosynovitis of the hand or forearm.
- any occupational cancer.
- any disease attributed to an occupational exposure to a biological agent.

## **Fire**

The fire risk assessment for each of the Council premises is to be kept on file within the premises. The document is accessible to all staff. The Head of Community Services or Centre Manager is responsible for ensuring that a sufficient number of trained staff are available within each council occupied property to manage the situation in the event of a fire. This will include the testing of evacuation procedures and logging of any comments arising from the evacuation drill.

Information regarding the identity and location of the fire wardens, the position of fire extinguishers and routes of escape can be found on the safety notice board.

Employees working on external sites will be made aware of the fire plan for that location at the time of their induction. Any work carried out that increases the risk of fire should have a fire extinguisher nearby and is likely to require a hot works permit.

## **Housekeeping**

The importance of good housekeeping should not be underestimated. As well as improving morale, quality and efficiency and reducing fire risk, good housekeeping is essential in reducing slips, trips and falls at any work location.

Work activities will be carefully planned to ensure the work areas are not overcrowded. The need for good housekeeping will be included in risk assessments and may include the management of people, tools, trailing leads, packaging and waste.

It is the responsibility of all personnel to keep their work area tidy and this is emphasised during the Company induction.

The Centre Managers will ensure that arrangements are in place for the removal of accumulated waste and to ensure that provision is made for safe and defined stacking of materials and storage of equipment.

## **Welfare Facilities**

As an employer, Totton & Eling Town Council is required to ensure that welfare facilities exist for the use of our employees. It is the employer's duty under both Section 2(2)e of the Health and Safety at Work etc. Act 1974 and Construction Design Management (CDM) Regulations 2015 / The Workplace (Health, Safety and Welfare) Regulations 1992 to ensure that work is not carried out in the absence of these facilities.

The Regulations require the following facilities to be in place and maintained in a reasonable state.

- sanitary conveniences.
- chairs with backs.
- washing facilities.
- drinking water.
- facilities for rest and preparing food.

Our workers are expected to play their part in keeping the welfare facilities tidy and report any defects with the facilities (such as malfunctioning water heaters or blocked toilets) to the Centre Managers as soon as possible.

Handwipes and sanitisers will be provided to all vans as a minimum, but this will be determined as a result of risk assessment. For personnel who work with particularly hazardous substances, hand cleansers, soaps, water and paper towels will be provided.

## **First Aid**

The name of the first aiders within the council premises will be displayed on the safety notice board. The first aiders will regularly check and replenish the first aid boxes when required. They will also be responsible for ensuring that accidents are recorded in the accident book and reported to the Head of Community Services.

A first aid risk assessment will be carried on each of the Council's premises to assess the first aid needs for that location. The risk assessment will take into account the size, location, expected number of visitors, activities carried out and type of person using the premises. The assessment will determine the type and quantity of first aid facilities required and the training requirements for the first aider.

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

Totton & Eling Town Council will ensure that suitable PPE is provided to their employees who may require it to control risks to their health and safety while at work.

Totton & Eling Town Council will ensure that PPE is:

- of a standard that will adequately protect the person from the risks.
- replaced when worn out.
- properly looked after by the person using it.
- compatible with other types of PPE, if more than one item is required.
- regarded as the last resort in risk control.

## **Drugs and Alcohol**

The Company regards the promotion of health and safety matters as a mutual objective of both management and employees. The effective management of drug and alcohol abuse is an important part of this. Totton & Eling Town Council will:

- not knowingly permit any employee, contractor or self-employed person working on the Company's behalf, to report for work or attend work premises under the influence of alcohol or drugs, nor to consume these whilst on duty or on our premises.
- implement control measures to prevent, as far as reasonably practicable, such people reporting for work or attending work premises when affected by drugs or excess alcohol or consuming drugs or alcohol at work.
- provide a positive approach to those persons seeking help or guidance in overcoming alcohol and/or drug related problems, but only where these problems are raised at any time prior to being selected for random testing.
- not knowingly employ or retain any person, directly or indirectly, who has been justifiably dismissed by any employer for drug and/or alcohol related offences within the previous 12 months.

- take suitable action, usually dismissal or termination of contract, against anyone testing positive to alcohol or drugs in breach of this policy.

Any person found to have tested positive after any drug or alcohol test will be immediately suspended from the work in which they are engaged, pending a full investigation.

Any person, testing positive for drugs or excess alcohol, or refusing to take a test will face sanctions up to and including termination of contract.

## **Lone Working**

Totton & Eling Town Council will ensure, so far as is reasonably practicable, that employees who are required to work at home, alone or unsupervised for significant periods of time, are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Working alone can be a significant risk factor. The Company will either entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

Risk assessments for working alone will be carried out in accordance with the Management of Health and Safety at Work Regulations 1999. This will include the identification of hazards from, for example, means of access and egress, vehicles, equipment, goods, substances, environment, atmosphere, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces.
- any problems of communication.
- the possibility of interference, such as violence or criminal activity from other persons.
- the nature of injury or damage to health and anticipated "worst case" scenario.

Personnel carrying out lone working tasks will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. All personnel will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. All personnel are required to co-operate with these efforts to ensure safe working and to report any concerns to management.

# Health Risk Management

Totton & Eling Town Council is fully aware of the responsibility for ensuring that health risks are identified and controlled to protect our employees whilst working for the Company. The policy for managing these risks are as follows:










## Hazardous Substances (COSHH)

Totton & Eling Town Council will adhere to the hierarchy of risk controls to minimise potential health effects to our employees. Totton & Eling Town Council will:

- Make an inventory of chemicals used in our processes.
- Rationalise these chemicals to reduce the number of different chemicals.
- Select less hazardous chemicals where it is reasonably practicable to do so.
- Obtain Material Safety Data Sheets of all chemicals.
- Produce COSHH Assessments for these chemicals, ensure the control measures stated are adhered to and monitored where necessary.
- Communicate risks effectively to our employees and others who may be affected.

A range of COSHH assessments are available to download from the library within SafetyNet. These will be made specific to Totton & Eling Town Council processes.

Hazard warning markings on containers must also be heeded. A summary of the common warning signs follows:

	toxic		Harmful		Harmful to the environment
	Gases under pressure		Explosive		Oxidising
	Corrosive		Causes long term health effects		Flammable

## Asbestos

Asbestos is a fibrous mineral that can cause fatal lung diseases if inhaled. It was used extensively in buildings up to the early 1980's and is also found in buildings up to as late as 1999. The material cannot be identified by appearance only and is often concealed by other materials or coatings.

Some of the council premises were built before 2000 and there is asbestos known to be present in the building. An asbestos survey has been carried out and a register is provided and made available to any contractor working on the Company premises. Employees are made aware of the location of the asbestos during the Company induction.

When working on refurbishment projects, or within buildings built prior to 2000, Totton & Eling Town Council will require the asbestos survey for that building and carry out a risk assessment before work starts.

It is important to be aware of the potential presence of asbestos and Totton & Eling Town Council ensures that all personnel who could carry out work where asbestos may be present, have received Asbestos Awareness training.

Totton & Eling Town Council will not be carrying out non-licensed work with asbestos.

## **Silica**

Respirable Crystalline Silica can be a serious health hazard when inhaled. The products and processes that would cause most concern for the Company's work activities, include:

- bricks – when drilling and chasing out.
- blocks – when drilling and chasing out.
- mortars – when chasing out or mixing.
- ceramic tiles – when drilling.

When these products are cut, a mixture of inhalable (larger) and respirable (smaller) particles is released. Respirable Crystalline Silica dust is responsible for causing or increasing the risk of a number of serious lung diseases including:

- silicosis.
- COPD (Chronic Obstructive Pulmonary Disease).
- tuberculosis.
- lung Cancer.

The Workplace Exposure Limit for Silica dust is 0.1mg per m<sup>3</sup> over an 8-hour period. In order to reduce exposure below this limit, Totton & Eling Town Council will:

- avoid producing the dust at design stage, consider the use of alternative or pre-cut materials.
- reduce the dust at source by wetting down the cutting operation or by using suitable extraction equipment.
- issue the correct RPE. FFP3 (Filtering Face-Piece) masks will filter out 95% of the particulate.
- make sure it is worn by providing training and supervision.
- make sure it works properly by fit testing individuals.

## Timber Dust

Timber dust is released during machine cutting activities. The processes that would cause most concern for the Company's work activities include:

- sanding timber.
- cutting timber.
- routing.
- planing.

When timber is cut mechanically, a mixture of inhalable (larger) and respirable (smaller) particles are released. Respirable dust is responsible for causing or increasing the risk of a number of serious lung diseases including:

- occupational asthma.
- nasal cancer.
- lung cancer.

The Workplace Exposure Limits for the most common products are:

- Soft wood dust 5 mg per m<sup>3</sup> over an 8-hour period.
- Hardwood dust 3 mg per m<sup>3</sup> over an 8-hour period.
- MDF (formaldehyde) 2.5 mg per m<sup>3</sup> over an 8-hour period.

In order to reduce exposure below this limit, Totton & Eling Town Council will:

- avoid producing the dust – at design stage, consider the use of alternative or pre-cut materials.
- reduce the dust at source – by using suitable extraction equipment.
- clean up using industrial vacuum equipment instead of sweeping where possible.
- issue the correct RPE. FFP3 (Filtering Face-Piece) masks will filter out 95% of the particulate.
- make sure it is worn by providing training and supervision.
- make sure it works properly by fit testing individuals.

## Noise

Excessive noise can cause permanent damage to hearing. The damage is often gradual and is always irreversible. Even a small amount of hearing loss can have a debilitating effect on a person's quality of life. To reduce the risks of damage to hearing for our employees and others we will:

Assess the noise levels in our own premises and other places in which our employees work and act according to the table below.

Lower Exposure Action Value (EAV) 80dB(A)	Carry out a noise assessment to identify sources and levels Reduce noise levels Provide hearing protection to employees who request it Maintain equipment to reduce noise outputs Provide training about noise
Upper Exposure Action Value (EAV) 85 dB(A)	Introduce controls to eliminate/reduce risk Provide hearing protection and ensure this is worn Create Hearing Protection Zones in work areas Provide health surveillance Provide training, information and consultation regarding noise
Exposure Limit Value (ELV) 87 dB(A)	Exposure must not exceed this

When selecting work equipment, information on the noise (and vibration) output of the machine will be sought from the manufacturer or hire company. Quieter machines will be selected over inferior equipment.

Noise awareness training will include:

- how the ears work and how damage occurs.
- action levels and time limits.
- choosing hearing protection.
- estimating noise levels.

## Vibration

Exposure to excessive vibration can cause neurological, vascular, and musculoskeletal health problems. These conditions are known collectively as Hand-Arm Vibration Syndrome (HAVS) which can become severely disabling if ignored.

A very serious form of HAVS is Vibration White Finger (VWF) which can result from the transmission of vibration from a vibrating implement (such as impact drills) to the hands, occurring as a result of medium to long term exposure. This condition is not treatable and therefore results in a permanent potentially life changing condition.

Exposure is measured on a points system which relates to Exposure Action Levels and Exposure Limit Values. Totton & Eling Town Council will protect our employees by taking the following action at the levels indicated below:

<100 points (below Exposure Action Value)	Reduce exposure to lowest reasonably practicable level Consider vibration when purchasing and hiring tools Provide awareness training in vibration hazards Aim to ensure employees remain below the Exposure Action Value
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100 - 400 points (at or above Exposure Action Value)	Introduce controls to eliminate/reduce risk including limiting exposure time Consider vibration when purchasing or hiring tools Provide awareness training in vibration hazards Keep records of vibrating equipment use Provide health surveillance
>400 points (Exposure Limit Value)	Take immediate action to reduce exposure below the limit value Continue to enact EAV measures

Information on vibration magnitude and safe exposure times will be sought from the manufacturer or hire company. Totton & Eling Town Council will take into account the specifics of condition and use that may affect vibration output.

## Manual Handling

Manual handling can cause Musculo-skeletal health effects. Totton & Eling Town Council will operate according to the hierarchy below:

- Avoid manual handling where reasonably practicable through good planning and organisation of work. Where appropriate questioning the specification of heavy items at the earliest possible stage.
- Mechanise the movement of materials and plant by utilising equipment such as genie lifts and hoists.
- Conduct a manual handling risk assessment taking into account the individual(s) concerned, the nature of the load, the task to be undertaken, and the environment in which the manual handling will take place.
  - Utilise manual lifting aids where possible such as sack trucks, trolleys, wheelbarrows, carrying handles.
  - Provide training in safe lifting techniques

## Workplace Stress

Workplace stress is the harmful reaction some people have to undue pressures and demands placed on them by their work. It is a risk like any other and employers are responsible for preventing and managing it.

Totton & Eling Town Council aims to create an open and honest culture whereby employees feel empowered to be honest about their experiences. Open dialogue is vital in order to be able to accurately assess risk and put appropriate control measures in place.

Totton & Eling Town Council aims to create and promote a workplace environment that supports and promotes the mental wellbeing of all our employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, environmental and social conditions that have the potential for psychological as well as physical harm.

Totton & Eling Town Council will endeavour to work to the HSE's management standards in order to reduce the risk of workplace stress. These standards aim to tackle the following primary sources of stress at work.

- Demands – this includes issues such as workload, work patterns and the work environment.
- Control – how much say the person has in the way they do their work.
- Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change – how organisational change (large or small) is managed and communicated in the organisation.

Totton & Eling Town Council will undertake research among employees to gauge how well they believe the management standards are being implemented.

### **New and Expectant Mothers**

Once informed in writing that an employee is pregnant, Totton & Eling Town Council will undertake a risk assessment with the employee to assess specific risks for new and expectant mothers. These risks can be from any process, working condition or physical, biological or chemical agents. All aspects of the role will be risk assessed and consideration will be given to:

- lifting or carrying of heavy loads.
- standing or sitting for long lengths of time.
- exposure to infectious diseases.
- work-related stress.
- workstations and posture.
- other people's smoke in the workplace.
- threat of violence in the workplace.
- long working hours.
- excessively noisy workplaces.

Totton & Eling Town Council will regularly monitor and review any assessment made to take into account possible risks that may occur at different stages of pregnancy.

Totton & Eling Town Council will also take into account, during the specific risk assessment, any medical advice from the new and expectant mother's General Practitioner

or midwife about their health and make reasonable adjustments to their working conditions accordingly.

# Safety Risk Management

## Office Safety

Totton & Eling Town Council appreciates that accidents and ill health effects can result from working in the office and will endeavour to reduce the risk by the following means:

- wastepaper bins and packing materials will be removed daily.
- cables will be managed to defined routes so that they do not present a trip hazard or an over-load to a circuit.
- training will be provided to employees in the correct use of fire extinguishers, where required.
- lighting levels will be suitable for the tasks being undertaken.
- shelving and storage areas will be provided to reduce the possibility for stretching or awkward lifting.
- cleaning chemicals will be kept away from foodstuffs in the kitchen area.

## Display Screen Equipment (DSE)

Totton & Eling Town Council will analyse and assess workstations to reduce risks to health. Users of DSE equipment will be asked to carry out a DSE Assessment to identify any areas that require attention. Totton & Eling Town Council will ensure that:

- workstations comply with the requirements of schedule 1 of The Display Screen Equipment Regulations 1999 in relation to the equipment used. This will include the desk, chair, screen and other relevant items.
- the daily work routine of users allows for breaks away from the screen and/or changes in activity.
- eye and eyesight tests are carried out by a competent person on a regular basis, for employees who use display screen equipment.
- if deemed appropriate by the person carrying out the tests, corrective visual appliances will be provided by the Company, if this is required under the regulations.
- training in the use of display screen equipment will be provided to users.

## Driving at Work

Totton & Eling Town Council understands its responsibilities to ensure the safety of employees while they are driving on Company business. Company vehicles are managed by the Play & DLO Manager, who ensures all insurances, driving licences, services and MOT's are provided and regularly reviewed.

All drivers will be expected to carry out daily and weekly checks to their vehicle and report back any issues to their Line Manager.

Vehicle drivers will carry out regular monitoring of the procedure for driving at work to ensure its effectiveness and to ensure all documentation is up to date.

## **Construction Arrangements - The Construction (Design and Management) Regulations 2015**

Under the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015), Totton & Eling Town Council, will take on the duties of specific defined roles appropriate to the particular project being undertaken. The following summarises these duties.

### **Responsibilities for all parties under CDM 2015**

For all roles undertaken, we will:

- accept only an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- only appoint Designers or Contractors who possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- provide the necessary evidence to prove their abilities as above when requested by those that may appoint them.
- cooperate with others involved in all projects to promote health and safety standards.
- inform their workforce and all others on site of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- ensure that information is provided in a comprehensible form and as soon as is practicable.

### **Responsibilities as a Contractor Under CDM 2015**

The role of Contractor includes the following duties:

- only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- only undertake construction work once they are satisfied that the client is aware of their duties.
- plan, manage and monitor their work and that of others under their control to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- not appoint a designer or contractor unless they have the necessary skills, experience, training and organisational capacity to carry out work safely.
- not employ a person unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out tasks safely.
- provide their workforce with appropriate supervision, instructions and information. This information will include a suitable site induction, (where not already provided), procedures to be followed in the event of serious and imminent danger and any other necessary information on risks to health and safety.

- ensure that information is provided in a comprehensible form and as soon as is practicable.
- cooperate with others involved in all projects in order to promote health and safety standards.
- inform the workforce of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- not begin work unless reasonable steps have been taken to prevent access by unauthorised persons to the site.
- be satisfied that welfare facilities are provided as required under Schedule 2 of the Regulations.

**For multiple contractor projects where the Council is NOT Principal Contractor, we will:**

- comply with any directions given by the Principal Designer or the Principal Contractor.
- adhere to relevant parts of the Construction Phase Plan.

**For projects when the Council is the only contractor we will:**

- take account of the general principles of prevention when design, technical and organisational aspects are being decided in order to plan the various items or stages of work, as well as when estimating the period of time required to complete the work or work stages.
- draw up, or make arrangements for, a Construction Phase Plan to be drawn up, as soon as is practicable prior to setting up a construction site.
- undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer.

## **Work at Height**

The Work at Height Regulations 2005 require the following hierarchy of risk controls to be implemented:

- Avoid working at height if possible
- Use an existing safe place of work
- Provide work equipment to prevent falls
- Mitigate distance and consequences of a fall
- Instruction and training and/or other means.

A variety of different means of access may be selected in accordance with the situation and the hierarchy above. Specific equipment will be named in task risk assessments and control measures included which will be specific to the task and the situation. Access equipment, fall prevention and protection systems may include:

- Low level access platforms such as podiums
- Trestles

- Step ladders
- Other ladders incorporating safety mechanisms for stability and security

### **Mobile Access Towers**

Only contractors will use mobile access towers and they will:

- ensure that the manufacturers' instruction manual is provided which explains the erection sequence, including any bracing requirements. If the tower has been hired, the hire company has a duty to provide this information. This information will be passed on to the person erecting the tower, as this will differ slightly depending on the manufacturer.
- ensure mobile access towers are erected following a safe method of work and by a competent person who is trained to the standards required by the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA).
- be aware of the limitations of the equipment, including weather and weight limitations.
- not allow our towers to be loaned to other contractors

### **Roof Work**

All roof work will be carried out by contractors and they will prepare a detailed risk assessment prior to the start of any roof work which will include:

- access routes to and from the roof, including emergency access and egress
- the specific locations of work to be done on the roof.
- how falls are to be prevented, or the distance and consequences of that fall minimised
- how falling materials are to be prevented and controlled, providing protection to both workers and members of the public.
- how risks to health will be controlled.
- how other risks identified at planning and survey stages are to be controlled, e.g. handling hot bitumen.
- what equipment will be needed.
- what competence and/or training is needed.
- who will supervise and check that the control measures are effective.

### **Fragile Roofs**

Wherever possible, work on fragile roofs will be avoided. If this is not possible, precautions will be put into place to prevent a fall or minimise the distance or consequences. This will apply to all roof work activities, including construction, maintenance, repair, cleaning or demolition.

The hierarchy for work on fragile roofs is:

- work from underneath the roof using a suitable work platform.

- where this is not possible, a MEWP will be considered so that roofers can work from within the MEWP basket without standing on the fragile roof.
- if access onto the fragile roof cannot be avoided, perimeter edge protection will be installed, and staging used to spread the load. If all the work and access is on staging or platforms that are fitted with guard rails, safety nets should be installed underneath the roof or a harness system used; and
- where harnesses will be used only as a last resort and on the condition that adequate anchorage points are available.

A detailed rescue plan will be prepared on all occasions when working on roofs and will be included as part of the site-specific method statement.

## **Working with Power Tools**

The person within the Council with responsibility to oversee the safety of tools is the Maintenance Manager; however, the operatives must ensure the safe use, care, and maintenance of their own equipment. Records of regular inspections of tools and other work equipment including access equipment are an important part of the SMS.

### **Electrical Tools**

Only trained and competent personnel will be permitted to operate power tools. The policy of the Company for the provision and use of power tools is to ensure:

- only battery powered or 110v electrical tools to be permitted for use on site.
- all tools will be inspected before use, and regularly whilst in use.
- all electrical tools will be tested and examined every 6 months by a competent person, who will issue a certificate of safety.

The Head of Community Services is responsible for ensuring that portable appliance testing (PAT) is carried out on a regular basis.

### **Hand Tools**

Individual operatives are responsible for ensuring that their hand tools are kept in good order. They will ensure the following:

- tools will always be kept in good working condition, kept clean and ready for use.
  - tools will be stored appropriately in toolboxes or racks with cutting edges protected.
  - tools will be checked frequently to ensure that handles are secure, and guards and covers are in place.
- The use, suitability and condition of work equipment and tools will be regularly monitored by the Maintenance Manager during their site safety inspections.
- Personnel are required to report any defects to the Maintenance Manager and not to use any items that are in poor condition.



## **Use of Abrasive Wheels**

Abrasive wheels will not be used by Council staff and Contractors employed by the Council will ensure that:

Only persons trained in the mounting and use of abrasive wheels will be permitted to use them. Discs will be kept in a safe place and discarded as soon as they begin to show signs of excessive wear or unevenness of edge.

PPE will be provided and worn by those using abrasive wheels. If following risk assessment, others who have to work in the vicinity may be at risk from flying debris, screens will be considered, or PPE provided to those working in the area. Eye protection to be worn must comply with BS EN 166B.

Dust will be controlled, wherever possible, by damping down the cutting operation. Most disc cutters are fitted with hose attachments and if they are fitted, they should be used. Where water suppression is not an option, a vacuum system will be used. Dust masks to a suitable standard (FFP3) will always be worn in order to reduce the risk of respiratory health illnesses.

## **Hot Works**

Hot works will not be carried out by Council staff and Contractors employed by the Council will ensure that:

- A permit-to-work procedure will be in place before any work commences. This will be included into any site-specific risk assessment which may include control measures as described below:
- The work area will be surveyed prior to the start of any works to ensure it is cleared of all loose combustible material.
- Work will be planned to ensure all work areas are cleared of personnel with signs and barriers in place to ensure these areas cannot be accessed during the hot work activities.
- All necessary fire-fighting equipment will be available and will have been checked and deemed suitable extinguishing media.
- A telephone will be available at all times for emergency and will be readily accessible from the work area.
- All hot works will cease not less than one hour before the end of each day and a thorough inspection will be carried out in the vicinity of the work to ensure there is no risk of fire.

## **Workshop Safety**

The Council recognises that operations carried out in the workshop are potentially hazardous and need close management, control and supervision in order to maintain the safety of workers. The Maintenance Manager has specific responsibilities which are detailed in the responsibilities section of this policy.

Maintenance of equipment will be arranged by the Maintenance Manager, who will ensure:

- daily, weekly and monthly checks and maintenance on equipment are carried out in accordance with manufacturers' guidelines. The Company will take these standards as the basis for its own continuing improvement in machine safety.
- daily checks and cleaning will be carried out by maintenance staff.
- thorough monthly checks and maintenance will be carried out.

Particular care will be given to access routes and good housekeeping, including:

- keeping access routes clear in the workshop.
- not allowing materials to build up in any areas that may impede access, particularly fire exits or any other external doors.
- access to machine controls will always be kept clear, as will access to any electrical sockets or controls.
- Any fire extinguishers and first aid equipment must always be accessible.

# Safety Policy Communication



It is the duty of every employer to prepare and update, as necessary, a policy for health, safety and welfare. It is also a duty for employers to communicate this policy to their employees.

For the purposes of ensuring safety, health and welfare, Totton & Eling Town Council personnel will be expected to read, understand and adhere to this policy.

Non employees will be asked to read, understand and adhere to relevant sections of this policy.

It is important that you read the policy carefully, as it contains:

- important information on Totton & Eling Town Council's safety procedures and safe systems of work.
- responsibilities that you must undertake and comply with.

If you have any questions about the safety policy, please raise these as soon as possible with your line manager. Feedback on the content of this policy from all personnel is welcomed - if you have any suggestions as to how safety could be improved for this Company, please pass these on also.

Please sign and date below to indicate that you have read and understood the policy and will adhere to it while at work.

Name:	
Date:	
Occupation:	
Signature:	