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Part One Health and Safety Policy

HEALTH, SAFETY & WELFARE POLICY STATEMENT

1. General Statement of Intent

Honiton Town Council is committed to providing a safe and healthy working environment for all its users. So far as it is reasonably practicable, it will have systems and procedures in place, which will ensure that any equipment, plant and premises are safe and free from hazards. This will mean that employees, visitors and others affected by its operation are exposed to the least possible risk.

As a minimum, the Council will comply with current Health and Safety Legislation, Approved Codes of Practice, Guidance Notes, British and European Standards, and any subsequent legislation enacted under the Health and Safety at Work etc Act 1974 and Management of Health and Safety at Work Regulations 1999.

Employees have a duty of co-operation to ensure that the policies are effective. The Council requires all its employees to take reasonable care for their own health and safety and avoid all working practices which may adversely affect the health, safety and welfare of themselves, visitors and the public in general.

This policy is fully endorsed by the Council as a whole and will be brought to the attention of all employees and other who may be affected by its policies and actions. The Council will ensure that employees and others where appropriate are kept informed of current and future legislation and that management systems are in place to ensure effective communication, information and training in health and safety matters.

The council recognises its responsibility to communicate and co-operate with other users that share the facilities of the community centre.

The policy also requires that clearly defined standards are publicised and that monitoring and auditing procedures are present to ensure that all the Council's activities meet the required health and safety standards.

Signed **Council Chairman**

Dated

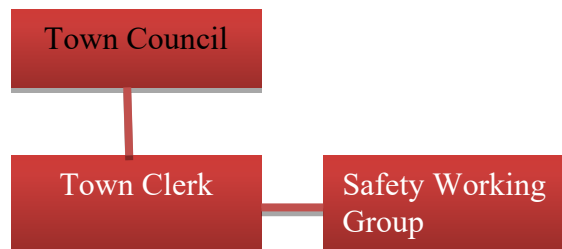
Part Two Management of Health and Safety

Health and Safety Manual

1. Organisation and Responsibilities

The Town Council has ultimate accountability for health and safety and will ensure that the Health and Safety Policy is fully implemented and disseminated to its entire staff.

In accordance with the Council's organisational structure, the positions that have direct responsibility to the Town Council for health, safety and welfare, are as follows:



Responsibility for the implementation of the policy rests with the Town Clerk. The Deputy Clerk will assume responsibility in the absence of the Town Clerk.

Although the Town Council may delegate duties to others, it retains overall control and accountability for all health and safety matters.

The Council has a duty to investigate report and record any accidents, near-accidents and dangerous incidents in accordance with the Council's current instructions.

All employees must be familiar with and follow all relevant internal and external emergency instructions and procedures. In addition, they must ensure that they have received adequate information, instruction and training in these areas. They should also be alert to any examples of ill health, which may be attributable to working conditions, procedures and practices.

Where significant problems are identified, the Town Clerk should ensure that these are thoroughly investigated, reported to the relevant Council Committee and, so far as is reasonably practicable, make recommendations for the measures to be implemented to remove the cause. Where specific advice is needed to help resolve any particular health and safety issues, employees should in the first instance seek the support and assistance of the Town Clerk. Where matters are not resolved to their satisfaction they should make written representation to the appropriate Council Committee.

The Town Council will give full support to the Town Clerk in carrying out their duties.

The Town Clerk will monitor the implementation of the policies, review statistics on accidents, near misses, discuss instructions and guidance to staff and offer advice on Health and Safety issues.

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2. Grievances

Any member of staff wishing to discuss occupational health and safety problems should firstly raise the matter with the Town Clerk, stating clearly the nature of the grievance and redress sought. Both parties should seek to resolve the issue through discussion. Should the matter not be resolved within a reasonable period of time, the matter should then follow the council's grievance procedure.

3. Review

The Council will review its Health and Safety policy every 12 months or earlier in light of changes in legislation or other circumstance.

Arrangements for safety will be reviewed by the Town Clerk in conjunction with the Safety Working Group annually. This will ensure its further development and continuing relevance to the structure and needs of the council.

Part Three Arrangements

Health and Safety Manual

1. Arrangements for Implementing the Health and Safety Policy

The Council's Health and Safety Policy will be communicated to all council staff and to others who may be affected by its activities, including any temporary staff, contractors and other tenants of the community centre.

Detailed information and procedures will be found in the council office. Further guidance and information will be provided where necessary through e-mail and briefings.

The council will ensure the competence of its staff by providing training that is both appropriate and relevant to their roles.

All new staff will receive a planned induction, which includes the council's health and safety policy, safe working practices, fire precautions and procedures, first aid arrangements, personal safety instructions and accident reporting procedures. They will also be given a familiarisation tour of their workplace and the emergency escape routes.

The Council's work activities will be subject to a formal risk assessment. All identified hazards which constitute a significant risk will be documented and appropriate remedial action implemented, including the introduction of safe working systems, to eliminate or reduce the risk to the lowest extent reasonably practicable.

All accidents, near misses and dangerous occurrences must be reported. These will be investigated to determine the cause and, where appropriate, remedial action introduced to prevent a recurrence. Reports will be completed in accordance with current instructions and to meet the requirements of the appropriate reporting legislation.

Information on reported accidents; near misses and dangerous occurrences will be made available to all relevant parties as appropriate and the Health and Safety Executive (HSE).

First aid facilities will meet the standards required in the current First Aid Regulations. The Council aims to have sufficient trained First Aiders and the procedures will follow the Approved Code of Practice to the First Aid at Work Regulations 1981.

In the property where the Council's personnel are employed, the environment, welfare facilities and other related factors will meet required or recommended minimum standards. The standard will be that required by the Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. Particular attention will be paid to temperature; ventilation; purity of air and water supply; lighting; storage; sanitary conveniences; noise and overcrowding.

The Town Clerk is required to monitor the health, safety and welfare arrangements and, periodically, carry out audits to check the effectiveness of the safety policy. The reports of the safety audits, including action taken to address problems identified, are to be made available to all interested parties. In particular, the reports will include reviews of existing risk assessments carried out under specific pieces of legislation, e.g. Management of Health and Safety at Work Regulations 1999, the Health and Safety (Display Screen Equipment)

Reports on the routine checks and risk assessments will be assessed by the safety Working Group for quality assurance purposes.

All necessary precautions will be taken in accordance with the requirements of the Control of Substances Hazardous to Health Regulations 2002. For example, the use, storage, handling

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and transportation of materials and substances will be done in such a way as to minimise risks. The least hazardous type of material or substance available will be used or purchased and, furthermore, there will be regular assessments and monitoring to ensure that this is achieved.

The Council will make every effort to identify and use competent contractors. If there is any doubt about competence, the contractor will not be used. Before the commencement of work in any areas that is in direct control of the council, contractors will be given clear guidance on the avoidance of risks and the working arrangements to be followed.

Further guidance, instructions and procedure can be found in following index for arrangements.

Accident Reporting

This policy outlines the procedures that are to be adopted when any staff, visitor or contractor experiences an accident, near-miss or dangerous occurrence in areas of council direct responsibility.

It is the policy of the council to identify and investigate unplanned losses (accidents), their source and hence their underlying causes.

To enable this objective to be achieved it is imperative that all accidents, irrespective of the resulting injury or damage, be reported according to the laid down procedures.

In order to avoid misunderstanding, the council deem an accident and near-miss to be defined thus:-

Accident:- "any unplanned event that results in personnel injury or damage to property, plant or equipment.

Near-miss:- "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

Accident Books

All accidents must be recorded in the council's accident book.

The accident book will be reviewed regularly by the Town Clerk to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near-misses must be reported to the Town Clerk, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Reporting Procedure:- Staff

1. All accidents must be entered in the appropriate Accident Book either by the injured person or, if this is not practical, someone else present at the time.
2. An accident Report form (Part 1 only) is also to be completed by the same person who should then give the form to the Town Clerk.
3. The Town Clerk must then:-
 - ✚ Note that the accident has occurred.
 - ✚ Ensure that the Accident Book has been correctly and fully completed.
 - ✚ Ensure that, where applicable, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (as amended) are met.
 - ✚ Complete Part II of the Council Accident Report form, recording the findings of the subsequent investigation.

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- ✚ Ensure, so far as reasonably practical, that proper action is taken to help prevent the accident being repeated.

N.B.

1. The above is simply the administrative procedure. Clearly it is essential for all concerned to give priority to the safety and welfare of any injured person and anyone else involved.

Reporting Procedure - Visitors / Contractors

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable. The Council takes the responsibility for notifying reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Safe System of Work

All incidents and near-miss incidents must be reported, however minor. To achieve this, the following procedure should be adopted.

1. Ensure the appropriate report form is completed and forwarded to the Town Clerk.
2. Obtain treatment for any injury from a first-aider or the local hospital.
3. Ensure that the area is made safe and poses no risk to other personnel (**except where the accident results in a major injury, in which case the scene should be cordoned off and left undisturbed until advised otherwise by the enforcing authority**).
4. Enter details in the accident book.
5. Inform the injured person's manager (or a responsible person) of the incident.

Summary

All personnel on site must report accidents and near-miss incidents whilst working on behalf of the council.

The three most important steps are:-

- ✚ Ensure that all relevant details are reported as soon as possible, in accordance with established procedures.
- ✚ Remove residual hazards that may pose a risk to others.
- ✚ Cordon off the undisturbed scene of a serious incident pending investigation.

POLICY AND PROCEDURE FOR THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Introduction

This policy is designed to comply with the Health and Safety at Work Act 1974 and the Control of Substances Hazardous to Health Regulations 1999 (COSHH).

Policy







This policy applies to all staff/volunteers and contractors working with the councils areas of responsibility.

The aim of this policy is to ensure that we provide adequate training, instruction and information to prevent staff and others coming into contact with hazardous substances. This will be achieved by providing safety equipment and by having a prescribed procedure to safeguard the health, safety and welfare of all staff, and visitors.

Town Clerk

The Council delegates to the town clerk, responsibility for the implementation of this policy and procedures, who is responsible for ensuring that staff are trained where applicable and, so far as is reasonably practicable, they follow safe systems of work.

The main area of responsibility is:

-  To carry out (and review) a formal assessment of health risks to staff.
-  To prevent/control exposure (and monitor any exposure) of staff to health risks.
-  To institute proper use of controls and Personal Protective Equipment (PPE).
-  To ensure that controls are appropriate and tested and keep records as necessary.
-  To ensure that appropriate health surveillance for staff is provided, where necessary.
-  To provide information, instruction and training, as appropriate/necessary, regarding all hazardous substances.

Training Needs

Staff that may be exposed to hazardous substances will:

Be provided with suitable and sufficient information, instruction and training so that they are aware of the risks to their health created by such exposure and the precautions which should be taken to minimise the risks.

Receive training to a safe level in the handling of hazardous substances, procedures, the use of control measures and in emergency procedures. Staff training must include accident and defect reporting procedures. Staff issued with PPE should be trained in its use, limitations, storage, cleaning and maintenance.

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Procedures

The CoSHH Regulations require employers to conduct risk assessments and produce control measures to minimise or eliminate the risks concerning any substance deemed hazardous to health.

These risk assessments must be recorded, together with the precautions taken to control or prevent exposure of staff and others to the substance(s). This procedure is carried out by the centre manager.

There are seven key elements of COSHH:

- Assessment
- Control Measures
- Maintenance of Control Measures
- Monitoring of Exposure
- Health Surveillance
- Provision of Information
- Record Keeping

A significant undertaking is required to determine and record the following:

- What substances are present?
- What activities use, store or transport such substances?
- What hazards are associated with these substances?

Assessment

The town clerk will ensure that no work is carried out that is liable to expose employees, or others to substances hazardous to health, unless a suitable and sufficient assessment, in writing, of those risks has been carried out.

Where it has been identified that a substance is classified as hazardous, the centre manager will obtain Safety Data Sheets and carry out the necessary risk assessment.

The full risk assessment will be stored together with any relevant/available Safety Data Sheets, in the council COSHH register.

The town clerk is to ensure that the risk assessments are made available to all members of staff likely to be affected by the substance.

All risk assessments are to be reviewed annually.

Contractors

Policy

The Council has a duty to assess the risks posed to the health and safety of all its staff and to anyone else who may be affected by its activities. Significant risks identified by this process have to be reduced to a tolerable level. This duty extends to managing the risks associated with works undertaken for the council by contractors. This policy sets down the framework for managing all contractor activities within the council's responsibility area.

The council will ensure that all works undertaken by contractors for or on its behalf are carried out in such a manner as to avoid, reduce, or control, all foreseeable risks to health and safety to a tolerable level.

The objectives of this policy are to:

- Safeguard staff and other users against death, injury or occupational disease resulting from contractor activities.
- Minimise the risks associated with contractor undertakings to a tolerable level.
- Protect property, environment and assets.

✚ To achieve this, the council will ensure that:

- It only engages suitably competent, financially viable contractors to undertake works on its behalf.
- All contractors are provided with the necessary information and instruction to undertake their works in accordance with the objectives of this policy.
- Suitable asbestos information is provided to all relevant contractors to enable them to plan and undertake their works without risk of exposure to asbestos fibres.
- All contractors are visibly identifiable.
- Contractors are only permitted to commence works once they have properly planned their works and put appropriate measures in place to manage and deliver the works effectively with regards to health and safety, and quality of product.
- Where contractors are engaged to carry out **high-risk** works, then those works shall be subject to a Permit-to-Work.
- Permits-to-Work can only be issued by the town clerk.
- Contractor performance is reviewed / audited on project completion.
- This policy is monitored and reviewed at regular intervals to ensure that the policy is meeting stated aims and objectives and is consistent with legislative and best practice demands.

Display Screen Equipment (DSE)

Policy

It is the policy of the Council to provide a safe and healthy working environment for all its staff, including particular measures to protect their health, safety and wellbeing when working with Display Screen Equipment (DSE).

The company will fulfil its statutory obligations by:

- ✚ Carrying out assessments of work station, using a self-assessment approach.
- ✚ Providing suitable work equipment.
- ✚ Providing information and training where applicable.
- ✚ The provision of eye and eyesight testing for those deemed as being **users**, and the provision of spectacles where these are required solely and specifically for the use of DSE work.
- ✚ Making available regular breaks for employees and volunteers classed as **users**.

Definitions

Display Screen Equipment – any alphanumeric or graphic display screen.

Workstation – this includes display screen equipment, any associated accessories including keyboard, mouse, printer, furniture etc and the immediate work environment around the display screen equipment.

User – HSE Guidance states: It will generally be appropriate to classify the person concerned as a “user” or “operator” if they:

- ✚ normally use DSE for **continuous or near-continuous spells of an hour or more** at a time; and
- ✚ use DSE in this way **more or less daily**; and
- ✚ have to **transfer information quickly** to or from the DSE

Risk Assessment.

The council requires that all staff who use or likely to use DSE to complete a self-assessment using the assessment check list at appendix A

DSE minimum requirements

Workstations and equipment must comply with specific minimum requirements laid down in the DSE regulations. These include, for example, a chair with seat height adjustment, seat back adjustment and a stable base (usually 5 wheels/castors); a desk which provides ‘adequate space’; a monitor which tilts and swivels and has a clearly readable screen.

There are minimum standards which apply to all elements of the workstation, including the keyboard, the mouse, the environment and the software.

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If items such as a footrest or document holder are provided these should comply with the minimum standard; however, they need only be provided if they are necessary given the nature of the work and /or the individual.

Equipment which does not meet the minimum standard may be provided if it is necessary for health and safety reasons – for example, some users may benefit from using a specialist chair which does not have a seat back.

Laptop computers must comply with the minimum standard if they are in prolonged use.

Electricity at Work

Policy

This Safety Guide sets out what is required to ensure that portable electrical equipment (i.e. equipment with a plug) used at the Beehive is maintained in a safe condition for use. The aim is to reduce the risk of injury and property damage from faulty electrical equipment. If followed it will ensure compliance with the maintenance requirements of Regulation 4(2) of the Electricity at Work Regulations 1989 (EAW) and The Provision and Use of Work Equipment Regulations (PUWER) 1998.

Town Clerk Responsibilities

The town clerk is responsible for ensuring that arrangements are in place for the regular inspection and testing of portable electrical appliances within their areas of control.

Staff Responsibilities

All staff who are required to use any electrical equipment must

- ✚ Ensure that they use electrical equipment as instructed.
- ✚ Check that equipment has no obvious visual damage or defects before using it.
- ✚ Remove from service and report any defective or out-of-test equipment.
- ✚ Only use equipment that has a valid inspection/test label.
- ✚ Not use personal portable electrical equipment within an area controlled by the company unless they are authorised to do so by the centre manager.

Equipment brought on site for events

Equipment that is brought onto council controlled areas for an event must be in a safe condition. It is the responsibility of the Event organiser to ensure equipment has been suitably inspected and if necessary tested.

If this cannot be proved then a competent person must carry out an in-service inspection and test appropriate to the class of equipment.

Leased equipment

Equipment hire companies are legally required to ensure that equipment supplied by them is safe for use at work and is regularly inspected and tested before and after use. Therefore, equipment that is leased for use by the council should not normally need to be tested however; appropriate routine safety testing should be an integral part of the service contract.

If electrical testing is not part of the service contract (as may be the case for some electrical equipment) then this equipment should be included in the in-house testing programme.

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Users checks

Users of portable appliances should look for the following indicators of damage or faults, before using the equipment:

- ✚ Is the user aware of any problems, does the appliance work?
- ✚ Damage e.g. cuts, fraying, abrasion (apart from light scuffing) to the cable/lead;
- ✚ Damage to the plug, e.g. the casing is cracked, the pins are bent, the screw holding the plug together is loose, the plug rattles;
- ✚ Non-standard joints, including taped joints in the cable;
- ✚ The outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. Look to see if the coloured insulation of the internal wires is showing;
- ✚ Damage to the outer cover of the equipment or obvious loose parts or screws;
- ✚ Signs of overheating (burn marks or staining) on the equipment or plug;
- ✚ Equipment being used in conditions where it is not suitable, e.g. a wet or dusty workplace;
- ✚ Equipment with signs of cracks, chemical or corrosive damage to the case, switches not working properly, protective covers missing or loose;
- ✚ Extension leads or adapters overloaded (too many appliances for the fuse or current rating of the lead);
- ✚ If applicable Residual Current Devices (RCDs) failing to disconnect from the supply when the test button is pushed.

If any of the above is identified, do not use the equipment, remove it from service, and report it to the centre manager.

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Inspection and testing

Type of business	User checks	Formal visual inspection	Combined inspection and test
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps	No	2–4 years	No
Hand-held, double insulated (Class II) equipment, eg some floor cleaners, some kitchen equipment	Yes	Yes, 6 months – 1 year	No
Earthed (Class I) equipment, eg electric kettles, some floor cleaners	Yes	Yes, 6 months – 1 year	Yes, 1–2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment	Yes	Yes, 6 months – 4 years depending on type of equipment it is connected to	Yes, 1–5 years depending on the equipment it is connected to

First Aid

First Aid provision





The Council is committed to providing sufficient first aid arrangements to deal with accidents and injuries to staff and during any events under their direct control.

Organised Events

The Council where applicable will carry out specific first aid risk assessments and where appropriate provide information and training on first aid to employees to ensure statutory requirements are met, operational needs are addressed and first aid support is available.

First Aid Boxes

First aid boxes will be located in the following locations.

-  Reception Desk
-  Kitchen
-  Main Hall
-  First floor kitchen

Use of any first aid equipment must be reported to the town clerk.

First Aid boxes are to be inspected and recorded monthly.

Lone Worker

Introduction

The Council recognises that some staff are required to work by themselves in the community centre without close or direct supervision, sometimes in isolated work areas or out of office hours.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 the company has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

Scope

These arrangements apply to any one working in the following situations:

- ✚ Only one person is working on the premises.
- ✚ People work separately from each other, *e.g. in different locations*.
- ✚ People working outside normal office hours.

Aim

These arrangements aim to

- ✚ Increase staff awareness of safety issues relating to lone working.
- ✚ Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far is reasonably practicable.
- ✚ Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on safety when working alone.
- ✚ Encourage full reporting and recording of all adverse incidents relating to lone working.
- ✚ Reduce the number of incidents and injuries to staff related to lone working.

To meet the aims of these arrangements the Board of Directors are responsible for:

- ✚ Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working.
- ✚ Providing resources for putting the policy into practice; and
- ✚ Ensuring that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed

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The town clerk is responsible for the following:

- ✚ Ensuring that all staff are aware of lone working.
- ✚ Taking all possible steps to ensure that lone workers are at no greater risk than other employees.
- ✚ Identify situations where people work alone and decide whether systems can be adopted to avoid workers carrying out tasks on their own.
- ✚ Ensuring that risk assessments are carried out and reviewed regularly.
- ✚ Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.
- ✚ Ensuring that staff, identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary.
- ✚ Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.
- ✚ Ensuring that appropriate support is given to staff involved in any incident.
- ✚ Providing means of communication, and other personal safety equipment, where this is felt to be desirable.

Staff responsibilities

- ✚ Taking reasonable care of themselves and others affected by their actions.
- ✚ Following guidance and procedures designed for safe working.
- ✚ Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate.
- ✚ Taking part in training designed to meet the requirements of the policy.
- ✚ Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

Health and Safety Manual

Manual Handling

Introduction

The Council recognises that manual handling activities may pose a hazard for staff if not adequately controlled. These arrangements have been produced in accordance with the:

The Manual Handling Operations Regulations 1992, as amended in 2002 ('the Regulations') apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.

Management and Employee Guidance

Definition(s)

"Manual handling operations" means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force.

"The load" may be either animate, such as a person or an animal, or inanimate, such as a box or a trolley.

The term "reasonably practicable" means to give consideration to the amount of time, effort and cost which would be required to avoid or reduce the risk, in this instance, from manual handling activities, in comparison to the long term health & safety benefits.

Town Clerk Responsibilities

The town clerk will ensure that these arrangements are applied consistently, ensuring that:

- ✚ Manual handling is avoided where possible.
- ✚ All manual handling activities are properly planned and assessed the assessment is recorded in writing using the council risk assessment form. The assessment must be communicated with all staff.
- ✚ When a risk assessments indicates that staff may be lifting loads above the recommended safe lifting levels, suitable control measures should be put into place which reduce the risk to an acceptable level.
- ✚ Information, instruction and training will be provided to staff on the health risks associated with manual handling where applicable.
- ✚ Staff are not expected to carry out manual handling operations which are unsafe or beyond their individual capabilities (account must be taken of employees concerns with regards to manual handling, reviewing the risk assessment if necessary)
- ✚ Any equipment provided to eliminate manual handling i.e. hoists, cranes, pallet trucks are inspected as per the manufacturers recommendations where applicable.

Staff Responsibilities

Staff have a duty of care for their own and others safety and should ensure that they;

- ✚ Follow safe systems of work designed to promote safety during the handling of loads, including wearing suitable clothing and footwear where applicable.

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- ✚ Use equipment provided to them as they have been trained to, this includes machinery and other aids provided for safe handling of loads.
- ✚ Report any faults, defects, and deficiencies of either equipment or systems of work to the town clerk.
- ✚ Report any manual handling accidents and near misses
- ✚ Tell the town clerk of any physical condition likely to affect their ability to undertake moving and handling tasks safely.
- ✚ Take care to ensure their activities do not put others at risk
- ✚ Attend training and refresher training when required

Good Handling Techniques

As it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimize the risks of injury. The techniques outlined below should be followed at home as well as at work.

Planning and preparation

- ✚ Think about the task to be performed and plan the lift.
- ✚ Consider what you will be lifting, where you will put it and how you are going to get there.
- ✚ Assess the weight and centre of gravity of the load.
- ✚ Assess the size of the load to make sure that you can grip it safely and see where you are going.
- ✚ Assess whether you can lift the load safely without help. If not, get help. Bear in mind that it may be too dangerous to attempt to lift some loads, such as an office safe, even with a team.
- ✚ If more than one person is involved, plan the lift and agree who will lead and give instructions.
- ✚ Plan your route and remove any obstructions. Check for any hazards such as uneven flooring.
- ✚ Avoid lifting unsafe loads, such as damaged glass or badly packed chemicals.
- ✚ Check whether you need any personal protective equipment and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.
- ✚ Ensure that you will be able to maintain a firm grip.
- ✚ Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.
- ✚ Remove any unnecessary packaging, if this will make the task safer.
- ✚ Consider a resting stage before moving a heavy load or carrying something any distance.

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Position

- ✚ Stand with your feet apart and your leading leg forward.
- ✚ Your weight should be even over both feet.
- ✚ Position yourself (or turn the load around) so that the heaviest part is next to you.
- ✚ If the load is too far away, move toward it or bring it nearer before starting the lift.

Lift

- ✚ Always lift using the correct posture.
- ✚ Bend the knees slowly, keeping the back straight.
- ✚ Tuck the chin in on the way down.
- ✚ Lean slightly forward if necessary and get a good grip.
- ✚ Keep the shoulders level, without twisting or turning from the hips.
- ✚ Try to grip with the hands around the base of the load.
- ✚ Bring the load to waist height, keeping the lift as smooth as possible.

Move the load

- ✚ Move the feet, keeping the load close to the body.
- ✚ Proceed carefully; making sure that you can see where you are going.

Lower the load

- ✚ Lower the load, reversing the procedure for lifting.
- ✚ Avoid crushing fingers or toes as you put the load down.
- ✚ Position and secure the load after putting it down.

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Part Four
Risk Assessments

Risk Assessment

Introduction

Risk assessment is an analysis of the **hazards** present through work activities, equipment and other situations within the working environment and the **likelihood** that they may cause harm to staff and others.

Definitions

“Hazard” Something that has the potential to cause harm.

“Risk (Likelihood)” The realisation of harm being caused by a hazard and its severity.

Responsibilities

The council are responsible for ensuring that adequate risk assessments are carried out where applicable and ensuring that identified risks are managed appropriately.

The town clerk is responsible for the completion of risk assessments in accordance with these guidelines and ensuring that appropriate control measures are implemented and communicated to all staff where applicable.

Staff have a responsibility to comply with safe systems of work and other safety control measures highlighted by risk assessments and or other safe working arrangements communicated to them. Also staff have a responsibility to report to the centre manager any hazard or unsafe condition which they may encounter in the course of their work.

Risk Assessment Process




Risk assessments should not be carried out in isolation and as such staff within the workplace should be involved in the process.

The following protocols should be followed when completing a risk assessment.



1. Identify the Hazard
2. Decide who could be harmed
3. Evaluate the risk from the hazards and decide what should be done to control the risk.
4. Record the findings
5. Review the assessment and revise if necessary.

Identifying the Hazard

Walk around the workplace and decide what could reasonably be expected to cause harm. Ignore trivial and concentrate on significant hazards which could result in serious harm. Consider the following:




-  Location(s) where the work is carried out.
-  Various tasks or processes involved.
-  Equipment that might be used.

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-  Substances used or encountered during the activity and their physical form (fumes, liquid, dust/powder etc.).
-  Requirements of any relevant regulations or standards relevant to the activity, equipment or substance used.

Decide who might be harmed

The following people may be at risk from hazards:

-  Staff
-  Other Tenants
-  Members of the public.

Consideration should also be given to young people, expectant mothers and people with various disabilities.

Evaluate the risk

To evaluate the risk and its severity a standard 5x5 risk matrix will be used.

The first stage is to consider the severity of the harm using the matrix below.

Score	Safety	Health
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Severity Matrix

1	Negligible	Minor injury requiring no treatment. Negligible safety impact	Mild health effect for short period.
2	Minor	Minor injury first aid required	Reversible health effect. Minor illness.
3	Moderate	Injury resulting in medical treatment beyond first aid	Irreversible health effect for example loss of hearing. Serious illness from which there is full recovery.
4	Major	Major injury which may result in permanent disabilities	Life shortening health effect. Health effect causing significant irreversible disabilities.
5	Catastrophic	Death	Death

The second stage is to consider the likelihood of the hazard causing harm using the matrix below.

Likelihood Matrix

Likelihood Ranges			
Score	Description	Guidance	Probability Range
1	Improbable	Very remote probability that the event would occur	<1%
2	Remote	Event may occur only in exceptional circumstances	1 – 10%
3	Possible	Event could occur at some time	11 - 50%
4	Probable	Event should occur at some time	51 – 90%
5	Almost Certain	Event will occur in most circumstances	>90%

The third stage is to multiply the two scores from the Likelihood matrix and the Severity matrix to obtain an overall risk rating.

Risk Rating Matrix

Severity	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Likelihood				

Risk Rating

The risk rating will help to determine the actions required to address the risk, for example:

- + **Red Risk (V.High) Unacceptable risk.**
 - Reduce the risk by introducing further control measures or Transfer the risk.
- + **Amber Risk (High)**
 - Reduce the risk further by introducing further control measures
- + **Yellow Risk (Medium) Tolerate risk.**
 - Consider further control measures to reduce risk and its impact.
- + **Green Risk.(Low) Acceptable Risk.**
 - Monitor and review risk.

Recording

All risk assessments are to be recorded on the council risk proforma and entered into the Health and Safety Manual. Staff are to be made aware of the risk assessments and the control measure that are in place to control the risks.

Risk assessments are to be signed by the responsible person conducting the assessment and once completed signed off by the town clerk.

Review

All risk assessments are to be reviewed annually or when circumstance such as a change in working practice impact on specific assessments.

All assessments are to be reviewed annually by the Safety Working Group.

