



General Health and Safety Policy

DATE OF APPROVAL: - January 2020

REVIEW DATE: - April 2023

REVIEWING COMMITTEE – Finance and Operations Committee

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Introduction

This is the General Health and Safety Policy for:

Torpoint Town Council

Council Chambers, Buller Road, Torpoint, Cornwall PL11 2LD

Tel: 01752 814165

Email: admin@torpointtowncouncil.gov.uk

This Policy gives the direction for Health and Safety by laying a framework for Management activity which will deliver and maintain control of Health and Safety within all workplaces and the surrounding environs which are administered/controlled by this council.

A copy of this document may also be made available in different formats such as large print, Braille, audio or in a different language, please contact the Town Clerk if this is required.

Purpose: To provide a business framework for the development and maintenance of effective management systems to ensure a safe and healthy workplace with regard to the Council's activities and undertakings.

Scope: All Council employees, councillors, contractors, volunteers and any other persons affected by the Council's operations and facilities.

Responsibilities: The Council recognises its corporate responsibility for the Health and Safety of its employees and for all activities under its control which may affect others, namely councillors, contractors, volunteers and members of the public.

The Town Clerk is responsible for all aspects of Health and Safety and ensuring an effective management system is in place. In accordance with Section 7 of the Health and Safety etc Act of 1974 (HASAWA) the Town Clerk has a clear duty to maintain a safe and healthy working environment for all. Conversely, in accordance with Section 8 of HASAWA all council employees, councillors, contractors, volunteers and members of the public are required to comply with and not willingly or knowingly carry out any such acts that may be prejudicial to others or the working environment.

Policy: The Council will promote the health, safety and welfare of its employees, councillors, contractors, volunteers and members of the public by

- Promoting a positive Health, Safety and Welfare culture throughout the Organisation.
- Providing and maintaining safe and healthy working conditions, plant and machinery.
- Providing adequate control of risks arising from work activities.
- Consulting with employees on matters affecting Health and Safety.
- Liaising with contractors and other organisations/bodies as required on matters of Health and Safety.
- Providing necessary information, instruction, training and supervision for all employees.
- Investigating incidents/accidents and any cases of work-related ill health.
- Ensuring compliance with both legal and any internal Health and Safety Standards.
- Reviewing this Policy at least annually or sooner should legislative or internal Health and Safety Standards require.

Signed

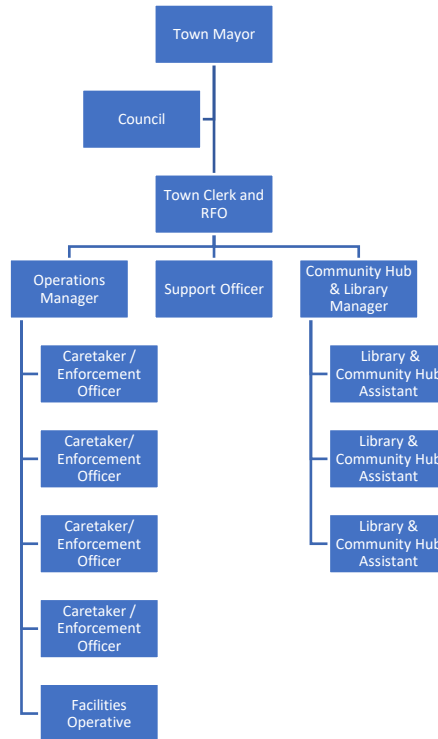
Print Name

Position: Town Clerk

Date.....

Torpoint Town Council has responsibility for the Health, Safety and Welfare of its employees and any other persons that may be affected by its activities.

Clear lines of authority/responsibility are as demonstrated by the Organisational Flow Chart below with the Town Clerk reporting directly in the first instance to the incumbent Mayor and secondarily to all council members.



Town Clerk

The Town Clerk is ultimately responsible for the Management of Health and Safety within Torpoint Town Council and for implementing measures to ensure compliance with its legal requirements. The Town Clerk will:

- Provide overall strategic management for all Health and Safety matters.
- Make recommendations to Council to ensure adequate funding for health safety and welfare issues.
- Respond appropriately to any health and safety matters of concern.
- Ensure that a complete copy of the policy is available for all employees and that a current copy of the Employees Liability Insurance Certificate is prominently displayed at all work locations.
- Ensure that this policy is reviewed every 2 years or sooner should any State Legislation occur or as a result of an incident/accident that may require an update/review of the policy.
- Ensure that the Town Council is kept informed of relevant information and receives a report on health and safety matters as required. Any major injury, or any injury which may occur to any employee of the council or volunteer which may result in an absence in excess of 7 days off full-time employment or dangerous occurrence as defined by the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) will be reported at the next monthly meeting of the council.

Operations Manager

The Operations Manager roles and responsibilities

To act as the Council's designated Health and Safety Officer by supporting the Town Clerk & RFO with the implementation and compliance of the Council health and safety policy and procedures ensuring the health, safety and well-being of all who visit or work (including contractors) on or in facilities provided by the Council or operating services on behalf of the Council. To prepare and monitor risk assessments, where appropriate.

To act as the Technical Co-ordinator/Representative for all contractors working on behalf of the Town Council, reviewing and agreeing contractor provided Risk Assessments and Method Statements.

Any other Health and Safety responsibilities delegated by the Town Clerk.

All Employees

All employees (inclusive of councillors, contractors, volunteers and members of the public) are expected to bring to the notice of the Town Clerk any areas where this policy appears to be inadequate.

They must also:

- Comply with Council and State Legislative rules and procedures regarding safe working.
- Report unsafe plant, tools, and equipment and potentially unsafe procedures. Under no circumstances must they misuse or interfere with anything provided by the council in the interests of Health and Safety.
- Not attempt to effect repairs, temporary or otherwise to any council property/equipment for which they have not received specific training.
- Use correct methods of work and not improvise by using methods, tools, equipment which entail unnecessary risk.
- Not operate any machinery, equipment unless they have been adequately trained and authorised to do so.
- Maintain good housekeeping standards.
- Wear all appropriate personal protective equipment as instructed.
- Attend Health and Safety training as required.
- Immediately report to the Town Clerk or their immediate Supervisor all injuries (irrespective of how trivial they may appear initially) accidents, and ill health caused by or affecting the work activity and any near miss incident or dangerous occurrence and assist in any investigation as deemed necessary by the Town Clerk.

Specific Health and Safety Policies

ASBESTOS

Torpoint Town Council has ensured that all of its buildings have had a full Type April 2017 Survey undertaken for any presence of Asbestos Containing Materials (ACM's). The reports detailing where asbestos may be present are held by the Town Clerk in the Asbestos Register.

Note: Locations of all areas of ACM's on a site map must be kept in the Fire Log to assist the Fire & Rescue Services in the event of a fire within the building.

The condition of the ACM's will be reviewed annually by the Town Clerk which will include annual photographic evidence chronologically filed in the Asbestos Register. Where there is any marked deterioration of any of the ACM sites advice will be sought as to whether or not either stabilising or removal works should be carried out.

Prior to any work on the fabric of buildings under the control of the council commencing reference must first be made to the asbestos register. All work involving ACM's must be risked assessed to identify necessary control measures by a trained and qualified Asbestos Assessor.

Should work expose any suspect ACM's, not previously recorded the work is to be stopped **immediately** the area to be cordoned off and specialist advice sought.

The disposal of any ACM's will be directly under the control and supervision of the registered licensed waste contractors with duplicate copies of their work methodology, reports of any air sampling undertaken, notification (if necessary) to HSE of the movement of ACM's on the public highway and certificate of receipt to the receiving station to which the ACM's have been moved for disposal filed in the Asbestos Register.

It is important to ensure that the disposal of any ACM's complies with all current environmental legislation both State and Local Regulations by the certified waste contractor.

Further detailed Guidance:

Managing and Working with Asbestos – The Control of Asbestos Regulations 2012 Series Code L143

Computer/Display Screen Equipment (DSE)

This specific H&S policy applies to computers whether desktop, laptop or handheld wherever they may be used. Using a computer or other display screen is not high-risk work and activities are generally limited to office(s)/reception areas.

All employees habitually using DES equipment as a significant part of their normal work must complete the DSE Work Station Assessment.

As identified through the assessment all workstations must be maintained in a safe condition, which includes:

- Chairs that are capable of being adjusted and have adequate back and leg support.
- Adequate space under the work surface.
- Footrests available for those who need them.
- Adequate ventilation and lighting.

Computer work does not damage the eyesight but it can make the user temporarily short sighted. Eyes can become tired from focussing at the same distance for too long; tired if glasses/eyes do not focus on the screen; dry when concentrating onscreen work (as a result of blinking less) and dry if the monitor is high as it exposes more of the eye surface.

Consequently, Torpoint Town Council will provide those whose work requires long term use of display screens, on request, with an eye test every two years or more frequently if recommended by a doctor or optician. It is also recognised that some employees may require glasses solely and specifically for DSE work because their normal glasses are not effective at the relevant viewing distance. Where an optician or doctor recommends corrective vision spectacles specifically for DSE use, the council will contribute towards the cost of these spectacles.

Forms for both User Self-Assessment Checklist (DSE 1) to be completed by the individual employee and a full Display Screen Risk Assessment (DSE 2) to be carried out by a Qualified Display Screen Risk Assessor are contained within the Appendices.

Further detailed Guidance:

Health and Safety (Display Screen Equipment) Regulations 1992 & 2002

Display screen equipment (DSE) workstation checklist Series Code CK1 2013

Control of Substances Hazardous to Health (COSHH)

Hazardous substances (as defined by the Control of Substances Hazardous to Health) are only to be brought onto council premises where there is no practical alternative (defined under the Hierarchy of Control Measures within the COSHH Regulations). Every effort will be made to ensure, so far as possible, non-hazardous substances are purchased for use, or, where there is no alternative the least hazardous substance is obtained.

The quantities of hazardous substances stored and used on-site will be the absolute minimum quantities required for the task involved.

Where hazardous substances are having to be used the council will make a full inventory which will include:

- Task that requires the use of the specific substance.
- An up-to-date Material Safety Data Sheet (this should not be any more than 5 years old) and should accompany the product/substance on first delivery onto site (obtained from the Supplier/Manufacturer).
- A full COSHH Assessment plus a summarised Assessment to be used at the site of work, preferably laminated to prevent degradation of the document from spillage etc.

Annual review of the task must be undertaken to prevent possible storing of hazardous substances no longer required on site.

Further Guidance:

Working with substances hazardous to health: A brief guide to COSHH – INDG 136 (Rev 5)

Driving and Vehicles

Torpoint Town Council does not have any vehicles of its own.

Authority to Drive

Before you are allowed to drive any of the council vehicles, staff must provide access for the Town Clerk to view their driving record online, to view what vehicles they can drive, and check for any penalty points or disqualifications.

Prior to commencing your employment, you will be asked to create a 'check code' to share their driving record, and for this they will need to access <https://www.gov.uk/view-driving-licence> and apply using their driving licence number, National Insurance number and the postcode on their driving licence.

Tax and Insurance, etc. The council is responsible for ensuring that the vehicle has road tax, and insurance.

Maintenance and Repairs The Council will ensure that the vehicles are regularly serviced and have a valid MOT certificate. Any mechanical problems with the vehicle must be reported immediately. It is the driver's responsibility to check oil and water levels on a regular basis and to ensure that the vehicle has adequate supplies of both at all times. The vehicle must be cleaned internally and externally on a regular basis. It is the driver's responsibility to keep the vehicle clean.

Refuelling and Charging. If you knowingly claim for fuel which was not used on legitimate Council business, this will be regarded as gross misconduct and could lead to your summary dismissal.

Loss or Damage to the Vehicle. Employees are required to report any loss or damage to any council vehicle to your manager immediately and then to provide a written report to the Town Clerk on the next working day. You will also be given an insurance form to complete and return to the Town Clerk by the next working day at the latest. If the Loss or damage is as a result of your negligent behaviour, or your failure to follow council rules and procedure, we will deduct the cost of the repair or the insurance excess (whichever is the lesser) from any monies owing to you.

Accidents. In the event of an accident involving the vehicle, you must notify your Line Manager as soon as possible after the accident. In line with our insurer's guidelines, you should not admit liability for the accident with the other party. The vehicle user is responsible for obtaining particulars of any persons involved in the accident as well as the names and addresses of witnesses. An accident report form must be completed within 24 hours of the date of the accident and given to The Town Clerk. Employees are required to pass on to the council any correspondence received, unanswered, by return post and these matters will be dealt with promptly by the council.

Motoring Offence/Fines. Any motor offences committed by the driver whilst driving the council vehicle will be the responsibility of that driver, including any fines imposed. We will not pay for any fines. If we receive a summons on your behalf, we will notify the relevant issuer of the name and address of the driver of the vehicle. If the fine remains unpaid, we may pay the fine and deduct the cost from your wages or any other monies owing to you.

Use of Mobile Phone whilst Driving. It is illegal to use a mobile phone whilst driving unless using an approved hands-free kit. If the use of a mobile phone with a hands-free kit results in an accident or dangerous driving, the driver can still be prosecuted, e.g., for driving without due care and attention etc. We do not encourage you to use a mobile phone whilst driving. If there is another person in the vehicle, they should use the phone instead. If you do take any calls whilst driving, you should only take such calls if you consider it safe to do so and the call should be kept very brief. If it is not safe to take the call or the call is likely to be lengthy, you should park the vehicle where it is safe to do so and return the call as soon as possible.

Safety of Vehicles and their Contents. Equipment should not be left in an unlocked vehicle, even for short periods of time. If we suffer a loss of any tools or equipment from an unlocked vehicle, we will deduct the cost of replacement of such tools from any wages or other monies owing to you. Vehicles should not have keys left in the ignition, irrelevant of the time period involved, without the driver being sat in the driving seat. All vehicles should be locked when no-one is in attendance. If a vehicle is stolen or damaged under such circumstances.

With this in mind occasions do arise whereby both council employees, councillors and volunteers use their own vehicles for the transportation of council property from one location to another and also to attend meetings out of Torpoint itself.

Owners carrying out such tasks on behalf of the council, for which the appropriate mileage can be claimed, are responsible for ensuring that to all intents and purposes their vehicles are fully roadworthy and comply with current legislation as regards the keeping of private vehicles on the public road.

Furthermore, car owners should have the appropriate vehicle insurance to ensure business use of their vehicle.

Workplace transport safety – an overview

Workplace transport safety - An employer's guide (HSG136)

Drugs and Alcohol

Even very minor alcohol or drug mis-use can lead to loss of concentration and affect judgement and physical co-ordination, which can lead to accidents. Consequently, the use of illegal drugs (apart from being against current State Legislation) and/or misuse of alcohol is forbidden in all the council's work activities.

Whenever any council employee (or persons working as sub-contractors and/or carrying out any scheduled voluntary work) are prescribed any form of medication by their GP or other medical professional they must ensure they are fully aware of any side effects the medication may cause. Should this in any way affect the work they are undertaking in any capacity they must make their immediate Supervisor aware and cease the work/activity immediately until such time as they are fully fit as determined by their GP or other medical professional.

All Supervisors must be aware to any tell-tale signs of alcohol and/or drug abuse by being on the alert for the following (possible)

- unexplained or frequent absences
- a change in behaviour
- unexplained dips in productivity
- more accidents or near-misses
- performance or conduct issues

Further Guidance:

Health, work and wellbeing PDF link to external website – an Advisory, Conciliation and Arbitration Service (Acas) booklet

<https://www.acas.org.uk/health-and-wellbeing>

Managing drug and alcohol misuse at work link to external website – a Chartered Institute of Personnel and Development (CIPD) booklet.

Electricity

All electric wiring and fittings are kept in good repair by sub-contracted electricians. Unauthorised alteration to, or interference with, electric wiring or fittings is strictly forbidden. Any failure, breakdown, overheating or chaffing of wires is to be reported immediately to the Town Clerk and, wherever possible, the electric current turned off until the defect has been rectified as a matter of high priority. If the wiring, socket or appliance is to be left unattended signage must be put in place clearly stating item(s) not to be used along with the name of the person discovering the defect and the date and time.

No light or power point is to be used for any purpose other than that for which it is intended.

Extension leads are only to be used on a temporary basis and their use strictly monitored to ensure the lead does not become a trip factor. Where it is felt that extra sockets are thought to be required then thought is to be given to installing same. Under no circumstances are block extension leads to be used due to the high risk of fire.

Further Guidance:

The Electricity at Work Regulations 1989

HSR 25 (3rd Edition) 2015

Portable Electrical Equipment

Portable electrical equipment is any electrical item connected to the mains electricity supply by means of a flexible cable, plug and socket which includes office equipment such as computers and printers and any on-site power tools. The definition of portable electrical equipment also includes equipment that is hand held or hand operated whilst connected to the electrical supply as well as extension leads, plugs, sockets and adaptors.

The following steps are to be taken to ensure you are not exposed to any risk of electrocution:

- Portable electrical equipment must only be used for the purpose for which it was intended and in the environment for which it was designed and constructed.
- Only qualified electricians are permitted to carry out repairs or modifications to portable electrical equipment. Additionally only those who have undertaken Portable Appliance Testing training and are certified can carry out testing as required.
- All portable electrical equipment purchased conforms to UK and/or EC product safety standards. Wherever possible equipment will be double insulated (Class II type – 2 wires) to ensure it is constructed with high integrity insulation without the need for an earth connection. (Double insulated equipment is marked with by the 'double square' symbol).

To assist, all Employees must:

- Visually inspect new equipment for damage.
- Only connect portable electrical apparatus to the mains supply by means of suitably fused plug and socket outlets. **Under no circumstances should multi-point block adapters be used.**
- As all portable electrical equipment must be adequately maintained, users should undertake regular visual checks and report any fault, damage or defect to the Departmental Manager. If any users have any safety concerns, they should immediately stop using the equipment, disconnect it from the power source (if safe to do so) and ensure that nobody else can use it.

Portable appliance testing is undertaken on a regular basis by the Council's approved electrical contractor and a register of all testing is maintained and held by the Town Clerk.

Further Guidance:

Maintaining portable electric equipment in low-risk environments

INDG236(REV3) Published 2013.

Fire

The main causes of fire are likely to be an accumulation of rubbish or other flammable waste materials near a heat source, faulty electrical appliances, overloaded socket outlets or arson. Therefore, good housekeeping and regular inspection and testing of appliances will reduce these fire risks to a minimum.

The Town Clerk must ensure:

- Adequate egress from the premises is available.
- Adequate firefighting facilities are available.
- Emergency procedures are in place.
- Appropriate instruction is provided in the event of fire, particularly at induction and to all contractors temporarily on site, volunteers and Members of the Public who may hire various rooms within the council chambers.
- Adequate training is given to those members of staff designated as Fire Marshalls/Fire Wardens.

Fire extinguishers are located in the premises and their function is distinguished by the information signs posted alongside each extinguisher:

The following arrangements have been made in order to ensure that Employees and visitors can be evacuated safely in the event of a fire or other emergency:

- A Fire Risk Assessment has been undertaken and is reviewed annually, or more often as required by current State Legislation.
- Both the Town Clerk and Fire Marshalls/Wardens are responsible for checking escape routes and exits regularly.
- Fire equipment is maintained annually.

All fire exit routes and doors are to be kept free from obstruction of any sort. **Designated fire doors are not, under any circumstances, to be wedged open or otherwise modified to prevent closure.** They are to be kept closed at all times except when persons are passing through them.

Further Guidance:

Regulatory Reform (Fire Safety) Order 2005.

[Fire safety legislation: Guidance for those with legal duties - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/fire-safety-legislation-guidance-for-those-with-legal-duties)

Department for Levelling Up, Housing & Communities (DLH&C) **website**

[Department for Levelling Up, Housing and Communities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/department/departments_directory/department_for_levelling_up_housing_and_communities)

First Aid

Numbers of First Aiders available to give immediate First Aid will be determined by consulting/reviewing work staff and the accident book kept by the Town Clerk. It is essential that staff trained ensures suitable coverage which allows for leave, sickness and other absences by other trained staff.

First aid equipment is readily accessible at various locations and is kept stocked, clean and ready for use. The minimum stock levels are:

Item	Quantity
First aid guidance card	1
Individually wrapped sterile adhesive dressing (in food preparation areas these should be coloured blue)	20
Sterile eye pads with attachment	2
Triangular bandages	2
Sterile individually wrapped unmedicated dressings, medium size (12cm x 12cm)	6
Sterile individually wrapped unmedicated dressings, large size (18cm x 18cm)	2
Safety pins. 6	6

Tablets and medication **must not** be kept.

Responsibility for maintaining stock of first aid materials and provision of qualified first aiders lies with Town Clerk.

Further Guidance:

The Health and Safety (First-Aid) Regulations 1981 Guidance on Regulation L74 (Third edition) 2013 (as amended 2018)

Hand Arm Vibration

Vibration White Finger (VWF) is the most common symptom of Hand-Arm Vibration Syndrome (HAVS). Mostly associated with hand held machinery e.g. road drills, compactors, power hammers and chain saws, however constant use of lesser machinery can cause cumulative problems, i.e., impact drills, floor polishers, various gardening appliances etc. HAVS can damage blood cells, thus reducing the blood supply, and also injure the nerves in the hand/fingers causing heavy permanent damage. The symptoms are usually set off by the cold. The first sign is frequently an occasional attack when the fingertips become white or numb. It is commonly medically misdiagnosed as Raynaud's Disease which presents in a similar manner.

The Council is committed to reducing this aspect of risk exposure. It will conduct a suitable tool risk/health analysis, to identify possible health trends, and take reasonable precautions to reduce exposure to HAVS.

Typical risk reduction measures may include:

- The provision of suitable warm clothing, i.e., gloves and coats for prolonged exposure within a cold climate.
- Assessing the suitability of the tool at the purchase stage. This is to ensure that not only the calculated vibration is minimal, but also the right tool is provided for the right job. This should condense the vibration magnitude and avoid the need to grip tools more tightly.
- Ensuring that all tools are maintained through a planned maintenance scheduling system and any patent defects should be reported to the Town Clerk. Promoting active Health and Safety awareness training and vibration hazard consciousness for staff as required.
- Removing defective tools from service, until they have either been repaired or replaced. Ensuring that, wherever possible, anti-vibration devices are incorporated within the tool design, taking into consideration current technology.
- Carrying out a Risk Assessment of each worker's daily vibration exposure and taking initial steps to assess, and reduce the vibration levels of the vibratory tools, including inspection of resilient mounts/flanges.
- Providing health surveillance for workers who are exposed to vibrations above the action level or otherwise continue to be at risk and stopping any activity where exposure limits are breached.

Further Guidance:

INDG175(rev3)

Date of publication: 2012

Note: HSE Approved Hand Arm Vibration Calculator spreadsheet held on Town Clerk's desk top.

Housekeeping

Effective housekeeping can help control or eliminate workplace hazards; housekeeping is not just cleanliness. It includes keeping work areas neat and orderly, maintaining halls and floors free of slip (e.g., wet floors) and trip hazards (trailing leads, ripped/worn carpets) and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas.

All employees should ensure that their work area is kept clear and free of tripping and slipping hazards. It is important that all Employees can move about freely and be able to exit their work area without hindrance in the event of an emergency. Staff should be briefed during induction of the importance of good housekeeping practices.

Coats and bags must not be hung on the backs of chairs or left on the floor around or under workstations.

All waste materials should be promptly removed to designated waste storage areas and disposed of regularly to avoid build up.

Regular walkthroughs should be conducted to ensure there is no excessive clutter of redundant furnishings, materials of waste awaiting final disposal from any work areas.

Lone Working

Employers are responsible for the Health, Safety and Welfare at work of their Employees and for the Health and Safety of those affected by that work. These responsibilities cannot be transferred to Employees who work alone or without close supervision. It is therefore the Council's duty to assess risks to lone workers and take steps to avoid or control the risk where necessary.

There is no general prohibition on working alone, however the general duties under the Health and Safety at Work etc. Act 1974 apply. There will be some cases where there are specific stipulations that at least two people must be involved in the work and which specify that a safe system of work must be followed due to the risks involved.

The work to be carried out by the lone worker will always be assessed to identify hazards, the risks involved and to ensure that appropriate control measures are implemented to eliminate or adequately control the risks. Where the risk assessment determines that arrangements would not be adequate to ensure that the work can be done safely by one person, then alternative arrangements providing help or back-up will be required.

Further Guidance:

Working alone - Health and safety guidance on the risks of lone working INDG73(rev4), published May 2019.

Unison working alone Guide for Health and safety representatives

https://www.unison.org.uk/content/uploads/2018/02/24830_Working_Alone_Web.pdf

Manual Handling

The work activity of the council will invariably require the manual handling of loads. The following steps are the basic handling procedures that employees should adopt:

Consider the acronym **TILE** and plan the lifting operation and whether the process can be made easier with assistance from another person;

- **T**ask – What exactly is required? How much force will be needed? Will the task need to be repeated often? Are there any other means of moving the load?
- **I**ndividual – Who is available to carry out the task, what is their physical condition, do they have any impairments or disabilities to be taken into consideration?
- **L**oad – What needs to be lifted, is it a fixed load or a fluid/loose load? How heavy is it, is it fragile/flammable, toxic? If using a mechanical aid, is it sufficient for the load
- **E**nvironment – Where is the load, where does it need to go? Could it be dropped off at the other location in the first place? What are the surface conditions (Hot, cold, dry, wet, slippery, sloping). Are there any obstructions or obstacles on the route?

Ensure the correct body posture and correct use of available handles etc., i.e.,

- i. Place the feet apart.
- ii. Bend the knees.
- iii. Keep the back straight.
- iv. Shoulders level and ahead.
- v. Keep the arms within the area of the head.
- vi. Ensure that the load is securely gripped.
- vii. Raise the load smoothly.
- viii. Keep the load as close to the centre of the body or handling aid as possible.
- ix. Avoid twisting, bending or stooping and ensure your vision is not obstructed.

Always break the load down to reduce the overall even if it does mean several trips

Whenever possible, use mechanical aids which have been provided to avoid or reduce the need for manual handling.

Further Guidance:

The Manual Handling Operations Regulations 1992, as amended in 2002.

INDG143(rev3), published 11/12.

New Employees

Work site inductions are a legal requirement, and each person should receive a site-specific induction at every new council site they work on. Site inductions are the optimum way to provide employees with the site-specific health and safety rules and requirements and any particular hazards they need to be aware of.

Whenever a new Employee is appointed to Torpoint Town Council they will be made aware of the following:

- Explain what he/she will be required to do and to whom he/she will be directly responsible.
- Where the Health and Safety Policy is kept, its purposes and the employee's responsibility
- Any potentially dangerous areas of operations
- The procedures in the event of an accident, in particular, the necessity to record all accidents, however trivial they may appear at the time. An induction checklist is used to ensure all relevant areas are covered during the induction phase.

Information, Instruction and Supervision

Torpoint Town Council will consult directly with Employees on matters affecting them relating to Health and Safety. This will include any of the following circumstances:

- Any change which may substantially affect their Health and Safety at work; e.g., changes in procedures, equipment or ways of working.
- The employer's arrangements for getting competent people to assist the Council in meeting their legal obligations.
- The information that Employees must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger.
- The planning of Health and Safety training.
- The Health and Safety consequences of introducing new technology or equipment.

The following arrangements have been made in order to ensure that Employees are provided with suitable information, instruction & supervision relating to Health and Safety issues: -

- External providers will provide competent Health and Safety advice to the Council on request.
- Departmental Managers are responsible for the supervision and monitoring of new starters/young person's/trainees.
- The latest Health and Safety Law Poster is displayed at each of the Council's premises. The person responsible for keeping the information detailed on the law poster up-to-date is the Town Clerk, or any person delegated to carry out this task.
- The Employer's Liability Insurance Certificate is displayed. The person responsible for obtaining insurance cover is the Town Clerk.
- The Health & Safety Policy is reviewed annually and is available in all departments.
- Provision of training on matters such as fire safety and manual handling.

Further Guidance:

An introduction to Health and Safety

INDG259(rev1), reprinted 08/08

Personal Protective Equipment

Personal Protective Equipment (PPE) is a last resort to be used if all other types of control measure have been exhausted, as is demonstrated by the Hierarchy of Control Measures diagram below.

Employees are required to maintain their issued equipment in good condition and will report any loss or damage to the Town Clerk.

Employees and Sub-Contractors are required to comply with any specific site rules regarding PPE.

The issue of non-disposable PPE is recorded and the Town Clerk is responsible for undertaking regular inspections of all PPE issued.

Hierarchy of Controls



Further Guidance:

Personal protective equipment at work L25 (Forth edition)

Date of publication: April 2022

Stress

Work-related stress can develop because a person is unable to cope with the demands being placed on them. Stress, including work-related stress, can be a significant cause of illness and is known to be linked with high levels of sickness absence, staff turnover and other issues such as an increase in mistakes at work. Torpoint Town Council recognises the dangers of work-related stress. Through effective management and communication, the council's aim is to create a supportive and positive working environment which will greatly reduce the possibility of an individual being at risk of work-related stress. Positive and supportive engagement between Town Councillors and employees is recognised as key to this.

The council endeavours to have no job that is inherently dangerous to mental health. Employees are presumed able to withstand the normal pressures of the job unless they know of a particular problem, or unless any reasonable person would realise a colleague could not cope. Torpoint Town Council is also reasonably entitled to accept a colleague's statement that they are able to cope.

Stress is not pressure and pressure is not stress. Stress is defined as the adverse reaction people have to excessive pressures or other types of demand placed on them. Stress is not an illness, but if it is prolonged or especially intense, it can lead to physical or mental health ill health.

Many of the factors that can produce stress are the opposite of good management. Consequently, measures to reduce the risk of stress are likely to improve, among other things, efficiency, effectiveness, commitment and personal development.

Specific risk assessments will be prepared if a colleague informs management that they are unable to cope. The findings of the assessment will be used to provide personal controls.

The Town Clerk will endeavour to take the following steps at all times:

- Schedule work sensibly and accept that, where possible, work-travel should be completed in working time.
- Encourage high productivity, discourage long hours and monitor hours.
- Manage under-performance and/or absence at an early stage - before others suffer.
- Manage re-entry after absence
- Be approachable, communicate clearly, and listen to colleagues' needs.
- Recruit, retain, train and promote so that people are suited to the demands and pressures of the work.
- Set clear objectives, prioritise tasks, eliminate unnecessary work, and try to give warning of urgent work.
- Demonstrate zero tolerance of bullying or harassment.
- Co-ordinate workloads and holidays.
- Ensure colleagues know of other sources of help.

To assist, every employee must:

- Be alert to individuals or groups at particular risk - e.g., prolonged, frequent and uncharacteristic absences.
- Not harass or bully any colleague - including senior colleagues.

- Inform their Line Manager if they recognise a significant change in an activity, or recognise a significant stressor that is not being addressed
- Help colleagues (including senior colleagues) by being alert to signs of distress/failure. Report your concerns to someone who can help.
- Not to deal with your stress by re-distributing it amongst colleagues – e.g., storming into work in a state and being disruptive to others.

It is encouraged that you should let the Town Clerk know if you are:

- Coming under excess pressure in your private life.
- Suffering from anxiety or depression to an extent that interferes with your current or reasonably foreseeable work demands.
- Suffering physical illness that significantly reduces your resilience - e.g., pain that interferes with sleep or on receipt of a life-limiting prognosis.
- Suffering stress, due to work, that is threatening your health.

Giving consideration to the following aspects of your life may help you to prevent stress arising or reduce its effects:

- Manage your time and set yourself challenging but realistic objectives.
- List tasks in order of priority and tackle the most important first.
- Take care of your health through healthy eating, tackling addictions, avoiding stress crutches (drinking, sleeping pills, comfort eating, etc)
- Exercising, keeping up with friends and family, talking to someone, relaxing.
- Ensure sufficient rest and adequate number of hours of sleep and take short breaks to let yourself recuperate during busy times.
- Raise concerns if you are being mistreated.

It can help to try and identify the possible causes of stress by writing them down. Should you be absent with stress, co-operate with your Line Manager in developing a sensible return to work plan, as concern for your welfare is not prying. Acknowledge your own success in stress control each step of the way.

Further Guidance:

How to tackle work related stress INDG430

Published 10/09

Contractors / Sub Contractors

Torpoint Town Council recognises its duty to ensure that the employer of persons who will be working on their premises has been provided with information on the risks to those persons along with details of measures being taken to comply with the relevant legislation as it relates to those employees.

The Town Clerk is responsible for ensuring that all Contractors/Sub-Contractors are competent and possess the appropriate insurances and qualifications to carry out functions on behalf of the council.

Where the contract work carries a higher risk, or is of an extended duration outside the typical schedule, this information will be requested prior to the work commencing. This will include written risk assessments and method statements depending on the work activity to be carried out, the content of which should include:

- The hazards that the activity will be presenting to the employees and customers of the Council.
- The level of risk that these hazards present.
- The controls that will be put in place to ensure that the risks are not realised.
- The monitoring system in place that ensures the risk controls remain in place.

Any incidents should be responded to immediately and a discussion after the project finishes may be appropriate to discuss any lessons learnt.

All Sub-Contractors are required to conform to Torpoint Town Council's Health & Safety policy in addition to that of a client for all site work.

Further Guidance:

Managing contractors HSG159 2nd edition, published 2011

Violence and Aggression

All violent incidents must be reported to the Town Clerk and then recorded in the accident book. All such incidents will be investigated. All visitors who are accessing non-public areas and are not known to employees should be stopped and challenged immediately.

Where aggressive or threatening behaviour is identified this should be brought to the immediate attention of the Town Clerk. Employees should have methods of communication such as radio or telephone to call for back up or assistance when lone working.

Cash handling should be reduced or avoided altogether whenever possible to reduce the chance of conflict.

Employees are advised to walk away and seek help if they feel a situation is not manageable.

Further Guidance:

Violence at work, a guide for employers

INDG69(rev), revised 10/96

Work At Height

Torpoint Town Council's activities will necessarily involve working at height either from ladders (if the work is of short duration) or from scaffolding (correctly assembled by certified personnel) or by Mobile Elevated Work Platforms, again operated by trained and competent personnel. Where prolonged work at height is undertaken either by council staff or by contracted personnel safety harnesses will be worn by operatives in accordance with the findings of risk assessments or as otherwise deemed necessary during erection and dismantling operations. The safety harnesses themselves must conform to current legislative policy and each harness must be accompanied with a certificate of testing within the last 6 months as required under current LOLER regulations.

Access ladders are always to be inspected prior to any use of any duration. Any defects are to be reported immediately and a “**DO NOT USE**” label attached to the ladder showing details of defect, date defect found and the name of the person finding same.

All work activities at height, irrespective of duration of length of work are to have a full Risk Assessment completed prior to the work commencing. Where scaffolding is used for long periods, this is to be examined each working week and certified fit for purpose/use. Where the scaffolding is used externally and is subject to the elements, apart from the inspection every 7 days if in the intervening period the scaffolding has been subject to high winds or prolonged exposure to heavy rain then the scaffold must be checked before further use.

Further Guidance:

Working at height: A brief guide Leaflet INDG401(rev2) HSE Books 2014

LA455 Safe Use of Ladders and Stepladders – a brief guide

BS 8460:2005 Safe use of MEWPs. Code of Practice British Standards Institution

Personal Protective Equipment at Work Regulations 1992, Reg 4.

Work Equipment

The Provision of Work Equipment Regulations 1998 (PUWER) require all work equipment to be fit for its intended purpose, to be maintained and inspected to ensure it remains in a safe condition, to have relevant clear and visible safety markings, such as a CE mark and British Standard markings.

Some typical risks from hand tools

1. Sharp / cutting tools can cause minor or serious cuts to hands and fingers.
2. A screwdriver used as a chisel could cause the tip of to break and hit the user or someone nearby.
3. If a wooden handle on a tool such as a hammer or an axe is loose, splintered, or cracked, the head of the tool may fly off and strike the user or another person nearby.
4. A wrench with sprung jaws might slip.
5. The head of a chisel can become 'mushroomed' and shatter on impact, sending sharp fragments flying.
6. Iron or steel hand tools can be a dangerous ignition source around flammable substances.

Ensure hand tools are properly used and maintained

A simple check by users of hand tools can control many risks, for example:

1. Cutting tools – keep knives and blades sharp, cover exposed edges wherever possible.
2. Hammers – avoid split, broken or loose shafts and worn or chipped heads. Make sure the heads are properly secured to the shafts.
3. Files – these should have a proper handle. Never use them as levers.
4. Chisels – the cutting edge should be sharpened to the correct angle. Do not allow the head of cold chisels to spread to a mushroom shape – grind off the sides regularly.
5. Screwdrivers – never use them as chisels and never use hammers on them. Split handles are dangerous.
6. Spanners – avoid splayed jaws. Scrap any which show signs of slipping. Have enough spanners of the right size. Do not improvise by using pipes etc. as extension handles.

Further control measures

1. Take account of risks from hand tools when carrying out risk assessments for a non- routine daily specific task.
2. Council employees are only to use hand tools that they have been trained on and are authorised to use.
3. Always ensure hand tools are safe to use, fit for purpose and suitable for the task.
4. Do not use hand tools as DIY accessories attached to other tools or equipment.
5. If there is any indication of damage in the form of cracks, shakes, distortion, take it immediately out of service so it cannot be used.
6. Where necessary, wear Personal Protective Equipment (PPE).

Work Equipment

Cont'd:

Where large or powered items of work equipment are used it is even more important to ensure that both the PUWER Risk Assessment and a General Work Place Risk Assessment is completed **prior** to the task being undertaken.

Further Guidance:

Provision and Use of Work Equipment Regulations 1998.

[Provision and Use of Work Equipment Regulations 1998 \(PUWER\) \(hse.gov.uk\)](https://www.hse.gov.uk/l24/l24.htm)

Workplace Risk Assessments

General Workplace Risk Assessment (RA) is only considered as the first step in controlling the incidence of workplace injury. It is not an end in itself, nor is it just a compliance issue or a paper exercise. The benefit of an RA is the greater protection of all council employees, councillors, contractors, volunteers and members of the public. The main aim of a RA is to ensure that it is both suitable and sufficient to allow the daily work routine to be carried out in a safe manner.

RA's are nothing more than a detailed examination of an area, a task or an activity, in other words what can go wrong, cause harm to individuals or damage to equipment and/or property.

There are numerous day to day activities that do not require specific RA's for that particular activity. Therefore, a reasoned approach must be used in the use of RA's, where it is thought that by having a Risk Assessment or a work method statement in place to reduce the possibility of harm /damage then an RA should be undertaken.

Torpoint Town Council will always be on the side of caution, in the belief that the safety of its employees, councillors, contractors, volunteers and members of the public is paramount.

RA's will be conducted consulting with the workforce, councillors, contractors or any outside body that can contribute to the ethos of a safe working environment as required.

Further Guidance:

A brief guide to controlling risks in the workplace INDG163(rev4), published 08/14