

Long Stratton Town Council Health and Safety policy

Health and Safety at work act 1974

1. General Statement of policy

- 1.1** Long Stratton Town Council believes that Health and Safety performance is an integral part of the efficient and cost-effective discharge of its duties and is aware of its responsibilities under the Health & Safety at Work Act 1974 and other statutory provisions listed in Legislation.
- 1.2** Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, volunteers, general public and members, and to provide such information, instruction, training and supervision as they need for this purpose. Other policies adopted by the Council should be read in conjunction with this policy. Copies of the policies are available from the Council Office, or the website.
- 1.3** Members of the Town Council have the responsibility for implementing this Policy and must ensure health and safety considerations are always given priority in planning and day to day supervision of work. All employees and voluntary workers are expected to co-operate in carrying out this policy throughout the Town Council's activities and must ensure that their own work, as far as reasonably practicable, is carried out with risk to themselves or others.
- 1.4** The allocation of duties for safety matter and the particular arrangements which we will make to implement the policy are set out below.
- 1.5** The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Staffing Committee of the Council. Although risk assessment is a continuing process, it shall form part of the Committee's annual review.

2. Duties and Responsibilities Town Councillors

- 2.1** Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and regulations¹ made under the Act and the Occupiers Liability Act is that of Long Stratton Town Council. Town Councillors are to ensure that all insurance policies are in date and day to day affairs are managed responsibly. In doing so they ensure that
- 2.1.1** A copy of this policy is circulated to all employees and voluntary workers on appointment. Opportunity will be given to discuss this policy to ensure it is fully understood and implemented.
- 2.1.2** The Council's activities are monitored to ensure that the objectives of the Health & Safety Policy are being complied with.
- 2.1.3** Contracts of employment include compliance with statutory and company health, safety and environmental requirements.

¹ See note on page 3

- 2.1.4 All staff have adequate competence and training for carrying out their specific duties and for ensuring the health, safety and wellbeing of themselves and those around them.
- 2.1.5 Employees and voluntary workers are aware of the hazards which may exist within the operation of their tasks, and that they fully understand and observe all aspects of the Town Council's Health and Safety policy.
- 2.1.6 No employee or voluntary worker shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless he or she possesses such knowledge or experience, or is under supervision of a competent person having regard to the nature of the work.
- 2.1.7 Safe methods of work are adopted.
- 2.1.8 All suppliers comply with Section 6 of the Health and Safety at Work Act (HASAWA) in supplying articles and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used.
- 2.1.9 All accidents arising out of the Council's activities are recorded, reported and investigated detailed in the accident reporting procedure
- 2.1.10 Regular inspection of equipment are carried out and necessary reports kept.

Town Clerk

- 2.2 The Council has delegated the responsibility for implementing the Council's Health, Safety and Welfare policies and procedures, and ensuring they comply with current and emergent legislation to the Clerk. The Clerk will
 - 2.2.1 Make effective arrangements to implement the Health & Safety policy.
 - 2.2.2 Seek assistance from the Chairman, other members of the Council, and from external specialists and sources as required.
 - 2.2.3 Advise the Council on resources and arrangements necessary to fulfil the Council's responsibilities regarding Health & Safety.
 - 2.2.4 Ensure all matters of Health & Safety are presented for review by Councillors at meetings of the Town Council.
 - 2.2.5 Work with Councillors to ensure that regular Risk Assessments are carried out of working practices and that necessary corrective/protective measures are implemented.
 - 2.2.6 Report any accidents, hazardous incidents, or near misses promptly to the Council and ensure any reporting obligations under RIDDOR are actioned.

Employees and Voluntary Workers

- 2.3 Employees and voluntary workers have a responsibility to conform to the Town Council policy and the Health & Safety at Work etc. Act 1974 and associated legislation.
 - 2.3.1 Employees and voluntary workers have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions and to cooperate with the Council to enable it to fulfil statutory obligations. They should also ensure that they are physically fit and technically responsible for the work requested from them.
 - 2.3.2 Employees and voluntary workers have responsibility for properly using any safety devices involved in their work. They will not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

- 2.3.3 All accidents and near miss incidents shall be reported to the Town Clerk, and recorded in the Town Council accident book as soon after the event as possible. Employees and voluntary workers will also cooperate with the management in investigating all accidents and near misses.
- 2.3.4 Employees and voluntary workers must request assistance or advice about any area of work that they are not familiar with.

Contractors

- 2.4 Any Contractors employed by Long Stratton Town Council shall be responsible for conducting themselves safely at all times and in complying with the Town Council' Health & Safety policy.
- 2.4.1 Any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off the site.
- 2.4.2 All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates available for checking.
- 2.4.3 Any injury sustained whilst on site must be reported to the Town Clerk immediately.
- 2.4.4 All electrical equipment must have a valid Portable Appliance Test (PAT) certificate.
- 2.4.5 Contractors must provide written risk assessments and method statements where necessary, before commencing work for or on behalf of the Town Council.

Visitors

- 2.5 Long Stratton Town Council owes a duty of care to visitors to the Town Council controlled areas of the village. Town Councillors will ensure so far as is reasonably practicable that safe access and egress is available and that areas and facilities are maintained in a safe condition.

3. First Aid

- 3.1 First aid boxes are located in the Council Office and kitchen in the Pavilion, Manor Road.
- 3.2 Responsibility lies with the Town Clerk. Each first aid box is to be checked quarterly for supplies and expiry dates where appropriate. Clerk to order new supplies as required.

4. Fire Safety

Fire extinguishers shall be visually inspected monthly at all buildings by the Clerk and Direct Services Office depending on the location of the extinguishers and responsibilities defined in para. 2.2. Fire extinguishers shall be maintained annually by a recognised professional. (Currently TAS Valley & Fire)

- 4.1 Fire alarm systems shall be tested monthly by the Direct Services Officer. A fire drill shall be held annually at all Council owned buildings. 5 years electrical certificate shall be obtained on all Council occupied premises.
- 4.2 PAT testing will be carried out annually by a recognised professional.

4.3 Fire exits shall be kept free from obstructions.

4.4 Notices shall be displayed giving directions for the evacuation of building in the event of fire.

5. Arrangements

5.1 Enforcement agency.

The enforcement agency for Local Authorities is the Health & Safety Executive (HSE). Any site visit carried out by Statutory Inspectors shall be coordinated with the full cooperation of Town Councillors and any recommendations carried out as soon as reasonably practicable.

5.2 Risk Assessments.

Generic risk assessments will be co-ordinated by the Town Clerk for all public areas and village assets controlled by the Town Council. These assessments will be recorded, monitored and reviewed annually.

5.3 Training

Town Councillors are responsible for ensuring that appropriate health & safety training is provided for employees and voluntary workers. The Town Clerk is responsible for arranging provision of any training identified and for maintaining records of such training.

5.4 Accident reporting.

The Town Clerk will maintain an accident book for the purpose of recording all accidents and near miss events. The Clerk must be notified immediately if an accident occurs to anyone whilst on Town Council business. This includes Town Councillors, employees, voluntary workers, visitors, contractors etc. A form in the accident book must be completed and returned to the Clerk. The Town Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with. Where required, accidents and near misses shall be investigated by the Town Clerk and remedial actions recommended to the Town Council where necessary. Where the activity which gives rise to the accident is under the control of a nominated Town Councillor then that person shall assume the responsibilities of the Town Clerk in the preceding paragraph.

5.5 Provision and Use of Work Equipment

If equipment provided by the Council is damaged or faulty, the employee is responsible for the immediate return or report of such equipment to the Clerk who will facilitate repair or replacement. If the equipment is lost or damaged through negligence, there is an onus on the employee to report such loss or damage immediately.

5.6 Personal Protective Equipment

PPE identified through Risk Assessment or mandated by the Council shall be used strictly in accordance with work instructions, manufacturers or other published guidance.

5.7 Procurement of Materials, Equipment

Anyone who purchases or hires materials, equipment or contracts on behalf of the Parish Council must ensure that they have read and fully understood this health and safety policy. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must then be passed on to the Town Clerk in order to be recorded.

5.8 Engagement of Contractors

The Council will only engage contractors who are able to demonstrate due regard to Health & Safety matters. Contractors are required to supply a written method statement and risk assessment (RAMS) prior to starting work and provide evidence that they have suitable Employers public liability insurance in place. This information is to be kept on file electronically.

5.9 Violence & Personal Safety

So as to avoid violence and aggression from members of the public or contractors, all staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. Any incidents should be reported to the Clerk who may call the police if it required necessary. Staff should undertake, conflict resolution training.

5.10 Safety Inspections

Regular inspections will be conducted in order to monitor and assess the suitability and safety of all facilities operated or provided by the Council. Inspections may be completed either by suitably trained employees or specialist external agencies as determined by the Town Clerk. The Conduct and outcome of all routing inspections shall be documented and retained on file. The frequency of such inspections shall be determined through Risk Assessments, published Council policy or relevant legislation. In particular, the Clerk shall engage specialist external support to conduct annual review of the following

- Legionella; management and controls
- Playgrounds; safety and maintenance
- Fire systems; alarms and fire fighting equipment
- Gas; safety and serviceability of gas appliances.

Defects, shortcomings, and/ or observations arising from any formal inspection shall be collated in an electronic database to facilitate sentencing, tracking, and action taken through to closure.

5.11 Legionella

This Health & Safety policy is supported by a separate dedicated policy focussed on the management of Health & Safety risks associated with Legionella. This supporting document identifies the hazards associated with exposure to Legionella, the risks that Council water systems present and how those risks are managed to reduce those risks to as low as reasonably practicable.

Legislation

Electricity at Work Regulations 1989

The Management of Health & Safety At Work Regulations 1999

Manual Handling Operations Regulations 1992

The Personal Protective Equipment At Work Regulations 1998

The Health & Safety (Display Screen Equipment) Regulations 1992

The Provision and Use of Work Equipment Regulations 1992

The Workplace (Health, Safety & Welfare) Regulations 1992

The Control of Substances Hazardous to Health (COSHH) Regulations 1994

The Fire Precautions (Workplace) Regulations 1997

The Health & Safety (Young Persons) Regulations 1997.

Health & Safety at Work Act 1974

Health and Safety (first aid) regulations 1981

RIDDOR 2013

COSHH 2002

This is not a definitive list and other legislation may be relevant.

Annex 1

Offices

1. Heating lighting and ventilation
 - a. Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 71.6 degrees F throughout the working day. (16C-22C)
 - b. Free standing heaters must not be used unless specifically authorised by the Clerk. When these are so authorised, they must comply with fire regulations and the area around them must be kept clear from any paper or any other flammable materials, and must be cited a suitable distance away from desks and chairs.
 - c. Office lighting, desks should be placed to gain the maximum amount of light, free standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. Electrical Equipment
 - a. All electrical equipment shall be inspected in accordance with the 1989 regulations
 - b. mains must not be overloaded it is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
 - c. 13 amp plugs can be used for appliances with a loading capacity maximum of 13amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g. desk ,lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, Kettle:13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
 - d. Only electrical equipment provided by the council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use.
 - e. Leads from points from various desk uses should not be present a hazard by trailing across areas of access. Extension leads are for temporarily use only and should not exceed 10 feet in length.
 - f. Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

3. Furniture, Fittings and Equipment
 - a. All heavy equipment and storage units should preferably be placed against the wall across several floor joists.
 - b. Heavy equipment and furniture must not be moved by individuals.
 - c. Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
 - d. Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.

- e. High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.
- f. In order to meet fire regulations, British Standard (BS5588) states gaps between desks should be a minimum of 600mm for less than ten people to be easily able to move, and 900mm for wheelchair users.
- g. Every room where persons work shall have sufficient floor area, height and unoccupied space for purposes of health, safety and welfare. ... The figure of 11 cubic metres per person is a minimum and may be insufficient if, for example, much of the room is taken up by furniture etc

4. Fire Precautions

- a. All staff must be fully conversant with the “Fire Alert” system displayed in the offices.
- b. Exit corridors, landings and stair cases must be kept clear at all times.
- c. Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked “Flammable Materials”.
- d. Waste paper bins must be of metal construction and be emptied each day.

Annex 2

Parks and Estates

(In addition to any Codes of Guidance)

1. Only authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. Risk assessments for all machinery must be undertaken and kept on file and reviewed annually by the Groundsman and the Clerk
4. HAVS scores (Hand and arm vibrations) must be assessed and maximum machinery usage guidelines adhered too at all times.
5. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
6. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
7. Stones and similar objects must be cleared from the path of equipment to prevent such objects from being projected from machinery.
8. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.
9. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
10. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
11. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
12. Ladders and step-ladders must be in good condition and free from defects and securely positioned at all times when in use.
13. Pathways on Council owned premises and Council assets shall be inspected weekly and any damage made safe, repaired and reported to the Groundsman and Clerk.

Annex 3

Caretaking and Cleaning

1. It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.
2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances
3. Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
4. Consideration must be given to the possibility of hazardous by products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
5. Step-ladders which are used to gain access to heights must be in a good condition and free from defects.
6. All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately.
7. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.
8. YOU SHOULD REPORT:
 - a. Structural faults which appear dangerous
 - b. Floor coverings, etc. which cause a tripping hazard.
 - c. Faulty gas, electric, paraffin fixtures, fittings and equipment.
 - d. All accidents, however small, should be reported.

YOU SHOULD NOT

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

YOU SHOULD

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

Annex 4

Lifting and handling

1. The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving hand or by bodily force. More work injuries are caused through 'handling goods' than any other single action.

Manual lifting is included in this and an incorrect technique can cause:

Hernia (or rupture), torn back muscles, 'slipped disc', cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

2. The following basic rules are produced to help reduce these accidents:

Never attempt to lift anything against your capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

If an object is to be lifted manually :-

- a. Bend the knees and crouch to the object
- b. Get a firm grip using the whole hand and not the finger tips
- c. Keep the back straight
- d. Tuck the chin in.
- e. Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- f. Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- g. Avoid pinching fingers when releasing object.
- h. When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- i. Protect your toes with safety footwear.
- j. Wear protective gloves when handling objects with sharp or jagged edges.

Annex 5

General Advice To All Employees

1. Tidiness

Keep floors, passages etc. clear of storages, packages and litter.

Put waste in the bin. Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care and ask for advice from your supervisor if in doubt.

2. Falls and Collisions

Walk, do not run. Look where you are going.

Use care in opening doors outwards.

Take care on stairs and use the handrail.

Mop up spills of liquid, do not leave it to someone else.

Do not climb on chairs, desks, window sills to reach shelves or to open windows.

Use a step-ladder and window poles etc.

3. Fire Precautions

Read and understand fire precaution notices

Ensure that you know the lay-out of the fire exits and emergency routes. Report or remove where possible any obstruction of fire exits and passages. Keep cloths and towels away from heaters and convectors etc. Do not stand close to an electric fire, if use permitted, not stand them near to anything that will burn.

4. Horseplay

Avoid horseplay, sky larking, practical jokes, it can be dangerous.

5. PPE

All employees will ensure the correct clothing is worn, safety shoes, hard hats, goggles etc. High vis jackets are to be worn all times when working near roads or where identified by risk assessment. PMR radios are available. Mobile phones will be provided to members of staff lone working.

Annex 6

Notice to contractors

For Long Stratton Town Council to comply with Health and Safety legislation, all outside contractors employed to do work on Council premises are to be made aware of the expected requirements related to Health & Safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
4. The council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, your site representative will be notified verbally and will have written confirmation by the Council's representative to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses rising out of any incidents on Council premises involving you or your employees.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

Long Stratton Council

Code of Guidance.

Building and premises management

This Code of Guidance outlines the basic health and safety management of operating and managing a building owned or leased by the Council and is not exhaustive on each subject or in content. It is intended to be an aide memoire and sign post other relevant documents for persons responsible for managing a building.

Further, more detailed guidance can be found in the subject specific Codes of Guidance.

1.0 General Information

- 1.1 It is not intended that members of the Council staff be an 'expert' in all areas of building management/maintenance but s/he must have a general understanding of systems and procedures and of the health and safety involving in running a building.
- 1.2 The general duties of persons responsible for a building include ensuring all health and safety issues are addressed through day to day management and effective liaison of all parties where there is occupation by more that one service area/ organisation. In the case of multi occupied buildings it should be clear to all parties who is responsible for what. This will be achieved through user agreements.
- 1.3 It is recommended that each building has a maintenance schedule to ensure necessary actions are undertaken. These are produced in line with budget papers.

2.0 Fixed and portable electrical safety

- 2.1 Fixed Installations
Fixed (hard wired) electrical systems, including wiring, fuse boards, power outlets, distributions boards, etc must be inspected and tested in accordance with the current Institute of Electrical Engineers Wiring Regulations (IEE Regs). The frequency of this inspection varies from annually to every 5 years. For Long Stratton buildings the frequency is every 5 years.
- 2.2 Any works undertaken on electrical systems, including inspections and tests must be carried out by a qualified and competent electrician who is NICEIC registered. (National Inspection Council Electrical Installation Contracting.
- 2.3 Following every inspection, a certificate of inspection is to be retained and kept available for reference. Where the inspection recommends any modifications, these must be carried out as soon as practical.

2.4 Plant rooms, switch rooms etc and other areas where electrical services are provided must be secured to prevent unauthorised access. Plant room doors must be suitably signed. Plant rooms etc are not to be used for storage or any other use.

2.5 Portable electrical equipment

It is a common misunderstanding that portable electrical appliances have to be tested annually. The period between tests should be determined by risk assessment, e.g. a computer that is moved rarely could be tested 3-4 yearly whereas an electric drill used daily on a site should be tested at appropriate intervals determined by risk assessments e.g. 3 months.

2.6 Portable appliance testing and any work that is required must be carried out by a 'competent' person (i.e a person with the appropriate relevant training, skills, knowledge, experience, and awareness of their own technical limitations.) A register of testing and any work subsequently undertaken must be kept and available for inspection.

2.7 HSE guidance suggests the following inspection and testing intervals.

Equipment	User Checks	Visual Inspection	Combined Inspection and Testing.
Battery operated (less than 20 volts)	No	No	No
Extra low voltage: (less than 50 volts AC) telephone equipment, low voltage desk lights	No	No	No
IT equipment: e.g. desk top computers, DSE screens	No	Yes, every 2-4 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines: Not hand held, rarely moved	No	Yes, every 2-4 years	No, if double insulated otherwise up to 5 years
Double insulated equipment, not hand held. Moved occasionally e.g. fans, table lamps, projectors	No	Yes, every 2- 4 years	No
Double insulated equipment, hand held, e.g. some floor cleaners	Yes	Yes, every 6 months -1 year	No
Earthed equipment (Class 1): e.g. electric kettles, some floor cleaners	Yes	Yes, every 6 months- 1 year	Yes, every 1 – 2 years
Cables (leads) and plugs connected to the above. Extensions leads (mains voltage)	Yes	Yes, every 6 months- 4 years depending on the	Yes, Every 1-5 years depending on the type of

		type of equipment it is connected to.	equipment connected to.
Hand tools	Yes	Before use	Every 3 months.

2.8 In addition to routine inspection and testing, further tests must be carried out where there is any reason to suspect the equipment may be faulty. The equipment must be labelled as faulty and immobilised (e.g. remove the plug) until it is certified to be safe.

2.9 For further information refer to Code of Guidance for Portable Appliances.

3.0 Gas, Solid Fuel and Mechanical Installations

3.1 Gas – All installations including appliances must be inspected by a ‘GAS safe’ approved contractor at least annually.

Work or repair on gas supply or appliances cannot be undertaken by any person who is not included on the Gas Safe Register.

The Gas Safe Register replaced CORGI gas registration in Great Britain on 1st April 2009. It is the official industry stamp for gas safety.

The HSE, which is responsible for regulating gas safety in Great Britain, oversee the Gas Safety Register.

3.2 Solid Fuel – All installations and appliances should be inspected annually by a Solid Fuel Advisory Service approved organisation.

Chimneys and flues must be cleaned regularly by a competent person and all air bricks and vents kept clear.

3.3 Boilers – Boilers must be inspected annually, whether electric gas or solid fuel, and should be annually maintained. Boiler rooms must not be used for storage (however temporary) of combustible materials, and all air ventilation ports kept clear.

3.4 Local Exhaust Ventilation (LEV) – This is usually found in woodworking areas, vehicle depots, kitchens etc. Staff must always carry out visual inspections before use. LEV equipment must serviced/ maintained regularly in accordance with manufacturer guidelines.

Local exhaust ventilation systems must be subject to thorough examination and testing at intervals determined through risk assessment but not exceeding every 14 months. An independent annual inspection of such equipment is undertaken by the Council’s insurance engineers, which satisfies the above requirement.

3.5 Pressure vessels and air receivers must be service regularly in accordance with manufacturer guidelines and must be subject to a written examination scheme, the nature and frequency of which is to be determined by a competent person. An independent annual inspection of such equipment in undertaken by the Council’s Insurance Engineers, which satisfies the above requirement

3.6 Hydraulic systems – i.e rams, compactors must be serviced regularly in accordance with manufacturer guidelines.

3.7 Roller shutter and powered doors

Risk assessments must be carried out in respect of roller shutter and powered doors to assess their suitability and operation. Manufacturers operating instructions must be followed and appropriate servicing and maintenance must be carried out by competent contractors. Regular checks on the doors and operating mechanisms must be carried out by a suitably trained employee. Records of checks, servicing and maintenance must be kept in the Premises File. Employees who operate such doors must have suitable training to do so.

3.8 For further information refer to the Code of Guidance for Roller Shutter Doors.

3.9 Records of servicing, maintenance and independent inspection for any type of mechanical, electrical or gas equipment or plant, must be kept.

4.0 Fire Safety

4.1 All Council owned buildings and buildings where employees work must have a fire risk assessment undertaken by a 'competent person.'

For Council owned buildings this is undertaken by competent external contractors or in house staff. This assessment:

- Should be used as a basis for informing and/ or improving fire safety management systems
- Must be reviewed annually by a competent person.
- A full risk assessment will need to be carried out every 3 years, by the original competent contractor/ person. (In some cases, the 3 yearly Harris review should be more frequent.)

4.2 Emergency evacuation procedures – An emergency evacuation procedure Personal, Emergency Evacuation plans for employees with a disability and frequent visitors with disabilities and standard evacuation for other building users with a disability should be put into place in every building. Unannounced, practise evacuations should under taken at least twice per year, unless other specific arrangements are in place for the building. The evacuation should be monitored by Fire Wardens and each evacuation reviewed to identify any issues and areas for improvement. The evacuations should be staggered to ensure that all users of the building are conversant with the procedures, including cleaners, evening classes etc. A records of all evacuations (planned or accidental) should be kept in the fire log.

4.3 Fire alarms should be subject to the following programme of testing:-

- 4.3.1 Weekly – Visual inspection, operate one call point or sensor (on a rota system to ensure a different call point is tested on each occasion
- 4.3.2 Quarterly – visual inspection, operate once call point or sensor in each zone and test batteries.
- 4.3.3 Annually – Operate all call points and sensors. Clean all sensors.

A competent maintenance contractor must carry out regular servicing and inspection of the whole fire alarm system.

- 4.4 Firefighting equipment portable and fixed must be easily accessible, must be clearly identified and must have instructions for use. Equipment should be located on fire escape routes or in areas of higher risks e.g. kitchens.
- 4.5 A competent person should inspect fire extinguishers at least once a year. A label must be attached to each extinguisher showing when it was last inspected and refilled.
- 4.6 In addition to the yearly service, extinguishers should be checked at least once a month for general signs of damage and use. They should also be checked to ensure that they are in the correct location, not obstructed and not used to prop open doors etc.
- 4.7 Once an extinguisher has been used, it should be withdrawn from service until it has been refilled or replaced by a full extinguisher.
- 4.8 All fixed firefighting equipment e.g. hoses, hydrants, dry and wet risers and sprinkler systems, must be tested annually by a competent person and records of testing kept and made available for inspection.
- 4.9 Emergency lighting should be subject to the following programme of testing: -
- 4.9.1 Self-contained batteries.
 - 4.9.1.1 Monthly - Carry out a test on each light to ensure that the light operates correctly. The test period should be as short as possible to avoid discharging the batteries. It should under no circumstances exceed one quarter of the rated duration of light.
 - 4.9.1.2 Six monthly – 3 hour rated, 1 hour test to ensure all lights operate and all indicators operate when power is restored. 1 hour rated: 15 minutes tests to ensure that all lights operate, and all indicators operate when power is restored.
 - 4.9.1.3 Annually – Test each light for full duration, where the batteries are over 3 years old. If the batteries are less that 3 years old, carry out 6 monthly checks.
 - 4.9.2 Central Battery Systems
 - 4.9.2.1 Monthly – By simulation of a power supply failure energise the central battery system. The test period should be as short as possible to avoid discharging the batteries. It should under no circumstances exceed one quarter of the rated duration of light.
 - 4.9.2.2 Six monthly – 1 hour rated: 15 minute tests to ensure that all lights operate and all indicators operate when the power is restored.
 - 4.9.2.3 Three yearly – Carry out a full duration test. Carry out during a period when the building is shut to the public and staff and will allow sufficient time for the batteries to recharge before the building is reopened to the public.
- 4.10 All testing records should be recorded in an appropriate log book which is kept on site.
- 4.11 For further information please refer to the codes of silence.

5.0 Legionella

- 5.1 All Council buildings have been risk assessed in respect of the management of legionella by an external consultant and a copy of the risk assessment should be kept on site.
- 5.2 Suitable records of monitoring and other precautions to reduce the risk of legionella should be kept and available for inspection. Records must be kept for at least 5 years.
- 5.3 Legionella risk assessments must be reviewed every 2 years, or more frequently, if there are any alterations to the water system. The risk assessment should also be reviewed whenever there is reason to believe the last assessment is no longer valid e.g. changes to plant, water systems or its use, changes in use of the building, new information is available about risks or control measures or results of checks indicate that control measures are no longer effective.
- 5.4 For more information refer to the Code of Guidance for Legionella.

6.0 General work place environment/ conditions.

- 6.1 Minimum standards for the working environment, work place facilities, general safety and housekeeping are specified in the Workplace (Health, Safety and Welfare) Regulations 1992.
- 6.2 Managers of buildings should ensure these standards are checked as appropriate. It is good practice for formal hazard spotting tours to be conducted on a regular basis.

7.0 Access Equipment

- 7.1 Any work at height must be risk assessed and undertaken safely.
- 7.2 Ladders/ Steps, should only be used for gaining access to higher areas or for undertaking light work if short duration i.e. less than 15 minutes. If working from a ladder it must either be tied or footed and it must be possible for the user to maintain 3 points of contact whilst the work is being undertaken.
- 7.3 All ladders and steps must conform to BS1129 (wooden ladders)/BSEN131 (metal, fibreglass, carbon fibre composite and wooden ladders) and be either Class 1 – heavy duty or Class 2 equivalent – light industrial/ medium duty.
- 7.4 Class 3 – Domestic quality ladders or steps are not suitable in any work environment.
- 7.5 All ladders/ steps should be individually identifiable and included on a register and formally inspected (for defects, damage and wear etc.). A record must be kept of the inspection. The period of inspection should be identified as part of a risk assessment.
- 7.6 Tower Scaffolds – these should only be erected/ taken down by competent trained people to Pre Fabricated Aluminium Scaffold Manufacturer’s Association (PASMA) standard.
- 7.7 Tower scaffolds must be inspected by a competent person prior to use and then every 7 days. These inspections must be recorded.
- 7.8 Independent scaffolds – should only be erected by competent scaffolding companies which are detailed in the Corporate Suppliers Directory. A hand over certificate must be provided by the scaffold company prior to anyone working on it. Scaffolds must be inspected every 7

days and following adverse weather or any other event which could have compromised the safety of the structure, these inspections must be recorded. Care must be taken to prevent unauthorised access onto the scaffold.

7.9 Mobile elevating work platforms (MEWP's) are a very effective way to gain access, however, staff that have to use MEWP's must be trained to use the model of MEWP being operated.

7.10 Fall arrest eye bolts, used usually for attaching harnesses for inspection or window cleaning, must be inspected and rested as detailed by the manufacturer or supplier of the equipment. Harnesses must be visually inspected prior to each use and inspected every 6 months by a competent person and the inspection recorded.

7.11 For further information refer to Codes of Guidance.

8.0 Plant and Equipment

8.1 All plant and equipment owned, leased or hired must be fit for the purpose intended. Consideration should be given prior to purchase to issues such as weight, vibration, noise to ensure the equipment being specified is the most suitable for the intended task.

8.2 Staff should be trained to use each piece of plant or equipment correctly, including inspecting, maintenance and reporting defects. A written record of the training should be provided.

8.3 All items of plant or equipment should be included on a register and subject to a programmed schedule of inspection by a competent person.

8.4 For further information please refer to the Code of Guidance.

9.0 Contractors

9.1 The term contractor applies to all individuals or companies authorised by the Council to carry out work for payments e.g. window cleaners, furniture suppliers, builders, caterers, grounds maintenance contractors etc.

9.2 Managers commissioning contracts must ensure that the contractor selected is competent to undertake the work and has been effectively risk assessed to ensure a safe method of working.

9.3 In respect of refurbishment and construction work, the Construction (Design and Management (CDM) Regulations 2007 may apply. The Health & Safety File (if required), should be handed over on completion of work to which these regulations apply and should be kept with the Premises File. It will detail some of the maintenance and other requirements relating to the specific building.

10.0 Security

10.1 Security systems should provide a safe working environment for staff without introducing hazards for visitors.

- 10.2 External lighting should provide enough light to provide safe access and egress during hours of darkness
- 10.3 Access routes for visitors should be clearly identified to ensure that they do not have to wander to find the entrance to a building.
- 10.4 Access to visitors into buildings should be controlled to ensure that their presence is recorded and that they are adequately supervised until they leave. Hirers of the building will need to ensure they are aware of the Council's policy and will sign to say that they will abide by the rules of hire which will include health and safety. Council buildings will be checked after every use by a member of the public.

11.0 Traffic Management

- 11.1 Under the requirements of the Workplace (Health, Safety & Welfare) Regulations 1992, workplaces need to be organised in such a way that pedestrians and vehicles can circulate in a safe manner. For some workplaces this may be straightforward e.g. a site where no vehicles can enter, however, in many workplaces a range of traffic management hazards may be presented which could lead to risks of pedestrians and vehicles coming together.
- 11.2 The nature of the hazards for each workplace and their corresponding control measures need to be identified and recorded within a risk assessment. The risk assessment for each workplace would include factors like the site layout , internal traffic routes and their condition, signs and road markings, the people who may be present and the type of vehicles and the speed and directions in which they travel. It is considered good practice for the risk assessment to include a schematic overhead plan of the site showing internal layouts and the control measures that have been implemented e.g. road markings, signs, crossing points.

Further information is available from the Health and Safety Executive Information leaflet titled 'Workplace Transport Safety' ref INDG199 (rev1).

<http://www.hse.gov.uk/pubns/indg199.pdf>

Further information

Health and Safety Website www.hse.gov.uk

Long Stratton Council

Code of Guidance

Accident reporting

(Including specified dangerous occurrences and specified diseases)

All accidents, or dangerous occurrences, **at work**, must be reported and recorded on the appropriate documentation and must be investigated by the line managers. Some accidents, dangerous occurrences and diseases also need to be reported to the Health and Safety Executive (HSE) via the Incident Contact Centre.

The purpose of this Code or Guidance is to detail the procedures that must be followed after an accident or dangerous occurrence has occurred.

This Code of Guidance addresses the following:-

1. Accidents to employees
2. Accidents to agency employees
3. Accidents to members of the public/ service users/ volunteers/ persons working for no payment etc.
4. RIDDOR – Reporting incidents to the Health and Safety Executive (HSE)
5. Summary of accident reporting procedures.
6. Other incidents that need to be reported to the HSE
7. Management responsibilities

Appendix A Definition of 'Specified Injury'

Appendix B Dangerous Occurrences

Appendix C Examples of types of accidents to the public that may be RIDDOR reportable

1. Accidents to employees

All employee accidents, however caused, even if no one is injured, must be recorded.

In certain circumstances some work related accidents may need to be reported to the HSE. Refer to the section on RIDDOR below.

2. Accidents to agency employees

Accidents to emergency employees should also be recorded in the same manner as for Council employees.

Where an agency employee suffers a specified injury the Directorate/ Service Area must report the incident to the HSE in the same manner as for a council employee. The Employing agency must also be advised. Please refer to RIDDOR 1.3 below.

3. Accidents to members of the public/ service users/ volunteers/ persons working for no payment etc.

All accidents to service users/ the public relating to work activities or caused by the work environment must be recorded. The originals must be retained by the Directorate/ Service Area. A copy of the completed form should be forwarded to the Health and Safety advisor of the Directorate/ Service Area as soon as possible. These copies will be used for auditing purposes and will not be stored or retained.

In certain circumstances some accidents may need to be reported to the HSE. Refer to section 1.3 RIDDOR below.

4. RIDDOR

Specified incidents/ accidents have to be reported to the Health and Safety Executive (HSE), under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

These include any fatality, specified injury or absence from work for more than 7 days as a result of an accident at work. Failure to report incidents can result in the HSE taking enforcement action against the Council or individual managers.

All RIDDOR reportable incidents must be reported online, within 15 days of the incident, but a telephone service is available for reporting fatal and specified injuries only.

Refer to the Health and Safety Intranet site – RIDDOR Notification – for more details on the type of reporting required and a link to the online form for reporting injuries and absences as a result of accidents at work. Alternatively go to the HSE Internet site.

For detailed information on RIDDOR refer to – ‘ A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013’ taken from the HSE Internet site.

5. Summary of accident reporting procedures.

Accident Outcome	Description	Report to	RIDDOR Requirements	
All work related fatalities, including members of the public	Accidents resulting in the death of any person as a result of work related activities	Immediately to the Clerk and Head Groundsman	Reportable under RIDDOR	Report immediately by phone The incident contact centre will return by email a completed form
Specified Injuries	See Appendix A for the description/definition of these	Clerk	Reportable under RIDDOR	Report immediately by phone and complete online form
Accidents to employees resulting in more than 7 consecutive days absence	An accident at work incapacitating an employee for more than 7 consecutive days, (excluding the day of the accident but including any days which would not have been working days, e.g. an accident on Thursday returning to work on Friday of the following week would be an absence for 7 days)	Follow accident reporting procedure	Reportable under RIDDOR	Complete online form
Accident to service user/ member of the public as detailed in 3 above	If the injury is associated with someone who is not at work (e.g. a member of the public) and results from a work related accident and results in them being taken to hospital for treatment in respect of that injury. Public Accident Examples – Appendix C	Clerk and Head Groundsman	Reportable under RIDDOR	Report immediately by phone The incident contact centre will return by email a completed F2508 form to you
	Any injury to a person not at work i.e. a member of the public/	Follow accident		

	service user, including school pupils, must be recorded.	recording procedure		
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Incident contact centre **Tel: 0845 300 9923**
(Office hours between 08:30 – 17:00 hrs)

Out of office hours – Duty officer **Tel: 0151 922 9235**

A copy of all completed F2508 online form must be forwarded, by , email to your Health & Safety Advisor

6. Other incidents that need to be reported to the HSE

Certain dangerous occurrences and specified occupational diseases are reportable to the HSE under RIDDOR.

The dangerous occurrences listed in Appendix B fall under this category. Refer to the Health & Safety Internet site – RIDDOR Notification – for more details on the reporting required.

If a registered medical practitioner notifies the Council that an employee is suffering from a specified occupational disease and their work involves a specified activity, the appropriate RIDDOR on-line report (Form F2508A) must be completed. The specified diseases include:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

For further advice regarding reporting of dangerous occurrences or employee work related diseases contact your Health and Safety advisor or the Operational Manager – Health and Safety.

7. Management responsibilities

Sickness reporting following an accident at work. Managers/ supervisors must as the employee when they make their first day of sickness absence whether that absence is due to an accident at work. If it is, then managers must ensure that an accident report is completed and if necessary comply with the appropriate reporting requirement as per item 5 above.

On being made aware of an accident managers must –

- Ensure that, if applicable, the specified Council officer is notified, the Council reporting procedures are followed and the appropriate RIDDOR reporting requirement is implemented. Refer to item 5 above.
- If telephoning the incident contact centre to report a fatality or specified injury, note the date and time of notification, who took the message and the incident reference number. Forward a copy of the RIDDOR report that should be emailed by the incident contact centre to you as confirmation of notification to the Health & Safety advisor.
- Ensure, if appropriate that witness statements are completed by employees that witnessed the incident.
- Investigate as appropriate, the causes of the accident. If necessary interview the witness and record their statements
- Prepare reports on the incident, as appropriate, outlining the cause of the accident, the parts played by staff involved, training and maintenance records, whether risk assessments had been implemented, the appropriateness of work instructions etc. Outline your recommendations the action that should be taken to reduce the risk of a repeat of the accident/ incident.
- In respect of the Service user/ Public Accident Report Forms attach any statements or documentation to the completed forms and retain them for future use.
- Ensure that no employee makes any comment or written statement accepting liability for any accident by Long Stratton Council or an individual employee. Any correspondence received by an employee from a solicitor or body acting on behalf of a claimant should be forwarded, unanswered to the Clerk.
- Follow the standard administrative arrangements in respect of other processing of the accident report form.

Appendix A

DEFINITION OF SPECIFIED INJURIES

Specified injuries include (regulation 4)

- A fracture, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs.
- Scalpings (separation of skin from the head) which require hospital treatment
- Unconsciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

In general reports are not require for death and injuries that result from road traffic accidents, unless the accident involved

- The loading or unloading of a vehicle
- Work alongside the road, e.g. construction or maintenance work
- The escape of a substance being conveyed by a vehicle
- A train

Appendix B

DANGEROUS OCCURENCES

Dangerous Occurrences are generally incidents that have the potential to cause serious harm to people, irrespective of whether anyone was actually injured on that occasion. Certain specified dangerous occurrences relating to the following are reportable to the HSE. The report must be made immediately by telephone following within 10 days by a report on form F2508:

This list summarises each of the dangerous occurrences.

1. Collapse, overturning or failure of load-bearing parts or lifts and lifting equipment other than an accessory for lifting
2. Explosion, collapse or bursting of any closed or pressure vessel or associated pipework and protective devices
3. Plant or equipment unintentionally coming into contact with overhead power lines in which the voltage exceeds 200 volts, or comes within close proximity of the same causing an electrical discharge
4. Electrical short circuit or overload causing fire or explosion which results in stoppage of the plant for than 24 hours or causes a significant risk of death
5. Any unintentional explosion, misfire or ignition at a site where manufacture or storage of explosives requires a licence or registration, or explosion or ignition of explosives (excluding accidental discharge of a weapon) except where a fail safe device or safe system of work prevented an person being endangered.
6. Misfire of explosives except where a fail safe device or safe system of work prevented any person being endangered
7. Any explosion, discharge or intentional fire or ignition which causes an injury to any person requiring first aid or medical treatment, other than at a mine or quarry
8. Protection of material beyond the boundary of the site on which the explosives are being used or beyond the danger zone which caused or might have caused injury
9. The failure of shots to cause the intended extent of collapse or direction of fall of a structure in any demolition explosion
10. Accidental release of a biological agent likely to cause severe human infection or illness
11. Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period

12. Malfunction of breathing apparatus while in use or during testing immediately before use, where the malfunction would have caused serious risk to the user.
13. Failure or damaging or endangering of diving equipment, or of a dive platform
14. The failure or endangering of any lifting equipment associated with a diving operation
15. The trapping of a diver
16. An explosion near a diver
17. An uncontrolled ascent or omitted decompression causing significant risk of personal injury to the diver
18. Collapse or partial collapse of a scaffold over 5 meters high, of any supporting part or slung or suspended scaffold causing the working platform to fall – whether or not it is in use, or collapse or partial collapse in circumstances where there could be a risk of drowning after a fall.
19. Unintended collision of a train with any vehicle
20. Dangerous occurrence at a well (other than a water well)
21. Any damage to, accidental or uncontrolled release from, or inrush, of anything into a pipeline, the failure of any isolation device associated equipment or system or failure of equipment involved with pipeline works, which could cause personal injury or involves the pipeline being shut down for more than 24 hours.
22. The unintentional change in position of a pipeline, or in the subsoil or seabed in the vicinity which requires immediate attention to safeguard the pipeline's integrity or safety
23. The unintentional collapse or partial collapse of any structure which involves a fall of more than 5 tonnes of material, or any floor or wall of any place of work arising from, or in connection with, ongoing construction work (including demolition, refurbishment and maintenance) whether above or below the ground
24. The unintentional collapse or partial collapse of any falsework
25. Any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant or suspension of normal work in those premises for more than 24 hours
26. The sudden, unintentional controlled release inside a building of:
 - a. 100kg or more of a flammable liquid
 - b. 10kg or more of a flammable liquid at a temperature above its normal boiling point
 - c. 10kg or more of a flammable gas in the open air
 - d. 500kg or more of a flammable gas

27. The unintentional release or escape of any substance which could cause personal injury to any person other than through combustion of flammable liquids or gas

Note: additional categories of dangerous occurrences apply to mines, quarries, relevant transport systems (railways etc) and offshore workplaces.

Exemptions

There is no need to report a dangerous occurrence separately in circumstances where the HSE have already been notified of a reportable injury that is connected with the incident.

Appendix C

Examples of Types of Accidents to the Public that may be RIDDOR reportable		
Example	A member of the public tripped over a trailing cable and hurt themselves badly. No ambulance called as a friend drove them to hospital	
Reportable under RIDDOR?	Yes. You must report cases where a person not at work is injured due to an accident that arises out of or is connected to your work and is taken from your premises to a hospital, by whatever means for treatment	Reportable under RIDDOR
Example	A person fainted and as a precaution they were taken to hospital	
Reportable under RIDDOR?	No. The injury must arise from an accident that arises out of or is connected to the work. This is not usually the case where people have been taken ill.	
Example	A member of the public had a serious injury but said they were of and wouldn't go to hospital	
Reportable under RIDDOR?	No. The duty is for a report to be made when a person not a work is injured because of a work accident and it taken by any means to a hospital for treatment	
Example	A member of the public fell over in our premise, as a precaution they went to hospital but when examined the hospital said they had no injuries.	
Reportable under RIDDOR?	No. RIDDOR only requires you to report when people have been injured because of a work place accident. If the hospital cannot find any injury there is no need to make a report.	
Example	A person slipped over in the work place but said they were unhurt. Much later they told us they had gone the next day to their GP who then referred them to hospital	
Reportable under RIDDOR?	No. The injured person must be taken from where the accident happened, by whatever means, to hospital for treatment. It must be a hospital, a GP or drop in clinic is not included under RIDDOR. They were not taken to the hospital from the site and so there is no duty to report.	

Long Stratton Town Council

Violence at Work Policy

1. Purpose

Long Stratton Town Council recognises that violent incidents occur to employees as a result of their employment with the Council. The Violence at Work policy is the commitment of the Council to reducing and where possible eliminating the risk of violence to employees and other representatives of the Council by members of the public and service users, and to supporting employees who are victims of violence. The complementary Code of Guidance on Violence at Work provides advice on reducing risks of violence and recognising, handling and reacting to violence.

2. Scope

The policy applies to all employees and other representatives of the Council. It addresses violence by members of the public and service users to employees and other representatives of the Council.

3. Definition and examples of violence

- a. For the purpose of this document 'Violence' or 'Violent incident' is defined thus: 'Any behaviour perceived by the victim as being deliberately harmful or damaging either psychologically or physically.'
- b. This definition is not limited simply to the physical assault but permits the inclusion of equally distressing and intimidating verbal aggression. Incidents arising from discriminating behaviour are also included.
- c. Examples of threatening or violent behaviour may include:
 - i. Intimidation such as banging on a desk, shouting, swearing, spitting, kicking the furniture or punching walls.
 - ii. Threatening behaviour in the form of verbal threats, gestures or stances, obstruction.
 - iii. Possession of any kind of weapon, regardless of the lack of overt threat to use it
 - iv. Exhibiting signs of aggression whilst under the influence of drink or drugs
 - v. Assault from grasping and pulling clothes or poking, shouting or punching
 - vi. Any unwanted physical contact
 - vii. Assault causing actual or grievous bodily harm
 - viii. Personal insults
 - ix. Deliberate silence
 - x. Insulting behaviour intended to cause distress or harassment
 - xi. Harassment on the grounds of
 1. Age
 2. Disability
 3. Gender identity
 4. Marital or civil partnership status
 5. Pregnancy or maternity/ paternity

6. Race or ethnicity
7. Religion
8. Sex
9. Sexual orientation
10. Bullying
11. Threatening use of animals
12. Political beliefs

xii. This policy does not apply to incidents of assault, bullying or aggression between staff. This behaviour should be addressed through other Council policies.

4. Violence at Work policy statement

- a. Long Stratton Council considers that violence is not an acceptable part of any job not is it the part of the duties of any employee, or other representative to accept violent behaviour. The Council is totally opposed to employees, or other representatives, being subjected to violence as a result of employment with the Local Authority
- b. Long Stratton Council is a responsible employer, which accepts its responsibilities and duties to provide a safe working environment for all employees, in accordance with the provisions of the Health & Safety at Work Act 1974. In the context of violence at work, this means that within the resources available to the Council, every reasonable and practicable step will be taken by the Clerk and any other managers to reduce the risk of violence to employees.
- c. When carrying out risk assessments, in compliance with the Management of Health & Safety at Work Regulations 1992 (as amended), consideration will always be given to the risk of violence towards employees and the action needed to reduce any identified risks.
- d. It is the duty of employees to accept and understand their responsibility for reducing the risks of violence and to co-operate with management when so required. If an employee is aware of a work situation where there is a significant risk of violence which has not been adequately addressed he/she should bring it to the attention of his/her manager. All employees, in order to protect other employees as well as themselves must report all incidences of violence.
- e. The Council is committed to support employees who are subjected to violence in the course of their employment. The extent of such support will depend of the individual circumstances of each incident
- f. Where appropriate, the Council will take legal action against individuals identified as committing violent acts towards employees who are undertaking their work related duties.

5. Application of the policy statement

- a. This policy not only applies to incidences of violence occurring in the workplace or in working hours, but also includes incidents occurring out of working hours to an employee, or other Council representative, as a result of his/ her employment with the Council.

- b. In certain circumstances following a violent incident consideration will be given to restricting or withholding Council to the perpetrator(s) of the violence.
 - c. Long Stratton Council recognises the importance of the role of training as an element in managing and preventing the risk of violence to employees. It is committed to ensuring adequate training is provided, as appropriate, to reduce risks and enable employees to develop skills with personal safety. Responsibility for ensuring provision of training lies with the line manager.
6. Action to be taken following a violent incident
- a. Following any incident the immediate concern is the wellbeing of the victim and the provision of any necessary medical treatment.
 - b. In all instances of violence, or alleged violence, to employees, the immediate line manager should talk to the employee, offering support and advice, unless s/he has been directly involved in the incident. If the immediate manager has been involved, an appropriate person should talk to the victims. As well as supporting the victim, other staff e.g. those that have witnessed the incident may also require help and support
 - c. It is important that all violent incidents are reported so that accurate information is collated and appropriate action can be taken to reduce or eliminate the risk of further incidents.
 - d. If appropriate, counselling of employee(s) can be arranged.
 - e. An employee who has been subjected to a violent incident (or an alleged violent incident) even if there has been no injury, must immediately report the incident to his/her manager as soon as practicable. If it is not possible to do this personally, then a colleague or other representative should report the matter.
 - f. Where an act of physical violence to a person at work results in death, major injury or more than three consecutive days being lost from work, the HSE must be notified by the Clerk in accordance with RIDDOR 1995. The procedure for reporting incidents to the HSE is detailed in the Code of Guidance – Accident Reporting. All employees who are injured and/ or absent from work as a result of a work related violent incident should be referred immediately to the Clerk.
 - g. The line manager should ensure that, if appropriate, the Clerk is informed of the incident at the earliest opportunity. The line manager should ensure that factual written statements are obtained as soon as possible from any witnesses together with their names and addresses.
7. Further Procedures
- a. An employee, who suffers shock or injury as a result of a violent incident, should consult a doctor as soon as practicable and request a medical report on any injuries sustained. Any costs incurred in the provision of a medical report as a result of a violent incident occurring to an employee as a result of his/her employment will be met by the Council.

- b. If an implement is used in an attack on a member of staff, it should be retained provided this can be done without causing further difficulty or risk. In most instances the implement should be left where it is so that it can be assessed for physical evidence if necessary by the police.
- c. Any appropriate CCTV footage should be retained for possible use in an investigation or risk assessment review.
- d. If appropriate, the manager, acting on behalf of, and with the consent of the employee should inform the police of the incident of assault which occurs whilst carrying out or in connection with work duties. In certain circumstances the victim may not wish the Police to be informed and although his/her wishes may be taken into account the Council has a responsibility to protect its staff in the event of serious offences, and the police may have to be informed. In all cases the victim has the right to report the matter personally to the police.
- e. If a decision to prosecute is made and the victim is required to give evidence in court the Council will grant leave of absence with pay to facilitate his/ her attendance at court. Witnesses employed by the Council will be granted paid leave of absence to give evidence.
- f. If the police decide not to prosecute, the individual may have the right to issue proceedings him/ herself and he/ she may have a right in the civil courts to seek damages or some other remedy.
- g. The Council may, after consideration of the facts of the case by a legal firm, take legal action on behalf of an employee
- h. If the Council does not take legal action, it may still be appropriate for the Council to send a letter to the perpetrator of the violence explaining that the behaviour displayed is not acceptable. The assessment of the need to send such a letter should be made by the Chairman and the Clerk.
- i. After an incident it is the responsibility of the Clerk/ Line manager to review risk assessments to determine if further action can be taken to reduce the risk of similar violent incidents occurring and to ensure appropriate action is taken.
- j. In some instances, it may be appropriate to notify external partner organisations of the details of the incident. This should only be undertaken by the Clerk.

Long Stratton Town Council

Code of Guidance

Slips, Trips and Falls.

Slips, trips and falls are the largest cause of workplace accidents in the UK

Purpose

The purpose of this Code of Guidance is to provide advice on reducing the likelihood of the occurrence of slips, trips and falls.

The Code of Guidance addresses the following:

1. Legal requirements in respect of preventing slips, trips and falls
2. Reducing the risk of slips, trips and falls

1. Legal requirements in respect of preventing slips, trips and falls

The Health & Safety at Work, etc Act 1974 is the overarching framework for all health and safety legislation in the UK and requires employers to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and in particular to provide and maintain safe systems of work, a safe place of work, safe access and egress and safe environment.

The management of Health and Safety Regulations 1999 require suitable and sufficient assessment of risks to employees and this includes considering the risk of slips, trips and falls. The Workplace (Health, Safety and Welfare) Regulations 1992 lay down minimum standards for a wide range of issues which if not met can lead to slips, trips and falls e.g. lighting, space, floors, maintenance of the workplace, layout of workstations and open windows.

Other legislation e.g Display Screen Equipment Regulations 1992 and Personal Protective Equipment Regulations also has implications in reducing slips, trips and falls. In addition to the employer having legal responsibilities, employees also have duties to co-operate and look after their own and others safety. This can include taking action to reduce the likelihood of a slip, trip and fall, e.g. by good housekeeping.

2. Reducing the risk of slips, trips and falls

Good Working practice

Where possible, the aim should be to eliminate risk of slips, trips and fall (e.g levelling uneven floor services). The next preferred option is substitution (e.g. using an alternative method of floor cleaning) , followed by separation (e.g. using barriers to keep workers away from wet floors). The final prevention measure is protection (e.g wearing footwear with non-slip soles). The use of personal protective equipment should be a last form of protection after all organisational and technical measures have been exhausted. There are often simple but effective measures that can be taken to reduce or eliminate slip and trip risks.

Specific preventive actions to consider include:

Good Housekeeping – poor housekeeping and general untidiness are a major cause of slips and trips. Keep the working environment clean and tidy, with floors and access routed kept clear of

obstacles. Remove rubbish regularly so it does not build up. Bottom drawers should be closed when not in use.

Cleaning and maintenance – Regular cleaning and maintenance will minimise risks. Rubbish should be removed regularly, and work areas kept clear. Cleaning methods and equipment must be suitable for the surface being treated. During cleaning, and maintenance work, take care not to create new slip and trip hazards. Hand washed or mopped floors should not be left unnecessarily wet. Polish must be the correct for the surface being treated. When using cleaners and polishes, the instructions on use should be fully observed. Ideally floors should be cleaned when not in use but if this cannot be done, barriers and warning signs should be used until the floor is safe to walk over.

Lighting – Ensure good lighting levels, functioning and position of lights to ensure all floor areas in and outside buildings are evenly lit and potential hazards e.g. obstructions and spills can be clearly seen. Lighting levels need to allow safe passage through and into and out of the premises. Exterior lights may be required, as outdoor workplaces must be adequately lit.

Flooring – Floors should be checked for damage on a regular basis and maintenance carried out when necessary. Potential slip and trip hazards to look for include holes, cracks and loose carpets and mats. In any location, the floor surface should be suitable for the work carried out e.g. it may need to be resistant to oil and chemicals used in the production processes. Coating or chemically treating existing floors can improve their slip resistant properties. Floors should be kept clean.

Layout and Space – Workplaces should have enough free space to allow people to move around with ease. Furniture and equipment should be arranged so that free movement is not impeded.

Fencing/ Barriers – Where someone can fall from a height, e.g. a roof or raised platform, or can fall into a pit or similar structure, secure fencing or other measures e.g. fall arrest systems should be provided to prevent people falling. The type of fencing or other means of reducing risk of falling will depend on the particular circumstances and needs to be suitable.

Changes in Level – Changes of level, such as a step between floors which are not obvious should be marked to make them conspicuous and should be adequately lit.

Windows, Skylights and Ventilators – It should be possible to reach and operate the control of openable windows, skylights and ventilators in a safe manner. Where necessary, window poles or similar equipment should be kept available, or a stable platform or other safe means of access should be provided. Controls should be placed so people are not likely to fall out or through the window. Where there is a danger of falling from a height, devices should be provided to stop a window from opening too far.

Access to High Level Shelves, etc. – Suitable ladders or other equipment e.g. 'elephant foot' should be provided to give access to high level shelves, etc. The use of chairs, tables etc. is not acceptable.

Stairways – Many accidents occur on stairways. Handrails, slip resistant covers to steps, high visibility and non-slip marking of the front edges of steps and sufficient lighting can all help in preventing slips and trips on stairs. The need to be well marked, with appropriate use of safety signs.

Spillages – Clean up spills immediately using an appropriate cleaning method (chemical treatment may be required). Use warning signs where the floor is wet and arrange alternative routes. What caused the spill to occur- can work methods or workplace be changed to minimise spillages?

Obstructions – Where possible, obstructions should be removed to prevent trips occurring. If it is not possible to remove an obstruction then suitable barriers and/ or warning notices should be used.

Trailing cables – Place equipment so cables do not cross pedestrian routes, Use cable covers to securely fix cables to surfaces.

Footwear – Employees need to have footwear that is suitable for their working environment. Take account of the type of job, floor surface, typical floor conditions and the slip-resistant properties of the soles.

Outdoor workplaces – Outdoor workplaces must be arranged so that risks of slipping and tripping are minimised e.g. through anti-slip measures in icy conditions and suitable footwear.

REMEMBER

The biggest reason for slips, trips and falls is people not paying attention to what they are doing, e.g. reading/ using a mobile phone whilst walking or by rushing to get something done and forgetting to take due care.

Further information

Health and Safety at Work Act 1974

Management of Health and Safety at Work Act Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992