



Health and Safety Policy

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Review Body

Full Council

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Full Council

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Annually

Signed

November 2023

Chairman, Cllr Last BEM

Health, Safety and Welfare Policy of

LEISTON-CUM-SIZEWELL TOWN COUNCIL

Health and Safety at Work etc Act 1974

<https://www.legislation.gov.uk/ukpga/1974/37/contents>

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HEALTH, SAFETY AND WELFARE POLICY

Leiston-cum-Sizewell Town Council has approved a health and safety policy to protect all its employees, visitors, contractors, and users of all of its premises and actively encourages safe working practices.

Please read this document carefully and make sure you understand it. If you wish to discuss safety matters generally or have a particular problem, you should consult the Town Clerk.

1. STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY

The members of *Leiston-cum-Sizewell Town Council* accepts its responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, visitors and users of premises, and others who may be affected by the council's activities, and declare their intention to meet the requirements of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions.

<https://www.legislation.gov.uk/ukpga/1974/37/contents>

<https://www.legislation.gov.uk/uksi/1999/3242/contents>

Leiston-cum-Sizewell Town Council will continue to ensure that its policy, legal obligations and experience are applied effectively throughout the council where it has legal obligations.

Leiston-cum-Sizewell Town Council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the council's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.

GENERAL STATEMENT OF POLICY - OBJECTIVES

- 1.1 *Leiston-cum-Sizewell Town Council's* Health, Safety and Welfare policy is to provide and maintain safe and healthy working conditions, equipment, and systems of work for all our employees, and to provide such information, instruction, training, and supervision as they need for this purpose.
- 1.2 Assess the risks to health and safety of employees and of anyone else who could be affected by its work, record the significant findings of such assessments, and make them available to employees, contractors, and users of premises. The compilation and implementation of practical codes of safety and health practice and conduct will be based on these risks' assessments.
- 1.3 Institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects.

- 1.4 Make proper arrangements for the safe use, handling and storage of all articles and substances used by the council.
- 1.5 Promote the instruction and training of employees in matters of health and safety, to enable them to recognise and avoid hazards at work.
- 1.6 Inform employees, contractors, visitors, and users of premises of the risks associated with its work activities by means of notices and instructions, and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health.
- 1.7 Provide and maintain, where appropriate, safety equipment and protective clothing and ensure that employees are informed of their obligation in respect of its use.
- 1.8 Provide first aid equipment, facilities, and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of all employees, visitors and others allowed access to the council's premises.
- 1.9 Institute a procedure for the recording of all accidents, near misses and instances of ill health occurring because of the council's activities and ensure that such incidents are investigated.
- 1.10 Provide satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of employees whilst at work.
- 1.11 Advise all employees, contractors, and users of premises of their obligations in health and safety matters, and of the penalties for acting in such a way as to endanger the safety or health of themselves or others.
- 1.12 The Town Clerk is responsible for effecting this policy.
- 1.13 Ensure the proper direction and control of all persons other than employees allowed access to the Council's premises and ensure they are not put at risk by the council's work activities.
- 1.14 Control the use of contractors on the Council's premises and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy.
- 1.15 Arrange for health and safety inspections of all premises and other areas at regular intervals, with reporting of findings and recommendations to the Members of the Council.
- 1.16 The allocation of duties for safety matters and the arrangements which we will make to implement the policy are set out in 2. RESPONSIBILTIES.

- 1.17 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy, and the way in which it has operated will be reviewed every year at the full Council Meeting during their annual assessment of risk.

2. ORGANISATION AND RESPONSIBILITIES

- 2.1 Overall and final responsibility for health, safety, and welfare in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of the *Town Council of Leiston-cum-Sizewell*. The Town Clerk is responsible for this policy being carried out at all the Council's premises and the Assets Officer will be responsible as his/her deputy as required.

The Full Council will:

- 2.1.1 Receive reports on Health, Safety and Welfare from all its assets including Council Building
- 2.1.2 Consider overall trends and issues likely to affect the council.
- 2.1.3 Monitor the health and safety performance of the Council and compliance with legislation.
- 2.1.4 Promote a positive health and safety culture within the Council.
- 2.1.5 Ensure that adequate resources are available to discharge the council's health and safety commitments.
- 2.1.6 Where necessary, give assistance to the *Town Clerk* in carrying out inspections in the interests of effective Health and Safety management.
- 2.1.7 Undertake in conjunction with the Town Clerk safety inspections, investigation of accidents, incidents, near misses, and other dangerous occurrences and forward reports of legally notifiable cases of disease to the appropriate authority.

Health, Safety and Welfare Supervisors for *Leiston-cum-Sizewell Town Council* assets:

- 2.2 The following supervisors are responsible for the health, safety, and welfare in particular town assets:

Asset	Supervisor
All Allotments	Town Clerk

Council Chambers	Town Clerk
Community Centre	Asset Officer
Community Orchard	Town Clerk
Dinsdale Road Public Conveniences	Town Clerk
Film Theatre	Theatre Manager
Hanging Baskets	Town Clerk
King George's Avenue Park	Town Clerk
Skateboard Park / BMX Area	Town Clerk
Sports Playing Field	Town Clerk
Victory Road Recreation Ground (Includes: Gym Equipment)	Town Clerk
Waterloo Centre	Asset Officer

The Supervisor, as stated above for each asset, on behalf of the Members of the Council, is to co-ordinate the implementation of the health, safety, and welfare policy.

The Supervisor will:

- 2.2.1 Advise on planning and development of health and safety training to meet the Council's requirements.
- 2.2.2 Advise on prevention of injury or ill health to personnel and damage to equipment.
- 2.2.3 Advise on legal requirements affecting health, safety and welfare, and implementation of the council health, safety, and welfare policy.
- 2.2.4 In conjunction with nominated Councillors, carry out routine site inspections on all council sites, reporting on failures to meet the standards set and situations where council employees are put at risk from inadequate health and safety facilities.
- 2.2.5 Maintain a central record containing relevant Statutes, Approved Codes of Practice (ACOPs), guidance notes, certificates, risk assessment reports, terms of reference, accident reports and investigations. Documents to be kept in the Town Clerk's office except for Film Theatre Documents, which will be kept in the Film Theatre Manager's Office.
- 2.2.6 Implement in the work place an understanding that injury prevention and damage control are an integral part of council business and operational efficiency.
- 2.2.7 Make arrangements for carrying out suitable and sufficient risk assessments in relation to work activities to eliminate control risk to the health and safety of employees.

- 2.2.8 Ensure that all employees are fully aware of, and instructed in their responsibilities as imposed by regulations, codes of practice and council procedures, and take steps so far as is reasonably practicable to ensure that they are properly implemented.
- 2.2.9 Ensure that all works carried out on council premises and on council's equipment complies with statutory requirements and approved or agreed standards.
- 2.2.10 Ensure that where the Council have supplied labour to erect or install equipment of any nature, the erection or installation is of a high standard and complies with the codes of practice and current regulations.
- 2.2.11 Ensure that employees are conversant with the Council's accident or damage reporting procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences as specified by regulations. Also ensure that the cause of any accident and or, dangerous occurrence is thoroughly investigated and that effective follow up action ensues.
- 2.2.12 Provide adequate first aid supplies and facilities in accordance with current regulations and ensure that a responsible person is appointed to take control of the situation.
- 2.2.13 Ensure that statutory notices as required are displayed and that all statutory registers are provided and used.
- 2.2.14 Ensure that periodic statutory tests, inspections, and where applicable maintenance of premises are carried out and the appropriate records kept.
- 2.2.15 Ensure that adequate fire precautions and appliances are in place and that, in the event of an emergency, employees are conversant with the fire drill to ensure that the building/premises are vacated as quickly as possible.¹
- 2.2.16 Make available and enforce the use where necessary of safety equipment and protective clothing, in accordance with current regulations and council instructions.
- 2.2.17 Ensure that all employees are competent to carry out their duties safely having received adequate information, instruction, and training and where necessary that they hold a valid certificate of competence.

¹ East Suffolk Council have responsibility as landlord for Fire Alarm systems and appliances and testing of emergency lighting and emergency exits

2.2.18 Ensure that all employees under your control are properly supervised and have been instructed and trained with regards to specific regulations and the relevant system of work and adequate training records kept.

2.2.19 Ensure that regular consultation with the workforce takes place.

2.2.20 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.

2.2.21 Consultation between management and employees is provided by immediate day to day discussion with the Town Clerk.

All **employees** are to take reasonable care of their own safety and that of anyone else who may be affected by their work activities and are required to cooperate with *Leiston-cum-Sizewell Town Council* in the fulfilment of its duties with regards to health, safety, and welfare at Work. Each employee, therefore, will be responsible for: -

- a) Making themselves familiar with and always conforming to relevant health and safety instructions.
- b) Not interfering with or misusing anything provided in the interest of health, safety, and welfare.
- c) Reporting to the *Town Clerk* incidents that have led to, or may lead to, injury or damage.
- d) Assisting as required in the investigation of accidents or incidents.
- e) Wearing the appropriate protective equipment where required.

2.3 Signed:

Chairman of the Council

Signed:

Town Clerk

Dated:

3. ARRANGEMENTS

3.1. Risk Assessments

The Management of Health and Safety at Work Regulations impose wide ranging responsibilities on *Leiston-cum-Sizewell Town Council* including the requirement to assess the risk to health and safety to employees and others arising out of *Leiston-*

cum-Sizewell Town Council undertaking.

Leiston-cum-Sizewell Town Council will carry out risk assessments in accordance with the Approved Code of Practice (ACOP) and published guidance.

General risk assessments will be carried out on all council workplaces and on all activities organised by the Council. Risk assessments will be carried out using a team approach by involving employees who are familiar with the work areas. As part of Health and Safety staff briefings *Leiston-cum-Sizewell Town Council* will encourage staff to do dynamic risk assessments i.e. The continuous process of identifying hazards, assessing risk, taking action to eliminate or reduce risk, monitoring and reviewing, in the rapidly changing circumstances of an operational incident.

Risk assessments will be used to determine where action is required to achieve or maintain adequate control of risks. Any action taken will be in accordance with the principles of prevention detailed in the Management of Health and Safety at Work Regulations. Namely by;

- Avoiding the risk.
- Evaluating and reducing the risk as far as reasonably practicable.
- Combating the risks at source.
- Adapting the work to the individual.
- Adapting to technical progress.
- Replacing the dangerous with non or less dangerous.
- Implementing safe systems of work.
- Providing adequate personal protective equipment.
- Providing appropriate information, instruction & training.

The Supervisors named in 2. Responsibilities are responsible for:

- a) Ensuring that all appropriate risk assessments are carried out, recorded, and reviewed periodically.
- b) Ensuring that risk assessments are suitable and sufficient and accessing competent health & safety advice where required.
- c) Ensuring that action is taken to adequately control risks to health and safety identified by the assessment.
- d) Implementing, monitoring, and reviewing preventative and protective measures such as safe systems of work.
- e) Ensuring that employees are kept adequately informed of risks to health and safety and control measures provided.
- f) Ensuring that contractors or visitors who may be exposed to risks are adequately informed of the risks and any precautions or preventative measures.
- g) Holding copies of risk assessment documents.
- h) Ensuring that emergency procedures are in place and are formally recorded.
- i) Ensuring that appropriate information, instruction, and training is provided.

All employees have a duty to:

- a) Take reasonable care for their own and others health and safety.

- b) Use all work items in accordance with training and advice.
- c) Co-operate with their employer with regards to health and safety matters.
- d) Report accidents and dangerous incidents.
- e) Notify their employer of any shortcomings in health and safety arrangements.

Leiston-cum-Sizewell Town Council risk assessments are held centrally by the Town Clerk and by individual work sections. Copies of risk assessments and safe systems of work are provided to relevant employees, volunteers, and contractors.

3.2. Accident reporting

When an accident/near miss/incident occurs, injuries must receive prompt attention, and any immediate danger should be alleviated. The Council accident book and or the RIDDOR accident report form will be completed by those named in 2. Responsibility.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)²³ and the Social Security Act 1975 require organisations to record accidents/near misses/incidents and to investigate and report to the nearest office of the Health and Safety Executive (HSE) accidents which result in the following:

- a) Fatalities.
- b) Specified injuries
- c) Employees being absent from work for more than 3 days.
- d) Work related illnesses

[Reporting accidents and incidents at work: A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\) INDG453 \(hse.gov.uk\)](https://www.hse.gov.uk/pubns/indg453.pdf)

All accidents and near misses are investigated, and preventative measures implemented where appropriate. Any relevant risk assessments are also reviewed by those named in 2. Responsibility.

Employee's Responsibilities

All employees are instructed at induction, of the requirements to report all accidents/near misses occurring to themselves, members of the public, volunteers, or contractors in the nearest accident book and to bring the accident to the attention of the Supervisors named in 2. Responsibilities. Employees must also ensure that everything possible is done to minimise damage, particularly injury to persons.

Therefore:

- a) Obtain first aid treatment for the injured person.
- b) Ensure that the accident/near miss/incident is reported to the *Town Clerk*.
- c) Record the accident/near miss/incident by filling in the accident book and completing a copy of the Council's incident report form.

³ <https://www.hse.gov.uk/pubns/indg453.pdf>

Employer's responsibilities

The Town Clerk is to:

- a) Establish whether the circumstances or the result of the accident/incident are immediately reportable under RIDDOR as a major injury or as dangerous occurrence.
- b) Investigate the accident/incident and ensure that all necessary steps have been taken to prevent any immediate further injury or damage to property
- c) Ensure that an entry in the accident book has been made.
- d) Take what steps are necessary to remedy the cause of the accident/incident to prevent a reoccurrence.
- e) Ensure that if an injured employee is absent from work, or unable to carry out their normal work for more than 3 days (not including the day of the accident) the correct form is completed and submitted to the RIDDOR database on the HSE website.

3.3. First Aid

Leiston-cum-Sizewell Town Council will provide and keep up to date, First Aid training to employees who are either named in 2. Responsibilities or who are likely to be working alone or in direct contact with the public. This will ensure that should any First Aid is required then it can be undertaken correctly and quickly. *Leiston-cum-Sizewell Town Council* has also provided First Aid boxes in its premises, and each has a person responsible for replenishing any items used.

First Aid boxes are located in the following of the Council Premises:

Box 1: The Kitchen at the *Community Centre*.

Box 2: The Kitchen at the *Council Offices*

Box 3: The Box Office and Back Stage at the *Film Theatre*.

Box 4: The lobby in the *Waterloo Centre*.

The appointed persons responsible for the upkeep of these boxes are:

Box 1: The Assets Officer

Box 2: The Town Clerk

Box 3: The Theatre Manager.

Box 4: The Assets Officer

Leiston-cum-Sizewell Town Council has also invested in two defibrillators within two of its premises.

Defibrillator 1: The Community Centre

Defibrillator 2: Leiston Film Theatre

The appointed persons responsible for the maintenance of the defibrillators are:

Defibrillator 1: The Assets Officer

Defibrillator 2: The Theatre Manager

3.4. Fire Safety

Leiston-cum-Sizewell Town Council has ensured that all premises and open spaces have fire safety procedures in place. These are maintained and updated by the Supervisor's named in 2. Responsibilities for each asset.

The supervisor for each asset is responsible for the following:

- 3.4.1. To ensure an assessment of the fire risk is carried out on the building/space and to take the necessary steps to reduce, remove or control the risks found.
- 3.4.2. To ensure a competent person (with sufficient training, experience, and knowledge) has been appointed to carry out the risk assessment, ensuring a record to kept of the findings and any immediate risk is dealt with.
- 3.4.3. To ensure that the premise/space has clear fire emergency plans and safety procedures in place and that these are understood by all employees.
- 3.4.4. To ensure all employees carry out relevant fire and safety training and have a clear understanding of their roles within the procedure.
- 3.4.5. To record a visual inspection of fire extinguishers and check annual maintenance by East Suffolk Council. ⁴
- 3.4.6. To ensure all fire alarm systems are visually inspected, tested monthly and have an annual maintenance, which should include an annual electrical certificate.⁵
- 3.4.7. To ensure all fire exits shall be kept free from obstructions.
- 3.4.8. Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire-resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- 3.4.9. Where possible wastepaper bins must be of metal construction. All wastepaper bins should be emptied each day.

3.5. Control of Substances Hazardous to Health (COSHH)

Hazardous substances (as defined by the Control of Substances Hazardous to Health Regulations) will only be brought on to *Leiston-cum-Sizewell Town Council*

⁴ East Suffolk Council as Landlord are responsible for fire extinguishers and fire alarm systems

⁵ ditto

premises/open spaces where there is no practical alternative. Every effort will be made to ensure that, so far as possible, non-hazardous substances are purchased for use or, where there is no non-hazardous substance which is suitable, that the least hazardous substance is obtained.

The quantities of hazardous substances stored and used on-site will be the minimum quantities consistent with the needs of the operation and with sound commercial purchasing practice. The *Leiston-cum-Sizewell Town Council* will identify all hazardous substances to which persons may be exposed. They will compile a register of all such substances. Attached to the register will be suppliers/manufacturers' safety data sheets, which suppliers must provide by law. These outline the hazards of the substance, also indicating any precautions which are necessary. Before any hazardous substance is brought onto site for the first time, manufacturers/ suppliers' safety data sheets will be obtained and suitable judgements made of the necessity for, and utility of, the substance. A COSHH assessment will then be carried out by a competent individual by those named in 2. Responsibilities for each of the Leiston -cum-Sizewell Town Council's assets. All such assessments will be recorded in writing. The assessment will also include an assessment of the risks arising from Blood-borne viruses (HIV, Hepatitis etc). Any recommendations made for gaining or improving control of hazardous substances will be implemented by the Supervisors and *Leiston-cum-Sizewell Town Council*. The assessments will be reviewed when there is a material change in circumstance and, in any event, on an annual basis. Where relevant, changes to assessment findings will be communicated to employees.

Leiston-cum-Sizewell Town Council and the named supervisors for each asset, will prevent or reduce workers exposure to hazardous substances by following some general rules:

- Read the information, such as container labels, before using any products.
- Never mix chemicals together.
- Never transfer chemicals into another container without ensuring that all safety information on the original container is copied onto any new container.
- Follow the manufacturer's instructions carefully.
- Chemical products must never be allowed to come into eye contact and contact with skin. Mucous membranes must likewise be avoided.
- Wear protective equipment and clothing if needed for some stronger chemicals.
- Do not swallow chemical materials or use in areas where food is being consumed.
- Always store chemicals away from food areas.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided.
- Facilities for the washing and cleansing of the skin are made available away from the chemical storage area.
- If any person handling the materials shows the symptoms which may possibly have been caused by exposure to chemical products, they should be removed

from the area and medical advice sought without delay. First aid information is available on the relevant Material Safety Data Sheet (MSDS).

- Waste materials such as broken glass or other “sharps” should be adequately wrapped to prevent injury and disposed of safely i.e. not in plastic bags.
- COSHH Assessments are undertaken where significant hazards are identified.

3.5.1. Caretakers and Cleaners

Leiston-cum-Sizewell Town Council employee several caretakers and cleaners to help look after and maintain the town’s assets, so it is essential that they are safe within their job role. To do this we recommend:

- It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.
- Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
- Care must be taken to avoid ingestion, inhalation, and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
- Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g., Harpic) or other acidic substances.
- Stepladders which are used to gain access to heights must be in good condition and free from defects.
- All electrical cleaning equipment must have been wired up by a competent person.
- Any deterioration in electrical connections or wiring should be reported immediately.
- Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.

YOU SHOULD REPORT:

- Structural faults which appear dangerous.
- Floor coverings, etc. which cause a tripping hazard.
- Faulty gas, electric, paraffin fixtures, fittings, and equipment.
- All accidents, however small, should be reported.

YOU SHOULD NOT:

- Attempt to repair gas, electric, paraffin fixtures, fittings, or equipment, unless competent to do so.
- Attempt to move obviously heavy furniture alone.

YOU SHOULD:

- In the event of your having to stand on something to reach windows, etc. do ensure the object on which you will stand is solid and reliable.
- Dispose of aerosol cans in the recommended way.
- Dispose of soiled materials in sealed bags.

3.6. Electricity at Work

Leiston-cum-Sizewell Town Council sub-contract to ensure all electric wiring and fittings, in all the town's assets are kept in good working order and all under the supervisor of the persons named in 2. Responsibilities. 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 Supervisor of that asset and, wherever possible, the electric current turned off until the defect has been rectified. No light or power point is to be used for any purpose other than that for which it is intended.

3.6.1. Portable Electrical Appliances

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 handheld or hand operated whilst connected to the electrical supply as well as extension leads, plugs, sockets, and adaptors.

All portable appliances/electrical equipment e.g. computers, printers, fridges, kettles etc must be PAT tested by an approved person on an annual basis and must display when they were last tested and they are safe to use. All equipment that has been inspected must be clearly identifiable with a PAT label. A register of all testing is maintained and held by the person named in 2. Responsibilities.

Leiston-cum-Sizewell Town Council advise the following steps are to be taken to ensure no-one is 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.
- 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 help assist *Leiston-cum-Sizewell Town Council* in preventing the risk of electrocution, 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 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 relevant Supervisor of that asset.
- If any users have any safety concerns, they should immediately stop using the equipment, disconnect it from the power source and ensure that nobody else can use it (reporting the issue immediately).

3.7. Workplace Welfare

Leiston-cum-Sizewell Town Council and the named Supervisors for each of the Town Council's assets have a duty of care to all its employees. The following policies have been put into place to ensure the welfare of employees in the workplace.

3.7.1. Violence and Aggression

All violent incidents must be reported to the person named in 2. Responsibilities for each of the Town Council's assets and then recorded in the appropriate accident book. The Town Council will investigate all such incidents with a matter of urgency.

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 is brought to the immediate attention of the person named in 2. Responsibilities for each of the Town Council's assets.

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.

3.7.2. Drugs and Alcohol

Even very minor alcohol or drug misuse can lead to some loss of concentration and affect judgement and physical co-ordination, which in turn can lead to accidents. Consequently, the use of illegal drugs and misuse of alcohol is forbidden in all *Leiston-cum-Sizewell Town Council* activities and all Town Council employees must therefore ensure that alcohol or drug use does not have an adverse effect on your work performance, other people, or safety arrangements. Before consuming any medication, all employees should ask the pharmacist about side effects or read enclosed information. Where the effects of the prescribed drug may compromise safety, then the person named in 2. Responsibilities should be told immediately, and they will reassess the work to be completed to ensure it can be carried out safely while potentially affected.

3.7.3. Incident, Ill Health and Dangerous Occurrences Reporting

All injuries or damage resulting from incidents on site or in other workplaces, however minor and all near misses, must be reported to the person named in 2. Responsibilities. In the event of a fatal or major injury to any person, over seven-day injury or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Town Clerk must be notified by telephone immediately by the person named in 2. Responsibilities for each of the Town Council's assets.

The person named in 2. Responsibilities for each of the Town Council's assets will ensure that an investigation is carried out as soon as possible and confirm details of accidents to the Town Clerk. Details will also be recorded in the accident book which is held in each of the Town Council's premises.

The latest information on how to report RIDDOR accidents and incidents can be found at [Reporting accidents and incidents at work: A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\) INDG453 \(hse.gov.uk\)](https://www.hse.gov.uk/indg453/)

3.7.4. Pregnancy

Once *Leiston-cum-Sizewell Town Council* is informed, in writing, of an employee's pregnancy, the person named in 2. Responsibilities for each of the Town Council's assets must carry out a new risk assessment for all tasks which that employee is expected to carry out in their general duties of employment.

Pregnancy is not an illness though pregnant women can often be ill (particularly morning sickness) and are inclined to become very tired in later pregnancy. The changes inherent in pregnancy affect the risks of some work; for instance, the bump affects manual handling techniques and position in relation to a computer, the softening of ligaments increases the risk of Musculo-skeletal injury, and the hormonal changes increase the risk of Carpal Tunnel syndrome. When a female employee declares that she is pregnant or when it becomes obvious that she is pregnant, the person named in 2. Responsibilities for each of the Town Council's assets will continue to ensure their workstation is comfortable and discuss any control measures with the individual.

3.7.5. Smoking

It is a legal requirement to make all public building and work areas non-smoking. This policy applies to all visitors, contractors and users of Leiston Town Council assets and includes the use of e-cigarettes and vaping.

All Visitors and Sub-Contractors are expected to abide by the policy, and it is the responsibility of the person named in 2. Responsibilities for each of the Town Council's assets to instruct them of the Town Council's requirements as necessary. Operatives will observe all site rules regarding smoking.

3.8. Display Screen Equipment

Leiston-cum-Sizewell Town Council offices and many of its premises has computers whether desktop, laptop or handheld which all have a display screen. Using a computer or other display screen is not high-risk work and activities are generally limited to the office.

Leiston-cum-Sizewell Town Council employees who use display screen equipment (DSE) as a significant part of their normal work must complete the DSE Workstation Checklist, which identifies and maintains the safe working condition:

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

Computer work does not damage your eyesight, but it can make you temporarily short sighted. Eyes can also become tired from focussing on the same distance for too long; tired if your glasses/eyes do not focus on the computer screen; dry when you are concentrating on screen work (because you blink less) and dry if your monitor is high because it exposes more of the eye surface. *Leiston-cum-Sizewell Town Council* recommend taking short breaks away from your workstation, to give your eyes a rest from the screen and to stretch your legs.

3.9. Personal Protective Equipment

Leiston-cum-Sizewell Town Council supply no personal protective equipment, if a situation occurs that would require such equipment, then they will supply the correct protective wear. All sub-contractors will need to provide their own personal protective equipment to their employees.

3.10. Manual Handling Operations

The Manual Handling Operations Regulations 1992 (as amended) apply to work which involves lifting, lowering, pushing, pulling or carrying. All supervisors named in 2. Responsibilities for the *Leiston-cum-Sizewell Town Council* assets are responsible for any manual handling operations work within their premises/open space.

The method of work has been arranged to limit the weights handled and share the lifting and handling amongst operatives. The following steps are the basic handling procedures that the Supervisors should ensure their Employees adopt:

- Consider the acronym **TILE** and plan the lifting operation and whether the process can be made easier with assistance from another person.
 - **Task** – 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?

- *Individual* – 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?
 - *Load* – 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.
 - *Environment* – 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 everybody uses the correct body posture and correct use of available handles etc i.e.
 - Place the feet apart.
 - Bend the knees.
 - Keep the back straight.
 - Shoulders level and ahead.
 - Keep the arms within the area of the head.
 - Use a 'hook' grip where possible.
 - Ensure that the load is securely gripped.
 - Raise the load smoothly.
 - Keep the load as close to the body or handling aid as possible.
 - Avoid twisting, bending or stooping and ensure your vision is not obstructed.
 - Place the load carefully.
 - Manual Handling assessments are undertaken for significant tasks using the Manual Handling Assessment Form.
- Whenever possible, use mechanical aids which have been provided to avoid or reduce the need for manual handling. For the latest information on Manual Handling refer to <https://www.hse.gov.uk/toolbox/manual.htm>

3.11. Provision and use of Work Equipment

All work equipment will be purchased in line with Legislative requirements and bear the CE mark. For major items of equipment, a copy of the Declaration of Conformity will be obtained. Risk assessments for significant items of equipment will be undertaken by the person named in 2. Responsibilities for each of the Town Council's assets. With all employees being trained to safely operate and clean equipment and use the correct equipment for the task. No persons under 18 years are authorised to use machinery or other equipment without authorisation.

Storage Racking and Shelving Racking

All shelving units should be braced and regularly inspected to ensure it remains in serviceable condition. Any defective racking items should be replaced. Climbing up racking or shelving is not permitted.

3.11.1.Tools

A selection of hand and power tools are available for use in some of the Town Council's assets. *Leiston-cum-Sizewell Town Council* advise following steps are taken to ensure the safety of the user and third parties:

- Use the right tool for the job.
- Maintain all tools in a serviceable condition – if unserviceable either repair or replace.
- Control/protect tools with obvious risks (Stanley knives, etc).
- Files should be fitted with handles to prevent hand injuries and should not be used as punches or for levering as they may break.
- Chisels and punches with mushroom heads must be ground down to prevent splinters of metal flying off.
- Hammer heads should be tightly wedged onto shafts and split or damaged wooden handles replaced.
- Edges of cutting tools should be kept sharp and hands kept behind the cutting edge when working with power tools.
- All equipment should be checked prior to use for defective plugs, sockets, cables or switches.
- 110V or battery powered tools should be used wherever possible.
- Tool adjustments or changes must not be carried out unless the equipment has been isolated.
- Cables must be long enough for use without strain on the connection.
- All defects must be reported to the person named in 2. Responsibilities for each of the Town Council's assets.
- Maintenance and repairs are only to be undertaken by a competent person.

3.12. Lone Working

Leiston-cum-Sizewell Town Council 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 devised.

3.13. 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.

Leiston-cum-Sizewell Town Council recognises the dangers of work-related stress. Through effective management and communication, the Town 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 Town 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.

Leiston-cum-Sizewell Town Council is also reasonably entitled to accept a colleague's statement that they can 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 problems. Many of the factors that can produce stress are the antithesis 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 person named in 2. Responsibilities for each of the Town Council's assets will endeavour to always take the following steps:

- 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 help assist *Leiston-cum-Sizewell Town Council* employees 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 the person named in 2. Responsibilities for each of the Town Council's assets, 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, banging things around etc. and getting colleagues ruffled while you calm down.

Leiston-cum-Sizewell Town Council also encourages all employees to inform the person named in 2. Responsibilities for each of the Town Council's assets if they 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.

Leiston-cum-Sizewell Town Council employees must consider the following aspects of their life, which may help them 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 any employee be absent with stress, they co-operate with the person named in 2. Responsibilities for each of the Town Council's assets, will be given in developing a sensible return to work plan.

3.14. Young Employee Health, Safety and Welfare

The Health and Safety Executive classify all people under the age of 18 years of age as a young person, including children under the age of 16. This definition applies to students, trainees and children on work experience and classifies them as employees regardless of the number of hours worked or the period of employment. Current legislation requires all employers to undertake risk assessments for all employees; this includes young workers who may be working on the Town Council's premises. When the assessment has been completed the employer must implement suitable and

sufficient control measures to ensure that the risks are controlled. Young workers are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity, and inexperience.

The latest government guidance on child employment is available at <https://www.gov.uk/child-employment>

Children under the age of 13 years of age are generally prohibited from any form of employment; however, children between 13 and the Minimum School Leaving Age (MSLA) can undertake work experience schemes approved by local education authorities. If *Leiston-cum-Sizewell Town Council* offers placements to students, trainees, or children they will be treated as an employee and will be provided with the same health and safety protection as any other employee.

Before engaging any young employees, the *Leiston-cum-Sizewell Town Council* will complete specific risk assessments, these will include:

- The fitting out and layout of the workplace and the location of where the individual will work.
- The type of work equipment that will be used and how it is to be handled.
- How various work and processes being undertaken are organised.
- The extent of training that has been provided or that will need to be provided to the individual concerned.

Before any children are employed or they are offered work experience, the Town Council will notify the parental guardians of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of an injury occurring. All young people who start work with *Leiston-cum-Sizewell Town Council* will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk.

All training will be assessed on a regular basis to ensure that the key instructions have been understood. *Leiston-cum-Sizewell Town Council* views this training as a bare minimum and will ensure that the individuals are fully always supervised to ensure that they are competent to carry out the task.

In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept regarding young persons. Specific risk assessment records for the tasks that young people within the Town Council are required to undertake. Details of training and information that has been given to the young person, along with records to show that the individuals have accomplished an acceptable standard of competence. Where the young person has not reached minimum school leaving age a record will be kept of any correspondence and information that is communicated to the parents/parental guardian.

Please refer to relevant Safeguarding Policy Documents – to be introduced 2023.

3.15. Older Employee Health, Safety and Welfare

Leiston-cum-Sizewell Town Council understands that older employees bring a broad range of skills and experience to the workplace and often have better judgement and job knowledge, which is why it is important to ensure their health, safety <https://www.gov.uk/child-employment> and welfare in the workplace.

To ensure the health, safety and welfare of the older employee within Leiston-cum-Sizewell Town Council, the Town Council will.

- Review risk assessments if anything significant changes, not just when an employee reaches a certain age.
- Not assume that certain jobs are physically too demanding for older workers, many jobs are supported by technology, which can absorb the physical strain.
- Each person named in 2. Responsibilities for the Town Councils assets will think about the activities older workers do, as part of their overall risk assessment and consider whether any changes are needed. This might include:
 - Allowing older workers more time to absorb health and safety information or training, for example by introducing self-paced training.
 - Introducing opportunities for older workers to choose to move to other types of work.
 - Designing tasks that contain an element of manual handling in such a way that they eliminate or minimise the risk.
- Each of the Town Council's assets will look at how the business operates and how older workers could play a part in helping to improve how the business manage health and safety risks. This might include having older workers working alongside colleagues in a structured programme, to capture knowledge and learn from their experience.
- Avoid assumptions by consulting and involving older workers when considering relevant control measures to put in place. Extra thought may be needed for some hazards. Consultation with all employees to help manage health and safety in a practical way.

Leiston-cum-Sizewell Town Council provides the following guidance for older workers in the workplace to ensure their health, safety, and welfare.

- All employees have a duty of care for their own health and safety and that of others who may be affected by your actions.
- All employees must cooperate with the Leiston-cum-Sizewell Town Council and all other employees to help everyone meet the legal requirements.
- All employees are advised that if they have specific queries or concerns about their health and safety or if they are having trouble in carrying out their work then they need to raise this with the persons named in 2. Responsibilities for each of the Town Councils assets immediately.

3.16. Working at Heights

All supervisors named in 2. Responsibilities for the *Leiston-cum-Sizewell Town Council* assets are responsible for any works that need to be carried out at height within their premises/open space, following the guidelines below:

- Safety harnesses should be worn by operatives in accordance with the findings of risk assessments or as otherwise deemed necessary during erection and dismantling operations.
- Access ladders are always inspected prior to use.
- Defective access equipment is reported and immediately removed from service.
- All activities at height will have due regard to persons underneath and segregation will be provided as necessary.

3.17. Contract Workers

For *Leiston-cum-Sizewell Town Council* to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety.

The Town Clerk is responsible for the appointment of competent contractors. Competence is assessed by checking relevant insurance policy cover, qualification and experience, contractor references and establishing safe methods of work before work commences. Records of competency checks are retained as per record keeping policies.

Arrangements are made to ensure that they are acquainted with, and adhere to, the council's safety policy, and any other procedure or special instructions which may be in force relevant to specific operations. Work is monitored periodically for safety and quality. Where appropriate a formal record of checks carried out is retained.

A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

- a) As a contractor, you will supply and ensure that your employees wear and use protective equipment, or anything provided in the interest of health, safety, or welfare of any of the relevant statutory provisions.
- b) You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
- c) You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
- d) Should you use a sub-contractor for any works it is a requirement under the Health and Safety at Work etc. Act 1974 for sub-contractors to conduct their work activities in such a way as to ensure that other persons are not exposed to risks to their health and/or safety.

- e) The Council's approved accident reporting form shall be used for the reporting of all accidents whether to property, employee, or public there to be no exceptions.
- f) Further to the above it is a requirement to report all accidents, however minor. Serious accidents or major incidents should be reported immediately to the *Town Clerk* by telephone.
- g) Adequate supervision will be necessary to complement the provision of information, instruction and training if required ensuring that the council's policy is strictly adhered to.
- h) The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
- i) In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
- j) The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
- k) The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

3.18 Environment

Leiston-cum-Sizewell Town Council is committed to Leiston's Net Zero ambitions and will reduce carbon emissions by:

- Turning heating thermostats down at the end of each day and particularly at weekends
- Turning off unnecessary lights throughout the building
- Switching appliances off at night rather than leaving them on standby