

Highworth Town Council



Occupational Health & Safety (OH&S) Management Manual

Highworth Town Council OH&S Management Manual

Version History

Rev #	Date	Amended by	Approved By	Amendment Details
01	April 2018		M Jeal	
02	March 2022	M Jeal		Updated responsibilities. Added Mental health & Wellbeing sections, expanded gas, Legionella & Vaping sections
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Highworth Town Council OH&S Management Manual



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Intro to OH&S Management Manual

This Occupational Health and Safety (OH&S) Management Manual is the Town council's policy and procedure manual. The contents of this manual are based on risks to be managed in the company and reflect current good practice with regards to legislative compliance.

The **OH&S Management Manual** is for management to use to ensure the right things are in place for compliance and employee safety.

There is a second manual – the **Employees Health & Safety Guide**, which is for the employees. It gives the safe working practices for them to follow based on the risks identified in this manual and should be used for employee training and induction. There are also a number of forms that are referenced in this manual which will be part of the pack you receive.

The first step is for management to familiarise themselves with the contents of this manual and ensure the **Employees Health & Safety Guide** is made available to existing employees.

Let **Deanne Rose –Town Clerk** know if you think this manual can be improved or if there is something missing.

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Town Council Details and Competent OH&S Advisors

Description of Work Town council employing 12 full and part time staff. This includes a full grounds maintenance team that look after street cleaning, car parks and public toilet maintenance, hedge and tree maintenance and general grounds keeping for verges and the cemetery. They also look after play parks and carry out inspection and maintenance. They are responsible for running and maintaining the community hall which is available for hire and allotment hire.
The Town Council run 2 events a year including fireworks and Christmas light switch on

Number of Employees 12 – full and part time – consisting of office and grounds team staff

Premises or land within Highworth Town responsible for: -

Town council offices	Home Farm Depot,
Community hall	3 x Allotment sites
3 car parks	Lower Rec
Chapel/workshop store	The Elms Recreational ground & Car Park
Tractor sheds	Barra Close Field
Market square	Haresfield field
2 x public toilets	Town Gardens
4 x Play parks	Crane Furlong Recreation

Office Address
Highworth Town Council
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Highworth,
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SN6 7FB

Tel 01793 762 377

Enforcing Authority
Wiltshire Council
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

<https://www.wiltshire.gov.uk/contact.htm>

The Responsible Person

The responsible person for the purposes of this document is the employer, Highworth Town Council. Any individual names or job titles expressed in this document are there for the clarity and promotion of a positive health and safety culture only. In all instances the individuals named are not individually the responsible person; the responsible person is the Town Clerk of the Council.



Company OH&S Policy Statement of Intent

The Statement of Intent must be signed by the **Town Clerk** and displayed on the H&S Notice Board at your workplace. It is the Town Council's commitment to ensuring the H&S & Welfare of all of the employees and 3rd parties who could be affected by its work. This Management Manual and the Employees Health & Safety Guide are the Town Council's written arrangements for meeting the commitment given in the Statement of Intent.

The Organisation and Responsibilities

Employer Responsibilities	
<p>Deanne Rose Town Clerk</p>	<ul style="list-style-type: none"> • Has overall and final responsibility for the health, safety and welfare at the Highworth Town Council. • Responsible for reviewing and signing off H&S Risk assessments • Responsible for assessing the competence and selecting suitable contractors and/ or sub-contractors to carry out work for the Town Council. • Responsible for identifying if any 'Permit to Work' systems are required to be operated during the course of any work conducted by staff or contractors • Ensuring the Town Council fulfils its duties as the Client & (Designer) under the CDM regulations 2015 when relevant. • Responsible for the reviewing of all H&S Documentation • Has day to day responsibility for ensuring this policy is put into practice.
<p>Claire Haines Assistant Town Clerk</p>	<ul style="list-style-type: none"> • General responsibility for the health, safety and welfare of employees and sub-contractors and deputises for the Town Clerk. • Has day to day responsibility for ensuring this policy is put into practice. • Carrying out a Fire risk assessment review for all premises • Ensuring that the Asbestos survey for Town council owned premises has been completed and asbestos register is maintained. • Responsible for establishing contracts for the maintenance of Fire safety provisions such as fire alarm, fire extinguishers and emergency lighting • Coordinating 2 x Fire drill practices a year • Responsible for Event Management including reviewing event risk assessments, fire work risk assessment review + control of members of members of public and cleaning arrangements
<p>Carol Wilson Administration Assistant – H&S Coordinator</p>	<ul style="list-style-type: none"> • Has day to day responsibility for ensuring this policy is put into practice. • Carrying out Risk assessment reviews • Has H&S facilities management responsibilities including Fire alarm servicing, gas boilers and Legionella etc • Responsible for ensuring the gas boiler is subject to annual service by a Gas Safe Engineer • Responsible for organising a <u>Legionella Survey</u> for the Town Council premises and arranging any maintenance and servicing requirements. • Responsible for carrying out fire call point tests, emergency light checks, fire doors and emergency escape routes are clear and

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	<p>completing the Fire Log Book.</p> <ul style="list-style-type: none"> • Making arrangements for Fixed Electrical inspection and PAT testing of all equipment • Responsible for conducting workplace inspections along with the Grounds Manager • Responsible for ensuring staff receive adequate H&S induction and relevant training along with the Grounds Manager • Ensuring First Aid training is up to date and maintaining the content of First Aid boxes
Liam Coombley Grounds Manager	<ul style="list-style-type: none"> • Reports to Town Clerk and manages 4 ground staff. • Responsible for ensuring adequate staff induction and training for grounds team. • To organise any specialised training the team, require. • To assist the H&S Coordinator in carrying out risk assessment reviews relevant to their work activities. • Responsible for ensuring plant & equipment maintenance and keeping maintenance schedules includes the winter and summer servicing. • Coordinate with the Assistant Town Clerk/H&S Coordinator to arrange the PAT test • Coordinate the Tree survey and annual inspection of the trees. • To maintain a COSHH inventory of all chemicals/substances stored and used and obtain the relevant COSHH data sheets (Coordinate with the Assistant to the Town Clerk) • To ensure adequate storage in suitable COSHH cabinets • To carry out COSHH assessments for any hazardous chemicals • To ensure that all PPE identified as required as per the health and safety and COSHH risk assessments is provided such as noise protection, chain saw protective equipment, safety footwear, hi vis clothing, wet weather clothing, goggles and gloves etc. • To ensure that the Welfare space is adequately maintained and kept clean • To carry out workplace inspections
Jacqui Hall Assistant to the Town Clerk	<ul style="list-style-type: none"> • Responsible for ensuring all vehicles are maintained and receive regular MOT and servicing and making arrangements for these to be carried out. • Obtaining the COSHH sheets when chemicals/substances are ordered • To ensure that suitable COSHH assessments have been carried out for any substances that require it. • Assist with sourcing PPE required where identified by COSHH assessment
Grounds team	<ul style="list-style-type: none"> • Responsible for complying with employee H&S rules • Responsible for conducting daily check of vans and vehicles and reporting of any faults • Responsible for working to any recognised Safe System of work • Reporting any Accidents, Hazards or Near Misses
Office Staff	<ul style="list-style-type: none"> • Responsible for complying with employee H&S rules • Maintaining good housekeeping around the offices

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Employee Responsibilities

1. Read, understand and comply with practices in this H&S Guide
 - Ask your **H&S Coordinator/Grounds Manager** if you are unsure about anything
2. Adhere to the Town Council's policies regarding smoking, alcohol and drugs.
3. Take care of your own health and safety whilst working for the council and ensure that your activities do not adversely affect the health and safety of others.
4. Maintain good housekeeping practices. Keep the walkways, work areas, fire exits and stairways clear of trip hazards and obstructions.
5. Inform your **H&S Coordinator/Grounds Manager** of any change in the state of your health, either temporary or permanent, which may affect your working ability to carry out any particular tasks or could put you or your colleagues in danger during normal activities or an emergency evacuation.
6. Do not hold a mobile phone whilst driving a vehicle on company business - it is a driving offence and both the driver and company can be fined. Disciplinary action will be taken if this rule is broken.
7. Co-operate with the company in all matters of health, safety and welfare.
8. Use anything provided in the interests of H&S in accordance with any instruction or training given i.e. steps, sack trucks, lawn mowers etc.
9. Wear or use properly any safety equipment / PPE provided.
10. Take care of any PPE issued and report losses/ damage immediately to the **H&S Coordinator/Grounds Manager**.
11. Do not interfere or misuse anything provided in the interests of health and safety
12. Ensure that the equipment and premises are left in a safe & secure state.
13. Avoid unsafe improvisation. Use the correct tools and equipment for the job, use safety equipment and protective equipment which is made available and issued.
14. Report to **Town Clerk** all incidents that could result in personal injury or property damage.
15. Report any workplace injuries to a first aider or hazards / near misses to the **Town Clerk/Assistant Town Clerk (H&S Coordinator)** and ensure that an entry is made in the Accident book.





Risk Assessment

A risk assessment is an important step in protecting your workers and your business, as well as complying with the law. It helps you focus on the risks that really matter in your workplace – the ones with the potential to cause real harm.

Management of Risk Assessment		Employer Responsibilities
1.	To Understand Risks to employees and non-employees arising out of the Town Council's work activities	The Town Council will ensure work activities are assessed for risks to the health and safety of their employees and others who may be affected.
2.	Complete Risk Assessments for Work Activities	Risk assessments will be undertaken by H&S Coordinator/Grounds Manager or a competent 3 rd party. Risk assessments will be reviewed and approved and signed off by Town Clerk
3.	Recording Risk Assessments	Significant risks will be recorded and stored electronically and, in the H&S folder held in the office
4.	Implementing Risk Assessment Findings	<ul style="list-style-type: none"> The findings of the risk assessments will be reported to the Town Clerk and all relevant staff. Actions required to remove or control the risk will be approved by the Town Clerk/ H&S Coordinator/Grounds Manager H&S Coordinator/Grounds Manager will be responsible for ensuring the actions are implemented.
5.	Checking risk control measure have been put in place to reduce the risk	Town Clerk/ H&S Coordinator/Grounds Manager will check that the implemented actions have removed or controlled the risk.
6.	Communication of Risk Control Measures (letting people know what has been done to make the activity safer)	<ul style="list-style-type: none"> H&S Coordinator / Grounds Manager are responsible for ensuring risk control measures are communicated to those employees they affect.
7.	Reviewing Risk Assessments	<p><u>Risk Assessments will be reviewed:</u></p> <ul style="list-style-type: none"> The Health and Safety Executive (HSE) recommends annually If the business expands, takes on more staff or moves premises If there is a significant change to work activities, process or task If the type or no. of persons exposed changes If there is a related accident, ill-health or incident reported If there is a change in technology or information that could affect the risk For any other reason if the assessment is no longer valid

Useful References: INDG163 – 5 Steps to Risk Assessment



Safe Systems of Work (SSW)

Safe Systems of Work (SSW) considers the job as a whole, the foreseeable hazards and the safety precautions for a particular task or operation.

Employer Responsibilities	
Define and Document	Through the process of risk assessment, Highworth Town Council are responsible identifying work activities requiring Safe Systems of Work. H&S Coordinator /Grounds Manager are responsible for recording the process steps and safety precautions for the SSW, where necessary this may involve input from competent H&S advisors.
Implement	The H&S Coordinator /Grounds Manager are responsible for implementing safety measures to reduce or eliminate risk at each process step.
Communication	The H&S Coordinator /Grounds Manager will be responsible for ensuring SSW are communicated to all employees impacted, this will be done via; face to face meetings, daily team briefings, signage and H&S committee.
Training	The H&S Coordinator /Grounds Manager will be responsible for the provision of any training required for employees to follow the safe system of work.
Review	The Town Clerk/H&S Coordinator/Grounds Manager will be responsible for periodic review of any safe systems of work, typically this should be done in line with the review of risk assessment process.
Permits to Work	Where identified for specified high risk activities, the Town Council are responsible for ensuring a <u>permit to work system</u> is used as outlined in the relevant section of this guide. For example, as part of reviewing contractor risk assessments and projects. Town Clerk will be responsible for issuing these where required.



Emergency Procedures and Fire Safety

The purpose of having fire safety and emergency procedures in place is to provide a safe working environment for employees and 3rd parties. The following table outlines the key elements for this.

Fire Safety Systems in Place	Fire Alarm	Emergency Lighting	Fire Extinguishers	Smoke Detectors	
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Employer Responsibilities	
Responsible Person	The responsible person as required by the Fire Safety Order is Town Clerk . Their main responsibilities are to ensure a Fire Risk Assessment is completed and evacuation procedure is in place. Further individual responsibilities are detailed below.
Fire Risk Assessment	The Town Clerk/Assistant Town Clerk are responsible for ensuring a fire risk assessment has been carried out, recommendations implemented and the findings and actions from the assessment will be stored electronically and, in the H&S folder .
Fire Action Notice & Evacuation	The Fire Action Notice for what to do when the alarm sounds should be displayed on your H&S Notice Board and in various locations around the workplace. This is a separate document provided with the manual.
Fire Safety Training and Awareness	The H&S Coordinator/Grounds Manager are responsible for ensuring employees are provided with training and instruction on fire safety and the evacuation procedure. This may be in the form of a separate fire safety session or part of the induction for new starters. The training will be refreshed every 2 years.
Communicate to employees the Fire Safety Arrangements	<ul style="list-style-type: none"> The Assistant Town Clerk/ Grounds Manager are responsible for making employees aware of the fire procedure, location of fire extinguishers and fire exits during their induction.
Ensure fire safety systems and procedures are Maintained .	The Assistant Town Clerk are responsible for ensuring Portable extinguishers are examined annually by a competent person. Fire alarms systems, emergency lighting, magnetic door closers and smoke detectors will be tested regularly and tests recorded.
Fire safety systems	The Assistant Town Clerk is responsible for maintaining the contracts for fire safety systems including portable extinguishers, fire alarms systems, emergency lighting and smoke detectors.
Fire Alarm Call Points	Weekly test, recorded in the <u>fire log</u> by H&S Coordinator
Fire Extinguishers	Maintained Annually by a competent person
Emergency Lighting	Monthly test, recorded in the <u>fire log</u> by H&S Coordinator
Fire Alarm System	As guided by installation company, but at least every 6-12 months
Maintain all emergency escape routes.	<p>The H&S Coordinator is responsible for:</p> <p>Ensuring emergency escape routes are kept clear of obstruction and usable at all times.</p> <p>All emergency escape routes must be clearly signed.</p> <p>Fire Extinguishers, fire alarm call points indicated with signage.</p> <p>Fire doors will be kept in good working order and unlocked at times when the premises are occupied.</p>
Fire Safety Inspections	<p>The H&S Coordinator will ensure a weekly check is made of all the fire exit routes to ensure they are free of obstructions.</p> <p>General fire safety will be checked as part of the safety inspection arrangement.</p>

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Employer Responsibilities	
Persons/Visitors with a Disability: Personal Evacuation Plan	For each person with a disability one or two persons 'buddies' should be allocated to assist them in an emergency evacuation. In this instance a specific Personal Evacuation Plan will be written for the person with a disability. Where a person with a disability attends a meeting at the Town council a ground floor meeting space will be arranged.
Fire Drills	Assistant Town Clerk will arrange at least 2 fire drills in every 12-month period. A false alarm run through to completion will count as a fire drill.
Fire Marshals	The Town Council will appoint competent persons to act as Fire Marshals.

Useful references: Regulatory Reform (Fire Safety) Order 2005

Fire Marshals		Responsibilities
1.	Fire Marshals duties will include:	<ul style="list-style-type: none"> • Making contact with the emergency services. • Assisting in evacuations/fire drills. • Carrying out regular checks on all fire safety equipment including emergency lights, fire extinguishers and call points. • Ensuring that all emergency escape routes are kept clear at all times and that doors designated as Fire Escapes are operable. • Ensuring that the names and duties of all competent persons will be displayed on the safety notice board. <p>On evacuating: -</p> <ul style="list-style-type: none"> • Sweeping their specified floor/area to ensure all occupants have evacuated • Liaising with line managers to carry out a roll call. • Reporting to the Chief Fire officer to provide them with information that occupants have been accounted for, possible location of the fire, any hazardous areas.



H&S Meetings and Consultation with Employees

Employer Responsibilities	
<p>Discuss H&S issues on a regular basis.</p>	<p>H&S will be discussed through Daily Team meetings of the Grounds staff and quarterly H&S Town Council meetings</p> <p>Grounds team meet every morning and issues can be raised at any time</p> <ul style="list-style-type: none"> • Health and safety issues discussed at the quarterly team meeting will be recorded • Relevant issues will be fed back to employees via the H&S Coordinator/Grounds Manager
<p>Communicate with employees on matters affecting their health and safety.</p>	<p>Town Clerk/The H&S Coordinator/Grounds Manager are responsible for ensuring all employees are aware of any H&S matters that may affect them through Team Meetings, such as:</p> <ul style="list-style-type: none"> • Changes substantially affecting their health and safety • The risks and danger arising from work activities and how they are controlled • Arrangements for appointing competent health and safety assistance • The planning of health and safety training <p>Through this arrangement The Town Council will listen to employees' concerns.</p> <p>In addition to team meetings health and safety will be communicated, as necessary by:</p> <ul style="list-style-type: none"> • Notice boards, Email • Briefings, toolbox talks

Useful reference: INDG232 – Consulting Employees on Health and Safety: A Guide to the Law



Mental Health and Wellbeing

All employers have a legal responsibility to do all they reasonably can to support the health, safety, and wellbeing of their employees which relates to employee physical AND mental health – thus including the need to minimise the risk of work-related mental health issues as well as injury.

Highworth Town Council understands the positive impact that healthy and engaged employees make to the success of the business. As such, Highworth Town Council pledges to provide initial, and ongoing, support and help for employees going through mental health problems.

The purpose of this policy is to assist with creating an open and honest workplace where line managers and employees can discuss mental health problems, and to ensure the necessary support is known and offered to employees when needed.

Employer Responsibilities	
<p>Implement a set of core standards in the workplace to manage Mental Health and promote well-being</p>	<ul style="list-style-type: none"> • Produce, implement and communicate a 'Mental health at work' plan that promotes good mental health of all employees and outlines the support available for those who may need it. • Develop 'mental health awareness' among employees by making information, tools and support accessible - promote communications and open conversations, by raising awareness and reducing stigma • Encourage open conversations about mental health and the support available when employees are struggling, during the recruitment process and at regular intervals throughout employment, offer appropriate workplace adjustments to employees who require them • Provide employees with good working conditions and ensure they have a healthy work life balance and opportunities for development • Promote effective people management to ensure all employees have a regular conversation about their health and well-being with their line manager, supervisor or organisational leader and train and support line managers and supervisors in effective management practices • Routinely monitor employee mental health and wellbeing by understanding available data, talking to employees, and understanding risk factors
<p>Training</p>	<ul style="list-style-type: none"> • The Town Clerk is responsible for ensuring there is sufficient training, guidance and awareness for Managers and Supervisors managers to enable them to promote and support positive mental health and wellbeing in their teams.
<p>Mental Health First Aiders</p>	<ul style="list-style-type: none"> • To further assist with a positive culture where mental health can be talked about, the Assistant Town Clerk could also identify person(s) in the Company to be Mental Health First Aiders. <ul style="list-style-type: none"> ◦ This may be a trained employee or a 3rd party (i.e. HR Provider) • Contact details will be made available to employees
<p>Risk Assessment</p>	<ul style="list-style-type: none"> • To determine the level of support and need for mental health first aiders and support for employees this will be captured in the overall Umbrella Risk Assessment for the company.



Accidents and Incidents, First Aid and Work Related Ill-Health

Hazard	Something with the potential to cause harm, injury or property damage
Near Miss	A non-injury accident or a property damage incident
Accident	An incident resulting in an injury or property damage
Reportable Incident	A work related death, serious injury, disease or dangerous occurrence, which by its nature is classified as reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Reporting Accidents and Incidents	Employee Responsibilities	First Aiders/Appointed Persons Responsibilities	Employer Responsibilities
<p>Report Work Related Accidents</p> <p>Accident books are held in Front office reception and in Chapel Workshop and all reports come to office</p>	<p>Employees must report all <i>work-related accidents</i> resulting in an injury to a First aider/Appointed Person on the day of the accident</p>	<p>The First Aider/Appointed Person must record the accident in the accident book, which is located at reception front office</p> <p>Inform the Town Clerk/H&S Coordinator within 4 hours.</p>	<p>The Town Clerk/H&S Coordinator/Grounds Manager are responsible for investigating Work Related Accidents to identify measures to prevent reoccurrence.</p>
<p>Report Hazards and Near Misses</p>	<p>Employees must report all non-injury accidents (<i>near-misses and hazards</i>) to The Grounds Manager/H&S Coordinator</p> <p>Inform the H&S Coordinator within 4 hours.</p>	N/A	<p>The Town Clerk/Grounds Manager/H&S Coordinator are responsible for investigating Work Related Hazards and Near Misses to identify measures to prevent reoccurrence.</p>
Accident or Incident Scene	In the event of an incident, and where safe to do so, the area should be made safe or sectioned off to prevent further incident to other persons. Signage will be used where appropriate.		

Investigating Accidents and Incidents	Employer Responsibilities
<p>Investigate and Report all RIDDOR reportable incidents.</p>	<p>The Town Clerk/Grounds Manager/H&S Coordinator will determine if any Hazard, Near Miss or Accident (Incident) is RIDDOR Reportable (see below) and investigate any as soon as practical after the incident occurred (within 24hours) to establish the cause and actions to prevent reoccurrence.</p> <p>RIDDOR Incidents will be reported via the Incident Contact Centre (ICC).</p> <p>Investigation records will be kept electronically and in the accident log.</p>



Management of First Aid	Employer Responsibilities	First Aiders/Appointed Persons Responsibilities
Provide adequate and appropriate first-aid equipment, facilities and persons.	<p>Communicate with employees the location of the first aid kit.</p> <p>The Town Council must provide:</p> <ul style="list-style-type: none"> • A suitably stocked first-aid box, located at Office and Chapel workshop and individual vehicles • An appointed person to take charge of first-aid arrangements • Information for employees about first-aid arrangements 	<p>Ensure first aid kits are stocked to the required level – no tablets or medicines to be held in the kits.</p>

Useful references: <http://www.hse.gov.uk/riddor/index.htm>
INDG214 - First Aid at Work

RIDDOR - Reportable Injuries, Illnesses and Dangerous Occurrences
<p>The following must be reported via the Incident Contact Centre (ICC). The ICC will send the Incident Report details to the appropriate enforcing authority i.e. Local Authority or the HSE.</p> <ul style="list-style-type: none"> • Fatalities (F2508 form) – ASAP by quickest practical means and within 10 days Online • Specified Injuries (F2508 form) – immediately via telephone and within 10 days Online • Over-7-day injuries (F2508 form) – within 15 days online only <ul style="list-style-type: none"> ○ Where an employee has an accident and the person is away from work or unable to work normally for more than 7 days. • Work-related diseases (if notified by a Doctor) (F2508A form) • Dangerous occurrences (F2508 form) - immediately <ul style="list-style-type: none"> ○ where something happens that does not result in a reportable injury but which could have done <p>Report Online here: http://www.hse.gov.uk/riddor/report.htm Report Fatal and Specified Injuries only by Telephone on: 0845 300 9923, 9-5 Monday to Friday</p> <p>The Directors are responsible for reporting 'Reportable incidents' to the ICC.</p> <ul style="list-style-type: none"> • Detailed descriptions of each category can be found at http://www.hse.gov.uk/riddor/index.htm

First Aid and First Aiders		
The First Aiders/ Appointed Person (s)	<p>Keep the First Aid and Appointed Persons Noticeboard Page updated</p> <p>The First Aiders/Appointed persons are the following: -</p> <p>Deanne Rose – Town Clerk (4 day)</p> <p>Liam Coombly Grounds manger (4 day)</p> <p>Carol Wilson – Administration Assistant</p>	<p>Tracey Clarke – Administration Assistant</p> <p>Claire Haines – Assistant Town Clerk</p> <p>Steve Godwin – Grounds Staff</p> <p>Andrew Wilson – Grounds Staff</p> <p>Mike Winfield - Grounds Staff</p>
The First Aid Box are located at/ in :- vans, green machine/road sweeper, toilets, tractor sheds, council offices, cemetery workshop		Keep the First Aid and Appointed Persons Noticeboard Page updated with the First aid box location



Accidents and Incidents, First Aid and Work Related Ill-Health

RIDDOR Reportable Injury Categories

Deaths

Where any person dies as a result of a work-related accident; where any person dies as a result of occupational exposure to a biological agent, or where an employee has suffered specified major injury which is the cause of their death within one year of the date of the accident, the employer must notify the relevant enforcing authority without delay i.e. telephone initially and then online. This will then need to be reported within 10 days on the appropriate online report form.

Specified Injuries (Non-Fatal Injuries to Workers)

If there is an accident connected with work and your employee, or self-employed person working on the premises sustains a major injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident, you must notify the enforcing authority without delay i.e. telephone initially and then via the ICC. This will then need to be reported ASAP and within 10 days on the appropriate online report form.

Reportable Specified injuries are:

- any bone fracture diagnosed by a registered medical practitioner, other than to a finger, thumb or toe;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or reduction in sight in one or both eyes;
- any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen;
- any burn injury (including scalding) which—
 - covers more than 10% of the whole body's total surface area; or
 - causes significant damage to the eyes, respiratory system or other vital organs;
- any degree of scalping requiring hospital treatment;
- loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which—
 - leads to hypothermia or heat-induced illness; or
 - requires resuscitation or admittance to hospital for more than 24 hours

Non-fatal injuries to non-workers

- Where any person not at work, as a result of a work-related accident, suffers an injury, and that person is taken from the site of the accident to a hospital for treatment

Reportable Over-Seven-Day Injuries

Where any person at work is incapacitated for routine work for more than seven consecutive days (excluding the day of the accident) because of an injury resulting from an accident arising out of or in connection with that work, it must send a report to the relevant enforcing authority within 15 days of the accident using the online forms. Over three day injuries must still be recorded.

Reportable disease

If a doctor notifies you that your employee suffers from a reportable work-related disease, then you must report it to the enforcing authority via the ICC.

Reportable diseases include:

- **Carpal Tunnel Syndrome:** where the person's work involves regular use of percussive or vibrating tools.



- **Cramp of the hand or forearm:** where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm.
- **Occupational dermatitis:** where the person's work involves significant or regular exposure to a known skin sensitiser or irritant.
- **Hand Arm Vibration Syndrome:** where the person's work involves regular use of percussive or vibrating tools, or the holding of materials which are subject to percussive processes, or processes causing vibration.
- **Occupational asthma:** where the person's work involves significant or regular exposure to a known respiratory sensitiser
- **Tendonitis or tenosynovitis:** in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements.

Reportable dangerous occurrences (near misses)

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately to the Enforcing Authority via the ICC and in some cases by telephone as soon as practicable. This will then need to be reported within 15 days on the appropriate online report form.

Reportable dangerous occurrences are:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Failure of any closed vessel, its protective devices or pipework forming part of a pressure system
- Plant or equipment coming into contact with overhead power lines or in close proximity causing an electrical discharge;
- Electrical short circuit or overload causing fire or explosion;
- Unintentional fire, explosion or ignition of explosives at the manufacturing site
- Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness
- The malfunction of a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography or gamma irradiation which failed de-energize or return to its safe position after the intended exposure period
- Malfunction of breathing apparatus while in use or during testing immediately before use;
- Diving operations – see RIDDOR Schedule for Dangerous Occurrences
- Collapse or partial collapse of a scaffold over five metres high, any supporting part of a slung or suspended scaffold or any part of a scaffold where there could be a risk of drowning after a fall;
- Unintended collision of a train with any vehicle;
- Dangerous occurrence at a well (other than a water well) see RIDDOR Schedule;
- Dangerous occurrence at a pipeline, see RIDDOR Schedule;

The following dangerous occurrences are reportable except in relation to offshore workplaces:

- unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
- Explosion or fire causing suspension of normal work for over 24 hours / Explosion involving dust in a pneumatic conveying system resulting in system stoppage for more than 24 hours;
- Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
- Accidental release of any substance which may damage health or cause personal injury.



Housekeeping (Slips, Trips and Falls)

The Health and Safety at Work etc Act 1974 (HSWA) requires employers to ensure the health and safety of all employees and anyone who may be affected by their work. This includes taking steps to control slip and trip risks.

<p>Current Arrangements for Workplace Cleaning</p>	<p>The Town Council have an employed cleaner who carries out cleaning 3 hours a day at the Town Council offices A contract cleaner is employed to clean the Public Toilet block</p> <p><u>Grounds team Mess room</u> - all staff carry out cleaning as required.</p>
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Employer Responsibilities	
<p>Maintaining a workplace that's free of slips, trips and falls.</p> <p>(General Housekeeping Guideline)</p>	<ul style="list-style-type: none"> • The Town Council will maintain a tidy and clean workplace. • Walkways and pedestrian routes will be maintained clear of all slipping and tripping hazards including cables and stored items. • Cables under desks will be managed to avoid tripping hazards • External and internal lighting will be sufficient to enable employees to move about their workplace safely. • Waste bins will be located about the workplace and will be emptied regularly • Damaged to floor surfaces will be made safe and reported • Wet areas from rain will be monitored and cleaned as necessary where appropriate slip resistant flooring is not available i.e. entrance doors • Shelves will not be overloaded with boxes to avoid them falling. • Suitable slip resistant safety footwear will be provided if indicated by our risk assessments.
<p>Monitor and Record Workplace Safety Conditions Quarterly Safety Inspections</p>	<p>The H&S Coordinator/Grounds Manager will ensure workplace inspections are carried out using the Quarterly Safety Inspection Form.</p> <p>The H&S Coordinator will record any findings of the workplace inspections and store electronically or in the H&S folder.</p> <p>The Town Clerk/H&S coordinator/Grounds Manager are responsible for ensuring any remedial actions are put into place.</p> <p><u>Fixing any Problems</u></p> <ol style="list-style-type: none"> 1. Fix any immediate hazards, if safe to do so. 2. Report any property damage issues to the H&S coordinator/Grounds Manager

Useful references: INDG225 - Preventing Slips and Trips at Work



Health and Safety Inspections and Audits

Employers Responsibilities	
Housekeeping and Safety Inspections	See Housekeeping Section.
Review accidents and incidents	<p>The Town Clerk will review accidents and incidents at each H&S Meeting Quarterly A Team meeting is held every couple of weeks and H&S is included on the agenda</p> <p>Actions to prevent reoccurrence of accidents and incidents will be implemented by the H&S Coordinator/ Grounds Manager and monitored through Health and Safety Meeting Minutes.</p>
H&S Audit	The Town Clerk/H&S Coordinator will evaluate the need for an annual health and safety audit / review of its overall risk assessment for the business to ensure the Town Council maintains in legal compliance with applicable health and safety legislation.



Training and Induction

Employer Responsibilities	
<p>Induction for New Starters</p>	<p>Health and safety induction training will be provided for all new employees by Town Clerk/H&S Coordinator/Grounds Manager on their First Day/First Week of Work.</p> <p>On the first day/week of employment the following should be briefed:</p> <ul style="list-style-type: none"> • Accident and incident reporting • Fire evacuation arrangements • Key personnel to report health and safety concerns too <p>The remaining induction should be completed using the Employees H&S Guide.</p> <p>Grounds Manager organises on the job induction training on the first day of work. The new member of staff then works directly with a supervisor</p> <p>Grounds Manager will arrange for formal training. E.g. grounds keeping NVQ or face to face training with suitable provider</p>
<p>Training Records</p>	<p>Inductions should be recorded on the H&S Induction Record Sheet.</p> <p>Other H&S Training should be recorded on the H&S Training Records Sheet.</p> <p>Training records should be stored electronically, in the H&S folder or in Personnel records.</p>
<p>Training in H&S responsibilities for Managers and Line Managers</p>	<p>The Town Clerk/Assistant Town Clerk/H&S Coordinator will be trained in their health and safety responsibilities.</p> <p>Where necessary for health and safety reasons Town Clerk/H&S Coordinator will ensure employees are trained, so far as is reasonable practicable, to an acceptable level for their job function.</p>
<p>H&S Awareness Training</p>	<p>Where there is a need beyond the Employees H&S guide employees will be given further specialised H&S Training or refresher training in the hazards they work with and the safety controls in place to protect them.</p>
<p>Arranging H&S Training</p>	<p>Where necessary, external training will be used to supplement internal training e.g. specialised areas such as First Aid training, work equipment training, manual handling training and where legally required. The Grounds Manager/H&S Coordinator will be responsible for arranging this.</p>



Purchasing for Health and Safety

Employers Responsibilities

The Town Clerk is responsible for ensuring health and safety is taken into account when making business purchases that could affect the health and safety of employees' i.e.

- New tools and equipment, such as
 - CE Marked to European Machinery Standards
 - (low noise & low vibration)
- New furniture
- Slip resistance of flooring
- Personal protective equipment
- Clothing required
- New flooring will be selected so that it does not create a slipping risk to those using it

The Town Clerk will discuss user needs with our employees where appropriate.



Lone Working & Customer Visits

Working alone is not in itself against the law, and it will often be safe to do so. However, the law requires employers and others to think about and deal with any health and safety risks before people should be allowed to work alone. At Highworth Town Council wherever possible most staff work in a pair

Possible lone working activities at the Town Council are:	Litter picking	Mowing – sit on and hand mowing in the summer	Working alone in the premises – very occasionally	
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Employer Responsibilities	
Risk Assess Lone Working Activities	The H&S Coordinator/Grounds Manager are responsible for risk assessing lone working activities. These will be stored electronically and in the H&S folder . Town Clerks signs off risk assessments
Prohibited Lone Working Activities	There are currently no high-risk activities undertaken by office or grounds staff. <u>Prohibited Lone working activities are:</u> <ul style="list-style-type: none"> • Use of dangerous equipment • No working off ladders These must be communicated to the employees; this is achieved through the Employees H&S Guide
Working Alone in the Office	Keep main door locked with key handy for fire escape Let someone know when you finish if it is after normal working hours If your car is parked far away move it closer to the office in daylight.
Persons with Disabilities or Medical Conditions	Where a person with disabilities is unable to evacuate without assistance, there should be sufficient people in the office to assist them in the event of an emergency. Under no circumstances should they work alone. Highworth Town Council must not allow an employee to work alone if they have a medical condition that makes them vulnerable and unsuitable for working alone.
Working around Highworth Town	The Grounds Manager is responsible for knowing where their grounds team are when working around the Town. This is coordinated by: - <ul style="list-style-type: none"> • Daily team meetings are held in the morning • Staff have mobile phone and stay in touch with Grounds Manager during their working day • Staff usually take lunch breaks back at the Car Park welfare space or Chapel mess room • Staff finish at the Car park welfare space at the end of the day.

Useful references: INDG73 – Working Alone in Safety



New and Expectant Mothers

The following guidelines ensure women of child-bearing age (WOCBA) and new or expectant mothers are protected and that potential hazards within the workplace are identified. The company recognises that we have a legal and moral duty to protect women of child-bearing age from hazards and risks in the workplace. The term "new and expectant mothers" refers to women who are pregnant, have given birth in the last (6 months) or are breastfeeding. Requirements are made under Regulations 3, 16, 17 and 18 of the Management of Health and Safety at Work Regulations 1999.

Employers Responsibilities	
<p>Pregnancy Risk Assessment When an employee notifies you that they are pregnant, has given birth in the last 6 months or is breastfeeding</p>	<p>Complete a Pregnancy Risk Assessment for the individual concerned.</p> <ul style="list-style-type: none"> Obtain Occupational Health advice when completing a Pregnancy risk assessment, contact Safewell Ltd. <p>The risk assessment should be reviewed regularly as the stages of pregnancy / motherhood develop i.e. each trimester.</p> <ul style="list-style-type: none"> The risk assessment review may need to be more frequent if the role is manual, involves chemicals or has work stressors associated i.e. high demand, hot/cold environments, prolonged standing, unusual shift patterns etc. <p>Notifications of pregnancy, having given birth in the last 6 months, or breastfeeding by employees must be in writing to you.</p>
<p>When an employee Returns from Maternity Leave</p>	<p>Before the employee is back at work, review the risk assessment for the returning mother to ensure any risks to her or her children and managed i.e. chemical or biological agents that are handled.</p>

Young Persons

A young person is anyone under 18 and a child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

Lack of workplace experience, immaturity, bravado, eagerness to please present can create specific hazards in the workplace and some work activities may require additional supervision, information and training whereas other activities may be prohibited.

Employers Responsibilities	
<p>Young Person's Risk Assessment</p>	<ul style="list-style-type: none"> Complete a Young Person's Risk Assessment for the individual concerned. Carry out an induction. Employers must let the parents or guardians of any child know the possible risks and the measures put in place to control them. This can be done in whatever way is simplest and suitable, including verbally.



Visitor Safety

Visitors to the Council offices usually make an appointment unless seeing staff at reception

Employer Responsibilities	
Hosting Visitors	The Visitor Host will ensure visitors: <ul style="list-style-type: none">• Signs in on arrival and signs out on departure• Understand the evacuation procedure and where the fire exits is located.• Understand any specific Company risks that are likely to affect their work• Can contact the designated host employee when required
Visitors with Disabilities	The Visitor Host is responsible for ensuring the needs of disabled visitors are considered, particularly regarding fire evacuation <ul style="list-style-type: none">• Consider using ground floor meeting space near a fire exit• Assign one or two person to assist their safe evacuation should a fire alarm sound.

Smoking & Vaping

Our premises are no smoking or vaping

Employer Responsibilities
<p>The prescribed A5 Signs 'No Smoking' signs are displayed on entrance to the offices and Chapel workshop</p> <p>Any employee caught smoking or vaping in 'no smoking' areas will face disciplinary measures. The H&S Coordinator/Grounds Manager are responsible for this.</p> <p>Any member of the public caught smoking in a 'no smoking' area will be asked to leave the premises. The Assistant Town Clerk/H&S Coordinator are responsible for this.</p> <p>Our employees are able to smoke outside.</p>

Useful reference: <http://www.smokefreeengland.co.uk/>



Driving at Work

The **Town Council's** work activities require employees to drive on council business.


This arrangement is relevant where there is any requirement for an employee to drive a motor vehicle where business mileage may be claimed or the employee's driving is a part of their job. It does not include travelling to and from work. At Highworth Town Council they own three council vans and streetsweeper and ride on tractor mowers as work equipment and generally drive only in the local area around Highworth.

Employer Responsibilities	
Work Scheduling, Breaks and Rest for Drivers	<ul style="list-style-type: none"> The Town Council must not set schedules and plans for their employees which will encourage or require drivers to break traffic laws and/or drive unsafely The Town Council must expect that drivers will take breaks from driving and allow overnight stops when a driver's working day exceeds the above limits and encourage drivers to plan journeys The Town Council must provide sufficient resources to reduce the likelihood that their staff may drive while suffering from fatigue The Town Council must not require drivers to drive if they are unwell and unfit to drive
Avoid Distracting drivers	<ul style="list-style-type: none"> The Town Council must not require or encourage the use of mobile phones while driving, even when hands free, unless the business-critical conditions and driver behaviours listed above can be met The Town Council must not encourage activities while driving which will distract the vehicle driver The Town Council must not encourage their staff to enter into complex discussions while they are driving
Driving License and Insurance	<ul style="list-style-type: none"> The Town Council are responsible for taking an annual copy of driving licenses from employees who drive on council business The Town Council are responsible for ensuring appropriate business insurance cover is held by the Town council to cover council vehicles
Town Council Vehicle Inspection and Maintenance	<p><u>Vehicle Servicing and Maintenance</u></p> <p>The Town Council are responsible for ensuring all Council vehicles are maintained and inspected in accordance with the manufacturer's handbook.</p> <p>The Assistant Town Clerk/ H&S Coordinator organises all Vehicle servicing and ensures that all Council road vehicles are subject to MOT at required intervals</p> <p>Council vehicles will be subject to weekly safety checks and these will be recorded.</p> <ul style="list-style-type: none"> Use the <u>Vehicle Safety Checklist</u> Include any additional checks specific to individual vehicles, as guided by the manufacturers handbook <p><u>Vehicle Checklists Storage</u></p> <p>Keep them for one year unless there is an incident with the car or an accident with a driver then the daily record sheets should go into the accident or incident investigation paperwork in case a claim arises later.</p>
Driver Medical Fitness	<p>The council should ensure employees driving on council business are medically fit to do so. Contact Safewell Occupational Health if unsure.</p>



Safety Signage

The Health and Safety (Safety Signs and Signals) Regulations 1996 require employers to provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, e.g. by engineering controls and safe systems of work. Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign.

Employer Responsibilities	
<p>H&S Noticeboard</p>	<p>On the H&S Noticeboard display:</p> <ul style="list-style-type: none"> • The H&S Law Poster (filled in) • Employers Liability Insurance • The H&S Policy (signed by Town Clerk) • List of First Aiders • First Aider and Appointed Persons Rules • Fire Wardens • Manual Handling Poster • Fire Action Notice (Evacuation) • Other useful H&S information <p>The H&S Noticeboard should be where employees can see it.</p> <p>Employers Liability Insurance can also be made available electronically to all employees. If electronic they should be informed where to find it.</p>
	
<p>Correct Type of Sign</p>	<p>Signage should be provided where a risk remains and hasn't been avoided by other means. In most instances the need for a sign should be determined by risk assessment. All safety signage should conform to the regulatory standard with regards to the colour, shape and pictograms (see table on the next page)</p> <p>All signs should have a pictogram depicting the intention, words can be included as well, but words only are not acceptable for a safety critical sign.</p>
<p>Maintain Signs</p>	<p>Any safety sign in place should be maintained so it is clearly visible, clean, not obscured or defaced.</p>
<p>Vehicles at Work Signs</p>	<p>Any signage directing traffic around a workplace i.e., car parks, perimeter roads etc. should comply with the Road Traffic Regulations Act 1984. These signs can be seen in the Highway Code for reference.</p>
<p>Fire Signs Fire Signage</p>	<p>Your Fire Risk Assessment will determine specific fire signage required, but in general the following will apply in most work places:</p> <ul style="list-style-type: none"> • Fire Exit Signs over final exit doors • Fire exit signs indicating the direction of travel to the nearest external exit • Fire Action notices • Signs indicating the types of Extinguishers and above call points <p>Fire signs do not have to be photo luminescent, but it is good practice.</p>

Useful References: INDG184 – Signpost to The Health and Safety (Safety Signs & Signals) Regulations 1996



Work Equipment & Hand Tool Safety

The Town Council Work Equipment Includes:

Printing Machinery	Hand mower	3 x vans	Streetsweeper
Office equipment	Hedge cutter	3 x ride on mowers	
chain saws	Hand tools	Gang mowers	Brush cutters
Wood working tools	generator	Abrasive wheel	Pillar drill
for trailer	Trailer Hand winch	Chipper/shredder	Arc welder

Employer Responsibilities

Work Equipment is Suitable for Use	<p>The Town Council is responsible for ensuring any work equipment used by employees is suitable for its intended uses, such that health and safety risks would not arise in normal use.</p> <ul style="list-style-type: none"> The use of any new work equipment (with risks during use) shall be risk assessed.
Work equipment shall be: safe for use, maintained and inspected	<ul style="list-style-type: none"> The Grounds Manager is responsible for identifying all plant and equipment needing maintenance The Grounds Manager/Assistant Town Clerk is responsible for ensuring identified plant and machinery will be maintained (and inspected, where necessary) in an efficient state and safe to use The Grounds Manager/Assistant Town Clerk is responsible maintaining records of all maintenance and servicing
Instruction and Training (General)	<ul style="list-style-type: none"> The Grounds Manager/H&S Coordinator is responsible for ensuring information, instruction and training is given to employees and training records kept.
Hand Tool Safety	<ul style="list-style-type: none"> Practical guidance on the safe use of hand tools is given in the Employees H&S Guide

Specific Work Equipment

Steps and Ladders	<p>The Grounds Manager is responsible for ensuring staff are trained in the safe use of steps and ladder and the training is recorded. This is part of the Employees H&S Guide and the H&S Induction Training Record.</p> <p>The Grounds Manager is responsible for ensuring all steps, ladders and kick stools should be visually inspected Quarterly and the inspection recorded using the Safety Inspection Forms or Ladder and Steps Inspection Forms.</p>
Abrasive Wheel	<p>The Grounds Manager is responsible for ensuring that <u>only trained staff</u> use the abrasive wheel.</p> <p>All guards should be inspected prior to use and PPE is available and worn. Only trained and certificated staff are permitted to change wheels.</p>
Other work equipment and training	<p>The Grounds Manager is responsible for ensuring staff are trained in the safe use of the specific equipment provided in the Chapel workshop including abrasive wheel, pillar drill, circular saw, angle grinder, nail gun etc.</p> <p>All equipment should be maintained annually or at intervals recommended by the manufacturer/installers.</p>
Chain saw	<p>The Grounds Manager/Assistant Town Clerk is responsible for ensuring staff are adequately trained to use a Chain saw and hold appropriate certification/license.</p> <p>The Grounds Manager/Assistant Town Clerk is responsible for organising appropriate refresher training as recommended by LANTRA e.g. every 2 -3 years for occasional users and every 5 years for frequent users.</p>
Damaged Work Equipment	<p>The Grounds team are responsible for ensuring any damaged work equipment is taken out of service and labelled where necessary to prevent un authorised access or use.</p>



Useful references: INDG291 Simple Guide to the Provision and Use of Work Equipment Regs. 1998

Electrical Safety

Employer Responsibilities	
All Electrical equipment is inspected and safe for use.	The H&S Coordinator is responsible for keeping records of all electrical equipment and ensuring that they are safe to use. Stated that the current electrical contractors used are – Harman electrical
Portable Appliance Testing (PAT Testing)	The Town Council follows the guidance in HSE INDG236 and ensures portable appliances are safe and suitable for use which may include PAT testing. – <u>every 2 years</u> An inventory of all portable appliances is kept up to date.
Fixed Electrical Installation Testing	A competent electrician will be used for inspection of the fixed electrical installations for the business (i.e. incoming electrics) <ul style="list-style-type: none"> • At least every 5 years as per recommended intervals
Electrical items are fit for purpose .	H&S Coordinator/Grounds Manager will ensure electrical items are tested/inspected and fit for their intended use. Where necessary a competent electrician will be used.
Purchased electrical equipment will be suitable for its intended environment .	The Assistant Town Clerk/Grounds Manager are responsible for ensuring all purchased electrical equipment is suitability for the environment of its intended use.
Employees are Trained in the use of electrical equipment.	Where appropriate, all employees will be trained in the use of the equipment required for their job.
Reducing Electrical risks when using portable electrical items.	Where, practicable, The Grounds Manager/Assistant Town Clerk will use RCD protection (residual current device) on portable mains powered equipment if it is not incorporated into the main switchboard or individual sockets.
Faulty Electrical Items	<ul style="list-style-type: none"> • If an employee reports a faulty electrical item, take it out of service immediately, label it as 'out of use' and replace • If a faulty electrical item is involved in an accident to a member of the team or a customer, keep the item and report through the accident and incident procedure.

Useful references: INDG236 Portable Electrical Equipment in Offices and other Low Risk Environments
INDG231 – Electrical Safety and You

Gas Safety

Employer Responsibilities	
Maintaining Gas Safety	H&S Coordinator is responsible for ensuring the gas boiler and any gas appliances such as the Gas cooker are serviced annually by a Gas Safe registered gas engineer. http://www.gassaferegister.co.uk/ . Records should be kept on file
Gas isolation	The H&S Coordinator will ensure that all relevant staff are instructed in procedures for isolating the gas in case of an emergency. Information to be provided to the Fire service on location of gas isolation.



Safe Handling of Hazardous and Dangerous Substances

The employer is responsible for taking effective measures to control exposure to hazardous substances and protect employees' health. Many substances can harm health but, used properly, they almost never do.

Hazardous Substances Includes:

Cleaning substances, Maintenance substances, diesel, maintenance oils, pesticides, fungicides

Employer Responsibilities	
Identify all hazardous and dangerous substances	An inventory list of hazardous chemicals is maintained by Assistant to the Town Clerk and Grounds Manager
Safety Data Sheets (SDS)	Up to date (ideally less than 3-5 years) Safety Data Sheets will be held for all hazardous substances and available to employees, electronically or hard copy as long as employees have access when needed. Assistant to the Town Clerk and Grounds Manager are responsible for obtaining these.
COSHH assessments.	Assistant to the Town Clerk/Grounds Manager will ensure COSHH assessments are completed for all hazardous substances. The Assistant to the Town Clerk/Grounds Manager is responsible for ensuring any actions required from the results of the COSHH assessments are implemented. Ensure results of COSHH assessments are communicated to staff and kept available
Employee Awareness of safe handling requirements.	Cleaning products used in the kitchen area will be non-hazardous (as indicated on the manufacturer's product label). Where these products are used Employees must follow the instructions on the <u>product label</u> . Employees will be trained in the hazardous health effects of the chemical they handle and the control measures in place to protect them.
Specific training	Staff involved in handling and using pesticides are required to have their PA1 and PA6 training.
Store Hazardous Substances Safely	Grounds Manager & Assistant to the Town Clerk are responsible for ensuring chemicals are stored safely. <ul style="list-style-type: none"> • Store weed killer/pesticides in a locked and labelled cupboard • Ensure hazardous substances are stored relevant to their COSHH assessment • Flammable should be stored in a flammable metal cabinet with labels indicating the flammable hazard. • Acids and alkali's should be stored separately • Oxidising agents should be stored separately from flammable.
Spillage Management	<ul style="list-style-type: none"> • Where there is a risk of spillage spill kits should be available in the areas where the chemicals are handled. • Training in spillage control may be required, if so this should be provided to employees and recorded.
Safe disposal of hazardous waste.	<ul style="list-style-type: none"> • The Grounds Manager will ensure that all hazardous substances are segregated from general waste, where necessary for disposal and safety reasons. • A 3rd Party waste disposal company should be used to remove hazardous waste, where necessary.

Useful References: INDG136 – COSHH: A Brief Guide to the Regulations



Asbestos & Legionella

Employers	
Asbestos	<p>The Town Clerk/H&S Coordinator is responsible for ensuring an Asbestos Management survey has been carried out and any remedial recommendations completed.</p> <ul style="list-style-type: none"> Where asbestos is present there may be a requirements made to label the locations, document an asbestos management plan, record annual checks on the condition of the asbestos <p>The results of the survey will be available electronically or in the H&S folder.</p> <p>Employees working in the location of asbestos should have the risks of asbestos explained to them.</p> <p>Where required the Asbestos Management Survey should be passed to 3rd parties such as contractors to enable them to plan their work on site around the risks they may encounter.</p>
Legionella	<p>The H&S Coordinator is responsible for ensuring a legionella risk assessment is carried out for the premises and reviewed at suitable intervals – as guided by the competent assessors.</p> <p>The risk assessment will provide guidance on any regular checks, maintenance of water systems and inspections that are required.</p>
Legionella Risk Assessment	<p>Assistant Town Clerk/H&S Coordinator is responsible for ensuring a legionella risk assessment is carried out for the premises and reviewed at suitable intervals – as guided by the competent assessors.</p> <ul style="list-style-type: none"> For low-risk premises, an inhouse risk assessment may be possible – see section below 'Low Risk Premises: Legionella Controls and Testing for low-risk premises'. For anything falling outside of these parameters the input of a competent legionella risk assessment professional should be used. <p>The risk assessment will provide guidance on any regular checks, maintenance of water systems and inspections that are required.</p> <p>See Risk Assessment Section for frequency of risk assessment review.</p>
Legionella Awareness Training	<p>The Assistant Town Clerk/H&S Coordinator are responsible for ensuring all employees who are involved in legionella testing or maintenance procedures are suitably trained in their responsibilities and hazards they might encounter, including the hazards associated with Legionella bacteria.</p> <p>This training should be refreshed periodically (i.e., 3 years) and certificates kept.</p> <p>Ongoing Legionella maintenance procedures include temperature testing, flushing of little used water outlets and descaling of shower heads, spray taps and taps</p>



Work at Height

Employer Responsibilities	
Risk Assess Work at Height Activities	The Assistant Town Clerk/H&S Coordinator/Grounds Manager will ensure that, if any work at height is to be carried out, a risk assessment will be completed. Use of ladders is identified as a 2-person activity.
General Including Training	Ensure ladders, steps and stools available are a suitable size, stability and durability for the type of work and environments they are used in. <ul style="list-style-type: none"> Ladders and steps should be class 1 or 2 industrial type ladders or stepladders The Town Council is responsible for ensuring any work at height is done in a safe environment by assessing the area, making surrounding employees aware of any work and where applicable cordoning off the area.
Work at Height Activities	If work activities fall outside of the following activities H&S Coordinator/Grounds Manager is responsible for ensuring a separate risk assessment is completed: <ul style="list-style-type: none"> Work of a step ladder
Quarterly inspection	The Grounds Manager is responsible for ensuring all steps, ladders and kick stools should be formally visually inspected quarterly and the inspection recorded using the Safety Inspection Forms or Ladder and Steps Inspection Forms .
Training & Records	The H&S Coordinator/Grounds Manager are responsible for ensuring those involved with working at height are trained and competent. Ensure employees are trained to visually inspect steps and stools; training material can be found in the Employees H&S Guide . Training should be recorded on the H&S Training Record Form .

Useful References: INDG401 – The Work at Height Regulations: a Brief Guide
INDG402 – Safe Use of Ladders and Stepladders: An Employers Guide



Manual Handling

Manual handling injuries can occur wherever people are at work – carrying out any occupation. Heavy manual labour, awkward postures, manual materials handling, and previous or existing injury are all risk factors implicated in the development of Musculoskeletal Disorders.

The requirements are to:

- **Avoid** the need for hazardous manual handling, so far as is reasonably practicable.
- **Assess** the risk of injury from any hazardous manual handling that can't be avoided.
- **Reduce** the risk of injury so far as is reasonably practicable.
- **Record** all assessments and findings.
- **Train** employees in good manual handling techniques and keep training records.

Employer Responsibilities	
Avoid The need for hazardous manual handling, so far as is reasonably practicable.	The Town Council will ensure no hazardous manual handling is undertaken so far as is reasonably applicable.
Assess The risk of injury from any hazardous manual handling that can't be avoided.	Where it is not possible to avoid the risk and a risk still remains the H&S Coordinator will arrange for risk assessments of hazardous manual handling operations either internally or with a Competent 3rd Party , with all findings reported to the Town Clerk .
Reduce The risk of injury so far as is reasonably practicable.	Actions required to remove or control the risk will be approved by the Town Clerk/H&S Coordinator , they will also be responsible for ensuring the actions are implemented and for checking that the actions have removed or reduced the risk.
Record All assessments and findings.	The H&S Coordinator will keep records electronically and/or in the H&S files.
Train Employees in good manual handling techniques and keep training records.	The H&S Coordinator/Grounds Manager will ensure all employees are appropriately trained in manual handling either in house or with a Competent 3rd Party .
Provide Mechanical aids	Following the risk assessments, the H&S Coordinator/ Grounds Manager will source and provide any mechanical aids that will help reduce risks such as sack trucks, trolleys, wheel barrows, trailers etc.

Useful References: INDG143 – Getting to Grips with Manual Handling: A Short Guide
 INDG383 Manual Handling Assessment Charts (MAC Tool)



Workstations and Display Screen Use

The Health and Safety (Display Screen Equipment) Regulations 1992 implement an EC Directive and came into effect from January 1999 (some small changes were made in 2002). The Regulations require employers to minimise the risks in DSE work by ensuring that workplaces and jobs are well designed.

A **DSE User** is someone who habitually uses a PC for their job i.e. normally uses PC's for continuous or near-continuous spells of an hour or more at a time in during the working day.

Employer Responsibilities	
Reduce Risk to Employees Health through the correct workstation layout	The H&S Coordinator will assess employees' workstations, with the aim of reducing risks to their health.
Have all employees who habitually use Display Screens to complete a self-assessment form.	The H&S Coordinator is responsible for ensuring all employees complete a <u>DSE Self-Assessment</u> form and report the findings back to them.
Assess the risk of injury from the results of any findings of the DSE assessments.	The H&S Coordinator is responsible for reviewing the completed DSE Self-Assessments to identify any residual risk to employees, where necessary seeking 3rd Party assistance to review the risk. The Town Clerk/Assistant Town Clerk/H&S Coordinator/Grounds Manager are required to approve any actions that remove or control the risk and making sure they're implemented.
Implement control measures to reduce risks to Employees Health from workstation layouts.	The Town Clerk/Assistant Town Clerk/H&S Coordinator will check that the implemented actions have removed or controlled the risk.
Records are to be kept.	Records will be stored electronically and, in the H&S folder.
Ensure as the minimum legal requirement.	The Town Council are responsible for ensuring all workstations meet this minimum requirement identified in the Health and Safety (Display Screen Equipment) Regulations 1992.
Provide Eyesight tests and glasses if required for using DES's for work	For employees who habitually use DSEs as a significant part of their normal work The Town Council will pay for regular eye tests (i.e. every 2 years), if as a result glasses are required to work with DSEs The Company will pay for an intermediate prescription up to a maximum of £50.

Useful References: INDG36 Working with DSEs



Workplace Transport

Workplace transport safety is the arrangement of vehicles and people when they are operating off of public highways to enable both to move about workplaces safely. Ideally people and vehicles are segregated by marked and defined areas, but this is not always practical so other precautions should be taken. Vehicles includes any vehicle used in a workplace setting such as vans, compact tractor, ride on mowers, etc. The Town Council grounds team may use vehicles to carry out mowing and cleaning operations around the Town

Vehicles used Around the Workplace	3 X vans	2 x Ride on mower	Street sweeper
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Employer Responsibilities	
Workplace Transport Risk Assessment	<p>The H&S Coordinator/Grounds Manager are responsible for ensuring workplace transport arrangements are risk assessed either internally or with the assistance of a competent 3rd Party.</p> <p>See <i>Risk Assessment</i> arrangement for completing risk assessments.</p>
Pedestrian and Vehicle Segregation	<p>Arrange workplace transport so that pedestrians and vehicles are segregated where practicable.</p> <ul style="list-style-type: none"> • Traffic routes will be suitable for the vehicles in operation • Where practicable physical barriers will segregate vehicles and pedestrians or walkways will be marked and sign posted • Car parking spaces are available and used at Town Council storage areas • Cleaning and mowing operations will be scheduled to avoid peak times when areas are used by pedestrians. • Operators are trained to stop work and stop machine if pedestrians or pets come too close.
Training	<p>Vehicle operatives i.e. Council vans drivers or tractor or mower drivers will be trained and hold valid licenses for the vehicles they drive. These will be held by the H&S Coordinator</p> <p>All employees will be trained to secure loads inside or onto company vehicles. Grounds Manager is responsible for arranging the training. Training records will be documented.</p> <p>Employees will be briefed, and trained where necessary, in the workplace transport arrangements for ensuring their safety. This is achieved in part through the Employees H&S Guide</p>
Vehicle Maintenance	See <i>Safe Plant and Work Equipment</i> arrangement.

Ref: INDG199 - Workplace Transport Safety Overview



Stress and Wellbeing

Many organisations have reported improvements in productivity, retention of staff and a reduction in sickness absence after tackling work-related stress. As an employer, you are also required by law to assess the risk of stress-related ill health arising from work activities and take action to control that risk.

- Work-related stress hazards include:
- Lack of control over the way you do your work
 - Workload (or under load)
 - Lack of support from your manager
 - Conflicting or ambiguous roles
 - Poor relationships with colleagues
 - Bullying
 - Organisational change
 - Pressures from home life

Employer Responsibilities	
Manage work-related stress and work pressures for Employees	The Town Council recognises that work-related stress and the pressures of work are different. Stress is an adverse reaction a person has to excessive pressures or other types of demands placed upon them.
Investigate any incidences of reported stress.	If an incidence of stress is reported Town Council will investigate and, where required, take mitigating actions. This is the responsibility of the H&S Coordinator . The aim will be to assess the risk factors and identify controls to manage the risk and then to put a plan of action in place.

Useful references: **INDG406 Tackling Stress: The Management Standards Approach**



Noise at Work

The Noise at Work Regulations 2005 require employers to minimise the risks to health and safety from exposure to noise as a result of their work activities. This can result in chronic and acute hearing difficulties such as deafness and tinnitus.

Key principles of the regulations will require employers to:

- Take action to reduce noise exposure
- Provide employees with suitable hearing protection

These actions will normally require a range of measures to identify and manage the risks.

Sources of noise include:	Work equipment	Processes	Vehicles	Background noise	Entertainment media
Employer Responsibilities					
Identify Risks	The Town Council will assess the risks to employees from its noisy processes and work activities and report this to the H&S Coordinator . This should include risks posed to the employees directly and the effect of noise on the safety of the work environment as a whole. Staff involved in assessing risks include the Grounds Manager				
Carry out Exposure Monitoring	The Town Council will make sure the legal limits on noise exposure (by volume and by time) are not exceeded by carrying reliable and representative estimates of their employee's exposure to noise.				
Reduce Noise Exposure	Where risks are identified the Town Council will take action to reduce the noise exposure. A logical and a hierarchical range of engineering controls will be used to manage the risk and reduce exposure.				
Provide Hearing Protection	Where risks cannot be reduced by other methods, The Town Council will provide employees with suitable hearing protection appropriate to the level of exposure and take sufficient steps to ensure this protection is worn.				
Provide Information, Instructions and Training	The Town Council - H&S Coordinator/Grounds Manager will be responsible for training employees to so that they understand the risks they are exposed to, their duties and responsibilities. Employees will be given the Employees H&S Guide . Training should be recorded on the H&S Training Record Form . Any defective protective equipment should be reported to the H&S Coordinator/Grounds Manager				
Carry out Health Surveillance	The Town Council will arrange for a qualified professional to carry out periodic hearing checks for employees frequently exposed to the noise levels above the upper action limit. The results of such findings will be recorded and the H&S Coordinator/Grounds Manager will be responsible for ensuring noise levels and exposure are reduced to a practicable minimum.				

Noise at Work: Noise at work: A brief guide to controlling the risks INDG362



Vibration

Control of Vibrations at Work Regulations 2005 require employers to reduce the risks to health and safety arising from using vibrating work equipment and handling vibrating loads.

Unsafe use of vibrating work equipment can lead to chronic disorders principally in 2 types; whole body vibrations disorders such as back pain from working in vehicles and Hand Arm Vibration Syndrome from working with tools and machinery.

The key principles of the regulations require employers to assess the risks to employees and take action to ensure they are reduced so far as reasonably practicable.

The risks will usually be managed through a selection of physical and management controls.

Sources of vibration include:	Handheld / Hand-guided Tools / Machines	Off-road Machinery such as mowers	Work pieces held against powered machinery - grinder
Employer Responsibilities			
Identify risks	The Town Council - Assistant Town Clerk/Grounds Manager will carry out a risk assessment of vibrating work equipment and tasks to establish they are likely to be exposed above the daily exposure limit value (ELV). Findings will be reported to the H&S Coordinator . Reviews will be in line with the Company's risk assessment review process.		
Reduce Exposure	Should the risk assessment conclude that employees may be exposed above the ELV, The Town Council will: <ul style="list-style-type: none"> • Take immediate and suitable action to eliminate, or reduce exposure so far as is reasonably practicable. • Provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk Actions required to remove or control the risk will be approved by the H&S Coordinator/Grounds Manager . They will check that all actions have been implemented and they seem to be effective in controlling the risk		
Provide information and training on health risks and controls to employees at risk	The Grounds Manager will provide information and training to employees on the risks, how to manage them and their responsibilities. Employees will be given the Employees H&S Guide. Training should be recorded on the H&S Training Record Form.		
Monitor Employee Health/Health Surveillance	The Town Council - Town Clerk/Assistant Town Clerk/Grounds Manager will be responsible for ensuring a system is in place for monitoring and record keeping of employees' exposure to noise and vibration and health surveillance will be put in place as recommended by the risk assessments. The Town Council will periodically review the risk assessment. Records will be kept in the Personnel files		



Personal Protective Equipment (PPE)

The main requirement of the PPE at Work Regulations 1992 is that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

Employer Responsibilities	
Select appropriate PPE	The Town Council will ensure PPE is selected based on the risk inherent to the work. Grounds Manager/H&S Coordinator/Assistant to the Town Clerk will assess what PPE is required in relation to job activity and use of chemicals and substances. Ensure combinations of PPE do not clash or hinder the user in any way.
Cost of PPE	All PPE required to manage health and safety risks will be provided free of charge to employees.
PPE Maintenance	<ul style="list-style-type: none"> Reusable PPE will be issued personally. Records of PPE issued personally will be kept, record on PPE Issue Record Sheet Users will keep their own records for PPE maintenance personally issued. Suitable storage will be provided for PPE away from any hazards.
Training	The H&S Coordinator/Grounds Manager is responsible for ensuring all users of PPE are suitably trained in the use, maintenance and storage, and that training records are kept.
Outside Work	The Grounds Manager is responsible for ensuring employees are provided with appropriate protective clothing to protect them from the rain, wind, cold and the sun where necessary.
Hearing protection	Any persons entering an area or using a piece of work equipment or tool where noise creates a risk to health and safety will be required to wear hearing protection at all times Signage will be displayed to reflect these arrangements.
Safety Shoes and High Visibility Jackets	All Grounds staff and users of lawn mowers, grounds equipment etc shall be provided with and wear protective safety shoes. All persons working on a highway is required to wear a high visibility jacket/vest. Signage shall be displayed to reflect these arrangements.

Useful references: INDG174 – A Short Guide to the Personal Protective Equipment at Work Regulations 1992



Managing Contractors & Permits to Work

Employer Responsibilities	
Competent Contractor Selection	The Town Clerk is responsible for selecting contractors who are competent to complete the work required of them.
Risk Assessments and Method Statements: Control of any contracted work.	<p>Before a contractor starts work, Town Clerk/Assistant Town Clerk will review the scope of contractors work to determine if it is likely to introduce risks and hazards into the workplace.</p> <p>If this is the case:</p> <ul style="list-style-type: none"> • Risk assessments and method statements for their work will be requested from the contractor • The risk assessments and method statements will be reviewed and approved before the work commences - this may involve external competent advice
Risk Created by the Working Environment	<p>The Town Clerk/Assistant Town Clerk are responsible for ensuring:</p> <ul style="list-style-type: none"> • Any risks or hazards relevant to the working environment are communicated to any contractors in sufficient time for them to take account of them when preparing their own safe systems of work i.e. <ul style="list-style-type: none"> ○ Location of services ○ Maps and locations ○ Fragile surfaces/Basements ○ Other contractors work at the same time ○ Areas used by the public
Contractor Monitoring & Supervision	<p>The Nominated Person (the Host) is responsible for ensuring:</p> <ul style="list-style-type: none"> • Any contracted work is monitored and controlled • Contractors have emergency procedure explained to them & understand any risks created by the project environment
Contractor Parking	Parked vehicles must not obstruct fire exit routes, road access or other vehicles.
High Risk Activities: Permits to Work	<p>A permit to work should be used when a higher level of risk management is required and cannot be controlled to an acceptable safe level by risk assessments/method statements, existing safe working standards and supervision alone.</p> <p><u>Risk Assessments and Method Statements are Mandatory for all high risk activities for contractors and employees.</u> Where these do not sufficiently control the risk a Permit to Work will also be required. These are typical examples where a Permit to Work is likely to be required:</p> <ul style="list-style-type: none"> • Hot Work, Confined Space Entry, Work at Height, Excavation • Where Electrical or Mechanical Isolations are necessary • High Risk activities • Non-routine activities with high risk associated • Where there is a transfer of responsibility from one group to another during the work & significant risk is present • Where 2 or more groups need to coordinate to work safely • Work Involving the removal or disturbance of asbestos • Work involving radioactive materials • Work on Pressurised Systems i.e. uncontrolled release of Liquid, vapour or gas



Contact your Safety Officer, Safewell Ltd.

Permit to Work

For a permit to be successful it needs to be used fully with both the Permit Acceptor and Permit Authoriser signing the acceptance and the close of the permit. A Permit does not replace risk assessments and method statements; it simply adds a layer of checking/monitoring to high risk work activities where a higher level of supervision will assist in reducing the risk.

Permit Role	Description
Job Controller	The person directly responsible for a work activity. This person can also be the Permit Issuer/Authoriser and Permit Checker
Permit User (S)	The employees/Contractor working under the terms of the permit
Permit Issuer	The person issuing the permit.
Permit Authoriser	The person, authorising the permit for issue (this can be the Issuer too).
Permit Acceptor	The person, or Contractor person accepting the permit on behalf of the permit users – Person in charge of the work
Permit Checker	The person competent to oversees the arrangements for a specific permit e.g. electrical intervention & the person carrying out checks detailed on the permit.
Isolating Authority	The person responsible for making isolations.

Completing a General Permit to Work

General Permit to Work Procedure	<ol style="list-style-type: none"> When a permit to work is required to control a job / work activity where the risks are unusual or complex the Permit Issuer will complete the General Permit to Work Form. How to complete the form is described below. For the duration of a permit periodically check the work is being completed in line with the conditions of the permit. If at any time there is suspicion that the permit is not being followed the work should be stopped IMMEDIATELY and not resumed until the permit can be followed, or it has been reassessed for an alternative safe way of working, in this case a new permit may be required. The general work permit should be completed in duplicate, with the top copy being handed to the person responsible for carrying out the work. The second copy should be retained by the issuer who may wish to inspect the site to ensure that conditions have been met. If multiple permits are issued these should be kept in one place so live permit interactions can be managed. The completed form should be returned to the issuer & retained for future reference.
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Section	Description	Who
1.	WORK TO BE DONE Description of the Work; keep it simple with enough detail to describe the work and primary risk being controlled by the PTW. Note any other related permits i.e. hot work, work at height, confined space etc.	Permit Issuer

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Section	Description	Who
2.	<p>HAZARD ANALYSIS</p> <p>Risk Assessments and Method Statements are required for all PTWs.</p> <p>MANDATORY: Ensure you have copies.</p> <p><u>Risks Relevant to Permit Acceptors Work Activity</u> – Using the risk assessment and method statement tick all the relevant risks (are Special Permits required to control specific risks?)</p> <p><u>Risks in Area Relevant to Permit Acceptor</u> – Indicate which of your risks are relevant to the work (these should have been passed prior to commencement of the permitted work)</p> <p><u>Risks Communicated to Permit Acceptor</u> – Confirm that your risks have been communicated to the Permit Acceptor (DO NOT Proceed until communicated)</p>	Permit Issuer
3.	<p>ELECTRICAL / MECHANICAL ISOLATION</p> <p>Record any Mechanical / Electrical Isolations required for work to be completed safely under this PTW. Isolations must be completed by competent trained persons.</p>	Permit Issuer
4.	<p>PERSONAL PROTECTIVE EQUIPMENT</p> <p>Record any PPE required for the task as identified via the risk assessment.</p>	Permit Issuer
5.	<p>OTHER CONTROL MEASURES & HEALTH CONSIDERATIONS FOR HIGH RISK ACTIVITIES</p> <p>Record any other special controls to reduce risk, special emergency arrangements, manage communication etc.</p> <p>Ask the Permit Acceptor to read this section and to confirm that all Permit Users are medically fit to work under the conditions of the permit. If they answer no, delay the work until this can be confirmed.</p>	Permit Issuer
6.	<p>PERMIT ACCEPTANCE</p> <p>Ask the Permit Acceptor to check the permit and to confirm their acceptance by signature, date and time.</p>	Permit Acceptor
7.	<p>PERMIT AGREEMENT TO PROCEED</p> <p>The Permit Authoriser must:</p> <ul style="list-style-type: none"> Physically checking the area to ensure isolations and control measures are in place Ensure the Permit Acceptor has accepted the Permit <p>Before confirming their acceptance by signature, date and time.</p>	Permit Authoriser
8.	<p>PERMIT CLOSE, PERMIT SUSPENSION OR PERMIT CANCELLATION</p> <p><u>Permit Suspension</u></p> <p>If for any reason the work under Permit requires suspension i.e. site alarm, operational reasons, to allow other work to proceed, while waiting for spares or there is a change in scope the Permit Authoriser must complete this section.</p> <p>In the event of a Permit Suspension the work must be left in a safe state and clearly identified as such.</p> <p>SUSPENDED PERMITS ARE LIVE UNTIL HANDED BACK AND CANCELLED FORMALLY</p> <p><u>Permit Close or Cancellation</u></p> <p>This is for both the Permit Acceptor and Permit Authoriser to sign to and confirm the work is completed and the area, plant and equipment made safe with isolations removed. It should also be completed if the Permit is being cancelled due to the Permit Expiring, Conditions Changing or another reason. Ensure the area is checked and is safe before signing off a permit.</p>	Permit Acceptor & Permit Authoriser

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Section	Description	Who
Permit Extension Sheet	<p>PERMIT HANDOVER OR EXTENSION</p> <p>Use the <i>General Permit to Work Extension / Handover Continuation Sheet</i> for this.</p> <p>If the PTW is to be extended i.e. due to time or where it bridges over shifts with different Permit Authorisers or permit Checkers the Permit should be extended. The New Permit Authoriser and Current Permit Authoriser must sign to confirm Acceptance and handover of the permit and conditions. Where this occurs consider any necessary communication to the Permit Users, Permit Acceptor and Area Authority of the Work.</p> <p><i>NOTE: Always consider the implications of multiple handovers, it may be better to Hand Back and Cancel the permit if the safety implications are too great. Then reissue a new PTW.</i></p>	Permit Authoriser



Construction Design Management Regulations 2015

The CDM 2015 regulations came in to force on 6th April 2015, replacing the CDM 2007 regulations.

It applies to all construction work; domestic and non-domestic. It establishes the roles and responsibilities of individuals and organizations from planning to completion of construction projects. Highworth Town Council recognises its duties to comply with these regulations and as such will assume the following responsibilities when they undertake operations as the Client:

①

ALL PROJECTS MUST HAVE

- Workers with the right skills, knowledge, training and experience
- Contractors providing appropriate supervision, instruction and information
- A written **construction phase plan**

②

Projects where
MORE THAN ONE CONTRACTOR
is involved
(domestic or non-domestic)

Section 1 plus...

- principal designer and principal contractor must be appointed
- need a **health and safety file**

③

If work is scheduled to:

last longer than **30** working days and
have more than **20** workers working
simultaneously at any point in the project
or exceeds **500** person days

All of sections 1 & 2 plus...

- Client must notify project to HS**

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Employers Responsibilities when acting as the Client	
CDM Compliance	<ul style="list-style-type: none"> • Town Clerk is responsible for ensuring CDM compliance is maintained for the Town Council.
All projects will have:	<ul style="list-style-type: none"> • Suitable arrangements in place for managing the project • Appointment Duty Holders • Arrangements to ensure Principle Designers and Principle Contractors carry out their duties • Relevant information provided to Duty Holders • Allocation of sufficient time and resources to the project • Provision of welfare facilities • Workers with the right skills, knowledge and experience • Contractors providing adequate supervision, information and instruction • A written Construction Phase Plan
In addition; projects with more than one contractor:	<ul style="list-style-type: none"> • Will appoint a <u>Principle Designer</u> and a <u>Principle Contractor</u> • Will require a <u>Health and Safety File</u>
To notify The HSE on all projects:	<p>Scheduled to last longer than 30 days and have more than 20 workers working simultaneously at any point on the project</p> <p>Or</p> <p>Exceeds more than 500 person days</p>



Employers Responsibilities when acting as a Duty Holder	
<p>Highworth Town Council may also carry out operations under these regulations in a role other than that of the Client. In this case Town Clerk will assume the responsibilities designated to their role.</p>	
Role	Summary and main duties
<p>Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> • Construction; and • The maintenance and use of a building once it is built • Provide information to other members of the project team to help them fulfil their duties <p>Detailed Designers Duties:</p> <ul style="list-style-type: none"> • Make sure the client is aware of the client duties under CDM 2015 before starting any design work <p><u>when preparing or modifying designs:</u></p> <ul style="list-style-type: none"> • Take account of any pre-construction information provided by the client (and principal Designer, if one is involved) • Eliminate foreseeable project health and safety risks to anyone affected (if possible) • Take steps to reduce or control any risks that cannot be eliminated <p><u>provide design information to:</u></p> <ul style="list-style-type: none"> • The principal designer (if involved), for inclusion in the pre-construction information and the health and safety file • The client and principal contractor (or the contractor for single contractor projects) to help them comply with their duties, such as ensuring a construction phase plan is prepared <p><u>communicate, cooperate and coordinate with:</u></p> <ul style="list-style-type: none"> • Any other designers (including the principal designer) so that all designs are compatible and ensure health and safety, both during the project and beyond • All contractors (including the principal contractor), to take account of their knowledge and experience of building designs • Working as a designer for a domestic client is no different to working for a commercial client. However, the domestic client's legal duties are normally taken on by the contractor (or the principal contractor on projects involving more than one contractor) and the designer must work to them as 'client' under CDM 2015. Alternatively, the domestic client can ask the principal designer to take on the client duties, although this must be confirmed in a written agreement.