



Public Meeting Pack

9th July 2026



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on
Thursday 9 July 2026 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
02/07/2026

AGENDA

1. To receive 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 14th May 2026
6. To consider the applications for co-option to the council
7. Finance
 - a) To approve the Accounting Statements and bank reconciliation for period ending 30/06/2026
 - b) To approve the Schedule of Payments
8. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):-
 - a) Lincolnshire Police
 - b) West Lindsey District Council.
 - bi) To consider the Email from WLDC about possible refurbishment of the public toilets at the town hall and WLDC Asset transfer policy
 - bii) To receive the update from WLDC Chief Exec regarding the Southdale site
 - c) Lincolnshire County Council
 - ci) To consider the updated proposals for waiting restrictions at Cornhill and agree a response
 - cii) To review whether the council want to lease the old ambulance garage from LCC on a repairing lease with £0 rent
 - d) Community Groups
 - di) To receive the minutes and reports from the Town Hall Management Committee meeting and AGM
 - e) CDCT - 2-4 Market Place
9. 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 - no meeting held
- ai) Election of 5th Member to the Personnel and Finance Committee
- b) Estates Committee
- bi) To receive the draft minutes from the Estates Committee meeting 23rd June 2026
- bii) To share the list of required works to our assets and establish a structured and prioritised approach to Estates Work
- c) Health and Safety Working Group
- ci) To receive the draft minutes from the HSWG meeting on 9th June 2026
- cii) To retrospectively agree to accept the quotes for the Legionella Assessments for Town Hall, CS&SC and Lock up.
- ciii) To consider and approve the quote for the installation of an additional fire alarm call point at the stage exit of the town hall
- civ) To consider and approve the Stress Management Policy and procedure - Recommended by HSWG
- cv) To consider and approve the updated Health and Safety Policy and Handbook
10. Clerks Report & Parish Matters
 - a) To consider the minerals and waste local plan consultation and agree a response, if required.
 - b) To consider the complaint and response from Street Food Market re joint use of the park with Beer festival
 - c) To consider the Lions request to use the SSP for Beer festival in 2027
 - d) Review Tracking Report
11. Correspondence Received
 - a) To consider the resident email about the need for electric charging points in Caistor
12. Policy Reviews - To consider and approve the following policies
 - a) Whistleblowing Policy
 - b) Grievance Policy
13. To note any planning decisions
 - a) WL/2024/00401 | PL/0024/24 | Phased extraction of sand and gravel | Land South of North Kelsey Rd
To note the decision and appoint a CTC representative to the Community Liaison Group referenced in point 32.
14. To review the planning applications received and agree a response
 - a) WL/2026/00449 | Planning application for the installation of a modular self-service launderette facility and associated works | LINCOLNSHIRE CO-OPERATIVE LTD, 16 HIGH STREET (Responded via delegated powers by 22nd June)
 - b) WL/2026/00468 | Listed building consent for the removal of existing paintwork | FLEECE INN, GRIMSBY ROAD (responded via delegated powers by 29th June 2026)
 - c) WL/2026/00562 | Conversion of 1no. maisonette into 2no. maisonettes, removal of chimney stack to the rear and re-covering rear roofs | 26A MARKET PLACE, CAISTOR
 - d) WL/2026/00588 | Planning application to erect fishing lodge accommodation and ancillary works | WEST MOOR FARM, NORTH KELSEY ROAD, CAISTOR
 - e) WL/2026/00591 | Application for prior notification of proposed development by telecommunications code systems operators for installation of a generator together with ancillary development thereto | EXISTING BASE STATION, HIGH STREET, CAISTOR
15. Date of next meeting - 13th August 2026



16. To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed, relating to individual staff members, resident matters and cemetery records.
17. To consider and discuss matters relating to historic burials identified within the Town Council cemetery, including associated reserved grave plots and ongoing resident communications, and to agree any next steps
18. To consider the Clerk/RFO workload (Cllr Davey)



**Minutes of the Caistor Town Council held at 6:45pm
at the Caistor Town Hall on 14 May 2026**

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr S. Hodson, Cllr A. Somerscales, Cllr J. Cox, Cllr L. Milner,
Cllr A. Clark, Cllr P. Morris, Cllr H. Priestley, Cllr N.Clark, Cllr T.Cox,
In Attendance: Michelle Moss, District Cllr O. Bierley, County Cllr J. Bean,
Members of public present: 2

1. Election of the Chairperson for the council and signing of the Declaration of Acceptance of Office as Chair - Ref: 5084

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: 5085

Councillors Davey and Cox were proposed and seconded to be the Vice-Chair of the council. Following a vote, Cllr Cox was duly elected as Vice Chair to the council.

Majority vote

3. To receive apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 5086

Apologies received from Cllrs Bowman and Lyus.

4. To consider the applications for co-option to fill the councillor vacancy - Ref: 5087

One application had been received and circulated to councillors prior to the meeting. Tracy Cox said a few words in support of her application.

RESOLVED to co-opt Tracy Cox to fill the councillor vacancy. Mrs Cox completed the acceptance of office form and joined the meeting.

1 abstained

5. 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: 5088

None declared.

6. Public Session (10 minutes, during which the meeting is suspended) - Ref: 5089

None.

7. Chairmans Report - Ref: 5090

Cllr Wright thanked his fellow councillors for electing him as Chairman of the council for the 8th year, noting what a great and humbling honour it is.

8. To approve the draft minutes of 9th April 2026 - Ref: 5091

RESOLVED that the draft minutes of the meeting of 9th April 2026 be approved as a true record of the meeting and signed by the Chair.

1 abstained

9. To review the current WLDC Code of Conduct and resolve to continue to abide by it. - Ref: 5092

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

10. To review and approve the Standing Order regulations (recommended by P&F) - Ref: 5093

It was noted that following a review at the Personnel and Finance meeting in April the committee had

Signature:

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recommended to include a section permitting a motion of no confidence in a councillor and that staff matters (section 19) should permit either the chair or vice-chair of the council, along with the chair of personnel committee to receive notices of absence from the clerk, to conduct a performance review, be involved in grievance matters.

RESOLVED to accept the standing orders with the suggested changes.

All in favour

11. To review and approve the Financial Regulations (recommended by P&F) - Ref: 5094

The financial regulations had been reviewed and updated at the finance meeting in April and circulated to all councillors in advance of the meeting. The recommendation included a section permitting the Chair of the council, in exceptional circumstances, and where the clerk/RFO is not available, to commit expenditure on behalf of the council up to £500. RESOLVED to approve the financial regulations with the suggested change.

All in favour

12. Election of committees, working groups and representatives on outside bodies - Ref: 5095

a) Election of members to the Personnel and Finance Committee - Ref: 5096

RESOLVED to appoint Cllrs A.Clark, J.Cox, Milner and Morris to the P&F committee with one vacancy.

All in favour

b) Election of members to the Estates Committee - Ref: 5097

RESOLVED to appoint Cllrs A.Clark; N.Clark, J.Cox, Davey, Hodson, and Somerscales 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. - Ref: 5098

It was noted that the Clerk and the Estates Operative are members of this working group.

RESOLVED to appoint Cllrs N.Clark, Davey and Morris as members of the working group.

All in favour

d) Review the representation of CTC representative on (external) Town hall management group - Ref: 5099

RESOLVED to appoint Cllr J.Cox as the town council representative for the (external) town hall management group.

All in favour

e) Consider the use of town hall and arts and heritage centre for committee meetings and agree the committees dates for forthcoming year - Ref: 5100

It was noted that: the town hall only charge the council a flat fee per month regardless of the number of times rooms are booked/used; use of the Arts and Heritage centre incurs additional costs; and whilst the council want to continue to support the Arts and Heritage centre, reducing public expenditure is a consideration.

RESOLVED to agree and publish the dates for meetings for the forthcoming year and schedule both full council and committee meetings at the town hall.

All in favour

13. To consider the delegation arrangements and approve the terms of reference for the committees/working group - Ref: 5101

a) To consider the delegation arrangements and approve the Terms of Reference for the Personnel and Finance Committee - Ref: 5102

The personnel and finance committee had reviewed the terms of reference in April and the minor revisions had been circulated prior to the meeting.

RESOLVED to accept the amended TOR for the personnel and finance committee.

All in favour

b) To consider the delegation arrangements and approve the Terms of Reference for the Estates Committee - Ref: 5103

Signature:



The Estates Committee Terms of Reference had been amended to include responsibility for the maintenance and repairs of the town hall and the sports and social club, and a broader, previously assumed, responsibility for the closed churchyards.

RESOLVED to approve the amended TOR for the estates committee.

All in favour

c) To consider the delegation arrangements and approve the Terms of Reference for the Health and Safety working group - Ref: 5104

The terms of reference for the Health and safety working group had been circulated prior to the meeting, with very minor corrective amendments.

RESOLVED to approve the amended TOR for the Health and Safety Working Group.

All in favour

14. Finance - Ref: 5105

a) To approve the Accounting Statements and bank reconciliation for period ending 30.04.2026 - Ref: 5106

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

RESOLVED to approve the accounting statements for the period ending 30th April 2026.

All in favour

b) To approve the Schedule of Payments - Ref: 5107

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

RESOLVED to approve the schedule of payments which totalled £24566.84.

All in favour

c) Internal Audit and Annual Governance and Accountability Return (AGAR) - Ref: 5108

ci) To receive the Annual Internal Audit report for 2025/26 - Ref: 5109

The internal auditor noted a high level of governance with good practices and policies in place, and that the issues raised at the last audit had been addressed. A couple of points raised by the internal auditor included: considerations regarding the use of AI - accuracy, data privacy, bias and lack of absence cover for the town clerk; several councillors declarations of interests are quite old and should be refreshed; a breach of financial protocol when appointing a contractor - councillors should be reminded to adhere to the controls/protocols; issues with CIB including the 'donation' for equipment - the IA recommended introducing contractual ties with any group doing work on behalf of the council to ensure that if things go wrong, the council can ask for a refund from the group if they do not complete their contractual obligations.

RESOLVED to accept the end of year internal audit report and look to consider the issues in the next P&F committee meeting.

All in favour

cii) To complete and approve section 1 - Annual Governance Statement of the AGAR for 2025/26 - Ref: 5110

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 2025/26 - Ref: 5111

The annual accounting statements had been circulated prior to the meeting.

RESOLVED to approve the annual accounting statements for 2025/26.

All in favour

civ) To consider and approve the Annual Bank Reconciliation and explanation of variances for AGAR 2025/6 - Ref: 5112

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 2025/26

Signature:



All in favour

d) Review and approve the standing orders, direct debit payments and subscriptions for the forthcoming year (as per standing orders) - Ref: 5113

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

e) To review the current inventory of land and other assets (as per Standing orders) - Ref: 5114

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

All in favour

f) To receive the updated risk register and business continuity plan (recommended by P&F committee) - Ref: 5115

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; whilst there is still some way to go, health and safety arrangements of the council are now being more effectively managed; issues with historical burials in the cemetery have been included.

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

All in favour

g) To review the councils insurance arrangements and ensure they adequately cover the risks (as per standing Orders) - Ref: 5116

The councils buildings assets were all re-assessed for insurance valuations in 2025 and the insurance cover has been reviewed accordingly.

RESOLVED that the council insurance adequately covers current risks and assets.

All in favour

h) To consider and approve the investment strategy (recommended by P&F committee) - Ref: 5117

It was noted that the investment strategy had been reviewed and approved by personnel and finance committee.

RESOLVED to approve the investment strategy.

All in favour

i) To resolve to permit the use of BACs, CHAPs and bank transfers for payments as appropriate - Ref: 5118

RESOLVED to permit the use of BACs, CHAPs and bank transfers for payments as appropriate.

All in favour

15. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 5119

a) Lincolnshire Police - Ref: 5120

No report received.

b) West Lindsey District Council. - Ref: 5121

Cllrs Beirleys report had been circulated to councillors prior to the meeting. Cllr Bierley was thanked for his ongoing support and kind works of support at the annual meeting. Cllr Bierley was also asked to pass on thanks to Jim, the operative at WLDC who empties the bins around the town and who is retiring shortly.

c) Lincolnshire County Council - Ref: 5122

It was noted that: Cllr Bean and Cllr Wright are meeting with the Executive Cllr and Executive support Cllr for Highways from LCC to at Moore Lane 15th May to assess the repairs needed to the road; a 'hot-box' team are booked to complete some temporary repairs to Moore lane later this month; the old ambulance garage has

Signature:



been considered again and could be secured for the town council on a repair lease agreement; the drainage issue raised by a resident is being resolved; LCC is giving County Cllrs a small discretionary fund for projects and a larger fund is potentially being made available for bigger projects such as the town hall roof/damp - more information will be given as this progresses; some resurfacing is scheduled for Ayscough Grove; the bus stop beside the park has been approved by planning; overgrown vegetation on the A46 footpath has been cut back but there is more work to be done.

d) Community Groups - Ref: 5123

Community groups and a roundup of events:

- Caistor Arts & Heritage are running an event on May 17th, in South Street Park, supported by several of the other Caistor Community Groups, to celebrate the 50th Anniversary of the Viking Way, in conjunction and with kind sponsorship from WLDC.
- Caistor Goes... Classic Cars event was a tremendous success and they thank the Caistor Sports & Social Club for hosting the event for the 2nd year. Over 40 Classic Cars were on display May 3rd.
- Caistor Lions celebrated St George's Day with a concert in the Town Hall on April 25th, which was well attended. The hall was magnificently decorated, and the Market Rasen Brass band were in fine form, entertaining those enjoying the traditional bangers and mash supper.
- CATs Comedy Murder takes place this weekend in the Town Hall, a sold out event as usual on both nights.
- Lincolnshire Outdoor Festival and Open Churches Festival (Caistor Church guided tour is on May 27th at 1:30pm) take place this month. For further information, The Caistor Arts & Heritage Centre have extra information.
- Irby Art group are once again displaying a range of expressive art and decorative pieces in their Exhibition in the Town Hall 23rd – 25th May.
- Caistor District Lions Beer Festival – June 5th and 6th in South Street Park.

e) CDCT - 2-4 Market Place - Ref: 5124

Report from 2-4 Community Group - 'Good progress is being made with the internal fittings of the build. Frustratingly, we are having issues with connecting the electrical power systems. Northern Electricity will need to dig up the High Street for quite a distance to get the connection required for the building's needs. Northern Electricity, working in conjunction with LCC, have decided to delay this until the school holidays. This is outside of 2-4's control and the impact is that the compound in the market place will now not be moving until June, frustratingly this had been planned for May'.

f) Caistor town hall management committee - Minutes from 9th February 2026 - Ref: 5125

Noted.

16. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 5126

a) Personnel and Finance Committee (next meeting 25th August) - Ref: 5127

Noted.

ai) To receive the draft minutes from the P&F committee meeting of 28th April 2026 - Ref: 5128

Noted.

b) Estates Committee (next meeting 23rd June) - Ref: 5129

Noted.

c) Health and Safety Working Group (next meeting 9th June) - Ref: 5130

Noted.

17. Clerks Report & Parish Matters - Ref: 5131

Cllr Priestley left the meeting.

a) Review Tracking Report - Ref: 5132

The report had been circulated to councillors prior to the meeting, it's contents were noted.

b) To consider the request from Caistor Community Cinema to use South St park for an outdoor cinema event on 5th September 2026 - Ref: 5133

Signature:



It was noted that the risk assessment had been submitted with the request.

RESOLVED to approve the use of the park for the community cinema on 5th September, subject to the receipt of their PLI.

All in favour

c) To consider the request from Caistor Grammar School to use the cricket facilities on unspecified dates throughout May - July - Ref: 5134

Cllr Davey noted an interest.

RESOLVED to approve the use of the cricket ground by the grammar school for cricket activities as per the request, throughout May-July.

1 abstained

18. Correspondence Received - Ref: 5135

a) To receive and consider the email from WLDC regarding commercial waste services - Ref: 5136

The documents had been circulated to councillors prior to the meeting. RESOLVED that the clerk should sign the waster transfer notes on behalf of the council to note that we comply with regulation 12 of the waste regulations 2011.

All in favour

b) To receive and consider the letter from Liberal Democrats within Gainsborough Town Council - Ref: 5137

Noted.

19. To note any planning decisions or correspondence - Ref: 5138

Cllr Priestley returned to the meeting.

a) WLDC response to Caistor Town Council comments and questions - WL/2026/00180 | Planning for the Installation of a 49.9MW capacity solar farm with supporting infrastructure | Airfield Farm, North Kelsey Road - Ref: 5139

Noted.

20. To review the planning applications received and agree a response - Ref: 5140

a) WL/2026/00332 | Planning application for formation of new access to an existing paddock, including installation of a field gate and construction of a tarmac crossover | LAND NORTH EAST OF WHITEGATE HILL, CAISTOR - Ref: 5141

No comments raised.

b) WL/2025/00963 | Planning application for extension to existing industrial unit | UNIT 6 ENTERPRISE ROAD, CAISTOR (deadline of 4th may to comment) - Ref: 5142

No comments raised.

c) WL/2026/00336 | Notification under the Electronic Communications Code Regulations 2003 (as amended) to replace 1no. dish | LINCOLNSHIRE POLICE MAST, WHITEGATE HILL, CAISTOR - Ref: 5143

No comments raised.

21. Date of next meeting (to consider moving the date due to Clerks annual leave) - Ref: 5144

RESOLVED to cancel the meeting in June and that the next meeting would be 9th July 2026.

1 against

22. To resolve to move into closed session and exclude the press and public for the remainder of the meeting due to the sensitive nature of the items being discussed. - Ref: 5145

RESOLVED to move into closed session and exclude the press and public for the remainder of the meeting due to the sensitive nature of the items being discussed.

All in favour

23. To consider the final ground penetrating radar and trenching report for the cemetery and agree next steps - Ref: 5146

The report and associated documents had been circulated to councillors prior to the meeting.

Signature:



Minutes of the Caistor Town Council held at 6:45pm
at the Caistor Town Hall on 14 May 2026

RESOLVED that Cllr J.Cox would work with the clerk to confirm the reserved graves affected; those affected would be contacted prior to notifications being placed on social media/website and prior to press and funeral directors being advised; draft letter was approved for owners of EROB's affected; draft communication for website was approved with a shorted version approved for social media referring the reader to the website for more information.

It was also RESOLVED that the interment request from Jason Threadgold received yesterday, should be approved to proceed.

All in favour

Meeting closed at 8:15pm

Signature:



Accounting Statements

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 30/06/2026



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 30/06/2026

End of year forecast auto calculated based on actual year to date averaged over 3 months manually adjusted where appropriate.

	Actual YTD	Budget	Variance £	%	EOY Forecast
Income					
Income: General					
100 Precept	143499	143499	0	0	143499
140 Cemetery Income	1530	0	1530	100	2000
120 Allotment Income	30	450	-420	-93	450
130 Market Rents	547	2000	-1453	-73	2000
150 Sports ground	901	3800	-2899	-76	3800
160 WLDC Street Cleaning	0	0	0	100	0
170 Grass Cutting	0	3770	-3770	-100	3770
180 Grants	0	1000	-1000	-100	1000
350 VAT Reclaimable	0	0	0	100	0
199 Miscellaneous Income	403	2500	2097	-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	146910	158539	-7435	-7	160539
Income Totals	146910	158539	-7435	-7	160539
Expenditure					
Expense: General					
500 Salaries	11338	48000	36662	-76	48000
503 PAYE & NI	4151	15500	11349	-73	15500
501 Staff Travel & Benefits	35	250	215	-86	250
502 Contractors	0	0	0	100	0
509 Other Staff Expenses	0	250	250	-100	250
520 General Office	218	1500	1282	-85	1500
530 Hall Hire	208	500	292	-58	500
540 Insurance	0	5000	5000	-100	5000
550 Audit	200	700	500	-71	700
560 Subscriptions	110	1000	890	-89	1000
570 Training	0	800	800	-100	800
580 Election	0	0	0	100	0
581 Mayor Allowance	0	250	250	-100	250
555 Professional Fees	0	250	250	-100	250
556 Legal Fees	0	11000	11000	-100	11000
590 PROW and Amenity Cut	1960	4500	2540	-56	4500
591 Public Rights of Way	0	0	0	100	0
592 Parks grass	1037	3200	2163	-68	3200
593 Sportsground	3246	8300	5054	-61	8300
594 Cemeteries/Church	10357	18750	8393	-45	18750
595 Allotments	0	250	250	-100	250
610 Market	0	250	250	-100	250
750 Cemetery records management	0	1100	1100	-100	1100
650 Community Events	70	250	180	-72	250
521 Telephone & Broadband	408	1350	942	-70	1350
700 Electricity - Market Place LN7 6TU	67	400	333	-83	400
701 Electricity - South Street Park	59	400	341	-85	400
702 Electricity - Market Place LN7 6TL	0	0	0	100	0
703 Electricity - Sports Ground	187	1250	1063	-85	1250
800 Tree maintenance	0	500	500	-100	2500
720 Water: Sports Ground	56	400	344	-86	400
721 Water: Cemetery	21	100	79	-79	100



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2027
Financial Period 01/04/2026 to 30/06/2026

End of year forecast auto calculated based on actual year to date averaged over 3 months manually adjusted where appropriate.

	Actual YTD	Budget	Variance £	%	EOY Forecast
722 Water: Allotments	38	250	212	-85	250
765 Play Park Maint & Refurb	14673	18500	3827	-21	18500
597 Caistor Sports & Social Club	1240	2000	760	-38	2000
522 Town Hall	0	6000	6000	-100	6000
582 Civic	0	0	0	100	0
601 Equipment	186	3500	3314	-95	3500
598 Market Place	280	1000	720	-72	1000
603 Gritting & Snow Clearance	0	100	100	-100	100
766 CCTV	0	1000	1000	-100	1000
600 Grants & Donations	0	0	0	100	0
762 Neighbourplan Review	0	0	0	100	0
504 Pension payments	1590	5000	3410	-68	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	100	0
804 Health and Safety	2249	4000	1751	-44	4000
760 Projects	0	500	500	-100	500
Expense: General Totals	53987	167850	113863	-68	169850
Expenditure Totals	53987	167850	113863	-68	169850



Bank Reconciliation

Balances as per bank statements as at 01/07/2026

Natwest Current Account	5745.20	200386.34
Natwest Business Reserve Account	96653.18	
Equals Card	268.51	
Charity Bank 40 day notice	66778.90	
Unity Trust Instant Access	30940.55	

Unrepresented Payments & Receipts

Date	Invoice Ref Type	Description	Credit	Debit
Nett balance as at 01/07/2026				
				200386.34
Cash Book				
		Opening Balance Bank 1	9968.07	114274.82
		Receipts in current year	146909.80	
		Opening Balance Bank 2	6400.02	
		VAT to be claimed	6811.74	
		Opening Balance Bank 3	336.97	
		Unallocated cash	0.00	
		Opening Balance Bank 4	66778.90	
		Payments in current	53986.54	
		Opening Balance Bank 5	30790.86	
		Opening Balance Bank 6	0.00	
Cash Book Closing Balance				200386.34

General Reserves 60000.00

Earmarked Reserves

Elections	3850.00
Parks equipment	5000.00
Sports Field fencing	1500.00
Sports and Social Club	5500.00
Other buildings	1500.00
Town Hall	5000.00
Cornhill Resurfacing	5000.00
Tree Maintenance	6500.00
Cemetery	1000.00
Estates Equipment	3000.00
Bins and Benches (tfr 11.10.24)	600.00
Civic Service	0.00
Memorial fixing	4000.00



Budget Report - Expenditure

Current Financial Year Ending 31/03/2027
Financial Period 01/04/2026 to 30/06/2026

This report is based on Payment Date

Details	Year 2025/26		Financial Year Ending 31/03/2027						Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Expense: General Total			167850	53987	0	0	0	53987	?	-68
Total			167850	53987	0	0	0	53987	?	-68



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
01/04/2024	1568	DO NOT RECONCILE	Bank Payment: DO NOT RECONCILE	0.00	0.01	<input type="checkbox"/>	<input type="checkbox"/>
07/05/2026	2520	Cloud Next Ltd	Email hosting renewal	29.99	179.98	<input type="checkbox"/>	<input type="checkbox"/>
18/05/2026	2523	Wave	Bank Payment: Water: Allotments	0.00	37.95	<input type="checkbox"/>	<input type="checkbox"/>
18/05/2026	2524	Wave	Bank Payment: Water: Cemetery	0.00	20.73	<input type="checkbox"/>	<input type="checkbox"/>
18/05/2026	2525	Wave	Bank Payment: Water: Sports Ground	0.00	55.66	<input type="checkbox"/>	<input type="checkbox"/>
07/05/2026	2527	The Cartridge People	Bank Payment: General Office	11.42	68.46	<input type="checkbox"/>	<input type="checkbox"/>
25/03/2026	2528	E-Quip (Rasen) Ltd / Equip Global	Wire brush/shakles/cutting disc/chisel	14.47	86.80	<input type="checkbox"/>	<input type="checkbox"/>
09/03/2026	2529	E-Quip (Rasen) Ltd / Equip Global	Nuts and washers/drill bits/paint	5.31	31.86	<input type="checkbox"/>	<input type="checkbox"/>
16/05/2026	2530	Jake Garden Care (Dyne Group)	Grass parks and amenity visit 5	196.00	1176.00	<input type="checkbox"/>	<input type="checkbox"/>
18/05/2026	2531	Andy Hopkins (Audit services)	Internal Audit 25/26	0.00	200.00	<input type="checkbox"/>	<input type="checkbox"/>
20/05/2026	2532	EDF	Bank Payment: Electricity - Sports Ground	2.53	53.21	<input type="checkbox"/>	<input type="checkbox"/>
20/05/2026	2533	EDF	Bank Payment: Electricity - South Street Park	0.87	18.27	<input type="checkbox"/>	<input type="checkbox"/>
20/05/2026	2534	EDF	Bank Payment: Electricity - Market Place LN7 6TU	0.93	19.63	<input type="checkbox"/>	<input type="checkbox"/>
08/05/2026	2537	RTC Safety Surfaces	Safety surfaces at Sports ground	2920.20	17521.20	<input type="checkbox"/>	<input type="checkbox"/>
22/05/2026	2542	[REDACTED]	[REDACTED]			<input type="checkbox"/>	<input type="checkbox"/>
22/05/2026	2543	[REDACTED]	[REDACTED]			<input type="checkbox"/>	<input type="checkbox"/>
22/05/2026	2544	HMRC	Bank Payment: PAYE & NI	0.00	1473.11	<input type="checkbox"/>	<input type="checkbox"/>
22/05/2026	2545	[REDACTED]	[REDACTED]			<input type="checkbox"/>	<input type="checkbox"/>
26/05/2026	2547	Tamar Telecom	Bank Payment: Telephone & Broadband	1.25	7.49	<input type="checkbox"/>	<input type="checkbox"/>
26/05/2026	2548	BT	Bank Payment: Telephone & Broadband	14.08	84.50	<input type="checkbox"/>	<input type="checkbox"/>
01/06/2026	2549	Mark Nettleton Grass services	Church and cemetery grass cutting	320.00	1920.00	<input type="checkbox"/>	<input type="checkbox"/>
18/05/2026	2551	Caistor Farm & Garden Machinery	Pru Line	5.70	34.20	<input type="checkbox"/>	<input type="checkbox"/>
31/05/2026	2552	C R Hansard Ltd	Fuel May 2026	2.10	12.61	<input type="checkbox"/>	<input type="checkbox"/>
29/05/2026	2553	Jake Garden Care (Dyne Group)	Grass Cutting visit 6	196.00	1176.00	<input type="checkbox"/>	<input type="checkbox"/>
03/06/2026	2554	Liam Marchant Plumbing & Heating	Water Cylinders repairs	0.00	170.00	<input type="checkbox"/>	<input type="checkbox"/>
01/04/2026	2555	ICCM	Membership	0.00	110.00	<input type="checkbox"/>	<input type="checkbox"/>
20/05/2026	2556	E-Quip (Rasen) Ltd / Equip Global	Fixings/Gloves/Wipes	12.71	76.20	<input type="checkbox"/>	<input type="checkbox"/>
01/06/2026	2563	Three	Bank Payment: Telephone & Broadband	7.35	44.12	<input type="checkbox"/>	<input type="checkbox"/>
01/06/2026	2564	WLDC Bins	Bank Payment: Cemeteries/Church	0.00	57.20	<input type="checkbox"/>	<input type="checkbox"/>

Authorised Signatory

Print Name

Date

Authorised Signatory

Print Name

Date

Minute Ref



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
15/06/2026	2565	Mike Crookes	Grass seed/defib sundries/Waterproof trousers	0.00	55.61	<input type="checkbox"/>	<input type="checkbox"/>
15/06/2026	2566	Mike Crookes	Business mileage	0.00	22.95	<input type="checkbox"/>	<input type="checkbox"/>
09/06/2026	2567	Jake Garden Care (Dyne Group)	Grass cutting visit 7 9.6.26	196.00	1176.00	<input type="checkbox"/>	<input type="checkbox"/>
06/06/2026	2568	Caistor Town Hall	Hire of Hall	0.00	29.00	<input type="checkbox"/>	<input type="checkbox"/>
16/06/2026	2570	EDF	Bank Payment: Electricity - South Street Park	1.03	21.71	<input type="checkbox"/>	<input type="checkbox"/>
16/06/2026	2571	EDF	Bank Payment: Electricity - Sports Ground	2.09	43.85	<input type="checkbox"/>	<input type="checkbox"/>
18/06/2026	2572	Mike Crookes	Fastening and drill bits - bins	0.00	48.46	<input type="checkbox"/>	<input type="checkbox"/>
18/06/2026	2573	Mike Crookes	Mileage Tip and Screwfix	0.00	11.70	<input type="checkbox"/>	<input type="checkbox"/>
23/06/2026	2577	EDF	Bank Payment: Electricity - Market Place LN7 6TU	1.21	25.36	<input type="checkbox"/>	<input type="checkbox"/>
24/06/2026	2578	Tamar Telecom	Bank Payment: Telephone & Broadband	1.25	7.49	<input type="checkbox"/>	<input type="checkbox"/>
25/06/2026		Mike Crookes	Bank Payment: Salaries				
25/06/2026		Phyllis Moss	Bank Payment: Salaries				
25/06/2026	2581	HMRC	Bank Payment: PAYE & NI	0.00	1322.90	<input type="checkbox"/>	<input type="checkbox"/>
25/06/2026			Bank Payment: Pension payments				
25/06/2026	2583	Jake Garden Care (Dyne Group)	Grass cutting visit 8	196.00	1176.00	<input type="checkbox"/>	<input type="checkbox"/>
26/06/2026	2584	BT	Bank Payment: Telephone & Broadband	14.08	84.50	<input type="checkbox"/>	<input type="checkbox"/>
30/06/2026	2585	Three	Bank Payment: Telephone & Broadband	7.35	44.12	<input type="checkbox"/>	<input type="checkbox"/>
13/05/2026	2586	Garage Door Services	Repair lock up garage door	24.00	144.00	<input type="checkbox"/>	<input type="checkbox"/>
01/07/2026	2588	WLDC Bins	Bank Payment: Cemeteries/Church	0.00	57.20	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL:					37565.46		

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date

Report of District Councillor Owen Bierley to Caistor Town Council,

9th July 2026

(Prepared Wednesday, 1st July)

Community

Consideration has been given to offering a further round of West Lindsey's highly successful Flagship Community Grant Scheme as a tried and tested means to help community groups and other organisations create resilience and to transition to any potential future local government structure. Formal approval for this will be sought during a committee meeting scheduled for Thursday, 16th July and if forthcoming, the funding suite could be opened almost immediately. Please be aware that an Expression of Interest will need to be submitted to initiate the process and to engage the advice and support of the Officer Team. I will, of course, keep you fully informed!

The Greater Lincolnshire Combined County Authority is presently consulting on a draft Local Transport Plan via the link: <https://www.smartsurvey.co.uk/s/00RDXK/> This strategic document will help shape future transport priorities, policies and investment throughout Lincolnshire.

A new financial support mechanism, the Crisis and Resilience Fund (CRF), has been introduced by Government to help some of the most vulnerable in society. Although effectively a successor to the former Household Support Fund, it does differ significantly in both detail and distribution. For example, with regard to the impact the recent conflict in the Middle East had on rural communities, specifically on the price of heating oil, here a link to the CRF Oil Fund that is being administered by the Lincolnshire Community Foundation on behalf of the District Council: <https://lincolnshirecf.co.uk/wloil/> Further 'strands' of CRF support are to be announced because, importantly, it is a three-year funded programme. Advice remains available from our advisors.

Stage 1 of the Lloyds Tour of Britain men's cycling race will start and finish in Lincoln on Wednesday, 2nd September, with riders passing through Caistor and out towards North Kelsey en-route. This is the first time Lincoln has hosted the competition, which is likely to be spectacular!

It is pleasing to report that West Lindsey District Council is the lead local authority in the Central and South Lincolnshire Consortium for the Warm Homes Local Grant, based on an award of funding from the Midlands Net Zero Hub. This government backed scheme seeks to support residents by addressing fuel poverty issues and reducing emissions in a measurable and sustainable way that also leads to improved mental and physical health by reducing cold-related illnesses and associated stress. Offers will be tailored to specific circumstances but, in general, interventions could include insulation, solar panels and air source heat pumps, with availability extending to those low income households that are either in owner occupation or privately rented and having an Energy Performance Certificate (EPC) rating between D and G. Importantly, these upgrades will be open to all fuel types i.e. coal, electricity, gas, liquid petroleum gas and oil. For further information and guidance please visit: <https://www.gov.uk/apply-warm-homes-local-grant>

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 a current allocation of £4,000.00 for the expected four-year term of the Council.

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>

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.

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

☎ 01469 560865 owen@bierley.com

I'm absolutely delighted that Good Causes registered with the West Lindsey Lottery (including no fewer than eight in Caistor and Yarborough Ward) continue to generate significant additional income from this remarkable 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 promotional 'add-ons' too. For example, existing (and potential new) supporters could win a £2,000.00 Luxury Holiday in the Super Draw on Saturday, 29th August, with the option to take that amount in cash! The Referral Prize Draw enables existing supporters to recommend the lottery to their family and friends and gives each party an entry into an exclusive monthly £200.00 draw to win an Amazon Gift Card upon any sign up. For more information, to purchase tickets, or to register as a new Good Cause, please visit our website at: <https://www.westlindseylottery.co.uk> Each ticket has a 1 in 50 chance of a prize and every pound raised for the cause generates a further 20p for the Community Fund!

Although the Ministry of Housing, Communities and Local Government (MHCLG) is expected to announce their preferred option for the future of local government in Lincolnshire this month, definitive proposals are not anticipated to be published until late this year. Based on the timelines already advised the local elections due on Thursday, 6th May 2027 are likely to be used to form new shadow (successor) authorities that would become operational on vesting day, 1st April 2028. In this scenario the term of office of councillors in the existing borough and district councils would be extended for a further year. These changes represent the largest reform of local government since 1973-1974, whilst simultaneously appearing to be diametrically opposed not only to the principle of the devolution of power but also, here in Lincolnshire, to the significant progress recently made towards the effective 'reunification' of our historic, diverse and very large county.

Our newly adopted Community Asset Transfer Policy applies to selected freehold assets owned by, or under the stewardship of, the District Council. It outlines how requests will be assessed, including consideration of organisational capacity, governance, risk management, long-term sustainability and the wider social, economic and environmental benefits of the proposal. As such it is expected to strengthen partnership working between the Council, Town and Parish Councils and community organisations to safeguard valued assets and support community wellbeing throughout West Lindsey, supplementing the Assets of Community Value mechanism. For a full (and fully searchable) copy of the asset register please visit: <https://www.westlindsey.gov.uk/council-democracy/facts-figures/information-about-district/council-property>

I'm absolutely delighted to advise that approval has been given for a full refurbishment of the public conveniences in Caistor that will return them to virtually as new condition and guarantee their fitness for purpose for the next fifteen to twenty years. This project will assist residents and visitors alike by ensuring compliance with modern accessibility and safety standards, reducing maintenance costs, improving energy efficiency and delivering a consistent high-quality user experience. Good communication and partner liaison will be crucial to a successful outcome!

Environment

Over 500-tonnes of food waste was collected in the first two months of the introduction of the new service. Meanwhile, recycling rates have significantly improved through a corresponding reduction in the content of the black bins that goes to the Energy from Waste facility. Food waste is processed at Hemswell Cliff where it is used to generate electricity, produce gas and to provide other resources such as a nutrient rich biofertiliser. Please be aware of two further changes to the refuse and recycling system in prospect. Firstly, from April next year, those 'soft' plastics that can presently only be recycled through collection points at larger supermarkets will be requested to be placed in sacks (provided) and put in the blue bin and separately, the government's much discussed deposit return scheme, will be introduced. Huge thanks to residents for their support!

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

☎ 01469 560865 owen@bierley.com

Email from WLDC about the public toilets at the town hall

From: owen@bierley.com <owen@bierley.com>

Sent: 19 May 2026 15:34

To: michelle Moss Town Clerk <clerk@caistortowncouncil.gov.uk>

Cc: 'Jon Wright' <cllr.j.wright@caistortowncouncil.gov.uk>; Johnathan Cox <cllr.j.cox@caistortowncouncil.gov.uk>; Angela Lawrence <atlcaistor@gmail.com>

Subject: Public Conveniences...

Good afternoon Michelle,

I hope that you and yours are well.

I'm writing to advise that the District Council may bring forward proposals to refurbish and revamp the public conveniences in West Lindsey, including the facilities in Caistor, during this financial year. If so, our new Asset Transfer Policy would enable Caistor Town Council to take responsibility for them prior to any changes brought about by local government reorganisation, should members wish to do so. I thought early awareness of this possibility may be useful?

I look forward to speaking with you again soon.

Meanwhile I hope this is helpful.

Best wishes,

Owen.

Councillor Jon Wright
Chairman of Caistor Town Council
Town Hall
14 High Street
Caistor
LN7 6TX

Your contact for this matter is:
Name: Paul Burkinshaw
Email: paul.burkinshaw@west-lindsey.gov.uk

Date: 30th April 2026

Dear Councillor Wright

Caistor Southdale

Further to our meeting on 24th February, I am writing to provide an update on the Council's work relating to the Southdale site. As we discussed, the Council, together with the NHS, the Police, Lincolnshire County Council and Acis, hold land interests within the Southdale area.

The Caistor Health Centre remains a valued community asset, and for several years the Council has been working closely with the NHS to support the long-term sustainability of this facility. This has included undertaking full feasibility studies with all landowners to explore future options for the wider Southdale site. You will be aware that the area presents a number of constraints, including its proximity to the A46, the neighbouring primary school, protected trees, and challenging land gradients. The NHS has also previously considered alternative locations for the Health Centre.

In late 2025, the NHS confirmed its intention to retain the existing Health Centre site and to secure the long-term viability of healthcare provision at this location. This outcome aligns with the central objective of the work undertaken to date, and the Council welcomes the recognition of the essential service this facility provides to the community.

Work is now underway to explore how landownership arrangements on the site can be regularised going forward. As you know, the Council owns the former area office and council chamber. This asset is now surplus to the Council's operational requirements, and a decision is needed regarding its future. Some complexities exist, as the building adjoins the Health Centre and there are shared access rights, car parking arrangements, and shared services. The Council has sought advice on potential subdivision options and has shared these with the NHS for consideration. We are currently awaiting their response.

Once we have a clearer set of options to assess, I will be happy to provide a further update.

I trust this information is helpful. Should you have any questions, please do not hesitate to contact Sally Grindrod-Smith (Director of Planning, Regeneration and Communities) on sally.grindrod-smith@west-lindsey.gov.uk.

Yours sincerely



Paul Burkinshaw
Chief Executive

Parking restrictions at Cornhill

From: Kyra Nettle <Kyra.Nettle@lincolnshire.gov.uk>

Sent: 27 May 2026 11:01

To: clerk@caistortowncouncil.gov.uk; CllrJ Bean <CllrJ.Bean@lincolnshire.gov.uk>

Subject: Corn Hill Parking

Hi Michelle, Cllr Bean

As a recap, we left the Corn Hill with the bays marked out, but without marking a loading and disabled bay. We've since consulted on introducing a loading and a disabled bay.

We've received a couple of objections based around the fact that if a loading bay and a disabled bay are introduced, it will reduce the parking provision for residents.

The current layout seems to be working (without the loading and disabled bays marked as such), but I'd welcome your view on whether you agree with that?

I don't think a loading bay is necessary as loading seems to be infrequent and is generally via a small vehicle which will fit in a standard bay.

Disabled badge holders have plenty of choice as they are able to park on double yellow line restrictions in the area.

My recommendation is to abandon the TRO altogether – If we find that the new double yellow line restriction on Cornhill needs enforcing, we can process an order for just that element at a later date. We would write to the residents to inform them that we will not be taking an order forward.

Alternatively, we could amend the currently proposed order to just cover the double yellow lines, however I'm conscious of the repeated resource that is going into this, when actually the double yellow line restriction seems to be well adhered to anyway.

I'd be grateful for your views please, particularly if you would support the option of not proceeding with any traffic regulation order.

Kind regards, Kyra

Kyra Nettle IEng FIHE

County Highways Manager - Place Directorate



AGM Chairman's Report – 11 May 2026

Good afternoon everybody and thank you for giving up your time to attend the Town Hall Committee AGM. I'm pleased to see so many of the key people here this afternoon who contribute so much of their own time to the running of the Town Hall for those in Caistor and beyond.

The paid part time caretaker who has now been in post for over two years continues to do an excellent job looking after the maintenance and cleanliness of the Town Hall but also looking after our customers. His employment status is something we need to look at in the near future.

The two new kitchen shutters have now been fitted and are an obvious improvement to the old ones. Further improvements will continue when finances allow in liaison with the Town Council.

In October 2025 the Town Council forwarded a draft agreement for the running of the Town Hall by the Town Hall Committee. This was discussed at length by the Executive Committee and after agreement was signed by Rick Merrall and myself on 4th December 2025.

I would like to take this opportunity to thank Caistor Town Council for their work on the fabric of the building. This includes the recent work carried out to the bouncy section of the boiler room and future work on guttering repairs and pointing of the west gable end where rain came in to drip down onto the stage.

Because hire charges were not raised in 2025 it was agreed that in April this year a modest increase would be applied. It was further agreed that an increase in line with inflation should be made in April each year.

At the recent Executive Meeting we recognised the need to recruit a couple of new people onto the Executive Committee. This should be a priority in the coming months.

Thanks to the people in front of me the Town Hall continues to be a major focus in the town, providing facilities for young and old, a place to meet, find new friends and learn new skills, enjoy exhibitions, coffee mornings, fetes, children's dance and football sessions, toddler groups, marriage celebrations and funeral wakes, cinema, live theatre, Caistor Cares, CATS, WI, Civic Society and Blood Donor sessions, dance, keep fit classes and Yoga.

I continue to be very proud to be part of this organisation that looks after the town hall building providing a vital service and facility to the people of Caistor and the surrounding area. This success only comes when the volunteers work so selflessly for the benefit of others. Thank you everybody.

Steve Gaughan

Chairman

Caistor Town Hall Management Committee Minutes of AGM on Monday 11th May 2026

The meeting was chaired by Steve Gaughan who welcomed all those present and thanked them for attending.

In attendance: Steve Gaughan (SG), Mike Grant (MG), Chris Morgan (CM), Alan Crookes (AC), Pam Cluff (PC), Sheila Broster (SB), Mike Broster (MB), David Redfearn (DF), Cllr Johnathon Cox (JC).

- 1. Apologies for absence:** Rick Merrall, Steve Webster, Ruth Smith.
- 2. Minutes of the last meeting:** The minutes of the last AGM were signed as a true and accurate record. Proposed by MB. Seconded by DR.
- 3. Matters Arising:** None
- 4. Chairman's Report:** Given by SG. A copy of the Chairman's report is attached.
- 5. Treasurer's Report:** Given by MG. A copy of the Treasurer's report is attached.
- 6. Election of officers:**

Chairman - Steve Gaughan. Proposed Sheila Broster, Seconded Alan Crookes. Carried

Vice Chairman - Mike Broster. Proposed David Redfearn, Seconded Sheila Broster. Carried

Treasurer - Mike Grant. Proposed Mike Broster, Seconded David Redfearn. Carried

Booking Secretary - Chris Morgan. Proposed Mike Broster, Seconded Pam Cluff. Carried.

Minutes Secretary - Jacqui Morgan. Proposed Steve Gaughan, Seconded Mike Broster. Carried

Executive Committee Members: Ruth Smith, Steve Gaughan, Alan Crookes, Mike Broster, Mike Grant, Chris Morgan and Rick Merrall. Proposed en masse by Alan Crookes and seconded by Pam Cluff. Carried.

A special mention was made the Chairman thanking Chris Morgan for the work undertaken this year.

7. Any Other Business: SB suggested that solar panels should be considered by the Committee for use on the Town Hall. This suggestion is to be passed to the Town Council for consideration.

The meeting concluded at 14.23.

Date of next meeting: June 2027. Date to be confirmed.

Caistor Town Hall Management Committee

Minutes of the meeting held on Monday 11th May 2026

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

In attendance: Steve Gaughan (SG), Mike Grant (MG), Chris Morgan (CM), Alan Crookes (AC), Pam Cluff (PC), Sheila Broster (SB), Mike Broster (MB), David Redfearn (DF), Cllr Johnathon Cox (JC).

- 1. Apologies for absence:** Rick Merrall, Steve Webster, Ruth Smith
- 2. Minutes of meeting held on 9th February 2026:** Minutes were agreed as a true record. Proposed by AC, Seconded by SB.
- 3. Matters arising:** None
- 4. Correspondence:** None
- 5. Treasurer's report:** MG reported the bank balance stands at £35,704. However, it will be decreased by about £1,800 which is to be paid out when outstanding invoices are submitted to us. All other bills are paid, except a Live and Local invoice which is still to be received; approximately £700 and a gas energy bill of £1,100. Our energy bill will be increased from this year due to the old contract finishing. We pay approximately £4000 currently and this will be increase to approximately £6500. DR stated, should we be charging extra for sound equipment and stage lighting. To be discussed at next meeting.
- 6. Bar Report:** MG suggested we should revisit the possibility of removing the pipework for the 11-gallon barrels we are at present using as very few events use that amount. Draughts-master beer comes in smaller containers and hold 36 pints. It is compressed and lasts 32 days, and there would be less wastage. MB said it will need a little work to change and other breweries will need to be contacted, including Batemans for price comparisons.
- 7. Maintenance report including TTDL:** The caretaker is presently doing quite a lot of general maintenance within his duties and he reports any problems to MG or any available committee member. Stuart Wagland, who looks after our boilers, has suggested the gas system be vented every week to try and reduce the air trapped in the system as there has been a smell of rotten eggs in the system recently. It was suggested the 1st boiler also may have a partial blockage. It makes an odd noise on start up and Stuart has recommended that more inhibitor needs to be added to the system. Stuart also reported that much of the noise baffles material used in the boilers has disintegrated. He does not know why this has occurred but says there is no benefit in replacing it. MB asked if PAT testing is now complete as the council office is finished. DR asked if the sound equipment requires PAT testing.
- 8. Booking Secretary's report:** CM reported that there has been a lot of activity over the last couple of months with Town Hall bookings, however, we have unfortunately lost Children's Health Group.

9. Plays and Cinema report: MB reported that he has now taken over arrangements for plays from Ruth Smith. SG reminded MB that we should continue to avoid booking plays on the 2nd Friday of the month as this coincides with the music night event at the Arts Heritage Centre.

AC reported there will be CATS murder mystery next week and they also have the seasonal pantomime at Christmas which is always well attended. A children's workshop is also arranged in order to recruit for the pantomime.

Cinema - Films arranged for this year are: I Swear (May), Hamnet (June), H is for Hawk (July), and Wicked (September at South Street Park).

10. Projects and grants: None applied for.

11. A.O.B:

a. PC asked when the stage curtains will be fire proofed. MG said a date has yet to be arranged.

b. SG thanked everyone for attending and for everything they do in the running of the Town Hall.

12. Date of next meeting: 5th October 2026 at 2.00pm

Treasurer's report for year ending 31/03/2026

I trust everyone has seen a copy of the accounts for the last financial year ending 31st March 2026.

Firstly, I have to point out that there are two expenditure items totalling upward of £2,000 not included in these figures. The first is the February invoice for gas used, thought to be around £1,100 based on the usage the previous year. I did receive an invoice that was for £00.00, not bad for the quarter of highest demand. I contacted Total Energies and have since sent 3 photos of the meter reading but all I have heard back is the smart meter is not working and someone will be round to fix it. Three months on and no progress despite several further emails. The second missing amount is for the last Live & Local play, Great Britons, but this is simply because the play was put on just before our financial year end. I expect the amount to be in the region of £700 when it arrives.

I think the rest of the information contained on the balance sheet is relatively self explanatory but if there is any clarification required please ask when I have finished.

One area of extra cost in the immediate future is Energy. If we had received the missing invoice the total for Electricity and Gas would have been around £4,000. The current contracts for Energy were set in 2019 for 3 years but in early 2020 we had the chance to extend for a further 3 years with virtually no increase in costs. We took that opportunity and so fortunately sidestepped all the drastic increases brought about by Covid and the start of the Russia/Ukraine war. Consequently, our energy costs have been well protected until now but later this year our costs will rise to nearer £6,000 with all the extra green taxes that have been added to Business accounts.

A continuing increase in certifications required and Health & Safety costs means we must be very aware of all extra day to day running expenses and their effect on our ability to remain a viable Unincorporated Association which is the description given us by the Charity Commission.

Before finishing I should thank Mary Taylor for auditing the accounts once again.



Minutes of the Caistor Town Council Estates Committee held at 7.00 at the Caistor Town Hall on 23 June 2026

Present: Cllr S. Davey, Cllr S. Hodson (Chair), Cllr A. Somerscales, Cllr L. Milner, Cllr A. Clark, Cllr N. Clark,
In Attendance: Michelle Moss, Mike Crookes,
Members of public present: 0

- 1. To appoint a chairperson for the estates committee - Ref: 5159**
RESOLVED that Cllr Hodson would be appointed as Chair of Estates Committee.
Cllr Hodson thanked all councillors and staff for their hard work and efforts over the last year on the Estates Committee, and for the amount of work the Estates Committee had achieved.
All in favour
- 2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 5160**
Apologies received from Cllr Cox - Cllr Milner appointed as his substitute.
- 3. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 5161**
Cllr Davey declared an interest in agenda items 11a and 11b.
- 4. Public participation - 10 minutes during which time the meeting is suspended - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 5162**
None
- 5. To approve the draft minutes of the Estates Committee meeting on 24/03/2026 - Ref: 5163**
The draft minutes of the meeting on 23rd March had been circulated prior to the meeting.
RESOLVED to approve the minutes of the meeting of 24th March as a true record of the meeting.
All in favour
- 6. To consider the outstanding actions from previous Estates Meeting - Ref: 5164**
It was noted that all actions had either been completed or were agenda items for this meeting, with the exception of the contractor management process which Cllr Davey is still working on.
- 7. Play Areas / Sports Ground - Ref: 5165**
 - a) To receive the updated play area action log for actions from the risk assessment in December 25 - Ref: 5166**
It was noted that many of the actions have now been completed including: the play surfaces have now been replaced, drop bolts fitted to the sports field play park entrance, the litter bins at the sports ground have been replaced, the ground has been reinstated around the play equipment at SSP to remove the trip hazards, the damaged benches have been removed.
 - b) To consider County Cllr Beans request to remove the tree stumps which are standing proud on the playing fields near Ayscough Grove - Ref: 5167**
It was noted that County Cllr Bean had asked if CTC could possibly remove the stumps which are on the verges near Ayscough Grove; the stumps are the result of trees being cut down many years previously and would require grinding out; they are on LCC land and therefore are officially LCC responsibility; CTC has not budgeted for this; it is a lower priority than some of CTC other Estates issues.
RESOLVED that no action would be taken with the stumps at this time.
All in favour
 - c) To consider whether any further action is needed for the partially fallen tree at Millfields - Ref: 5168**
Cllr Hodson noted that what is left of the tree is pretty robust. RESOLVED that no further action would be taken at this time.
NOTE - This agenda item does not refer to the recent willow branch which fell across the stream and the access road.

These are draft minutes and have not been formally approved and adopted



All in favour

d) To consider the quotes for gym equipment signage at sports ground and replacement seat for shoulder press - Ref: 5169

It was noted that: the seats had been replaced several times in the recent past; they cost too much to keep replacing; the signs have been gone for some time; the signs are likely to be vandalised if they are replaced on the gym equipment. Cllr Somerscales volunteered to make a replacement seat out of hardwood and trial it on the shoulder press.

RESOLVED to: 1. Purchase the signs and housing for the user instructions; 2. Cllr Somerscales to make a replacement seat out of hardwood; 3. MM to put a message on social media advising that if there is any more damage to the gym equipment, it will be removed and remind residents that the equipment is covered by the CCTV.

All in favour

e) To note the action taken in response to a resident complaint about climbing plants from the sports field over their fence - Ref: 5170

It was noted that a complaint had been received from a resident whose property backs onto the sports ground - the vegetation and climbing weeds were damaging his fence and needed removing.

It was noted that MC and MM had met with the resident and agreed to remove the vegetation and that it is now mostly removed. MC will spray the area one this is possible.

f) To consider possible solutions for disposing of green waste including composting or a fire pit at the corner of Kelsway Field - Ref: 5171

It was noted that the amount of green waste has reduced; that better use should be made of the green bins to dispose of waste; there have been complaints about bonfires previously; that it would be difficult to agree a suitable location for a compost. Agreed not to action at this time and monitor going forward.

g) To agree the location of the new benches in the parks. - Ref: 5172

It was noted that the Millfields bench has been bolted down on the plinth near the entrance; the bench in the sports ground has now been moved to the grassed area closer to the toilets. These are no longer an issue. In South St Park the benches keep getting moved and are getting damaged with being moved. MC cleans the one by the roundabout every week - bird poo and tree sap. Agreed to monitor them.

h) To consider next steps for the wildflower section in the Milenium Garden section of SSP - Ref: 5173

It was noted that the flowers haven't come through as expected and there is a lot of fat hen. RESOLVED to remove the heras panels, cut it in August and review again for next year.

All in favour

i) Consider what, if any action to take regarding the cracked footpath at Millfields (per the H&S report) - Ref: 5174

RESOLVED to leave the footpath for now on the basis that it is not a trip hazard and is low priority.

All in favour

8. Cemetery / Churchyards - Ref: 5175

a) To consider next steps and agree action for memorial repairs for Church and Congregational Churchyard - Ref: 5176

Churchyard - Agreed to repair the cross and lay the other 2 memorials flat.

Congregational - There are 9 which will need to be laid flat and 5 that may be fixable.

It was agreed to form a working party on 11th July, 9am, meeting at the Churchyard to action the memorials.

b) To consider whether the spoil pile at the cemetery can now be redistributed and what to use the area for - Ref: 5177

It was noted that the ground penetrating radar survey has demonstrated that there are no historic burial under the spoil pile at the far end of the cemetery; the pile is around 10m² and a depth of around 75cm; if the pile is cleared, even partially, it will enable additional land to be reclaimed for interments.

RESOLVED that Cllr Hodson will take this on as a project and will provide a plan and costings at the next Estates meeting.



(MC was asked to keep the spoil pile sprayed in the meantime)

All in favour

c) To consider the next steps for repairing the bench by the shed at the cemetery - Ref: 5178

RESOLVED that MC will renovate the bench with oak slats; Cllr Hodson will source the slats.

All in favour

d) To note the removal of the concrete bench by the GOR per the H&S report - Ref: 5179

Noted.

e) To consider whether to remove the dead tree at the cemetery - Ref: 5180

Consideration was given to removing the tree and it was RESOLVED that it is not dangerous and should be left alone and monitored.

All in favour

f) To consider maintenance requirements for the cemetery railings (Cllr Hodson) - Ref: 5181

It was noted that the railings were painted 3 years ago, but are now starting to chip again and are getting dirty. It was agreed that Mike would wash them down and maybe look to touch them up, but the job needs to be prioritised alongside other jobs such as removing the wall paint in the town hall basement.

g) To retrospectively approve the Abass memorial - Ref: 5182

The Abass memorial is not a standard fit with our memorial policy, the family wanted it in time for the 1 year anniversary in October, the stone mason quoted a 6 month lead time on it. Details were circulated to Estates Committee members in March and were approved. RESOLVED to retrospectively agree the memorial.

All in favour

9. Allotments - Ref: 5183

a) To receive the report from the most recent allotment inspection and agree next steps - Ref: 5184

The report noted that most allotments are being well managed. It was noted that there is a tree along the roadside boundary which is overgrown and encroaching on the allotment plots. It was also noted that there is another tree overhanging plot 2.

RESOLVED to get the trees trimmed once the growing season is over. (need to liaise with the plot holder affected)

All in favour

10. Town Hall - Ref: 5185

a) To consider appointing a sub-committee with the responsibility for ongoing maintenance and improvements at the town hall - Ref: 5186

It was noted that there are a lot of works which need completing at the town hall, getting quotes is difficult, time consuming and many contractors seem no longer interested in quoting for this type of work. There are damp issues, roof leaks in several places, much of the old building needs repointing, the windows are sealed shut and there are various other issues. It had been suggested that forming a sub committee of estates to maintain and improve the town hall would mean repairs and improvements may progress quicker. It was noted that a sub committee would need to adhere to the formal requirements of council meetings, but would have budget responsibility and decision making capability. The downsides of this are that it is additional work for the clerk who is already stretched beyond capacity. It was also noted that the CS&SC is in need of repairs, along with the old fire station. Health and Safety legislation has placed significant burden on the council resources, financial and employee capacity. The Estates Operative is also extremely stretched. The town council has significant portfolio of assets and a very limited budget and number of resources to look after the assets.

The council should have an asset maintenance schedule and a financial plan to support this for short, medium and longer term.

It was suggested that perhaps the council needs an additional employee to focus on building/property/health and safety management.

It was agreed to present this as an alternative suggestion to full council.

b) To consider the quote for repairing the town hall roof and other leaks - Ref: 5187

It was noted that despite efforts for nearly 12 months, only one quote has been secured for the repairs to the



town hall roof.

The quote is to fix the leak above the stage, the leak in the main hall, the leak in the bar area, to add flashing to the parapet roof and where the ramp attaches to the building, and to repoint around the stage fire exit. The quote is for £4200.

RESOLVED to accept the quote from Brigg and Humberside Roofing to repair the roof, the flashing and repointing as detailed in the quote.

All in favour

11. Sports and Social Club - Ref: 5188

Cllr Davey left the meeting.

a) To receive the report from the meeting with the sports and social club CIC and agree any actions - Ref: 5189

It was noted that the meeting with representatives from the sports and social club had resulted in a significant list of works which need doing, or the club would like to do -

- The roof will need replacing at some point and maybe some of the trusses.
- Hot water system. There are 2 x 300l tanks in the loft which heat the water up each time the hot water is switched on, even if there are just the bar/toilets/sinks being used. The hot water is not getting drawn off and is damaging the valves. The solution is to put in and isolate a smaller 180l cylinder just for using for the bar/toilets/kitchen.
- The concrete surface under the flooring in the bar area is starting to get worn probably due to age and amount of foot traffic. CIC would like it replaced at some point before it becomes too damaged.
- The flooring surface in the 'hall' is starting to deteriorate with age and foot traffic and will also need replacing at some point.
- The wooden separators for the toilet cubicles in male and female toilets are showing signs of wear and need replacing at some point.
- There is a collapsed valve in the changing room which needs replacing asap (CTC approved replacing so that hot water is available for the changing facilities)
- Cars often park on the tarmacked section between the tennis courts and the cricket field. The CIC have a concern that this is a health and safety issue and would like CTC to consider putting up several collapsable barriers to prevent cars parking on this section.

It was noted that the collapsed valve has been replaced; the hot water tank issue is included next on the agenda; the CS&SC are currently using the tarmacked section for food wagons.

The remaining budget for CS&SC this year is £760 and there is £5500 in ear marked reserves.

It was agreed that the toilet cubicles are the priority and agreed that Mike would measure them and source a couple of quotes.

b) To review the CS&SC boiler issue (see report) and agree next steps - Ref: 5190

It was noted that the remaining budget for CS&SC this year is £760 and there is £5500 in ear marked reserves, and CS&SC has a list of repairs/improvements which are required. Members considered the report regarding the hot water system at the Sports & Social Club. It was noted that the Council, as landlord, is responsible for maintaining the existing system; however, the proposed installation of a smaller cylinder and associated zoning changes would constitute an alteration under the lease.

The Committee noted that the CIC had been asked to obtain quotations for the proposed works, but these had not yet been received. It was further noted that the Council does not currently have budget provision to fund such improvements. Members acknowledged that ongoing maintenance costs are being incurred due to valve failures associated with the current system.

It was agreed that consideration of the proposal be deferred pending receipt of full quotations and technical details from the CIC and that the matter be brought back to the Estates Committee once the required information is available.

12. Other buildings/ Property - Ref: 5191



Cllr Davey Returned to the meeting.

a) To receive the report from the recent Estates inspection of assets and agree any action - Ref: 5192

The Committee considered the outcomes of the Estates Asset Inspection undertaken on 19 May 2026, at which a wide range of maintenance, repair and improvement requirements were identified across Council assets, including the Town Hall, play areas, open spaces, cemetery, allotments, and leased properties.

Members noted that the inspection highlighted a significant number of current and future works, many of which will require medium to long-term planning and financial provision. It was further acknowledged that there is currently limited budget available to address these requirements and no defined short, medium or long-term prioritised programme of works.

The Committee agreed that, given the scale of the issues identified and the financial constraints, a strategic approach is required to prioritise works and clearly present the position to Full Council.

b) To review whether the trailer needs to be serviced - Ref: 5193

A reminder had been received regarding the trailer servicing. It was also noted that the bigger trailer had not been serviced and is approaching 10 years old. Two quotes had been received (all ex VAT)- £80 and £100 for the single axle trailer and £150 and £135 for the twin.

RESOLVED to accept the lower quote (Fieldview Trailers, Market Rasen) and get both trailers serviced.

All in favour

13. Grounds / Handyperson Update - Ref: 5194

Cllrs A.Clark and N.Clark left the meeting. It was RESOLVED to continue the meeting past the 2 hours.

MC provided an update of activities completed over the last 3 months and noted several issues. He also asked the committee to consider some 'corporate' colours for play equipment and parks.

14. To note the date of the next Estates Committee meeting - 28th July 2026 - Ref: 5195

Noted. It was agreed that the agenda should be narrow with a focus on a strategic plan for asset improvement/maintenance

Meeting closed at 9:20pm

Estates Asset inspection 19th May 2026.

Present – Cllr Stephen Hodson, Cllr Johnathan Cox, Mike Crookes - Estates Operative, Michelle Moss - Clerk.

Town Hall –

- Leakes to the roof
- Damp patches – corner of the bar area; corner of the main hall; table storage area by the double doors (stable); bottom of basement stairs.
- Mold on walls in boiler room
- Sealing paint in basement – needs removing to allow walls to breathe
- Dehumidifiers needed in basement and boiler room
- Radiators in basement need tracing and turning on
- Fire call point needs installing at final exit behind stage
- Stage Curtains need spraying with fire retardant
- Guttering needs clearing (annually)
- Radiator in single toilet needs replacing
- Exit from kitchen needs painting
- Repointing to sections externally
- External windows need painting
- Windows need unsealing to allow air to circulate
- The car park wall has a section which has been damaged and is unsafe
- Pressure washing the block paving at the entrance
- Paint the metal pillars at the entrance to the town hall

Cenotaph Railings – In good repair – monitor for paint chipping

Old Ambulance station – (Not a CTC asset, but condition assessed for possible lease from LCC) No internal access granted.

- Roof may be asbestos, roof needs clearing of moss, repointing in sections of walls

South St Park –

- Flat swings need replacement hangers and bushes
- Twin tower wooden play – wood starting to rot – will need replacing in next 2-4 years
- Slide on twin tower need adjusting so it doesn't hold water at the bottom
- Tree growth around the base of trees needs removing (trees near roundabouts and seating area)
- Tree overhanging the bench by the container needs cutting back and strimming around bench
- Edges of the park need strimming
- Surface of the roundabout is starting to shrink from edge and will need replacing in next 1-2 years.
- Area of wildflower meadow needs strimming to get rid of 'Old Hen'
- Consider the location for the new benches

Old Police Station –

- A hole has been dug and filled in the grass outside the station, rubble has been left among the grass and needs removing

Old Fire Station –

- Building contractor will need to make the roof safe to ensure future use
- The hinges on the doors need replacing
- The gravel under the doors needs clearing to give doors more clearance

Syfer Spring –

- Some of the vegetation around it needs clearing but otherwise on good condition

St Peters & St Pauls Church yard –

- There is some wear to the churchyard wall which needs repointing/stones replacing
- The ‘unsafe’ memorials need laying flat

Congregational Churchyard –

- Unsafe memorials need either laying flat or more permanent solutions to make them safe

Allotments –

- Some plots are well looked after, some less so
- There are issues with the levels of the ground – no easy solution to this
- Plot 14 has a compost heap with rotting pallet and rusty nails – write to them
- Allotment steps need sweeping/jet washing
- Vegetation alongside steps needs trimming back
- Tree overhanging plot 6 needs cutting back

Millfields –

- Fix the bench onto the concrete plinth at the entrance
- No additional work required on the damaged tree
- The slide surface will need some attention – clean algae in winter to prevent it becoming too slippery, consider removing/replacing parts in near future
- Path was reported on H&S RA as being cracked and requiring attention

Cemetery –

- Remove the dead tree at the far end
- Re-fix Reverend Isaacs memorial
- Move the spoil heap further back to make room for additional graves
- Extend the ashes section to the left hand side
- Remove the unsafe bench by the ashes section
- Clean and touch up the railing
- There are sections of the entrance walls which need repointing

- The footpath has sections with cracks which need filling
- The bench by the shed needs refurbishment
- The midway bench will need attention in the next couple of years

Sports Ground –

- The Lincolnshire fencing around the car park has some damage and sections will need replacing
- Consideration needs to be given to permanently siting/fixing the new picnic table
- The wall outside the club changing rooms needs repairing
- The new play surfaces look good
- The bins need swapping out for the 3 from the market place
- Grounds improvement to the football pitches
- The lock up garage door may need replacing at some point
- The ground reinforcement around the MUGA needs some more replacement wear mesh

CS&SC – Following a recent meeting with the CIC, the following work is required –

- Roof and some trusses will need replacing at some point
- Hot water system needs a smaller cylinder to prevent further damage to the system (when only the club is in use 600l of water is heated up and only a few liters used, so it's not pulling cold water through and cooling as it should be)
- The concrete surface under the bar area is wearing and will need replacing before it gets too damaged
- The flooring surface in the main room is deteriorating with age and wear and will need replacing at some point
- The wooden separators in the toilet cubicles are showing signs of wear and damage from use and need replacing
- There is a collapsed valve in the changing rooms which needs replacing (MM agreed for this to be done)
- CIC would like a barrier placed on the tarmacked section between the club and the tennis courts to stop cars driving/parking there

Also, weed spraying around the town and the rose garden by the town hall ramp.

Also, Cllr Clark has asked that consideration be given to painting the play equipment.



Minutes of the H&S Working Group held at 3.00pm at the Caistor Town Hall on 9 June 2026

Present: Cllr S. Davey (Chair), Cllr P. Morris, Cllr N. Clark, Mike Crookes, Michelle Moss,

In Attendance:

Members of public present: 0

- 1. Apologies for absence - Ref: 5147**
None.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 5148**
None.
- 3. Update on any outstanding actions - see spreadsheet - Ref: 5149**
Grounds maintenance - Complete assessment of estates equipment for noise and vibration - Carried Forward - MC/SD
Risk assessment for the CS&SC - Completed and circulated - SD
Investigate what needs to go in an emergency box - Was assigned to Cllr Bowman who is no longer a member. SD will take this action forward.
Stress management policy - MM amended. On agenda.
Fire Call point for town hall - on agenda.
Quotes for legionella assessment - on agenda.
Ride on mower inspection/testing - Complete.
- 4. To review version 0.4 of the Stress management policy and make a recommendation to full council - Ref: 5150**
The reference to councillors needs removing under introduction and purpose sections and then the policy is ready for review/approval to full council. Add to CTC agenda for review in July and recommend approval.
- 5. To consider the quotes for Legionellas assessment of the town hall, CS&SC and the lock up toilet - Ref: 5151**
It was noted that quotes were requested from 3 companies, but only 1 supplied the appropriate quotes. The costs are town hall - £450; CS&SC £295; and Lock Up - £75 (all ex VAT). It was noted that the quotes expire in June, the working group does not have authority to spend and so agreed that clerk should circulate to full council for approval and add to the full council agenda for the July meeting for retrospective approval.
- 6. To consider the quote for the installation of an additional fire call point on High St exit by the stage in the town hall and recommend action to full council. - Ref: 5152**
The company who manage the alarm system for the town hall provided a quote for the work, £650 ex VAT. It was noted that currently the town hall management committee have the contract with the fire alarm company, but that as the town council are the landlords, the responsibility for the contract should sit with the council. It was agreed to recommend to full council that we proceed with the quote for the additional call point, and that we investigate taking on responsibility for the fire alarm contract.
Clerk to ask CTHMC for a copy of the fire alarm/management contract.
- 7. To review the revised HS handbook and consider recommendation to full council - Ref: 5153**
It was noted that Worknest had updated the handbook. Agreed to recommend the handbook for approval by full council on the July CTC agenda.
- 8. To review the revised HS policy and consider recommendation to full council - Ref: 5154**
It was noted that Worknest had updated the policy. Agreed to recommend the policy for approval by full council on the July CTC agenda.
- 9. To consider the health and Safety Risk assessment report from Worknest and agree/assign any actions - Ref: 5155**

These are draft minutes and have not been formally approved and adopted



Following consideration of the issues raised it was agreed to focus on the higher priority issues. These included:

- COSHH storage at the workshop - Agreed that SD/MC would analyse the size of cupboard needed based on what we have which needs to go in it and get costs for a suitable COSHH complaint cupboard.
- The fencing between the allotments and the grammar school - It was noted that the inspector only viewed this from the congregational churchyard. Agreed that SD/NC/PM will take a look before the next HSWG meeting and MM will add it to the agenda for further consideration.
- Paths and edging in the cemetery - The photos in the report are from the CS&SC - assume the action relates to the CS&SC. It was agreed that the action has been noted and will be kept under observation.
- Play area surfaces have now been replaced. It was agreed that MC will replace the mortar in the expansion gaps on the cemetery path with something more suitable; Millfields footpath will be added to Estates agenda for consideration.

There were some lower priority issues which were also considered:

- MC will complete signage for the asbestos in the town hall and the cemetery lock up
- MM will draw up a monitoring document to check the condition of the asbestos each year, including photos, dated and signed.
- It was agreed that MM and MC will add asbestos management to their training every year, but that obtaining qualification is not required.
- MM has already completed the action in relation to documenting checks on the first aid kits (defib is recorded via The Circuit)
- MC always cordons off the area and uses notices when using ladders overhead and ensures the top is wedged against a wall - Mark as completed.
- MC to complete CBT on ladder use
- Legionella management - Testing quotes have been considered for recommendation to approve by full council
- Management of H&S risk assessments - MM to create a document for all employees to sign to say they have read and understood the assessments.

10. To consider community group use of parks and sports grounds and their PLI and Risk Assessments (SD) - Ref: 5156

It was noted that not all of the groups using the park/sports ground produce risk assessments or copies of the PLI in sufficient time ahead of use, and some of the risk assessments are not really fit for purpose. It was agreed that SD and NC would work together on a proposal for full council to implement more rigorous checking and assessment of the PLI and Risk assessment, and to enforce '14 days prior to the event' condition.

11. To agree any recommendations to full council - Ref: 5157

Recommend full council:

1. consider and approve the Stress Management Policy (with minor change discussed)
2. go ahead with installation of the fire call point
3. consider and approve the updated H&S policy and Handbook
4. go ahead with the legionella assessments based on the quotes from Second Element

12. Time and date of next meeting - Ref: 5158

Agreed time and date - 8th September 2026, 3pm.

Meeting closed at 5:15pm



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TITLE

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Legionella Risk Assessment - Lock up on the Sports Ground.

Site Name

Lock up on the sports ground, North Kelsey Road, Castor, LN7 6DN.

Summary of Scope

- 1) Conduct a legionella risk assessment to ensure compliance with UK legislation.
- 2) Review existing management and control measures, and assess compliance with health and safety guidance for the control of legionella bacteria in water systems as per ACoP L8 and HSCG274 Part 2.
- 3) Produce an asset register detailing the water services.
- 4) Assess the risk from legionella bacteria.
- 5) Suggest legionella control measures as part of your written scheme.
- 6) Identify and prioritise remedial actions that will reduce the risk from legionella bacteria.
- 7) Produce schematic drawings in CAD format.
- 8) Suggest sentinel locations for temperature monitoring.
- 9) Provide photographs of key areas.
- 10) Report any matters of immediate concern to the person addressed in this proposal.
- 11) Submit the risk assessment report in pdf format to the person addressed in this proposal.
- 12) Conduct works in accordance with attached 'important additional information' document

Fee

Second Element is pleased to suggest a budget figure of



75,00

Total GBP excluding VAT

£75.00

Important Additional Information

Please find attached additional information regarding your legionella risk assessment



Additional Information

Questions & Answers



secondelement

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Market Rasen LN7 8TX

TO

Michelle Moss

E-MAIL

clare.spencer@caistor.gov.uk

CALCOTE NUMBER

850

DATE

20 March 2028

EXPIRY DATE

18 June 2026

Legionella Risk Assessment - Caistor Town Hall

Site Name

Caistor Town Hall, 14 High Street, Caistor, LN7 8TX.

Summary of Scope

- 1) Conduct a legionella risk assessment to ensure compliance with UK legislation.
- 2) Review existing management and control measures, and assess compliance with health and safety guidance for the control of legionella bacteria in water systems as per ACoP L8 and HSG274 Part 2.
- 3) Produce an asset register detailing the water services.
- 4) Assess the risk from legionella bacteria.
- 5) Suggest legionella control measures as part of your written scheme.
- 6) Identify and prioritise remedial actions that will reduce the risk from legionella bacteria.
- 7) Produce schematic drawings in CAD format.
- 8) Suggest sentinel locations for temperature monitoring.
- 9) Provide photographs of key areas.
- 10) Report any matters of immediate concern to the person addressed in this proposal.
- 11) Submit the risk assessment report in pdf format to the person addressed in this proposal.
- 12) Conduct works in accordance with attached 'important additional information' document

Fee

Second Element is pleased to suggest a budget figure of



450,00

Total GBP excluding VAT

£450.00

Important Additional Information

Please find attached additional information regarding your legionella risk assessment



Additional Information

Questions & Answers



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FROM

Clare Spencer

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TO

Michelle Moss

EMAIL

mie.k@secondelement.co.uk

QUOTE NUMBER

B67

DATE

26 March 2026

EXPIRY DATE

24 June 2026

Legionella Risk Assessment - Caistor Sports and Social Club.

Site Name

Caistor Sports and Social Club, Brigg Road, Caistor, LN7 9RX.

Summary of Scope

- 1) Conduct a legionella risk assessment to ensure compliance with UK legislation.
- 2) Review existing management and control measures, and assess compliance with health and safety guidance for the control of legionella bacteria in water systems as per ACOP 18 and HSG274 Part 2.
- 3) Produce an asset register detailing the water services.
- 4) Assess the risk from legionella bacteria.
- 5) Suggest legionella control measures as part of your written scheme.
- 6) Identify and prioritise remedial actions that will reduce the risk from legionella bacteria.
- 7) Produce schematic drawings in CAD format.
- 8) Suggest ventural locations for temperature monitoring.
- 9) Provide photographs of key areas.
- 10) Report any matters of immediate concern to the person addressed in this proposal.
- 11) Submit the risk assessment report in pdf format to the person addressed in this proposal.
- 12) Conduct works in accordance with attached 'important additional information' document.

Fee

Second Element is pleased to suggest a budget figure of



295.00

Total GBP excluding VAT

£295.00

Important Additional Information

Please find attached additional information regarding your legionella risk assessment.



Additional Information

Questions & Answers

Sales Quotation 42406

Tel: 01724 747230 / 0113 880 5235
Email: sales@rightaction.co.uk
www.rightaction.co.uk

CUSTOMER		SHIP TO	
Caistor Town Hall 14 High Street Market Rasen Lincolnshire LN7 6TX United Kingdom 07925 117905		Caistor Town Hall 07925 117905	
Doc Date	14/05/26	Payment Term	30 Days EOM
Cust Ref No:	QUOTE	Currency	GBP
Division:		IncoTerms (if applicable)	
		Cust Contact:	Mike Grant
		Our Contact:	Emily Comerford

Part No.	Description	Qty	Net Price	Ext Price	Due Date
SERVICE22	Remedial works to the fire alarm	1	650.00	650.00	

To install an additional call point at the rear fire exit
45m run at high level to connect to other existing device

Notes:
Cable to be installed in existing trunking in copex for segregation

Delivery Notes:

Net	650.00
VAT	130.00
Total	780.00

QUOTE VALIDITY 30 DAYS

This document is subject to the Company's Terms & Conditions, a copy of which is available on request from the Company's Registered Office. We reserve the right to charge a re-stocking charge for any stock item returned to us. Any item ordered in specifically for a customer is non-refundable and non-returnable. We reserve the right to charge a cancellation fee for any non stock items cancelled by the customer.



Caistor Town Council Stress Management Policy and Procedure (Draft Version 0.4)

1. Introduction and Commitment

Caistor Town Council is committed to protecting the health, safety, and welfare of staff. The Council recognises that the nature of council business—often involving complex decision-making, public engagement, and competing priorities—can create pressure which, if excessive, may lead to stress.

Stress is recognised as a workplace health and safety issue and will be managed in the same way as any other hazard.

The Council is committed to identifying, assessing, and reducing stressors, and to promoting a supportive and open working environment.

The Council is committed to ensuring that all interactions with the Clerk are conducted in a professional, respectful, and lawful manner. Behaviour that contributes to work-related stress will be addressed in line with the Council's standards of conduct, grievance procedures, and relevant employment policies.

Definition of Stress

The Health and Safety Executive (HSE) defines stress as:

"The adverse reaction people have to excessive pressure or other types of demand placed on them."

It is important to distinguish this from pressure, which can be a positive state if managed correctly, but becomes detrimental to health when excessive.

2. HSE Management Standards Approach

The Council adopts the six key areas identified within the HSE Management Standards as the framework for managing work-related stress:

- Demands
- Control
- Support
- Relationships
- Role
- Change

These areas form the basis for identifying hazards, assessing risks, and implementing control measures.

3. Recognizing the Signs of Stress

3.1 Team Indicators

- Increased conflict
- Higher turnover
- Increased absence
- Reduced performance
- Increased complaints or grievances

3.2 Individual Indicators

Category	Signs
Behavioural	<ul style="list-style-type: none"> Increased irritability with councillors, staff, or the public Becoming unusually withdrawn or less communicative in meetings Difficulty making decisions or second-guessing routine choices Procrastination or avoiding key responsibilities (e.g. agendas, reports) Decline in professionalism (e.g. abrupt emails, missed formalities)
Emotional/ Cognitive	<ul style="list-style-type: none"> Visible anxiety before or during council meetings Low confidence in advising councillors Mood swings or heightened sensitivity to criticism Feeling overwhelmed by public or political pressure Signs of burnout (detachment, cynicism about the role)
Work performance Indicators	<ul style="list-style-type: none"> Missed deadlines Increased errors Forgetfulness about statutory duties or meeting requirements Reduced productivity or difficulty prioritising workload Struggling to keep up with regulatory changes or governance tasks

3.3 Stress Triggers for Council Staff

The Council recognises that interactions with councillors can be a significant source of work-related stress for the Clerk and other employees. The following behaviours are identified as potential stress triggers:

Stress Trigger	Caused by	Stress impact
Undermining Professional Advice	<ul style="list-style-type: none"> Persistent challenge to the Clerk's professional or legal guidance Pressure to act outside statutory requirements or proper procedures Public criticism of the Clerk's or other employees competence 	Creates pressure to defend decisions and fear of legal risk
Aggressive or Intimidating Behaviour	<ul style="list-style-type: none"> Raised voices, confrontational tone in meetings and in general interactions Personal criticism rather than professional discussion Bullying, harassment or coercive behaviour (subtle or overt) 	Anxiety, loss of confidence, dread of interactions
Excessive or Unreasonable Demands	<ul style="list-style-type: none"> Demanding immediate responses outside working hours Expecting the employees to take on tasks beyond their role Failure to recognise workload capacity or competing priorities 	Overwork, burnout, inability to switch off
Inappropriate Involvement in Operational Matters	<ul style="list-style-type: none"> Micromanagement of administrative duties Interference with the employees day-to-day responsibilities Lack of respect for the employees professional autonomy 	Frustration, reduced autonomy, constant pressure

Involvement in Councillor Disputes	<ul style="list-style-type: none"> • Pressure on the employee to take sides in member disagreements • Expectation to mediate personal or political conflicts • Actions that compromise the employees impartiality 	Emotional strain and risk to professional neutrality
Disregard for Governance and Procedures	<ul style="list-style-type: none"> • Failure to follow agreed protocols or standing orders • Attempts to bypass proper decision-making processes • Disruptive behaviour in meetings impacting the Clerk's role 	Increased workload, reputational/legal risk
Excessive Complaints or Scrutiny	<ul style="list-style-type: none"> • Repeated or unfounded complaints against the employees • Persistent questioning of routine decisions or actions • Use of formal processes in a manner that creates undue pressure 	Feeling under attack, defensive working style
Poor Communication Practices	<ul style="list-style-type: none"> • Frequent, excessive, or unnecessarily critical correspondence • Use of inappropriate tone or language in communications • Copying in multiple parties to escalate issues unnecessarily 	Time drain, anxiety, communication fatigue

Early Warning Signs This Is Becoming a Serious Stress Issue

- Clerk avoids specific councillors or meetings
- Increased emotional reactions after interactions
- Work spilling into personal time due to “managing” individuals
- Loss of confidence in professional judgement
- Escalating formal complaints or grievances

Why This Is Particularly Challenging for the town clerk

Town clerks sit in a unique position:

- They must remain politically neutral
- They are legally responsible for proper governance
- Yet they are employed by the council they advise

That tension is what makes difficult councillor behaviour such a powerful stress trigger.

4. Stress Risk Assessment

Caistor Town Council will undertake a structured and ongoing assessment of the risks of work-related stress in accordance with the Management Standards published by the Health and Safety Executive. The responsibility for Stress Management for staff will rest with the Personnel (and Finance) committee.

4.1 Purpose

The purpose of this process is to:

- Identify workplace stress hazards
- Evaluate the level of risk to staff
- Implement appropriate control measures
- Monitor and review effectiveness

This ensures a proactive approach to managing stress as a workplace health and safety risk.

4.2 Risk Assessment Framework

Stress risk assessments will be carried out with reference to the six HSE Management Standards:

- Demands – workload, work patterns, and work environment
- Control – how much say individuals have in the way they do their work
- Support – encouragement, sponsorship, and resources provided
- Relationships – promoting positive working to avoid conflict and unacceptable behaviour
- Role – whether people understand their role within the organisation
- Change – how organisational change is managed and communicated

4.3 Methods of Assessment

The Council will use a combination of the following tools to assess stress risks:

- Wellbeing Surveys (Appendix A) to gather anonymous feedback
- One-to-one discussions and supervision meetings
- Review of absence data, complaints, and grievances
- Observation of workplace behaviours and trends
- Exit interviews (where applicable)

Where appropriate, the Council may also use the HSE Stress Indicator Tool.

4.4 Risk Evaluation

Identified stressors will be evaluated by:

- Considering the likelihood of harm occurring
- Assessing the severity of potential impact on health and wellbeing
- Identifying groups at higher risk (e.g. new staff, those in high-demand roles)

Findings will be recorded and prioritised for action.

4.5 Control Measures

Where risks are identified, the Council will:

- Implement or review control measures aligned with Section 2 of this policy
- Ensure measures are reasonable, practical, and proportionate
- Involve affected individuals in developing solutions

Examples include workload adjustments, improved communication, training, and mediation.

4.6 Action Planning

An action plan will be developed where necessary, including:

- Identified issues
- Agreed actions
- Responsible persons
- Timescales for completion

Progress will be monitored by the Personnel (and Finance) Committee.

4.7 Monitoring and Review

Stress risk assessments will be:

- Reviewed annually, or
- Earlier where there are significant changes (e.g. restructuring, workload increases, complaints trends)

The Council will evaluate:

- Effectiveness of control measures
- Trends from survey data
- Feedback from councillors and staff

5. Responsibilities

Role	Responsibility
Clerk to the Council	Leads the stress risk assessment process and maintains records
Personnel Committee	Reviews findings, monitors trends, and ensures actions are implemented
Councillors	Participate in assessments and support implementation of improvements

6. Training and Monitoring

Training

The Council will provide access to training on:

- Stress awareness
- Time management
- Conflict resolution
- Personal resilience

Monitoring

- Annual Wellbeing Survey
- Review of trends and feedback
- Regular policy review

External Resources:

- For more information:HSE Work-Related Stress: www.hse.gov.uk/stress

Support with Non-Work Stressors	Mental Health Support
Alcohol: Drinkline – 0300 123 1110	Anxiety UK – 08444 775 774
Bereavement: Cruse – 0844 477 9400	Mind Infoline – 0300 123 3393
Carers: Carers UK – 0808 808 7777	NHS 111 or NHS 24 (Scotland) – 111

Disability: DIAL – 01302 310 123	Rethink Mental Illness – 0300 5000 927
Domestic Violence: Women’s Aid & Refuge – 0808 200 0247	SANEline – 0845 767 8000 (6–11pm)
Drugs: FRANK – 0800 77 66 00	Mental Health Foundation – https://www.mentalhealth.org.uk/
Equality: Equality Advisory Support Service – 0808 800 0082	Counselling directory - https://www.counselling-directory.org.uk/
Emotional Crisis: Samaritans – 116 123	Dealing with Depression -
Family: Family Lives – 0808 800 2222	https://www.mhm.org.uk/
Debt: National Debtline – 0808 808 4000	https://www.mind.org.uk/
Older People: Age UK – 0800 169 6565	
Housing: Shelter – 0808 800 4444	
Advice: Citizens Advice – [Website]	
Young People: Childline – 0800 1111	
Child Protection: NSPCC – 0808 800 5000	

Appendix A: Caistor Town Council — Stress Management and Wellbeing Assessment Questionnaire

Purpose

This confidential questionnaire helps identify sources of stress, wellbeing needs, and organisational pressures. It should be completed **periodically** or **following periods of high workload or change**. Responses are **anonymous**, unless the respondent wishes to be contacted for support.

Section 1: Workload and Demands

1. How manageable do you find your current workload or council responsibilities?
 - Very manageable
 - Manageable
 - Occasionally overwhelming
 - Often overwhelming
2. Do you feel you have enough time to meet your responsibilities effectively?
 - Always
 - Often
 - Sometimes
 - Rarely
3. How often do work pressures affect your personal life or health?
 - Never
 - Occasionally
 - Frequently
 - Almost always
4. What tasks or periods of the year cause the most pressure for you?
 - ✎ *Open response:*

Section 2: Control and Decision-Making

5. How much control do you feel you have over how your work or duties are carried out?
 A great deal Some Limited None
6. Are you able to influence council meetings and decisions?
 Always Often Sometimes Rarely
7. Are your ideas and concerns listened to and taken seriously?
 Always Often Sometimes Rarely
-

Section 3: Support and Relationships

8. How supported do you feel by the other staff?
 Very supported Supported Occasionally unsupported Unsupported
9. How supported do you feel by the councillors?
 Very supported Supported Occasionally unsupported Unsupported
10. How would you describe relationships among councillors and staff?
 Very positive Generally positive Mixed Occasionally difficult
11. Are you comfortable raising concerns or asking for help when stressed?
 Always Often Sometimes Rarely
-

Section 4: Role and Expectations

11. How clear are you about your responsibilities and decision-making limits?
 Very clear Mostly clear Somewhat unclear Very unclear
12. Do you receive sufficient induction, training, or guidance for your role?
 Always Often Sometimes Rarely
13. Are there any areas where you feel your role overlaps or conflicts with others?
✎ *Open response:*
-

Section 5: Change and Communication

14. How well are organisational or procedural changes communicated to you?
 Very well Adequately Poorly Not at all
15. Do you feel included in decisions that affect your work or council duties?
 Always Often Sometimes Rarely
16. How confident are you that concerns raised will be acted upon?
 Very confident Fairly confident Unsure Not confident
-

Section 6: Personal Wellbeing

17. In the past 3 months, how often have you felt stressed due to council responsibilities?
 Never Occasionally Frequently Almost always
18. How often do you experience any of the following?(Select all that apply)
 Difficulty sleeping Loss of motivation Mood swings Feeling isolated
 Physical tension or fatigue Irritability Other (please specify): _____

19. What strategies do you currently use to manage stress?

✎ *Open response:*

20. Would you like more training or support on managing stress and resilience?

Yes No Maybe

Section 7: Suggestions and Improvement

21. What changes would most improve your wellbeing or ability to manage stress in your council role?

✎ *Open response:*

22. Are there particular times, projects, or processes that create unnecessary pressure?

✎ *Open response:*

23. Is there anything else you'd like to share about your experience or wellbeing?

✎ *Open response:*

Optional Demographic Information

(Used only for analysis to identify trends — not to identify individuals.)

- Role: Councillor Clerk/Staff
 - Length of service: ___ years
 - Committee(s) served: _____
-

Confidentiality Statement

Your responses are confidential and will be reviewed only by the Personnel Committee (or a nominated wellbeing officer). Data will be stored securely and processed in accordance with the **Data Protection Act 2018** and **UK GDPR**.

If you wish to discuss your responses confidentially, please contact the **Mayor, Personnel Chair, or Clerk**



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.

Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- a serious or wilful breach of Safety Rules;
- unauthorised removal or interference with any guard or protective device;
- unauthorised operation of any item of plant or equipment;
- unauthorised removal of any item of first aid equipment;
- wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work;
- unauthorised removal or defacing of any label, sign or warning device;
- horseplay or practical jokes which could cause accidents;
- making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence;
- misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment;
- deliberately disobeying an authorised instruction.

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	✗ 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.

All records of inspections and maintenance will be recorded and kept available for inspection.

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

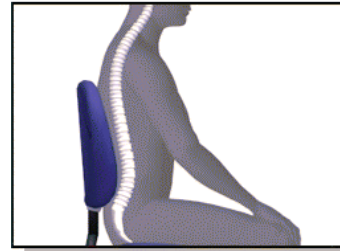
- ensure regular check controls are effective
- clean up any spillages etc
- report any problems or defects immediately to your manager
- report any ill-health or accidents to your manager.

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

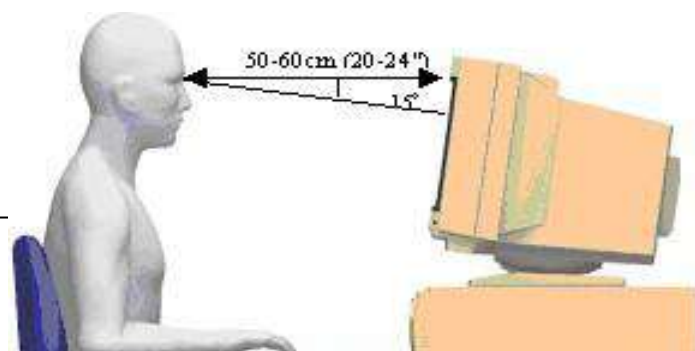
- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

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

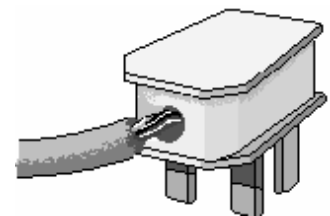
1. Inspections and testing of all portable electrical equipment and the fixed electrical installations is the responsibility of the Council, though the responsibility for undertaking visual checks falls to all employees / councillors / volunteers.

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

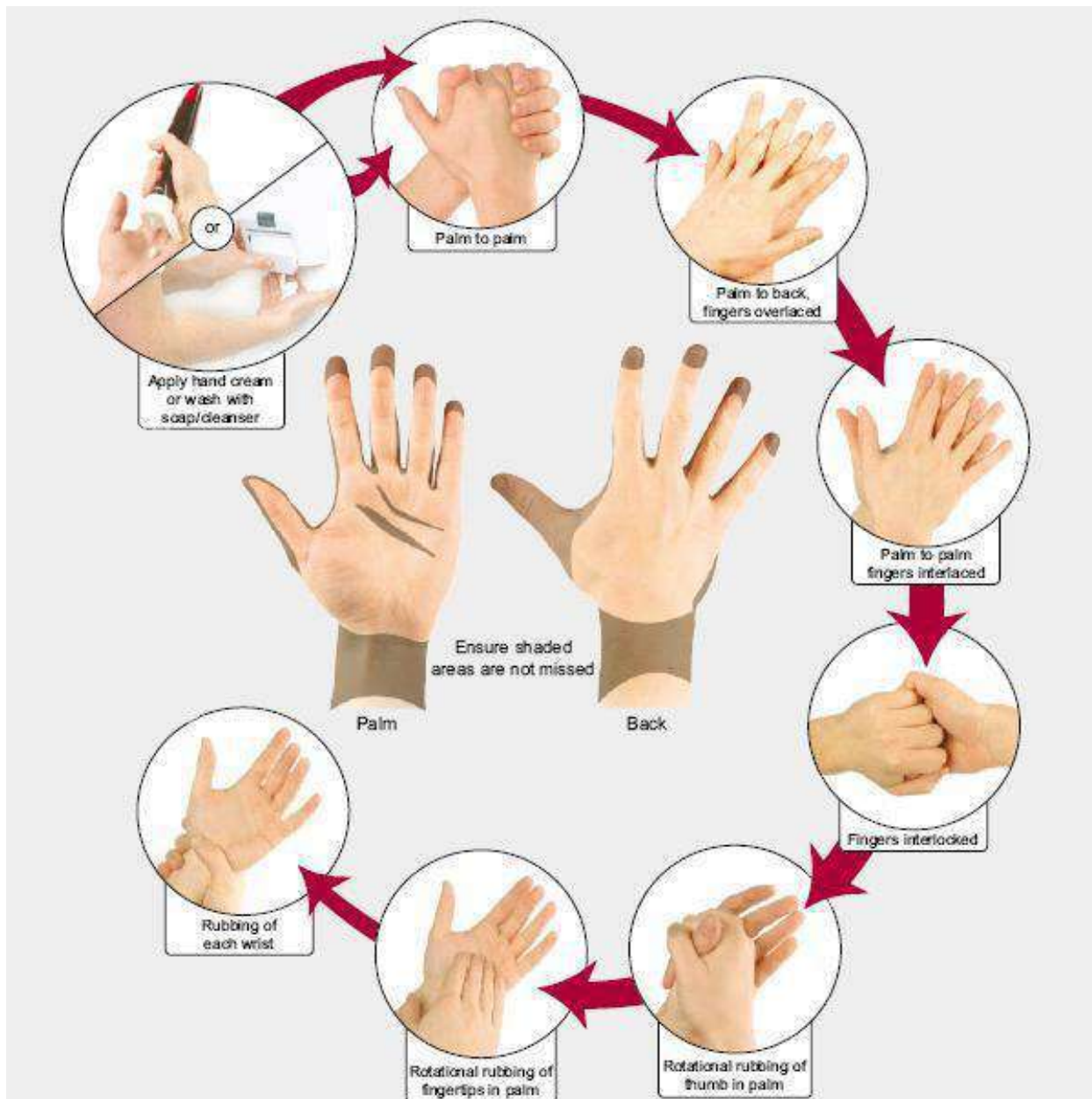
- that equipment has been used in conditions for which it is not suitable, e.g. a wet or dusty

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:

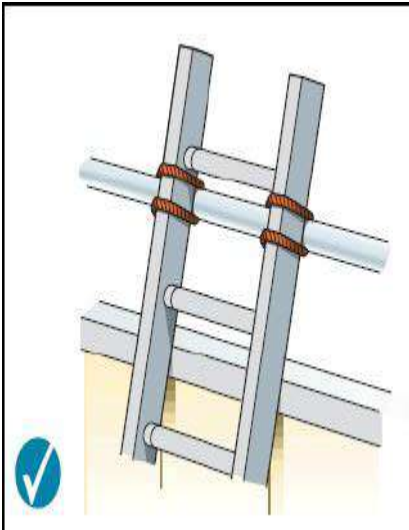


Securing a ladder

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).



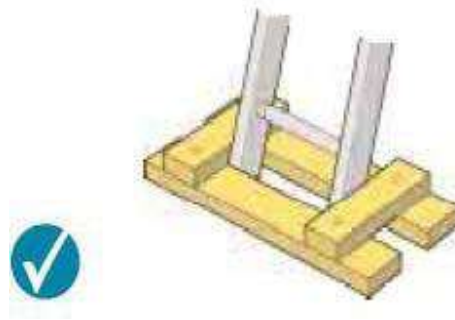
Ladder tied at the top stiles
(correct for working on, but not for access)



Tying part way down



Tying near the base

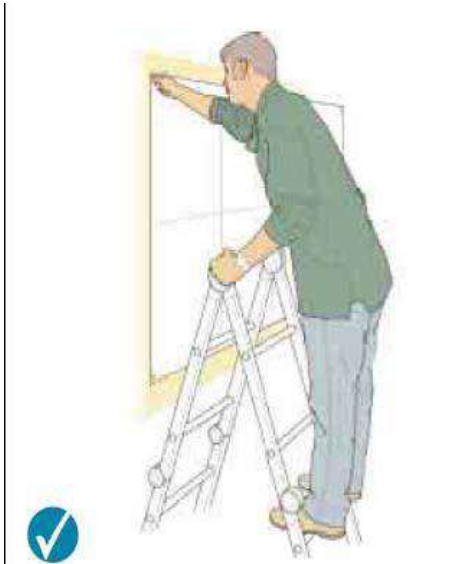


Securing at the base

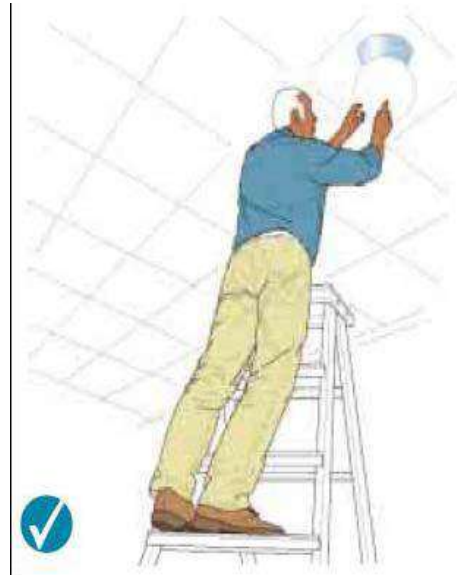
Safety in use – stepladders

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

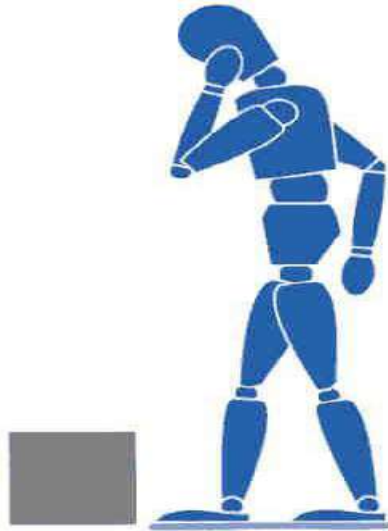
- if you are being followed, drive to a busy place
- if the occupants of a car beside you e.g. at traffic lights or road junction try to attract your attention for any reason, simply ignore them
- if a car travels alongside you at the same speed, slow down and let them pass. If the driver persists, drive 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

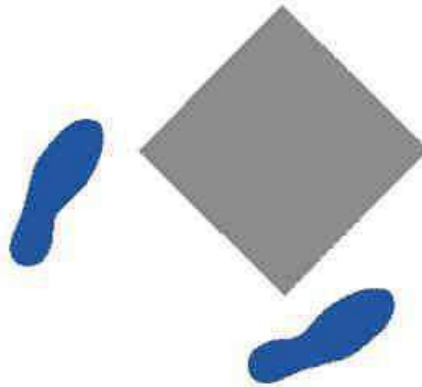
1 Planning

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

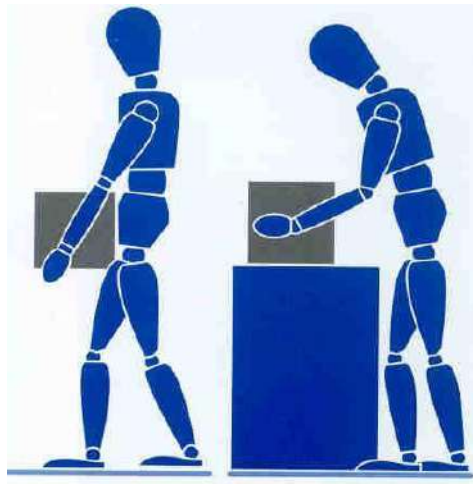
Ensure a firm grip on the load using the roots of the fingers and the palm of the hand. Holding the load this way is also less tiring than keeping the fingers straight.

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

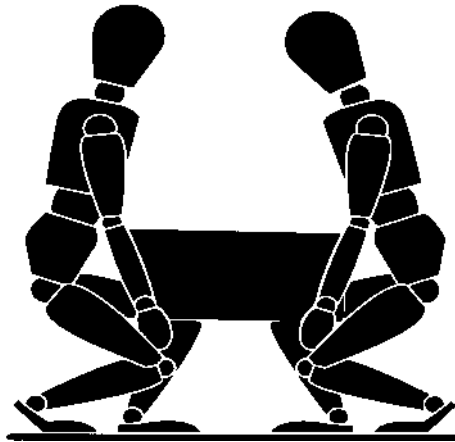
Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.



- 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 HANDBOOK ACKNOWLEDGEMENT FORM

Please read the notes below and then sign this form.

Clearly, we will do all in our power to ensure the health and safety and welfare of all our staff and we look to our employees to abide by the Health and Safety standards laid down.

We have formulated our Health and Safety at Work Policy as legally required and this handbook informs you of those sections of the Policy which affect you.

You should read the information contained in this Handbook and adhere to the rules at all times.

Please discuss any queries you may have with your employer and sign this form.

I have read the Health and Safety Handbook and understand and accept its contents. I will keep myself informed of its contents.

Signature:		Date:	
Print Name:			



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
09/04/2025	Andrew Brownett	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
09/04/26	5	Rules for misconduct	Added section for rules covering misconduct.	Andrew Brownnett
09/04/26	6	Electricity	Added section on personal electrical items	Andrew Brownnett

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.

Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules;
- Unauthorised removal or interference with any guard or protective device;
- Unauthorised operation of any item of plant or equipment;
- Unauthorised removal of any item of first aid equipment;
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work;
- Unauthorised removal or defacing of any label, sign or warning device;
- Horseplay or practical jokes which could cause accidents;
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence;
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment;
- Deliberately disobeying an authorised instruction.

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. We will arrange for representatives of employee safety to be elected / recognise health and safety representatives who have been appointed by a relevant trade union.

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.

Personal electrical items

Employees are not generally permitted to use the Council's electrical equipment or electrical supply to recharge personal electrical equipment such as mobile phones, music players or e-cigarettes. Where the Council explicitly permits employees to recharge personal electrical devices, the following provisions shall apply:

- the Council will only permit the specified items to be charged on council premises;
- the Council shall ensure that relevant safety information is provided to employees about what types of electrical equipment is compatible with the Council's electrical installation and prohibit employees from using unsuitable charging equipment on council premises;
- employees shall only use their personal charging equipment to recharge their devices unless the Council specifically provides compatible charging equipment for the purpose;
- employees shall monitor their devices to prevent over-charging and shall disconnect any charging equipment before leaving them unattended.

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

- provided 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.

Planning Services
Lincolnshire County Council
County Offices
Newland
Lincoln
LN1 1YL
Tel: 01522 782070
Email:
mineralsandwaste@lincolnshire.gov.uk

Our ref: LMWLPRreg19ConsLetter

Your ref:

15 June 2026

Dear Sir/Madam,

**LINCOLNSHIRE MINERALS AND WASTE LOCAL PLAN: PROPOSED SUBMISSION VERSION
REGULATION 19 CONSULTATION**

Lincolnshire County Council is preparing the Lincolnshire Minerals and Waste Local Plan that will form the key to the delivery of sustainable minerals and waste development in the County up to the year 2042. The Lincolnshire Minerals and Waste Local Plan sets out the key principles to guide the future winning and working of minerals and the form of waste management development in the County, together with the policies against which planning applications for minerals and waste development will be considered.

I am writing to inform you that a statutory consultation on the Lincolnshire Minerals and Waste Local Plan: Proposed Submission Version will commence on Monday 15 June 2026. You have been contacted with regard to the above statutory consultation as this is either required by legislation, it is considered you may have an interest in the plan, or you have formerly expressed an interest or made representations at a previous stage of plan making.

This consultation provides an opportunity for stakeholders and communities to make representations on the 'soundness' and legal compliance of the document prior to its submission to the Secretary of State for Housing, Communities and Local Government who will appoint an Inspector or Inspectors to carry out an independent examination. The Lincolnshire Minerals and Waste Local Plan: Proposed Submission Version follows on from the consultation on a Lincolnshire Minerals and Waste Local Plan: Preferred approach for updating the plan document carried out in July to September 2024.

The Lincolnshire Minerals and Waste Local Plan: Proposed Submission Version is available for inspection and comment from **Monday 15 June 2026 until 5pm on Friday 31 July 2026**. The

consultation document and other related and supporting documents are available on the County Council's consultation website: www.letstalk.lincolnshire.gov.uk/mwplan-2026. Please find enclosed the Statement of Representations Procedure.

Copies of the consultation documents are also available for public inspection at Lincolnshire County Council's offices during normal office hours at Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YL.

Representations in respect of the Lincolnshire Minerals and Waste Local Plan: Proposed Submission Version should be made using the representation form available from the County Council's consultation website: www.letstalk.lincolnshire.gov.uk/mwplan-2026 and completed forms sent by email or in writing using the contact details at the top of this letter.

Representations may be accompanied by a request to be notified at a specified address of any of the following:

- (i) the submission of the Lincolnshire Minerals and Waste Local Plan: Proposed Submission Version for independent examination;
- (ii) the publication of the Inspector's recommendations following independent examination of the Lincolnshire Minerals and Waste Local Plan: Proposed Submission Version; and
- (iii) the adoption of the Lincolnshire Minerals and Waste Local Plan.

Please note, only representations received in writing or by e-mail within the consultation period ending at **5pm on Friday 31 July 2026** will be considered.

Yours faithfully,

Neil McBride
Head of Planning

Minerals and Waste Local Plan Consultation

From: Minerals and Waste <MineralsandWaste@lincolnshire.gov.uk>

Sent: 15 June 2026 09:01

Subject: Lincolnshire Minerals and Waste Local Plan: Proposed Submission Version Regulation 19 consultation

Dear consultee,

As you may be aware, Lincolnshire County Council is updating the **Minerals and Waste Local Plan** which will guide the future provision of minerals and the management of waste in Lincolnshire up to 2042.

We are seeking your views at this statutory consultation stage on our Proposed Submission Version of the Lincolnshire Minerals and Waste Local Plan. Please note, you have been contacted with regard to the above statutory consultation as this is either required by legislation, it is considered you may have an interest in the plan, or you have formerly expressed an interest or made representations at a previous stage of plan making.

The consultation starts on **Monday 15 June 2026** and finishes at **5pm on Friday 31 July 2026**.

The attached letter and Statement of Representations Procedure sets out more details about the consultation and how you can get involved.

Regards

Minerals and Waste Policy Team

Planning Services

Lincolnshire County Council

County Offices, Newland, Lincoln LN1 1YL

Phone: 01522 782070

Email: mineralsandwaste@lincolnshire.gov.uk

Website: www.lincolnshire.gov.uk



STATEMENT OF REPRESENTATIONS PROCEDURE

Lincolnshire Minerals and Waste Local Plan Proposed Submission Version

Regulation 19: Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

The Lincolnshire Minerals and Waste Local Plan Proposed Submission Version has been published for representations to be made from **15 June 2026 until 5pm 31 July 2026**, prior to the submission of the document to the Secretary of State.

This Statement of Representations Procedure explains how representations need to be submitted, in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012, with particular regard to Regulations 17, 19, 20 and 35.

The Lincolnshire Minerals and Waste Local Plan Proposed Submission Version covers the administrative boundary of Lincolnshire County Council which comprises of 7 district councils:

- Boston Borough Council
- East Lindsey District Council
- City of Lincoln Council
- North Kesteven District Council
- South Holland District Council
- South Kesteven District Council
- West Lindsey District Council.

The Lincolnshire Minerals and Waste Local Plan Proposed Submission Version covers the plan period up to 2042 and sets out the vision and strategic objectives for minerals developments and waste management in Lincolnshire. The Lincolnshire Minerals and Waste Local Plan Proposed Submission Version includes a forecast for the waste needs of the county and contains criteria-based policies used to determine planning applications that come forward for waste management facilities. The plan also includes the forecast quantities of sand and gravel and Lincolnshire limestone for aggregate purposes that need to be planned for during the period to 2042 and allocates sites suitable for the extraction of these minerals.

The Lincolnshire Minerals and Waste Local Plan Proposed Submission Version will replace the existing Minerals and Waste Local Plan Documents:

- Core Strategy and Development Management Policies (adopted June 2016)
- Site Locations (adopted December 2017)

At this stage (Regulation 19) we are asking about the process of producing the Lincolnshire Minerals and Waste Local Plan Proposed Submission Version and whether the document is legally compliant and sound.

Plans are sound if they are:

- Positively prepared - providing a strategy which, as a minimum, seeks to meet the area's assessed needs and is consistent with achieving sustainable development;
- Justified – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
- Effective – deliverable over the plan period, and based on effective joint working; and
- Consistent with national policy.

A further [guidance note](#) [Model representation guidance for local plans being examined in the legacy system (The Town and Country Planning (Local Planning) (England) Regulations 2012)] is available from the Planning Inspectorate to assist in understanding the terms used.

How to view the documents

All of the documents can be accessed online at:

www.letstalk.lincolnshire.gov.uk/mwplan-2026.

Copies of the documents are also available for public inspection at Lincolnshire County Council's offices during normal office hours at Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YL.

How to submit representations

Representations on the Lincolnshire Minerals and Waste Local Plan Proposed Submission Version regarding the legal compliance and soundness of this Plan must be submitted between **15 June 2026 and 5pm 31 July 2026** and can be submitted by:

Email: mineralsandwaste@lincolnshire.gov.uk

Writing: Minerals and Waste Policy Team, Planning Services, Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YL

Representations are encouraged to be made on the standard representation form(s) which are available on the County Council's consultation website:

www.letstalk.lincolnshire.gov.uk/mwplan-2026. Paper copies are available at Lincolnshire County Council's offices during normal office hours at Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YL. A paper copy of the representation form(s) can also be provided on request by contacting the Minerals and Waste Policy Team at mineralsandwaste@lincolnshire.gov.uk or call 01522 782070.

Please note that copies of all representations received will be made publicly available and cannot be treated as confidential. All representations will be submitted to the Secretary of State and considered as part of a public examination by an independent Planning Inspector. Personal data will be processed and held in accordance with the EU General Data Protection Regulation, implemented through the Data Protection Act 2018. Representations may also

be accompanied by a request to be notified, at a specified address, of the following stages of the local plan-making process:

- The submission of the Lincolnshire Minerals and Waste Local Plan for independent examination
- The publication of the Inspector's recommendations following independent examination of the Lincolnshire Minerals and Waste Local Plan
- The adoption of the Lincolnshire Minerals and Waste Local Plan

Complaint and response from Street Food Market re joint use of the park with Beer festival

From: clerk@caistortowncouncil.gov.uk <clerk@caistortowncouncil.gov.uk>

Sent: 23 June 2026 14:51

To: <caistorstreetfoodmarket@hotmail.com>

Cc: 'Jon Wright (cldr.j.wright@caistortowncouncil.gov.uk)' <cldr.j.wright@caistortowncouncil.gov.uk>;

Johnathan Cox (cldr.j.cox@caistortowncouncil.gov.uk) <cldr.j.cox@caistortowncouncil.gov.uk>

Subject: RE: Street Food Market

Hi Rachel,

Thank you for your email, and for returning the signed agreement and confirming payment – that's appreciated.

I'm sorry to hear about the continued difficulties you've experienced in relation to the proximity of the beer festival and your market events. I note the concerns you've raised regarding trader viability, event setup, and shared use of the park.

As you've outlined, the street food market typically takes place on the first Wednesday of the month during the summer period, with the Lions Beer Festival usually held over the first weekend in June. I can appreciate how the timing of these events, and the associated setup period, may create challenges.

I should also make you aware that I have received a request from the Lions to use the park for the same period next year, which will also need to be considered.

I will therefore raise your request for sole use of the park during your event periods, along with the wider concerns you've highlighted, at the next Town Council meeting so that Members can consider all requests and determine how best to manage use of the park going forward.

They will be on the July meeting of the town council, 12th July, starting at 6:45pm at the town hall.

In the meantime, I would be very happy to arrange a meeting with you to discuss this in more detail and ensure we fully understand the issues and any potential options, or you are welcome to attend the meeting where the requests are considered.

I've copied our Chairman and Vice-Chairman into this response, so they are also aware of the situation.

Kind regards,

Michelle

From: <caistorstreetfoodmarket@hotmail.com>

Sent: 19 June 2026 14:33

To: clerk@caistortowncouncil.gov.uk

Subject: Re: Street Food Market

Hi Michelle,

Please find enclosed digitally signed copy and you should have received payment today also.

We have renewed our agreement with the trash collection as it appears he will be continuing as no one available to replace him.

We have had yet again a lot of issues with sharing the park for the beer festival, the two events cannot exist in the same week! The Lions start setting up on the Monday,

erecting three massive marquees allowing for no room for our traders. Although they allow us to put our stalls inside the marquee unfortunately based off past experience the traders cancel because they get a lack of trade within the tent! The close proximity of the events also means reduce numbers of customers as money is tight these days, people can not afford two events in one week. Not only this, the absolute lack of respect given to my event and volunteers by the Lions is appalling and they should be ashamed of themselves. There's also the issue of insurance and we are not covered for them to be on site at the same time. Due to lack of stalls, traders and customers our June event has to be subsidized by my own personal funds and I can not sustain this going forward. Please can we request that we have sole use of the park for our events going forward. I would be more than happy to come in for a chat about this matter.

Kind regards

Rachel

South St Park Terms and Conditions for Volunteer and Community Group Use



General Agreement

This agreement sets out the terms and conditions for the casual use of **Caistor Town Council's South St Park** for community events and activities.

1. **Advance Notice:** Applications for use of the park must be submitted to Caistor Town Council **no less than 28 days** prior to the proposed date(s). The Council reserves the right to refuse applications submitted after this period.
2. **Council Discretion:** The Council reserves the right to cancel or suspend any booking if the park area is deemed unsuitable due to weather, ground conditions, safety concerns, or other operational reasons. The Council shall not be liable for any costs incurred by the user as a result of such cancellation.

Liability and Insurance

3. **Insurance Requirement:** It is a mandatory requirement for all groups or organisations using the facility to take out their own Public Liability Insurance to a recommended level of at least £5 million. Proof of valid insurance must be provided to the town clerk at least 14 days prior to the event.
4. **Risk Assessment:** The user must conduct a full risk assessment of their event and provide a copy of the assessment to the town clerk at least 14 days prior to the event. Users are expected to mitigate and manage all identified risks appropriately.
5. **Indemnity:** 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 proven negligence of the Council.
6. **Council Liability:** Caistor Town Council cannot accept any liability for loss, damage, or injury sustained by the user or any person participating in the event.
7. **Property Loss:** 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.

Event Management and Conduct

7. **Area Inspection:** It is the responsibility of the organising group/casual user to inspect the intended area of use to ensure it is suitable and safe prior to the commencement of the activity.
8. **First Aid:** The user is responsible for the provision of adequate first aid equipment and personnel for the duration of the event.
9. **Accident Reporting:** All accidents and incidents must be reported to the Council as soon as possible and in any case within 48 hours.
10. **Equipment Use:** Use of any Council-owned equipment (e.g., barriers, power points, signage) must be approved in advance by the Town Clerk or designated officer, and used in accordance with any instructions provided.
11. **Conduct:** The user shall not permit anything to take place at or in the facility during the period of use which is unlawful, contrary to public decency, or in such way endangers any licence held in connection with the facility.
12. **Vehicle Access:** Vehicle access will only be permitted where essential and pre-approved. Any authorised vehicle movement must be supervised and limited to setup and takedown periods.
13. **Noise and Hours of Use:** Events must not create excessive noise or run beyond the hours agreed with the Council. The Council reserves the right to terminate any activity causing unreasonable disturbance. The council will provide time and noise conditions specific to each event.

South St Park Terms and Conditions for Volunteer and Community Group Use



Damage and Cleanliness

14. **Facility Care:** The park area and any associated facilities must be looked after by the user. No damage is acceptable.
15. **Reimbursement:** The user will reimburse Caistor Town Council for any expenditure incurred in making good any damage to the facility, and any areas where enhanced cleaning is required.
16. **Barring:** Any users or groups found to be abusing the facilities and/or Council staff will be barred from future use of the Council's facilities.
17. **Waste management:** The user is responsible for ensuring all waste and litter generated by the event are removed from the site immediately following the event.

Agreement to these Terms and Conditions:

Organisation/Group Name: Caistor and District Lions

Main Contact Name: Steve Gaughan (Secretary)

Signature (on behalf of Organisation/Group): *M S Gaughan*

Date: 22nd June 2026

Dates and Times Required - (to be completed by the user) Please also include any noise considerations:

Set Up: 7-10 June 2027 Beer Festival: 11 & 12 June 2027 Clean Up: 13-14 June 2027

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

Name:

Signature:

Date:

Conditions:



Public Tracking Report

AGAR	Ref: 22091	Created: 04/04/2023
CS&SC repairs and maintenance	Ref: 24321	Created: 10/08/2023
Damp and mould in the town hall boiler room and behind the stage area	Ref: 24868	Created: 20/12/2024
Repointing front sections of the town hall	Ref: 24926	Created: 16/01/2025
Insurance renewal quotes 01/09/26	Ref: 25190	Created: 23/04/2025
GPR survey for the cemetery	Ref: 25531	Created: 23/07/2025
Memorial repairs for Church and Congregational Churchyard	Ref: 26058	Created: 11/12/2025
Get quote for gym equipment signage at sports ground and replacement	Ref: 26955	Created: 25/03/2026
Additional fire call point at the town hall (FRA)	Ref: 27042	Created: 11/05/2026
Estates Walkabout and inspection of assets	Ref: 27043	Created: 11/05/2026
Legionella Risk Assessments	Ref: 27107	Created: 12/06/2026

Resident email about electric charging points

From:

Sent: 17 May 2026 20:16

To: clerk@caistortowncouncil.gov.uk

Subject: Car charging

Good evening,

I am not sure who I should direct this to but I wanted to express my concern as to the lack of public car charging provision in Caistor.

My son visits from Staffordshire and usually has need to charge, at least in part, when he is here. With the removal of the Coop facility it has become increasingly difficult for him to be able to charge before leaving for home. This results in him having to stop off on the way which is not ideal with a toddler.

It is not helped by the fact that the only available charger space in Caistor in the magistrates car park is regularly blocked by people not charging as was the case this morning.

It is clear that if this is an issue for my son there must be many more people having the same problem.

I realise that the issue is not with the council but would they be able to, in some way, encourage providers to come particularly as it is hoped that more people will visit Caistor with the opening of the new development in the Market Place

Regards



WHISTLEBLOWING POLICY

Policy

It is important that any fraud, misconduct or wrongdoing by staff or others working on behalf of the council is reported and properly dealt with. We therefore require all individuals to raise any concerns that they may have about the conduct of others in the council. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

Background

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. You have no responsibility for investigating the matter - it is the council's responsibility to ensure that an investigation takes place.

If you make a protected disclosure you have the right not to be dismissed, subjected to any other detriment, or victimised, because you have made a disclosure. We encourage you to raise your concerns under this procedure in the first instance.

Principles

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of the council should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.
- No employee or other person working on behalf of the council will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.

- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. You should report the matter to the Clerk or the Chair of the Council.

Procedure

If you believe a Councillor has breached the councillor Code of Conduct, then raise it with the Chair of the Council. Concerns relating to an alleged breach of the councillor Code of Conduct will be referred to the Monitoring Officer for investigation.

This procedure is for disclosures about matters other than a breach of your own contract of employment, which should be raised via the Grievance Procedure.

Stage 1

In the first instance, any concerns should be raised with the Clerk, who will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained.

The Clerk (or delegated officer) will take any necessary action, including reporting the matter to the Council, or any appropriate government department or regulatory agency. The Clerk (or delegated officer) will also invoke any disciplinary action if required. On conclusion of any investigation, insofar as confidentiality allows, you will be told the outcome and what the council has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

Stage 2

If you are concerned that the Clerk is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, you should escalate the matter to the Chair of the Council. The Chair will arrange for a review of the investigation to be carried out, make any necessary enquiries.

Stage 3

If on conclusion of stages 1 and 2 you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant body. This includes:

- HM Revenue & Customs
- The Health and Safety Executive
- The Environment Agency
- The Serious Fraud Office
- The Charity Commission
- The Pensions Regulator
- The Information Commissioner

- The Financial Conduct Authority

-

You can find the full list in The Public Interest Disclosure (Prescribed Persons) Order 2014:
www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf

Data protection

When an individual makes a disclosure, we will process any personal data collected in accordance with the data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.

This is a non-contractual procedure which will be reviewed from time to time.

— policy ends here —



GRIEVANCE POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice. It also takes account of the ACAS guide on discipline and grievances at work. It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
 - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
 - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
 - any changes to specified time limits must be agreed by the employee and the Council
 - an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
 - information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
 - audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
 - if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure

- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can use all stages of the grievance procedure If the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the Monitoring Officer of West Lindsey District Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

Informal grievance procedure

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the staffing committee.

6. The staffing committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
 - the names of its Chairman and other members
 - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
 - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
 - a copy of the Council's grievance policy
 - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
 - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
 - findings of the investigation if there has been an investigation
 - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

10. At the grievance meeting:
 - the Chairman will introduce the members of the sub-committee to the employee
 - the employee (or companion) will set out the grievance and present the evidence
 - the Chairman will ask the employee questions about the information presented and will want to understand what action does he/she wants the Council to take
 - any member of the sub-committee and the employee (or the companion) may question any witness
 - the employee (or companion) will have the opportunity to sum up the case
 - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

11. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting although it may be longer where further investigations are required. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
13. Appeals may be raised on a number of grounds, e.g.:
 - a failure by the Council to follow its grievance policy
 - the decision was not supported by the evidence
 - the action proposed by the sub-committee was inadequate/inappropriate
 - new evidence has come to light since the grievance meeting.
14. The appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the staffing committee. The appeal panel will appoint a Chairman from one of its members.
15. The employee will be notified, in writing, usually within 14 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 35 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.
16. At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
 - explain the action that the appeal panel may take.
17. The employee (or companion) will be asked to explain the grounds of appeal.
18. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
20. The decision of the appeal panel is final.

Planning Permission

Name and address of applicant

Welton Aggregates Ltd
Welton House
Welton Quarry
Bluestone Heath Road
Spilsby
Lincolnshire
PE23 5SG

Name and address of agent (if any)

Hughes Craven Ltd
Sparkhouse
Ropewalk
Lincoln
LN6 7DQ

Part I - Particulars of application

Date of application:
29 January 2024

Application No.
WL/2024/00401
LCC Ref. No.
PL/0024/24

Particulars and location of 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 at Land south of North Kelsey Road, Caistor

Part II - Particulars of decision

The Lincolnshire County Council hereby give notice in pursuance of the provisions of the Town and Country Planning Act 1990 and having taken into consideration the environmental information submitted pursuant to the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 that **permission has been granted** for the carrying out of the development referred to in Part I hereof in accordance with the application and plans submitted subject to the following Biodiversity Net Gain Condition and Schedule of Conditions.

(A) The effect of paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 is that planning permission granted for this development is deemed to have been granted subject to the condition (“the biodiversity gain condition”) that development may not begin unless:

a. a Biodiversity Gain Plan has been submitted to the planning authority; and

Date: 18 June 2026

N McBride

County Offices, Newland,
Lincoln, LN1 1YL

Head of Planning
Lincolnshire County Council

- There may be pre-development conditions attached to this notice and if these are not complied with before development commences then you may not have been deemed to have been granted planning consent.**
- This permission refers only to that required under the Town and Country Planning Acts and does not include any consent or approval under any other enactment, bylaw, order or regulation.**

- b. the planning authority has approved the plan.

Schedule of Conditions

Commencement and Duration

1. The development hereby permitted shall begin before the expiration of three years from the date of this permission. Written notification of the date of commencement should be sent to the Mineral Planning Authority within seven days of such commencement.

Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 (as amended).

2. The winning and working of minerals shall cease, all plant, machinery, buildings, gates, fencing and equipment erected or stationed at the site shall be removed and the site restored in accordance with the approved details within four years of the commencement of development.

Reason: Imposed by virtue of Schedule 5(1) of the Town and Country Planning Act 1990 and to ensure the timely delivery of restoration of the site.

The Development

3. The development hereby permitted shall only be carried out in accordance with the following documents and drawings, unless modified by the conditions attached to this decision notice or details subsequently approved pursuant to those conditions:

Documents

- Planning Application Form – received 28 February 2024
- Archaeological Evaluation – received 28 February 2024
- Hydrogeological Impact Assessment – received 28 February 2024
- Planning Statement (Revision E) – received 1 November 2024
- GCN Report – 19 June 2024
- Non-Technical Summary (Revision D) – received 22 October 2024
- Environmental Impact Assessment Volume 1 (Revision D) – received 22 October 2024
- Appendix 6.1 Landscape and Visual Impact Assessment – received 15 May 2024
- Appendix 7.1 Preliminary Ecological Appraisal (Revision A) – received 4 April 2024
- Appendix 7.2 Protected Species Report (Revision A) – received 4 April 2024
- Appendix 9.1 Heritage Baseline – received 28 February 2024
- Appendix 10.1 Preliminary Geo-Environmental Risk Assessment – received 28 February 2024
- Appendix 11.1 Flood Risk Assessment and Surface Water Drainage Strategy received 28 February 2024
- Appendix 12.1 Air Quality – received 28 February 2024
- Appendix 13.1 - 13.4 Noise – received 28 February 2024
- Appendix 14.1 - 14.9 Agriculture and Soils – received 28 February 2024
- Acoustic Glossary – received 30 May 2025
- Dust Assessment Addendum – received 30 May 2025

- HML Sand Report – received 30 May 2025
- Noise and Vibrations Minerals – received 30 May 2025
- Noise Modelling Results – received 30 May 2025
- Noise Monitoring Locations – received 30 May 2025
- Noise Survey Summary – received 30 May 2025
- Statutory Biodiversity Metric Calculation Tool (Revision C) – received 22 October 2024
- Technical Review Response – received 30 May 2025
- Transport Assessment – Mineral Extraction - received 22 October 2024
- Email received from the applicant on 15 September 2025 in relation to the PROW diversion.

Plans

- Drawing Number P21-1282_EN_01B - Site Location plan – received 28 February 2024
- Drawing Number 697/D/06 Rev A – BNG Location plan – received 15 May 2024
- Drawing Number 679/D/04 Rev B – Site Sections plan – received 15 May 2024
- Drawing Number 679/D/03 - Portable Buildings GA's plan – received 28 February 2024
- Drawing Number NKRC-BSP-XX-XX-D-S-0001 P03 - Proposed Site Access Arrangements plan – received 24 October 2024
- Drawing Number 697/D/02 Rev E - Quarry Operations plan – received 1 November 2024
- Drawing Number 679/D/03 Rev C – Revised Restoration plan – received 1 November 2024.

4. Nothing in this permission shall be construed as permitting the importation of waste to be retained on site for any purpose.

Reasons 3 & 4: For the avoidance of doubt as to the scope of the development hereby permitted and to ensure development is carried out in accordance with the approved application details.

Archaeology

5.
 - (a) No development shall take place until a written scheme of archaeological investigation has been submitted to and approved by the Minerals Planning Authority. The scheme of archaeological investigation shall thereafter be carried out and implemented in accordance with the approved details.
 - (b) The applicant will notify the Minerals Planning Authority of the intention to commence at least fourteen days before the start of archaeological work in order to facilitate adequate monitoring arrangements. No variation shall take place without prior consent of the Minerals Planning Authority.
 - (c) A copy of the final report will be submitted within three months of archaeological work being completed to the Minerals Planning Authority for approval (or according to an agreed programme). The material and paper archive required as part of the written scheme of investigation shall be deposited with an appropriate archive in accordance with guidelines published in The Lincolnshire Archaeological Handbook.

Reason: To ensure that satisfactory arrangements are made for the investigation, retrieval and recording of archaeological deposits within the site.

Soil and Overburden - Stripping Storage and Placement

6. Prior to entering each phase of working, the full depth of topsoil and subsoil from that phase shall be stripped separately and used in the restoration of the previous phases of working or stored in the locations as shown on the approved working and phasing drawings.
7. All soils shall only be stripped, handled, stored, spread and replaced when they are in a dry and friable condition and no such operations shall be carried out between the months of October to March inclusive, unless otherwise agreed in writing with the Mineral Planning Authority.
8. Nothing in this determination shall be construed as permitting the removal of soils and overburden from the site.
9. No materials, other than overburden and soils to be stored in the approved storage bunds, shall be stored more than 4m above the levels of the pre-excavation land levels adjacent to North Kelsey Road.

Reasons 6, 7, 8 & 9: To ensure the protection of all soils for restoration purposes. To protect the soil resources and facilitate the beneficial restoration and subsequent management of the site following mineral extraction and without creating a negative visual impact upon the local landscape.

Biodiversity and Habitat

10. Prior to the commencement of development, the means of delivering at least 10% Biodiversity Net Gain shall be submitted to, and agreed in writing by, the local mineral planning authority in one of the following ways:
 - onsite; or
 - offsite and therefore prior to the commencement of development a s.106 legal agreement or conservation covenant shall be entered into to secure the delivery, management, monitoring and reporting of the BNG, including any fees associated with the monitoring arrangements; or
 - through the provision of proof of the purchase of Habitat Bank Biodiversity Units (evidence to be submitted for approval); or
 - through the provision of proof of the purchase of Statutory Biodiversity Credits (evidence to be submitted for approval); or
 - a combination of the above, secured by the appropriate mechanism.

The delivery of biodiversity net gain shall thereafter be carried out in accordance with the approved method.

11. The Biodiversity Gain Plan approved pursuant to the deemed Biodiversity Gain Condition shall be implemented in full.

12. Where the required Biodiversity Net Gain (BNG) of at least 10% is to be delivered onsite (whether in full or in part), prior to the commencement of development, a Habitat Management and Monitoring Plan (HMMP) shall be submitted to, and approved in writing by, the local minerals planning authority. The HMMP shall include:
- a) details of how the required BNG will be:
 - i) enhanced,
 - ii) created,
 - iii) retained (including making good any losses and replacement due to damage and/or failure).
 - iv) managed and maintained for a period of 30 years after the completion of development, and
 - v) monitored and reported to the local planning authority;
 - b) a timetable for the delivery of the required BNG and a definition of the completion of development that shall be the trigger point for the commencement of the management and monitoring arrangements;
 - c) details of when the BNG will be monitored and the arrangements for such monitoring to be reported to the local planning authority, including the mechanism for agreeing any fees related to the monitoring arrangements, as appropriate; and
 - d) provision for the review of the management and maintenance should the findings of the monitoring indicate that the approved approach requires amendment.

The management and monitoring of the BNG shall be implemented in full in accordance with the approved HMMP.

Reasons 10, 11 & 12: To ensure the development meets the requirements of the Environment Act 2021 in delivering and maintaining a scheme of a minimum 10% Biodiversity Net Gain.

13. No tree felling, scrub clearance or surface vegetation removal shall be carried out between 1 March and 31 August until an assessment has been undertaken by an ecologist to confirm the presence/absence of nesting birds. The assessment shall be submitted in writing to the Mineral Planning Authority. In the event that nesting birds are found to be present, no works shall take place until a detailed mitigation strategy has been submitted to and approved in writing by the Mineral Planning Authority. All works shall thereafter be carried out in full accordance with the approved mitigation strategy.

Reason: To ensure the appropriate protection of, and mitigation for species, habitats and the environment.

14. The existing trees, hedgerows and shrubs around the boundary of the Site shall be retained except where provision for their removal has been made and approved in the scheme of working or details approved subject to conditions attached to this planning permission. Any vegetation removed without the prior written consent of the Mineral Planning Authority or which dies, becomes severely damaged or diseased as a result of operations permitted by this permission, shall be replaced. The size and species of replacement trees or shrubs shall first be submitted to and approved in writing by the Mineral Planning Authority and shall be planted in accordance with the approved details in the planting season immediately following approval.

15. Before the carrying out of any planting, an aftercare scheme detailing the aftercare of trees and shrubs planted as part of the development and the ongoing maintenance of existing and newly created habitats within the site during the extraction phase of development shall be submitted to and approved in writing by the Mineral Planning Authority. During this period, any trees which die, become severely damaged or diseased shall be replaced within in the next planting season. The approved aftercare scheme shall be superseded by and cease to take effect upon the implementation of a 30-year Habitat Management and Maintenance Scheme approved for the site.

Reasons 14 and 15: To ensure that the planting and restoration of the site is carried out in accordance with the approved details and appropriately managed and maintained to mitigate the landscape impact of the development, to protect biodiversity enhancements and to accord with the requirements of Policy R1 of the LMWLP.

Highways and Access

16. All heavy goods and commercial vehicles shall only enter and leave the site via the site access off North Kelsey Road.
17. The surfacing of the access and internal site road shall be maintained in a good state of repair and kept clean and free of mud and other debris at all times for the duration of the development.
18. No mud, debris or other deleterious materials shall be deposited on the public highway and any accidental deposition of such materials shall be removed immediately.
19. All laden heavy goods and commercial vehicles leaving the site shall be sheeted before entering the public highway.
20. Prior to the commencement of development details and location of the wheel washing facilities, shall be submitted to and approved in writing by the Mineral Planning Authority. Thereafter, the wheel wash shall be implemented in accordance with the approved details and all vehicles exiting the site shall use the wheel washing facilities which shall remain in place until the site has been fully restored.
21. Prior to the commencement of development details shall be submitted to and approved in writing by the Mineral Planning Authority for the construction of the site access, including the access gates, the construction of the car parking areas, site access road and any sealed surfaces the development shall thereafter only be carried out fully in accordance with the approved details.

Reasons 16, 17, 18, 19, 20 & 21: For the avoidance of doubt and in the interests of highway Safety.

22. No more than 12 HGVs (24 movements) in any one day and no more than 40 HGVs (80 movements) in any calendar week may access/egress the Site Monday to Friday and no HGVs may access/egress the Site on Saturdays, Sundays, Bank or Public Holidays. The operator must keep and retain a record of all HGV movements to and from the Site and the record shall be made available to the mineral planning authority within five working days of a written request.

Reason: To control the impact of the development on the public highway.

Amenity and Ecology

23. Prior to the commencement of development, a Construction Ecological and Environmental Management Plan and Method Statement shall be submitted to and approved in writing by the Mineral Planning Authority. The Plan and Statement shall include:
- Dust Mitigation and Control Measures, which shall identify potential sources and include the measures to be taken during site preparation, the extraction of mineral and the restoration phase.
 - Noise Mitigation and control measures, which shall identify potential sources and include the measures to be taken during site preparation, the extraction of mineral and the restoration phase.
 - Protected and Priority Species, the provision of an extraction phase management plan that is sensitive to protected and priority species that have been recorded and species that could establish on site or be affected during the extraction of mineral.

the development shall thereafter only be carried out fully in accordance with the approved details.

24. Prior to the formation of the screening bund along the eastern boundary of the site and the soil storage bund details shall be submitted to and approved in writing by the Mineral Planning Authority, of the seeding and planting and ongoing management of the bunds and thereafter the bunds shall be maintained in accordance with the approved details.
25. No mineral shall be extracted from Phase 1 until the screening bund shown on Drawing 679/D/02 Rev E (received 1/11/24) been constructed in full in accordance with the approved details.
26. No operations shall be carried out other than between the following times:
- 07:00 to 18:00 hours Monday to Friday between 2 March and 31 October
07:00 to 16:30 hours Monday to Friday between 1 November and 1 March
No operations shall be carried out on Saturdays, Sundays, Bank and Public Holidays.
27. All plant, vehicles, equipment and machinery to be used on site for the duration of the life of this permission, shall be stored close to the site entrance during non-working hours at a position to be agreed in writing by the Mineral Planning Authority.
28. Prior to the installation of the temporary lighting to be installed at the site, details of the size, type and locations of the lights shall be submitted to and agreed in writing by the Mineral Planning Authority and thereafter be implemented in accordance with the approved details.
29. Prior to the installation details of the size, type and position of the electricity substation to be installed at the site shall be submitted to and agreed in writing by the Mineral Planning Authority and thereafter be implemented in accordance with the approved details for the lifetime of the development.

Reasons: 23, 24, 25, 26, 27, 28 & 29 : To retain planning control over the development and protect the amenities of local residents.

Water Environment

30. Any facilities for the storage of oils, fuels or chemicals shall be sited on impervious bases and surrounded by impervious bund walls. The volume of the bunded compound shall be at least equivalent to the capacity of the tank plus 10%. If there are multiple tankages, the compound shall be at least equivalent to the capacity of the largest tank, or the capacity of interconnected tanks, plus 10%. All filling points, vents, gauges and site glasses must be located within the bund. The drainage system of the bund shall be sealed with no discharge to any watercourse, land or underground strata. Associated pipework shall be located above ground and protected from accidental damage. All filling points and tank overflow pipe outlets shall be detailed to discharge downwards into the bund.
31. Prior to any plant or machinery being brought onto the site a Pollution Prevention and Accident Response Plan (PPARP) shall be submitted to and approved in writing by Mineral Planning Authority and the development shall thereafter only be carried out fully in accordance with the approved scheme.

Reasons 30 & 31: In the interests of groundwater and surface water protection and to mitigate against the potential for the release of hazardous substances by accidental spillage during the development.

Community Liaison Group

32. Before any minerals are exported from the site, the Terms of Reference for establishment and operation of a Community Liaison Group shall be submitted to and approved in writing by the Mineral Planning Authority. The Terms of Reference shall provide details of:
 - a contact on behalf of the applicant who shall be responsible for the organisation and minutes of meetings of the group;
 - the location of the meetings;
 - a list of members of the group. This should include, but not be limited to, the County Councillor, one representative from relevant Parish Councils, a representative of the Mineral Planning Authority, a local resident; and
 - the frequency of group meetings, the first of which will be held within four months of the approval of the details.

The Community Liaison Group shall be in operation in accordance with the agreed Terms of Reference for the duration of the development hereby permitted.

Reason: To take account of representations of the local community in protecting the amenity of the area.

Informative

Attention is drawn to:

Biodiversity Gain Information

(i) Biodiversity Gain Information

The effect of paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 is that planning permission granted for the development of land in England is deemed to have been granted subject to the condition “(the biodiversity gain condition”) that development may not begin unless:

- (a) a Biodiversity Gain Plan has been submitted to the planning authority; and
- (b) the planning authority has approved the plan.

The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan if one is required in respect of this permission would be Lincolnshire County Council.

There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply. These are listed below.

Based on the information available this permission is considered to be one which will require the approval of a biodiversity gain plan before development is begun because none of the statutory exemptions or transitional arrangements listed below are considered to apply.

Statutory exemptions and transitional arrangements in respect of the biodiversity gain condition

1. The application for planning permission was made before 12 February 2024.
2. The planning permission relates to development to which section 73A of the Town and Country Planning Act 1990 (planning permission for development already carried out) applies.
3. The planning permission was granted on an application made under section 73 of the Town and Country Planning Act 1990 and
 - (i) the original planning permission to which the section 73 planning permission relates* was granted before 12 February 2024; or
 - (ii) the application for the original planning permission* to which the section 73 planning permission relates was made before 12 February 2024.
4. The permission which has been granted is for development which is exempt being:

- 4.1 Development which is not ‘major development’ (within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015) where:
- (i) the application for planning permission was made before 2 April 2024;
 - (ii) planning permission is granted which has effect before 2 April 2024; or
 - (iii) planning permission is granted on an application made under section 73 of the Town and Country Planning Act 1990 where the original permission to which the section 73 permission relates* was exempt by virtue of (i) or (ii).
- 4.2 Development below the de minimis threshold, meaning development which:
- (i) does not impact an onsite priority habitat (a habitat specified in a list published under section 41 of the Natural Environment and Rural Communities Act 2005); and
 - (ii) impacts less than 25 square metres of onsite habitat that has biodiversity value greater than zero and less than 5 metres in length of onsite linear habitat (as defined in the statutory metric).
- 4.3 Development which is subject of a householder application within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015. A “householder application” means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.
- 4.4 Development of a biodiversity gain site, meaning development which is undertaken solely or mainly for the purpose of fulfilling, in whole or in part, the Biodiversity Gain Planning condition which applies in relation to another development, (no account is to be taken of any facility for the public to access or to use the site for educational or recreational purposes, if that access or use is permitted without the payment of a fee).
- 4.5 Self and Custom Build Development, meaning development which:
- (i) consists of no more than 9 dwellings;
 - (ii) is carried out on a site which has an area no larger than 0.5 hectares; and
 - (iii) consists exclusively of dwellings which are self-build or custom housebuilding (as defined in section 1(A1) of the Self-build and Custom Housebuilding Act 2015).

4.6 Development forming part of, or ancillary to, the high speed railway transport network (High Speed 2) comprising connections between all or any of the places or parts of the transport network specified in section 1(2) of the High Speed Rail (Preparation) Act 2013.

- * “original planning permission means the permission to which the section 73 planning permission relates” means a planning permission which is the first in a sequence of two or more planning permission, where the second and any subsequent planning permissions are section 73 planning permissions.

Irreplaceable habitat

If the onsite habitat includes irreplaceable habitat (within the meaning of the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) there are additional requirements for the content and approval of Biodiversity Gain Plans.

The Biodiversity Gain Plan must include, in addition to information about steps taken or to be taken to minimise any adverse effect of the development on the habitat, information on arrangements for compensation for any impact the development has on the biodiversity of the irreplaceable habitat.

The planning authority can only approve a Biodiversity Gain Plan if satisfied that the adverse effect of the development on the biodiversity of the irreplaceable habitat is minimised and appropriate arrangements have been made for the purpose of compensating for any impact which do not include the use of biodiversity credits.

The effect of section 73(2D) of the Town and Country Planning Act 1990

If planning permission is granted on an application made under section 73 of the Town and Country Planning Act 1990 (application to develop land without compliance with conditions previously attached) and a Biodiversity Gain Plan was approved in relation to the previous planning permission (“the earlier Biodiversity Gain Plan”) there are circumstances when the earlier Biodiversity Gain Plan is regarded as approved for the purpose of discharging the biodiversity gain condition subject to which the section 73 planning permission is granted.

Those circumstances are that the conditions subject to which the section 73 permission is granted:

- (i) do not affect the post-development value of the onsite habitat as specified in the earlier Biodiversity Gain Plan; and
 - (ii) in the case of planning permission for a development where all or any part of the onsite habitat is irreplaceable, the conditions do not change the effect of the development on the biodiversity of that onsite habitat (including an arrangements made to compensate for any such effect) as specified in the earlier Biodiversity Gain Plan.
- (ii) **Footpath** - Before development commences any Public Footpaths impacted by this development will have to be diverted under Section 247 and Section 261 of the Town and Country Planning Act 1990. The grant of planning permission does not entitle developers to

obstruct a public right of way. The diversion or stopping up of footpaths, bridleways and restricted byways is a separate process which must be carried out before the paths are affected by the development. It cannot be assumed that because planning permission has been granted that an Order under section 257 will invariably be made or confirmed. Development, in so far as it affects a right of way, must not be started and the right of way should be kept open for public use, unless or until the necessary order has come into effect.

- (iii) In dealing with this application the Mineral Planning Authority has worked with the applicant in a positive and proactive manner by seeking further information to address issues identified to process the application efficiently so as to prevent any unnecessary delay. This approach ensures the application is handled in a positive way to foster the delivery of sustainable development which is consistent with the requirements of the National Planning Policy Framework and as required by Article 35(2) of the Town & Country Planning (Development Management Procedure)(England) Order 2015.
- (iv) The validity of the grant of planning permission may be challenged by judicial review proceedings in the Administrative Court of the High Court. Such proceedings will be concerned with the legality of the decision rather than its merits. Proceedings may only be brought by a person with sufficient interest in the subject matter. Any proceedings should be brought promptly and within six weeks from the date of the planning permission. What is prompt will depend on all the circumstances of the particular case but promptness may require proceedings to be brought at some time before six weeks has expired.

Whilst the time limit may be extended if there is good reason to do so, such extensions of time are exceptional. Any person considering bringing proceedings should therefore seek legal advice as soon as possible. The detailed procedural requirements are set out in the Civic Procedure Rules Part 54 of the Practice Directives for these rules.

1. If the applicant is aggrieved by the decision of the local planning authority to refuse permission or approval for the proposed development, or to grant permission or approval subject to conditions, they may appeal to the Secretary of State in accordance with Section 78 of the Town and Country Planning Act 1990, within six months of receipt of this notice. (Appeals must be made either electronically via the Planning Portal at <https://www.gov.uk/government/organisations/planning-inspectorate> or by using a form which can be obtained by contacting the Customer Support Team on 0303 444 00 00). The Secretary of State has a power to allow a longer period for the giving notice of appeal but they will not normally be prepared to exercise this power unless there are special circumstances which excuse the delay in giving of a notice of appeal. The Secretary of State is not required to entertain an appeal if it appears to them that permission for the proposed development could not have been granted by the local planning authority, or could not have been so granted otherwise than subject to the conditions imposed by them, having regard to the statutory requirements, to the provisions of the development order, and to any directions given under the order. The Secretary of State does not in practice refuse to entertain appeals solely because the decision of the local planning authority was based on a direction given by them. Please note, only the applicant possesses the right of appeal.
2. Applicants that want a planning appeal to follow the Inquiry procedure should notify the local planning authority and the Planning Inspectorate at least 10 working days before submitting their planning appeal. Further information and a copy of the template notification form can be found here: <https://www.gov.uk/government/publications/notification-of-intention-to-submit-an-appeal>
The form should be emailed to Lincolnshire County Council at dev_planningenquiries@lincolnshire.gov.uk and the Planning Inspectorate at inquiryappeals@planninginspectorate.gov.uk
3. If permission to develop land is refused or granted subject to conditions, whether by the local planning authority or by the Secretary of State, and the owner of the land claims that the land has become incapable of reasonably beneficial use in its existing state and cannot be rendered capable of reasonably beneficial use by carrying out of any development which has been or would be permitted, they may serve on the council of the district in which the land is situated a purchase notice requiring that council to purchase his interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990.
4. In certain circumstances, a claim may be made against the local planning authority for compensation, where permission is refused or granted subject to conditions by the Secretary of State on appeal or on a reference of the application to them. The circumstances in which such compensation is payable are set out in Section 114 of the Town and Country Planning Act 1990.