



WARWICK DISTRICT COUNCIL

HEALTH & SAFETY POLICY

Last Revised December 2005

HEALTH AND SAFETY POLICY

CONTENTS

1.	STATUTORY DUTY	4 - 5
2.	GENERAL POLICY	6 - 9
3.	RESPONSIBILITIES OF STAFF SAFETY REPRESENTATIVES – PROCEDURES	10 - 19
4.	REPORTING ACCIDENTS AND DANGEROUS OCCURRENCES	20 - 33
5.	FIRST AID ARRANGEMENTS	34 - 38
6.	IN THE EVENT OF FIRE	39 - 42
7.	JOINT CONSULTATIVE SAFETY PANEL CONSTITUTION	43 - 46
8.	CONTRACTORS	47 - 53
9.	CODES OF PRACTICE	54 - 84
10.	APPENDICES	

The local inspector's office and telephone number for the purposes of health and safety is:

H M Inspector of Health and Safety
Health and Safety Executive
7th Floor
1 Hagley Road
Birmingham
B16 8HS
Telephone: 0121 6076200
Fax: 0121 6076221

The Employment Medical Advisory Service (EMAS) can be contacted at the address below for matters of occupational health. It should be noted that EMAS does not provide medical treatment.

EMAS
Belgrave House
1 Greyfriars
Northampton
NN1 2BS

Tel: 01604 738300
Fax: 01604 738333

1. STATUTORY DUTY

Warwick District Council's Statutory Duties

- 1.0 There is a common law duty imposed upon every employer to take all reasonable care for the safety of personnel and if the employer fails to exercise due diligence in this duty and personnel sustain injury as a consequence they can sue the employer for compensation in respect of damage suffered.
- 1.1 Notwithstanding the Council's common law duty, the Council has a statutory duty placed upon it by the Health and Safety at Work etc Act 1974, supported by various statutory regulations and Approved Codes of Practice. Although failure to comply with any provision of an Approved Code of Practice is not in itself an offence, the failure may be taken into account in criminal proceedings as proof that a person has contravened the regulation to which the provision relates.
- 1.2 The enforcement of the various Acts and Regulations in respect of the activities of and functions performed by Warwick District Council, is carried out by the Health and Safety Inspectorate. Any breach of such statutory duty could result in the Council being prosecuted by Inspectors of the Executive. It is possible, for an individual employee, irrespective of status, who has contravened the provisions of the Health and Safety legislation to be prosecuted for offences by the Health and Safety Inspectorate.
- 1.3 A duty is placed upon an employer, by virtue of the Health and Safety at Work etc Act 1974, to prepare and, as frequent as may be appropriate, revise a written statement setting out a general policy for protecting the health, safety and welfare at work of their employees. In addition to this, the organisation and arrangements for putting that policy into practice and for bringing that statement and the revision process to the notice of all personnel.
- 1.4 It should be noted that for the purposes of health and safety requirements Warwick District Council will act as host employer, in that it will discharge its statutory duty to self - employed persons and other employers' employees as identified by the Management of Health and Safety at Work Regulations 1999.

2. GENERAL POLICY

General Policy

- 2.0 It is Warwick District Council's policy to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its personnel, and that it does not expose the public to health and safety risks by its activities and those of its personnel. The Council in supporting this statement will comply fully with all relevant health and safety legislation.
- 2.1 The Council will develop and maintain health and safety programmes to ensure that all operations carried out under its control are in compliance with its policies and standards and other legislative requirements.
- 2.2 The Council's Management and Supervisors will be responsible for minimising the potential for accidents and injuries. All personnel have a duty to draw to their Supervisor's attention any unsafe acts or conditions.
- 2.3 The Council acknowledges that it will be necessary to train all personnel thoroughly to allow them to work safely. In recognising this aspect of training, the Council confirms the necessity to consult with all personnel to identify deficiencies and practical solutions, thereby creating a situation which encourages safety awareness. The Council will develop a safety training programme which will apply to all personnel, and will monitor and react to training requirements.
- 2.4 The Council will design and construct all new facilities to comply with all legislative standards and best practice at the time of design.
- 2.5 The Council will modify existing facilities where practicable to comply with current legislative standards.
- 2.6 The Council will take all the necessary steps to eliminate hazards at work in premises which they occupy, which could lead to a reportable incident, including those which could lead to a lost workday injury.
- 2.7 The Council will ensure that safe systems of work are established for all work being carried out under its control and will to this end, audit compliance with the safe systems of work.
- 2.8 The Council will ensure that all personnel employed by them, or contracted, are adequately qualified and experienced to allow them to carry out their work safely and without risk.
- 2.9 The Council will carry out risk assessments on all new equipment, practices and processes to identify hazards, evaluate the findings and react accordingly.
- 2.10 The Council will establish procedures to ensure that no modification to equipment, practices and processes compromises health and safety standards.

- 2.11 The Council will investigate all occurrences with the potential to cause a reportable injury or incident in order to identify ways of preventing a recurrence.
- 2.12 The Council will develop for all their owned and managed locations emergency plans. All personnel with specific duties to carry out in the event of an emergency will receive training.
- 2.13 Periodic drills or exercises will be carried out to determine the effectiveness of such procedures.
- 2.14 The Council will establish arrangements for joint consultation on appropriate matters of health, safety and welfare.

There is a provision for a Members/Trades Unions Joint Consultation and Safety Panel to meet in each committee cycle. Its function is to consider all matters relating to the health and safety of the Council's employees and those aspects of welfare at work which are the subject of Health and Safety Regulations, or of any of the relevant statutory provisions within the meaning of Section 53(1) of the Health and Safety at Work etc Act 1974, and to submit to the Council, advice and recommendations thereon.

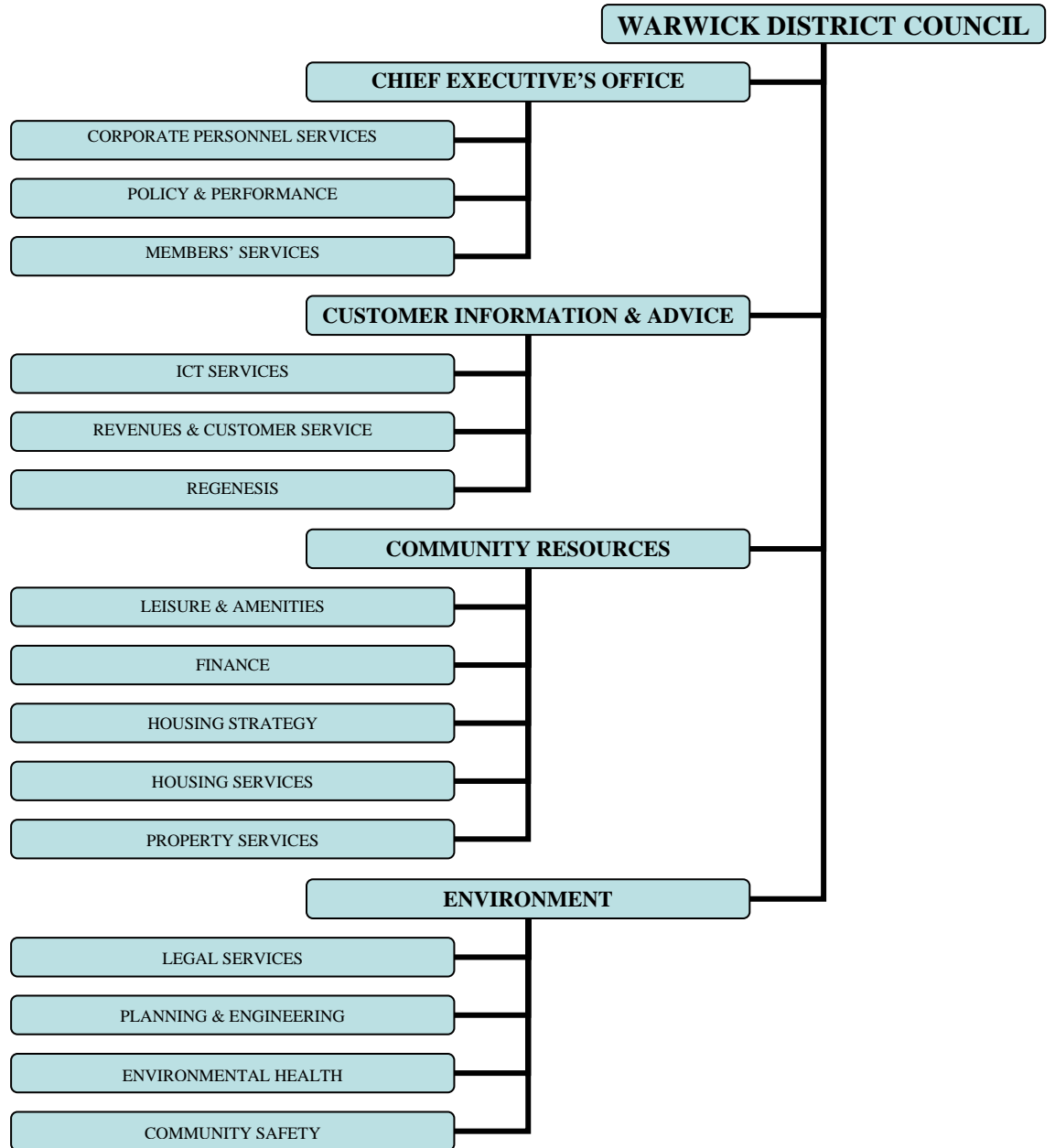
- 2.15 The Council will make arrangements to ensure that personnel exposed to chemical and physical agents, are monitored, and their exposure controlled below the legislative limits, prevailing at the time.
- 2.16 The Council will ensure that periodic reviews of practices and procedures so far as they relate to health and safety will be undertaken, with this document being amended and altered accordingly.
- 2.17 The Council will supplement the General Policy Statement, by further Safety Policy Statements relative to the work of specific Business Units within the Council. One such statement will be made for each Business Unit.
- 2.18 In order to assist in the implementation of the Policy, Codes of Practice will be issued e.g., in relation to fire procedures, accident notification.
- 2.19 The Statement of Conditions of Service for each employee will contain a summary of this Council's policy.
- 2.20 The provisions of Section 28 of the Trade Union Reform and Employment Rights Act 1993, and schedule 5 of that Act relate to rights to claim unfair dismissal and not to suffer detriment, in health and safety cases, thereby amending the terms of the Employment Rights Act 1996.

2.21 The provisions of Regulation 4A of the Safety Representatives and Safety Committees Regulations 1977 as set out in Section 3 of this document (responsibilities of staff) will be addressed.

Signed.....Chief Executive

Dated

3. RESPONSIBILITIES OF STAFF - SAFETY REPRESENTATIVES



3.0 The Chief Executive will have corporate responsibility for the health, safety and welfare at work of all the Council's personnel and consequently is required to ensure that an effective policy is maintained to prevent injuries, loss or damage to property or risks to persons whether employed by the Council or not, but affected as a result of the Council's activities. The Chief Executive will ensure that all employees fulfil their responsibilities, and as far as is reasonably practicable, ensure that no impediment exists to prevent the fulfilment of the obligation. The Chief Executive in conjunction with the Competent Person will initiate actions to eliminate or reduce risks to health and safety.

3.1 The Head of Environmental Health, as the Council's nominated 'Competent Person' will be responsible for developing, communicating and implementing an appropriate health and safety programme which will ensure that the Council has, at all times, the capabilities and resources to operate safely. The competent person will co-ordinate activities relating to safety at all work locations within the Council's areas of responsibility, monitor standards achieved and audit activities and facilities. These functions will be executed on a day-to-day basis by the Safety Adviser.

3.2 The Safety Adviser acting, through the Head of Environmental Health in his capacity as the 'Competent Person, will provide advice and expertise to the Council, the Chief Executive's Office Management Team and the Corporate Management Team on health and safety matters. The Adviser will carry out independent inspections in order to monitor and evaluate the performance of all the Council's Business Units in meeting their statutory obligations in terms of health, safety and welfare.

The Safety Adviser will ensure:

- 1) that regular reviews and revisions of the Council's and Business Unit's Safety Policies are undertaken;
- 2) that effective assessments are made of work related risks whether to employees or to others;
- 3) that appropriate arrangements are in place for the effective planning, organisation control, monitoring and review of protective and preventative measures in terms of health and safety;
- 4) that all employees upon recruitment are provided with adequate health and safety training sufficient for the Council to meet its statutory obligations.

The Safety Adviser will promote health and safety awareness throughout the Council and disseminate information and guidance on health and safety matters. In addition he will facilitate and co-ordinate the activities of the Employee Safety Representatives.

3.3 The Head of Business Units will be responsible for their own occupational health and safety, as well as that of the employees for whom they have responsibility and all those activities relating to the functions performed by the Business Unit. The Heads of Business Units will be responsible within their own Business Unit for encouraging safety awareness and ensuring that all personnel, including contractors adhere to safety standards within the policies maintained by the Council.

- * That via the employee appraisal scheme and/or risk assessment process, health and safety training needs that maybe identified are considered and implemented where appropriate.

They must ensure:-

- * That each person has the appropriate experience and necessary training to perform their allocated duties in safety and in support of this, given sufficient time to carry out their job safely and efficiently. Evidence of training for health and safety will be kept on the employee's personal records.
- * That adequate, competent qualified supervision is provided for all jobs.
- * That the procedure associated with each task, has been risk assessed, the hazards identified and upon evaluation the appropriate safety precautions taken and any associated training is provided.
- * That equipment and welfare facilities are kept in a safe condition.
- * That equipment provided for personal protection is properly selected, used, maintained and stored.
- * That contractors adhere to similar standards.
- * That the Employer's duty to consult and provide facilities and assistance to safety representatives is implemented.

3.4 Employee Safety Representatives where they exist under the direction of their Heads of Business Units will provide support and assistance to the Safety Advisor :-

- draft and revise Business Unit Health & Safety Policies
- ensure that statutory assessments are carried out and recorded.

Where Employee Safety Representatives are not in place the Safety Advisor will undertake these duties.

3.5 All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee, supervisor or manager notices a health and safety problem which they are not able to put right, they must straightaway tell the Line Manager. They may also tell a Safety Representative if there is one.

An employee of Warwick District Council whilst out of the office, on site, must comply with the safety requirements of any contractor whilst on their premises. If any employee identifies safety standards which are below those required by Warwick District Council, that employee will first bring them to the attention of the senior person at that location and if the condition is not immediately rectified, advise their supervisor within Warwick District Council of their intention not to proceed further until rectification has taken place.

Where the employee considers there is possible danger to themselves, they must not proceed further, until the situation, equipment, or machinery has been rendered safe.

Each member of the staff should have particular regard to Sections 7 and 8 of the Health and Safety at Work etc Act 1974 which places responsibilities upon every individual as an employee.

The Sections are reproduced below:-

Section 7

It shall be the duty of every employee while at work:-

(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work;

and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Section 8

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions”.

NB. Action in accordance with the Council’s disciplinary procedure may be taken against persons disregarding safe working practices.

3.6 Union Safety Representative

Functions as defined with “The Safety Representatives and Safety Committees” Regulations 1977” and the associated Codes of Practice and Guidance Notes.

The Union Safety Representative in conjunction with the Business Unit Safety Representative will perform routine safety inspections and audits of the facilities and operations within the locations for which their Business Unit has responsibility. They will report any findings to their Head of Business Unit for the appropriate action to be initiated, in addition to sending a copy of the report to the Safety Adviser.

3.7 UNION SAFETY REPRESENTATIVES – CODE OF PRACTICE

1. The Council adopted on 12th July 1978 the Code of Practice on Safety and Representatives approved by the Health and Safety Commission for
2. A copy of that Code is attached as Appendix A, it is contained together with the 1977 Regulations, in the Health and Safety Commission’s booklet “Health and Safety at Work - Safety Representatives and Safety Committees”.
3. This Warwick District Council Code of Practice for Safety Representatives shall be supplementary to that booklet.
4. Representatives of the members of the trade unions representing the Council’s employees liaised and jointly appointed one Safety Representative for each agreed work area. The trade union representatives agreed that the Safety Representatives so appointed shall represent all employees in that work area, regardless of union membership or not.
5. The appointment of Safety Representatives shall be notified in writing to the Chief Executive by the UNISON Secretary, or the full-time trade union official, as appropriate.
6. The Council acknowledges that the Employee Safety Representatives shall nominate, if they so decide, from amongst their number an Employee Safety Representatives Co-ordinator. The Council also acknowledges that Safety Representatives appointed by UNISON, MPO / GMB shall, if they so decide, nominate a Safety Representatives’ Co-ordinator.
7. A list of Safety Representatives, nominated by the trade unions and acknowledged by the Council for agreed work areas, shall be displayed on notice boards or otherwise made available to employees.
8. The criteria adopted for agreeing representation is “adequate coverage” and the following are taken into account: location and number of employees in each business unit and in each business unit work area, and

- the total number of employees in each work area.
9. The Council resolved in 1978 that representations be made to the West Midlands Provincial Council and the appropriate trade unions to use their endeavours with a view to ensuring that adequate facilities are made available to enable Safety Representatives to be trained.
 10. Reasonable time off with facilities shall be granted on receipt of a written request by the Safety Representatives' Co-ordinator or full time trade union official to the Chief Executive, e.g., to train and to confer.
 11. Payment for such time off shall be made in accordance with the Schedule 2 from the Safety Representatives and Safety Committees Regulations 1977.

Pay For Time Off Allowed To Union Safety Representatives

1. Subject to paragraph 3 below, where a safety representative is permitted to take time off in accordance with Regulation 4(2) of these Regulations, his employer shall pay him:
 - (a) where the safety representative's remuneration for the work he would ordinarily have been doing during that time does not vary with the amount of work done, as if he had worked at that work for the whole of that time;
 - (b) where the safety representative's remuneration for that work varies with the amount of work done, an amount calculated by reference to the average hourly earnings for that work (ascertained in accordance with paragraph 2 below).
2. The average hourly earnings referred to in paragraph 1(b) above are the average hourly earnings of the safety representative concerned or, if no fair estimate can be made of those earnings, the average hourly earnings for work of that description of persons in comparable employment with the same employer or, if there are no such persons, a figure of average hourly earnings which is reasonable in the circumstances.
3. Any payment to a safety representative by an employer in respect of a period of time off:
 - (a) if it is a payment which discharges any liability which the employer may have under Section 57 of the Employment Protection Act 1975 in respect of that period, shall also discharge his liability in respect of the same period under Regulation 4(2) of these Regulations;
 - (b) If it is a payment under any contractual obligation, shall go towards discharging the employer's liability in respect of the same period

under Regulation 4(2) of these Regulations;

- (c) if it is a payment under Regulation 4(2) of these Regulations shall go towards discharging any liability of the employer to pay contractual remuneration in respect of the same period.

Employer's duty to consult and provide facilities and assistance:

4. Regulation 4A

(1) without prejudice to the generality of Section 2(6) of the Health and Safety at Work etc Act 1974, every employer shall consult safety representatives in good time with regard to-

- (a) the introduction of any measure at the workplace which may substantially affect the health and safety of the employees the safety representatives concerned represent;
- (b) his arrangements for appointing or, as the case may be, nominating persons in accordance with Regulations 6(1) and 7(1)(b) of the Management of Health and Safety at Work Regulations 1999;
- (c) any health and safety information he is required to provide to the employees the safety representatives concerned represent by or under the relevant statutory provisions;
- (d) the planning and organisation of any health and safety training he is required to provide to the employees the safety representatives concerned represent by or under the relevant statutory provisions; and,
- (e) the health and safety consequences for the employees the safety representatives concerned represent of the introduction (including the planning thereof) of new technologies into the workplace.
- (f) without prejudice to Regulations 5 and 6 of these Regulations, every employer shall provide such facilities and assistance as safety representatives may reasonably require for the purpose of carrying out their functions under Section 2(4) of the 1974 Act and under these Regulations.

5. The Safety Representative for the work area shall be told immediately of any accident. Dangerous occurrence or potential accident and be granted facilities to investigate in accordance with the Code of practice for Safety Representatives.

6. Safety Representatives shall, if they wish, inspect the work area for which they are responsible every three months, subject to giving reasonable

- notice to the Head of Business unit/Supervisor of the work area. More frequent inspections may be carried out by agreement with the Head of Business Unit/ Supervisor.
7. When Safety Representatives are responsible for work areas other than in their own Business Unit and wish to inspect, they shall first ask their head of Business Unit/Supervisor for permission to absent themselves and then notify the Head of Business Unit/Supervisor of the work area of their intention.
 8. An inspection is the systematic observation of a work area combined with relevant questions put to those who work there or have responsibility for the work.
 9. Inspections are related to, e.g.:-
 - (i) structure
 - (ii) equipment
 - (iii) special hazards, e.g. chemicals
 - (iv) common considerations, e.g., fire precautions
 - (v) safe working practices
 - (vi) third parties
 10. Union Safety Representatives shall be given a copy of the Council's Codes of Practice relevant to the work areas for which they are responsible and any check lists of standards etc, e.g. the check list of offices.
 11. Every inspection undertaken shall be recorded on the "Record of Safety Representative/s Inspections" form, copy attached as Appendix B. One copy of the form shall be kept by the Safety Representative/s and one by the head of Business Unit.
 12. The Business Unit Safety representative shall have the option to be present during inspection. A realistic and practical, as opposed to an academic approach is the aim for the benefit of all, and questions should, whenever possible, be dealt with on the spot, thus saving lengthy report writing, and enabling more time to be devoted to items for remedial action.
 13. Should a Union Safety Representative wish to make a written report on conditions and working practices considered to be unsafe or unhealthy, and of arrangements for welfare at work considered to be unsatisfactory, the "Report of Safety Representative" form shall be used, copy attached as Appendix C. One copy of the form shall be retained by the Safety Representative and one by the Head of Business Unit prior to presentation to DMT.
 14. The form sheets shall be numbered by Business Units to monitor

progress.

15. Remedial action taken, or an explanation if not taken, shall be recorded on the form and signed by the Head of Business Unit. A copy shall be given to the Safety Representative. This shall be done within 14 days.
16. In the event of any dispute or difficulties arising there from, the matter shall be referred to CMT.
17. The inspection and report forms shall be obtained by Safety Representatives from the Safety Representative's Co-ordinator.

4. REPORTING ACCIDENTS AND DANGEROUS OCCURRENCES

ACCIDENT PROCEDURE

Details of the type and nature of accidents requiring notification to the Health and Safety Executive are identified within the Council's Health and Safety Policy on the following pages.

There is a legal requirement to notify the Health and Safety Executive without delay which normally means by telephone, although other means set out below are acceptable, if the following occurs:

1. any fatal injuries to employees or other people in an accident connected with the activities of Warwick District Council;
2. any major injuries to employees or other people in an accident connected with the activities of Warwick District Council;
3. any dangerous occurrence as listed in the Council's Health and Safety Policy.

In addition to the above procedure, written confirmation of the incident must be made on Form F2508 by the Personnel Administrator or equivalent within the Business Unit, to the Health and Safety Executive within ten days of the notifiable incident (1-3 above) and also of:

Any other injury to an employee which results in their absence from work or being unable to do their normal work for more than three days (this includes days which would not normally be working days but does not include the day of the accident).

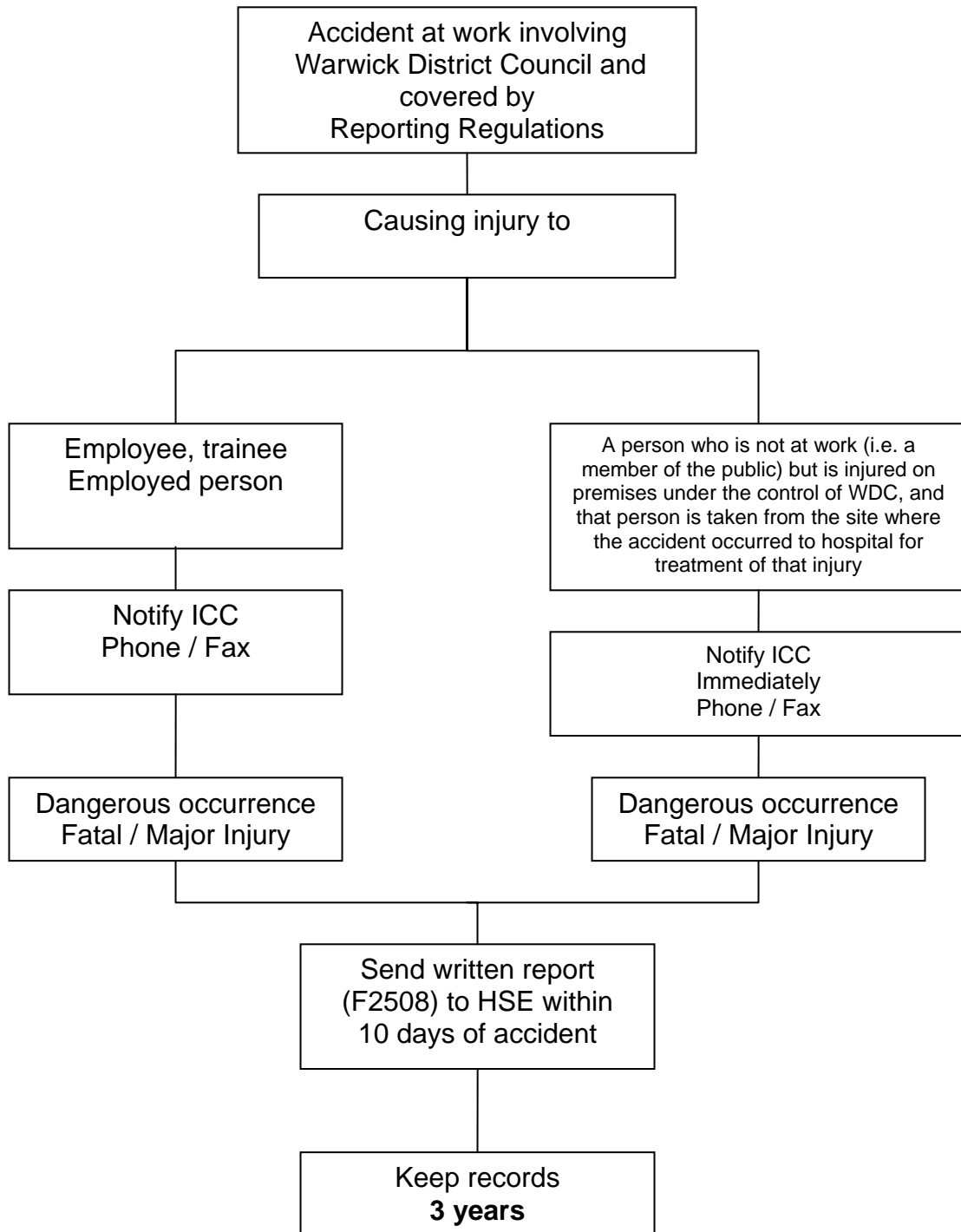
A copy of the Form F2508 sent to the Health and Safety Executive must be kept.

Accidents may be reported to the central "Incident Contact Centre" (ICC) at Caerphilly Business Park, Caerphilly, CF83 3GG, by post, fax (0845 300 9924), email at riddor@natbrit.com, via the internet on www.riddor.gov.uk, or, telephone on 0845 300 9923. The ICC is open between the hours of 08.30 and 17.00 Monday to Friday.

In addition to completing the previously mentioned documents, there is also a need to fill in a Warwick District Council Employee/Member of the Public Accident form and return this to the Internal Audit, Finance Unit, and the Council's Safety Adviser.

The **priority** is to **notify** the **Health and Safety Executive**. All the relevant sections of the Warwick District Council accident form **must** be completed.

ACTIONS TO BE TAKEN WHEN AN ACCIDENT OCCURS



Procedures for Reporting Accidents, Dangerous Occurrences and Potential Accidents

1. Introduction

i) This Code of Practice is designed to provide the Council and where appropriate, its insurers, with information about accidents needed for management review and control; to enable the Council to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; and to safeguard employees, and others' interests. It should be read in conjunction with Codes of Practice:- functions of Members/Trades Unions Joint Consultation and Safety Representatives, First Aid.

ii) When an accident or dangerous occurrence resulting in injury/death, or damage to equipment, property etc., happens no matter how trivial it may appear, and no matter whether it involves a Council employee or a member of the public, it must be reported to the Supervisor, and it must be recorded in writing. When an accident or dangerous incident happens, i.e. including a near miss for a potential accident - it must be similarly reported.

iii) It is essential when obtaining information regarding any accident, whether involving a Council employee or the public, to be concerned only with the facts surrounding the accident, not conjecture or hearsay.


iv) In no circumstances must any liability be admitted by an employee on behalf of themselves or the Council. The question of liability is the concern of the Head of Legal Services, in consultation with the Head of Finance and the appropriate insurance company, and of no other employee.

2. What needs to be done and when

2.1 Death or Major Injury*

a) If there is an accident connected with work and a Council employee, or a self-employed person working on Council premises is killed or suffers major injury (including as a result of physical violence) or

b) a member of the public is killed or taken to hospital:

 In such circumstances brief essential details must be reported immediately by phone to the Corporate Personnel Manager, who must without delay telephone the information to the HSE or ICC.

The details would include comment about a Local Authority, the injured person and nature of the accident.

- ✍ And within ten days of the accident the Corporate Personnel Services Manager must follow this up with a completed accident report form (F2508).

2.2 Over Three Day injury

- ✍ If there is an accident connected with work (which includes an act of physical violence) and an employee of Warwick District Council or a self-employed person working in Council premises suffers an over-three-day injury a completed accident report form (F2508) must be sent by the Corporate Personnel Services Manager to the Health and Safety Executive, referred to above, within ten days of the accident.

An over-three-day injury is one which is not major (see below) but results in the injured person being away from work or unable to do their normal work for more than three days (including non-work days).

2.3 Disease

- ✍ If a doctor notifies Warwick District Council that one of their employees suffers from a reportable work-related disease then the Corporate Personnel Services Manager must send a completed disease report form (F2508A) to the Health and Safety Executive. A summary of the reportable diseases is to be found later in this section. A full list is included with the pad of report forms and in the guide to the Regulations (L73) held by the Safety Advisor.

2.4 Dangerous Occurrence

- ☎ If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (e.g. by telephone) by the Corporate Personnel Services Manager to the Health and Safety Executive. A summary of reportable dangerous occurrence likely to be encountered on Warwick District Council premises is to be found later in this section.

A full list is included with the pad of report forms and in the guide to the Regulations (L73) held by the Safety Advisor.

- ✍ Within ten days the Corporate Personnel services Manager must

follow this up with a completed accident report form (F2508) forwarded to the Health and Safety Executive.

A record of any reportable injury, disease or dangerous occurrence must be kept for at least three years. The information must include the date and method of reporting; the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

✍ Where an employee of Warwick District Council, as the result of an accident at work, has suffered a reportable injury which in the case of death within one year of the date of that accident, the Corporate Personnel Services Manager on behalf of Warwick District Council shall inform the Health and Safety Executive in writing of the death as soon as it comes to his knowledge, whether or not the accident has been previously reported.

✍ **3.0 Definitions of Major injuries, dangerous occurrences and diseases**

Reportable major injuries are:-

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

3.2 Reportable dangerous occurrences that could be encountered on Warwick District Council premises are:-

- 1) collapse, overturning or failure of load bearing parts of lifts and lifting equipment;
- 2) explosion, collapse or bursting of any closed vessel or associated pipework;
- 3) plant or equipment coming into contact with overhead power lines;
- 4) electrical short circuit or overloading causing fire or explosion;
- 5) accidental release of a biological agent likely to cause severe human illness;
- 6) malfunction of breathing apparatus while in use or during testing immediately before use;
- 7) collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- 8) unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false work;
- 9) explosion or fire causing suspension of normal work for over 24 hours;
- 10) the sudden uncontrolled release in a building of
 - a) 100 kg or more of flammable liquid;
 - b) 10 kg or more of flammable liquid above its boiling point;
 - c) 10 kg or more of flammable gas; or
 - d) 500 kg of these substances if the release is in the open air;
- 11) accidental release of any substance which may damage health.

3.2 Reportable diseases include

- ✍ certain poisonings
- ✍ some skin diseases such as occupational dermatitis, skin cancer;
- ✍ lung diseases including occupational asthma, asbestosis, mesothelioma;
- ✍ infections such as: leptospirosis; hepatitis; tuberculosis; legionellosis and tetanus;
- ✍ other conditions details of which are to be found in the guide to the Regulations (L73) referred to earlier in this section.

In addition to the statutory procedures above, the accident details must be entered in the Business Unit's Accident Book.

4.0 Investigation

- i) Following any accident or incident, any action to make the site safe must be recorded, otherwise it must be left undisturbed for investigation.
- ii) Supervisors, with their senior officers when necessary, are required to take reasonable steps to investigate any accident, dangerous occurrence or potential accident reported to them. If it is not possible to reconcile the circumstances as reported with those found on investigation to be the circumstances, the latter should also be recorded. See also paragraph 1.iv about admission of liability.
- iii) The purpose of the requirement to investigate an accident, dangerous occurrence or potential accident is to ensure that the facts are confirmed by a responsible person while they are still fresh in the minds of any witness, so that if a claim is made, any enquiry from, for example, the Health and Safety Executive, Benefits Agency, insurance company or solicitor, can be answered readily.
- iv) The Safety Representative for the work area should be told immediately of any accident, dangerous occurrence or potential accident and be granted facilities to investigate in accordance with the Code of Practice for Safety Representatives.

5.0. Accident Books - Employees

- i) The official Accident Book for recording personal injury or death of an employee of the Council - Social Security Act Book e.g. BI 510 is available from HSE Books or booksellers (ISBN 0 7176 2603 2). HSE Books can be contacted at PO Box 1999, Sudbury, Suffolk CO10 6FS (telephone number 01787 881165). All accidents

and cases of work related injuries are to be entered in the book. The book must be kept for a period of three years after the last entry.

ii) In order to comply with the requirements of RIDDOR the information that must be recorded is:

- a) date and time of the accident/dangerous occurrence;
- b) full name, address and occupation of the injured employee;
- c) if the accident is suffered by a person not employed by Warwick District Council, where practicable the following details should be ascertained:
 - 1) full name and address
 - 2) status e.g. customer, visitor, contractor
 - 3) the cause and nature of the injury
 - d) place where the accident or dangerous occurrence happened;
 - e) the date on which the event was first reported to the Health and Safety Executive;
 - f) the method by which the event was reported.

iii) In order to comply with the requirements of RIDDOR the information to be recorded in the event of a reportable disease is as follows:

- 1) date of diagnosis of the disease;
- 2) name of the person affected;
- 3) occupation of the person affected;
- 4) name or nature of the disease;
- 5) the date on which the disease was first reported to the relevant enforcing authority;
- 6) the method by which the disease was reported.

6.0 Particulars of Accident for Insurance Purposes - Employees

i) As soon as the accident has been recorded in the Social Security Act book BI 510 the Warwick District Council Employee Accident Report Form should be completed and sent within 3 days by the Head of Business Unit to the Head of Environmental Health for the attention of the Safety Adviser. This form has been designed to meet the requirements of the Council's insurance company and to record information that may subsequently be required for other purposes.

ii) The forms are obtainable by the Business Unit Administrators from the Corporate Personnel Services Manager and/or the Safety Adviser.

iii) The Head of Legal Services may also be subsequently involved, and the Head of Finance's insurance file will, therefore, be accessible to the member of the Legal Services team dealing with the case. In the event of a death occurring and the reporting procedure to the Health and Safety Executive having been undertaken, the Council's insurer must be notified, via Internal Audit of the Finance Unit.

7.0 The Council's Record - Health and Safety Executive Form 2509

i) This is kept by the Finance Unit - Internal Audit from data supplied by the Council's Business Units.

ii) The record must be kept available for inspection by H M Inspectors of Health and Safety. An entry made in the record must be kept at least 3 years from the date on which it was made.

Finance Business Unit - Insurance Forms

When accidents etc occur involving Warwick District Council vehicles, the Motor Vehicle Claim form must be completed and sent to the Head of Finance - Internal Audit.

8. Benefits Agency - Disablement Benefit

i) If employees are still absent from work after 90 days due to an industrial injury, the Benefits Agency will send to the Corporate Personnel Services Manager Form BI 76 for arranging for the completion of details of the accident and return to the appropriate Benefits Agency office.

ii) Should form BI 76 arrive in the Business Unit direct from the Benefits Agency, a photocopy should be made on which replies to the information requested should be drafted. The original and photocopy should then be forwarded to the Corporate Personnel Services Manager.

iii) A copy of the completed form is filed with the Head of Finance - Internal Audit.

9. Accident Statistics

The Safety Adviser is responsible for preparing reports to the Members/Trade Unions Joint Consultation Safety Panel. The information filed with the Head of Environmental Health is used for this purpose and the files shall therefore be accessible to the Corporate Personnel Manager.

VIOLENCE TO STAFF

GENERAL PRINCIPLES

Warwick District Council acknowledges that the health and safety of its staff is of prime importance. Consequently the risk of violence at work towards any employee will be treated as a serious matter. The problem of violence extends significantly beyond that of physical assault. More commonly verbal abuse and threats are encountered which in themselves can be very distressing, the impact on the individual being harder to determine. The individual's perception on the issues of violence will depend amongst other things upon their level of tolerance toward such events, and consequently will vary from employee to employee.

The Health and Safety Executive have offered a definition of violence as "any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment". In many work situations verbal abuse and threats are the most common types of incidents, although regrettably the reporting of more serious events seem to be on the increase.

The Council have already made clear their commitment to fulfilling their statutory duty towards employees under the provisions of Section 2 of the Health and Safety at Work Act 1974, in the Health and Safety Policy Statement and supporting documentation. This statutory duty is augmented by the common law duty of care towards each member of staff. The process of risk assessment as required by the Management of Health and Safety at Work Regulations should identify those persons most at risk by virtue of them working alone, meeting the public whether within the confines of the office or on sites outside the office environment. It is also possible for incidents to take place outside the workplace but related to work activities.

Warwick District Council will discharge its responsibilities in the following manner, by:

1. Acknowledging the risks of violence faced by its staff and provide a work environment and procedures designed to minimise the risks.
2. Ensuring that a system of recording incidents is implemented to allow the extent of the problem to be documented and monitored. Those incidents to be recorded should include 'near misses', minor verbal abuse through to serious physical injury.
3. Investigating as appropriate, every reported incident of violence and report the matter to the Members/Trades Unions Joint Consultation and Safety Panel, preserving the confidentiality of the victim if so requested by the victim.
4. Offering training to all staff on all aspects of violence ranging through how

- to recognise it, how to deal with the potential impact and information on staff procedures for support.
5. Providing training for all Managers and Supervisors on the various elements of violent incidents, in order that this can assist with the identification of the impact of violence on an individual and any subsequent developments.
 6. Considering practical measures where possible to minimise the risk of the potential for violent incidents. These could include changes in design of the workplace, the installation of safety and security devices.
 7. Ensuring that risk assessments as required by the Management of Health and Safety at Work Regulations take into account the potential for violent incidents and recorded as such.
 8. Providing consultation on a regular basis with the trade union safety representatives as required by the Safety Representatives and Safety Committee Regulations .
 9. Making available appropriate counselling support for employees to help them cope with the fear or consequence of violence.
 10. Providing employees with reasonable paid time off from duties in order to participate in training, counselling, investigations, legal consultation and/or receive medical treatment.
 11. Providing employees with appropriate legal advice. This may involve advice and assistance from “in house” legal staff or, in appropriate cases, assistance with the appointment of an external solicitor.
 12. Providing employees with personal accident insurance and assault insurance which provides cover in the event of personal injury.
 13. Reporting to the police, in pursuit of criminal proceedings against the alleged assailant, all incidents where physical violence occurs resulting in an employee requiring medical treatment and/or recuperative treatment or where there is serious damage to property belonging to the Council or its employees (subject to the view of the employee concerned).
 14. Monitoring and reviewing the effectiveness of the procedures and policy.

Each employee of Warwick District Council will recognise and fulfil so far as is reasonably practicable, their responsibilities to:

1. Take care of their own health and safety and that of their colleagues, contractors and other persons not employed by Warwick District Council.

2. Participate in any appropriate training which may be provided.
3. Perform their duties in accordance with established policies, procedures, guidelines, codes of practice, instructions and rules which have been issued by management.
4. Act in a professional manner conducive to discouraging aggressive behaviour.
5. Bring to the attention of management any information pertaining to the risk or potential risk of violence to themselves or to their colleagues.
6. Report all incidents of an actual or potential violence, using the incident report form, and cooperate fully in any ensuing investigation.

REPORTING A VIOLENT INCIDENT

1. Guidelines for the prevention of violence to staff should be issued with their contract of employment to those employees who could be at risk due to the nature of their work.
2. Staff who are required to visit the public in their own homes, or who work on their own in isolated locations must follow the procedure identified in the Health and Safety Policy - Codes of Practice.
3. If during the normal course of employment, an incident of violence, potential violence or verbal abuse, occurs to a member of staff, then the incident must be reported to the employee's supervisor or section head immediately. This will then necessitate a formal report to be made to the Head of Business Unit.
4. Any formal report should be made on the "Report on Violent Incident" form (Appendix E). Full details of the incident should be made in factual and concise terms, as soon as possible after the event, for recording accurate information. The names and addresses of witnesses should be included where applicable.
5. The report should be passed to the Head of Business Unit and a copy forwarded to the Corporate Personnel services Manager. A report omitting personal details of the member of staff will then be presented to the Members/Trades Unions Joint Consultation and Safety Panel.
6. In the event of any injuries being sustained, the accident form (employer's liability) should also be completed for processing by Internal Audit in the Finance Unit. The incident must also be recorded in the accident book, and the statutory reporting procedure followed when relevant.
7. If a claim is to be made against the assailant the matter must be reported to the Audit Services Manager, Finance Unit, and a claim form for assault completed in accordance with the insurance assault policy.

5. FIRST AID ARRANGEMENTS

No jobs have been identified as requiring health surveillance of employees, currently in employment.

First Aid

Follow the Code of Practice:-

1. All injuries must be attended to immediately, however slight they may appear, e.g., even grazes should be shown to a First Aider and/or given self administered treatment.
2. The Health and Safety (First-Aid) Regulations place a general duty on the Council to ensure that
 - a) all personnel are informed of the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel;
 - b) there is provided for its personnel if they are injured or become ill at work
 - i) such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered, and
 - ii) such number of suitable persons as is adequate and appropriate in the circumstances for rendering first-aid.
3. In determining what is adequate and appropriate those factors set out in Appendix 1 of the Regulations must be taken into consideration.
4. Where it is considered that the circumstances of employment justify a qualified First Aider ("suitable person") being appointed, and the First Aider is absent in temporary and exceptional circumstances, a person must be appointed ("Appointed person") to take charge, throughout the period of any such absences,
 - a) of the situation relating to an injured or ill employee who will need help from a medical practitioner or nurse, and
 - b) of the equipment and facilitiesWhere it is considered that the circumstances of the employment do not justify the appointment of a qualified First Aider, a person should be appointed to take charge as outlined above, ("Appointed person").
5. Other qualified First Aiders in the work area should be called upon first, otherwise a suitable alternative needs to be provided. In work areas involving more than one Business Unit, liaison between the Heads of

Business Units will be necessary.

6. The Council's Safety Adviser makes recommendations on which work areas should have a First Aider and reviews the designated areas from time to time.
7. First Aiders for designated areas are paid an hourly rate for their contracted hours which is updated annually in accordance with the Retail Price Index.
8. The Council has agreed to pay the fees for approved courses in first aid and where practicable, to offer day release facilities, with pay, to encourage all employees to be trained.
9. The Council has further agreed that trainees should have first aid instruction included in their training programmes.
10. It is a requirement of certain occupations to be trained in first aid or emergency first aid action.
11. Certificates of qualifications in first aid are valid for 3 years only. A refresher course followed by re-examination will be required before re-qualification.
12. The list issued by the Chief Executive of First Aiders for Designated Areas and of others qualified to give first aid shall be displayed on notice boards or otherwise made available.
13. In each work area, the name, location and telephone extension of the First Aider/s and Appointed Person/s for that area should be specially displayed by Heads of Business Units.
14. The location of the first aid box, which shall be placed in a clearly identified and readily accessible location, and other facilities shall also be indicated on notices to employees.
15. Where employees are sent to work alone or in small groups away from the employer's establishment, they shall be provided with travelling first aid kits for their use if:
 - a) they are at work in isolated locations;
 - b) their work involves travelling for long distance in remote areas where access to accident and emergency facilities will be difficult;
or
 - c) their work involves the use of potentially dangerous equipment or machinery.

16. All first aid cases treated, including self-treatment, must be recorded in accordance with the Council's Procedure for Recording Treatment (Appendix D).
17. First Aiders and/or Appointed Persons are responsible for ensuring the maintenance to the required standard of first aid boxes and other first aid items. They shall be granted adequate time to comply with this requirement.
18. The required standard for first aid boxes is shown as a minimum in the contents list on the following pages set out below.
19. When non-First Aiders or non-Appointed Persons use the first aid box and other facilities they must report this to their supervisor who shall notify the First Aider or Appointed Person.
20. The employer should keep a written record of the dates on which First Aiders obtained their certificates and the dates on which they received refresher training.
21. The record is kept by the Corporate Personnel Services Manager who shall organise any first aid training or re-training after consulting Heads of Business Units and Service Managers.

1. **First Aid Boxes (or other containers)**

(a) The boxes shall contain, in accordance with the Health and Safety Executive's recommendations, only the following items as a minimum and **nothing else**.

- i) a leaflet giving general guidance on first aid e.g.. HSE leaflet *Basic advice on first aid at work*
- ii) 20 individually wrapped sterile adhesive dressings (assorted sizes);
- (iii) 2 sterile eye pads;
- iv) 4 individually wrapped triangular bandages (these should if possible be sterile; if not, sterile coverings appropriate for serious wounds should also be included);
- v) 6 safety pins;
- vi) 6 medium sized (approx 12cm x 12cm) individually wrapped sterile un-medicated wound dressings;

- vii) 2 large (approx 18 cm x 18cm) sterile individually wrapped un-medicated wound dressings ;
- viii) one pair of disposable gloves.

(b) Where mains tap water is not readily available, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken the contents should not be reused. The container should not be used after the expiry date.

(c) Sufficient quantities of each item should always be available in every first aid box or container.

Tablets and medicines should not be kept in any first-aid box.

2. Travelling First aid Kits

The contents of small travelling first aid kits to be provided based upon risk assessment (for use, in some circumstances, in establishments where there is dispersed working, or by employees working away from their employer's establishment or by self-employed persons) may vary according to the circumstances in which they are to be used. However, items included should always be among those specified in paragraph 1(i) above. In general, the items listed should be sufficient.

- a) A leaflet giving general guidance on first aid – e.g. HSE leaflet *Basic advice on first aid at work*;
- b) 6 individually wrapped sterile adhesive dressings;
- c) one large sized sterile un-medicated dressing (approx 18cm x 18cm);
- d) 2 triangular bandages (this should, if possible, be sterile; if not, a sterile covering appropriate for serious wounds should also be included);
- e) 2 safety pins;
- f) individually wrapped moist cleansing wipes;
- g) one pair of disposable gloves.

6. IN THE EVENT OF FIRE

The Safety Advisor will commission the Chief Building Control Officer to request a Building Control Liaison Officer with Fire & Rescue experience to undertake fire risk assessments for the various Council owned and occupied buildings. A report of the findings will be forwarded to the respective Head of Service and Head of Property for action.

Escape routes are to be checked periodically.

Fire extinguishers are maintained and checked by the contractor approved by the Head of Property, on an annual basis.

Alarms are tested on a weekly basis by a contractor arranged by the Head of Property.

Emergency evacuation will be tested once in every six months.

EVACUATION PROCEDURES

REMEMBER your number one priority is to leave the building - and help others to do the same.

- Follow the exit signs to the designated route, taking any visitor with you, giving particular attention to the elderly, disabled or parents with young children.
- Council employees visiting the building must be treated as visitors to the building.
- If one exit route is blocked by smoke or flames, use the nearest alternative route.
- Report to the designated assembly point.
- Check that everyone has escaped.
- A roll call of all occupants of the building must be taken when the premises have been evacuated.
- The most senior member of staff will be responsible for advising the fire and rescue service whether or not all persons have been accounted for.
- The person responsible for the staff/visitors register must where possible take this to the designated assembly point.
- If unable to evacuate, stay in, or go if possible, into a room with an external

window; shut the door; seal the sides and bottom of the doors as much as possible to prevent the ingress of smoke and flames; shout for help, smashing the window glass if necessary.

- Business Units may have their own site specific procedures for non central locations.
- All issues relating to fire safety will be introduced in compliance with the Regulatory Reform (Fire Safety) Order 2005.

Fire Prevention and Evacuation

- Always obey **NO SMOKING** signs. [You are reminded that this Council has a no smoking policy].
- Dispose of cigarette ends safely.
- Do not wedge fire doors open, they are there for your safety. Keep all fire exits free from obstruction. Do not remove or obstruct fire fighting equipment or fire alarms.

Anyone discovering a fire should :

- Immediately sound the nearest fire alarm.
- Dial 999 to call the Fire & Rescue Service
- The fire should only be attacked if this can be done safely without risk of injury using the appliances provided.

On hearing the alarm :

- Staff should leave the building by the nearest fire exit, in an orderly manner and without running
- Staff should not use the lift when evacuating the building as a power failure may occur
- Staff should not stop to collect personal possessions
- If safe to do so, all windows and doors should be closed behind you
- Do not re-enter the building until the Fire Officer advises it is safe to do so

**7. MEMBERS / TRADES UNIONS
JOINT CONSULTATION & SAFETY PANEL
CONSTITUTION**

WARWICK DISTRICT COUNCIL

JOINT CONSULTATIVE SAFETY PANEL

CONSTITUTION

1. Introduction

- 1.1 The Members/Trades Joint Consultation & Safety Panel (hereinafter referred to as the "MTJCSP") of Warwick District Council (hereinafter referred to as "the Council") is constituted in accordance with Section 2(7) of the Health and Safety at Work etc Act 1974 (hereinafter referred to as "the Act"), and Regulations made and to be made there under including the Safety Representatives and Safety Committees Regulations 1977, which require Employers to consult Employees' Representatives with a view to the making and maintenance of arrangements which will enable Employers and Employees to co-operate effectively in promoting and developing measures and in checking the effectiveness of such measures to ensure the health and safety at work of Employees.
- 1.2. The MTJCSP and the Employees' Representatives in no way replace managerial responsibility for safety, or the normal channels of communication through line management and trade union organisation, but supplement them.
- 1.3 The procedures laid down in this Constitution do not affect any right of an Employee of the Council to refer any matter concerning the health, safety and welfare of the Council's Employees' to the Health and Safety Executive.
- 1.4 The functions of the Employees' Representatives shall not be construed as imposing duties on them other than the duties of all employees stated in Section 7 and 8 of the Act.

2. Members / Trades Unions Joint Consultation and Safety Panel

i. Membership

The Panel shall comprise four elected Members to be appointed annually by the Council and equal number of recognised trades unions representatives three from UNISON and one from MPO/GMB. Named substitutes with full powers of voting may be appointed annually from each side to cover for absences.

ii. Access to Meetings

Panel meetings will not be open to the public as the Panel deals with

internal human resources only.

iii. Frequency

One meeting of the Panel shall be held in accordance with the calendar of meetings. Further meetings will be convened by the Chief Executive within seven working days of either side submitting a written request. The Chief Executive, with the mutual agreement of both Chairs, may cancel a meeting if there is insufficient business, subject to a minimum of one meeting being held each year.

iv. Chairs

Both the employer's side and the employees' side shall appoint a Chair. Each chair shall preside over alternate meetings. Neither Chair shall have a casting vote.

v. Functions

The functions of the Panel shall be :

- (i) To provide and maintain regular and effective lines of negotiation, consultation and communication between the Council and its employees.
- (ii) To consider and make recommendations to the Employment Committee on matters referred to it by either side of the Panel.
- (iii) To consider any matters referred to it by the Council and/or a committee of the Council.

vi. Rules and Regulations

- (i) The agenda for the Panel shall be prepared and forwarded to members of the Panel at least five working days before the meeting. Only items on the agenda will be discussed at the meeting. By exception, emergency items may be added to the agenda subject to agreement by both Chairs.
- (ii) The quorum of the Panel shall be six, comprising a minimum of three from each side.
- (iii) No resolution shall be regarded as carried unless it has been approved by a majority of those present on each side of the Panel. In the event that the Joint Panel is unable to arrive at a resolution, the matters in dispute shall be referred, by agreement of a majority of each side, to conciliation or, as appropriate, to West Midlands Local Government Association or a mechanism for binding arbitration.

(iv) All meetings of the Panel shall be minuted (not verbatim), circulated after approval by both Chairs and reported to the Council. These minutes will be formally adopted at the next meeting of the Panel.

(v) It is accepted that as issues demand, Council Officers will be in attendance and, subject to the normal courtesies, trade unions officials may attend. Neither of these groups will have voting rights.

(vi) Subject to a written request seven days in advance and the agreement of both Chairs, the Employers and Trades Unions side shall be allowed to have advisors present for specific items, when necessary. Advisors shall not have voting rights.

8. CONTRACTORS

INTRODUCTION

These notes give practical effect to the statutory duty of a contractor and Warwick District Council to ensure the Health at Work of all persons, including members of the public, on sites and premises where work is being carried out.

It is the policy of Warwick District Council to secure a high level of safety performance in all its operations and undertakings. Contractors employed by Warwick District Council are advised that the Contact Manager and their representative will monitor their health and safety performance within the terms of their contract for the Council.

These notes have been prepared to aid and assist contractors to work safely whilst on sites and comply with the various statutory requirements and the permit to work system operated throughout the Council.

The permit to work needs to identify the work to be done and the associated hazards.

Apart from the description of what work is to be done, plans and diagrams may be used to identify the location and limitations of access.

All plant/equipment needs to be clearly identifiable to enable permit users and issuers to use the systems correctly.

Where the work is more complicated a detailed method statement may be appropriate.

Are there implications within the Control of Substances Hazardous to Health Regulations current during the lifetime of this document.

The permit to work needs to reflect precautions that have been taken and hope to be taken whilst work is in progress.

There may be precautions which are relevant and need to be taken after the work has been completed.

Documented procedures need to identify actions in the event of an abandonment or emergency.

Hard-back procedures need to be clear including confirmation that the works have been completed and reverted+ to a safe state.

An extension of time needs to be reflected should there be a change of personnel.

The permit needs to be displayed at the job. A periodic check as to the ongoing compliance of the permit terms needs to be made.

1. PERMIT TITLE	2. PERMIT NUMBER	
3. JOB LOCATION	DURATION	
4. PLANT IDENTIFICATION		
5. DESCRIPTION OF WORK TO BE DONE AND ITS LIMITATIONS		
6. HAZARD IDENTIFICATION		
7. PRECAUTIONS NECESSARY		
8. PROTECTIVE EQUIPMENT		
9. AUTHORISATION	DATE	TIME
10. ACCEPTANCE		
11. EXTENSION / SHIFT HAND OVER PROCEDURE		
NEW TIME		
12. HAND BACK		
13. CANCELLATION		

DUTIES OF CONTRACTORS

Common Law Duties

The contractor has a duty of care towards anyone, particularly employees, who might be affected by their operations.

The individual has the right to be protected from harm and the right to sue for compensation when they suffer injury, ill health or loss due to the negligence of anyone who owes the individual a duty of care.

Statutory Obligations

The contractor is responsible, by law, for the Health and Safety of the people they employ or control (self-employed and labour-only sub-contractors). This responsibility cannot be passed on to another contractor and is different from common law responsibilities. Breaches of statutory obligations are criminal offences, with the offender being liable to fines or even imprisonment.

The main legislation is the Health and Safety at Work, etc Act 1974 (HASAWA) supported by Regulations and codes of Practice. The contractor has three areas of specific responsibility:

1. Duties to employees (HASAWA Section 2).
2. Duties to other persons (HASAWA Section 3).
3. Duties in respect of work premises (HASAWA Section 4).

1. **Contractors' Duties to Employees (HASAWA Section 2).**

- (a) Provide and maintain machinery, equipment and systems of work that are safe and without risks to health.
- (b) Arrange a safe and healthy system for use, handling and storage of machinery, equipment and materials for work.
- (c) Provide information, instruction, training and supervision, where necessary, to ensure work is carried out safely.
- (d) Maintain the workplace in a safe and healthy condition with safe means of access and egress throughout.
- (e) Provide adequate welfare facilities for employees at work.

2. **Contractors' Duties to Other Persons (HASAW Section3).**

To carry out their work in such a way that persons not in their employment (including members of the general public) who may be affected by their operations, are not exposed to any risk to their Health and Safety.

3 Contractors' Duties in Respect of the Workplace (HASAWA Section 4).

To ensure the part of the site or premises where they are working and any plant or materials there are safe, without risk to health and used in a safe manner.

Responsibilities of Contractors

Contractors selected to work for Warwick District Council must be competent to carry out their duties with regard to the Health and Safety at Work etc Act 1974 and other regulations that will be applicable to their type of work.

The following information is required from the contractor **before** work starts:-

Contractors must provide a full-time site supervisor, a copy of their Safety Policy (if they employ more than five people) and risk, COSHH and noise assessments as necessary. Copies of insurance certificates, test and examination certificates for plant and training records for their personnel will also be required.

The contractor is expected to equip his personnel with the correct personal protective equipment.

The contractor must ensure all plant, equipment and tools brought onto site are maintained in good working order and tested/examined when required.

The contractor must be aware that failure to comply with Warwick District Council's Safety Policy or instructions may result in the removal from site of the contractor's personnel.

The contractor must ensure all their personnel on site understand and work to the method statement, and risk assessments for their area of work.

At all times, contractors must co-operate with Warwick District Council on matters of Health and Safety.

Visitors and Other Persons

Contractors shall ensure that visitors and other persons not in their company's employment are not exposed to risks to their Health and Safety.

Reporting of Accidents and Dangerous Occurrences

All contractors shall make themselves aware of Warwick District Council procedures in respect of reporting Accidents and Dangerous Occurrences. They must ensure that all employees under their control are aware of these procedures.

All accidents to contractors' employees on site must be reported to Warwick

District Council and recorded in the Accident Book.

Accidents resulting in fatal or major injury, or Dangerous Occurrences, must be reported immediately to the following:-

The Health and Safety Executive (Form F2508), with a copy to Warwick District Council.

Note: It is the duty of the company employing the injured person to record the accident and report to the Health and Safety Executive (HSE).

Registers and Statutory Notices

Reports of weekly examinations and inspections must be entered into the sub-contractors' own registers. Warwick District Council may wish to keep a duplicate register on site. Copies of current test certificates, maintenance records and driver/operator training certificates must be available for inspection by Warwick District Council, Statutory Notices must be displayed where required.

Plant and Transport

All plant brought onto site must be of good mechanical construction with guards in place.

Plant must be properly maintained and all necessary inspection documentation available.

All plant must be operated by and be under the control of a competent person who holds a current certificate of competence, where required.

Mobile plant vehicles must display a working, flashing amber beacon.

Protective Clothing and Equipment

It is the responsibility of the contractor to ensure that their employees are equipped with all necessary protective clothing and equipment.

Every operative must be equipped with a safety helmet, safety footwear with steel toe caps, and a high visibility garment, vest or jacket, dependent on the evaluation of a risk assessment.

Depending on the nature of the work, and the risk assessment results the operative will also be required to wear eye protection and ear defenders.

Confined Spaces and Manholes

No contractor's employees may enter confined spaces, manholes and sewers without a Risk Assessment being produced and approved by Warwick District Council.

The Risk Assessment will detail the need to monitor the atmosphere before and during work with a gas detector. The correct safety rescue equipment must be provided.

The contractor's employees must be made aware of the contents of the Risk Assessment and the procedures for working safely in confined spaces as required by the relevant statutory controls.

Offices and Cabins

The location of temporary offices, cabins and huts must be agreed with Warwick District Council.

Accommodation must be erected with clearance to provide a fire-break. Fire extinguishers of the appropriate type must be installed in each cabin.

Electrical wiring must be properly installed and maintained in good working order. A certificate of installation/connection from a qualified electrician will be required.

Site Tidiness

A tidy site is a safe site.

Materials must be stored in a safe way and in a place where they will not obstruct access.

All highly flammable liquids/materials and gases must be stored in accordance with statutory regulations.

Work areas must be kept clean and tidy. Rubbish must not be allowed to accumulate. Waste materials must be cleared away regularly. No rubbish to be burned on site.

Young Persons

No person under the age of 18 is allowed to drive or operate any mechanical vehicle or plant machine unless in training, under the close supervision of a competent person. Any person over school leaving age, but under the age of 18, must be registered with the local Careers Officer and the relevant forms completed, i.e. General Register (Form 36) and Form 2404.

9. CODES OF PRACTICE

CODES OF PRACTICE

CONTENTS

ASBESTOS

ELECTRICAL SAFETY

GAS

HAZARDOUS SUBSTANCES IN THE WORKPLACE

INDUCTION TRAINING

LADDERS

LEPTOSPIROSIS (WEIL'S DISEASE)

MANUAL HANDLING

NEW AND EXPECTANT MOTHERS AT WORK

NOISE

OFFICE BASED STAFF ON OUTSIDE DUTIES

OPENING OF POST - PRECAUTIONS AGAINST LETTER BOMBS

STORAGE

THE WORKPLACE

ASBESTOS

ALL TYPES OF ASBESTOS CAN BE DANGEROUS

Asbestos can be found in buildings where it has been used for noise insulation, heat insulation and fire protection. Asbestos is very dangerous in its fibrous form since the fibres or particles are so small that they cannot be seen with the naked eye, consequently their presence will not be obvious. The effects of inhaling asbestos are not immediately felt, and it may be many years hence before conditions such as asbestosis, lung cancer or mesothelioma could be diagnosed.

When asbestos is being removed, disturbed or worked upon, the Control of Asbestos at Work Regulations plus additional complimentary legislation establishes certain controls. A précis of these are set out below:

- * Employers must, prior to any work with asbestos, carry out a thorough assessment of the likely risks of exposure.
- * Contractors licensed by the HSE would carry out the removal of asbestos insulation or asbestos coating.
- * The licensed contractors must notify the HSE at least fourteen days prior to commencing work on asbestos removal.
- * Licensed contractors must so far as is reasonably practicable, other than by the use of respiratory protection equipment, take steps to prevent or reduce exposure to asbestos.
- * Licensed contractors must undertake a programme of air monitoring and keep records.
- * Where the existence of asbestos is suspected, contact the Council's Safety Adviser for guidance.
- * The Council will maintain a record of where asbestos or presumed asbestos is and its condition.
- * Any contractors working in Council premises will be informed that the building contains or is thought to contain asbestos at identifiable locations.

ELECTRICAL SAFETY

Electricity can be dangerous the main hazards being shock, burns, fires and explosion. The Electricity at Work Regulations control the use of electricity in workplaces by placing duties on employers, employees and self-employed where, they have matters under their control.

There is a requirement to establish a maintenance system necessary to prevent danger arising from the electrical installation within a premise and all portable electrical appliances used within the premises. The Energy Manager will be responsible for arranging with an electrical contractor for the routine portable appliance testing in compliance with the relevant legislation.

A system has been set up to make sure that the required maintenance has been carried out by a competent person, and that records of the maintenance work undertaken are kept. The responsible person within the Council for this is the Energy Manager, Property Business Unit.

- Ensure that a faulty or suspect appliance is removed from use and clearly labelled as defective, until it can be repaired by a competent electrician or disposed of, if beyond repair.
- Ensure that appliances and machines are switched off and unplugged before cleaning or adjustment is carried out.
- Where insufficient socket outlets exist, and a multi-plug socket block is used, **NEVER** overload by using socket adaptors or appliances which exceed the fused rating.
- Fuses, circuit breakers and other devices must be correctly rated for the circuit and appliances they protect.
- Ensure that power cables, flexible cables are undamaged; that connections are made to a proper plug, with the flex firmly clamped to stop the wires pulling out of the terminals. - Any defects must be reported and the cables/flex labelled as defective and taken out of use until it can be repaired by a competent electrician.
- **NEVER** attempt to repair or modify electrical equipment, staff are not permitted to replace / repair any electrical equipment.
- Ensure that where possible electrical appliances are switched off when not in use, and power sockets switched off before plugging in or unplugging. **CAUTION** with regards to computer systems and refrigerators.

- A residual current device (RCD) where fitted can act as a safety trip when there is a fault. This is however no substitute for a proper installation. RCD should be regularly tested and the matter recorded.
- Ensure that first-aiders know what to do if someone receives an electric shock.

GAS

If you suspect a gas escape at any time:-

DON'T SMOKE. DON'T use naked flames.
DON'T turn electric switches on or off.
DO turn off gas supply at the meter.
DO open doors and windows to get rid of the gas.
DO call Transco.

on 0800 111 999

If in doubt, evacuate the building using the evacuation procedure. **DO NOT** turn the gas back on until the leak has been dealt with by a competent person.

Gas Appliances

A CORGI registered fitter must be used to install or repair gas appliances.

Any appliance known or suspected as being unsafe or bearing a prohibition notice must not be used.

Any room containing a gas appliance must have adequate natural ventilation, consequently any air inlets must not be blocked to prevent draughts and flues and chimneys should not be obstructed.

All gas appliances must be regularly serviced by **CORGI** registered operatives.

The Council through its Energy Manager will arrange for a CORGI registered contractor to carry out regular inspections of all gas equipment and provide suitable records and certificates.

Staff are not permitted to repair or replace any gas equipment.

HAZARDOUS SUBSTANCES IN THE WORKPLACE

Many products and substances used at work can harm you if they get into the body. Sometimes exposure to them can have an immediate effect whilst others require repeated exposure over a length of time. Procedures must aim to minimise the risk of such hazardous substances and thereby reduce the potential for accidents or exposure.

Certain hazardous substances are regulated by the Control of Substances Hazardous to Health Regulations (COSHH). These substances must be assessed to determine the potential for harm to be caused.

The Regulations cover but not exclusively :-

- Substances labelled as 'very toxic', 'harmful', 'corrosive' or 'irritant'.
- Substances marked as having a workplace exposure limit or WEL.
- Substances containing substantial quantities of dust.
- Harmful micro-organisms.
- Any other substance that has the potential to cause similar health hazards.

Consequently items such as cleaning chemicals, solvents, adhesives and some paints are basic examples of the types of substances controlled by the Regulations. The Regulations require employers to make assessments of the health risks of substances used within the workplace.

To assist the assessment process to identify products falling within the requirements of the Regulations, the following must be considered:-

1. Read the labels of substances thought to be requiring assessment.
2. Identify the ingredients, using the safety data sheets obtainable from the product supplier.
3. The routes into the body i.e. breathed in, swallowed or through the skin and the worst consequences.
4. The concentration or conditions most likely to cause ill health.
5. How the first signs of over-exposure will be recognised.
6. Who could be exposed; staff, contractors, members of the public.

7. What happens if there is a spillage, or controls fail and a consequential accidental exposure.
8. The numbers of persons involved.
9. The frequency of working with the product.
10. The quantity of the product in use, and the duration of exposure.

Before attempting to start the assessment process consider the following:-

Is there a real need to use a specific product?
Can a safe product be used or the process changed?
If not consider that one or more control measures may be required.

Details of the assessment procedures appear within the Regulations.

In general terms no hazards have been identified relating to the general use of chemicals / substances / processes used. There are site specific exceptions, where operational procedures will be drawn up and adhered to.

Any member of staff who commissions the purchase of any chemical or substance – will be expected to obtain the suppliers data sheets to assist in the assessment process.

INDUCTION TRAINING

All new employees, irrespective of their level within the Council, upon recruitment, must be provided with health and safety training. It is suggested the main areas to be addressed are listed below.

- Council health and safety philosophy.
- Council safety policy, organisation and arrangements.
- Basic health and safety legislation.
- The health and safety roles of Chief Executive, the Chief Executive's Office Management Team, the Corporate Management Team and others.
- The arrangements for health and safety consultation and communication within the Council e.g. Members/Trades Unions Joint Consultation and Safety Panel, Safety Representatives, Safety Adviser.
- First aid arrangements.
- Accident, unsafe equipment and unsound working practices.
- Fire and emergency arrangements.
- Welfare provisions.

Some managerial and supervisory roles may attract additional training covering the following:

- Business Unit safety policy and protocols.
- Legal duties of the Council, management and employees.
- Specific legislation governing Warwick District Council's activities.
- Risk assessment, safety inspections and audits.
- Specific hazards associated with services, premises, risk management and accident prevention.
- Grievance procedures and disciplinary rules relevant to health and safety.
- Arrangements for health and safety training.

LADDERS

All aspects of ladder use must comply with the provisions of the Work at Height Regulations 2005.

1. Prior to using ladders ensure that barriers and warning signs are in place to alert and protect others.
2. If the job is to be a long process i.e. more than 30 minutes (maximum) consider alternative safer temporary access to the area.
3. If a ladder has to be used remember that longer ladders are more difficult to handle, because they flex more in use and are less easy to 'foot'. Any ladder longer than 6m **MUST NOT** be used unless fixed or tied. In making the choice of ladder, confirm that it is strong enough for the job in hand, and check that no rungs are cracked or missing, or the strings are damaged, its overall condition. Under no circumstances should unauthorised and unapproved repairs be made to damaged ladders.
5. In placing a ladder place its foot on a firm, level surface. It **MUST NOT** be placed on material or equipment in order to gain extra height.
6. Unless there is a suitable hand hold to provide support ladders used for access must extend at least 1m above the landing place and be tied.
7. The ladder must be angled to ensure that the bottom will not slip outwards - a rule of thumb - four units up to each one out from the base.
8. When placing a ladder, the top should rest against a solid surface, ladder stays to spread the load can be used when appropriate.
9. Any ladder used for access or as a place of work should be secured or footed to prevent movement.
10. When using extending ladders an overlap of at least three rungs must be achieved.
11. Ladders must never be painted, although they must be numbered for maintenance recording purposes.
12. In using a ladder do not carry heavy items, bulky objects or long lengths of material up it.
13. **DO NOT** overreach when on a ladder or step ladder, keep your belt buckle (navel) inside the stiles and both feet on the same rung throughout the task.

14. The top step of a step ladder to work from, should not be used unless it has specially designed hand holds, to minimise the possibility of the ladder being overturned.
15. The user of a ladder will be responsible each time for carrying out the basic pre-use safety check before use. Any defects found must be reported to that person's line manager, and the ladder repaired or decommissioned if appropriate.

LEPTOSPIROSIS (WEIL'S DISEASE)

Who is at risk?

Anyone who is exposed to rats/rat or cattle urine, by coming into contact with infected urine or contaminated water.

How might I catch it?

Contact with infected urine or contaminated water in sewers, ditches, ponds, slow-running water e.g. streams, canal or river. Rat urine may also contaminate animal feed stuffs on farms. In addition contact with cattle urine may also be a similar source of infection.

What causes leptospirosis (Weil's Disease)

A bacteria of two types can affect workers in the UK. The bacteria can enter the body through the lining of the mouth, throat and eyes after contact with infected liquids or materials. All cuts and broken skin are potential routes of infection.

How can the risk be reduced?

Do not touch rats with unprotected hands. Cover all cuts and broken skin with water-proof plasters before and during work. Wear protective over-clothing. Wash your hands after handling or being in contact with any source of contamination, **ALWAYS** before eating, drinking or smoking.

What are the symptoms?

Both types of infection start with a flue-like illness accompanied by a persistent and severe headache.

What should I do if I suspect I have Weil's disease?

Report any illness to your doctor, tell him/her about the kind of work you do and show them your card/letter. The condition is much less severe if treated promptly. If your doctor confirms you have leptospirosis tell your line manager, in order that it can be reported to the Health and Safety Executive using the established procedure.

To the employee:-

Precautions against risk of Leptospirosis Jaundice:

The early stages of this disease may be rather like influenza. Keep this card in a safe place and whenever you do go to your doctor or to a hospital on account of illness, show the card and make sure that those attending you know your occupation.

1. Before starting the working day ensure that the reservoir to the wash-hand basin within the vehicle is charged with a supply of fresh water, and subsequently replenished throughout the day.

In addition a supply of soap and disposable towels must be maintained at all times within the vehicle.

2. After working in contact with sewage or anything that may have been contaminated by it, or having worked on a site where there may be rats present you must wash your hands and forearms thoroughly with soap and water. If your clothes or boots are contaminated with sewage, wash thoroughly after handling them. It is particularly important to do this before taking any food or drink or smoking. Thoroughly clean contaminated protective clothing in an appropriate manner and dry it as soon as possible.
3. Infection may enter through breaks in the skin, so thorough first aid treatment of all wounds is important. Take particular care to wash thoroughly any cut, scratch, or abrasion of the skin as soon as possible whether the injury was caused at work or not.
4. If you suffer any cut, scratch, or abrasion of the skin, it must be covered with a waterproof plaster before entering the place of work.
5. Avoid rubbing your nose or mouth with your hands during work.
6. Remember, every accident/incident at work, however trivial, must be recorded in the Accident/Incident Book.

Precautions against risk of Lyme Disease:

Any signs of fever, raised temperature, or inflammation surrounding a tick bite should prompt an immediate visit to your Doctor. Be sure to mention Hantavirus and Lyme Disease during this visit.

**ENVIRONMENTAL HEALTH
BUILDING CONTROL
ENGINEERING**

Medical advice card for Officers working in contact with drainage and rodents

Leptospirosis (Weil's Disease)

To the Doctor:-

The holder of this card is engaged in work which might bring him/her into contact with sewage or water that may contain leptospira (either *L.icterhaemorrhagiae* or *L.hardjo*).

None of the symptoms of early leptospirosis is pathogenic, jaundice is often absent and diagnosis is based on laboratory investigations. Should you suspect that the holder has been infected, you may wish to contact your local Health Protection Unit of the Health Protection Agency or hospital consultant microbiologist who should be able to offer advice and serological testing.

Employees name:

Address:

Occupation:

Place of Work: Work Tel No:

NOISE

Hearing damage as the result of exposure to excessive noise can accelerate the normal hearing loss that occurs with age. There is a risk of instantaneous irreversible damage if exposed to a sudden extremely loud noise, however, the most common damage results from a cumulative exposure over a period of time, consequently the effect is more difficult to notice until it is too late.

The health effect of noise exposure can result in the onset of tinnitus, (identified by a continuous 'ringing in the ears') interfere with the ability to communicate, and cause stress. The combination of noise level [measured in decibels or dB(A)] and the length of exposure also contributes to the health effect.

CONTROL OF NOISE AT WORK

This aspect of the workplace is governed by the Noise at Work Regulations where the employer is required to reduce the risk of hearing damage to the lowest reasonably practicable level. Since it is always best to control noise at sources, consequently the wearing of ear defenders should only be considered as a last resort.

There are various levels of options open to assist on noise reduction listed below:

- Reduction of noise levels by changing operational procedures, processes and/or purchasing noise suppressed equipment.
- Noise control measures at source e.g. silencers.
- Provision of information and training on the risks of exposure to noise and the role employees should play to minimise the risks of hearing loss.
- Reduction of the duration of noise exposure for employees in conjunction with the provision of appropriate hearing protection.

Where the employees' daily exposure to noise levels is likely to be at or around 85dB(A) the Regulations require -

- an assessment of noise exposure with the records of the assessment being kept;
- that any ear defenders worn by employees are appropriate for the individual who has to wear them, and that a system of maintenance and appropriate storage is in place.

Any area where the noise level is so high, in spite of control measures, signs identifying that ear defenders must be worn in that locality must be erected. In

addition all persons who have to enter that identified zone must wear ear defenders.

Assessments must be reviewed where there is a change of circumstances whether this is a work pattern or for some other reason that determines the previous assessment as being no longer valid.

In the nature of the activities normally carried out by Warwick District Council it is thought unlikely that the further provisions of the Noise at Work Regulations where the noise level exceeds 90dB(A), will be encountered.

MANUAL HANDLING

Manual movements of loads and frequent forced or awkward movements of the body are common hazards which can give rise to injury. Before any manual handling activity is started, always think about whether the task needs to be done in the first place and if there is an easier safer way of achieving the same result.

Manual handling activities must have been assessed as required by the Manual Handling Operators Regulations.

1. Manual handling must be avoided if there is a safer practical way which would minimise the risk of injury.
2. An assessment must be made where the risk of injury in terms of manual handling can not be avoided.

NB If automation or mechanisation is seen as an alternative, caution, this may introduce new hazards.

Consideration must be given to:

- (a) providing mechanical assistance e.g. a sack truck;
 - (b) making loads smaller/lighter or easier to hold;
 - (c) changing the system of work to reduce the required effort;
 - (d) improvement of the layout of the workplace to make the work more efficient.
- When lifting, stop, consider, plan the lift. Assess the size and shape of the load. Is help needed?
 - Is the area free from obstruction? Is there sufficient space to make the lift and reposition it if required? Stand correctly with a straight back and chin tucked in. Stand close to the load.
 - Place the feet apart, leading leg forward, facing the intended direction of travel.
 - Lift with the knees bent and use the legs, not the back as lifting power.
 - Take a firm grip of the load, keep your arms inside the boundary formed by the legs.
 - **DO NOT** change the grip once carrying the load.
 - Move the feet - **DO NOT** turn the body.
 - Keep close to the load, do not allow the load to obstruct your field of vision - if it is too large seek assistance.

- Put the load down gently, again keeping the back straight and knees bent then adjust your posture.

NEW AND EXPECTANT MOTHERS AT WORK

The Management of Health and Safety at Work Regulations. In the general risk assessment process particular attention needs to be given to the risks to new and expectant mothers.

1. Warwick District Council, as an employer, in assessing the risks to employees needs to have regard to those who are new or expectant mothers, in order to take action to ensure that they are not exposed to any significant risk. The risks should include those to the unborn child or the child of the woman who is still breastfeeding - not just the risks to the mother herself.
2. The hazards to be considered include physical, biological and chemical agents, processes and working conditions which may affect the health and safety of new or expectant mothers. The details are set out in 'New and Expectant Mothers at Work' - a guide for employers. HSE Books HS(G)122. A copy is available for examination from the Safety Adviser.
3. The risk assessment may show that there is a substance or work process in the workplace that could damage the health or safety of new or expectant mothers or their children. The different risks need to be borne in mind dependent upon their state of pregnancy. The exceptional provisions are very much reliant upon the written notification by the individual of their pregnancy, that they have given birth within the last six months or that they are breast feeding.
4. If the assessment does reveal a risk Warwick District Council are obliged to tell female employees of child bearing age about the potential risks if they are, or could be pregnant or breastfeeding in the future. The Council will be obliged to explain what needs to be done to make sure that new and expectant mothers are not exposed to risks that could cause them harm. This information should be given to the employee representatives.
5. Should a significant risk be identified a decision needs to be taken as to the future course of action. The significant risk may be addressed within specific statutory regulations e.g. COSHH. The general principal in terms of all risk assessment is give consideration to the removal of the hazard or prevent the exposure to risk. When this is not feasible the risk should be controlled.
6. If there is still a significant risk at work to the health and safety of a new or

expectant mother, which goes beyond the level of risk to be expected outside the work place then the following steps must be followed by WDC to remove the risks:

- a) temporarily adjust that persons working conditions and/or hours of work; or if it is not reasonable to do so, or would not avoid the risk
 - b) offer that person suitable alternative work if any is available; or if that is not feasible, the Council must
 - c) suspend that person from her work (give her paid leave) for as long as necessary to protect her safety or health or that of her child.
7. These procedures are only necessary where the risk assessment prompts such action. The risk assessment also requires review periodically.
 8. Warwick District Council will give special consideration to new and expectant mothers who work at night. An employee who is a new or expectant mother working at night in order to benefit from the special consideration must produce a medical certificate stating that night work could affect her health or safety.

Warwick District Council must

- a) offer that person suitable alternative daytime work, if any is available; or if that is not reasonable
- b) the person affected would be suspended from her work (with paid leave) for as long as it is necessary to protect that individuals health and safety.

It should be remembered that Warwick District Council is only required to take these steps if there is a risk to the person, arising from work.

OFFICE BASED STAFF ON OUTSIDE DUTIES

1. If you are making an appointment to meet someone (e.g. owner/agent/ landlord/ their representative or occupier) you have never before met at a premises, where the first time arrangements are made to meet, consideration should be given to the following, when setting up the appointment:
 - (a) If you are receiving an incoming call with a view to making arrangements, ask the caller for a contact telephone number, you may wish to confirm or re-arrange the details at a later stage.
 - (b) Ask for the make, colour and registration number of the car being driven by the person whom you are meeting.
 - (c) Agree a meeting point and put this in your diary.
 - (d) Ask to be advised of any substitution of car or person that might be made.
2. Before leaving the office, tell a senior officer or other colleague the likely route to be taken and the expected time of return. Enter in desk diary or in/out board or electronic diary.
3. Dependent on circumstances advise the departmental receptionist of your intended absence.
4. Always carry identification cards and present them when requested, specifically when visiting someone's home.
5. Where safety equipment or personal protective equipment or protective clothing is necessary on the grounds of health and safety, it must be used or worn at all times whilst carrying out the work, for which the item affords protection.
6. When entering a premises it is the WDC's member of staff who has the personal responsibility to be aware of any foreseeable hazards and, so far as is reasonably practicable, protect themselves and other staff under their control.
7. When visiting a location make sure that the occupier or receptionist knows who you are, which Department of the Council you are from, and the purpose of your visit.
8. When entry cannot be gained by persuasion, do not enter the premises unless invited. In the event of difficulty do not pursue the matter or enter into an argument, and leave the premises. Nevertheless the meeting must

- be conducted throughout in a polite and business like manner.
9. The exception to 7 above, in terms of gaining access, is when executing a Court Warrant, in which case accompaniment by a second officer, who can be a Police Constable is recommended.
 10. Be aware of possible cultural or religious conventions that may apply either in peoples homes or in places of worship.
 11. If it is proposed to make a visit where you have prior knowledge of difficulties or that is suspected as being hazardous a colleague should be taken, in addition to following the advice within this section.
 12. Reference should be made to the respective departmental risk assessment to identify any further precautions and guidance that needs to be taken e.g. mobile phones, radios; pre-arranged telephone calls etc.
 13. Follow the additional advice given within the booklet 'Preventing and Dealing with Violence at Work' - currently issued to all Council employees.
 14. If you are finishing work after the last visit or you will be later than the switchboard close down telephone your manager before 5.15pm to confirm your safety and well being. Ensure that arrangements are established to enable telephone 'buddying' with a colleague to take place.

OPENING OF POST - PRECAUTIONS AGAINST LETTER BOMBS

The Home Office has issued guidance to employers about dealing with suspected bombs, evacuation, etc. Amongst a wide range of issues dealt with in the Home Office guidance is, the recognition and proper procedures for dealing with suspected postal bombs.

THE POLICE EMPHASISE THAT THEY DO NOT CONSIDER WARWICK DISTRICT COUNCIL TO BE A TARGET RISK.

Despite the very low level of risk, it is sensible that staff involved in the opening of post should be made aware of the advice given. Knowing the signs to be aware of can only help improve the security of all staff.

Recognising a Suspect Package

Postal bombs take many forms. They may come in any shape or size - parcels, envelopes, "jiffy bags". They may explode or ignite when opened or sometimes before opening. You should be aware of the tell-tale signs.

Any one of the following signs should alert members of staff to the possibility that a letter or package contains an explosive device:-

- ! grease marks on the envelope or wrapping
- ! an unusual odour such as marzipan or machine oil
- ! visible wiring or tin foil, especially if the envelope or package is damaged
- ! the envelope or package may feel very heavy for its size
- ! the weight distribution may be uneven, the contents may be rigid in a flexible envelope
- ! it may have been delivered **by hand** from an unknown source or posted from an unusual place
- ! if a package, it may have excessive wrapping
- ! there may be poor handwriting, spelling or typing
- ! it may be wrongly addressed, or come from an unexpected source
- ! there may be too many stamps for the weight of the package

Action to take if suspicious

If you regard any package as suspicious, displaying some of the above signs, you should **IMMEDIATELY**:

- ! put it down gently and walk away from it;
- ! evacuate the immediate area and raise the alarm with a senior member of staff;
- ! **DO NOT** put the package into any receptacle, immerse it in water or any other substance, place anything on it or around it.

Further Information

These simple rules will be reinforced through signs in areas where postal opening takes place. Make sure that you are aware of the signs and the procedure. If you are at all unclear, speak to your Section Head.

Vigilance is, however, common sense for you and all of us, any evacuation and assembly will be carried out in accordance with the Home Office guidance currently in place. At the time of producing this document it is '**BOMBS – Protecting People and Property**' fourth edition.

STORAGE

Safe storage applies to every aspect of Warwick District Council's field of operations.

The safe loading of racks, shelves and floors must be checked to ensure that it is not exceeded.

Properly constructed racking for storage must be used and secured to the floors and walls for stability, and located on a firm level base.

Ensure that stacks on floors or racking are stable and do not protrude into passageways or corridors.

Items should not be stored on the top of racking thereby creating a potential for them to be dislodged and fall onto others.

Any access to items stored on shelves or racking must be achieved safely and that any equipment be it ladder or steps must be appropriately maintained and kept in good repair.

NEVER CLIMB the shelves or racking to reach the upper shelves.

Heavy items must be stored as near to the floor level as possible.

Items that might roll if left insecure must be suitably chocked.

All racking and shelving must be inspected regularly for damage and defects, any found must be reported using the established procedures.

THE WORKPLACE

1. The buildings and fabric must be maintained in good repair.
2. All open edges from where people or materials might fall must be protected by appropriate fencing or guard rails.
3. Floor openings such as pits must be fenced or covered over when not in use.

Floors must be kept dry, clean and in good repair.

4. Adequate space for safe movement and access to equipment must be provided and maintained.
5. Safe glazing (i.e. protected, toughened or appropriate thickness) where necessary, must be suitably marked to ensure it is easily recognisable.
6. Floors, corridors and stairs must be free of obstructions, and trailing wire and cables.
7. Windows that are capable of being opened and cleaned safely. When open people should not be able to fall out of them or bang into them.
8. Outdoor routes must be kept safe during icy conditions, e.g. salted, sanded and swept.
9. Old furniture and equipment must be sited so that sharp corners do not stick out.
10. Adequate and appropriate storage space for files, documents, stationery and items of equipment must be made, not at such a height to fall upon persons nor stored on floors.

Lighting

11. Good natural lighting where possible to reduce the effect of glare, with good local levels specifically at workstations.
12. Only one drawer of filing cabinet should be opened at any one time. Care should be taken not to lean on the open drawer and it should be closed as soon as possible after use. Ensure that the cabinets are loaded from the base upwards enabling the bulk of the weight to be at the lowest point.

Manoeuvrability around premises

13. Where pedestrians and vehicles are used adjacent to each other ensure that their respective routes are separated.
14. Floor surfaces are level, even without potential to trip.
15. Safe doors with vision panels where appropriate - care should be taken when opening doors with restricted visibility.
16. Fire doors **must never** be chocked or propped open.
17. To reach items above normal height, only use the climbing equipment provided i.e. step-ladder or self locking stool. CHAIRS are **NOT** to be used for climbing upon.

Workstations

18. Workstations and seating must be designed to fit the worker and be appropriate for the work.
19. Ensure that back supports, support the small of the back and foot rests are provided if necessary.
20. Workstation surfaces must be at a reasonable height.
21. Ensure that ease of access to controls on equipment is maintained.

Cleanliness

22. The premises including furniture, fittings, floor and stairways must be kept clean.
23. Refuse and waste materials must be stored in containers provided and removed regularly.
24. All spillages must be cleared up promptly.

Hygiene and Welfare

25. Separate male and female sanitary accommodation must be kept clean and well ventilated.
26. All wash-hand basins must be supplied with adequate hot and cold

running water, together with a supply of soap, towel and nail brushes.

27. A clean drinking water supply must be provided, and marked if necessary to distinguish.
28. Arrangements to protect non-smokers from discomfort caused by tobacco smoke in any separate rest area either by providing separate areas or rooms for smokers or non-smokers or prohibit smoking in rest areas or rest rooms.
29. Rest facilities for nursing mothers and pregnant women must be provided.

Comfort Conditions

30. A reasonable temperature within workplaces usually at least 16°C must be achieved.
31. Effective and suitable provision must be made to ensure that every workplace is ventilated by sufficient quantities of fresh or purified air.

Management of Health and Safety at Work Regulations

The principal requirements are for Warwick District Council as employers to:-

1. Assess risks to all employees and other persons who may be affected.
2. Make good their arrangements for implementing the health and safety measures identified as the result of the risk assessment process.
3. Establish emergency procedures.
4. Consult and liaise with other employers sharing the same workplace.

Workplace (Health, Safety and Welfare) Regulations

Warwick District Council is acknowledging its responsibilities under the health and safety legislation, will ensure that its various workplaces meet the health, safety and welfare provisions as outline in the above legislation.

The areas covered by the Regulations are grouped as follows:-

- (a) Temperature and lighting
- (b) Cleanliness of and condition of floors

- (c) Escalators and moving walkways
- (d) Sanitary conveniences
- (e) Rest and eating areas
- (f) Traffic routes

Associated with this section of the document is a basic checklist which needs to be read in conjunction with the supporting Code of Practice to these Regulations.

Health and Safety (Display Screen Equipment) Regulations

These Regulations apply to employees, who as a significant part of their normal work, use visual display screen equipment. The employee, so categorised as a “user” may need to be assessed at their workstation when various elements e.g., chair, keyboard, screen, document holders etc, will be examined. A further aspect of the requirements is to allow “significant users” to undergo eye and eyesight tests, with corrective spectacles where necessary in relation to the use of display screen equipment.

Where a “significant user” is identified, Warwick District Council will undertake to:-

1. Before anyone being appointed to the position qualifying them for the above description, advise that individual, they have the right to an eye and eyesight test to be carried out on request by a competent person. Subsequent tests may be undertaken upon request after commencing work or when visual difficulties are encountered, which could reasonably be attributed to work with display screen equipment.
2. Each significant user shall be supplied with special corrective appliances appropriate for the work undertaken, where normal corrective appliances cannot be used and where the test results in respect of the “significant user”, in connection with item 1 above, identifies such a provision as being necessary. The payment for eye tests and special corrective appliances will be borne by Warwick District Council, subject to the NHS rate prevailing at the time of the test and corrective prescription. The employee will be responsible for any excess charges above the NHS rate.

Personal Protective Equipment at Work Regulations

Personal Protective Equipment (PPE) means all equipment to be worn or held by

a person at work to afford protection against one or more hazards in relation to health and safety at work.

1. Warwick District Council will, whenever health and safety risks are not adequately controlled by other means, provide PPE to employees.
2. Select PPE suitable for the risk appropriate for the employees and the working environment and ensure that in procuring any PPE these factors are taken into account.
3. Provide accommodation for the storage of PPE and maintain it in an efficient state, in efficient working order and in good repair.
4. Through training, information and instruction to employees the Council will ensure that an employee can make effective use of PPE provided.

Employees of Warwick District Council, having been provided with appropriate PPE will:-

- (a) After use return the PPE to suitable storage facilities so provided.
- (b) Use PPE as instructed.
- (c) Report damage to or loss of equipment to line managers.

PPE, generally should be provided as a last resort when all other control measures have been implemented and these measures are insufficient to control the risks.

In selecting PPE, suitable precautions must be taken into account:-

- (i) The health and physical requirements of that person wearing PPE.
- (ii) The capability of PPE fitting the individual expected to wear it particularly it is to be worn in conjunction with other PPE.
- (iii) In order to assist in the selection of PPE, such equipment will bear the "CE" mark identifying conformance with existing European Standards.
- (iv) The line manager will be responsible for commissioning the purchase of PPE taking into account the factors in (i) – (iii) preceding this paragraph. Assistance in the selection process may be sought from the Safety Advisor.

Provision and Use of Work Equipment Regulations

These regulations state minimum health and safety requirements when using equipment within the workplace.

The main provisions relate to:-

1. The suitability of equipment for use.
2. The maintenance of the equipment.
3. The training information and associated instructions for the use of that equipment.
4. More specifically - guarding, controls, stability, lighting, marking and warnings.

The main intention of the Regulations is to ensure that work equipment in its various forms, does not give rise to risks to health and safety irrespective of its age or place of origin. Work equipment by definition within these Regulations is wide ranging.

The specific requirements are outlined below:-

- (a) Dangerous parts of machinery – i.e., guarding or exclusion from danger zones.
- (b) Protection against specific hazards, such as ejection of objects, rupture or disintegration, fire prevention or explosion.
- (c) High or very low temperature.
- (d) Control system and controls, covering machinery start and stop controls.
- (e) Isolation from sources of energy.
- (f) Stability and lighting which covers the environment in which the equipment is used.

Any warning notices placed on equipment must be easily understood, conspicuous and unambiguous.

There are general duties beyond these specific requirements namely:-

- (i) To ensure that equipment is suitable for its purpose, to include ensuring it is suitable in terms of proposed location and initial integrity.
- (ii) To maintain equipment in an efficient state in so far as this relates to safety. This may be a programme of planned preventative maintenance suitably documented.
- (iii) Provide information, instructions and training.
- (iv) Ensure that equipment, thus provided for use conforms with existing legislation.

These Regulations are intended to be considered in conjunction with the Management of Health and Safety at Work Regulations 1999, particularly in relation to the risk assessment procedures and guidance.

APPENDIX A

Code of Practice for Safety Representatives

1. The Safety Representatives and Safety Committees Regulations 1977 concern safety representatives appointed in accordance with Section 2(4) of the 1974 Act (The Act) and cover;
 - (a) prescribed cases in which recognised trade unions may appoint safety representatives from amongst the employees;
 - (b) prescribed functions of safety representatives

Section 2(6) of the Act requires employers to consult with safety representatives with a view to the making and maintenance of arrangements which will enable him and his employees to cooperate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures. Under Section 2(4) safety representatives are required to represent the employees in those consultations.

2. This Code of Practice has been approved by the Health and Safety Commission with the consent of the Secretary of State for Employment. It relates to the requirements placed on safety representatives by Section 2(4) of the Act and on employers by the Regulations and takes effect on the date the Regulations come into operation.
3. The employer, the recognised trade unions concerned and safety representatives should make full and proper use of the existing agreed industrial relations machinery to reach the degree of agreement necessary to achieve the purpose of the Regulations and in order to resolve any differences.

Interpretation

- 4
 - (a) In this Code, “the 1974 Act” means the Health and Safety at Work etc Act 1974 and “the Regulations” means the Safety Representatives and Safety Committees Regulations 1977 (S1 1977 No. 500);
 - (b) words and expressions which are defined in the Act or in the Regulations have the same meaning in this Code unless the context requires otherwise.
5. In order to fulfil their functions under Section 2(4) of the Act safety representatives should:
 - (a) take all reasonable practicable steps to keep themselves informed of:
 - (i) the legal requirements relating to the health and safety of persons at work, particularly the group or groups of persons

- they directly represent;
 - (ii) the particular hazards of the workplace and the measures deemed necessary to eliminate or minimise the risk deriving from these hazards; and
 - (iii) the health and safety policy of their employer and the organisation and arrangements for fulfilling that policy;
- (b) encourage cooperation between their employer and his employees in promoting and developing essential measures to ensure the health and safety of employees and in checking the effectiveness of these measures;
- (c) bring to the employer's notice normally in writing any unsafe or unhealthy conditions or working practices or unsatisfactory arrangements for welfare at work which come to their attention whether on an inspection or day to day observation. The report does not imply that all other conditions and working practices are safe and healthy or that the welfare arrangements are satisfactory in all other respects.

Making a written report does not preclude the bringing of such matters to the attention of the employer or his representative by a direct oral approach in the first instance, particularly in situations where speedy remedial action is necessary. It will also be appropriate for minor matters to be the subject of direct oral discussion without the need for a formal written approach.

Information to be provided by employers

6. The Regulations require employers to make information within their knowledge available to safety representatives necessary to enable them to fulfil their functions. Such information should include:
- (a) information about the plans and performance of their undertaking and any changes proposed insofar as they affect the health and safety at work of their employees;
 - (b) information of a technical nature about hazards to health and safety and precautions deemed necessary to eliminate or minimise them, in respect of machinery, plant, equipment, processes, systems of work and substances in use at work, including any relevant information provided by consultants or designers or by the manufacturer, importer or supplier of any article or substance used, or proposed to be used, at work by their employees;
 - (c) information which the employer keeps relating to the occurrence of any accident, dangerous occurrence or notifiable

industrial disease and any statistical records relating to such accidents, dangerous occurrences or cases of notifiable industrial disease;

(d) any other information specifically related to matters affecting the health and safety at work of his employees, including the results or any measurements taken by the employer or persons acting on his behalf in the course of checking the effectiveness of his health and safety arrangements.

(e) information on articles or substances which an employer issues to home workers.

HEALTH AND SAFETY AT WORK ETC ACT 1974

RECORD OF SAFETY REPRESENTATIVE/S INSPECTIONS

SHEET NUMBER

Date of Inspection	Time of Inspection	Area or Workplace Inspected	Safety Representative/s participating		Employer or Rep/s if participating		Form received by Head of Business Unit
			Name/s	Signature/s	Name/s	Signature/s	

NOTES: 1. One copy to be retained by the employer and one by the safety representative/s.

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HEALTH AND SAFETY AT WORK ETC ACT 1974
REPORT OF SAFETY REPRESENTATIVES

SHEET NUMBER

Notification to the employer (or his representative) of conditions and working practices considered to be unsafe or unhealthy and of arrangement for welfare at work considered to be unsatisfactory.

This column to be completed by the employer and a copy given to the Safety Representative

Date and Time of inspection or matter	Particulars of matter/s notified to employer or his representative (include location where appropriate)	Remedial action taken (with date) or explanation if not taken
	continue on a separate sheet	
Signature/s of Safety Representative/s		Signature of employer (or his representative)
Date	
.....		Date
.....		
Record of receipt of form by the employer (or his representative)		
Signature		
Date		

APPENDIX D

FORMAT FOR RECORDING

FIRST AID TREATMENT

<p>Full name and address of persons who suffered an accident</p> <p>(1)</p>	<p>Occupation</p> <p>(2)</p>	<p>Date when entry made</p> <p>(3)</p>	<p>Date and time of accident</p> <p>(4)</p>	<p>Place and circumstances of accident - (state clearly the work process being performed)</p> <p>(5)</p>	<p>Details of injury suffered and treatment given</p> <p>(6)</p>	<p>Signature of person making this entry (state address if different from column 1)</p> <p>(7)</p>

WARWICK DISTRICT COUNCIL

REPORT ON VIOLENT INCIDENT

Employees Name: Post Title

.....

Department: Date of Incident:.....Time:

.....

Name of Assailant: Address (if known):

.....

.....

TYPE OF INCIDENT: Verbal Abuse, Physical Assault, Threat of Violence, Potentially Violent Incident.

What activity were you engaged in at the time of the incident?.....

Briefly give an account of the incident including the location. (Use a separate continuation sheet if necessary).

.....

.....

.....

Were there any witnesses present? **NO/YES** Name:

Address:

Did the incident result in injury? **YES/NO**

If **YES** (i) State the nature of the injury

.....

(ii) Complete a WDC accident form in addition to this form.

Was first aid administered, and if so by whom?

Did the injured go to hospital? **YES/NO**

In/out patient? Number of working days lost

.....

Were the police informed? **YES/NO** If **YES**, date

.....

Signature of Injured Person Date:

Signature of Supervisor Date:

Signature of Head of Business Unit Date: