



Public Meeting Pack

12th June 2025



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on
Thursday 12 June 2025 commencing at 6:45pm at the Caistor Town Hall.

The business to be dealt with at the meeting is listed in the agenda.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item, and members of the Public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.

This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Michelle Moss

Clerk to the Council

05/06/2025

AGENDA

1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1)
2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) in accordance of section 22 of the Localism Act 2011
3. Public Session (10 minutes, during which the meeting is suspended)
4. Chairmans Report
5. To approve the draft minutes of 8th May 2025
6. Finance
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31/05/2025
 - b) To approve the Schedule of Payments
7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):-
 - a) Lincolnshire Police
 - b) West Lindsey District Council.
 - c) Lincolnshire County Council
 - d) Community Groups
 - e) Town Hall Management Committee
 - f) Caistor in Bloom - Update and consider a response to residents complaints about lack of flowers
 - g) CDCT - 2-4 Market Place
8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision)
 - a) Personnel and Finance Committee
 - ai) To consider appointment for the vacancy on P&F committee
 - b) Estates Committee
 - c) Play area working group



- d) Health and Safety Working Group
- 9. To consider the Caistor Jubilee Orchard Yield Scheme (C.J.O.Y.S) Project Proposal
- 10. To consider the continued use of the town hall by Co-Op employees for over 4 hours
- 11. Clerks Report & Parish Matters
 - a) To consider the Caistor Yarborough Academy request to use the cricket facilities 22nd May and 4th June (retrospective approval)
 - b) To consider the Lincs Womens Cricket request to use the cricket pitch 31st August
 - c) To consider and approve the Health and Safety policy and handbook
 - d) To review and approve the Member - Officer Protocol
 - e) Review Tracking Report
- 12. To note any planning decisions - None
- 13. To review the planning applications received and agree a response
 - a) WL/2025/00412 | Planning application for single and two storey extensions to rear, and detached multi car garage following demolition of existing outbuildings | HEDGEROWS CANADA LANE, CAISTOR (responded using delegated powers)
 - b) WL/2025/00420 | Planning application for removal of roller shutter doors and installing replacement glazed doors | NETTLETON HOUSE, NETTLETON ROAD, CAISTOR
 - c) WL/2025/00504 | Planning application for single storey front extension and erection of garden room | 7 SAXON WAY, CAISTOR
 - d) WL/2025/00452 | Planning application for a drop kerb | 26 NORTH KELSEY ROAD, CAISTOR
 - e) WL/2025/00553 | Planning application for alterations and extensions to existing bungalow | 86 NORTH STREET, CAISTOR
 - f) PL/0024/24 | Development: for the phased extraction of sand and gravel with revised restoration to include 2no water bodies with surrounding acid grassland, marginal areas of rough long grass, water body embankments and surrounding new native woodlands, native sedges, rushes and reeds, including ancillary activities, associated infrastructure and new access from North Kelsey Road | Land South of North Kelsey Road, Caistor
- 14. Date of next meeting - 10th July
- 15. To resolve to move into closed session and exclude members of the public and press for the remainder of the meeting
- 16. To consider the response to the ICO about a FOI received in September
- 17. To consider the implications and alternative arrangements relating to the staffing issue



Minutes of the Annual Meeting of Caistor Town Council held at 6:45pm at the Caistor Town Hall on 8 May 2025

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr J. Bowman, Cllr M. Galligan, Cllr S. Hodson, Cllr A. Somerscales,
Cllr J. Cox, Cllr L. Milner, Cllr A. Clark, Cllr P. Morris, Cllr H. Priestly, Cllr N. Clark,
In Attendance: Michelle Moss, District Cllr O. Bierley,
Members of public present: 5

- 1. Election of the Chairperson for the council and signing of the Declaration of Acceptance of Office as Chair - Ref: 3915**
Councillor Jon Wright was proposed/seconded to be Chair of the council and was duly elected following a unanimous vote.
All in favour
- 2. Election of Vice Chairperson of the Parish Council and signing of the Declaration of Acceptance of Office as Vice Chair - Ref: 3916**
Councillors Bowman and A. Clark were proposed and seconded to be the Vice Chair of the council. Following a vote, Cllr A. Clark was duly elected as the Vice Chair to the council.
Majority vote
- 3. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3917**
Apologies received from Cllr Lyus and Cllr McKay.
- 4. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) in accordance of section 22 of the Localism Act 2011 - Ref: 3918**
None declared.
- 5. Public Session (10 minutes, during which the meeting is suspended) - Ref: 3919**
None.
- 6. Chairmans Report - Ref: 3920**
The Chair thanked the council for their continued confidence in him.
- 7. To approve the draft minutes of 10th April 2025 - Ref: 3921**
RESOLVED that the draft minutes of the meeting held on 10th April 2025 be approved as a true record of the meeting and signed by the Chair.
- 8. To review the current WLDC Code of Conduct and resolve to continue to abide by it. - Ref: 3922**
It was noted that all councillors had received the most recent version of the WLDC code of conduct.
RESOLVED to continue to abide by the code.
All in favour
- 9. To review and approve the Standing Order regulations (recommended by P&F) - Ref: 3923**
It was noted that following a review at the Personnel and Finance meeting in April the committee had recommended to remove the wording in 3i requesting that councillors stand when addressing the council. It was also agreed to amend section 4dv to permit councillors to advise the clerk of committee substitutes by 5pm on the day of the meeting; and the removal of the requirement for the clerk to record and retain planning decisions in a specific book
RESOLVED to accept the standing orders with the suggested changes.
All in favour
- 10. Election of committees, working groups and representatives on outside bodies and agree dates for the committees for forthcoming year - Ref: 3924**

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a) Election of members to the Personnel and Finance Committee - Ref: 3925

RESOLVED to appoint cllrs Bowman, Milner, Cox and Morris to the P&F committee with one vacancy.
All in favour

b) Election of members to the Estates Committee - Ref: 3926

RESOLVED to appoint Cllrs A.Clark; Davey, Hodson, Cox and N.Clark to the Estates committee with the Chair of the council as an ex officio member with voting rights.
All in favour

c) Election of members to the Health and Safety working group. Also to consider whether to change to a committee - Ref: 3927

RESOLVED to continue with the Health and Safety working group as a working group and appoint cllrs Davey, N.Clark, Bowman, Cox and Priestley as members.
All in favour

d) To consider whether to continue the sports group licence working group and elect members - Ref: 3928

RESOLVED to dis-band the sports group licence working group and include the work under the terms of reference of the estates committee.
All in favour

e) To consider whether to continue the 2-4 build working group and elect members - Ref: 3929

RESOLVED to disband the 2-4 Build working group.
All in favour

f) To consider whether to continue the play areas working group and elect members - Ref: 3930

RESOLVED to continue the play area working group and appoint Cllrs Bowman, Milner, A.Clark, Davey, N. Clark and Hodson to the group.
All in favour

g) Review the representation of CTC representative on Town hall group - Ref: 3931

RESOLVED that Cllr Johnathan Cox will continue to be the representative on the town hall group.
All in favour

11. To consider the delegation arrangements and approve the terms of reference for the committees/H&S working group - Ref: 3932

a) To consider the delegation arrangements and approve the Terms of Reference for the Personnel and Finance Committee - Ref: 3933

RESOLVED to approve the terms of reference with no changes.
All in favour

b) To consider the delegation arrangements and approve the Terms of Reference for the Estates Committee - Ref: 3934

RESOLVED to approve the terms of reference with the addition of the delegated responsibility for the sports group licences.
All in favour

c) To consider the delegation arrangements and approve the terms of reference for the Health and Safety working group - Ref: 3935

RESOLVED to approve the terms of reference with no changes to the delegated powers.
All in favour

12. Finance - Ref: 3936

a) To consider and approve the Accounting Statements, bank statements and bank reconciliation for period ending 30/04/2025 - Ref: 3937

The accounting statements, bank statements and bank reconciliation had been circulated to all councillors prior

Signature:



to the meeting.

RESOLVED to approve the accounting statements for the period ending 30.04.24 as a true record.

All in favour

b) To approve the Schedule of Payments - Ref: 3938

The schedule of payments had been circulated to all councillors prior to the meeting.

RESOLVED to approve the schedule of payments which totalled £53495.52.

All in favour

c) Internal Audit and AGAR - Ref: 3939

It was noted that Caistor had been randomly selected for an enhanced external audit this year.

ci) To receive the Annual Internal Audit report for 2023/24 - Ref: 3940

The Internal Auditor noted a good audit with high level of governance. A couple of points were raised: cllrs noting interests at meetings should state whether they are personal or pecuniary interests; extra-ordinary meetings should not be called by the clerk. A couple of suggestions were made: the complaints policy states all complaints are to be dealt with by the council - the council should consider resolving that simple complaints may be dealt with by the clerk; clarification on whether full council should approve recruitment of staff, or whether it is delegated to P&F; include future meeting dates on website.

RESOLVED to accept the end of year internal audit report and look to address some of the key issues in the near future.

All in favour

cii) To complete and approve section 1 - Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) for 2024/25 - Ref: 3941

All statements of the annual governance statement were read out and the council RESOLVED that it met the requirements in all areas and to approve the report.

All in favour

ciii) To consider, approve and sign section 2 - Annual Accounting Statements for AGAR for 2024/25 - Ref: 3942

RESOLVED to approve the annual accounting statements for 24/25.

All in favour

civ) To consider and approve the Annual Bank Reconciliation and explanation of variances for AGAR 2024/25 - Ref: 3943

Both reports had been circulated to the council prior to the meeting.

RESOLVED to accept the annual bank reconciliation and the explanation of variances for 24/25.

All in favour

d) To review and approve the Financial Regulations (recommended by P&F) - Ref: 3944

The financial regulations had been reviewed and updated at the finance meeting in April and circulated to all councillors in advance of the meeting.

RESOLVED to approve the financial regulations.

All in favour

e) Review and approve the standing orders, direct debit payments and subscriptions for the forthcoming year (as per standing orders) - Ref: 3945

The list of pre-approved payments had been circulated to councillors in advance of the meeting.

RESOLVED to approve the payments for the forthcoming year.

All in favour

f) To review the current inventory of land and other assets (as per Standing orders) - Ref: 3946

A copy of the current asset register had been circulated to councillors prior to the meeting. It was noted that the asset register has been reviewed by both Estates and P&F over the last year for accuracy. A question was

Signature:



raised about whether the town clock is a CTC asset - it was agreed to add a discussion about this to a future agenda.

RESOLVED to accept the register as a true record of the council assets

All in favour

g) To receive the updated risk register and business continuity plan - Ref: 3947

A copy of the current risk register had been circulated to councillors prior to the meeting. It was noted that: the register has been reviewed by both Estates and P&F over the last year for accuracy: the level of risk has generally reduced since last year; additional categories of risk have been identified in relation to the health and safety arrangements of the council - these are being addressed but may take some time before they are considered completely managed/mitigated.

RESOLVED to accept the register as a true record of the council risk.

All in favour

h) To review the councils insurance arrangements and ensure they adequately cover the risks - Ref: 3948

A copy of the councils insurance schedule had been circulated to councillors prior to the meeting. The schedule had been reviewed by P&F committee in April who considered the arrangements to be sufficient, but noted that: the 3 year tie in with Zurich ends in August this year; the councils property portfolio has not been valued for several years and should be completed prior to arranging new cover (Cllrs Bowman and Milner are progressing quotes this and will present to full council in due course); and arrangements for quotes from other providers will be sought once the valuations have been completed.

RESOLVED that the council has sufficient insurance arrangements in place.

All in favour

i) To agree to move £13,000 from Ear Marked Reserves to this years budget for the play area resurfacing - Ref: 3949

RESOLVED to move £13000 from ear marked reserves to this years budget for the play area re-surfacing.

All in favour

j) To consider and approve the investment strategy as recommended by P&F - Ref: 3950

It was noted that the investment strategy had been reviewed and approved by personnel and finance. As part of the review the clerk has progressed opening 2 new low risk deposit accounts, each will have £65,000 deposited to minimise the risk of impact of a bank failure.

RESOLVED to approve the investment strategy.

All in favour

13. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 3951

a) Lincolnshire Police - Ref: 3952

None received.

b) West Lindsey District Council. - Ref: 3953

Cllrs Beirleys report had been circulated to councillors prior to the meeting. Cllr Bierley was thanked for this ongoing support and kind works of support at the annual meeting.

c) Lincolnshire County Council - Ref: 3954

It was noted that following the local elections James Bean was elected as the Ward Councillor.

Caistor Councillors welcomed the new County councillor, and expressed their heartfelt thanks to Tom Smith, formerly the ward councillor, for his support, advice and assistance over that last few years.

d) Community Groups - Ref: 3955

e) Town Hall Management Committee - Ref: 3956

Cllr Cox noted that the damp inspector had been out this week and is in the process of compiling a report which will be circulated in due course.

Signature:



f) Caistor in Bloom - Ref: 3957

It was noted that some of the planters have become damaged over time and have been removed; the daffodils were magnificent - thanks were extended to Market Rasen rotary club for the bulbs; the town council grant was used to buy a mower and leaf blower.

g) CDCT - 2-4 Market Place - Ref: 3958

The following report was received from CDCT:

2-4 Market Place, Caistor – May 2025

Since the Spring Update event, things have been busy on-site. We are pleased to share the latest developments in the ongoing restoration of 2-4 Market Place, Caistor. The project continues to make significant strides, uncovering both challenges and opportunities as we work to rejuvenate these historic buildings.

Construction progress

- **Strip-out and demolition:** The initial phase of strip-out and demolition is largely complete, revealing areas requiring additional attention.
- **Granary building at No. 13 High Street:** The roof's poor condition necessitates the replacement of roof trusses and supports. Additionally, the rear wall requires extra support and remedial work to ensure structural integrity.
- **No. 9 Market Place:** An unexpected void was discovered beneath the building, prompting further assessment and necessary remedial actions.
- **Shopfronts:** Despite delays, the first shopfronts were delivered at the end of March 2025. Off-site construction by joiners is progressing, with installation set to commence within the next two weeks. Temporary steel supports have been installed to maintain structural integrity due to the poor condition of existing shopfronts.
- **Rendering and windows:** The rendering and installation of replacement windows on the upper floors of No. 2 Market Place are underway, enhancing the building's façade.
- **Internal works:** Ground floor internal works are advancing well. Internal walls defining the shop units at No. 2 and No. 4 Market Place, as well as the middle unit at No. 3, are now in place, providing a clearer sense of the future layout.
- **Structural steels:** The majority of steel installations are complete, providing essential structural support throughout the buildings.
- **Tiling delays:** Completion of tiling at No. 2 and No. 4 has been delayed, with an expected completion now set for April 2025.

Community engagement

A well-attended public meeting was held at Caistor Town Hall on March 12th, where we discussed project progress, challenges, and financial considerations.

Financial overview

The project has encountered increased costs, leading to funding uplifts being requested from our funders:

- **Phase 1a:** Completion of the Market Place shops, site waterproofing, and structural works, including installing services for the entire site. Total cost: £3,544,253 (Repair and conservation work: £2,901,628). Uplift requested: £457,294.
- **Phase 1a+1b:** Includes Phase 1a plus the addition of a community room and holiday let at the front of the site. Total cost: £4,320,923 (Repair and conservation work: £3,599,722). Uplift requested: £1,233,964.
- **Phase 1a+1b+2:** Full project completion. Total cost: £5,910,735 (Repair and conservation work: £5,158,524). Uplift requested: £2,823,776.

Fundraising initiatives

Signature:



To support these financial needs, the Trust is engaging in further fundraising activities, including:

- **Community shares:** A second community share offering will launch after Easter 2025, with an initial target of £25,000. This offers both new and existing shareholders an opportunity to invest in the project's future.
- **Grant applications:** With support from West Lindsey District Council, we are applying for a share of the UK Shared Prosperity Fund allocated to our area.

We remain committed to preserving and revitalising 2-4 Market Place as a cornerstone of our community. Your continued support and involvement are invaluable as we navigate these challenges and work towards a vibrant future for Caistor.

For more information and updates, please visit website: [2-4 Market Place Caistor](#)

gi) Consider the proposal from the parking group for the contractors on 2-4 Market Place to use the town hall car park for extended periods - Ref: 3959

It was noted that: there are differing numbers of contractors working at 2-4 at any one time; if they could be permitted to park in the town hall car park it will alleviate an issue for the town centre; users of the town hall should be given priority; the co-op employees use the car park and a broader discussion is needed to consider all the town hall parking issues; the clerk and deputy are sometimes unable to park.; the contractors for 2-4 could contact ACIS about using Mill Lane land; circa 10 residents permanently park in the town hall car park. It was proposed and seconded that the contractors are given 6 (temporary) permits to park in the town hall car park - the vote was 2 for and 10 against - motion not carried.

Majority vote

14. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 3960

a) Personnel and Finance Committee - Ref: 3961

ai) To receive the draft minutes of the P&F meeting held 22nd April 2025 - Ref: 3962

Circulated prior to the meeting.

aii) To consider the new Sexual Harassment in the workplace policy and the training requirements (recommended by P&F) - Ref: 3963

It was noted that the new policy had been approved by P&F, and a link placed on the councillor portal to the training webinar - all councillors are encouraged to watch the webinar.

RESOLVED to adopt the new policy.

All in favour

aiii) To consider the issues with the CTC one drive and proposal for resolution including purchase a back up lap top - Ref: 3964

It was noted that CTC currently uses a personal one drive account; a recent IT failure highlighted that this is a risk and needs to be addressed. The business licence will cost £345.60 and the additional laptop iro £600. RESOLVED to purchase a 365 business licence for 3 users and a back up laptop up to £600.

All in favour

b) Estates Committee - Ref: 3965

bi) To consider purchasing a trailer for the Estates Operative and agree next steps - Ref: 3966

It was noted that the estates op needs a trailer to move equipment, waste and machinery. The proposal would be for the trailer to be kept in the sports ground lock up.

RESOLVED to allocate £1560 to purchase the trailer. (Cllr Hodson to discuss suitability with Estates Op before going ahead with purchase)

All in favour

bii) To consider moving £2500 from earmarked reserves to current budget for Estates Equipment - Ref: 3967

RESOLVED to move £2500 from EMR to the current budget for the trailer and other necessary equipment.

Signature:



All in favour

c) Play area working group - Ref: 3968

No meeting.

d) Health and Safety Working Group - Ref: 3969

Meeting held 1st May, handbook and policy finalised and will be shared to approval, work has started on the lost of actions raised as part of the general risk assessment.

All in favour

15 Clerks Report & Parish Matters - Ref: 3970

a) To consider complaints received about the cars parked on the verges on Hersey Rd near the fire station - Ref: 3971

RESOLVED to defer this discussion until a later meeting

All in favour

b) To consider the continued use of the town hall by Co-Op employees for over 4 hours - Ref: 3972

RESOLVED to defer this discussion until a later meeting

All in favour

c) To consider marking out a parking space in the town hall car park for sole use by CTC - Ref: 3973

RESOLVED mark out a space for sole use of CTC in the town hall car park.

All in favour

d) Consider the Cricket Clubs request to host the T20 Womens KO Cup Game (retrospective approval) - Ref: 3974

RESOLVED to approved the request for the cricket club to host the T20 Womens KO cup game in May 25

All in favour

e) Review Tracking Report - Ref: 3975

The report had been circulated to councillors prior to the meeting. Reviewed and noted.

16. Correspondence Received - Ref: 3976

a) To consider the overhanging tree works required letter from LCC and agree next steps - Ref: 3977

It was noted that: following several emails, LCC are insisting that the vergeside trees beside the sports ground on Brigg Rd are the responsibility of Caistor town council and that we need to arrange for them to be cut to allow work on the column lighting to take place. The clerk noted that quotes for the work were iro £250 ex VAT. RESOLVED to appoint Lincolnshire tree services to completed the work trimming the 2 trees at a cost of £250.

All in favour

17. To note any planning decisions - Ref: 3978

a) WL/2025/00383 | 46 NETTLETON ROAD CAISTOR | 5 day notice under the 'dead or dangerous' exceptions to remove one dead Larch tree (T5) within W1 of Tree Preservation Order Caistor No1 2004 - Approved - Ref: 3979

Noted

18. To review the planning applications received and agree a response - Ref: 3980

a) None received - Ref: 3981

Noted

19 To agree the dates of this year's meetings full council and committee meetings and confirm date of next meeting - Ref: 3982

The dates of the meetings scheduled for 24/25 had been circulated prior to the meeting.

It was agreed that the dates should be shared on the website.

Date of next meeting 12th June 2025.

Signature:

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Minutes of the Annual Meeting of Caistor Town Council held at 6:45pm
at the Caistor Town Hall on 8 May 2025

Meeting closed at 8:35pm

Signature:



Accounting Statements

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/05/2025

Explanation of Variances

Electricity - Market Place LN7 6TU

Actual Total: 155.75 **Budget:** 399.96 **Variation:** 244.21 / -61.06

Repair included in April

Electricity - Market Place LN7 6TL

Actual Total: 339.03 **Budget:** 0.00 **Variation:** -339.03 / 100

Repair included in April

Electricity - Sports Ground

Actual Total: 510.78 **Budget:** 1100.04 **Variation:** 589.26 / -53.57

Repairs included in April



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/05/2025

End of year forecast auto calculated based on actual year to date averaged over 2 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
Income						
Income: General						
100	Precept	132558	132558	0	0	132558
140	Cemetery Income	160	4000	-3840	-96	4000
120	Allotment Income	90	450	-360	-80	450
130	Market Rents	475	2000	-1525	-76	2000
150	Sports ground	566	4400	-3834	-87	4400
160	WLDC Street Cleaning	0	0	0	100	0
170	Grass Cutting	0	1785	-1785	-100	3000
180	Grants	0	1000	-1000	-100	1000
350	VAT Reclaimable	0	0	0	100	
199	Miscellaneous Income	391	2500	2109	-84	2500
185	Town Hall	0	520	-520	-100	520
186	Magazine Advertising	0	0	0	100	0
187	CIL income	0	1000	-1000	-100	1000
Income: General Totals		134240	150213	-11755	-11	151428
Income Totals		134240	150213	-11755	-11	151428

Expenditure

Expense: General

500	Salaries	9698	53000	43302	-82	53000
503	PAYE & NI	3023	15000	11977	-80	15000
501	Staff Travel & Benefits	0	250	250	-100	250
502	Contractors	0	0	0	100	0
509	Other Staff Expenses	0	250	250	-100	250
520	General Office	72	1500	1428	-95	1500
530	Hall Hire	85	500	415	-83	500
540	Insurance	0	4000	4000	-100	4000
550	Audit	200	700	500	-71	700
560	Subscriptions	0	1000	1000	-100	1000
570	Training	60	2500	2440	-98	2500
580	Election	0	0	0	100	0
581	Mayor Allowance	10	350	340	-97	350
555	Professional Fees	175	250	75	-30	250
556	Legal Fees	0	500	500	-100	500
590	PROW and Amenity Cut	923	4500	3578	-80	4500
591	Public Rights of Way	0	0	0	100	0
592	Parks grass	923	3200	2278	-71	3200
593	Sportsground	923	8300	7378	-89	8300
594	Cemeteries/Church	1445	10500	9055	-86	10500
595	Allotments	0	250	250	-100	250
610	Market	0	250	250	-100	250
750	Cemetery records management	0	650	650	-100	650
650	Community Events	0	500	500	-100	500
521	Telephone & Broadband	256	1350	1094	-81	1350
700	Electricity - Market Place LN7 6TU	156	400	244	-61	650
701	Electricity - South Street Park	45	600	555	-93	600
702	Electricity - Market Place LN7 6TL	339	0	-339	100	340
703	Electricity - Sports Ground	511	1100	589	-54	1600
800	Church/General trees	0	1500	1500	-100	1500
720	Water: Sports Ground	37	400	363	-91	400

Summary of Income & Expenditure

Current Financial Year Ending 31/03/2026

		20	100	80	80	100	Financial Period 01/04/2025 to 31/05/2025
		YTD	Budget	£	%	Forecast	where appropriate. End of year forecast auto
721	Water: Cemetery						
722	Water: Allotments	25	200	175	-88	200	calculated based on actual year
765	Play Park Maint & Refurb	26084	28500	2416	-8	28500	to date averaged over 2
597	Caistor Sports & Social Club	0	3000	3000	-100	3000	months manually adjusted
522	Town Hall	0	2500	2500	-100	2500	
582	Civic	0	0	0	100	0	
601	Equipment	2527	4500	1973	-44	4500	
598	Market Place	600	1000	400	-40	1000	
603	Gritting & Snow Clearance	0	300	300	-100	300	
766	CCTV	0	500	500	-100	500	
600	Grants & Donations	3300	5000	1700	-34	5000	
762	Neighbourplan Review	0	0	0	100	0	
504	Pension payments	959	5000	4041	-81	5000	
801	Grant to Caistor in Bloom	0	0	0	100	0	
802	Christmas Lights project	0	0	0	100	0	
803	Bins and Benches	0	0	0	100	0	
660	WLDC	0		0		0	
804	Health and Safety	1975	4000	2025	-51	4000	
760	Projects	3225	6100	2875	-47	6100	
Expense: General Totals		57594	174000	116406	-67	175090	
Expenditure Totals		57594	174000	116406	-67	175090	



Bank Reconciliation

Balances as per bank statements as at 02/06/2025

Natwest Current Account	10962.43	202556.41
Natwest Business Reserve Account	126093.98	
Equals Card	500.00	
Charity Bank	65000.00	

Unrepresented Payments & Receipts

Date	Invoice Ref Type	Description	Credit	Debit
Nett balance as at 02/06/2025				202556.41
Cash Book				
		Opening Balance Bank 1	7264.03	133446.01
Receipts in current year	134239.71	Opening Balance Bank 2	125702.97	
VAT to be claimed	7535.57	Opening Balance Bank 3	479.01	
Unallocated cash	0.00	Opening Balance Bank 4	0.00	
Payments in current	57593.74			
Cash Book Closing Balance				202556.41

General Reserves 62697.00

Earmarked Reserves

Subcontracting for grass,litter,bins etc	0.00	Computer	0.00
Elections	3850.00	Play area improvements	0.00
Parks equipment	5000.00	Parking	0.00
South Street Park Millenium Garden	0.00	Water (South St)	0.00
Market Place trading	0.00	Water at Market Place	0.00
Market Place layout	0.00	Cemetery	1000.00
Sports Field fencing	1500.00	New Cemetery	0.00
Sports ground toilet refurbishment	0.00	Church Ground Trees	0.00
Sports and Social Club Bldg Upgrade	5500.00	Handyman Equipment	3000.00
Other buildings	1500.00	Christmas Lights - steel wires	0.00
Town Hall	5000.00	Bins and Benches (tfr 11.10.24)	3000.00
Fire Station	0.00	Civic Service	3000.00
Cornhill Resurfacing	5000.00	Memorial fixing	4000.00
Tree Maintenance	6500.00	Budget remaining	92009.41
Tree Maint - Parks (combined above)	0.00		



Budget Report - Income

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/05/2025

This report is based on Payment Date

Details		Financial Year Ending 31/03/2026						Variation	
		Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Income: General									
Precept		132558	132558	0	0	0	132558	0	0
Cemetery Income		4000	160	0	0	0	160	-3840	-96.00
Allotment Income		450	90	0	0	0	90	-360	-80.00
Market Rents		2000	475	0	0	0	475	-1525	-76.27
Sports ground		4400	566	0	0	0	566	-3834	-87.14
WLDC Street Cleaning		0	0	0	0	0	0	0	0
Grass Cutting		1785	0	0	0	0	0	-1785	-100
Grants		1000	0	0	0	0	0	-1000	-100
VAT Reclaimable		0	0	0	0	0	0	0	0
Miscellaneous Income		2500	391	0	0	0	391	2109	-84.36
Town Hall		520	0	0	0	0	0	-520	-100
Magazine Advertising		0	0	0	0	0	0	0	100.00
CIL income		1000	0	0	0	0	0	-1000	-100
Income: General	Total	150213	134240	0	0	0	134240	-11755	
Total		150213	134240	0	0	0	134240	-11755	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/05/2025

T

T		Financial Year Ending 31/03/2026							
			Q1	Q2	Q3			Variation	
Details		Budget	Actual	Actual	Actual	Actual	YTD	£	%
Expense: General									
Salaries		53000	9698	0	0	0	9698	43302	-82
PAYE & NI		15000	3023	0	0	0	3023	11977	-80
Staff Travel & Benefits		250	0	0	0	0	0	250	-100
Contractors		0	0	0	0	0	0	0	0
Other Staff Expenses		250	0	0	0	0	0	250	-100
General Office		1500	72	0	0	0	72	1428	-95
Hall Hire		500	85	0	0	0	85	415	-83
Insurance		4000	0	0	0	0	0	4000	-100
Audit		700	200	0	0	0	200	500	-71
Subscriptions		1000	0	0	0	0	0	1000	-100
Training		2500	60	0	0	0	60	2440	-98
Election		0	0	0	0	0	0	0	100
Mayor Allowance		350	10	0	0	0	10	340	-97
Professional Fees		250	175	0	0	0	175	75	-30
Legal Fees		500	0	0	0	0	0	500	-100
PROW and Amenity Cut		4500	923	0	0	0	923	3578	-80
Public Rights of Way		0	0	0	0	0	0	0	0
Parks grass		3200	923	0	0	0	923	2278	-71
Sportsground		8300	923	0	0	0	923	7378	-89
Cemeteries/Church		10500	1445	0	0	0	1445	9055	-86
Allotments		250	0	0	0	0	0	250	-100
Market		250	0	0	0	0	0	250	-100
Cemetery records management		650	0	0	0	0	0	650	-100
Community Events		500	0	0	0	0	0	500	-100
Telephone & Broadband		1350	256	0	0	0	256	1094	-81
Electricity - Market Place LN7 6TU		400	156	0	0	0	156	244	-61
Electricity - South Street Park		600	45	0	0	0	45	555	-93
Electricity - Market Place LN7 6TL		0	339	0	0	0	339	-339	100
Electricity - Sports Ground		1100	511	0	0	0	511	589	-54
		0	0	0	0	0	0	0	0
Church/General trees		1500	0	0	0	0	0	1500	-100
Water: Sports Ground		400	37	0	0	0	37	363	-91
Water: Cemetery		100	20	0	0	0	20	80	-80
Water: Allotments		200	25	0	0	0	25	175	-88
Play Park Maint & Refurb		28500	26084	0	0	0	26084	2416	-8
Caistor Sports & Social Club		3000	0	0	0	0	0	3000	-100
Town Hall		2500	0	0	0	0	0	2500	-100
Civic		0	0	0	0	0	0	0	0
Equipment		4500	2527	0	0	0	2527	1973	-44
Market Place		1000	600	0	0	0	600	400	-40
Gritting & Snow Clearance		300	0	0	0	0	0	300	-100
CCTV		500	0	0	0	0	0	500	-100
Grants & Donations		5000	3300	0	0	0	3300	1700	-34
Neighbourplan Review		0	0	0	0	0	0	0	100
Pension payments		5000	959	0	0	0	959	4041	-81
Grant to Caistor in Bloom		0	0	0	0	0	0	0	0
Christmas Lights project		0	0	0	0	0	0	0	0
Bins and Benches		0	0	0	0	0	0	0	0
WLDC			0	0	0	0	0	0	
Health and Safety		4000	1975	0	0	0	1975	2025	-51



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/05/2025

T

		Financial Year Ending 31/03/2026							Variation	
Details		Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD		£	%
Expense: General	Total	174000	57594	0	0	0	57594		113532	
	Total	174000	57594	0	0	0	57594		113532	



Minute Ref



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
03/06/2025	2042	Greystone Services	Cemetery Grass - Cuts 4 and 5 8/5 and 20/5	168.00	1008.00	<input type="checkbox"/>	<input type="checkbox"/>
03/06/2025	2043	Cllr Jayne Bowman	Refund for payment of VE85 poppy wreath	0.00	25.00	<input type="checkbox"/>	<input type="checkbox"/>
04/06/2025	2044	Hi-Way services	Bank Payment: Equipment - Thermo plastic letters	0.00	60.84	<input type="checkbox"/>	<input type="checkbox"/>
05/06/2025	2045	Tool station	Bank Payment: Equipment - Sikaflex for mem fixing	3.36	20.16	<input type="checkbox"/>	<input type="checkbox"/>
05/06/2025	2046	Mike Crookes	Mileage claim - PPE training	0.00	36.05	<input type="checkbox"/>	<input type="checkbox"/>
05/06/2025	2047	Safety signs for less	Deep water danger signs	13.62	81.74	<input type="checkbox"/>	<input type="checkbox"/>
05/06/2025	2048	Trent Valley training	PA6 training course Mike Crookes	51.00	306.00	<input type="checkbox"/>	<input type="checkbox"/>
					TOTAL:	15027.81	

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date

Report of District Councillor Owen Bierley to Caistor Town Council,

12th June 2025

(Prepared Monday, 2nd June)

Community

The District Council has been awarded further amounts from the Rural England Prosperity Fund and the UK Shared Prosperity Fund and members and officers are considering how best to allocate these funds to realise the maximise benefit to communities throughout West Lindsey. For example, it could enable us to run our highly successful Flagship Community Grant Scheme for another year and I will, of course, keep colleagues informed as the proposals are finalised through the committee system. Since we are working to a relatively short timescale (and also in anticipation of high demand) community groups and organisations may already wish to consider any ideas, or priority projects, to put forward for consideration once the official opening of the scheme has been announced. For information, the Lead Local Authority (Accountable Body) for this funding stream is North East Lincolnshire Council, reflecting devolved powers following the recent introduction and launch of the Greater Lincolnshire Combined County Authority. To find out more about this key new organisation please visit: <https://greaterlincolnshire-cca.gov.uk>

It is pleasing to advise that details of a further round of the Household Support Fund (HSF 7) are presently being finalised, for which the stated closing date is 31st March 2026; however it is likely that disbursements to those most in need, for example, in relation to food or utility costs will again be distributed on behalf of the Council by third sector partners in the form of vouchers. Experience in recent rounds has proven this arrangement to be highly effective and efficient. As previously, the Department for Work and Pensions (DWP) is funding this round of the scheme.

Our popular and highly successful Councillor Local Initiative Fund, specifically designed to assist in bringing forward and delivering small-scale community projects remains open, with each member having an allocation of £4,000.00 for the four-year term of the Council. Please would anyone considering applying to this fund contact either Angela or me in the first instance?

The Council publishes a highly valuable, monthly, Business E-Brief and the link to subscribe is: <https://www.west-lindsey.gov.uk/business-services-support/business-support-advice/business-e-brief>

Related to this, residents are invited to sign up to receive a digital copy of West Lindsey News using: <https://public.govdelivery.com/accounts/UKWESTLINDSEY/subscriber/new?preferences=true>

Almost one hundred and fifty businesses participate in West Lindsey's Think Local campaign, including eleven in Caistor. This service is offered completely without charge. To view the full list of participants visit: <https://www.west-lindsey.gov.uk/my-services/my-community/think-local>

Organisers are invited to publicise their forthcoming events and functions through the Council's website at: <https://www.west-lindsey.gov.uk/events> This service, too, is offered free of charge.

I'm delighted that Good Causes registered with the West Lindsey Lottery, including six in Caistor, continue to benefit from significant and sustainable additional unrestricted income from this opportunity. Draws take place at 8.00 every Saturday evening with many prizes to be won up to a jackpot of £25,000.00, with monthly promotional 'add-ons' too. For example, supporters have the chance to win a Nintendo Switch 2 Mega Gaming Bundle worth £1,000.00 (or to take that amount in cash) in the Super Draw on Saturday, 28th June. The Referral Prize Draw enables existing supporters to recommend the lottery to their family and friends and gives each party entry into an exclusive monthly £200.00 draw for an Amazon Gift Card upon any new sign up. For more information, new registrations, or for tickets visit: <https://www.westlindseylottery.co.uk>
NB. Every pound raised for a Good Cause also generates twenty pence for the Community Fund!

Owen Bierley, 36 Maple Avenue, Keelby, Grimsby, Lincolnshire. DN41 8EN

☎ 01469 560865 owen@bierley.com

The Lincolnshire Wolds Grant Scheme reopened for applications on Friday, 16th May. Over the past twenty-five years it has helped many local communities and small businesses undertake improvements, create new facilities, engage with visitors and locals alike through, for example, interpretive materials, tree planting, pond and hedge restorations and also to undertake access improvements, far too many projects to list! For more details, to access the guidelines, or for an application form please visit the website at: <https://www.lincswolds.org.uk/our-work/grants> Please feel free to circulate the availability of this easy to access grant aid through your networks.

The District Council warmly invites you to join us in our marquee at the Lincolnshire Show on Wednesday, 18th and Thursday, 19th June. As always, we offer light refreshments in a (relatively) quiet location, with members and officers always available to assist with any concerns or queries, or simply for a convivial conversation. There will also be fun activities for our younger guests. Our stand number is 10-27, which is in the part of the site closest to the city. Please join us there!

Please consider taking part in our recently launched Cultural Activity Survey to help establish a baseline of the many rich and varied existing events within the district (especially in Caistor) and to inform applications for future funding. The link is: <https://online1.snapsurveys.com/yjlf5r>

I've accepted a place on the Council's newly formed Sport and Leisure Task and Finish Group and look forward to advocating for the interests and opportunities of clubs and groups in our area to be fully recognised in this vitally important (and constantly developing) programme of work. An appointment has been made to the newly created role of Communities Officer – Sport and Physical Activity, with the post holder keen to establish contact with all clubs and organisations throughout West Lindsey. Additionally, a survey is scheduled for launch on Monday, 9th June.

Environment

The Environment Act 2021 mandated the introduction of separate weekly food waste collections with effect from 1st April 2025 for commercial premises and from 1st April 2026 for households in order to reduce landfill waste. Our food waste collection service for businesses has already been launched and those that do not currently subscribe to the Council's commercial waste offer are warmly invited to do so, the team will be pleased to offer advice, guidance and support! (Businesses with fewer than ten full-time staff benefit from an exemption until March 2027). Households will each receive a five-litre indoor caddy (approximately 20x20x25 centimetres) and a twenty-three litre outdoor caddy (approximately 30x40x38 centimetres) together with a supply of caddy liners in good time for the introduction of their new service. Further information will be provided in advance of and concurrent with their delivery, together with the start date in our area.

I'm very pleased to report that the early indications from the trial of RFIDs (Radio Frequency ID) on green bins in Caistor (that could potentially negate the need for annual stickers) are highly encouraging. This could well prove to be another example of the town leading the entire district!

A total of 451 fly-tipping incidents were reported in the district in the final quarter of 2024-25, an increase of 40% compared with the 320 reported in same quarter in 2023-24, with the most significant increases being in either single item or small to medium sized van loads. This closely reflects those within our area and the Council's Enforcement Team is working closely with Street Cleansing colleagues to identify those responsible for dumping items and material with a view to issuing fixed penalty notices as a deterrent wherever possible. Of the 451 incidents reported our Enforcement Team officers investigated 34, resulting in ten Fixed Penalty Notices being issued. Please don't hesitate to report any new fly-tips (or any suspicious activity) you see to the Council.

I'm pleased to advise that, as a result of a recent review of its operation, our street sweeper is to resume a seven days a week working pattern, providing an even better, more responsive service.

Owen Bierley, 36 Maple Avenue, Keelby, Grimsby, Lincolnshire. DN41 8EN
☎ 01469 560865 owen@bierley.com

Caistor Cares Report for Caistor Town Council June meeting.

Lincolnshire Cares are holding there Summer party this year on the 22nd June at the Town hall from 2 -4 30pm.

Afternoon tea will be provided, and entertainment this year from some of our members.

Caistor Cares was formed in 2016 by a business man Chris Robey managing director of Systematic with the intention of helping vulnerable people and setting up a befriending group .

3 years ago we changed the name to Lincolnshire Cares as this included North and south Kelsey and surrounding areas.

Sadly we lost our chairman ,but the trustees and volunteers carry on his legacy.

Systematic celebrate 50 years in business this year and as a promotion in September they will be delivering leaflets to evey household to promote Lincolnshire Cares.

Lincolnshire Cares are very grateful for Systematic continued support.

Regards cllr Angela Clark

Caistor Town Hall Executive Committee

Notes of Meeting held on Tuesday 12th May 2025

The meeting was chaired by Steve Gaughan who welcomed all to the meeting.

In Attendance: Rick Merrall (RM), Steve Gaughan (SG), Mike Broster (MB), Ruth Smith (RS), Mike Grant (MG), Alan Crookes

Apologies: Chris Morgan (CM), Jacqui Morgan (JM)

1. Kitchen Shutters: Rick updated the meeting on the progress so far. This included confirmation of original quote (email dated 24 March 2025) from Syston Doors, approval from Caistor Town Council (CTC) for the fitting of the shutters (email dated 14 April 2025) and confirmation from CTC (email dated 30 April 2025) that they will not be able claim back the VAT on behalf of the Town Hall Management Committee. Mike Grant confirmed with Rick the inclusive price for the shutters would be £5,413.20 and that there was no financial reason that we should not proceed. Proposed by Rick that we purchase the Kitchen Shutters at an inclusive price of £5,413.20, seconded by Ruth. All members of the Executive Committee were in favour and the proposal was passed. After note: Email from Rick on 13 May 2025 confirms the purchase price of £5,587.20. All attendees of the meeting have confirmed they have no objection to the increased price.

2. Town Hall Car Park: At the CTC meeting on Thursday 8th May the Town Hall Committee opinion was sought in the context of CTC considering issuing parking permits to Messenger to allow contractors to park their vans during working hours as a means of freeing up spaces in Market Place whilst work continues on 2-4. Our opinion was that we are not in favour of reducing parking for TH users whilst acknowledging that the management committee have no control over the car park anyway. Views by all at the meeting were expressed and it was agreed that Steve should respond based on the notes that he had made prior to the meeting and comments from those present.

3. Lease Agreement: In the email from CTC regarding the refund of VAT there was mention of a Lease Agreement between the Town Council and the Management Committee. It was agreed that any discussion should take place after the proposed meeting with the Town Clerk.

4. Health and Safety: Rick briefed the meeting on the progress in updating our Health and Safety document which has now reached the point where external advice is required. With that in mind Rick has spoken to Stewart Davey, the H&S representative from the Town Council and they have agreed to meet in the near future. He further informed the meeting that the Town Council now has a H&S sub committee headed by Stewart and three other councilors.

5. Beer Pump: Rick informed the meeting that the new Beer Pump had been purchased and fitted and was used successfully at the Murder Mystery event. Rick went on to say that the old pump had been offered to the Lions Club, however since then Rick has stripped down the pump, carried out necessary repairs and the pump is now working well. With this in mind Rick has now spoken to Andy Gutherson and offered to loan the pump to the Lions for the Beer Festival as opposed to gifting it to them. This was supported by all present at the meeting meaning the Town Hall now has a reliable spare beer pump.

6. Draughtmaster System: Mike G briefed the meeting on the progress regarding the Draughtmaster System from Carlsberg (email of 8 May 2025 refers). The Stock Agreement tied the Town Hall into purchasing a minimum of 400 x 20 litres per year with financial penalties if this is not achieved. Needless to say, Mike G did not sign the agreement and it was returned with an email stating it was completely untenable. Mike informed the meeting that Carlsberg have now come back offering a new contract with no mention of minimum purchase commitments or penalties. Mike said that apart from our observations, Stan Harrison-Frear at Dee Bees has told them he is extremely unhappy about the unrealistic terms of the document after he sent him a copy. Mike will keep the committee advised when the new contract appears.

7. Date of next Executive Meeting: Date to be confirmed.

From: [REDACTED]

Sent: 31 May 2025 18:33

To: clerk@caistortowncouncil.gov.uk

Subject: TOWN HALL CAR PARK

Michelle, at the last council meeting the views of the Town Hall Committee were requested regarding the effect of parking by trade vehicles connected with 2-4 Market Place and our regular users. Please see comments below:

General Comments

Although called the Town Hall Car Park the Town Hall Committee have no control over its usage. It has a 4-hour limit during daytime week days with no limit in the evenings and weekends.

Day Time Effect (Mon-Fri) for Town Hall Users

Since parking in the Market Place was reduced there has been an increase in the use of the Town Hall Car Park. The effect on our day time users is that on a regular basis they are having to park on North Street and bearing in mind Monday – Wednesday includes children's activities push chairs are being used to cover the distance from parked vehicle to the hall.

Evening Effect for Town Hall Users

When individuals hire the hall for a large function, we have to warn them that the car park is for the public and we do not have exclusive use.

Conclusion

The situation with the contractors in the Market Place is not ideal for those using the Town Hall facilities, however the bigger problem will be if the issuing of permits is increased. The Town Hall Committee do not support the extension of parking permits or dedicated parking spaces as both restrict the availability for our users.

Kind regards

Steve

Estates committee update. June 2025

Since the last Council meeting there has been no Estates committee meeting.

Play equipment. Regular inspections continue as per monthly schedule, the main hanger brackets have been replaced on the cradle swings in south park as recommended by the inspectors report. Bushes and shackles have been replaced at Millfields. The Surface replacements are now back in use.

Grass cutting: Jake Dyne missed a cut early May due to the dry / hot weather and the lack of growth, also in an attempt to preserve the grass and prevent it from burning off.



















Estates Operative. Mike has cleared the self set weeds / elders and overgrowth around the perimeter of Millfields, Ivy and overgrowth either side of the entrance to the cemetery. He has also organised the work area within the Sportground lock-up for handyman repairs and tool storage. He has 2 weeks holiday from 12th May. Mike has cut back and cleared along the PROW at Roman Walk and Westwold rd. On 28th May he took the PA6 spraying assessment test.

Cricket ground. Jon Waterman has replaced the rotten fencing that runs alongside the road from the entrance to the cricket ground to the front of the SSC, there is a better handrail with new brackets alongside the steps

Town Hall On the 6th of May it was the visit by the damp inspection / assessor, we are currently awaiting the report and its recommendations.

Sportsground Unfortunately one of the pieces of gym equipment has been vandalised again, the rubber seat base has been ripped from its mounting. That part was a replacement for the previous damage.

Caistor Jubilee Orchard Yield Scheme (C.J.O.Y.S) Project Proposal

COLD → Carrot, Pineapple, Ginger, Garlic		DEPRESSION → Carrot, Apple, Spinach, Beet	
HEADACHE → Apple, Cucumber, kale, Ginger, Celery		DIABETES → Carrot, Spinach, Celery	
ULCER → Cabbage, Carrot, Celery		ASTHMA → Carrot, Spinach, Apple, garlic, Lemon	
HIGH B.P → Beet, Apple, Celery, Cucumber, Ginger		ARTHRITIS → Carrot, Celery, Pineapple, lemon	
KIDNEY DETOX → Carrot, Watermelon, Cucumber, Cilantro		KIDNEY STONE → Orange, Apple, Watermelon, Lemon	
EYES → Carrot, Celery		STRESS → Banana, Strawberry, Pear	
CONSTIPATION → Carrot, Apple, Fresh Cabbage		FATIGUE → Carrots, Beets, Green Apple, Lemon, Spinach	
HANGOVER → Apple, Carrot, Beet, Lemon		MEMORY LOSS → Pomogranate, Beets, Grapes	
NERVOUSNESS → Carrot, Celery, Pomogranate		INDIGESTION → Pineapple, Carrot, Lemon, Mint	

Document Control

Document Information

	Information
Document Id	<i>CJOYS 0001</i>
Document Owner	<i>NIGEL CORSER</i>
Issue Date	<i>28/04/2025</i>
Last Saved Date	
File Name	<i>Caistor Jubilee Orchard Yield Scheme project proposal.</i>

Document History

Version	Issue Date	Changes
<i>1.0</i>	<i>28/04/2025</i>	

Document Approvals

Role	Name	Signature	Date
Project Sponsor			
Project Committee	Nigel Corser Elizabeth Collins Juan Turrion		
Project Manager	Nigel Corser		28/4/2025

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page no

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1,2)	Implications	2
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1 Executive Summary

- History, requirements and proposed solution

Food prices are rising dramatically and are set to rise even more in the future. Food shortages are looming. Supermarket food is poor quality and nutrient deficient because of the processing. 50% of people in England are overweight and of that 50% half of those are obese, clearly there's a problem with our food that needs addressing! (1)

The connection between the Farmer and the Consumer has been broken, small farms are being destroyed so they can in turn be bought up by huge corporations, but to what ends? (Think 3D printed meat and insect based produce!)

During Covid supermarkets were closed for short periods, in the future if there's another pandemic or similar, is it possible they will close for longer periods? (2)

Peoples attitude to how they acquire food has changed. Many people live from day to day now, having hardly any spare food at home to fall back on in an emergency, and with the ongoing political instability in the world we see a real need for a project like this.

I propose to rework the Jubilee Orchard, located behind the Cricket ground, and turn it into a highly productive Orchard with the addition of a number of vegetable beds, soft fruit bushes, some benches to sit on, some Willow sculptures and possibly later on a small shed where people can come and barter for/purchase quality food.

If this project is not approved then local peoples access to quality, nutrient rich food will not improve, and in times of crisis they may have few options to turn to. If however this gets the green light then we can sustain our community, provide a healthy space for people to meet, work together and connect with nature. This will reduce mental health concerns and bring together like minded people in a common goal, but most importantly provide Caistor with food security for years to come.

- Project vision, goals deliverables and time frames.

Our vision is to improve food security and quality for Caistor by 2026 by having a multitude of produce in the ground growing and in storage and to create a healthy seed bank for a sustainable future.

Given the go ahead the re-worked Jubilee Orchard will be up and running by next Spring.

- Resources, budget and success criteria.

The Committee are happy to do most of the work by themselves for now although when the project takes off some other volunteers may be required to help. We can get all the raised beds for free or very cheaply but will need some funding for seeds, compost, good quality old Lincolnshire variety fruit trees, benches, the willow sculptures and possibly some tools and a water pump. Depending on if there is any vandalism we may need funding for a fence and gate also.

Project Ownership		
Role	Name	Contact Details
Project Sponsor		
Project Customer	Primarily Caistor people but accessible to all living men and women and their families.	N/A.
Project Manager	Nigel Corser	climb76@hotmail.com 07738182451

The committee will set up a Facebook page and email address and there will be a once weekly update on the project through those.

1.1 Risks & Issues

Project Risks		
Risk	Details	Likelihood
Vandalism	Destruction of trees, raised beds.	Hard to tell. 5/10
Produce not growing	Acts of nature, poor management.	Very minimal. 1/10

Project Issues		
Issue	Details	Impact
Lack of funding	If we don't have money to purchase quality seed we will be relying on seed saved from the previous year.	Could be very detrimental depending upon levels of previously saved seed. 1/1 - 8/10
Lack of labour	If Committee members are taken ill or decide to leave the project.	There will always be opportunity to recruit new members. 2/10

1.2 Implications

As stressed above, our Committee believe it is fundamental for our food security and access to top quality produce going forward, to have such a project in place.

1.3 Success Criteria

1) Having a natural, regenerative and sustainable area in Caistor to produce quality fruit and vegetable produce.

- 2) *Enthuse interest and involvement from local people to use/be a part of the project, and realise its worth.*
- 3) *Benefit the health and well being, mentally and physically of local people and give them the opportunity and space to learn about growing food and the benefits of good quality produce to their health.*
- 4) *Eventually have a stock of quality food stored securely in case of times of hardship.*
- 5) *Educate people on the uses of different plants, wether home grown or foraged, to aid minimise illness and maximise vitality.*

1.4 Authorization

Project Sponsor

Name:

Position:

Date: __ / __ / __

Customer

Name:

Position:

Date: __ / __ / __

2 Appendix

2.1 Supporting Documentation

- 1) Obesity statistics - House of Commons Library
10 February 2025 - Since 1993 the proportion of adults in England who are overweight or obese has risen from 52.9% to **64.3%**, and the proportion who are obese has risen from 14.9% to 28.9%
- 2) Office for National Statistics
The COVID-19 pandemic has had a profound effect on the retail sector with many stores forced to close at the height of lockdown. During that time consumers switched their spending to online.



Caistor Sports Ground

Football and Cricket pitch casual use terms and conditions

The cricket pitch and football pitches are licenced by Caistor Town Council to Caistor Cricket Club and Caistor Tennyson Football club as the primary users. Any agreement to use the pitches must be agreed with these clubs and Caistor Town Council at least 14 days in advance. The following terms and conditions are applicable from Caistor Town Council, the primary users may have their own terms and conditions for casual use of the pitches.

1. Caistor Town Council cannot accept any liability for loss, damage or injury sustained by the user or any person participating.
2. It is a requirement of the clubs and organisations using the councils facilities to take out their own public liability insurance to a recommended level of at least £5 million.
3. The casual user must seek agreement of the primary user before scheduling any use of the cricket or football facilities (Caistor Cricket Club and Caistor Tennyson Football Club).
4. Use of any equipment must be agreed with the primary users.
5. The Sports and Social Club CIC manage the pavilion. Access to the pavilion and the changing facilities must be arranged via them.
6. It is the responsibility of the hire team/casual user to ensure that the pitch is playable prior to the commencement of play. Although, the council reserves the right to call off games as they see fit whether or not teams or their referees believe the pitches are playable.
7. The facilities are of a high quality and must be looked after by the user. **No damage is acceptable.** Any users or teams found to be abusing the rooms/facilities and/or staff will be barred from our facilities.
8. Smoking is not permitted in any buildings on the sports field.
9. The hirer will reimburse Caistor Town Council, Caistor Sports and Social club or any of the primary users for any expenditure incurred in making good any damage to facilities, and any areas where enhanced cleaning is required.
10. The user shall not permit anything to take place at or in the facility during the period of hire, which is unlawful, or contrary to public decency and respectable behaviour or in such way endangers any licence held in connection with the facility.
11. The Council shall not be responsible or liable in respect of any damage or loss of any property placed or left at or in the facility.
12. The user is responsible for the provision of adequate first aid equipment and personnel for the period of hire.
13. All accidents and incidents must be reported to the Council as soon as possible and in any case within 48 hours.
14. The user shall be responsible for any accident howsoever caused, resulting in death or personal injury to another unless such death or injury has been caused by the negligence of the Council.
15. The user must ensure that no vehicles are parked on the pitches or any adjoining land other than areas specifically allocated for this purpose.



Caistor Sports Ground

Agreement to these terms and conditions:

Name...Mike Starling.. Signature

Date...07/5/25

Organisation Caistor Yarborough Academy

Date(s) Required (to be completed by the user):

22nd May, 4th June.

Please note: You are required to give at least 14 days notice. These dates must also be approved and scheduled by the primary user.

Please contact Caistor Cricket Club or Caistor Tennyson Football Club.

Application to use agreed (on behalf of Caistor Town Council):

Name..... Signature.....

Date.....



Caistor Sports Ground

Football and Cricket pitch casual use terms and conditions

The cricket pitch and football pitches are licenced by Caistor Town Council to Caistor Cricket Club and Caistor Tennyson Football club as the primary users. Any agreement to use the pitches must be agreed with these clubs and Caistor Town Council at least 14 days in advance. The following terms and conditions are applicable from Caistor Town Council, the primary users may have their own terms and conditions for casual use of the pitches.

1. Caistor Town Council cannot accept any liability for loss, damage or injury sustained by the user or any person participating.
2. It is a requirement of the clubs and organisations using the councils facilities to take out their own public liability insurance to a recommended level of at least £5 million.
3. The casual user must seek agreement of the primary user before scheduling any use of the cricket or football facilities (Caistor Cricket Club and Caistor Tennyson Football Club).
4. Use of any equipment must be agreed with the primary users.
5. The Sports and Social Club CIC manage the pavilion. Access to the pavilion and the changing facilities must be arranged via them.
6. It is the responsibility of the hire team/casual user to ensure that the pitch is playable prior to the commencement of play. Although, the council reserves the right to call off games as they see fit whether or not teams or their referees believe the pitches are playable.
7. The facilities are of a high quality and must be looked after by the user. **No damage is acceptable.** Any users or teams found to be abusing the rooms/facilities and/or staff will be barred from our facilities.
8. Smoking is not permitted in any buildings on the sports field.
9. The hirer will reimburse Caistor Town Council, Caistor Sports and Social club or any of the primary users for any expenditure incurred in making good any damage to facilities, and any areas where enhanced cleaning is required.
10. The user shall not permit anything to take place at or in the facility during the period of hire, which is unlawful, or contrary to public decency and respectable behaviour or in such way endangers any licence held in connection with the facility.
11. The Council shall not be responsible or liable in respect of any damage or loss of any property placed or left at or in the facility.
12. The user is responsible for the provision of adequate first aid equipment and personnel for the period of hire.
13. All accidents and incidents must be reported to the Council as soon as possible and in any case within 48 hours.
14. The user shall be responsible for any accident howsoever caused, resulting in death or personal injury to another unless such death or injury has been caused by the negligence of the Council.
15. The user must ensure that no vehicles are parked on the pitches or any adjoining land other than areas specifically allocated for this purpose.



Caistor Sports Ground

Agreement to these terms and conditions:

Name.....Katie Hill Signature.....K.Hill

Date.....15/05/25.....

Organisation.....Lincolnshire Cricket Ltd.....

Date(s) Required (to be completed by the user): Sunday 31st August

Please note: You are required to give at least 14 days notice. These dates must also be approved and scheduled by the primary user.

Please contact Caistor Cricket Club or Caistor Tennyson Football Club.

Application to use agreed (on behalf of Caistor Town Council):

Name..... Signature.....

Date.....



Health and Safety Handbook

work*n***est**
H&S

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INTRODUCTION

This handbook contains the health and safety information you require to comply with our Health and Safety Policy. After reading it you will be required to sign to confirm that it has been brought to your attention. If you have any queries regarding the contents please do not hesitate to ask.

Caistor Town Council takes its responsibility for health and safety very seriously and is committed to a programme of progressive improvement that requires input from all its employees / councillors / volunteers. If you see anything during your work that gives rise to a concern you are positively encouraged to report it to your supervisor or manager.

Safety is everyone's responsibility and that includes you.

HEALTH AND SAFETY POLICY STATEMENT

The management of Caistor Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees / councillors / volunteers
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees / councillors / volunteers on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees / councillors / volunteers are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees / councillors / volunteers
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees / councillors / volunteers.

Signed:

Dated:

Name:

Position:

ENVIRONMENTAL POLICY STATEMENT

The management of Caistor Town Council recognises that the day-to-day operations can impact both directly and indirectly on the environment. We aim to protect and improve the environment through good management and by adopting best practice wherever possible. We will work to integrate environmental considerations into our business decisions and adopt greener alternatives wherever possible, throughout our operations.

In order to discharge its responsibilities the management will:

- bring this Environmental Policy Statement to the attention of all stakeholders
- carry out regular audits of the environmental management system
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to the environment, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- ensure that emergency procedures are in place at all locations for dealing with environmental issues
- establish targets to measure the continuous improvement in our environmental performance
- identify and manage environmental risks and hazards
- improve the environmental efficiency of our transport and travel
- involve customers, partners, clients, suppliers and subcontractors in the implementation of our objectives
- minimise waste and increase recycling within the framework of our waste management procedures
- only engage contractors who are able to demonstrate due regard to environmental matters
- prevent pollution to land, air and water
- promote environmentally responsible purchasing
- provide adequate resources to control environmental risks arising from our work activities
- provide suitable training to enable employees / councillors / volunteers to deal with their specific areas of environmental control
- reduce the use of water, energy and any other natural resources
- source materials from sustainable supply, when practicable.

This Environmental Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all stakeholders.

Signed:

Dated:

Name:

Position:

RESPONSIBILITIES AND RULES

Employee Responsibilities

It is the responsibility of all employees / councillors / volunteers to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All employees / councillors / volunteers have a legal duty to ensure their own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work etc Act.

Employees / councillors / volunteers must therefore:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Health and Safety Rules

General

- It is the duty of all employees / councillors / volunteers to co-operate with management in fulfilling our legal obligations in relation to health and safety.
- Employees / councillors / volunteers must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees / councillors / volunteers are required to notify to management of any unsafe activity, item or situation.

Working Practices

- Employees / councillors / volunteers must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees / councillors / volunteers must make full and proper use of all equipment guarding.
- Employees / councillors / volunteers must not clean any moving item of plant or equipment.
- Employees / councillors / volunteers under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Employees / councillors / volunteers must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees / councillors / volunteers must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees / councillors / volunteers must not smoke except in prescribed areas.

Hazard / Warning Signs and Notices

- Employees / councillors / volunteers must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions / Environment

- Employees / councillors / volunteers must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees / councillors / volunteers must keep stairways, passageways and work areas clear and in a clean and tidy condition.
- Employees / councillors / volunteers must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- Employees / councillors / volunteers must clear up any spillage or liquids within the work area in the prescribed manner.
- Employees / councillors / volunteers must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

Protective Clothing and Equipment

- Employees / councillors / volunteers must use all items of protective clothing/equipment provided as instructed.
- Employees / councillors / volunteers must store and maintain protective clothing/equipment in the approved manner.
- Employees / councillors / volunteers must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

Fire Precautions

- Employees / councillors / volunteers must comply with all laid down emergency procedures.
- Employees / councillors / volunteers must not obstruct any fire escape route, fire equipment or fire doors.
- Employees / councillors / volunteers must not misuse any fire fighting equipment provided.
- Employees / councillors / volunteers must report any use of fire fighting equipment to their supervisor.

Accidents

- Employees / councillors / volunteers must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.
- Employees / councillors / volunteers must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Employees / councillors / volunteers must notify management of any incident in which damage is caused to property.

Health

- Employees / councillors / volunteers must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees / councillors / volunteers must co-operate with the management on the implementation of the medical and occupational health provisions.

Employer's Transport

- Employees / councillors / volunteers must carry out prescribed checks of the Council vehicles prior to use and in conjunction with the laid down checking procedure.
- Employees / councillors / volunteers must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- Employees / councillors / volunteers must not carry unauthorised passengers or unauthorised loads.
- Employees / councillors / volunteers must not use vehicles for unauthorised purposes.

- Employees / councillors / volunteers must not load vehicles above the stated capacity.
- Employees / councillors / volunteers must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

ARRANGEMENTS FOR HEALTH AND SAFETY

Accident, Incident and Ill-Health Recording, Reporting and Investigation

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss/incident** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the Council.

Reporting

All accidents resulting in personal injury must be recorded in the Council's Accident Book, which is located in the main office. Employees / councillors / volunteers must ensure that they are aware of the location of the accident book.

Incidents and work related ill-health need to be reported directly to your Manager or Supervisor.

Asbestos

The Council will protect employees / councillors / volunteers and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

If you notice any material that causes you concern or you become aware of any damage to asbestos material you must report it immediately to your supervisor/manager. Please be aware of any asbestos materials which are labelled as shown.



Communication and Consultation

Our Council has established effective lines of communication so as to involve and consult our employees / councillors / volunteers.

These may include:

- individual conversations
- notice boards
- internal publications
- staff meetings
- Health and Safety meetings.



In addition the Council will display the 'Health and Safety Law – What You Need To Know' poster in a prominent position.

The Council will consult with our employees / councillors / volunteers and provide information on any changes that may affect their health and safety, including:

- changes in procedures, equipment or ways of working
- the dangers and risks arising from their work activities, the measures taken to eliminate or reduce these risks and what action to take if they have to deal with them
- the planning of health and safety training
- the health and safety consequences of introducing new technology.

The Council recognises that consultation is a two-way process and expects constructive feedback from our employees / councillors / volunteers.

Contractors

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in "common areas". In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

If you observe contractors who appear to be working unsafely then you should report this immediately to a manager / supervisor. We will investigate and where necessary stop any work until resolved.

Disabled Persons

The Council will give full and proper consideration to the needs of disabled employees / councillors / volunteers and visitors.

To achieve this, the Council will:

- treat all disabled employees / councillors / volunteers and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees / councillors / volunteers with special needs to suggest any premises or task improvements to their line managers
- discipline any employees / councillors / volunteers found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

Display Screen Equipment

All reasonable steps will be taken by the Council to secure the health and safety of employees / councillors / volunteers who work with display screen equipment.

To achieve this objective the Council will carry out an assessment of each user's workstation and implement necessary measures to remedy any risks found as a result of the assessment.

Eye Tests and Corrective Appliances

The Council will arrange for the provision of free eye tests when requested and at regular intervals thereafter or where a visual problem is experienced, at no cost to the employee. Where employees / councillors / volunteers require corrective appliances specifically for use with display screen equipment, the Council will arrange for the supply of corrective appliances up to current cost limits.

Training

Employees / councillors / volunteers working with display screen equipment (DSE) should comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided.

Health

Employees / councillors / volunteers should inform their departmental supervisor/line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE. In addition they should also report to their departmental supervisor/line manager any discomfort or health concern believed to be associated with the use of DSE. Any health information will be treated confidentially.

Driving for Work

Driving is an integral part to some roles within the Council and as such requires driving on Council business. Driving has inherent risks associated with it which drivers should be made aware of.

The Council is committed to reducing the risks its staff face or create when driving at work and requires its entire staff to play their part, whether they use a Council vehicle, their own or a hire vehicle.

Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform their manager of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as; limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of the Council.

Before driving, drivers must

- review the need to travel
- have a valid licence for the vehicle they are driving and for any overseas travel if required
- ensure valid insurance for business use
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- be physically fit and have a level of alcohol below the maximum limit allowed, ideally zero and not under influence of any drugs that may affect the ability to drive
- have had an eye test in last 2 years and be using any corrective appliance
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke in a Council vehicle

- only use hands free electronic devices e.g. mobile phone, satellite navigation, mp3 player, when safely set up to do so i.e. using an appropriate hands-free device
- never use any hand held electronic device e.g. mobile phone, satellite navigation, mp3 player
- never receive or make calls.
- follow all safety instructions when taking their vehicle on board ferries, trains or other vehicle-carrying craft, including parking and leaving their vehicle on a vehicle deck and travelling in a designated passenger area while the craft is underway.

Drugs and Alcohol

Alcohol

Employees / councillors / volunteers must not drink alcohol on the Council's premises or the premises of its customers or clients without express permission from a senior manager or director.

Any employee / councillor / volunteer who is found consuming alcohol on the Council's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the Council's disciplinary procedure.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on the Council's premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager or supervisor.

If the Council suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the Council reserves the right to require you to undergo a medical examination to determine the cause of the problem.

Medical Examination

Existing and prospective employees / councillors / volunteers may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees / councillors / volunteers and will normally be treated as gross misconduct for employees / councillors / volunteers.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the Council reserves the right to suspend you from your employment (with or without pay) to allow the Council to decide whether to deal with the matter under the terms of the Council's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

Reasonable Grounds

The Council reserves the right to search you or any of your property held on Council premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The Council reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees / councillors / volunteers on the Council's premises.

Electricity

All reasonable steps will be taken to secure the health and safety of employees / councillors / volunteers who use, operate or maintain electrical equipment.

Employees / councillors / volunteers must:



- visually check electrical equipment for damage before use
- report any defects found to their line manager/supervisor
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the Council premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- not carry out any live working unless authorised to do so under a permit-to-work.

Environment

All reasonable steps will be taken to protect the environment and all employees / councillors / volunteers are expected to cooperate with the Council in ensuring that:

- any pollution to land, air or water is avoided
- water and energy usage is kept to a minimum
- surplus materials and waste are recycled using the facilities provided
- any incidents of pollution or wastage are reported.

Environmental complaints procedure

On receipt of a complaint about any environmental related matter the following procedure will be implemented:

- the name, address and contact details will be taken from the complainant along with details of the complaint including dates, times, frequency, impact and location
- full details of the complaint will be recorded and passed a Senior Manager or Director for an investigation to be instigated
- investigations will be commenced at the earliest opportunity and at least within 24 hours
- where the complaint is found to be justified immediate measures will be taken to remedy the problem as far as is reasonably practicable

- results of all investigations will be recorded and copied to the complainant and a Senior Manager or Director
- the complainant will be kept advised of the results of any investigation and the measures being taken to seek a solution; including details of the proposed timescales where immediate resolution is not possible.

All employees / councillors / volunteers are responsible for working towards the objectives contained within this policy.

Fire




























All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

The Council does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees / councillors / volunteers are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

Only fire blankets are currently present on site. Other types of extinguishers will be added to this chart if they are required on site.

Fire Extinguisher Chart								
Extinguisher		Class of Fire						Special Notes
Colour	Type	 Solids	 Flammable Liquids	 Flammable Gases	 Flammable Metals	 Electrical Contact	 Cooking Oils & Fats	
 Red	Water	 Yes	 No	 No	 No	 No	 No	Dangerous if used on 'liquid fires' or live electricity.
 Cream	Foam	 Yes	 Yes	 No	 No	 No	 No	Not practical for home use.
 P50 BSX-ASX Foam	P50 BSX-ASX Foam	 Yes	 Yes	 No	 No	 Yes	 No	

Cream								
 Canary Yellow	Wet Chemical	 Yes	 No	 No	 No	 No	 Yes	Cooking Oils & Fats
 Canary Yellow	P50FC F Foam	 No	 No	 No	 No	 Yes	 Yes	
 Blue	Dry Powder	 Yes	 Yes	 Yes	 No	 Yes	 No	Safe use up to 1000v.
 Blue	L2 Powder	 No	 No	 No	 Yes	 No	 No	Earlier M28 model may not work on all metals
 Black	Carbon Dioxide (CO2)	 No	 Yes	 No	 No	 Yes	 No	Safe on high and low voltages.
 White	Dry Water Mist	 Yes	 Yes	 Yes	 No	 Yes	 Yes	Safe to use on up to 35kV
Colour	Type	 Solids	 Flammable Liquids	 Flammable Gases	 Flammable Metals	 Electrical Contact	 Cooking Oils & Fats	Special Notes

First Aid

The Council is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work. To achieve this objective the Council will appoint and train a suitable number of first aid personnel to cover all work patterns and communicate their identities to all staff.

If you are interested in becoming a first aider or appointed person, please inform your manager/supervisor.

Should you require first aid treatment, please contact your nominated first aider/appointed person. Please ensure all accidents have been recorded accordingly.



First Aid supplies

A first aid box will be provided and should be kept stocked. If you use any of the contents please inform the persons responsible for the contents. Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted.

Mental Health First Aiders

The Council has also appointed mental health first aiders. They will be identified on the signage for physical first aiders.

Gas Installations and Appliances

The Council will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

The Gas Safe Register (GSR), formerly CORGI, is the governing body approved by the Health and Safety Executive to register and monitor the activities of gas installation and use. Gas fitting operatives carrying out work on behalf of the Council will be registered with the GSR.



No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

Gas Leak Procedure

If you smell gas or suspect you have a gas emergency you **MUST** follow the steps below:

DO NOT

- operate any electrical switches (on or off)
- smoke or use a naked flame
- turn the gas back on until the leak has been repaired.

DO

- extinguish all naked flames
- open doors and/or windows to ventilate the area
- check your gas appliances and turn them off
- turn the gas supply off at the main meter
- telephone the National Grid Emergency Service
- evacuate the building
- report to the Fire Assembly Point.

Fire

If a gas leak results in a fire on the premises:

- **IMMEDIATELY** activate the fire alarm, evacuating premises
- **TELEPHONE** the Fire Brigade
- **ISOLATE** the gas supply at the main meter if safe to do so
- **TELEPHONE** the National Grid Emergency Service.

Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of employees / councillors / volunteers to substances hazardous to health is prevented or at least controlled to within statutory limits.

The Council will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

Employees / councillors / volunteers should **not** use any hazardous substance unless they have received the information and training for the safe use of that substance.



Health, Safety and Welfare

The Council is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards
- adequate workspace allocation
- properly designed workstations
- well maintained traffic routes and floors
- appropriate fall protection
- suitable glazing
- safe access and egress (well maintained exits and entrances)
- appropriate sanitary and washing facilities
- separate toilet facilities for men and women
- plentiful drinking water supply and cups
- seating with an incorporated back rest
- accommodation for keeping clothing clean and dry
- facilities for changing, rest periods, hot drinks and meals preparation
- showering facilities if the nature of an employees / councillors / volunteers work requires this
- appropriate first aid provision
- appropriate emergency, fire and evacuation equipment and procedures.

The Council recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace or head office.

Health Surveillance

Health surveillance is the early detection of adverse health risks associated with a work activity. It allows staff at increased risk to be identified and additional precautions to be taken as necessary. It is also a means of checking the effectiveness of the existing control measures.

Any employee / councillor / volunteer suffering ill health that they believe to be associated with work must report to their supervisor/manager immediately. Any health information will be treated confidentially.

The responsible person or occupational health nurse will, with the support of supervisors/managers, ensure employees / councillors / volunteers requiring health surveillance are identified and recalled at appropriate intervals.

Health records

Health records are required to and will be retained for a minimum of 40 years. Employees / councillors / volunteers will be allowed reasonable access to their health records and a copy offered to individuals when they leave the Council.

Home Working

Home workers are subject to the same health and safety requirements as workers based on Council premises and their health and safety will be managed accordingly.

If you are a home worker, then you will be required to complete an assessment annually to review any requirements identified.

The assessment will review (but not limited to), equipment supplied, electrical testing, training, interaction with colleagues, communication.

Training

All home workers will be fully trained in the tasks that they are employed to do and the equipment they will be using.

Infection Control

For some work activities, staff may be at risk of infection or of spreading infection. The Council aims to prevent the spread of infection through work-based activities by adopting suitable control measures.

Employees / councillors / volunteers must:

- follow any procedures set out and good hygiene practices
- wear personal protective equipment (PPE) as directed.

Vaccination

Employees / councillors / volunteers at risk of infection will where possible be offered vaccinations without charge. Please contact your manager/supervisor to make arrangements.

Training and Information

Training and information will be provided to all employees / councillors / volunteers who are identified from the risk assessment as being potentially exposed to infections. Training will be given for any tasks they are employed to do, the equipment they will be using and any safe procedures to adopt.

Staff Illness and Reporting

It is important to remember that infection can also be passed onto people from staff. Staff should notify their manager if they develop any infectious disease that may affect work or people around them, for example:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- chicken pox, measles, mumps, rubella
- norovirus
- gastroenteritis

Managers will need to discuss with the individual suitable controls. In some cases, employees / councillors / volunteers may need to be referred to an Occupational Doctor or their GP for advice.

Staff should also report any illness or disease which has been contracted through work. In some circumstances if a staff member contracts a disease whilst at work, this is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Certain diseases including Leptospirosis, Hepatitis, TB, and Tetanus are specifically required to be reported.

Confidentiality

Confidentiality will be maintained at all times in relation to an employee / councillor / volunteer who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee / councillor / volunteer concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

Pandemics and Epidemics

When notified that the country is experiencing a pandemic or epidemic, the Council will aim to prevent the spread of infection through work-based activities by adopting suitable control measures.

Employees / councillors / volunteers must:

- assist the Council with implementing measures specified by government agencies, including adopting alternative methods of working such as home working where needed,
- use any required personal protective equipment (PPE) as instructed,
- ensure that they inform the Council about any relevant changes to their medical circumstances, and
- adopt good hygiene practices.

Legionnaires' Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

To achieve control of legionella bacteria the Council will implement measures to ensure any growth of the bacteria is kept to a minimum and systems maintained.

Leptospirosis (Weil's Disease)

Weil's Disease is a form of the bacterial infection Leptospirosis, which can be transmitted to humans through contact with rat urine. Employees / councillors / volunteers are required to adhere to the following controls when working in areas that may be contaminated:

- cover any cuts or broken skin with the appropriate waterproof dressing, and wash cuts or grazes sustained during work immediately
- wear the appropriate personal protective equipment as identified by the risk assessment
- never touch or handle rats with bare hands
- take rest breaks away from the work area
- not consume food or drink in or near the work area
- avoid full immersion in water if possible
- shower and wash hands thoroughly after working in any environment that may have been contaminated with rat urine.

Any employee / councillor / volunteer who suffers from feverish headaches, vomiting, muscle pains, and general flu-like symptoms after working in rat-contaminated areas must seek medical attention and inform their GP that they may have been in contact with rats or rat urine.

Lone Working

The Council will ensure, so far as is reasonably practicable, that employees / councillors / volunteers and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Employees / councillors / volunteers and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees / councillors / volunteers will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements
- do not put yourself at risk; if you do not feel safe discuss the situation with your immediate manager
- report all accidents, injuries, near-misses and dangerous occurrences to your immediate manager.

Machinery Maintenance

The Council will take all reasonable steps to ensure the safety of all employees / councillors / volunteers maintaining the machinery as well as the safety of those affected by the maintenance work. The Council will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely

The Council will give sufficient information, instruction and training as is necessary to ensure the health and safety of all maintenance staff and any others affected by maintenance of the machinery.

No employee / councillor / volunteer must carry out any repair or operate any machinery for which they have not been trained.

Manual Handling

To prevent injuries and long term ill-health from manual handling the Council will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the Council will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level. In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Information and Training

Adequate information and training will be provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution

Health

No employee / councillor / volunteer will be required to lift any item that they do not feel confident of doing without risking personal injury.

Employees / councillors / volunteers who have a medical condition that may prevent them undertaking a task should notify their Manager / Supervisor beforehand. Should you become injured whilst handling anything then this must be reported to your Manager/Supervisor so it can be suitably investigated.

New and Expectant Mothers

The Council recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

Should you become pregnant or are returning to work after having a baby, then you are requested to notify your manager at the earliest possible opportunity so a risk assessment can be carried out.

Any necessary control measures will be implemented and reviewed regularly. Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

New or expectant mothers should inform their manager of any changes which may affect the risk assessment including any medical conditions, incidents etc.

Noise

The Council will take all reasonable steps necessary to ensure that the risk of hearing damage to employees / councillors / volunteers who work with noisy equipment or in a noisy environment is reduced to a minimum.

All employees / councillors / volunteers who are subject to high levels of noise will be provided with:

- information, instruction and training about the harmful effects of noise
- information and training on what they must do in order to protect themselves and meet the requirements of the law and of the organisation's policy
- training on procedures in place and how to use equipment correctly.

Employees / councillors / volunteers must report promptly any defects or deficiencies to their manager/ supervisor.

Hearing Protection Zones

The Council will designate and mark out hearing protection zones, which may include particular areas, operations or pieces of equipment. All personnel entering these zones will be required to wear ear protectors.



Audiometric Testing

Where employees / councillors / volunteers are exposed to risk from high noise levels, the Council will adopt a programme to monitor the hearing of employees / councillors / volunteers subject to high levels of noise ensuring the organisation's noise control policy is effective and that employees / councillors / volunteers' hearing is not being adversely affected. This will involve regular audiometric tests carried out by properly trained personnel and pre-employment audiometric tests for new employees / councillors / volunteers.

Outdoor and Peripatetic Working

The Council will ensure, so far as is reasonably practicable, that employees / councillors / volunteers who work outdoors or away from their normal base are not put at any additional risk to their health and safety.

Staff working outdoors, or away from base, are responsible for ensuring that:

- if working on a third party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site
- they report any problems or shortcomings to their manager or supervisor as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk
- the appropriate personal protective equipment provided is worn correctly and when required to do so. Any defects must be reported to their manager or supervisor
- they are familiar with the emergency arrangements and that these are in place prior to starting work
- all accidents and incidents are reported to their manager and in line with any local arrangements for the site.

Permits to Work

Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in our day to day activities. Permits to work are designed to check that all eventualities have been considered when planning and organising this type of work and are an important means of minimising any risks involved.

Employees / councillors / volunteers, contractors and visitors are all expected to comply with the requirements of any permits that are in force.

Employees / councillors / volunteers working off site, i.e. on another organisation's premises, are expected to abide by all permits to work operated on that site.

Should employees / councillors / volunteers experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually a manager or supervisor) so the organisation can investigate and rectify the situation.

Permits to work exist to cover tasks carried out under certain circumstances and over limited time periods. They will therefore be displayed while the work specified is under way but will cease to operate when the tasks have been completed.

Personal Protective Equipment

The Council provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

Employees / councillors / volunteers provided with PPE must:

- wear the PPE as instructed or where indicated by signage
- maintain it in good condition
- report any defects to your supervisor/manager
- ensure the PPE fits correctly, is comfortable and fully adjusted.



Employees / councillors / volunteers may also be required to remove jewellery or other small items when using PPE. Employees / councillors / volunteers must remove such items as instructed; employees / councillors / volunteers with concerns about removing items worn for ethical, philosophical or cultural reasons should speak to their supervisor.

Risk Assessment

Risk Assessment involves identifying the hazards present in the work place or arising out of any work activity, and evaluating the extent of the risks involved to employees / councillors / volunteers and others, taking into account existing precautions and their effectiveness. The Council will arrange for competent people to carry out risk assessments of all activities, substances, equipment, plant or working conditions likely to give rise to a significant risk of injury or ill health.

Employees / councillors / volunteers will be advised as to the results of the risk assessment process and the additional control measures to be implemented to reduce risk to an acceptable level. Employees / councillors / volunteers are expected to support the risk assessment process and adopt any changed controls implemented to reduce risk to an acceptable level.

Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the Council that all of its workplaces are smoke-free and that all employees / councillors / volunteers have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This includes Council vehicles that are used by more than one employee. If you have a Council car that is designated for your sole use and that is never used by other employees / councillors / volunteers then you can smoke in it if you wish – but the Council recommends that you do not do so. This policy applies to all employees / councillors / volunteers, customers and visitors.



Implementation

All staff are obliged to adhere to and facilitate the implementation of the policy.

The Council will ensure that all employees / councillors / volunteers and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in Council vehicles that are covered by the law.

Stress at Work

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable Council, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

Employees / councillors / volunteers who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the Council's grievance procedure. If deemed appropriate, the Council will provide access to confidential counselling for employees / councillors / volunteers affected by stress caused either by work or external factors

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee / councillor / volunteer concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

Temporary Employees

The Council will take the necessary measures to ensure the health and safety of any temporary and casual staff in its employment.

To achieve this, the Council will provide temporary employees with the following information prior to starting work:

- details of the qualifications and skills required to do the work safely
- the health surveillance to be provided under statutory provisions
- a risks to health and safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency.

The competence of temporary workers will be assessed to ensure they are capable of working safely.

Training

Training in health and safety is a legal requirement and also helps create competent employees / councillors / volunteers at all levels within the Council to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

All employees / councillors / volunteers will receive **induction training**.

Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees / councillors / volunteers.

Employees / councillors / volunteers must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

Vibration

Regular exposure to continuous vibration from a work process has the potential to cause long term ill health including a range of occupational diseases collectively known as hand-arm vibration syndrome (HAVS) or whole body vibration (WBV).

Activities which may give rise to HAVS or WBV will be assessed and you will be informed of any measures necessary and given appropriate training and instruction. Regular health assessments maybe necessary and should you develop any of the symptoms as explained during training then you should notify your manager / supervisor immediately.

Violence to Staff

The Council recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees / councillors / volunteers.

All staff must familiarise themselves with any relevant risk assessments to help them prevent violence and aggression so far as possible and to help them manage it if it occurs.

If you are a witness or receive any violence or aggression towards you, then you should report this to your manager / supervisor so that this can be recorded and investigated. The Council will support the decision of any employee / councillor / volunteer wishing to press charges against the individual(s) involved. Access to counselling can also be provided where required.

Visitors

In the interest of safety and security, the Council will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees / councillors / volunteers hosting visitors must ensure that:

- they are authorised to enter the premises or are accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Employees / councillors / volunteers aware of people on the premises who may be unauthorised should report these to their manager for action.

Emergency Action

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

Waste Management

The Council will instigate a waste management plan for any work carried out when required to by law. Employees / councillors / volunteers must ensure that they are aware of the waste management plan, fill in appropriate documentation and place waste into appropriate recycling containers, bins, skips or drums.

Typically the following wastes will be placed into separate waste containers:

- metal
- hard core e.g. bricks, broken concrete
- wood

- plaster board
- glass
- paper and card
- waste oils
- waste chemicals
- fluorescent light bulbs, typically containing mercury e.g. energy efficient light bulbs
- batteries
- printer cartridges
- electrical appliances
- food waste
- gardening waste
- general waste (e.g. only suitable for land fill).

Work At Height

The Council will take all reasonable steps to provide a safe working environment for all employees / councillors / volunteers who may be affected by work at height activities.

The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so. Where not practical, then the Council will ensure that all work activities that involve work at height are identified and assessed.

If working at height you must ensure that:

- the task has been assessed
- suitable safety measures are in place
- any equipment being used has been erected by a competent person and is safe to use
- you only use equipment for which you have been trained and are authorised to use.

Ladders are permitted for light, short duration work only and must be checked in advance of use and be secured to prevent displacement.

Work Equipment

The Council will provide a safe working environment in relation to work equipment safety and ensure all employees / councillors / volunteers receive appropriate safety information and training in their work equipment.

Employees / councillors / volunteers must

- only use work equipment for which they have received information and training for
- not undertake any maintenance work unless competent and authorised to do so
- not interfere with or remove anything which has been provided for safety reasons
- report defects immediately to their manager/supervisor
- use any personal protective equipment as required.

Working Time Regulations

The Council will ensure that all workers under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. The Council will NOT encourage workers to work over the 48 hours but workers can choose to work longer

hours if they wish, by opting out. Workers cannot be forced to opt out and can revoke their opt out, if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and to make mistakes leading to accidents.

A summary of the requirements for adult workers:

- a maximum of 48 hours per week, averaged out over a 17 week reference period (employees)
- entitlement to a minimum uninterrupted rest period of 11 hours in every 24-hour period with no opt out
- entitlement to 28 days paid holiday per year (including statutory holidays) for full time workers (pro-rata for part time workers)
- maximum of 8 hours per shift for night shift workers
- free health assessments for night shift workers
- 24 hour rest period at least once a week, can be 48 hours every fortnight with no opt out
- entitlements to a rest break if working over six hours
- employees must not suffer any detriment if they choose not to opt out.

Travelling to and from the normal work place, break periods, rest periods, holidays and sickness do not count as working time.

The reference period of 17 weeks can be increased 26 weeks or 52 weeks by local collective agreements with recognised trade unions or official employee / councillor / volunteer representatives.

A young person's maximum hours are limited to 40 hours per week with no reference period.

Young persons are generally excluded from shift working.

Further information

All employees should refer to the Employee Handbook for full details of the Council's policy on working times, holidays and other benefits.

Young Workers

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the organisation will:

- carry out risk assessments to cover the activities of young persons
- implement the actions determined by the risk assessment process
- inform the young persons of any risks associated with their work and the control measures taken to protect them
- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment.

GUIDANCE

Asbestos

Asbestos fibres are present in the environment in Great Britain so people are exposed to very low levels of fibres. However, a key factor in the risk of developing an asbestos-related disease is the total number of fibres breathed in.

Working on or near damaged asbestos-containing materials or breathing in high levels of asbestos fibres, which may be many hundreds of times that of environmental levels could increase your chances of getting an asbestos-related disease.

When these fibres are inhaled they can cause serious diseases which are responsible for around 4000 deaths a year. There are three main diseases caused by asbestos: mesothelioma (which is always fatal), lung cancer (almost always fatal) and asbestosis (not always fatal, but it can be very debilitating).

Remember, these diseases will not affect you immediately but later on in life, so there is a need for you to protect yourself now to prevent you contracting an asbestos-related disease in the future.

It is also important to remember that people who smoke and are also exposed to asbestos fibres are at a much greater risk of developing lung cancer.

You are mostly at risk when:

- you are working on an unfamiliar site
- the building you are working on was built before the year 2000
- asbestos-containing materials were not identified before the job was started
- asbestos-containing materials were identified but this information was not passed on by the people in charge to the people doing the work
- you don't know how to recognise and work safely with asbestos
- you know how to work safely with asbestos but you choose to put yourself at risk by not following proper precautions, perhaps to save time or because no one else is following proper procedures.

Remember, as long as the asbestos is not damaged or located somewhere where it can be easily damaged it won't be a risk to you.

- you can't see or smell asbestos fibres in the air
- the effects of asbestos take many years to show up - avoid breathing it in now
- smoking increases the risk many times
- asbestos is only a danger when fibres are made airborne.

What to do if you suspect Asbestos

- DO NOT disturb the material
- check the design specification (details asbestos procedure)
- notify the responsible person on the site
- ask to see the site asbestos log / survey report
- DO NOT carry out any drilling or removal of the suspect material until it has been declared safe by an approved specialist or the material has been safely removed by a licensed contractor.

How do I identify Asbestos?

There is no clear way of identifying asbestos by just looking at it but the following images do clarify the main areas you are likely to find it and what it looks like.



Asbestos textured coating



Asbestos containing ceiling tiles



Asbestos cement drainage pipe (downpipe)



Pieces of Asbestos Insulating Board (AIB)



Suspended Asbestos Insulating Board tiles in a corridor



Asbestos cement downpipe, hopper and profile sheet



Asbestos rope used as insulation on a pipe



Pieces of Asbestos Insulating Board (AIB)



Asbestos panelling around a gas meter



Asbestos containing floor tiles in a corridor

This list is not exhaustive and is a basic example of products which you may come into contact with.

Control of Substances Hazardous to Health (COSHH)

There are a range of Hazardous Substances to which the regulations apply. These include:










- those classified and shown with warning label
- substances with Occupational Exposure Limits
- biological agents e.g. Legionella bacteria
- any kind of dust
- substances generated by work processes e.g. various bacteria/viruses from bodily fluids' premises with covered or underground parking that may expose people to vehicle exhaust fumes and some manufacturing and cleaning processes that may give off dusts, vapours or fumes.

Hazard Labelling

Hazardous substances may be defined as being toxic, corrosive, a health hazard, a serious health hazard, flammable, oxidising, explosive, harmful to the environment or gases stored under pressure.

Classification of hazardous substances is currently done under the Classification Labelling and Packaging (CLP) Regulations, which came into full effect in June 2015. These Regulations require hazardous substances to be packaged and labelled to an internationally agreed standard.

Hazardous substances can be readily identified by their label:

	Health Hazard		Corrosive		Toxic
	Flammable		Oxidising		Harmful to the environment
	Serious Health Hazard		Explosive		Gases under pressure

Hazardous substances that are generated by work processes are not as easily identifiable as they do not come conveniently labelled. You will be informed of any hazardous substances generated by the Council's work processes.

Exposure Routes

Exposure to hazardous substances may be via:

- inhalation e.g. dust/ particulate or vapours/ fumes
- contact with eyes or cuts
- absorption through the skin
- ingestion
- injection.

Hazard Effects

Effects on health may be short-term or long-term and will generally vary according to levels and duration of exposure. Effects of substances also vary with some having an accumulative effect and some that will have only temporary health effects.

Control Principles

The principles applied to substances to control exposure are:

1. elimination e.g. don't use the substance
2. substitution e.g. a less hazardous substances
3. engineering controls e.g. Local Exhaust Ventilation
4. information, instruction, supervision and training
5. Personal Protective Equipment (PPE) e.g. gloves, glasses, overalls.

Working with Hazardous Substances

Prior to working:

- ensure you understand the risks of working with any hazardous substances and the controls in place
- ensure you know the location of the material safety data sheets and risk assessments
- ensure the controls specified in the risk assessment, including any items for emergencies are:

- in place
 - fully operational
 - available.
- ensure you understand how to operate or use any control measures safely and have received training prior to starting work.

Whilst working

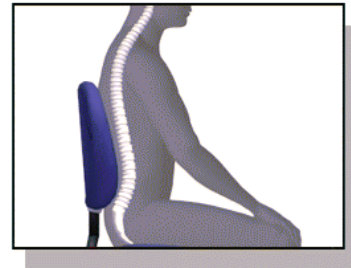
- ensure regular check controls are effective
- clean up any spillages etc
- report any problems or defects immediately to your manager
- report any ill-health or accidents to your manager.

Display Screen Equipment (DSE)/Visual Display Unit (VDU)

Some practical tips:

Getting Comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your lumbar should be supported by the seat cushion, forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.



Keying in

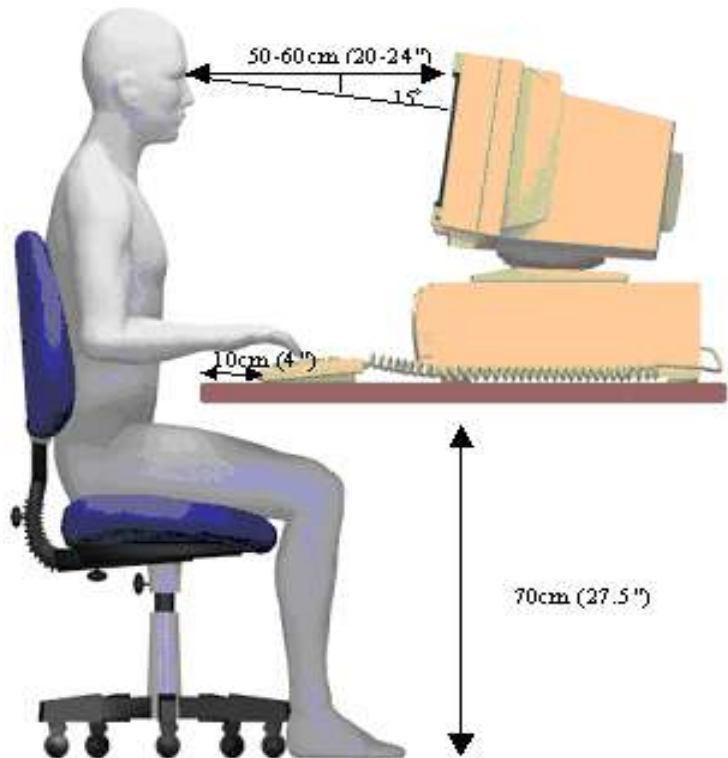
- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.



Posture and Breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation).
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.

Driving

Driving is the most dangerous work activity that most people do. Research indicates that around 20 people are killed and 250 seriously injured every week in crashes involving someone who was driving for work purposes. The Council encourages employees / councillors / volunteers to follow the guidance given in order to minimise risk to themselves and other road users.

Vehicle Maintenance and Checks

Council vehicles will be maintained by approved companies and in accordance with the manufacturer's recommendations and schedules.

Employees / councillors / volunteers are required to ensure that their vehicles are maintained in accordance with manufacturers recommended service intervals and are in a safe roadworthy and legal condition at all times.

If your vehicle is over 3 years old it requires an annual MOT test.

Regular checks should be carried out on vehicles by drivers, especially prior to undertaking a long journey.

These should include:

- oil, coolant and brake fluid levels
- power steering fluid level
- screen washer fluid level
- wiper condition and operation
- windscreen condition and cleanliness
- tyre pressure, tread depth and general condition
- all lights are working
- seatbelts
- bodywork.

If any faults are found that may affect vehicle safety, the vehicle **MUST NOT** be used until they are remedied.

Vehicle Breakdown

Breaking down can be a stressful and worrying experience, particularly if you are alone or in an unfamiliar place. It can also be hazardous. Following the basic safety guidelines below can help to reduce risk.

On motorway

If at all possible, leave the motorway at next exit or pull into a service station.

If this is not possible then the hard shoulder should be used accordingly:

- use the hard shoulder lane to decelerate before stopping as far to the left as possible, preferably near an emergency telephone
- turn on hazard warning lights along with sidelights if dark or visibility is poor. **DO NOT** display a red triangle or other warning device
- get out of the car by doors on the verge side. Ensure passengers also vacate the vehicle the same way
- take note of marker posts and contact the emergency services, where possible, using an emergency phone instead of a mobile phone
- if walking along the hard shoulder to a telephone, keep as far away from the traffic as possible

- if you feel at risk from another person, return to your vehicle by the passenger door and lock all doors. Leave the vehicle again as soon as you feel danger has passed
- DO NOT attempt even minor repairs
- once the vehicle is repaired, return to the motorway using the hard shoulder to accelerate to merge fully with traffic in the first lane.

If you cannot get your vehicle onto the hard shoulder, switch on the hazard warning lights and only leave your vehicle when you can get safely clear of the carriageway.

You must NEVER use the motorway hard shoulder to:

- stop for a break, to eat or drink or to go to the toilet – use the service stations
- use a mobile telephone
- check a route or map.

Off the motorway

If your vehicle breaks down on an ordinary road or carriageway, you should:

- leave your car in as safe place as possible, ideally away from traffic
- switch off the engine
- switch on hazard warning lights along with sidelights if dark or visibility is poor
- display a red triangle, if you have one, on same side of road at least 45 meters (147ft) behind
- find the nearest telephone or use a mobile phone to phone for assistance
- wait for assistance in a safe place, away from your vehicle, keeping clear of the road and traffic
- do not stand between your vehicle and oncoming traffic as you may obscure lights.

Tyre Safety

You need good tyres to drive safely as they affect the steering, braking and acceleration of your vehicle. Faulty tyres work less efficiently and don't last as long; they could also mean a heavy fine and penalty points on your licence. It is against the law to have:

- car tyres with tread worn below 1.6mm
- a mix of radial and cross ply tyres
- over or under inflated tyres
- tyres with cuts, lump, bulges or tears
- the wrong sort of tyre fitted.

Tyre pressures and inflation

Refer to the manufacturer's handbook for guidance on recommended pressures for your vehicle. Care must be taken when inflating a tyre. Only fill the tyre to the manufacturer's recommended pressure for the type of driving to be undertaken. Do not use tyre inflation devices near to cuts / open wounds etc. Tyre pressures should be checked every 2 weeks and when the tyres are cold (pressures are raised when warm).

Accidents

Any accidents involving physical injury to an employee / councillor / volunteer driving on Council business (excluding commuting to and from work), or involving a member of the public must be reported through the Council's accident reporting procedures.

Mobile Phones

Research has shown that the potential for being involved in an accident whilst using a mobile phone can be significantly increased due to the individual concentrating more on the phone conversation than on their immediate surroundings.

The law has now made it illegal to use a hand-held mobile phone when driving, even when you are stopped at traffic lights or in a queue of traffic. This includes making or receiving calls, pictures, text messaging or accessing the internet.

You can also be prosecuted for using a hands-free mobile phone if you fail to have proper control of the vehicle. If you drive carelessly or dangerously when using any phone the penalties can include disqualification, a large fine and up to two years imprisonment.

Mobile phones should be used in accordance to the Council's agreed policy when driving on Council business.



Driver Fatigue

Research shows that physical fatigue and tiredness in drivers is a significant cause of accidents, particularly on motorways.

Drivers should recognise the signs of fatigue, which are:

- increased yawning
- not remembering the last few minutes
- jerking your head or body from the brink of falling asleep
- losing concentration
- car veering off the road.

If drivers feel sleepy they should get off the road into a safe parking area to take a break. In order to keep awake until reaching a suitable parking place, drivers should turn on the radio, open the window or increase the cold air ventilation.

To avoid fatigue, try the following tips:

- plan your journey to include a 15 minute break every 2 hours
- drink coffee or high caffeine drink
- don't start a long trip if already tired
- ensure you have had sufficient sleep if starting early
- avoid driving between midnight and 6am when you are likely to feel sleepy.

Driver Eyesight

Drivers should be able to read a number plate at the legal distance of around 20 meters (65 feet), using any corrective appliances such as glasses or contact lenses. The general recommendation is to have eyesight tested every two years. Having an eyesight test will usually identify the majority of common eyesight conditions and also give clues about other less common diseases.

If there is any problem with the employee's vision, because of either injury or disease or following an eyesight test, the employee / councillor / volunteer must notify their line manager immediately.

Adverse Weather

The British weather is unpredictable and adverse weather can occur suddenly. If you drive regularly for work you should ensure that you are prepared for the weather conditions. When adverse weather has been forecast, relevant details should be obtained to decide whether it is appropriate to travel.

Alternative methods of travel may be more suitable depending on the weather conditions. Driving in adverse weather should take account of visibility, ability to stop when roads are wet or icy and load etc being carried.

Poor Visibility

When visibility is seriously reduced you should drive at a safe distance with dipped headlights on. You may also use front and rear fog lights (in addition to the headlights) but you must switch them off when visibility improves.

Wet Weather

In wet weather, stopping distances will be at least double those required for stopping on dry roads. This is because your tyres have less grip on the road. In wet weather:

- you should keep well back from the vehicle in front. This will increase your ability to see and plan ahead
- if the steering becomes unresponsive, it probably means that water is preventing the tyres from gripping the road. Ease off the accelerator and slow down gradually
- the rain and spray from vehicles may make it difficult to see and be seen. Use dipped headlights.

Flooded roads

Occasionally roads becoming flooded when there is a high rainfall over a short period of time.

- don't attempt to cross if water seems too deep
- drive slowly in first gear but keep the engine speed high by slipping the clutch to avoid stalling
- avoid the deepest water
- test brakes after driving through floods.

Icy and Snowy Weather

Great care should be taken when driving in icy or snowy weather. Vehicle drivers are advised to carry a spade, warm clothing, a warm drink and emergency food in case your vehicle breaks down.

When driving:

- keep well back from the vehicle in front as stopping distances can be ten times greater than on dry roads
- take care when overtaking gritting vehicles
- watch out for snowploughs, which may throw out snow on either side. Do not overtake them unless the lane you intend to use has been cleared
- drive extremely carefully when the roads are icy. Avoid sudden actions as these could cause a skid.

Windy Weather

High side vehicles are most affected by windy weather, but a strong gust can also blow a car off course. This can happen on stretches of road exposed to strong cross winds, or when passing bridges or gaps in hedges. In strong winds your vehicle may be affected by turbulence created by large vehicles. Motorcyclists are particularly affected, so keep well back from them when they are overtaking high sided vehicles.

Personal Security

Lone driving forms part of the Council's policy regarding Council vehicles, whether the driver is female or male. Below is a checklist for personal security when driving:

- keep the doors of the vehicle locked, especially when in towns to avoid 'car-jacking'
- keep 'valuables' including briefcases etc. out of sight when driving and on parking, lock whatever is to be left behind in the boot
- when parking, if possible, drivers should use a manned car park and park near the exit. Reversing into parking spaces is also advised to allow drivers to drive off immediately
- keep the vehicle well maintained and with a surplus of fuel for the planned journey or to the next planned rest break or refuelling point
- keep a mobile phone with you to summon help or keep in contact with your manager / office
- avoid eye contact with other drivers and do not get into personal confrontation
- if you believe you are being followed, drive to a police station, if possible, or a crowded place
- always approach the vehicle with the key alarm/sender in hand, and be aware of people around you
- carry a torch (integral with the key if possible) to make locating the lock at night easier
- look in the back seat before entering and lock the car once seated.

Alcohol and Drugs

Driving under the influence of alcohol or drugs (whether prescribed or illegal substances) is against the law. Drugs and alcohol can both seriously impair your ability to drive and the effects may last for a number of hours (or days). There is no safe limit of alcohol and drugs as their effects can be dependent on a number of factors:

- weight
- sex
- age
- metabolism
- amount of food consumed
- amount and type of alcohol consumed.

Before driving, employees / councillors / volunteers must ensure they are fit to drive and have a level of alcohol below the maximum limit allowed, ideally zero and not under the influence of any drugs that may affect ability to drive (check with your pharmacist / GP for the effects of any prescribed or over the counter drugs).



If driving on Council business this should be in accordance with the Council policy. Consumption of alcohol whilst driving is prohibited both during Council time or whilst driving a Council vehicle. The possession, use or distribution of drugs / substances for non-medical purposes is strictly forbidden.

Refuelling of Vehicles

Due to the risks of fire and explosion, when refuelling any vehicle, the following should be adhered to:

- do not use any naked flames whilst on the filling station forecourt
- do not use mobile phones
- do not smoke.

Care should also be taken when walking on the forecourt due to the possibility of spilt diesel and petrol being present.

For those using an unfamiliar vehicle check fuel type prior to dispensing. If using diesel, then gloves should be worn when refuelling.

Safe Speed

One of the most significant risks for drivers and road users is inappropriate speed. This includes both exceeding the speed limits and driving within the limits but in unsuitable conditions.

When driving you should observe the following guidance:

- ensure you know the national speed limits for the roads and vehicle you are driving
- plan journeys allowing for poor weather, traffic delays etc
- obey posted speed limit signs at all times (even if late at night / early morning)
- reduce speeds for poor weather, busy roads, unfamiliar roads, high pedestrian activity etc.

Further Advice and Information

<http://think.direct.gov.uk/>

Electrical Safety

What are the hazards?

The main hazards are:

- contact with live parts causing shock / burns (normal mains voltage, 230 volts AC, can kill)
- faults which could cause fires
- fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere, e.g. in a spray paint booth

Ensure that:

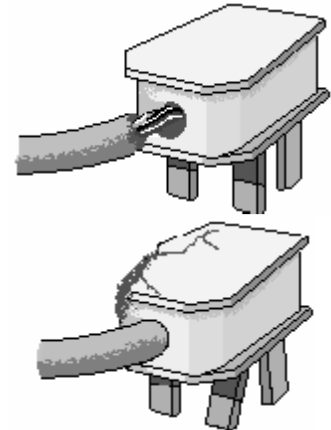
- suspect or faulty equipment is taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person
- where possible, equipment, tools and power socket-outlets are switched off before plugging in or unplugging
- equipment is switched off and/or unplugged before cleaning or making adjustments.

Visual checks on electrical equipment

1. Inspections and testing of all portable electrical equipment and the fixed electrical installations is the responsibility of the Council, though the responsibility for undertaking visual checks falls to all employees / councillors / volunteers.

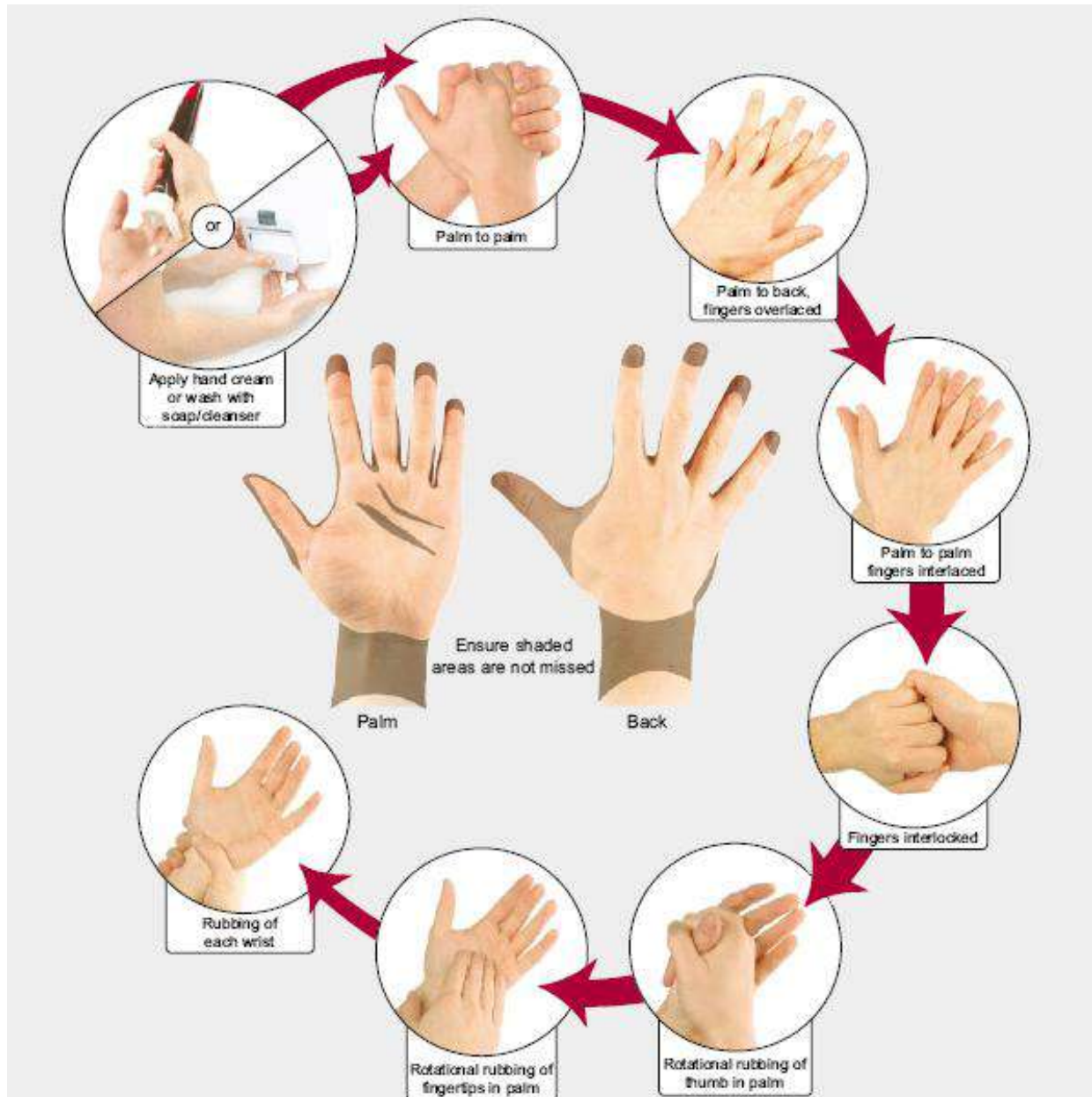
2. Around 95% of all faults or damage can be found by visual checks and this will involve checking:

- for damage to the cable covering, such as cuts and abrasions, apart from light scuffing, or non-standard repairs e.g. cable wrapped with electrical tape
- where the cable enters the plug. Internal wires - those covered by the outer sheath may be exposed or the cable may be loose and move within the plug
- for damage to the plug, such as the cracked casing, bent pins, evidence of overheating i.e. burn marks or discoloration
- for damage to the sockets, switches, etc. e.g. cracked or broken casing
- that equipment has been used in conditions for which it is not suitable, e.g. a wet or dusty workplace or has damage to the outer cover of the equipment or has obvious loose parts or screws
- cables are routed safely, with the one extension lead used per socket. Where there is a risk of tripping over cables and they cannot be re-routed, cable strips must be fitted.



Hand Washing

It is important to look after your skin. Wash hands using steps below to remove any contamination from your skin promptly, and remember to thoroughly dry your skin after washing. Using moisturising creams can also help to protect your skin.



Regularly check your skin for dermatitis. Look for signs of dryness, itching and redness. If you think you may have dermatitis, report it to your supervisor.

Ladders and Stepladders

This guidance is to help you:

- know when to use a ladder
- decide how to go about selecting the right sort of ladder for the particular job
- understand how to use it
- know how to look after it
- take sensible safety precautions.

When is a ladder the most suitable access equipment?

As a guide, **only** use a ladder or stepladder:

- in one position for a maximum of 30 minutes
- for 'light work' - they are not suitable for strenuous or heavy work. If a task involves you carrying more than 10 kg (a bucket of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment
- where a handhold is available on the ladder or stepladder
- where you can maintain three points of contact (hands and feet) at the working position.

On a **ladder** where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On **stepladders** where a handhold is not practicable you will need to consider whether it is safe to work or not.

Is it a safe place to use a ladder or stepladder?

As a guide, **only** use a ladder or stepladder:

- on firm ground or spread the load (e.g. use a board)
- on level ground - for stepladders refer to the manufacturer's instructions, for ladders the maximum safe ground slopes on a suitable surface (unless the manufacturer states otherwise) are as follows:
 - side slope 16° – but the rungs still need to be levelled
 - back slope 6°
- on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination.

Never stand ladders or stepladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, vans, stacks of paper or boxes etc. If the ladder or stepladder won't reach, you need to use a more suitable type of access equipment.

You should **only** use ladders or stepladders:

- where they will not be struck by vehicles, by protecting them with suitable barriers or cones
- where they will not be pushed over by other hazards such as doors or windows, by securing doors (not fire exits) and windows where possible. If this is impractical, have a person standing

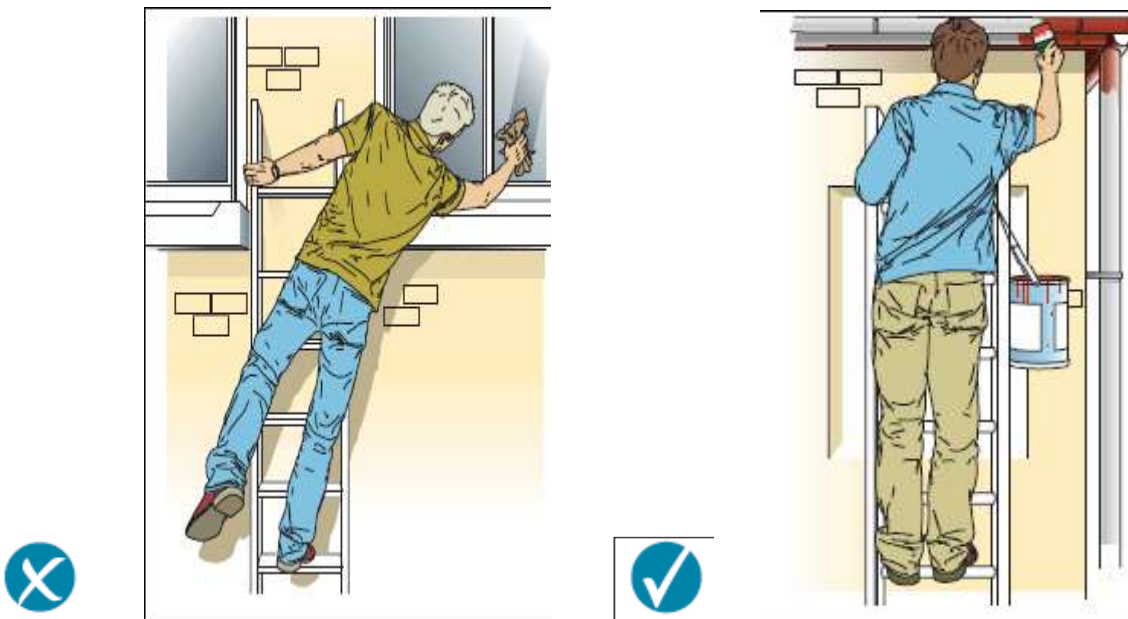
guard at a doorway, or inform building occupants not to open windows until they are told it is safe to do so

- where pedestrians are prevented from walking under them or near them, by using barriers, cones or, as a last resort, a person standing guard at the base.

Safety in use – ladders

On a ladder **do not**:

- overload it – you and anything you are carrying should not exceed the highest load stated on the ladder
- overreach - keep your navel inside the stiles and both feet on the same rung throughout the task
- rest ladders against weak upper surfaces e.g. glazing or plastic gutters. Use effective spreader bars instead
- use the top three rungs
- move the ladder while someone is using it
- extend a ladder while standing on the rungs
- slide down the stiles.



Overreaching – not maintaining 3 points of contact Maintaining 3 points of contact

Do:

- make sure the ladder rungs are level. This can be judged by the naked eye. Ladders can be levelled using specially designed devices but not by using bits of brick or whatever else is at hand
- check that the weather is suitable - do not use ladders in strong or gusting winds

- wear sensible footwear. Shoes should not have the soles hanging off, have long or dangling laces, or be thick with mud or other slippery contaminants. High heels are also unsuitable!
- check that you are fit. Certain medical conditions or medication, or a fear of heights, could mean that you shouldn't be working at height
- know how to tie a ladder properly.

You should also avoid holding items when climbing (for example by using tool belts). If you must carry something you must still have one free hand to grip the ladder. Remember the **THREE POINTS OF CONTACT RULE** – 2 hands and 1 foot or 2 feet and 1 hand **MUST BE** on the ladder at all times when climbing and descending.

Ladders must be erected at an angle of 75°. To judge the angle use the angle indicator marked on the stiles of some ladders or the 1 in 4 rule (1 unit out for every 4 units up).

Ladders used for access to another level must be tied and should extend at least 1 metre above the landing point to provide a secure handhold.

Correct 1 in 4 angle:

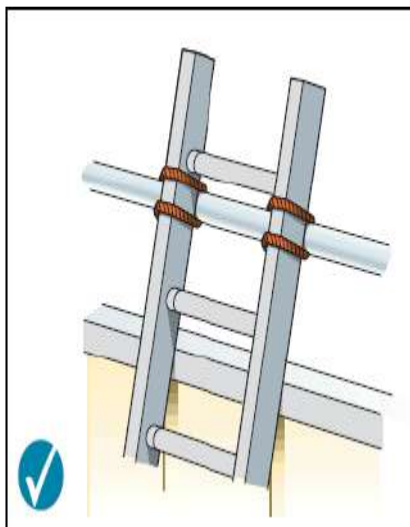


Securing a ladder

To prevent the ladder slipping away from the wall, or slipping sideways, you must secure it. The options for securing a **ladder** are:

- tie the ladder to a suitable point, making sure both stiles are tied
- where this is not practical, use a safe, unsecured ladder or a ladder supplemented with an effective ladder stability device
- if this is not possible, then securely wedge the ladder e.g. against a wall
- if none of the above can be achieved, foot the ladder. Footing is the last resort and other methods of securing the ladder should be used in preference.

If you do have to foot a ladder, be aware that this will not stop a ladder slipping sideways at the top. Individuals footing ladders should apply weight downwards on the ladder by standing on a rung, or by pushing against the ladder stiles (although this is less effective).



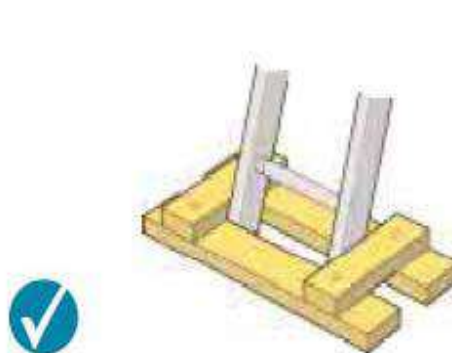
Ladder tied at the top stiles
(correct for working on, but not for access)



Tying part way down



Tying near the base

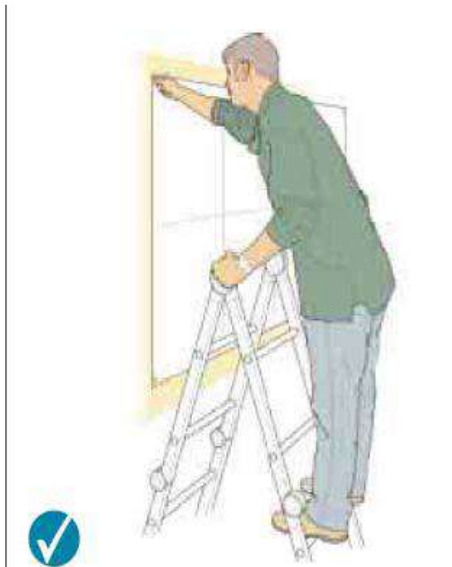


Securing at the base

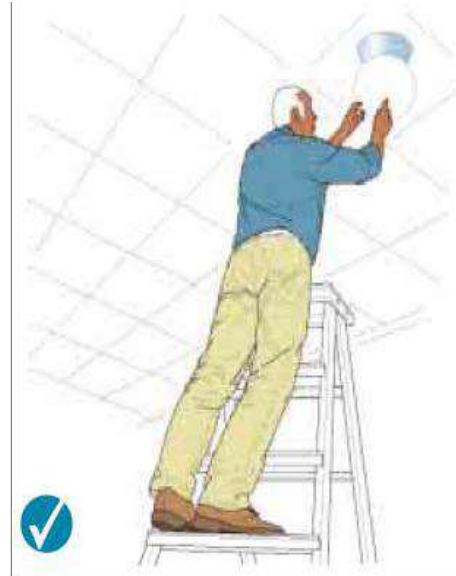
Safety in use – stepladders

On a stepladder **do not**:

- overload it – you and anything you are carrying should not exceed the highest load stated on the stepladder
- use it in locations where the restraint devices cannot be fully opened. Any locking devices must also be engaged
- use the top two steps of a stepladder, unless a suitable handrail is available on the stepladder
- use the top three steps of swing-back or double-sided stepladders, where a step forms the very top of the stepladder.



Correct – two clear rungs. Don't work any higher up this type of stepladder.



Correct – 3 clear rungs, do not work any higher on this type of stepladder

When using stepladders, avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete), by having the steps facing the work activity. Where side-on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point, or you should use a more suitable type of access equipment.



Incorrect – steps side on to work activity



Correct – steps facing work activity

Where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:

- the height of the task
- a safe handhold still being available on the stepladder
- whether it is light work
- whether it avoids side loading
- whether it avoids overreaching
- whether your feet are fully supported
- whether you can tie the stepladder.

Consider tying a **stepladder** where possible and helpful to the task (e.g. side-on working or where two free hands are needed). Stepladders should not be used for access to another level unless they have been designed for this.

Is the ladder or stepladder safe to be used?

You must check that the ladder or stepladder is in a safe condition before using it (a daily pre-use check). As a guide, **only** use ladders or stepladders that:

- have no visible defects
- have a current detailed visual inspection (look for an inspection label)
- are suitable for work use. Use EN 131 Professional ladders or stepladders at work because Non-Professional ones are not normally suitable for use at work
- have been maintained and stored in accordance with the manufacturer's instructions.

Also, you must always use a non-conductive ladder or steps for any necessary live electrical work.

Pre-use checks

Look for obvious visual defects before using a ladder or stepladder. Check that:

- all the ladder feet are fitted
- the feet are in good repair (not loose, missing, splitting, excessively worn, secure etc)
- the feet are clean - the feet should be in contact with the ground. Ladder feet should also be checked when moving from soft/dirty ground (e.g. dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to ensure the foot material and not the dirt (e.g. soil, embedded stones or swarf) is making contact with the ground
- all the screws, bolts and hinges are secure
- on a stepladder, that the "spreaders" on the ladder can be locked into place
- There are no other obvious signs of damage such as cracks.

If you find a problem, DO NOT USE the ladder. It should be repaired (if practicable) or destroyed

Storage

When storing ladders and stepladders, store them in a well ventilated area to prevent sagging and warping. Store straight ladders in flat racks or on wall brackets, don't hand them from the rungs. Store step ladders in the closed, vertical position.

Lone Working

There are certain circumstances where two staff must always be involved and specifically, that a safe system of work should be followed e.g. working in confined spaces. If you think that the job cannot or should not be done safely alone discuss it with your manager or supervisor prior to starting.

Working alone can involve a number of scenarios. However, the following practical tips will apply to all of these:

- always tell someone, record where you are going, when you are going and your expected time of return
- take a mobile phone with you and ensure that it is charged in case you need to use it
- ensure your manager or colleagues have a record of your mobile telephone number
- keep valuables / cash to a minimum
- maintain regular contact with colleagues or manager.

HOME VISITS

When visiting people in their own homes it must always be recognised that you are far more vulnerable than in other situations, due to a number of factors e.g. you are on their territory, you will be less familiar with the surroundings, prior to entering you will not know who is in the property.

When carrying out home visits the following advice must be taken into consideration:

- wherever possible get to know the persons in advance. If in any doubt, discuss the visit with your manager, and if necessary go with another member of staff
- if you are meeting someone unknown to you, check their authenticity before leaving for your appointment
- if possible arrange an initial meeting to take place at the office or a public place to give the opportunity to assess the person
- during visits ensure that your exit is never impeded
- do not enter a property if the person you expect to see is not there
- be alert at all times to signs that a situation is getting out of hand. If you feel that this is happening, make your excuses and leave immediately
- be aware that people may have dogs or other animals in their home and these could be used to intimidate you. Where possible ask for them to be moved to a separate room (an exception may be when a dog is provided as a support for a disability)
- always stay calm and do not return aggression as this may aggravate the situation
- trust your instincts and act on them
- report any conflict or incidents to your manager or supervisor.

INTERVIEWING IN OFFICES

There is a potential for violent crime against staff at all times, not least when interviewing or meeting members of the public in offices. The following general advice is given:

- ensure your manager or colleagues have a record of your mobile telephone number
- keep valuables / cash to a minimum
- maintain regular contact with colleagues or your manager
- assess the client prior to the meeting

- notify staff in your department, recording who and where you are interviewing
- ensure that there are always other members of staff available
- if you have any doubts or fears do not interview alone, ask for another member of staff to assist
- be constantly alert to signs of tension, frustration or aggression
- when using any interview room ensure that your exit to the door is not impeded, always seat yourself nearest to the exit
- prior to using an interview room ensure that there are no loose objects available which could be used as weapons
- know how to summon help and ensure this remains accessible.

WALKING

Anyone who is on foot should develop a sensible level of awareness to danger that is relevant to the circumstances. The use of a few sensible precautions should minimise risks:

1) Walking safely

- avoid short cuts through dimly lit or enclosed areas
- after dark keep away from bushes, doorways and alleyways
- tell your manager or colleagues your precise destination and expected time of return
- walk facing oncoming traffic, this avoids a vehicle coasting quietly upon you from behind
- walk confidently and purposefully, avoid sending out signals of fear and vulnerability
- do not wear a personal stereo, it will reduce awareness of your surroundings
- wear sensible footwear, do not wear footwear which may impede your actions if alarmed
- if you think you are being followed, cross the street. If they continue to follow, move to the nearest place with people and call the Police using your mobile phone
- keep your distance if asked for directions.

2) Carrying money and valuables safely

- don't carry more cash than absolutely necessary
- keep wallets/purses in inside pockets
- carry handbags close to the body, on the side away from the kerb
- make sure the fastening on the bag is secure
- if someone grabs you bag or wallet, let it go. Personal safety is paramount.

3) Be on guard with strangers

- be cautious in conversation; don't give away any personal details
- trust your instincts and avoid crowds or groups which may appear threatening
- be wary of stationary vehicles with engines running and people sitting in them
- if a car stops and you are threatened, move away quickly in the opposite direction and use your mobile phone to call for assistance.

DRIVING

If you drive, a few sensible precautions will help minimise risks and help to make you more confident:

1) Before you set off

- make sure your vehicle is regularly serviced and check oil and tyres etc. regularly
- ensure you have adequate fuel for the journey

- plan your route
- tell your manager or colleagues your precise destination and expected time of return.

2) On the road

- keep bags and other valuables out of sight – even during the journey
- keep doors locked, windows and sunroof closed as much as possible, especially in stop/go traffic
- do not pick-up hitch hikers
- if followed, drive to the nearest police station or concentration of people and call for assistance using your mobile phone.

3) Leaving the vehicle

- always lock your vehicle and put anything of value out of sight
- if dark or if it will be dark when returning to your vehicle, park in well lit places, as near to your destination as possible
- wherever possible, use a manned car park
- when parking, reverse your vehicle into a parking space and leave it as close to the exit as you can
- have your keys ready when you return to your vehicle; check the interior for intruders before getting in.

4) If you break down

- pull off the road as far as you can and if necessary switch on your hazard warning lights
- if someone offers help and you feel uncertain about them, stay in your vehicle (except on motorway) with the doors locked and use your mobile phone to summon assistance. Do not get into a car with a stranger or try to hitch a lift
- summon assistance using your mobile phone and give precise details of your location.

5) If you feel threatened

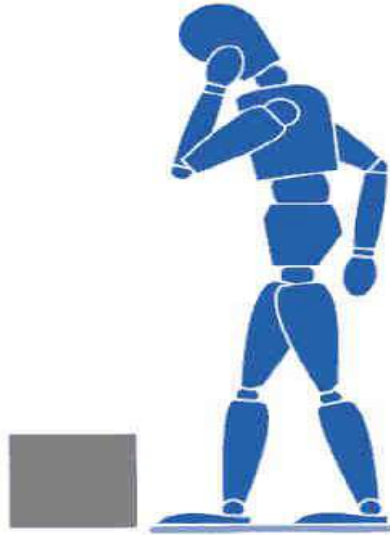
- if you are being followed, drive to a busy place
- if the occupants of a car beside you e.g. at traffic lights or road junction try to attract your attention for any reason, simply ignore them
- if a car travels alongside you at the same speed, slow down and let them pass. If the driver persists, drive to a busy place and call the police
- if a car pulls up in front of you, forcing you to stop, leave the engine running, activate your hazard warning lights and sound your horn continuously. If the driver gets out and approaches you, reverse and get away.

Manual Handling

PRINCIPLES OF GOOD HANDLING TECHNIQUE

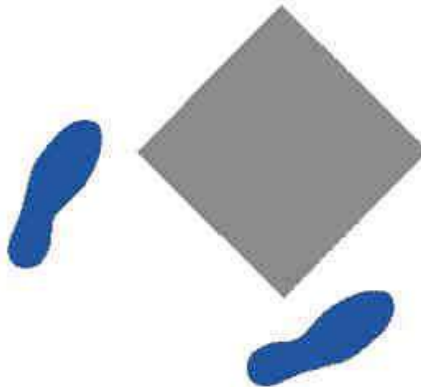
1 Planning

Plan the lift and consider: where the load is to be placed, what are the distances involved, are there any obstructions such as closed doors, is assistance required, and can handling aids or equipment be used?



2 Feet

The feet should be positioned a shoulder width apart, one foot ahead of the other in the direction of the intended movement.



3 Knees

Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles.

4 Back

The back should be straight (not necessarily vertical, 15 - 20° from vertical is alright) keeping the natural curve of the spine. It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

5 Arms

The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing the same direction as the hips.



6 Hands

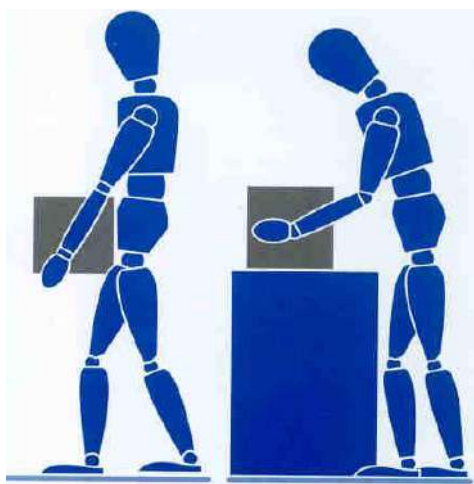
Ensure a firm grip on the load using the roots of the fingers and the palm of the hand. Holding the load this way is also less tiring than keeping the fingers straight.

7 Head

Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

8 Moving the Load

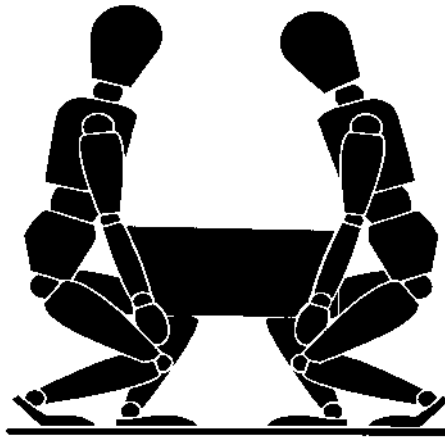
Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.



- Lift smoothly
- Move the feet not the trunk when turning to the side i.e. don't twist.
- Put the load down and then slide the load into the required position if necessary.

9 Team handling

Handling by two or more people may make possible an operation that is beyond the capability of one person or reduce the risk of injury to a solo handler.



Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, it is preferable to use handling techniques which allow the use of relatively strong leg muscles rather than those of the back, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind however, that such techniques impose heavy forces on the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.

Violence and Aggression

Work-related violence has serious consequences for employees / councillors / volunteers and the Council. Victims may suffer not only physical injury, but also psychological effects, such as anxiety and stress. The Council will take reasonable measures to protect you from acts of violence and aggression.

What is meant by violence?

An act of violence can be defined as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees / councillors / volunteers.



How will the Council support you?

There are a wide range of measures that the Council will follow to reduce the risk of violence at work to employees / councillors / volunteers. The Council will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees / councillors / volunteers of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees / councillors / volunteers
- train employees / councillors / volunteers who may be exposed to violence or challenging behaviour situations
- support any employees / councillors / volunteers involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees / councillors / volunteers
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee / councillor / volunteer safety.

Diffusing the situation

In the event of violent or aggressive behaviour towards you there are several steps that you can try to diffuse the situation:

- **Act in control:** Even if you feel anxious or scared when confronted by an aggressor, try to give the impression that you are confident and in control of the situation. Anxiety is an entirely reasonable reaction to violent or aggressive behaviour, but if an aggressor notices it then it may increase their level of aggression.
- **Adopt a calm approach:**
 - Talk to the aggressor in a calm and respectful manner, and keep the tone of your voice low.
 - If you have been summoned to assist with a violent or aggressive customer or person that you don't know, introduce yourself to the aggressor and ask what you can do to help.
 - Maintain a non-judgmental attitude and focus your attention on the aggressor at all times

- Let the aggressor talk without interruption, and acknowledge how they are feeling. Remember that your aim is to calm them down, not to make sense of their complaint or issue.
- **Use body language:** Body language can reinforce or undermine the impression that you are trying to give.
 - Maintain neutral eye contact with the aggressor, but try not to stare. Break eye contact every so often if necessary
 - Keep your face relaxed, but don't smile. The aggressor will respond badly if they think that you are laughing at them or making light of the situation.
 - Keep your body language open and don't cross your arms or gesture with anything that could be perceived as a weapon. Stand a safe distance away from the aggressor and be aware of your nearest exit at all times.
- **Work towards a solution:** Wait for the aggressor to calm down. Explain the consequences of their aggressive behaviour respectfully but firmly. Suggest ways in which the situation could be resolved without conflict, and try to give the aggressor more than one solution so that they have some control over the situation.

If you are a witness or receive any violence or aggression towards you, then you should report this to your manager/supervisor so that this can be recorded and investigated. The Council will support the decision of any employee / councillor / volunteer wishing to press charges against the individual(s) involved. Access to counselling can also be provided where required.



Health and Safety Policy

worknest
H&S

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INTRODUCTION

1. INTRODUCTION

This Health and Safety manual has been prepared by WorkNest on our behalf and with our involvement. It contains our Health and Safety Policy as required by the Health and Safety at Work Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

Caistor Town Council are committed to managing health and safety effectively to protect our Employees/councillors/volunteers and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our Employees/councillors/volunteers are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the Board in our Annual Report.

This Policy has been created by the named consultant from WorkNest with the co-operation of our staff. They have signed the Policy to confirm that at the time of creation it is suitable, sufficient and relevant to our circumstances and operations. Our nominated responsible person has signed the Policy to confirm that it is a true reflection of the activities and operations that we undertake and the circumstances in which the Council operates.

Creation Date	Signed on behalf of WorkNest	Confirmed
30/01/2024	Theresa Lama-Cramp	TLC

POLICY REVIEW

This Health and Safety Policy will be reviewed annually by WorkNest in conjunction with our nominated responsible person. As each review is completed it will be signed off by the consultant from WorkNest and confirmed by our nominated responsible person.

Review Date	Signed on behalf of WorkNest	Confirmed
07/04/25	David Rogers	DR

DOCUMENT CONTROL

The electronic copy of the Health and Safety Policy provided by WorkNest will remain the controlled copy. Where further controlled copies are required then these should be issued accordingly and added to a register of controlled copies. Any amendments made to the policy will be provided for each of the controlled copies to ensure all controlled copies in circulation remain up to date.

If uncontrolled copies of the policy are printed either in whole or part, or if uncontrolled electronic copies are issued, then these will be clearly marked as an 'UNCONTROLLED COPY'.

Register

Copy Number or Reference	Location kept

AMENDMENT RECORD

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or our clients, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref /Title	Details of amendment made	Change made by

LEGISLATION

Extracts of relevant legislation are provided for ease of reference on the WorkNest webpage. Full copies of relevant legislation are available on the Office of Public Sector Information web page (www.opsi.gov.uk) and the National Archives (www.legislation.gov.uk)

GUIDANCE

Guidance on a number of health and safety issues can be accessed by logging onto the WorkNest webpage which we hope you will find useful as a quick reference source.

Should you require further advice or assistance not available here then remember that advice on any health and safety issue is available from the WorkNest advice line - **Tel: 0345 226 8393.**

FORMS

Relevant forms and templates that may be utilised can be accessed by logging onto the WorkNest webpage.

POLICY STATEMENTS

2. HEALTH AND SAFETY POLICY STATEMENT

The management of Caistor Town Council recognises that it has a legal duty of care towards protecting the health and safety of its Employees/councillors/volunteers and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our Employees/councillors/volunteers on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all Employees/councillors/volunteers are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:

Dated:

Name:

Position:

ORGANISATION FOR HEALTH & SAFETY

3. ORGANISATION FOR HEALTH AND SAFETY

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee / councillor / volunteer to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

Councillors
Town Clerk
Employees
Contractors
WorkNest

HEALTH AND SAFETY RESPONSIBILITIES

4. HEALTH AND SAFETY RESPONSIBILITIES

The Councillors

The Councillors have the ultimate responsibility for the health and safety of Caistor Town Council but discharges this responsibility through the Town Clerk down to individual managers, supervisors and employees.

The Councillors has nominated the Town Clerk to have special responsibility for health and safety.

The Councillors will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the organisation
- all its decisions reflect its health and safety intentions
- adequate resources are made available for the implementation of health and safety
- they will promote the active participation of employees in improving health and safety performance
- they will review the health and safety performance of the company on an annual basis.

The Town Clerk

The Town Clerk has overall responsibility for ensuring our compliance with Health and Safety legislation.

The Town Clerk will ensure:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and senior management monitor progress against agreed targets
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- a positive health and safety culture is promoted and that senior management develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with employees is established
- effective training programmes have been put in to place
- an annual report on the safety performance of the company is presented to the Council.

Employees

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Contractors

All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- submit their health and safety policy and relevant risk assessments to us for approval
- comply with and accept our health and safety policy, if they do not have one
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to their supervisor and to us whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

WorkNest

WorkNest, in agreement with management, provides us with the following services:

- development of our documentation throughout the period of our contract and keeping it updated for:
 - changes in Health and Safety legislation relevant to us
 - organisational changes which affect our management system.
- a general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk.
- a consultant visit to train senior managers and to support our implementation of this Policy by:
 - assisting us to complete specific risk assessments
 - providing further training, as agreed, on relevant agreed topics
 - reviewing and auditing our health and safety procedures and legal compliance
 - providing advice on implementing changes and system procedures.

WorkNest is also contracted to:

- fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues
- provide for us a telephone advisory service - available 24 hours per day, 365 days of the year
- provide crisis help if we have a serious accident or incident involving the Enforcement Authorities
- provide legal fees insurance, the terms of which are defined in our insurance policy document
- provide briefings to help keep us up to date with new and forthcoming legislation.

HEALTH AND SAFETY RULES

5. HEALTH AND SAFETY RULES

This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees/ councillors / volunteers. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon Employees/councillors/volunteers to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Employees / councillors / volunteers are reminded that a breach of health and safety legislation by an employee / councillor / volunteer is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that Employees/councillors/volunteers are expected to act in a sensible manner and adhere to verbal instructions given by Management.

General

- It is the duty of all Employees/councillors/volunteers to co-operate with council in fulfilling our legal obligations in relation to health and safety.
- Employees/councillors/volunteers must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees/councillors/volunteers are required to notify to management of any unsafe activity, item or situation.

Working Practices

- Employees/councillors/volunteers must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees/councillors/volunteers must make full and proper use of all equipment guarding.
- Employees/councillors/volunteers must not clean any moving item of plant or equipment.
- Employees/councillors/volunteers under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Employees/councillors/volunteers must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees/councillors/volunteers must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees/councillors/volunteers must not smoke except in prescribed areas.

Hazard / Warning Signs and Notices

- Employees/councillors/volunteers must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions / Environment

- Employees/councillors/volunteers must make proper use of all equipment and facilities provided to control working conditions/ environment.

- Employees/councillors/volunteers must keep stairways, passageways and work areas clear and in a clean and tidy condition.
- Employees/councillors/volunteers must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- Employees/councillors/volunteers must clear up any spillage or liquids within the work area in the prescribed manner.
- Employees/councillors/volunteers must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

Protective Clothing and Equipment

- Employees/councillors/volunteers must use all items of protective clothing/equipment provided as instructed.
- Employees/councillors/volunteers must store and maintain protective clothing/equipment in the approved manner.
- Employees/councillors/volunteers must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

Fire Precautions

- Employees/councillors/volunteers must comply with all laid down emergency procedures.
- Employees/councillors/volunteers must not obstruct any fire escape route, fire equipment or fire doors.
- Employees/councillors/volunteers must not misuse any fire fighting equipment provided.
- Employees/councillors/volunteers must report any use of fire fighting equipment to their supervisor.

Accidents

- Employees/councillors/volunteers must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.
- Employees/councillors/volunteers must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Employees/councillors/volunteers must notify management of any incident in which damage is caused to property.

Health

- Employees/councillors/volunteers must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees/councillors/volunteers must co-operate with the management on the implementation of the medical and occupational health provisions.

Employer's Transport

- Employees/councillors/volunteers must carry out prescribed checks of Council vehicles prior to use and in conjunction with the laid down checking procedure.
- Employees/councillors/volunteers must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- Employees/councillors/volunteers must not carry unauthorised passengers or unauthorised loads in council vehicles.
- Employees/councillors/volunteers must not use council vehicles for unauthorised purposes.
- Employees/councillors/volunteers must not load council vehicles above the stated capacity.
- Employees/councillors/volunteers must not drive or operate council vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

ARRANGEMENTS

6. ARRANGEMENTS

Accident, Incident and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any employee, councillor, volunteer, visitor or contractor has an accident, near miss or dangerous occurrence on the Council's premises during the course of their employment.

This will also apply to visitors who are members of the public and are therefore not at work. In addition Employees/councillors/volunteers who develop a work-related illness must also report via these procedures.

Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the Council.

The Accident Book

All accidents resulting in personal injury must be recorded in the Council's Accident Book.

The Accident Book will comply with the requirements of the Data Protection Act.

The Accident Book will be reviewed regularly by HSWG to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Employees/councillors/volunteers must ensure that they are aware of the location of the accident book.

Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following events must be reported to the Health and Safety Executive:

- A death
- A specified injury to an employee / councillor / volunteer as detailed in regulation 4
- An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury
- Any dangerous occurrence
- Any employee / councillor / volunteer diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations
- Any employee / councillor / volunteer diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen.

Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) must also be reported within 15 working days using the Health and Safety Executive (HSE) website.

You **must** also keep a record of an accident if the worker has been incapacitated for **more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

Contact details for the Health and Safety Executive are:

Tel: 0345 300 9923 (Monday to Friday 8:30am to 5:00pm)

Website: www.hse.gov.uk

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the WorkNest Advice Line. (Tel: 0345 226 8393)

The completed report form sent back by the HSE should be kept with the other accident records and documents; this will confirm the notification has been made.

Accident report, completed notification form and investigation notes, witness statements and photographs are to be kept on file to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Asbestos

The Council will protect Employees/councillors/volunteers and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through:

- the management of asbestos-containing materials in the workplace premises by
 - **Assessment** - The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.
 - The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
 - **A Written Plan** - A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.
 - **Access to Asbestos-containing Materials** - Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Systems will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.
 - **Monitoring and Maintenance** - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.
- the management of work in premises that may contain asbestos
 - **Training and Information** - Employees/councillors/volunteers who may come into contact with asbestos containing materials (ACM's) through the course of their work will receive adequate training and information such that they can recognise potential ACM's and know what precautions to take.
 - **Health Surveillance** – Employees/councillors/volunteers who carry out licensed work with asbestos will receive a medical examination by a qualified practitioner before asbestos work commences and every two years after that. Employees/councillors/volunteers who only carry out notifiable non-licensed work with asbestos will receive their examinations every three years instead.

Asbestos-related Emergencies

Procedures to deal with asbestos-related incidents will be in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees.

Arrangements for Controlling Work on Asbestos

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

Selection and Control of Contractors to Work on Asbestos-containing Materials

When contractors are engaged to work on the premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity.

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations.

Procedures for Dealing with Health and Safety Issues

Where an employee / councillor / volunteer raises a health and safety problem related to work with asbestos, the Council will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee / councillor / volunteer of actions taken.

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee / councillor / volunteer must:

- inform a responsible person immediately, usually a supervisor or manager
- in the case of an accident or emergency, respond quickly to ensure effective treatment.

Communication and Consultation

It is a legal requirement for the Council to establish arrangements to communicate and consult with Employees/councillors/volunteers on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

- establish effective lines of communication
- involve and consult with Employees/councillors/volunteers through:
 - individual conversations
 - notice boards
 - internal publications
 - staff meetings
 - health and safety meetings.
- display the 'Health and Safety Law – What You Need To Know' poster
- consult with Employees/councillors/volunteers when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety.

Where it is not practical to consult with all Employees/councillors/volunteers directly and it would be more appropriate to communicate and consult through employee / councillor / volunteer representatives.

The Council will allow all representatives an appropriate amount of time away from their normal duties in order to complete their duties as representatives. We will not hinder representatives in the execution of their normal functions as defined by law.

Contractors

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor’s own safety policy, risk assessments, method statements, permits to work, etc as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place.

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to a manager immediately.

Construction work and the Construction (Design and Management) Regulations 2015

Where any construction work is carried out, to fulfil our legal duties as a “client” under the Construction (Design and Management) Regulations 2015 we will:

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- ensure that all dutyholders that we appoint have the necessary skills, knowledge, training and experience to carry out their roles safely.

- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly.
- notify the HSE in writing for projects that require it
- ensure that relevant pre-construction information is passed to all designers and contractors
- ensure that the Principal Designer and Principal Contractor carry out their duties
- ensure that adequate welfare facilities are provided for the contractors
- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared
- ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and , if we choose to dispose of the building, to pass the file to any person or Council who acquires the building.
- cooperate fully with all other dutyholders and provide all relevant information and instruction promptly and clearly.

Disabled Persons

The Council will give full and proper consideration to the needs of disabled Employees/councillors/volunteers and visitors.

To achieve this, the Council will:

- treat all disabled Employees/councillors/volunteers and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage Employees/councillors/volunteers with special needs to suggest any premises or task improvements to their line managers
- discipline any Employees/councillors/volunteers found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

Display Screen Equipment

All reasonable steps will be taken by the Council to secure the health and safety of Employees/volunteers who work with display screen equipment.

To achieve this objective the Council will:

- carry out an assessment of each user's workstation

- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, at a subsidised cost up to a maximum limit of £30 for any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

Employees/councillors/volunteers must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their departmental supervisor/line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their departmental supervisor/line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

Driving for Work

Driving is an integral part to some roles within the Council and as such requires driving on Council business. Driving has inherent risks associated with it which drivers should be made aware of.

The Council is committed to reducing the risks its staff face or create when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure those driving for business are competent (and where required, authorised) and fit
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- provide sufficient information and guidance for managers and drivers to enable them to understand the additional occupational risks involved in driving

- establish a travel plan which will limit the requirement for travel and make provisions for long journeys
- require drivers to annually submit copies of their insurance, the MOT certificate or evidence of the MOT exemption for their vehicle and their current driving licence.

When providing Council vehicles the Council will:

- maintain them to the required legal standard and ensure they are suitable for their purpose
- provide and maintain additional tools and equipment necessary for the purposes of the journey
- provide them with regard to safety and the environment i.e. higher ENCAP ratings, lower emissions, better fuel consumption
- provide access to breakdown support and recovery
- provide no smoking signs for inside the vehicle.

Implementation

The Council asks its entire staff to play their part, whether they use a Council vehicle, their own or a hire vehicle.

Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform their manager of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as; limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of the Council.

Before driving, drivers must

- review the need to travel
- have a valid licence for the vehicle they are driving and for any overseas travel if required
- ensure valid insurance for business use
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive

- be physically fit and have a level of alcohol below the maximum limit allowed, ideally zero and not under influence of any drugs that may affect the ability to drive
- have had an eye test in last 2 years and be using any required corrective appliance
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke in a Council vehicle
- only use hands free electronic devices e.g. mobile phone, satellite navigation, mp3 player, when safely set up to do so i.e. using an appropriate hands-free device
- never use any hand held electronic device e.g. mobile phone, satellite navigation, mp3 player
- never receive or make calls
- follow all safety instructions when taking their vehicle on board ferries, trains or other vehicle-carrying craft, including parking and leaving their vehicle on a vehicle deck and travelling in a designated passenger area while the craft is underway.

Managers

Managers should ensure that the driving policy is brought to the attention of drivers and they will:

- lead by example, both in the way they drive and by not tolerating poor driving practices amongst colleagues
- challenge unsafe attitudes and behaviours and encourage staff to drive safely
- monitor compliance with the driving policy at team meetings, staff appraisals and periodic checks
- not expect staff to answer calls when they are driving.

Drugs and Alcohol

Alcohol

Employees/councillors/volunteers must not drink alcohol on the Council's premises or the premises of its customers or clients without express permission from a senior manager or director.

Any employee / councillor / volunteer who is found consuming alcohol on the Council's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the Council's disciplinary procedure.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on the Council's premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager or supervisor.

If the Council suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the Council reserves the right to require you to undergo a medical examination to determine the cause of the problem.

Medical Examination

Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the Council reserves the right to suspend you from your employment (with or without pay) to allow the Council to decide whether to deal with the matter under the terms of the Council's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

Reasonable Grounds

The Council reserves the right to search you or any of your property held on Council premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The Council reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its Employees/councillors/volunteers on the Council's premises.

Electricity

All reasonable steps will be taken to secure the health and safety of Employees/councillors/volunteers who use, operate or maintain electrical equipment.

To ensure this objective the Council will:

- ensure electrical installations and equipment are installed in accordance with the Wiring Regulations (BS 7671) published by the Institution of Engineering and Technology (IET)
- maintain the fixed installation in a safe condition by carrying out routine safety tests
- inspect and test portable and transportable equipment as often as required to ensure safety
- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit to work system must be used
- ensure Employees/councillors/volunteers who carry out electrical work are competent to do so
- maintain detailed records.

Employees/councillors/volunteers must:

- visually check electrical equipment for damage before use
- report any defects found to their line manager/supervisor
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the Council premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage.

Environment

All reasonable steps will be taken to protect the environment. In order to discharge its responsibilities the management will:

- comply fully with all relevant legal requirements, codes of practice and regulations
- prevent pollution to land, air and water
- reduce water and energy use
- minimise waste and increase recycling within the framework of our waste management procedures
- identify and manage environmental risks and hazards

- involve customers, partners, clients, suppliers and subcontractors in the implementation of our objectives
- promote environmentally responsible purchasing
- provide suitable training to enable Employees/councillors/volunteers to deal with their specific areas of environmental control
- improve the environmental efficiency of our transport and travel
- establish targets to measure the continuous improvement in our environmental performance
- eliminate risks to the environment through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection
- only engage contractors who are able to demonstrate due regard to environmental matters
- bring the Environmental Policy Statement to the attention of all employees.

Environmental complaints procedure

On receipt of a complaint about any environmental related matter the following procedure will be implemented:

- the name, address and contact details will be taken from the complainant along with details of the complaint including dates, times, frequency, impact and location
- full details of the complaint will be recorded and passed a Senior Manager or Director for an investigation to be instigated
- investigations will be commenced at the earliest opportunity and at least within 24 hours
- where the complaint is found to be justified immediate measures will be taken to remedy the problem as far as is reasonably practicable
- results of all investigations will be recorded and copied to the complainant, a Senior Manager or Director
- the complainant will be kept advised of the results of any investigation and the measures being taken to seek a solution; including details of the proposed timescales where immediate resolution is not possible.

All Employees/councillors/volunteers are responsible for working towards the objectives contained within this policy.

Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the Council will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises

- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records.

The Council does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees/councillors/volunteers are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

First Aid

The Council is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective the Council will:

1. appoint and train a suitable number of first aid personnel to cover all work patterns
2. display first aid notices with details of first aid provision
3. provide and maintain suitable and sufficient first aid facilities including first aid boxes
4. provide any additional first aid training that may be required to deal with specific first aid hazards.

The minimum first aid provision at all sites is an adequately stocked first aid box and an Appointed Person to take charge of the first aid arrangements.

Appointed Person

The Appointed Person duties include:

- taking charge when someone falls ill or is injured, including calling an ambulance if required
- looking after and maintaining the first aid box and contents.

The Appointed Person will not be required to provide treatment for which they have not been trained.

First Aiders

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements.

The numbers of first aid personnel at each location will be determined by individual circumstances, the level of risk and in line with current government guidance.

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

First Aid Boxes

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

Portable First Aid Kits

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:

- work with potentially dangerous tools and machinery away from base location
- staff travelling abroad on business
- staff travelling in vehicles on a regular basis
- staff whose work takes them to isolated or remote locations
- staff participating in sporting or social events arranged or supported by the organisation.

Mental Health First Aiders

The Council has also appointed mental health first aiders. Mental health first aiders are qualified personnel who have received training in dealing with mental health issues Employees/councillors/volunteers may have. Having mental health first aiders raises employees' awareness of mental ill-health conditions, including signs and symptoms. Those trained have a better understanding of where to find information and professional support and are more confident in helping individuals experiencing mental ill-health or a crisis. They will be identified on the signage for physical first aiders and will have the same access to refresher training and facilities.

Gas Installations and Appliances

The Council will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

The Council is committed to achieving high standards of health and safety for all staff, visitors, customers and others. For these reasons employing, training, and arranging the assessments of operatives that are competent to work on gas installations and appliances – servicing, repairing or installing, is highly significant to supporting these aims.

The Council supports the aims of:

- reducing the waste of fuel and material
- increasing operational efficiency

- eliminating unnecessary emission of atmospheric pollutants
- reducing the risk to death, injury and distress to members of the public, staff and others who may be affected
- increasing confidence, amongst users, in the safe use of fossil fuels and fossil fuel burning appliances.

The Gas Safe Register (GSR) is the governing body approved by the Health and Safety Executive to register and monitor the activities of gas installation and use. Gas fitting operatives carrying out work on behalf of the Council will be registered with the GSR.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of Employees/councillors/volunteers to substances hazardous to health is prevented or at least controlled to within statutory limits.

The Council will implement the following:

- maintain an inventory of all substances hazardous to health kept or present on site and retain copies of relevant hazard data sheets
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- all Employees/councillors/volunteers and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls
- personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls
- the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- qualified professionals, where necessary, will carry out health surveillance
- employee / councillor / volunteer health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all Employees/councillors/volunteers will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with.

Employees/councillors/volunteers will be informed about any monitoring and health surveillance results

- all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

Information and Training

The Council will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

Managers and supervisors of areas which use substances hazardous to health will be given additional training to ensure the proper management of the risks.

Health, Safety and Welfare

The Council is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards
- adequate workspace allocation
- properly designed workstations
- well maintained traffic routes and floors
- appropriate fall protection
- suitable glazing
- safe access and egress (well maintained exits and entrances)
- appropriate sanitary and washing facilities
- separate toilet facilities for men and women
- plentiful wholesome drinking water supply and cups
- seating with an incorporated back rest
- accommodation for keeping clothing clean and dry
- facilities for changing, rest periods, hot drinks and meals preparation
- showering facilities if the nature of an employees' work requires this
- appropriate first aid provision
- appropriate emergency, fire and evacuation equipment and procedures.

The Council recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace or head office.

Health Surveillance

Health surveillance is the early detection of adverse health risks associated with a work activity. It allows staff at increased risk to be identified and additional precautions to be taken as necessary. It is also a means of checking the effectiveness of the existing control measures.

To ensure adequate health surveillance is implemented the Council will:

- carry out risk assessments to identify those activities, processes or materials that are likely to give rise to a health risk
- ensure that adequate control measures are put in place to reduce risks as far as possible
- seek advice on risk reduction from our safety advisor, occupational hygienist or other relevant person as necessary
- seek the advice of relevant people on the need for health surveillance where it is thought that a residual health risk remains following the implementation of control measures
- advise Employees/councillors/volunteers of the health risks and the signs of ill health
- ensure Employees/councillors/volunteers co-operate with health surveillance procedures provided
- discuss with the relevant people any health concern brought to their attention by an employee.

Format of Health Surveillance

If a reliable test can be carried out, the format of health surveillance may include the use of questionnaires to determine symptoms and may also involve clinical examination or measurements, such as lung function testing, hearing tests or biological sampling.

Frequency of Health Surveillance

The level of risk will determine the frequency of health surveillance programmes. Where the risk is thought to be low, only baseline data will be required and staff should report to the team leader if any problems are experienced. Baseline data will usually be gathered at the employment interview.

If the risk is thought to be more significant, periodic health surveillance for all exposed staff will take place. In most cases this will be annual; however in some high-risk areas a more frequent programme may be agreed. More frequent surveillance may be required where a person's medical history suggests a particular vulnerability. The responsible person or occupational health nurse will make this decision and manage the recall process.

If health problems are identified following health surveillance, control measures will be reviewed and where necessary enhanced.

The occupational health nurse or doctor will advise on any specific actions to take with regard to the affected employee, e.g.:

- reducing the length of exposure
- restricting work activities which cause exposure
- re-deploying the affected employee
- advising on additional personal protective equipment (PPE).

Record Keeping

The responsible person or occupational health nurse will, with the support of team leaders, ensure Employees/councillors/volunteers requiring health surveillance are identified and recalled at appropriate intervals.

Health records will be kept for a minimum of 40 years.

Employees/councillors/volunteers will be allowed reasonable access to their health records and a copy offered to individuals when they leave the Council.

Home Working

Home workers are subject to the same health and safety requirements as workers based on Council premises and their health and safety will be managed accordingly.

To achieve this objective we will:

- ensure that appropriate risk assessments are completed
- ensure that risk assessments are reviewed annually
- ensure home workers are provided with suitable induction training on commencement of employment
- ensure appropriate equipment is provided for the home worker's health, safety and welfare
- ensure all equipment that is provided for use in the employees' homes is properly installed and tested
- arrange for the maintenance of all electrical equipment supplied for use in employees' homes (The hard wired electrical sockets and ring mains supplies are the employee's own responsibility)
- provide, where practicable, scope for varying work patterns and to allow employee / councillor / volunteer input in how the work is carried out to ensure home workers take periodic breaks during the working day
- ensure that managers and home workers have the opportunity to be kept informed of what is going on within the Council; recognising and satisfying the need for social interaction will reduce stress
- encourage home workers to 'network' with colleagues
- make the home worker aware of their duty to report any incidents or accidents that occur as a result of work related activities to the Council using the Council accident procedure
- ensure home workers are aware of the need to monitor their own working conditions and report any problems to their line manager.

Training

All home workers will be fully trained in the tasks that they are employed to do and the equipment they will be using.

Home workers will be trained in emergency procedures in case of an accident in the home.

Supervisors/management of home workers will be trained in how to deal with Employees/councillors/volunteers working off site e.g. prearranged regular contact, how to recognise signs of stress in home workers.

Infection Control

For some work activities, staff may be at risk of infection or of spreading infection. Exposure to infections may arise at work from a number of situations, including:

- contact with people (e.g. Diphtheria, TB, MRSA, Norovirus, Gastroenteritis)
- contact with blood and bodily fluids (e.g. Tetanus, Hepatitis B or C, HIV)
- injuries arising from needles / sharps (e.g. Tetanus, Hepatitis B or C, HIV)
- contact with animals or animal faeces/urine (e.g. Avian Flu, E. Coli, Leptospirosis).

The Council aims to prevent the spread of infection through work-based activities by adopting suitable control measures.

The Council will:

- undertake assessments to identify tasks or situations that may expose individuals or groups to potential infection
- identify, plan and implement controls and safe systems of work to prevent transmission of infection
- provide information, instruction and training to those identified at risk
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance
- organise for the safe cleaning of equipment and where appropriate disinfection and thorough cleaning of the premises
- arrange for safe disposal of any infected materials
- adopt good hygiene practices.

Vaccination

The risk assessment will also identify whether the staff involved in a particular task should be offered vaccinations against Hepatitis B and Tetanus.

Where this is identified, vaccinations shall be offered to individuals without charge.

Training and Information

Training and information will be provided to all Employees/councillors/volunteers who are identified from the risk assessment as being potentially exposed to infections.

Training will be given for any tasks they are employed to do, the equipment they will be using and any safe procedures to adopt.

Staff Illness and Reporting

It is important to remember that infection can also be passed onto people from staff. Staff should notify their manager if they develop any infectious disease that may affect work or people around them, for example:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice

- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- norovirus
- gastroenteritis

Managers will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should also report any illness or disease which has been contracted through work. In some circumstances if a staff member contracts a disease whilst at work, this is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Certain diseases including Leptospirosis, Hepatitis, TB, and Tetanus are specifically required to be reported.

Confidentiality

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee / councillor / volunteer concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

Pandemics and Epidemics

When notified that the country is experiencing a pandemic or epidemic, the Council will aim to prevent the spread of infection through work-based activities by adopting suitable control measures.

The Council will:

- follow guidance given by government agencies and close work sites if instructed to or if Employees/councillors/volunteers or any person is put at risk,
- undertake risk assessments to identify tasks or situations that may expose individuals or groups to potential risks,
- monitor any changes to government guidance,
- manage the risk posed by contractors and visitors visiting the workplace,
- develop and implement an emergency action plan to deal with any potential outbreaks,
- allow Employees/councillors/volunteers to take part in any government testing,
- identify, plan and implement controls and safe systems of work to prevent transmission,
- provide information, instruction and training to those identified at risk,
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance,
- organise for the safe cleaning of equipment and, where appropriate, disinfection and thorough cleaning,
- arrange for safe disposal of any infected materials, and
- adopt good hygiene practices.

Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

At risk systems include the hot and cold water storage and distribution system and the wet cooling of air in the air conditioning system.

To achieve control of legionella bacteria the Council will implement the following:

- **Avoidance of Conditions Favouring Growth of Organisms**

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build-up of bio films and sediments will be controlled and tanks will be lidded.

- **Avoidance of Stagnation**

Dead-legs, which occur when water services leading from the main circulation water system to taps or appliances, are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.

- **System Maintenance**

Water systems will be disinfected by an effective means before being taken into service and after shut downs of five or more days. Plant will be regularly inspected and maintained (e.g. by monthly visits from a water treatment specialist). Plant will be disinfected periodically (normally twice yearly) by chlorination or by temporarily raising water temperatures. Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.

- **Sampling**

Sampling for legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures. Weekly monitoring of chemical and microbiological water quality will be carried out to give a useful indication of the state of the system.

- **Record Keeping**

Records will be kept of all maintenance, temperature monitoring and sampling carried out.

Selection, Training and Competence of Staff

Persons carrying out control measures will receive appropriate training and supervision so they are able to perform their duties competently.

Action in the Event of an Outbreak

A contingency plan in case of an outbreak of legionellosis will be prepared. This will include the:

- identification of people who may have been exposed
- involvement of public health authorities
- dissemination of information to Employees/councillors/volunteers and other interested parties as to the nature of the risks.

Leptospirosis (Weil's Disease)

Weil's Disease is a form of the bacterial infection Leptospirosis, which can be transmitted to humans through contact with rat urine. The Council will ensure that all Employees/councillors/volunteers who may be exposed to contaminated areas adhere to the following controls:

- control the rat population in work areas if possible
- cover any cuts or broken skin with the appropriate waterproof dressing, and wash cuts or grazes sustained during work immediately
- wear the appropriate personal protective equipment as identified by the risk assessment
- never touch or handle rats with bare hands
- take rest breaks away from the work area
- not consume food or drink in or near the work area
- avoid full immersion in water if possible
- shower and wash hands thoroughly after working in any environment that may have been contaminated with rat urine.

Any employee / councillor / volunteer who suffers from feverish headaches, vomiting, muscle pains, and general flu-like symptoms after working in rat-contaminated areas must seek medical attention and inform their GP that they may have been in contact with rats or rat urine.

Lone Working

The Council will ensure, so far as is reasonably practicable, that Employees/councillors/volunteers and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

The Council will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

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

Information and Training

Employees/councillors/volunteers and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees/councillors/volunteers will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office or a designated buddy/contact every couple of hours indicating your movements
- do not put yourself at risk; if you do not feel safe discuss the situation with your immediate manager
- report all accidents, injuries, near-misses and dangerous occurrences to your immediate manager.

Manual Handling

To prevent injuries and long term ill-health from manual handling the Council will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the Council will carry out a manual handling risk assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the organisation will ensure that:

- manual handling risk assessments are carried out where relevant and records are kept
- Employees/councillors/volunteers are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- Employees/councillors/volunteers adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- where relevant, Employees/councillors/volunteers undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations.

Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee / councillor / volunteer selection.

No employee / councillor / volunteer will be required to lift any item that they do not feel confident of doing without risking personal injury.

New and Expectant Mothers

The Council recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the Council will ensure that:

- Employees/councillors/volunteers are instructed at induction to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- appropriate training etc is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

Noise

The Council will take all reasonable steps necessary to ensure that the risk of hearing damage to Employees/councillors/volunteers who work with noisy equipment or in a noisy environment is reduced to a minimum.

Noise Risk Assessments

The Council will carry out regular noise exposure risk assessments of noisy areas, processes and/or equipment as appropriate. Assessments will be used as the basis for formulating action plans for remedial measures when necessary. Assessments will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure levels of employees.

Reduction of Noise Exposure Levels

The Council will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of Employees/councillors/volunteers by means other than the use of personal protection. The Council accepts that the use of ear protectors is a last resort and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

Provision of Ear Protectors

The Council will provide suitable and effective ear protection to Employees/councillors/volunteers working in high noise levels, as indicated as necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment, provide training in the selection and fitting of protectors and provide details of the circumstances in which they should be used.

Hearing Protection Zones

The Council will designate and mark out hearing protection zones, which may include particular areas, operations or pieces of equipment. All personnel entering these zones will be required to wear ear protectors.

Use and Maintenance of Noise Control Equipment and Procedures

The Council will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of employees, including enclosures, silencers and machine covers.

All personnel will be required to

- use these procedures and equipment correctly
- promptly report any defects or deficiencies through the appropriate channels.

Provision of Training

The Council will provide adequate training to Employees/councillors/volunteers as part of its hearing conservation and noise control policy.

All Employees/councillors/volunteers who are subject to high levels of noise will be provided with:

- information, instruction and training about the harmful effects of noise
- information and training on what they must do in order to protect themselves and meet the requirements of the law and of the organisation's policy.

Managers and supervisors responsible for formulating and carrying out the organisation's noise policy will also be given appropriate training.

Where a problem arises as a result of noise in the workplace, the employee / councillor / volunteer must inform a responsible person immediately.

Audiometric Testing

Where Employees/councillors/volunteers are exposed to risk from high noise levels, the Council will adopt a programme to monitor the hearing of Employees/councillors/volunteers subject to high levels of noise ensuring the organisation's noise control policy is effective and that employees' hearing is not being adversely affected. This will involve regular audiometric tests carried out by properly trained personnel and pre-employment audiometric tests for new employees.

Outdoor and Peripatetic Working

The Council will ensure, so far as is reasonably practicable, that Employees/councillors/volunteers who work outdoors or away from their normal base are not put at any additional risk to their health and safety.

The Council will:

- where work is being undertaken on a site under the control of another party, review any risk assessments and agree an appropriate safe system of work
- ensure outdoor activities are planned and risk assessed prior to undertaking the work. This will include visiting of the site(s) to identify potential hazards
- establish safe systems of work from the risk assessments, and provide staff training and instruction in these
- ensure suitable personal protective clothing is made available to staff either from the Council or from the third party in control of the site
- ensure suitable arrangements are in place for emergencies, including adequate first aid.

Implementation

Staff working outdoors, or away from base, are responsible for ensuring that:

- if working on a third party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site
- they report any problems or shortcomings to their manager or supervisor as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk
- the appropriate personal protective equipment provided is worn correctly and when required to do so. Any defects must be reported to their manager or supervisor
- they are familiar with the emergency arrangements and that these are in place prior to starting work
- all accidents and incidents are reported to their manager and in line with any local arrangements for the site.

Permits to Work

Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in our day to day activities. Permits to work are designed to check that all eventualities have been considered when planning and organising this type of work and are an important means of minimising any risks involved.

Employees, contractors and visitors are all expected to comply with the requirements of any permits that are in force.

Employees/councillors/volunteers working off site, i.e. on another organisation's premises, are expected to abide by all permits to work operated on that site.

Should Employees/councillors/volunteers experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually a manager or supervisor) so the organisation can investigate and rectify the situation.

Permits to work exist to cover tasks carried out under certain circumstances and over limited time periods. They will therefore be displayed while the work specified is under way but will cease to operate when the tasks have been completed.

Information and Training

The Council will provide the necessary information and appropriate training to ensure that appropriate employees, supervisors, contractors and visitors are fully aware of the permits in use and are competent to undertake the tasks and tests prescribed in the permits.

Personal Protective Equipment

The Council provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the Council will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure that PPE is sourced appropriately and bears the "CE" certification mark
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees/councillors/volunteers provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

Risk Assessment

Risk assessment is a systematic examination of what within our business can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities in order to plan and prioritise the implementation of the identified control measures.

More detailed specific risk assessments will also be carried out as determined by the general assessment to address those premises, equipment, people or activities to comply with specific legislation or to proactively manage health and safety risks.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- Employees/councillors/volunteers are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the Council that all of its workplaces are smoke-free and that all Employees/councillors/volunteers have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This includes Council vehicles that are used by more than one employee. If you have a Council car that is designated for your sole use and that is never used by other Employees/councillors/volunteers then you can smoke in it if you wish – but the Council recommends that you do not do so. This policy applies to all employees, customers and visitors.

Implementation

All staff are obliged to adhere to and facilitate the implementation of the policy.

The Council will ensure that all Employees/councillors/volunteers and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in Council vehicles that are covered by the law.

Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable Council, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We have chosen to adhere to the Management Standards for stress as developed by the Health and Safety Executive. We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with Safety Representatives on issues relating to the prevention of work-related stress
- provide access to confidential counselling for Employees/councillors/volunteers affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices
- provide adequate resources to enable managers to implement the Council's agreed stress management strategy.

Employees/councillors/volunteers who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the Council's grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee / councillor / volunteer concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

Temporary Employees

The Council will take the necessary measures to ensure the health and safety of any temporary and casual staff in its employment.

To achieve this, the Council will provide temporary employees with the following information prior to starting work:

- details of the qualifications and skills are required to do the work safely
- the health surveillance to be provided under statutory provisions
- any risks to health and safety identified by workplace risk assessments

- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency.

The competence of temporary workers will be assessed to ensure they are capable of working safely.

Training

Training in health and safety is a legal requirement and also helps create competent Employees/councillors/volunteers at all levels within the Council to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All Employees/councillors/volunteers will need to know about:

- the health and safety policy
- the structure and system for delivering this policy.

Employees/councillors/volunteers will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled. All Employees/councillors/volunteers will be provided with the Council Health and Safety Handbook.

Managers and supervisors training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements.

All our Employees/councillors/volunteers training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving.

All Employees/councillors/volunteers will receive **induction training**. Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.
Employees/councillors/volunteers must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

Vibration

Regular exposure to continuous vibration from a work process has the potential to cause long term ill health including a range of occupational diseases collectively known as hand-arm vibration syndrome (HAVS) or whole body vibration (WBV).

To minimise the risk from vibration the organisation will:

- assess the risks to health from exposure to continuous levels of vibration and determine the control measures needed
- introduce effective control measures to ensure levels of exposure to hand-arm vibration and whole body vibration are eliminated or reduced as far as is reasonably practicable
- record the assessments and review them periodically or when changes occur
- ensure that the most appropriate equipment is used for the job, that the equipment is sourced from appropriate suppliers and that it bears the “CE” certification mark
- ensure that those persons responsible for managing work likely to result in exposure to hand arm vibration and whole body vibration are adequately trained and competent
- inform, instruct and train Employees/councillors/volunteers about the risks and the precautions to be taken to protect themselves from the harmful effects of continuous exposure to vibration
- ensure no new equipment or processes are introduced into the work activities where there is a foreseeable risk of hand-arm or whole body vibration without a risk assessment and approval of a designated manager
- maintain an inventory of all vibration equipment used that is likely to cause hand-arm vibration and whole body vibration
- monitor exposure of hand-arm vibration and whole body vibration and undertake appropriate health surveillance, where necessary
- maintain tools to the manufacturer’s specifications to avoid worsening vibration.

Violence

The Council recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees.

To achieve this objective we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all Employees/councillors/volunteers of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees
- train our Employees/councillors/volunteers who may be exposed to violence or challenging behaviour situations
- support the Employees/councillors/volunteers involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee / councillor / volunteer safety.

Visitors

In the interest of safety and security, the Council will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees/councillors/volunteers hosting visitors must ensure that:

- they are authorised to enter the premises or accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Employees/councillors/volunteers aware of people on the premises who may be unauthorised should report these to their manager for action.

Emergency Action

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

Waste Management

The Council will instigate a waste management plan for any work carried out when required to by legislation and in order to do so will identify the:

- client
- Principal Contractor
- person with overall responsibility for the waste management plan
- location of the site where the work will be carried out
- estimated cost of the project.

In carrying out any site work the Council will adhere to the following hierarchy for processing of waste materials:

- re-use (on or off site)
- recycle (on or off site)
- send off site for recovery
- send for incineration
- as a last resort send to land fill.

The waste management plan will:

- describe each type of expected to be produced
- estimate the quantities of each type of waste
- describe the waste management action for each type of waste (e.g. re-use, recycle).

The waste management plan will comply with the duty of care and ensure materials will be handled efficiently and waste managed appropriately. All waste materials which leave site will be processed through licensed contractors.

Additional duties:

- ensure co-operation between all contractors involved on the project during the construction phase
- discuss waste management with every site worker through induction, training and tool box talks
- ensure that waste is reused, recycled or recovered, where practicable to do so.

The Council will take all reasonable steps to provide a safe working environment for all Employees/councillors/volunteers who may be affected by work at height activities.

The Council will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- adequate and secure working platforms with guard rails and toe boards will be used in preference to ladders which will be used for light, short duration work only and secured to prevent displacement
- when necessary, only scaffolds and scaffold towers that have been erected by a competent person will be used
- roof lights and other fragile surfaces will be protected to prevent falls

- fall arrest equipment will be used if other means of prevention (safety nets, harnesses with running lines, etc.) are not practical or justified
- risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them
- all the necessary equipment to allow safe access to and egress from the place of work is provided
- all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided
- suitable plant is provided to enable the materials used or created in the course of the work are safely lifted to and from the workplace and stored there if necessary
- any working platform and its supporting structures are selected and/or designed in accordance with current standards
- regular inspections of all equipment required for working at height are undertaken
- competent persons are appointed to be responsible for the supervision of all work at height and associated activities
- any contractors from whom they procure services comply with this policy.

Information and Training

The Council shall provide any information, instruction and training required to work in a safe manner when working at height.

Work Equipment

The Council will provide a safe working environment in relation to work equipment safety and ensure all Employees/councillors/volunteers receive appropriate safety information and training in their work equipment.

To achieve this objective the Council will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees
- inspect all equipment at installation and prior to first use
- regularly inspect work equipment in accordance with the manufacturer's recommendations
- maintain work equipment in accordance with the manufacturer's recommendations
- keep records of all inspections and maintenance
- provide adequate instruction, information and training to Employees/councillors/volunteers to enable the work equipment to be used and maintained safely
- provide refresher training as appropriate and as determined necessary by workplace inspections.

Working Time Regulations

The Council will ensure that all workers under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. The Council will NOT encourage workers to work over the 48 hours but workers can choose to work longer hours if they wish by opting out. Workers cannot be forced to opt out and can revoke their opt out, if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and make mistakes leading to accidents.

A summary of the requirements for adult workers:

- a maximum of 48 hours per week, averaged out over a 17 week reference period (employees can opt out of this)
- entitlement to a minimum uninterrupted rest period of 11 hours in every 24-hour period with no opt out
- entitlement to 28 days paid holiday per year (including statutory holidays) for full time workers (pro-rata for part time workers)
- maximum of 8 hours per shift for night shift workers
- free health assessments for night shift workers
- 24 hour rest period at least once a week, can be 48 hours every fortnight with no opt out
- entitlement to a rest break, if working over six hours
- employees must not suffer any detriment if they choose not to opt out.

Travelling to and from the normal work place, break periods, rest periods, holidays and sickness do not count as working time.

The reference period of 17 weeks can be increased 26 weeks or 52 weeks by local collective agreements with recognised trade unions or official employee / councillor / volunteer representatives.

A young person's maximum hours are limited to 40 hours per week with no reference period.

Young persons are generally excluded from shift working.

Further information

All employees should refer to the Employee Handbook for full details of the Council's policy on working times, holidays and other benefits.

Young People

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the organisation will:

- carry out risk assessments to cover the activities of young persons
- implement the actions determined by the risk assessment process
- inform the young persons of any risks associated with their work and the control measures taken to protect them

- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment.

RISK ASSESSMENT

7. RISK ASSESSMENT

Risk Assessment

Risk Assessment involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to Employees/councillors/volunteers and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

Carrying out risk assessments

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results.

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

The five stages of risk assessment

STEP 1 - IDENTIFY THE HAZARDS

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of Employees/councillors/volunteers as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating.

STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW

List groups of people and individuals who may be affected by the hazards e.g.:

- staff
- members of the public
- contractors on the premises.

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female Employees/councillors/volunteers who are pregnant or who have recently returned to work after having a baby, inexperienced Employees/councillors/volunteers or young persons.

STEP 3 - EVALUATE AND CONTROL THE RISK

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual
- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy

- give priority to measures which protect the greatest number of people
- give appropriate instructions to employees.

IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that Employees/councillors/volunteers are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

Hazards and example controls

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

Fire Risk Assessment

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- to identify the fire hazards
- to reduce the risk of those hazards causing harm to as low as reasonably practicable
- to decide what physical fire precautions and management arrangements are
- necessary to ensure the safety of people in your premises if a fire does start.

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises may be able to assess as a whole, in larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

You need to appoint one or more competent persons to carry out any of the preventive and protective measures needed to comply with the legislation. This person could be you, or an appropriately trained, employee / councillor / volunteer or, where appropriate, a third party.

Your fire risk assessment should demonstrate that, as far as is reasonable, you have considered the needs of all relevant persons, including disabled people.

Six Steps to Fire Risk Assessment

1. Identify the hazards

- Sources of ignition
- Sources of fuel
- Sources of oxygen.

2. Identify people at risk

- Employees
- People in and around the premises
- Vulnerable persons, disabled etc.

3. Evaluate, remove, reduce and protect from risk

- Evaluate the risk of fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people.

4. Consider:

- Detection and warning
- Fire fighting
- Escape routes and travel distances
- Lighting
- Signs and notices
- Maintenance.

5. Record, plan, inform, instruct and train

- Record the significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- Provide training.

6. Review

- Keep assessment under review
- Revise where necessary.

MONITORING HEALTH AND SAFETY

8. MONITORING OF HEALTH AND SAFETY

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

Proactive monitoring

Monitoring is a line manager's responsibility and each of the key management positions are expected to play their part in monitoring achievement against relevant health and safety standards. Managers will be expected to provide evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the Council feedback on its performance before an accident, incident or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.

Employees/councillors/volunteers who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

Reactive monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee / councillor / volunteer claim.

9. LEGAL EXPENSES INSURANCE

For a copy of WorkNest's master legal expenses insurance policy please see <https://worknest.com/protection-against-prosecution-health-safety/>. Please refer to your contract with WorkNest for the type of cover (if any) that is applicable to your organisation – i.e. employment dispute insurance or health & safety prosecution insurance or both – and the relevant provisions of the master policy document will then apply accordingly.

Please contact us if you require a hard copy of the policy.



Caistor Town Council

MEMBER/OFFICER PROTOCOL

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INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority."

At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In turn officers

should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner

- do not ask officers to exceed their authority where that authority is given

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support councillors and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times

- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- to act within the policies, practices, processes and conventions established by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor.

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council's activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council's Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council's position in relation to disputes, major planning developments, court issues or individuals' complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council

but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 ("the Act") regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code -

<https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Protocol where there is one in place.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.



Public Tracking Report

Memorial management and safety inspection testing	Ref: 21340	Created: 15/03/2023
Ownership of market place and Cornhill /Land registry search	Ref: 24361	Created: 05/12/2023
Repair/replacement of rotting support on junior multiplay at South St park	Ref: 24721	Created: 24/10/2024
Project to tidy up the sides of the cemetery car park	Ref: 24724	Created: 24/10/2024
Health and safety review	Ref: 24771	Created: 05/11/2024
Damp and mould in the town hall boiler room and behind the stage area	Ref: 24868	Created: 20/12/2024
Trees in play areas overhanging play equipment cut/ lifted	Ref: 24953	Created: 29/01/2025
Mark - Implement new Market Policy - plan and execute	Ref: 24993	Created: 17/02/2025
Progress an agreement with Caistor Goes to use the lock up.	Ref: 25102	Created: 17/03/2025