



WARWICK DISTRICT COUNCIL

HEALTH & SAFETY POLICY

HEALTH AND SAFETY POLICY

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n/c = reviewed, no change

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CONTACTS

The local HSE 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.

Contact details – same as HSE above

1. STATUTORY DUTY

Warwick District Council's Statutory Duties

- 1.1 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.
- 1.2 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.
- 1.3 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.
- 1.4 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.
- 1.5 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. HEALTH & SAFETY POLICY STATEMENT

- 2.1 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.
- 2.2 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.
- 2.3 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.
- 2.4 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.
- 2.5 The Council will design and construct all new facilities to comply with all legislative standards and best practice at the time of design.
- 2.6 The Council will modify existing facilities where practicable to comply with current legislative standards.
- 2.7 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.
- 2.8 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.
- 2.9 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.
- 2.10 The Council will carry out risk assessments on all new equipment, practices and processes to identify hazards, evaluate the findings and react accordingly.
- 2.11 The Council will establish procedures to ensure that no modification to equipment, practices and processes compromises health and safety standards.

- 2.12 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.
- 2.13 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.
- 2.14 Periodic drills or exercises will be carried out to determine the effectiveness of such procedures.
- 2.15 The Council will establish arrangements for joint consultation on appropriate matters of health, safety and welfare.
- 2.16 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.
- 2.17 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.
- 2.18 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.
- 2.19 The Council will supplement the General Policy Statement with further corporate procedures, which are to be followed by all staff or where indicated Service Area Managers are to assess the relevance of the codes of practice to employees under their responsibility and to adapt and implement them accordingly.
- 2.20 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.
- 2.21 The Statement of Conditions of Service for each employee will contain a summary of this Council's policy.
- 2.22 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.

2.23 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 9th May 2007

3. RESPONSIBILITIES OF STAFF

3.1 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.

3.2 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.

3.3 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 the Council's Service Areas 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 Safety Policies and Service Area Method Statements are undertaken;
- 2) That effective assessments are of 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.

3.4 Service Area Managers

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 Service Areas. The Heads of Service will be responsible within their own Service Areas 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.

3.5 Employee Safety Representatives

Where they exist under the direction of their Heads of Service Areas will provide support and assistance to the Safety Advisor:

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

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

3.6 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.

3.7 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.

Union Safety Representatives – Code of Practice will be found in the personnel handbook. See section 4.19

4. CORPORATE PROCEDURES

To be followed by all Warwick District Council Employees

4.1 REPORTING ACCIDENTS, DANGEROUS OCCURRENCES AND POTENTIAL ACCIDENTS

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 including non-consensual violence 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 Service Area Manager 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 (Appendix 1, page 137 of this document) and return this to the Internal Audit, Finance Unit, and the Council's Safety Adviser. The **priority** is to **notify** the **H**ealth and **S**afety **E**xecutive. All the relevant sections of the Warwick District Council accident form must be completed.



Incident Reporting Procedures

This flow chart is a simplified reporting procedure based on the legal and WDC requirements
(It is the responsibility of Service Heads to ensure that accidents are reported)

Action Required

1. *Notify Police and Ambulance
2. *Phone Warwick District Council Health & Safety Advisor
3. *Phone Service Head and Strategic Director
4. *Notify Insurance Officer
5. *HR Officer
6. *Notify Health & Safety Executive without delay via ICC (see notes at bottom of page) obtain copy of F2508 form
7. *Keep copy of F2508 for record purposes and make available to the enforcing authority or safety rep if required
8. *Complete accident book
9. *Complete Accident Report Form (ARF) as soon as possible and dispatch, retaining a copy for record purposes
10. *Confirm with Service head that next of kin has been informed (except for dangerous occurrence)

* These instructions apply also to road fatalities involving company vehicles or plant

1. Phone Ambulance
2. Phone Warwick District Council Health & Safety Advisor
3. Notify Insurance Officer
4. Notify Head of Service and 4, 5, 6, 7, 8, 9 & 10 as above

1. Notify HR by completing a Weekly Absence Report form
2. Enter in accident book
3. Complete Incident Report Form
4. Notify Health & Safety in writing within 10 days on form F2508 and keep copy for records
5. Copies of above documents to be forwarded to Safety Adviser & Insurance Officer
5. On receipt of form B176 Department of Social Security complete and return both copies to DSS
6. Keep copy of form B176 for record and make available to enforcing authority or safety rep is required
7. Inform next of kin

1. Phone Health & Safety Advisor
2. Notify Insurance Officer

Note:

For detailed requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Relations 1995, refer to Health & Safety Policy Section 4.1

* If required, Accidents can be quickly via the Incident Contact Centre -
tel: 0845 300 9923 or website:
www.hse.gov.uk/riddor

Incident Happens!
Where?

Rescue,
First Aid if necessary

Has there been a fatality?

Yes

Has anyone suffered a major injury?

No

Has a visitor or member of public been injured and require hospital treatment?

Yes

Yes

No

Is injured person:
- An employee
- A trainee
- Self employed

Yes

Yes

Will the person be absent from work for > 3 days or be able to carry out their normal duties

No

1. Complete ARF & send to Insurance Officer and the Safety Adviser
2. Complete accident book entry

Yes

Has anyone been injured?

No

Has there been a dangerous occurrence? Which had potential to cause serious injury?

No

Has there been damage to Council property or equipment?

Yes

Complete Incident Report and send to Insurance Officer

No

Could anyone have been seriously injured, Council property or equipment damaged?

Yes

Complete Report of near miss and send to Health & Safety Adviser and Insurance Officer

No

No further action



Code of Practice on the Reporting of Accidents

1. Introduction

- a) 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.
- b) 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.
- c) 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.
- d) 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 seriously injured:
 -  In such circumstances brief essential details must be reported immediately by phone by the relevant Service Head 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 relevant Service Head 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 Service Head 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 Service Head 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 is to be reported to the Health & Safety Adviser by phone and an Accident Report Form (ARF) completed and copies sent to the H&S Adviser and Insurance Officer. Some dangerous occurrences may need reporting to the Health & Safety Executive. A summary of reportable dangerous occurrences 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 Service Head 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 HR 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. Definitions of Major Injuries, Dangerous Occurrences and Diseases

3.1 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:-

- a) collapse, overturning or failure of load bearing parts of lifts and lifting equipment;
- b) explosion, collapse or bursting of any closed vessel or associated pipework;
- c) plant or equipment coming into contact with overhead power lines;
- d) electrical short circuit or overloading causing fire or explosion;
- e) accidental release of a biological agent likely to cause severe human illness;

- f) malfunction of breathing apparatus while in use or during testing immediately before use;
- g) 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;
- h) 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;
- i) explosion or fire causing suspension of normal work for over 24 hours;
- j) the sudden uncontrolled release in a building of
 - (i) 100 kg or more of flammable liquid;
 - (ii) 10 kg or more of flammable liquid above its boiling point;
 - (iii) 10 kg or more of flammable gas; or
 - (iv) 500 kg of these substances if the release is in the open air;
- k) accidental release of any substance which may damage health.

3.3 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. Investigation

- a) Following any accident or incident, any action to make the site safe must be recorded; otherwise it must be left undisturbed for investigation.
- b) 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.

- c) 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.
- d) 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. The Health & Safety Adviser should be contacted when necessary for assistance.

5. Accident Books - Employees

- a) 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 C010 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.
- b) In order to comply with the requirements of RIDDOR the information that must be recorded is:
 - i) date and time of the accident/dangerous occurrence;
 - ii) full name, address and occupation of the injured employee;
 - iii) 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
 - 4) place where the accident or dangerous occurrence happened;
 - 5) the date on which the event was first reported to the Health and Safety Executive;
 - 6) the method by which the event was reported.
- c) In order to comply with the requirements of RIDDOR the information to be recorded in the event of a reportable disease is as follows:
 - i) date of diagnosis of the disease;
 - ii) name of the person affected;
 - iii) occupation of the person affected;
 - iv) name or nature of the disease;

- v) the date on which the disease was first reported to the relevant enforcing authority;
- vi) the method by which the disease was reported.

6. Particulars of Accident for Insurance Purposes - Employees

- a) As soon as the accident has been recorded in the Social Security Act book BI 510 the Warwick District Council Employee Accident Report Form (ARF) should be completed and sent within 3 days by the Head of Service 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.
- b) The forms are obtainable by Service Area Managers', from the or the Safety Adviser.
- c) 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. The Council's Record - Health and Safety Executive Form 2509

- a) This is kept by the Finance Unit - Internal Audit from data supplied by the Council's Service Areas.
- b) 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.

8. 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.

9. Benefits Agency - Disablement Benefit

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

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

10. 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 HR 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, notifying the Staff Alert Group 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 "Violent Incident" form. (Appendix 1, page 136) 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 Service and a copy forwarded to the HR 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.

Note: If necessary to assist in the speed of reporting, the Staff Alert Group can be contacted directly via email or by contacting one of its members by phone directly. Details of the Staff Alert List use and group contacts can be found in Appendix 18.

4.2 FIRST AID ARRANGEMENTS

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 the remainder of this section 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 facilities

Where 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 Service Area, liaison between the Heads of Service 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 those employees designated to be 'First Aiders'.
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 Service
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. 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.
17. The required standard for first aid boxes is shown as a minimum in the contents list on the following pages set out below.
18. 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.
19. 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.
20. The record is kept by the HR department who shall organise any first aid training or re-training after consulting Heads of Service and Line Managers.

First Aid Boxes (or other containers)

1. The boxes shall contain, in accordance with the Health and Safety Executive's recommendations, only the following items as a minimum and **nothing else**.
 - (a) A leaflet giving general guidance on first aid e.g.. HSE leaflet *Basic advice on first aid at work*;
 - (b) 20 individually wrapped sterile adhesive dressings (assorted sizes);
 - (c) 2 sterile eye pads;
 - (d) 4 individually wrapped triangular bandages (these should if possible be sterile; if not, sterile coverings appropriate for serious wounds should also be included);
 - (e) 6 safety pins;
 - (f) 6 medium sized (approx 12cm x 12cm) individually wrapped sterile un-medicated wound dressings;
 - (g) 2 large (approx 18 cm x 18cm) sterile individually wrapped un-medicated wound dressings;
 - (h) One pair of disposable gloves.
 - (i) 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.

- (j) 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.

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.

1. A leaflet giving general guidance on first aid – e.g. HSE leaflet *Basic advice on first aid at work*;
2. 6 individually wrapped sterile adhesive dressings;
3. one large sized sterile un-medicated dressing (approx 18cm x 18cm);
4. 2 triangular bandages (this should, if possible, be sterile; if not, a sterile covering appropriate for serious wounds should also be included);
5. 2 safety pins;
6. Individually wrapped moist cleansing wipes;
7. One pair of disposable gloves.

4.3 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.

At Riverside House, alarms are tested on a weekly basis by a contractor arranged by the Head of Housing & Property Services.

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.

- Service Areas 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

NOTE:

Personal Evacuation Plans will need to be produced for employees who may find it difficult to evacuate quickly in an emergency – see section 4.4. and Appendix 3.

It should also be noted that the above information is generic in nature and therefore, some Council premises may require specific fire action plans – Service Area Managers are to ensure that these are in place.

4.4 PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Background

Aim

The aim of a Personal Emergency Evacuation Plan PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information to be able to manage their escape to a place of safety and to give departments the necessary information so as to ensure that the correct level of assistance is always available.

Responsibilities

It is the responsibility of the Service Area Manager to talk to disabled staff or those with medical conditions to identify whether they require any assistance in the event of an emergency. If a member of staff requires assistance the Emergency Egress Questionnaire and the Personal Emergency Evacuation Plan should be completed (see Appendices 2 & 3). These should be completed by the disabled person with appropriate support from the Service Area Manager, Fire Warden and Health & Safety Adviser.

Writing the PEEP

From the information gathered in the questionnaire, a Personal Emergency Evacuation Plan (PEEP) should be developed. Advice and support for writing the PEEP is available from the Safety Adviser.

Given the unique characteristics of buildings and the need for a PEEP to take account of the buildings capabilities/layout, disabled persons who regularly use different buildings may have to have a separate PEEP for each building.

If assistance with escape is required, the extent of such assistance should be identified in the PEEP i.e. the number of assistants and the methods to be used. The area need to ensure that there is cover for absences, and assistants may require training.

Evacuation in an Emergency

Assisting disabled persons down stairs

Where disabled persons are located above the ground floor there are a number of considerations. In all the following cases the Building Manager and the Safety Adviser will be able to give more advice with identifying Refuges.

a) Temporary Refuges -

A refuge is a designated temporary safe space where disabled people can wait for assistance. It is an area that is both separated from a fire by fire resisting construction and provides a safe route to final exit e.g. the head of a protected stairway - where there is sufficient space. The provision of a refuge will permit a

staged evacuation to be implemented. A refuge area must be clearly signed and should be of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building.

Refuges should only be defined after consultation with the Safety Adviser as the requirements for fire separation and structure are very specific.

b) Lifts -

Most lifts cannot be used in an emergency. Any lift use for the evacuation of disabled people should be either a “fire-fighting lift” or an “evacuation lift.” Property Services will be able to tell you if and in what circumstances a lift may be used in the event of a fire.

c) Safe Routes –

A PEEP should contain details of the escape route(s) the disabled person will be expected to use. Clear unobstructed gangways and floor layouts should be considered at the planning stage.

It is especially important to ensure that locks, doors and other devices are all able to be operated by the evacuating persons. It is also necessary to ensure that there are (as much as possible) alternative routes and that the routes are not excessively long. Further advice is available from the on a Building by Building basis.

Deaf and Hearing Impaired persons

Generally, most deaf people working alongside hearing colleagues will not require special equipment, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them. However, deaf or hearing impaired persons working alone may need an alternative method of being alerted to an emergency. For example many alarm systems have visual indicators in the form of a flashing light, or vibrating pager systems can be used. If additional equipment is required then please consult with the Safety Adviser.

Blind and Partially Sighted persons

Both Staff should be offered orientation training and, where applicable. This must include alternative ways out of the building. If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.

Training

To be effective, any egress plan depends on the ability of staff to respond efficiently. Staff will therefore receive instructions, practical demonstrations and training appropriate to their responsibilities. This may include some or all of the following elements:

- Fire drills for staff
- Specific training for Fire Wardens
- Fire safety awareness

Further advice is available in the first instance from the Safety Adviser.

4.5 MEMBERS/TRADE 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

(a) 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.

(b) Access to Meetings

Panel meetings will not be open to the public as the Panel deals with internal human resources only.

(c) 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.

(d) 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.

(e) 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.

(f) 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.

4.6 USE OF 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	

1. POLICY

A large number of serious accidents and incidents that occur in industry relate to work carried out by contractors. Effective environmental, health and safety management control is essential if personal injury and property damage are to be avoided.

The contractor, as an employer under the Health and Safety at Work Act 1974, is responsible for the safety of their employees and other persons who may be affected by their work activity, e.g. Council employees.

However, WDC have similar responsibilities. The 1981 Swan Hunter case emphasised the point that employers have a responsibility for securing the health and safety of contractors working on site and enforcing local rules and procedures.

The Management of Health and Safety at Work Regulations have reinforced this and require cooperation and coordination between employers, which would include the use of contractors.

2. OBJECTIVES

The management of health and safety must be included as an element of quality control in every stage of the process of employing contractors. The stages include:

- a) Choice of contractor
- b) Preparation of tender job specification
- c) Induction of contractor on site
- d) Authorisation to work
- e) Supervision of contract

3. SCOPE

This procedure applies to all WDC locations and personnel in depots, offices and other environments.

4. KEY POINTS

- a) Achieving target completion dates or choosing the cheaper contractor must not compromise statutory health and safety requirements.
- b) Contractors should be included on an approved list and have adequate health and safety arrangements.
- c) A contractor's representatives to be identified as being responsible on site for the
- d) standard of health and safety for the duration of the contract.

- e) Health and Safety requirements to be included in preparation of tender or job specification.
- f) A safe system of work and site responsibilities to be agreed, in writing if appropriate, for all contracts prior to commencement of work.
- g) Where sub-contractors are employed, the prime responsibility for health and safety rests with the main contractor.
- h) The manager requesting the services of the outside contractor has the prime
- i) Responsibility for ensuring they are made familiar with health and safety procedures. A Council representative should be identified as contract supervisor.
- j) A 'Permit to Work' must control work by contractors, where foreseeable risks have been identified.
- k) A WDC representative must issue local rules to contractors as part of site induction before work commences.
- l) Site procedures, which apply to Council employees apply similarly to contractors, e.g. Permit to Work, Hot Work Permit, etc.
- m) Contractors observed working unsafely must be disciplined or even dismissed from site for continued or serious failure to follow health and safety precautions.
- n) Contractors who continually breach environmental, health and safety requirements should not be requested to tender.

5. APPLICATION

The general principals and control measures apply to all contractors on site with a view to preventing personal injury, property damage and damage to product. Types of contractor will include those:

- a) Carrying out surveys or investigations of plant, services or premises;
- b) Installing, modifying, repairing or maintaining plant, services or premises;

The prime responsibility for the health and safety of contractors and the safety management of the contract rests with the manager of the department directly requesting their services. This will usually mean Heads of Service, contracting managers etc.

6. CHOICE OF CONTRACTORS

The standard of health and safety management and performance should be one of the criteria for choosing a contractor.

The assessment of their standard of health and safety management should include:

- a) Enquiries to ascertain that the contracting company have adequate health and safety management systems and arrangements for ensuring the health and safety of their employees and others who may be affected by their work activities.
- b) Previous experience of their work either personally or elsewhere in WDC.
- c) Contracting companies should be able to demonstrate competencies of nominated individuals who undertake health and safety duties. Companies employing five or more personnel must have a safety policy and be able to document and control risks. The depth of enquiry into the suitability of safety policies and arrangements is likely to vary depending on the type and hazardous nature of the work or contract involved.

Each service area must ensure that a system for the use of contractors is in place. Equality issues must also be a consideration for anyone involved in the procurement of contractor services, Warwick District Council's 'A Guide to Procurement and Equality' should therefore be referred to for further information.

7. PREPARATION OF TENDER / JOB SPECIFICATION

Health and safety requirements must be included in the preparation of the contract tender or job specification. The contractor should be required to submit with his tender a safe system of work defining how he is attempting to prevent personal injury, property damage and damage to plant throughout the duration of the contract.

This will invariably require an exchange of information regarding site operations, processes operated, the work area, etc. For some projects a health and safety plan will be required.

The tender or job specification should define a contractor representative responsible for the standard of health and safety on site for the duration of the contract.

Managers considering employing the services of an outside contractor are advised to ensure that the contractor has carried out a risk assessment of the job to ensure that all hazards have been identified and controlled. A WDC representative should be identified as supervisor for the duration of the contract.

8. INDUCTION OF CONTRACTOR ON SITE

As part of the tender or job specification a contractor's representative must be identified as being responsible on site for health and safety for the duration of the contract. The Director with the prime responsibility for health and safety within the area of the Council should be identified in case of severe difficulties experienced on site.

Where sub-contractors are employed the prime responsibility for health and safety rests with the main contractor.

The manager of the department employing the services of the contractor shall be responsible for ensuring that they receive a basic verbal induction. This initial contact with a contractor is paramount to the health and safety management of the contract.

Induction check lists are also useful in this process. Refer to section 4.11 for Contractors induction process

The contractor's representative responsible for health and safety on site for the duration of the contract should be verbally instructed of basic site rules and procedures to be adhered to on site. Copies of the local site rules should also be issued which provide a reference for contract personnel covering:

- a) Emergency procedures
- b) Fire procedures
- c) First Aid arrangements
- d) Accident reporting procedures
- e) No Smoking rules
- f) Site responsibilities
- g) Relevant COSHH assessments
- h) Site traffic and internal road systems etc.
- i) The contractor must seek advice if in doubt or concerned about any item.

9. AUTHORISATION TO WORK

Following basic induction the contractor will be given authorisation to work and in certain circumstances a 'Permit to Work' raised by the manager of the department employing the services of the contractor (see para 14).

The system ensures good communication with the contractor clearly defining the plant, work to be done and the safety measures to be taken, which may include isolation standards, preparations and specific precautions. The Permit is also a formal handover of plant or premises to a contractor.

10. SAFE SYSTEM OF WORK

The authorisation to work will also include confirming the safe system of work and site responsibilities, which have been agreed with the contractor at the tender stage to ensure the prevention of personal injury, property damage and damage to plant throughout the terms of the contract.

11. GENERAL SITE PROCEDURES

General site procedures which Council employees are required to follow apply similarly to contractors. Such procedures include:

- a) Permits to Work
- b) Hot Work Permits
- c) Roof Access
- d) Maintenance of access and egress
- e) Adherence to internal site road systems etc.

The above list is not exhaustive and is intended as a guide only.

12. SUPERVISION AND COORDINATION OF CONTRACT ACTIVITIES

Simply informing the contractor of health and safety standards or requiring them to prepare a safe system of work is not in itself sufficient to satisfy the law. The provision of supervision to ensure contract compliance includes enforcing an adequate standard of health and safety management. The manager of the department employing the service of the contractor is responsible for ensuring that adequate supervision is provided.

Failure to comply with health and safety standards by the contractor must attract disciplinary action. A serious or continued failure may result in the contractor being dismissed from site and removed from the approved list for tendering future work.

Serious or continued failure should be reported to the director of the contractor identified as having the prime responsibility within their company for health and safety.

Formal site meetings to monitor contract progress should include health and safety as a standard agenda item.

Achieving target completion dates must not be at the expense of enforcing statutory health and safety requirements.

13. ACCIDENT REPORTING

The manager of the department employing the services of the contractor is responsible for ensuring that all accidents and incidents occurring during the period of the contract are reported and investigated using the Councils Incident Reporting Form.

Full accident reporting and investigating procedures are included in this document.

14. MONITORING OF CONTRACT WORKS

Monitoring of works is an essential part of ensuring contractors carry out their work safely and in a manner, which will not affect or harm Council employees or others.

Contractors have a duty to carry out an assessment of the risks involved in the work they are to do and to provide a Method Statement to the Council representative where significant risks have been identified. For construction, confined space entry, electrical work, roof work, installation or demolition work, hot works and cutting and grinding a Permit to Work must be raised and agreed by the Council person responsible for the project to ensure that:

- a) Hazards have been identified and risks assessed
- b) Systems of work are in place to control the risks
- c) Work is carried out in line with local safety rules for the site
- d) Local arrangements can be made to accommodate the contract work

Whilst works are in progress the Council representative should ensure contractors are following the agreed method and take action to ensure that discrepancies are followed up with the management of the contract staff. It is the responsibility of the contractor's management to ensure that their personnel and any sub-contract staff are fully informed of the methods to be employed whilst carrying out works. For long-term contracts, contractors' procedures will provide the base line from which to carry out monitoring. The production of such procedures should be part of the requirements of the tender for any long-term contract.

15. LONG TERM CONTRACTORS

The use of contractors for long-term contracts is becoming more common within the Council for services such as cleaning and site security. Once a contract has commenced it is important to ensure the following:

- a) Local rules are followed.
- b) Site procedural changes are communicated where necessary, e.g. changes to fire procedures, permit systems, etc.

- c) Contract management induct new staff as they begin work on site (this can prove to be a difficulty especially for high turnover operations such as cleaning).
- d) The management of the contract company review and update their procedures regularly to reflect site changes or changes in legal requirements.

16. THE CONSTRUCTION (HEALTH, SAFETY & WELFARE) REGULATIONS 1996

The above Regulations pull together a variety of complete regulations, which have grown over the last 30 years. They explain in more detail the best ways of working, e.g. use of access equipment or support for excavations. They are aimed at protecting the health, safety and welfare of everyone who carries out construction work and those who may be affected by the work.

a) Duties:

The main duties are on the employer who must control the way in which the construction work is carried out. Employees also have duties in that they must carry out their work in a safe manner.

b) Key Duties:

The employer must ensure the following:

- Safe places of work.
- Precautions against falls.
- Prevention of falling objects.
- Work on structures is safe, i.e. prevent collapse, planned demolition, safe use of explosives.
- Excavation, cofferdams and caissons.
- Prevention/avoidance of drowning.
- Traffic routes, vehicles, doors and gates.
- Prevention and control of emergencies.
- Welfare facilities.
- Site wide issues e.g. maintenance equipment, lighting, temp, etc.
- Training, inspections of reports.

17. 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.

18. 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.

19. 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).

20. 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.

21. 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.

22. 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.

23. Confined Spaces and Manholes

No contractor's employees may enter confined spaces, manholes and sewers without confirmation Risk Assessment being performed and suitable precautions are being taken.

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.

24. 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.

25. 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.

26. 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.

4.7 ASBESTOS

ALL TYPES OF ASBESTOS CAN BE DANGEROUS

1. INTRODUCTION

Asbestos is a general term for a number of silicates of iron, magnesium, sodium and aluminium, which appear naturally in fibrous form. Asbestos is a strong, durable, non-combustible fibre, and these physical properties make it ideal as reinforcement for cement, vinyl and other building materials.

Asbestos has been extensively used in the past and may be found in many forms in existing buildings including industrial walls and roof linings, internal partitions, duct and pipe covers, suspended ceilings, fire doors etc. It has also been found in vinyl flooring and as spark suppression in older types of electrical switchgear.

It also occurs in plant rooms and boiler houses and as asbestos coatings and insulating lagging on structures and pipework.

2. LEGISLATION

- There is a general obligation under the Health and Safety at Work Act for every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and others who may be affected by their operations.
- This general duty includes protecting those persons from inherent risks associated with asbestos exposure.
- The Asbestos (Prohibition) Regulations prohibit the import or use of crocidolite (blue asbestos) or amosite (brown asbestos) fibre.
- The Control of Asbestos at Work Regulations have extended the duty of care to all workplaces and placed additional emphasis on assessment of exposure and exposure prevention, reduction and control.
- Legislation will require an asbestos survey to be carried out resulting in the need for an inventory. Detailed drawings of affected areas and site markings must be put in place.

3. OBJECTIVES

To raise awareness of the hazards associated with asbestos and precautions required to control or eliminate the hazard. To highlight these issues to management and employees.

4. SCOPE

The legislation and therefore the Council guidance applies to all workplaces within WDC e.g. offices and various centres and venues.

5. HAZARDS

The disease associated with exposure to asbestos are asbestosis, a form of fibrosis of the lung, cancer of the bronchi and lining of the chest and abdominal cavity, the pleura and peritoneum.

Asbestos is only hazardous when liberated in such fine form that it becomes airborne and respirable so work practices must be maintained that ensure this does not occur.

6. PRECAUTIONS

- No new plant containing asbestos products should be introduced to any work area.
- The existing workplace should be surveyed to identify all existing installations containing asbestos.
- Where it is suspected that asbestos is present, samples must be taken to determine the composition and concentration of asbestos fibres. This must be done by an authorised and competent asbestos sampling company.
- A written schedule must be maintained specifying the location, quantity, condition and maintenance of any installation containing asbestos, together with an assessment of risk to employees.

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.

Whilst it is desirable to remove asbestos at the earliest opportunity, it may be left in place provided:

- It is suitably identified with warning signs.
- It is in a position unlikely to suffer mechanical abrasion or impact.
- It is completely sealed, coated or bonded with another substance.
- Regular inspection and maintenance is carried out to ensure the integrity is maintained.
- The workforce has been briefed as to the location and hazard and precautions to take.
- A system exists to ensure that the presence of the asbestos is identified during any work in the area.

7. MANAGEMENT CONTROL

Housing & Property Services is responsible for maintaining the register of asbestos locations and generally controlling the management of asbestos to ensure compliance with statutory requirements.

8. REMOVAL AND DISPOSAL OF ASBESTOS

Under the Asbestos Licensing Regulations no person may undertake work with asbestos insulation or coatings unless they hold a licence granted by the Health and Safety Executive and they comply with the terms and conditions of that licence.

Within the Council therefore all removal of asbestos must be undertaken by a licensed contractor.

All asbestos waste is special waste and must be properly disposed of.

4.8 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. As per HSE guidelines, it is the Council's position that static office equipment, such as PC's, fax machines and photocopiers for instance are formally tested every 5 years with these items being visually inspected by the operator for any signs of damage in between. Portable items, such as electric fans and kettles for instance (because they are at a higher risk of being damaged) are tested annually.

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, Housing & Property Services.

Basic safety precautions -

- 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 regard 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.

4.9 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.

4.10 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.

COSHH ASSESSMENT

An assessment of risk needs to be carried out under the Control of Substances Hazardous to Health Regulations prevailing at the time. The procedure is similar to risk assessment referred to elsewhere in this document looking, however, in more detail at chemical or other hazardous substances used in the workplace. A step-by-step approach is set out below predominantly looking at substances such as paint, adhesives and cleaning agents to which employees, contractors or members of the public may be exposed whilst on Council premises. Look for examples of substances which are hazardous based upon information revealed in the hazard data sheet for the product under consideration.

The step-by-step procedure is as follows:

1. Assess the risks to health from the hazardous substances used in or created by the workplace activities.
2. Determine what precautions are needed – the hazard data sheet will assist this process. The manufacturers/suppliers of these products have a duty to provide this information.
3. If staff have to use the product/process, consider changes that may be appropriate such as replacement with a safer alternative; use in a safer form i.e. pellets instead of powder; look at controls.
4. Make sure that control measures are maintained.
5. Arrangements must be in place to monitor exposure where the assessments have concluded there are serious risks to health, where exposure limits might be exceeded or the controls may not be working properly.
6. Health surveillance needs to be carried out where specific circumstances are satisfied as set out in the Regulations. At the time of preparing this document **no such products** requiring this procedure have been identified.
7. Where there is a work activity which gives rise to a risk of accident, incident or emergency involving exposure to a hazardous substance which goes beyond the day-to-day risks already identified, special arrangements need to be made. WDC would need to prepare plans and procedures to deal with accidents, incidents and emergencies.
8. In carrying out the preceding steps employees must be properly informed, trained and supervised.

A form for recording assessments is attached at Appendix 4.

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.

4.11 INDUCTION TRAINING FOR NEW EMPLOYEES

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:

- Service Areas safety procedures 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.

NOTE: The above is information to be given and items discussed at induction. **Appendix 5** refers to areas that must be communicated to the new employee on the first day of their employment.

FIRST DAY HEALTH & SAFETY INDUCTION TRAINING RECORD

1. Introduction

New WDC employees, standardize and temporary employees must receive a health and safety induction on their first morning to inform them of basic health and safety procedures and precautions.

2. Key Points

A basic induction must include:

- (a) Fire Safety.
- (b) Accident Reporting.
- (c) Hazard Reporting Procedures.
- (d) First Aid Arrangements.
- (e) Protective Clothing and Equipment Requirements.
- (f) Further health and safety issues
- (g) Basic Manual Handling principles

1. Training Records

There must be a procedure in each department / WDC location to ensure that all new starters, temporary employees or transferals receive the 'First Day' induction training. A checklist ensures that this training is standardized. Training records must be kept to confirm the training given and to allow the system to be monitored.

An example of the induction checklist is attached which will also allow simple records to be kept. Records must be kept in individual departments.

4. Corporate Induction training

Corporate Induction training including a more in depth section on Health & Safety awareness will be completed for all WDC Employees at an appropriate time after the commencement of their employment, this will be arranged by HR.

2. Specific Training

Following basic induction training the new employee or transferal may require specific training to allow the employee to carry out their job safely and without risks to health. This training must be pursued prior to undertaking their tasks.

3. INDUCTION OF NON-WDC STAFF

The following arrangements will apply to non-Warwick District Council staff based in Riverside House, which must be communicated to such people on their first day of work (also applies to casual, temporary staff and Contractors):

Although non-Warwick District Council staff working in Riverside House are not governed by Warwick District Council's Health & Safety Policy, to enable the Council to fulfil its statutory duties, such people are required to abide by WDC rules.

The appropriate Service Area Manager must ensure that non-Warwick District Council staff within their areas are made aware of these procedures by running through the numbered points below and corresponding sections of the H & S Policy. This document must be signed and dated by external staff and by persons giving the induction.

4. Fire safety (also refer to section 4.3 of WDC Health & Safety Policy)

- (a) Procedure on discovering a fire (from posted Fire Orders)
- (b) Procedure on hearing the alarm (from Evacuation Procedure)
- (c) Walk round to show:
 - (i) Alternative means of escape
 - (ii) Location of break glass fire alarm points / means of raising alarm
 - (iii) Location of assembly points

External staff must be allocated to the nearest Fire Group to their working area. That Group will be responsible for the staff to ensure that they are accounted for in any evacuation of the building.

External staff must ensure they record their presence in the building by in the attendance register of the Fire Group to which they are allocated. The same must take place upon leaving the building.

All external staff are required to comply with the fire evacuation procedure and with any instructions given by the persons responsible for the Fire Group.

5. Accident Reporting (also refer to 4.1 of Health & Safety Policy)

- (a) Location of accident book to be known and to be used for reporting all injuries
- (b) sustained at work (via Service Area Manager)
- (c) Injury reporting is the responsibility of the injured person
- (d) Report all accidents resulting in injury, property damage or near misses to their immediate Supervisor.

6. First Aid – (Refer to section 4.2 of Health & Safety Policy)

- a) Nearest First Aider: Name Location
- b) Location of First Aid Boxes.....

7. Out of Office Visits

Although non-Warwick District Council staff based at Riverside House will not be subject to the full Lone Worker / Visits Out of the Office protocol, it will be expected that individuals based in WDC Service Area offices record their whereabouts, giving time of the leaving the office and expected time of return for emergency evacuation purposes.

5. Security

- 5.1 The alarms on all floors in Riverside House will be set at 7.30 pm (week days), and switched off at 7.00 am. They will be set all day Saturday and Sunday.
- 5.2 If external staff need to be in the building later than 7.30 pm it is crucial that they inform the security guard. They must also advise him if they need to arrive for work earlier than 7.00 am.
- 5.3 If they have to enter the building before 7 am or leave after 7.30 pm, they must use the main entrance on level 2. On no account should they use the staff entrance on level 1 which will, in any case, be locked.
- 5.4 The entrance gates will be locked at 7.30 pm (week days), and opened at 7.00 am. They will be locked throughout the weekends.
- 5.5 Access to the building will not normally be possible at night or over the weekends. However, if this is absolutely necessary, it is essential that staff contact the security guard by telephoning (01926) 456083 in advance of arrival. They must then produce their staff ID pass on their arrival at the front gates. If they know that they will require access, the arrangements can be made in advance.

6. Contractors (Refer to section 4.6 of Health & Safety Policy)

- 6.1 Contractors working at Riverside House will be expected to abide by the Health & Safety requirements of the Council, taking note of the points highlighted above.
- 6.2 Contractors are advised that their WDC representatives will monitor their health

and safety performance within the terms of their contract for the Council.

- 6.3 This document has 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.

7. Riverside House rules and procedures

A number of rules and procedures have been introduced regarding how staff within the building must work.

These rules and procedures must be followed by all staff whilst in the building.

Further details will be provided during the induction process.

Non-Warwick District Council staff are reminded that the Council operates a Smoke Free Policy. Not only does this designate Council buildings as No Smoking areas but also the grounds in which the buildings are situated.

Service Area Manager responsible for giving Induction:

(signed).....

(print)..... Date

Induction Received By (signed)

(print)..... Date

Note: Although a number of sections of this document specifically refer to Riverside House rules, the principles set out within it can adapted to suit individual site rules to take into account differing security arrangements for instance.

4.13 NEW AND EXPECTANT MOTHERS AT WORK

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 principle in terms of all risk assessment is to 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.

Appendix 6 is a Pregnancy Risk Assessment Checklist.

4.14 BOMB THREATS & OPENING OF POST

1. BOMB THREAT PROCEDURE GUIDELINES

In order to respond positively and effectively to a bomb threat it is important to have laid down procedures that can be implemented immediately. These guidelines are designed to assist departments in drawing up detailed procedures, which reflect their individual circumstances, and in reviewing established procedures where these are already in place.

2. Appointment of a Co-ordinator and Deputy Co-ordinator(s)

2.1 The Co-ordinator, or in his/her absence, the Deputy Co-ordinator is the person who will be responsible for implementing the following, and must have authority consistent with this:

- (a) Making a preliminary assessment of the threat.
- (b) Contacting the police.
- (c) Making the decision to evacuate.
- (d) Initiating a search of the building.
- (e) Making the decision to re-occupy.
- (f) Providing staff with relevant information.
- (g) Reviewing and updating procedures.

3. INFORMATION TO ALL STAFF

Attached at Appendix 7 is information which departments ought to consider making available to staff, in particular those at the contact centre and reception points.

4. ASSESSING THE THREAT

4.1 Appendix 7 is a checklist which should be available at designated reception points, to be completed as soon as possible after a bomb threat has been received. The completed checklist should assist the Co-ordinator / Deputy Co-ordinator in making an assessment of the risk to people and property.

4.2 The Co-ordinator should analyse all the information available and make an informed judgement regarding whether to:

- (a) evacuate the building;
- (b) contact the police for advice or assistance;
- (c) initiate a search of the building;
- (d) dismiss the call as a hoax.

5. EVACUATION OF THE BUILDING

- 5.1 The Co-ordinator is responsible for deciding whether the building is to be evacuated. Clearly, this is a matter of judgment, having regard to all information available. Where the risk to people and property is felt to be significant the premises should be evacuated. Ideally, the instruction to evacuate should be by word of mouth only, if this is not practicable (eg if the Co-ordinator is concerned at the lapse of time since the threat was received) the fire alarm is to be used.
- 5.2 If at all possible staff, visitors and any members of the public should be asked to take personal belongings with them as this will facilitate the search. The evacuation assembly area must be at least 500m away from buildings (car parks should not be used). This will put those evacuated beyond police cordons for most vehicle-borne devices.
- 5.3 As per Fire Evacuation procedures it must be ensured that everyone has evacuated, that a roll call of all occupants of the building is taken when the premises has been evacuated.
- 5.4 The most senior member of staff will be responsible for advising the authorities whether or not all persons have been accounted for.
- 5.5 The person responsible for the staff / visitors register must where possible take this to the designated assembly point.

NOTE:

Should a WDC building and grounds need to be evacuated for a significant length of time (particularly during poor weather conditions) during due to a bomb threat, the following buildings should be used in order shown, depending on their availability:

1. Royal Spa Centre
2. Town Hall
3. Victoria Park Bowls Pavilion and Tennis Pavilion

6. POLICE POLICY

Having been advised of a bomb threat, it is not normal police practice to search the premises. This is because police officers:

- (a) are unlikely to know the layout of the buildings or, therefore, the likely places in which a device could be concealed.
- (b) being unfamiliar with the premises, would not be able to distinguish between items which ought to be and ought not to be there?

7. MAKING A SEARCH

In deciding whether to initiate a search the safety of employees must be the overriding consideration. No one can be compelled to perform a search.

- 7.1 If on advice from the police the decision is to initiate a search, the responsibility for directing and supervising it attaches to the Co-ordinator. The search should be conducted in a methodical way. To this end, two representatives from each floor of the building should conduct the search independently, including all rooms, toilets, kitchens, offices, stairwells and corridors. The search of the ground floor should also include outside areas and the perimeter of the building.
- 7.2 At the conclusion of their search the searchers should report their findings to the Co-ordinator.
- 7.3 Should anything suspicious be found a marker should be placed close to (ie **not** on) the item. The item can then be readily identified by the police, who will take control of the incident.

8. REOCCUPYING THE BUILDING

- 8.1 If the search has revealed nothing untoward and if, therefore, the Co-ordinator (in liaison with the police) concludes that the risk to people and property is minimal, reoccupation of the building should take place.
- 8.2 **If there is any doubt at all about the safety of staff, the building must not be reoccupied.**
- 8.3 Clearly, where there is continuing concern about the safety of staff/other users of the building, the building should not be reoccupied. Once again, the Co-ordinator should take advice from the police as regards what to do next.

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.

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, and jiffy bags". They may explode or ignite when opened or sometimes before opening. You should be aware of the telltale 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.

4.15 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.

Where heavy items are placed on shelves, they should be stored at mid height to prevent reaching upwards or stooping.

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.

4.16 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 should be 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.

4.17 HOW IS A RISK ASSESMENT CARRIED OUT

A risk assessment is a careful examination of what happens in the workplace; who could be harmed if something went wrong and decide whether precautions in place were enough or could more have been done. The intention is to make sure that no one gets hurt or becomes ill as a consequence of being at work.

Importantly, decisions need to be made as to whether a hazard is significant and that there are controls in place so that the risk is small or eliminated.

So what is a hazard? It is anything that can cause harm such as chemicals, electricity and working off ladders.

And a risk is: the chances, whether they be high, medium or low, of someone being harmed by the hazard i.e. chemical, electrical or equipment etc.

The assessment process does not need to be overcomplicated. It does, however, need to be written down. A preliminary assessment will help decide if hazards are significant, thereby prompting a more detailed examination. If so, the following may help:

1. Look for the hazards.

These examples may assist you, there may be others.

- a) Slipping/tripping hazards, fire from flammable materials, chemicals, many parts of machinery, working at height, pressure systems, electricity, manual handling and noise.

2. Think who may be harmed.

- a) Office staff, maintenance staff, contractors, cleaners, members of the public.
- b) Consider inexperienced staff, agency workers, visitors, staff with a disability, staff who are pregnant, lone workers.

3. Look at the precautions already in place.

- a) Are the legal standards being achieved where they exist?
- b) Is it good practice?
- c) Have the risks reduced to a reasonably practicable level?

Has the Council provided adequate training, instruction and information?

If the answers to the above are 'yes' then it appears that controls are adequate,

but there is a need for these to be documented. Where the controls are not adequate, this prompts items for action.

Two points for consideration are:

- Can I get rid of the hazard completely?
 - If not can I control the risk so that harm is unlikely?
4. Most importantly, record the findings. A format is set out to assist in this process. This will produce an action plan identifying changes / improvements to be made.
 5. In order to make sure that action plans are implemented, a review will be necessary to determine what has or has not changed. Outstanding items can be chased as a consequence.
 6. AssessNet, an online health & safety management system is to be used by employees who have been trained on the system to record risk assessments. This can be accessed via the internet at www.assessnet.co.uk. Once the user is logged into AssessNet, the 'create a new assessment' followed by the Risk Assessment module links are selected to enable the user to enter the risk assessment information.

A form for recording assessments is attached at Appendix 8

An Additional Hazards form is also to be used to record information - Appendix 9

4.18 MANAGEMENT OF WORKPLACE STRESS

1. Introduction

This policy sets out Warwick District Council's aims and objectives for the management of work related stress.

2. Objective of the Policy

Warwick District Council is committed to preventing work related stress and will put in place both preventative and reactive measures including:

- Promoting a culture of wellbeing within its workforce with effective and open communication.
- Increasing awareness of the phenomenon of work related stress and methods available to combat this.
- To identify all workplace stressors and conduct risk assessments to eliminate or control the risks from stress. These risk assessments will be regularly reviewed.
- Assisting staff in managing stress in themselves and others.
- Providing appropriate and confidential support for those who are experiencing stress.
- To provide adequate resources to enable managers to implement the Policy on Stress.

3. Scope

This policy applies to all staff.

4. Definition of Stress

Warwick District Council accepts the Health & Safety Executives (HSE) definition of stress. Currently, HSE states:

'We define work related stress as 'the adverse reaction people have to excessive pressures or other types of demand placed upon them'.

This makes an important distinction between the beneficial effects of reasonable pressure and challenge (which can be stimulating, motivating, and give a 'buzz') and work related stress, which is the natural but distressing reaction to demands or 'pressures' that the person perceives they cannot cope with at a given time.

Who experiences stress? Everyone can, in principle. No one is immune. Work related stress exists where people perceive they cannot cope with what is being asked of them at work. It is important to remember that work related stress is not an illness, but if it is prolonged or particularly intense, it can lead to increased problems with ill health' (HSE, *Tackling Work related Stress: A Managers guide to improving and maintaining employee health and well-being*).

5 The effects of stress on individuals

- *Emotional*

Anxiety, anger, frustration, moodiness, irritability, loss of pleasure and interest, despair, depression and impaired sleep.

- *Physical*

Physical effects may include a weakened immune system, raised blood pressure, heart disease, tenseness, tiredness, appetite disturbance, nausea, headaches, light-headedness, loss of libido and emergence of exacerbation of symptoms in any system in the body.

- *Mental*

Impairment of perception, concentration, memory, judgement, decisiveness, accuracy, motivation and creativity. Increased use/dependence on caffeine, alcohol or drugs may occur. This is likely to exacerbate all of the above.

- *Interpersonal*

Relationships are likely to become more difficult, both at work and elsewhere.

- *At Work*

Attendance can become either excessive or extremely poor. Regular bouts of recurring illness can occur. Timekeeping can become erratic. Performance can be impaired and the level of accidents can rise.

The following can be sources of stress arising from work:

Work organisation and conditions

Continual changes in work, organisations and structures	Lack of participation in decision making	Complexity and demands of new systems
Lack of control over work	Inadequate staffing	Low pay or recognition
Job insecurity	Lack of recognition or promotion prospects	Lack of facilities for rest breaks
Unclear reporting lines	Over promotion	Lone Working
Excessive working hours	Shift working	Excessive Workload
Inconsiderable management	Conflicting demands	Tasks inappropriate to ability
Boring repetitive work	Under use of skills	Time pressure

Work relationships

Inconsistent management	Poor management communication	Customer/client complaints
Lack of support or assistance	Bullying	Lack of appropriate training
Social isolation	Harassment	The threat of violence
Responsibility for others	Surveillance	Uncertainty about responsibilities

Physical conditions

Excessive noise	Poor ventilation	Exposure to fumes, chemicals or other unpleasant substances
Poor lighting	Poor equipment or workstation	
Poor temperature control	Poor housekeeping	

6 Legal Background

6.1 Employers have a general duty of care as well as a statutory duty under the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health of their employees at work. This includes taking steps to make sure they do not suffer stress-related illness as a result of their work. Similarly, employers must take account of the risk of stress-related ill health when meeting their legal obligations under the Management of Health and Safety at Work Regulations 1999. However stress is not just a health and safety issue and other legislation also applies, including the following:

- The Employment Rights Act
- The Public Order Act
- The Protection from Harassment Act
- The Working Time Regulations
- The Disability Discrimination Act

6.2 Ill health resulting from stress caused at work has to be treated in the same way as ill health due to physical causes in the workplace. This means employers have a legal duty to take reasonable care to ensure that health is not put at risk through excessive and sustained levels of stress arising from the way work is organised, or from the day-to-day demands placed on their employees.

STRESS AT WORK CODE OF PRACTICE

1. Roles and Responsibilities

1.1. Corporate Management Team

CMT are responsible for ensuring the Council fulfils its legal obligations including those arising from Health and Safety legislation. CMT will be proactive in promoting a healthy and safe working and learning environment. They are committed to engendering a culture of trust and openness in which staff can assess their responses to stress and if appropriate enable them to make adjustments to effectively manage those responses.

They are responsible for ensuring that all parties are aware of and understand their personal responsibilities under the policy. They are also responsible for ensuring that staff receive appropriate training and are adequately supported in order for them to fulfil their responsibilities.

1.2. Heads of Service

Heads of Service are responsible for the implementation of this policy within their area of responsibility and should take appropriate action to:

- (a) Ensure that the assessment of risks from work hazards within their area of control includes assessment of risks to mental as well as physical health and safety and that recommendations are implemented.
- (b) Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- (c) Ensure staff receive the training and development opportunities to enable them to discharge their duties.
- (d) Monitor workloads to ensure that staff are not overloaded.
- (e) Monitor working hours and overtime to ensure that staff are not working excessive hours.
- (f) Monitor holidays to identify whether staff are taking their full entitlement.
- (g) Attend training as requested in good management practice and health and safety.
- (h) Ensure that bullying and harassment are not tolerated within their area of control.
- (i) Be vigilant and offer additional support to any member of staff who is experiencing stress outside work e.g. bereavement or separation.
- (j) Ensure staff are provided with adjustments to work in the short or long term as appropriate.
- (k) Ensure that staff are aware that a confidential counseling service is available.

1.3. Line Managers

Line managers are responsible for:

1. Ensuring that post characteristics including tasks, volume of work, work environments and organisational factors that may be hazardous to health are risk assessed and monitored.
2. Where a member of staff appears to be suffering stress, trying to objectively establish the reason, and if stress is considered to be caused by or exacerbated by work and could lead to ill health, assess the risk, ensuring reasonable steps are taken to deal with the stress inducing pressures.

1.4 Human Resources

HR has overarching responsibility for the areas listed below. This responsibility is devolved, on a day-to-day basis, to the HR team, who should be the first point of contact within the HR department for:

- (a) Providing guidance to managers on the Stress at Work Policy and Code of Practice in conjunction with the Health and Safety Adviser.
- (b) Assisting in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.
- (c) Advising managers and individuals on training requirements.
- (d) Providing continuing support to managers and individuals in a changing environment and encouraging referral to Staff Counselling Service where appropriate.

1.5. Health and Safety Adviser

The Health and Safety Adviser is responsible for:

1. Providing guidance to managers on the Stress at Work Policy and Code of Practice in conjunction with the HR department.
2. Advising Heads and line managers on risk assessments in conjunction with the Occupational Health Nurse (where applicable) and nominated Safety Representatives.
3. Distributing information about stress in the workplace to Heads of Department, line managers and Safety Representatives
4. Reporting to the Health & Safety Representatives on any changes and developments in the field of stress at work.

1.6. Employee Support Officers

The role of Employee Support Officers is to:

1. Provide a empathetic 'listening ear' for the occurrences of stress or harassment.
2. Reduce escalation of the issue causing concern.
3. Assist in identifying the nature of the problem.
4. Have an awareness of other support mechanisms.
5. Assist the person in deciding what to do and what, if any action to take.
6. Advise the HR department on the occurrence of stress and stress-related conditions such as depression and anxiety, without compromising essential confidentiality.

1.7. Employees

All employees, whatever their role within the Council, must take responsibility for the way in which they manage their work. It is the responsibility of individual employees.

- (a) To advise their line manager and/or Service Area Safety Rep, Health & Safety Adviser or HR if feeling under undue pressure or stress.
- (b) To take action to eliminate or manage their stress taking account of any courses of action recommended by their line manager or Head of Service.

1.8. Safety Representatives

Trade Union Safety Representatives have the following role:

1. To be consulted on significant changes to work practices or work design that could precipitate stress.
2. To consult with members on the issue of stress including conducting workplace surveys.
3. To be involved in the risk assessment process.
4. To be provided with collective and anonymous data from HR when requested.
5. To be allowed paid time away from normal duties to attend Trade Union training relating to workplace stress in line with agreements between the Council and Trade Unions.
6. To undertake joint inspections of the workplace to ensure that environmental stressors are properly controlled.

1.9. Health and Safety Committee

The Health and Safety Committee will:

- (a) oversee monitoring of the efficacy of the Policy and other measures to reduce stress and promote workplace health and safety.
- (b) keep the Policy and Code of Practice under review.

2. Risk Assessment

- 2.1 The purpose of the assessment is to identify what measures are needed to provide employees with a safe environment in which to work. The Risk Assessment Code of Practice and Risk Assessment forms (with guidance on how to use them) are available on the Councils intranet site under 'Health & Safety Zone'.
- 2.2 In making assessments, the assessor must consider the main factors that are likely to cause intense or sustained levels of work-related stress, taking into account precautions that are already being taken. This should serve to identify whether it is reasonable to expect the person to be capable to do the work concerned when provided with adequate information, training, equipment, and working environment (use Checklist for Stress Risk Assessment, Appendix 11).
- 2.3 The assessor should take into account records of sickness absence, timekeeping and productivity and note any staff concerns and enquire about the numbers of hours worked. Long hours may indicate that they are overworked, inadequately trained for the job or being subjected to unreasonable demands. The assessor should investigate staff motivation and ask about the quality of working relationships. The assessor should involve a HR Officer, Health and Safety Adviser, and Trade Union Safety Representatives as appropriate.
- 2.4 In carrying out the risk assessment, and unless they have (or could have reasonably found out) evidence to the contrary, it may reasonably be assumed that employees are mentally capable of withstanding reasonable pressures at work. Where there is such evidence it should not necessarily exclude the deployment of a person to a particular post or task if reasonable adjustments to the work can be made that are likely to prevent the employee developing work-related stress. Where redeployment is an agreed action it should be conducted in accordance with the agreed 'Capability Procedure'.
- 2.5 If the initial assessment does not reveal any significant levels of sustained work-related stress, the manager need only keep the matter under review.
- 2.6 If factors that could cause intense and/or sustained levels of stress are identified, controls must be put in place to eliminate or reduce them to the lowest levels reasonably practicable. These may include:
 - Providing the necessary training to carry out the work - for example, where an

employee is likely to encounter situations which are likely to induce stress, steps should be taken to ensure that the employee's risk of mental injury is reduced by providing training to deal with foreseeable situations which could induce stress

- Providing staff with adequate information about the nature of the work they are to do and giving the necessary support and supervision to enable them to carry out work in a safe manner.

3. Actions to Prevent Harmful Levels of Stress

Work Organisation

As part of the risk assessment process all posts will be assessed in order to identify tasks and responsibilities that may place prolonged and harmful levels of stress upon post holders. When necessary, and in consultation with post holders, task design may then be altered in order to reduce the risk. The Council will ensure, so far as is reasonably practicable, that work will be organised in such a manner that:

- the responsibilities and tasks can be clarified and communicated to each post holder.
- the tasks are achievable by the post holder who can receive credit for their accomplishment.
- post holders are not placed within a post for which they do not have the ability.
- early training and instruction with regard to the post, the working environment and any specific pressures can be given.
- there is scope for varying working conditions and for people to influence the way their jobs are done - increasing their control, interest and sense of ownership.

3.2. Management Style

Managers must be aware that people do not cope easily with inconsistency or indifference. Harassment and bullying are likewise unacceptable. During periods of change the levels of uncertainty suffered by individuals inevitably increase. Efforts must be made to reduce these to the minimum by regular communication and guidance.

4. Guidance on Courses of Action for Employees Affected by Stress

Guidance for staff in the form of twelve 'Self Help Tips' is contained in the Appendix 10. 'A Framework For Dealing With Individuals Affected by Stress' (Appendix 12) is available, its purpose is to ensure a comprehensive approach, which provides support to the individual affected and complies with the H+S guidance and best practice in stress management.

Advice and support is also available to all members of staff even though their stress response may not yet be affecting their performance at work. Wherever possible, staff should seek advice and support themselves. This may be obtained from a number of sources – see paragraph 5 below. Such consultations will be dealt with within the confidentiality framework of the respective groups.

- 4.1 Where a member of staff believes that a colleague is showing signs of stress, he/she should encourage them to make reference to any of those people listed below.
- 4.2 If there is evidence that a member of staff's work performance is impaired by stress, then that person's manager must take action to resolve the problems. See paragraphs in point 4 above.
- 4.3 The line manager may also refer to any of the support sources listed in paragraph 5 below. Line managers may consult with the HR department before any such referral. Line Managers may also consult Trade Union Safety Representatives if appropriate.
- 4.4 During any period of readjustment either during or following recovery, the line manager should liaise closely and sensitively with the member of staff in collaboration with the Occupational Health Nurse and the HR department to ensure sympathetic consideration and support. Any indications of relapse or that the member of staff has not fully overcome his/her problem should be dealt with in accordance with the above guidelines for action and other policies may be brought into play. Managers should liaise directly with the Head of Human Resources in such cases.

5. Sources of support available within Warwick District Council

- 5.1 *HR department:* HR staff are available for individual confidential consultation – this would normally be the Senior HR Officer of WDC.
- 5.2 *Employee Support Officers:* Sometimes work-related stress arises from the inappropriate behaviour of members of the public or other work colleagues, and individuals experiencing this may wish to seek assistance from the Councils network of trained contact persons, a list of which is available from the Councils Intranet site.

- 5.3 *Staff Development Courses:* Attendance on relevant courses is available as part of the ongoing Staff Development Programme offered by the HR Department. These may be helpful to people who are experiencing work-related stress or who have to deal with colleagues who may be showing signs of stress or are required to undertake risk assessments. Courses include Management Development such as “A Manager’s Guide to Managing Stress” – for details contact the Learning & Development Officer on 453381.
- 5.4 *Equal Opportunities:* Where the stress a member of staff is experiencing arises from a sense of being treated unfairly due to their gender, race, disability, sexual orientation or other inappropriate distinction, advice and assistance is available from HR.
- 5.5 *Trade Unions:* Trade Unions offer support to their members who are experiencing stress, which is impacting on their working situation. As well as providing access to specialist services they may be able to assist an individual in raising with their manager the issues that need to be addressed to reduce the stress they are experiencing.
- 5.6 Any employee who feels that satisfactory progress is not being made to resolve any issue raised related to stress may request that the matter be referred to the Head of HR.

With issues relating to stress, as with any other issue, employees have the right to make use of the Council Grievance, Harassment at Work, and Whistle-blowing Procedures. However, it is intended that these procedures are only used by employees who have been unable to resolve an issue at local level.

4.19 QUARTLERLY HEALTH & SAFETY INSPECTION PROCEDURE

1. Introduction

Inspections are an invaluable way of identifying potential workplace hazards before they cause a health and safety problem. Carrying out workplace inspections is therefore one of a safety representatives most important functions.

Wherever possible, new safety representatives should be accompanied on their first inspection by the Health & Safety Adviser or by an experienced safety representative. The right to carry out inspections comes from the Safety Representatives and Safety Committees Regulations 1977, otherwise known as 'The Brown Book'. These regulations also make it clear that safety representatives are entitled to paid time off for carrying out inspections, as well as for carrying out their other functions.

2. Objective

The objective of the quarterly Health & Safety Inspections is to identify potential hazards and to highlight action needed to prevent accidents and reduce / remove risks wherever possible.

To provide a method of monitoring compliance with H & S Legislation and relevant standards.

3. Scope

To outline documentation and procedure, for an inspection regime that forms part of the Health & Safety monitoring arrangements for Warwick District Council.

4. Relevant Legislation

Health & Safety at Work Act 1974 – Places a general duty on employers to ensure the health, safety and welfare of employees and others including the provision of safe systems and equipment, safe storage, safe access and egress to the workplace and adequate welfare facilities.

The Workplace (Health, Safety & Welfare) Regulations 1992 – together with the Approved Code of Practice lays down detailed requirements and guidance and expands on the general duties of the Health & Safety at Work Act 1974.

The Regulatory Reform (Fire Safety) Order 2005 – deals with general fire precautions including the provision of adequate means of escape.

5 Responsibilities

5.1 Strategic Directors and Heads of Service

- To ensure that quarterly inspections are carried out within their own areas.
- To ensure that quarterly inspections are undertaken by competent persons.
- To liaise with the Building Manager where appropriate.
- To ensure that remedial action is undertaken as required and within appropriate timescales.

5.2 Persons undertaking inspections & Union representatives

- To carry out quarterly inspections for designated areas within defined timescales.
- To document the inspection using the attached template (see Appendix 13).
- To produce an action sheet clearly identifying any remedial action that's required.
- To inform relevant persons / managers of actions that they need to resolve.
- To ensure the relevant Director receives a copy of the inspection and action sheet.
- To follow up inspections and update the action sheets accordingly.

5.3 Building Manager

- To coordinate quarterly inspections for their building of responsibility, ensuring that all areas of the building are covered.
- To provide a report to the Health & Safety Adviser, confirming appropriate inspections have been undertaken and identified any significant findings.

5.4 Health & Safety Adviser

- To ensure that quarterly inspections are carried out and actioned accordingly.
- To ensure that significant findings are prioritised and dealt with accordingly.
- To identify trends and issues with the potential to affect other employees

6 General guidance for carrying out inspections

- Ensure that findings from previous inspections are reviewed and escalated accordingly.
- Select the checklist (**Appendix 13**).
- Utilise the checklist provided as a prompt, take additional notes as you go around the building / area.
- Use the action sheet to record findings and appropriate actions.
- The inspections should wherever possible be undertaken in conjunction with a union representative, who (as a minimum) has attended their induction course which includes basic health & safety.

- Appropriate Personal Protective Equipment should be worn, abide by safety rules laid down in the Health & Safety Policy and procedures.

6.1 A basic level of health & safety knowledge is required in order to undertake inspections. This can be gained through experience although it is preferable to have one of the following or equivalent qualifications:

- A Guide to Risk Assessments – 1 day
- Union Representative Induction / Health & Safety Induction

4.20 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. To assist those designated as Safety Representatives, a Quarterly Health & Safety Inspection procedure and checklist has been produced to record h & s issues that require remedial action – please refer to section 4.19.

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.

5 CODES OF PRACTICE

Relevant to WDC Employees who perform tasks that encounter or incorporate these Hazards. Service Area Managers are to assess relevance of these codes to employees under their responsibility and to adapt and implement them accordingly.

5.1 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.
4. 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.

Note: For further information, please refer to the generic risk assessment on the 'Use of Ladders' and guidance information held in the intranets Health & Safety Zone. Alternatively, contact the Councils Health & Safety Adviser.

5.2 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)

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**

Example of 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:

5.3 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 above 80 dB(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 85dB(A), will be encountered.

5.4 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 Operations Regulations (for specific manual handling tasks, Appendix 14 should be used as an aid-memoir).

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.

5.5 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. Always carry identification cards and present them at **all** times when visiting.
4. 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.
5. When entering a premises, it is the WDC 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.
6. 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.
7. 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.
8. 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.
9. Be aware of possible cultural or religious conventions that may apply either in peoples homes or in places of worship.

10. 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.
11. 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.
12. Follow the additional advice given within the booklet 'Preventing and Dealing with Violence at Work' - currently issued to all Council employees.

Note:

For specific instructions on staff tracking procedures to be followed, please refer to Appendix 15

5.6 PERSONAL PROTECTIVE EQUIPMENT

1. INTRODUCTION

The general duty in the Health and Safety at Work Act is to provide “systems of work that are safe and without risks to health”. This includes the need for the person at risk to wear personal protective equipment. The Personal Protective Equipment Regulations place four main duties on employers:

- (a) To provide suitable PPE to employees based upon a risk assessment.
- (b) To provide suitable storage facilities for PPE and to ensure the PPE is maintained in efficient working order.
- (c) To provide information and training to employees about maintenance and testing of PPE.
- (d) To take reasonable steps to ensure that PPE provided is used. The term PPE applies to any item worn to protect against a hazard and includes:
 - (i.) Protective clothing such as aprons, gloves, safety footwear and hard hats.
 - (ii.) Protective equipment such as eye protectors, respirators, safety harnesses and ear protectors.

2. OBJECTIVE

This document applies to all Warwick District Council locations using PPE and applies to employees and contractors alike. It supports the policy of the Council by assessing the risks and where they cannot be avoided, using the necessary PPE to reduce injury.

3. SCOPE

This procedure applies to all WDC personnel and locations. Individual training needs may vary for Service Areas and personnel dependant on job expectations and individual's experience.

4. KEY POINTS

- a) PPE provided should be suitable and based on an assessment of risk and be manufactured to a BS / EN standard.
- b) Consideration should be given to the correctness of fit, the level of protection given and compatibility with other PPE worn.
- c) Where necessary suitable storage facilities should be provided to ensure there is no damage or contamination of the PPE when it is not in use.

- d) The use of PPE should be monitored. Persons continually failing to wear PPE should be subject to disciplinary action.
- e) Records of issue and training given should be kept (see Appendices 16 and 17).

5. REFERENCE MATERIAL

- Management of Health and Safety at Work Regulations
- Personal Protective Equipment at Work Regulations

6. PRINCIPLES

PPE is equipment worn by an individual to protect the body from contamination or damage; it includes head protection, eye and face protection, respiratory protection, gloves, footwear, heat or chemical resistant clothing, weather protection and safety belts/harnesses.

All hazardous tasks must have assessments carried out, so as to reveal the necessary preventative measures, which must include the use of PPE. The Council has a responsibility to ensure that the PPE is not only supplied free of charge, but that suitable training on the safe fitting and use of PPE takes place.

7. SELECTION OF PPE

PPE provided must be suitable for use and appropriate to the risk it is designed to guard against. PPE shall be provided in sizes to fit the users and must be comfortable to use.

The overall aim is to provide PPE and minimise the total risks of exposure to all Council employees.

8. PROVISION

It is a common fact that PPE is provided on a personal basis and in such cases the user shall be responsible for maintenance. The Line Manager must record the provision and the employee should sign for all equipment received.

9. STORAGE

The provision of an area for storage of PPE will reduce damage and theft and should increase the lifetime of the equipment.

10. CONTRACTORS AND VISITORS

Regular visitors to Council premises must be made aware of the PPE rules and the restrictions should be displayed on visitors passes at the entrances and at entrances where appropriate.

Delivery and transport contractors should be informed that they have a duty to comply with the PPE Rules and Regulations. Constant breach of rules should result in removal from the site.

If necessary, visitors shall be provided with the basic PPE during their visit and should only be admitted in such circumstances under direct supervision.

11. SPECIAL CONSIDERATIONS

Council personnel with eyesight that requires correction should use over spectacles or prescriptive safety spectacles. If more than one item is worn then they must be compatible with each other and control the risk for which they are provided.

Consideration must be made of facial hair. For instance, a beard will reduce the seal of a respirator. All of the items mentioned should form part of the general assessment.

12. REPORTING AND DUTIES

All safety equipment supplied must be maintained and never misused. All persons issued with PPE have a duty to report loss or defects with the equipment supplied immediately to their Line Manager.

The line manager must ensure that this information is known and set up a procedure to ensure that the PPE supplied is fit for use at all times.

13. TRAINING

All personnel involved in work, which requires the use of PPE, will be given information on the nature of the risk identified and the preventative measures to be taken.

TYPE OF PPE	HAZARD PROTECTED AGAINST	INFORMATION TO CONSIDER DURING SELECTION	WORK ACTIVITIES WHERE PPE SHOULD BE WORN
1. Eye Protection			
Goggles Spectacles Visor / Face Shield	Impact from particles, fragments etc. Splashes from chemicals, intense light sources	Standard is BS 2092 or BSEN 166/167 or 168. Protection grade marked as G1-Grade 1 Impact, G2-Grade 2 Impact, Chemicals, D-Dust, M-Molten Metal	Grinding, Cutting, Chemical, Drilling etc.

2. Hearing Protection			
Ear Plugs	Noise	Measured noise level, frequency spectrum of noise and duration of exposure.	Equipment with noise levels above 85 dba or where daily noise dose exceeds 85 dba
Ear Muffs	Noise	Ease of cleaning, fit of cushion of ear muff around ear. Standards are: Plugs –BSEN 352-2 Muffs –BSEN 352-1	
3. Hand/Arm Protection			
Gloves	Sharp objects handled, corrosive or toxic chemicals	Hazard protected against comfort and ability to grip.	Handling chemicals/containers.
Gauntlet	Wet processes, vibration, electric shock	Material of manufacture and suitability for chemical resistance, protection from vibration and electrical effects. Std's include: BSEN 388 Mechanical Hazards. BSEN 374 Chemicals BSEN 420 Mechanical (minimal risk) BSEN 511 Cold Protection BSEN 105519 Vibration BSEN 697 Electrical Glare	Handling sharp objects or objects with rough/sharp edges. Handling wet objects. Working with vibrating drills etc. Working with potentially live or exposed electrical equipment.

5.7 WORKING AT HEIGHT

1. Introduction

1.1 This Policy is intended to provide clarification on the following:

- why this policy is required;
- what constitutes working at height;
- who is responsible for implementing the Regulations;
- the requirements to work at height;
- working at height risk assessments;
- the hierarchy of control.

2. Why is this policy necessary?

2.1 The principal driver of this policy is the introduction of the Temporary Work at Height Directive (2001/45/EC), which came into force on 6th April 2005.

2.2 The Regulations have been made to prevent the deaths and injuries caused each year by falls at work. The latest available figures show that there are around 53 fatal accidents and around 4000 major accidents per year (source 2004/5 HSE statistics).

2.3 The Regulations also replace all earlier regulations about working at height.

3. What is working at height?

3.1 Work at height is work in any place, including a place at, above or below ground level, where a person can be injured if they fell from that place. Access and egress (getting in and out) from a place of work can also be work at height.

3.2 Working at height is no longer classed simply as any work above 2 metres off the ground, however parts of the original '2 metre rule' still apply in the construction industry. Work at height is as explained (section 3.1) and for WDC (Warwick District Council) staff this can range from using a kick stool to a tower scaffold.

Policy

3.3 Examples of work activities that are classed as working at height include:

- working on a flat roof;
- erecting false work and formwork;
- working from a ladder;
- working at ground level adjacent to an open excavation; and
- working near or adjacent to fragile materials.

3.4 Some examples of where the Regulations will not apply:

- walking up and down a staircase in an office;
- working on the upper floors of an office block or Portacabin;
- slipping or tripping on level ground; and
- sitting in a chair.

4. Responsibility for implementing the Regulations:

4.1 The Regulations place duties on employers, the self-employed, employees, and anyone who controls the way work at height is undertaken for example a principal contractor, a client, a managing agent or contractors. This duty will include Warwick District Council employees who are responsible for arranging for contractors to carry out work on behalf of the council.

4.2 Within WDC, all employees, all contractors working on behalf of WDC and all employees who control working at height are required to follow the Regulations.

4.3 It is the responsibility of the Duty holder (the person responsible for organising or planning the work) to carry out an assessment of the risks to those working at height and identify alternative methods of controlling the actual need to work at height.

4.4 It is ultimately the responsibility of the Service Head or Line Manager to ensure that Duty holders are not only carrying out their responsibilities but are also competent to do this.

5. The requirements for working at height

5.1 When considering work at height the following steps should be undertaken:

- conduct a risk assessment;
 - avoid, prevent or minimise the need to work at height (hierarchy of control); and
- ensure that staff are competent to do the work and are properly supervised.

Policy

6. Working at height - Risk Assessment

6.1 A risk assessment is a requirement of health and safety legislation. It is a careful examination of what could cause harm to people as a result of work activity. It will allow you to take the necessary precautions to prevent harm occurring. In a risk assessment you will need to:

- look for the hazards;

- decide who might be harmed and how;
- evaluate the risks and decide whether the existing precautions are adequate or more should be done;
- record your findings;
- review your assessments.

6.2 In addition any risk assessment for working at height should consider the following:

- working conditions;
- access and egress;
- distance and consequences of a fall;
- duration and frequency of use/task;
- ease of rescue and evacuation;
- risk of use, installation and removal of equipment.

6.3 Once a risk assessment has been conducted the working at height 'hierarchy of control' should then always be implemented.

7. Hierarchy of Control

7.1 Under Regulation 6 of the Work at Height Regulations, there is hierarchy of control for determining how to work at height safely. The hierarchy has to be followed systematically and only when one level is not reasonably practicable may the next level be considered. It is not acceptable to select work equipment from lower down the hierarchy (e.g. personal fall arrest, such as harnesses and lanyards) in the first instance. The hierarchy has three basic steps to consider, in order these are **AVOID, PREVENT, MINIMISE**.

7.2 It is the responsibility of the Duty holder to:

- **avoid** work at height where they can;
- use work equipment or other measures to **prevent** falls where they cannot avoid working at height; and
- where they cannot eliminate the risk of a fall, use work equipment or other measures to **minimise** the distance and consequences should one occur.

7.3 It is not always necessary to implement all parts of the hierarchy, e.g. in the case of a fully boarded and guarded scaffold, workers would not be expected to wear personal fall arrest equipment in addition.

Policy

8. Summary

8.1 All activities at WDC which involve working at height must be:

- properly planned;
- appropriately supervised;
- carried out by competent individuals or if being trained supervised by a competent person;
- risk assessed; and
- follow the 'hierarchy of control' principle.

8.2 It is only when this process has been followed that working at height will be appropriately managed and WDC fully compliant with the Working at Height Regulations 2005.

5.8 CONFINED SPACES

1. Introduction

1.1 This confined spaces safety procedure is drawn from and should be read in conjunction with the following legislation:

- 1) The Confined Spaces Regulations, 1997
- 2) The Health and Safety at Work Act, 1974
- 3) Management of Health and Safety at Work Regulation, 1999 (EC Six Pack)
- 4) Personal Protective Equipment at Work Regulations, 1992
- 5) Control of Substances Hazardous to Health (COSHH) Regulations, 2002
- 6) Provision and Use of Work Equipment Regulations, 1998
- 7) Workplace (Health Safety and Welfare) Regulations 1992

2 Definition of a Confined Space

2.1 Confined Space is defined in Regulation 1 of the Confined Spaces Regulations 1997 as follows:

Confined Space means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar place in which by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.

2.2 Confined spaces include manhole chambers, underground or overground pipes and culverts, trenches and other excavations, pumping station wells and control buildings, Rooms in buildings containing pumping equipment or indeed, any similar space.

3 Suitability of Personnel

3.1 All personnel engaged in work which requires them to enter a confined space must be properly trained (and must be currently certificated) in confined space entry procedures including use of escape breathing apparatus sets and must also be physically fit, confirmed by medical examination as 5.3.3 below. Personnel with any of the following conditions will not **be** allowed to carry out work in confined spaces:

- A history of fits, blackouts, or fainting attacks
- A history of heart disease or heart disorder
- High blood pressure
- Asthma, bronchitis or a shortness of breath on exertion

- Deafness
- Meniere disease or any illness causing giddiness or loss of balance
- Claustrophobia or other nervous or mental disability
- Back pain or joint pain that may impair mobility in confined spaces
- Deformity or disease of the lower limbs limiting movement
- Chronic skin disease
- Serious defect in eyesight
- Lack of sense of smell
- Having unprotected open wound.

3.2 It is essential that personnel who may need to use the escape breathing apparatus must before confined space entry, check that the mask can properly seal against their face, particularly if the person is not clean shaven.

3.3 Personnel who need to enter confined spaces must be medically examined at 4 yearly intervals under the age of 45 and at 2 yearly intervals thereafter. If there is, at any time, doubt as to the employees fitness for this type of work, the employee will be referred to the Council's Medical Advisor, and shall not enter any confined space until confirmed able to do so by a Doctor.

3.4 Details of medical examinations and confined spaces training certificates will be kept on the individual's personal file.

4 Personal Protection

4.1 Any person entering a confined space must wear:

- A safety helmet
- Protective non-static overalls or jacket and trousers
- Safety boots or waders as appropriate
- Waterproof gloves

4.2 Any open or unhealed cuts, scratches or abrasions, however small, must be covered with a waterproof dressing.

4.3 Safety Equipment to be carried shall include:

- Gas detection equipment
- Safety arrest rescue harness
- Intrinsically safe torch (if required)
- Escape set breathing apparatus

4.4 Safety equipment on site shall include:

Tripod and winch (fall arrest type) purpose designed and currently certificated, for man entry and rescue (for underground entry). Mobile or permanent telephone. Basic first aid kit.

4.5 The following **must not** be carried by anyone entering a confined space:

- Mobile telephone
- Pager
- Pocket calculator
- Watch or other form of timepiece
- Cigarette lighter
- Matches
- Loose change

Any other object or objects capable of creating a spark or combustion such as exposed metal toe caps. If in any doubt, entry must not be affected until consent is given by the “Authorised person”.

5 Authorised Person

- 5.1 For the purposes of this section, of the Health and Safety Policy, the ‘Authorised Person’ will be the Senior member of WDC staff on site who is currently certificated for entry into a confined space. They will additionally be responsible for the issuing of the ‘Permits to Work’.
- 5.2 The ‘Authorised Person’ shall additionally maintain a record of all equipment utilised to effect entry into the confined space and shall check, ensure and record that test by dates are not exceeded.
- 5.3 The “Authorised Person” shall undertake visual site checks on all equipment used in connection with the confined space entry such as :- The lifting cable and its fixtures, “Exx” markings on torches or other hand held equipment, Security of the tripod and winch fittings, harness.
- 5.4 Nothing in the above, paragraph 5.6.3 removes or reduces personal responsibility to ensure that the equipment is functioning correctly immediately prior to use.

6 Entry into a Confined Space

- 6.1 No entry into a confined space shall be undertaken unless a ‘Permit to Work’ has been issued by the ‘Authorised Person’, an example of which is shown in 5. 13 following. The permit to work shall be signed by both the “Authorised Person” and the person who will be entering the confined space.
- 6.2 Entry into a confined space shall not be permitted if the size of the access opening is inadequate to enable safe access and egress. The minimum opening size for man entry should be considered as 575mm diameter. Shafts containing steps or ladder should have a minimum clearance of 900mm.

7. Confined Space Entry Teams

- 7.1. Where entry to a below ground confined space with limited access is being undertaken by means of a tripod and winch, where the person entering will remain immediately below the entry point, where he will remain attached to the winch cable, and where the top man is able to contact the emergency services by either mobile phone or radio link without leaving the winch position, the working party need only consist of 2 fully certificated people. In all other circumstances ie. where the radio or telephone is remote from the entry point, the working party must consist of a minimum of three persons of which the top man and the person in the confined space must be fully certificated.
- 7.2. Where the person entering the confined space is expecting to move a short distance away from away from the access point ie. to inspect the condition of a culvert, the number of persons in the working party required shall be a minimum of 3, consisting a fully certificated top man, a fully certificated bottom man who will remain immediately below the access point, and the fully certificated entry person.
- 7.3. If it is intended to move a considerable distance from the access point, or to travel as far as a second access point, a second working party consisting a 2 fully certificated persons, set up as a top man and a bottom man, with a second complete confined spaces entry set up, shall be put in place before entry shall be permitted. In this case, a minimum of 2 persons shall effect the entry.
- 7.4. Where either a single access point is used or two access points and a bottom man or men are in place, gas monitors shall be placed at head height within each access point and additionally, a gas monitor shall be carried with the entry team.
- 7.5. Where entry is to be made into an above ground confined space with good access ie a pumping station control building, the working party need only consist of two fully certificated people. In this case only one person shall enter the confined space with the other remaining outside. If more than one person is to enter the confined space, an additional person will be required to remain outside. In every situation, where there is no means of contact with emergency services available with the outside man, an additional person will be required to remain outside who can leave the site to make the emergency contact.

8 Preparation for Entry into a Confined Space

8.1 Venting

Prior to entry the confined space must be thoroughly vented, this is to be done for a minimum of 30 minutes prior to entry and may be achieved by as follows:

- (a) For sewers and manholes - by removing the covers of the manholes to be used for access and egress and those immediately upstream and downstream (including lateral branches).

- (b) For pumping station wet wells by removing the wet well cover and that of the manhole immediately upstream, unless this manhole falls within the pumping station compound, in which case the next manhole upstream from that should also be uncovered.
- (c) For pumping station control buildings by opening all access doors that can be opened without entry into the confined space.
- (d) Mechanical venting can be utilised in extreme cases using powered air blowers to force circulation. The equipment shall be located outside the confined space unless intrinsically safe. Equipment powered by combustion engine shall be located where exhaust fumes will not be taken into the confined space.
- (e) Potentially explosive gasses can be purged from a system to be entered by displacement – an inert gas such as nitrogen is forced into the system, displacing the explosive gas. Full breathing apparatus will be required by the person entering the confined space unless the inert gas is itself vented and testing shows the atmosphere in the confined space to be safe and breathable.

9 Safety Precautions During Venting And Entry

- 9.1 Where manhole covers have been removed or doors propped open, secure temporary fencing such as “Heras” shall be placed to prevent access by the public. In the case of open manholes, additional barriers shall be placed around the openings within the fenced areas. If working in highway, full Chapter 8 warning signage shall be put in place.
- 9.2 The atmosphere in the confined space shall be tested using a multi – gas monitor (which must be within it’s time stamped calibration limit). The monitor shall be lowered into the confined space (to benching level in a manhole)for a minimum of 5 minutes and then very slowly raised to the access point and very slowly lowered back to benching or floor, waist and head height within an above ground chamber. If ingress and egress is to be gained from different manholes, both (or all) manholes to be accessed shall be tested.
- 9.3 If the gas monitor alarms whilst the atmosphere is being tested it shall be withdrawn from the confined space and the cause and details of the alarm noted and reported to the authorised person. If it is practical to do so, additional manholes up and down stream shall be opened and in any case, the atmosphere tested after an additional 30 minutes. If the gas monitor alarms again, the cause and details shall be noted and entry to the confined space shall be abandoned.
- 9.4 If the person entering the confined space intends to remain below or at the access point, the gas monitor shall be adjusted to approximately head height and left in place. If it is intended to travel along a sewer or culvert, and bottom men are required, the gas monitors used to test the atmosphere at each manhole shall be left in place and the persons traveling away from the point of entry shall carry

an additional gas monitor with them.

10. Working Within a Confined Space

- 10.1 The Authorised Person shall check and ensure that all pre – entry procedures have been followed and that all equipment is in order, completing the entry permit to record this status. The entry permit shall then be signed dated and timed by the authorised person and all persons who will enter the confined space.
- 10.2 Each entry to a confined space will be subject to a time limit which will be specified by the authorised person on the permit to work. Once this time limit has been reached the confined space must be vacated, regardless of whether or not the task has been completed. If the task has not been completed a further permit to work must be produced by the authorised person. If the confined space is vacated for any other reason a new permit to work must be obtained prior to re entry.
- 10.3 Throughout the time that a person or persons is/are within the confined space, the following communications must be maintained:
- At a maximum interval of 3 minute intervals, the top man shall call down to the person who has entered the confined space / or the bottom man asking “all right below”.
 - The required response from the person in the confined space is for them to check their gas monitor and if clear of danger, to respond “all o.k.”
 - Where there is a bottom man and a party further into the confined space, the procedure is for the top man to call down “all right below” to the bottom man; the bottom man then calls to the party “all right below”. The party must then check their gas monitor and respond to the bottom man “all o.k.”; this response is then relayed to the top man.
- 10.4 If there is no immediate reply from the bottom man or the party, the top man shall immediately call the emergency services.

THERE MUST BE NO ATTEMPT TO ENTER THE CONFINED SPACE.

- 10.5 If the response is that there has been an incapacitating injury, the top man shall immediately call the emergency services and someone should remain with the injured person.
- 10.6 If the response to a top mans call of “all right below” is that someone has been overcome by gas, all other persons in the confined space must immediately put on their escape sets, quickly check that the person overcome is as safe as possible then they must leave the confined space as quickly as it is safe to do so.

DO NOT PLACE THE OVERCOME PERSON'S SAVER SET ON THEM

- 10.7 If any of the gas monitors within the confined space are activated, the top or bottom man (depending on the type of entry made) shall immediately shout “gas gas gas”. A response is required from the person or team in the confined space – this can be two tugs on the safety rope or other pre – arranged and tested signal. If anyone fails to respond, the emergency services shall immediately be called. If all respond, the top man or men shall prepare the winch for immediate evacuation of all persons within the confined space, one at a time.

11 On Leaving Below Ground Confined Spaces

- 11.1 All persons involved in the entry procedures shall run an equipment inventory to ensure that nothing has been left in the confined space. Tools and equipment (excepting saver set and gas monitor) shall be hoisted in and out of the confined space and not carried. The gas monitor shall be the last piece of equipment to be removed.
- 11.2 The permit to enter shall be completed and signed off by the authorised person and counter signed by all persons named on the permit.
- 11.3 Replace all manhole covers previously removed for access and venting ensuring that they are bedded firmly, then remove the protective barriers, fencing and when the highway is clear, the signage.

12. General Care

- 12.1. Working within confined spaces carries with associated risks and care should be taken at all times, remember:
- .Watch your head
 - .Watch your footing
 - Work safely at all times
 - Cover all scratches, abrasion, etc. with waterproof plasters
 - Wash thoroughly on leaving the confined space, especially before eating or smoking
- 12.2 Never smoke or produce naked flames within 6 metres of any confined space.
- 12.3 If you find rat poison within a confined space, get rid of it carefully. Do not allow it to touch bare skin or allow it to get close to the mouth or nose.
- 12.4 Always wear waterproof gloves to ensure no contact with rat urine which carries Weils disease.

ENTERING A CONFINED SPACE IS POTENTIALLY LIFE THREATENING. DO NOT CUT CORNERS WITH THE ENTRY PROCEDURES.

PERMIT TO WORK (Confined Spaces)

Authorised Person

		Date
Location		
Of site		
Nature of Work		
Type of Confined Space		
Equipment		
On site		
Number of		
Access points		
Total number of		
Persons in entry team		
Designation of persons in entry team		
Checks prior to entry	Venting	
Gas testing	Gas monitor calibration date check	
Winch and tripod check	Harnesses condition and date check	
Winch cable check	Site fencing and signage check	
PPE check of all persons to enter the confined space	Electrical equipment to be taken into the Confined space intrinsically safe	
Contraband removed from all persons to enter the confined space	Saver set date and charge check	
All checks completed: Permit granted for the following named persons to enter the confined space		
Signed time		

Signed time	Signed time
Signed time	Signed time
Signed time	
Time of entry	Latest approved exit time
All persons out of confined space Signed time	All access points closed Signed time
Incidents / persons instructed out of confined space	
Request for additional permit to work With reasons	Additional permit granted (reference)
Work completed. Signed time	

5.9 YOUNG PERSONS

1. INTRODUCTION

Young workers have been identified as being particularly at risk from workplace accidents because of their possible lack of awareness of existing and potential risks, their immaturity and inexperience.

As a result, the Health and Safety (Young Persons) Regulations require employers to carry out assessments for employees who are below 18 years of age including trainees or people on work experience placements.

2. OBJECTIVE

To ensure that all managers have the information to control the safety of all young persons coming to work, or to receive work experience. To highlight the key issues for inspection and enforcement. To make management aware of their duties as placement providers or employers under the Management Regulations

3. SCOPE

This procedure applies to the whole of Warwick District Council and personnel. It also involves organisers of work experience, places duties on the WDC to inform such organisers and parents of the risks associated with the work, generally associated with our industry.

4. REFERENCE MATERIAL

- The Management of Health and Safety at Work Regulations
- HS(G)65 guidance
- Young Workers Directive (94/33/EC)

5. SUMMARY OF REQUIREMENTS

The Management Regulations places particular duties on employers of young persons, young persons being defined as persons who have not attained 18 years. There are extra duties if the young person is a child, i.e. under the minimum school leaving age.

6. RESPONSIBILITIES

The Service Area Manager is responsible for ensuring that risk assessments are carried out before the young person starts work, this ensures that the workplace is controlled and the young persons are not exposed to significant risk.

The competent person providing the supervision also has a duty of care for young Persons' placed under his or her control.

7. RISK ASSESSMENT REQUIREMENTS

Unlike standard risk assessments the young persons regulations places a duty on the organisation to take account of certain specific factors when carrying out the risk assessment. Firstly the assessment must take place before the person starts work.

During the assessment, if a risk is identified as “significant” and cannot be eliminated then the Council has a duty to prohibit the young person from that work or task.

In cases where the young person is a child it is a requirement under law to provide specified information to the parents /guardians.

Under the guidance the HSE makes it clear that it will be satisfied if the information provided covers the key findings of the risk assessments, and that the findings need only cover those preventative and protective measures required to provide a safe environment when the work takes place.

Parents / Legal Guardians of children of compulsory school age must be informed in writing of risk assessment findings and control measures you have introduced before the child starts work or work experience.

8. RISK ASSESSMENT FACTORS

When going through the assessment we must make special consideration for the young person.

Their inexperience and immaturity and their possible lack of awareness of existing or potential risks may result in the young persons being prohibited from certain types of work.

The assessment may identify areas where the young persons will require additional supervision and possible availability of suitable PPE (e.g. appropriate fit).

Although not part of the WDC work system, other considerations include work where the pace is dictated by machinery, areas of high-pressure atmospheres, areas of ionising radiation, and exposure to whole body vibration.

9. INFORMATION

Young persons coming into the workplace are more at risk from the fact that they hold little experience. The manager responsible must carry out an induction prior to allowing the persons to work and it is good practice that the manager goes over the risk assessment, which highlights the dangers, and preventative measures in place to stop such dangers.

Warwick District Council

RISK ASSESSMENT FOR YOUNG PEOPLE AT WORK

Young Person's Name.....Age.....

Status (tick) Work Experience Employee
 Trainee on other scheme (state).....

Workplace: Site..... Department.....
Main Contact.....

Description of duties to be undertaken:
.....

Does this person have any medical conditions or injuries, if yes
describe.....
.....

Hazards (please tick relevant box(es))

- | | | |
|--|--|--|
| <input type="checkbox"/> Racking / Storage | <input type="checkbox"/> Slips & Trips | <input type="checkbox"/> Chemicals |
| <input type="checkbox"/> Lifting & Handling | <input type="checkbox"/> Moving Vehicles | <input type="checkbox"/> Machinery |
| <input type="checkbox"/> Noise | <input type="checkbox"/> Heat / Cold | <input type="checkbox"/> Tools / Equipment |
| <input type="checkbox"/> Display Screen Equip. | <input type="checkbox"/> Other | <input type="checkbox"/> Interaction with Public |
| <input type="checkbox"/> Leisure Centre activities (describe)..... | | |
| <input type="checkbox"/> Other (describe)..... | | |

Risk Control Measures (describe):

Details of Personal Protective Equipment required.....

Details of specific training required, other than induction

Assessment carried out by.....Date.....

Note – Parents / Legal Guardians of children of compulsory school age must be informed in writing of risk assessment findings and control measures you have introduced before the child starts work or work experience.

5.10 DRIVING FOR WORK

1. INTRODUCTION

Driving is the most dangerous work activity that most people do. Research indicates that about 20 people are killed and 220 seriously injured every week in crashes involving someone who was driving, riding or otherwise using the road for work.

HSE Guidelines, 'Driving at Work', state that "health and safety law applies to on-the-road work activities as to all work activities and the risks should be effectively managed within a health and safety system".

Therefore, WDC must put in place all 'reasonably practicable' measures to ensure that work related journeys are safe, staff are fit and are competent to drive safely and the vehicles used are fit for purpose and in a safe condition.

Employers owe the same duty of care under health and safety law to staff who drive their own vehicles for work as they do to employees who drive company owned, leased or hired vehicles. Likewise, employees also have responsibilities to co-operate with their employer on matters of Health & Safety.

It is also an offence under road traffic law to 'cause or permit' a person to drive a vehicle that is in a dangerous condition or without a valid licence or at least third party insurance.

Vehicle defects are involved in only a small proportion of crashes; human behaviour and journey design (schedules, drivers' hours, etc) are by far bigger causes of road collisions. However, the type of vehicle also has a major influence on the likelihood and severity of injuries if there is a collision.

2. OBJECTIVES

To increase awareness among all Council employees of safe driving techniques and vehicle safety requirements.

3. SCOPE

This procedure applies to Warwick District Council employees who use their own vehicles for work purposes and for vehicles owned by the Council.

4. POLICY

4.1 SAFE DRIVING & USE OF MOBILE TELEPHONES

To fulfil its statutory duties, Warwick District Council needs to ensure that all staff, including directors, senior managers and line Managers, understand that the organisation expects everyone who drives for work also ensures that their vehicle is legal, safe, fit for purpose and that they remain in control of their vehicle at all times.

The law in relation to the use of mobile phones whilst driving changed on the 1st December 2003 – making it illegal to use a hand-held mobile telephone whilst driving. The Council prohibits the use of hand-held mobile telephones and phones used with hands-free devices for communications purposes whilst driving on Council business.

No employee should feel an obligation to make, answer or continue a call whilst driving. As above, use of a mobile phone for communications purposes whilst driving on Warwick District Council business is **not** permitted, other than making genuine emergency 999 calls when it would be unsafe for the driver to stop.

For full details, all employees are to refer to 'WDC – Policy for the Use of Mobile Phones Whilst Driving on Council Business'.

Failure to comply with the requirements of this policy may, subject to investigation, result in disciplinary action.

4.2 SMOKE FREE POLICY AND VEHICLES

The Driving for Work policy links to the Council's Smoke Free policy. The Smoke Free policy will apply at all times to all Council owned vehicles and also to privately owned vehicles when used on council business. Vehicles (both private and Council owned) must not be used as Smoking shelters at any time during the employee's normal working day or whilst on Council owned land. Employees responsible for Council owned vehicles are to ensure that appropriate no smoking signage is displayed in the vehicle.

4.3 EMPLOYEE RESPONSIBILITY

Employees of all levels who drive vehicles for work are to ensure that:

- they hold a valid Driving Licence
- the vehicle is taxed, has a valid MOT and appropriate business-use insurance cover
- the vehicle is in safe working order
- the vehicle is only used in accordance with the insurance cover
- they inform their manager or supervisor of any medical condition or illness that could impair their judgement, they must not drive if this is the case
- do not drive while taking a course of medicine that may also impair their judgement
- they report any vehicle accidents that take place whilst on Council business

Employees also need to be aware of:

- the legal, financial and bad PR consequences of crashing due to a faulty vehicle or when uninsured
- the need for employees to co-operate in carrying out the policy and to report any problems and the need to report defects with Council owned / leased vehicles where appropriate.
- the fact that even if driving their own vehicle, they are on Council business and must comply with the Council's rules and procedures.

4.4 LINE MANAGER'S MUST ENSURE:

- They lead by example
- That staff are aware of their responsibilities by making them aware of this 'Driving for Work' document
- They follow incident reporting and investigation procedures to help learn lessons which could help improve future road safety performance.
- They challenge unsafe attitudes and behaviours and encourage staff to take care of their vehicles.
- That staff without appropriate car insurance are instructed not to use their vehicles for Council duties.
- That at the start of employment, employees are asked to confirm that their vehicle is safe, fit for use and that all appropriate documentation is held
- That Council owned vehicles assigned to their Service Area are maintained as per manufacturer's recommendations, taxed, MOT'd and insured.
- The Council may also conduct annual sample checks on documents and staff should be required to co-operate. The relevant documents are:

■ Employee Driver's Licence

A valid Driving Licence.

■ MOT Certificate

After their third birthday vehicles must pass an MOT annually, and the vehicle owner must possess a valid MOT certificate.

■ Insurance cover for Business Use

It is essential that any driver who uses his or her own vehicle for work journeys (excluding commuting) has appropriate motor insurance cover. This must include cover for business use.

4.5 MINIMUM CONDITIONS FOR USE

Minimum conditions of use:

- As above, ensure the vehicle is properly taxed, has a valid MOT and valid insurance for business use.
- Employees are to show, on request (and at start of employment) documentary proof of the above documents
- Do not carry loads for which the vehicle is unsuited (a car is not a van)
- Do not carry hazardous materials
- Seat belts and head restraints should be fitted in all seats, and where fitted, airbags must be in good working order. Only carry the number of passengers for whom there are seat belts
- Do not use the vehicle in conditions for which it is not designed (e.g. off-road).
- Only drive vehicles that you are licensed and authorised to drive.

- Wear seatbelts at all times when driving.
- Always observe speed limits.
- Do not operate hand held or hands-free mobile phones or radios when driving.

4.6 UNSAFE VEHICLES ARE NOT TO BE USED

Vehicles that are deemed or suspected to be in an unsafe or illegal condition will not be used for work purposes until all necessary repairs have been completed.

Note:

For further information, please refer to the practical drivers' guidance – Appendix at the end of this document

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Appendix

1. GUIDANCE

1.1 DRIVERS PRACTICAL GUIDANCE

All Drivers should -

- Be medically fit to do so and must inform their line manager if a medical issue arises which could impair their ability to drive safely.
- Ensure that their vehicle is serviced according to the manufacturer's recommendations
- Allow plenty of time for delays and where possible avoid rush hours.
- Plan the route, including possible alternatives; ensure that someone is aware of your planned movements.
- Not leave loose objects in the vehicle that could cause harm if an emergency stop is required (e.g. keep the parcel shelf clear to avoid items causing head injuries) and ensure that the foot well is clear of any objects as they could interfere with use of the control pedals.
- Ensure the safety of passengers, instructing them as appropriate.
- Ensure that all doors are safely fastened.
- Before reversing, ensure there is nobody and no obstructions behind the vehicle. If there is a blind spot, get out and check or use a colleague to watch out and give directions.
- When people are working in the area, alert them before the vehicle is moved.

Staff should also conduct Regular Vehicle Safety Checks to ensure that:

- tyres are undamaged, have enough tread depth and are at the correct pressure and properly inflated
- oil, coolant and windscreen wash levels are correct
- brakes are working

- lights and indicators are undamaged, clean and working
- windscreen and windows are not damaged
- there are no signs of vehicle damage
- washers and wipers are working
- mirrors are correctly positioned.

1.2 PROVISION FOR EMERGENCIES

- Carry a map and emergency contact numbers including motoring organisations.
- Carry a mobile phone when leaving the office on outside visits.
- In winter an ice scraper, a warm reflective jacket should be carried and take advice from traffic and weather reports.
- In bad weather carry protective clothing and practical footwear in case you have to leave the car.
- If the vehicle breaks down on a motorway stand outside of the vehicle, well back on the embankment or verge, lock all doors apart from the passenger door, keep this door ajar. Put on side and hazard warning lights.

1.3 SECURITY ISSUES

- Consider keeping car doors locked and windows up in slow moving traffic.
- Do not leave valuables in view.
- Remove the ignition key and lock the vehicle when you leave it.
- Fill up regularly with fuel to give you the option of where to stop.
- Do not pick up hitchhikers or offer lifts.
- When parking avoid places not in the public view, choose well lit places.
- If another driver is being intimidating, do not make eye contact, lock doors, shut windows and drive to a police station or busy area.

1.4 UNACCEPTABLE VEHICLE FEATURES

Features which might increase the risk of collisions, such as unnecessary in-car distraction, or increase the severity of any injuries, such as bull bars, should be avoided.

1.5 DESIRABLE VEHICLE SAFETY FEATURES

Additional safety features (such as side airbags, ABS, stability control systems such as ESP) are available in most modern cars, as standard or optional extras. Personal preference and price will be the main factors that determine the employee's choice of vehicle, but some safety issues should be considered.

Reference Material

- Highway Code
- Accident Reporting Procedures
- HSE Guide 'Driving at Work'
- Rospa 'Driving for Work'

5.11 HAND/ARM VIBRATION

1. INTRODUCTION

Hand-Arm Vibration Syndrome or HAVS is a condition that has the potential to affect any worker who uses powered hand-held or hand-guided tools as a major part of their job. Workers whose hands are regularly exposed to high vibration may suffer from several kinds of effects to the hands and arm, including impaired blood circulation and damage to the nerves and muscles. It is felt as a tingling or numbness in the fingers or where finger blanching occurs. There are other names for the condition: 'vibration white finger', 'dead finger', and Secondary Raynaud's Syndrome.

The affects are cumulative and as time passes the attacks may involve considerable pain and loss of manual dexterity, resulting in clumsiness and reduced grip strength. In severe cases, blood circulation may be permanently impaired and fingers may take on a blue-black appearance.

As indicated above, the primary cause of HAVS is work involving holding vibrating tools or work pieces. The risk depends on the magnitude of the vibration and how long an individual is exposed to it. Other aspects that can have an affect are grip, push and other forces used to guide and apply vibrating tools or work pieces, the pattern of exposure, how much of the hand is exposed to the vibration, temperature, smoking and individual susceptibility.

2. OBJECTIVES

Highlight those work activities that have the potential to cause hand-arm vibration syndrome give information on identifying the level of risk associated with such activities and to suggest ways of reducing any significant risks to an acceptable level.

3. SCOPE

This procedure applies to all Council employees who use vibrating equipment.

4. POTENTIAL SOURCES OF HIGH VIBRATION

The following is an indicative list of the types of equipment that may present a vibration hazard:

- (a) Ground work, e.g. chainsaws, strimmers, mowers, blowers, hedge-trimmers, etc.
- (b) Workshop equipment, e.g. grinding tools, rotary burring tools, powered hammers,
- (c) concrete breakers, sanders and drills.
- (d) Grinders and other rotary tools.
- (e) Timber and wood machining tools.
- (f) Percussive metal-working tools.

(g) Percussive tools used in stone-working, quarrying, construction.

5. GUIDELINE EXPOSURE LIMIT

The vibration level produced by equipment is usually assessed by measuring the acceleration level in m/s^2 . The HSE has set a guideline maximum exposure of $2.5m^2$ over 8 hours (A8). It is the aim of the Council to minimise the risk of HAVS to staff by keeping exposure to vibration as low as is reasonably practical and where the $2.5m^2$ guideline is exceeded, control measures will be put in place to reduce it. The vibration dose received by the worker over a typical working day depends on the duration of exposure as well as the vibration magnitude.

To allow different exposure patterns to be compared they are adjusted or normalised to a standard reference period of 8 hours, similar to the approach taken for noise levels. The British Standard 7482 describes how an exposure normalised to 8 hours, A(8), can be calculated. The table below gives the average vibration levels over a working day that cause an A(8) of $2.5m/s^2$. For example, a worker that uses a machine that causes an average vibration level of greater than $8m/s^2$ should use that equipment for less than 1 hour per day and should use no other vibrating equipment, otherwise the guideline maximum of $2.5m/s^2$ will be exceeded.

Length of Working day in hours	10	8	4	2	1	0.5
Average vibration level (in m/s^2) that gives an A(8) of $2.5m/s^2$ per working day.	2	2.8	4	5.6	8	11.2

Examples of Equipment	Typical vibration levels (in m/s^2)
Hedge-cutter	6.3
Flymo Lawn Mower	3.0
Chainsaw	3.5 – 5.5
Leaf Blower	7.5
Kango Hammer (concrete breaker)	4 – 15 (depending on power / size)

Generally the nature of the work lessens the risk. For instance, work may be seasonal or related to particular jobs, exposure is normally not prolonged on a regular basis. Workshops tend not to be operated in the same way as industrial environments so individuals are not continuously carrying out repetitive high-vibration tasks on a daily basis. There is still a need to assess each situation.

However, the diversity of work that an individual may be involved in can cause difficulty in accurately assessing exposure because a number of different tools are being used in any one day for variable lengths of time.

6. RESPONSIBILITY FOR RISK ASSESSMENT AND RISK REDUCTION

It is the responsibility of management to identify activities where the hazard of HAVS is a problem and include it in risk assessments. Ways to establish whether there is a problem and how to reduce it are as follows:

To identify the extent of the problem:

- (a) Identify the equipment that vibrates and find out about the levels of vibration – information should be available from suppliers/manufacturers (they have a duty to supply it). Staff are likely to have a subjective opinion from using the equipment.

Consider vibration monitoring (see below).

- (b) Rank equipment in terms of hazard contribution, i.e. the level of vibration and how much they are used.
- (c) Discuss with staff whether they have noticed any particular problems with certain types of equipment or individual machines.
- (d) Check the workload of individuals who use vibration tools and at least estimate the exposure they may be receiving.

To reduce the risk:

- (a) Check whether it is necessary to use the current types of tool or whether a task may be achieved a different way.
- (b) Minimise the need for operations and tools that expose workers to hazardous vibration.
- (c) Minimise the forces needed to control tools.
- (d) Consider the maintenance of the equipment and whether there is likely to be deterioration in anti-vibration mountings, etc. Ageing and/or poorly maintained equipment is likely to give worse levels of vibration.
- (e) Reduce exposure times, e.g. by breaking up activities to minimise prolonged exposure.
- (f) It is important that operators are able to maintain good blood circulation, gloves can be helpful although alone, they are not the solution to a vibration problem.
- (g) Heated handles, warm, weatherproof clothing, heating pads are amongst the other aids that can be considered.

Further suggestions on how risk reduction may be achieved are given in the publications listed at the end of this section.

7. VIBRATION MONITORING OF EXISTING EQUIPMENT

It is possible to monitor vibration levels of equipment. For reliable results, it is best for an external occupational health specialist to be employed to carry out the testing. Please contact the Safety Adviser for further information.

Guidelines measurements can be taken by hiring in monitoring equipment and taking advice from the Safety Adviser on its use. The use of the equipment is not particularly straightforward therefore the results should be taken as rough estimates only.

The results of monitoring can be compared with the manufacturer's information and this might show the effect of age or poor maintenance or that there is something wrong with a particular item of equipment.

The results can be used in conjunction with estimates of time spent using each type of tool. This will give an approximate exposure.

8. EQUIPMENT WITH HIGH LEVELS OF VIBRATION

If it is found that there are items of equipment with high vibration levels (greatly exceeding 2.5m/s^2), action is required to reduce this. The solution may be purchase of different/new equipment, improved maintenance/servicing, using the equipment for shorter periods of time and information to staff on how to minimise the risks.

Whenever new equipment is to be purchased, the supplier's vibration information should be checked in advance and every effort made to ensure that equipment with the lowest vibration levels and best protection is obtained. Any second-hand equipment should also be assessed before being put into use.

9. MAINTENANCE OF EQUIPMENT

In order to minimise the deterioration of equipment, items should be inspected and serviced on a regular basis. Advice from the suppliers/manufacturers should be taken into account. There may be certain routine checks that lead to early identification of problems or accessory replacements, in which case these should be carried out at a set frequency.

Individual users must be made aware that if at any point they feel a machine performance has deteriorated in terms of vibration, they must report it at the earliest opportunity so that further investigations can be made.

10. HEALTH SURVEILLANCE

If there is a significant risk of HAVS, i.e. an individual vibration exposure regularly exceeds 2.5m/s², then a health surveillance programme via an Occupational Health provider must be arranged. The aim of this is to identify at an early stage any member of staff who may be showing medical signs of developing HAVS. If at any time between the routine checks, a member of staff notices any of the signs of HAVS, they should report it to their line manager in order that referral to Occupation Health can be organised and investigation of the equipment carried out by the Safety Adviser.

11. TRAINING AND INFORMATION FOR THOSE AT RISK

Employees at risk of HAVS must be provided with adequate information. This should include the following:

- (a) Information on vibration levels relevant to the machinery they are to use, particularly identifying pieces of equipment that are known to have higher vibration levels.
- (b) To be aware of other factors that can increase the likelihood of HAVS such as low temperature.
- (c) Smoking.
- (d) Who to report problems to.

12. PUBLICATIONS

HSG175 (rev 2)	Control the risks from hand-arm vibration
L140	Hand-arm Vibration: Control of Vibration at Work Regulations 2005
INDG296 (rev1)	Hand-arm vibration: Advice for employees pocket card.

**REPORT OF EMPLOYEE / MEMBER OF THE PUBLIC ACCIDENT / VIOLENT
INCIDENT / NEAR MISS / STAFF ALERT NOTIFICATION**

A copy of this report must be sent to the WDC Safety Adviser in Environmental Health and a copy to the Insurance Officer in Finance, Riverside House, Milverton Hill, Leamington Spa CV32 5QW. Telephone: 01926 456734 Fax: 01926 456746

Persons Details: (Job Title and Department only applicable if person is WDC employee)

Name.....Job Title.....

Address.....

Department.....Date & Time of Incident.....

Date of Birth.....Male / Female

Details of Accident:

Date & Time of accident.....Location.....

Describe what happened as accurately as possible, giving details of work being carried out, machinery used or if any vehicles were involved. Or in the case of the injured person being a member of the public, what was the purpose of their visit?(use a separate sheet if required)

.....
.....
.....
.....
.....

Details of injuries sustained.....

GP or Hospital treatment required? YES/NO

GP / Hospital Name.....

Number of Days absent from work.....

If the accident is reportable to the HSE – as required by RIDDOR, please enter the HSE reference number here.....

Name & Address of any witnesses to the accident

1.
2.
3.

Details of Violent Incident: (Complete if applicable)

Type of Incident

Verbal Abuse Physical Assault Threat of Violence

Sexual Assault Aggressive Behaviour Aggressive Dog (s)

Other.....

Name & Address of Assailant.....

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

.....

Give a brief account of incident including the location

.....

.....

Were there any witnesses? YES NO

Name & Address of any witnesses to the violent incident

1.
2.
3.

Did the incident result in injury? YES NO

If yes, describe injury.....

(If injured, also complete 'Details of Accident' section)

To your knowledge had anyone involved recently consumed alcohol YES NO

If yes, please give details:

.....

.....

Please give details of any other relevant factors which may have contributed to the incident (e.g. behaviour of anyone involved, conditions, training given etc)

.....
.....

Details of Near Misses:

Incidents that did not result in personal injury whilst at work but were deemed to have the potential to if it were to happen again. Give details.

.....
.....
.....

Actions Required (Give details of any actions required to avoid a recurrence)

.....
.....
.....
.....

Notifying Relevant Manager's:

In the case of a violent incident, has the Staff Alert Project Team been informed?

YES NO If not, why not?.....

.....

We confirm that the above details are correct to the best of our knowledge

Signed.....Print.....
(Injured Employee)

Date.....

Signed.....Print.....
(Line Manager)

Date.....

Accident Investigation - to establish the cause(s) of an accident and to find ways to prevent reoccurrences, an Accident Investigation may be required. PLEASE CONTACT THE WDC SAFETY ADVISER AT RIVERSIDE HOUSE.

EMERGENCY EGRESS QUESTIONNAIRE FOR DISABLED PERSON

This questionnaire is intended to be completed by disabled persons to assist the development of a Personal Emergency Evacuation Plan. Please provide as much information to enable the Council to develop a suitable plan.

Once developed, the Plan will be the intended means of escape in the event of an emergency (including drills). If the practice drills identifies concerns in the implementation of the evacuation, then please contact the Health & Safety Officer for assistance in finding suitable solutions.

- 1. Why you should fill in the form

As your employer, Warwick District Council has a legal responsibility to protect you from fire risks and ensure your health and safety at work. The PEEP will be developed based on the information you provide.

- 2. What will happen when you have completed the form?

You will be provided with any additional information necessary about the emergency egress procedures in the building(s) you attend.

If you need assistance, the "Personal Emergency Evacuation Plan" will specify what type of assistance you need. There may be some buildings where safe evacuation cannot yet be provided without alterations to the building/structure. In these cases you will have to be patient whilst the solutions are considered and developed.

Name

Job Title

Department

Brief Description of Duties

LOCATION

1. Where are you based for most of the time?

Please name: the building, the floor and the room number.

2. Do you routinely use more than one location in this building?

YES NO

If you feel it is necessary please provide further details below. (Please list the buildings and floors you used in each building)

AWARENESS OF EMERGENCY EVACUATION PROCEDURES

3. Are you aware of the emergency evacuation procedures which operate in the building(s) you attend?

YES NO

4. Do you require written emergency evacuation procedures?

YES NO

- 4a Do you require written emergency procedures to be supported by BSL interpretation?

YES NO

4b Do you require the emergency evacuation procedures to be in Braille?

YES NO

4c Do you require the emergency evacuation procedure to be on tape?

YES NO

4d Do you require the emergency evacuation procedures to be in large print?

YES NO

5. Are the signs which mark emergency routes and exits clear enough?

YES NO

EMERGENCY ALARM

6. Can you hear the fire alarm(s) in your place(s) or work?

YES NO DON'T KNOW

7. Could you raise the alarm if you discovered a fire?

YES NO DON'T KNOW

ASSISTANCE

8. Do you need assistance to get out of your place of work in an emergency?

YES NO DON'T KNOW

If **NO** please go to Question 12

9. Is anyone designated to assist you to get out in an emergency?

YES NO DON'T KNOW

If **NO** please go to Question 11. If **YES** give name(s) and location(s)

10. Is the arrangement with your assistant(s) a formal arrangement?

(A formal arrangement is an arrangement specified for them by the Head of Department or written into their job description or by some other procedure.)

YES NO DON'T KNOW

10a Are you always in easy contact with those designated to help you?

YES NO DON'T KNOW

11. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you were located?

YES NO DON'T KNOW

GETTING OUT

12. Can you move quickly in the event of an emergency?

YES NO DON'T KNOW

13. Do you find stairs difficult to use?

YES NO DON'T KNOW

14. Are you a wheelchair user?

YES NO

Thank you for completing this questionnaire.

The information you have given us will help us to meet any needs for information or assistance you may have.

Please return the completed form to:

Safety Adviser

PERSONAL EMERGENCY EVACUATION PLAN FOR A DISABLED PERSON

To be completed by the Service Area Manager. **(May require to develop more than one plan for more than one building)**

Name _____

Department _____

Building _____

Floor _____

Room Number _____

AWARENESS OF PROCEDURE

The disable person is informed of a fire evacuation by:

Existing alarm system

Pager device

Visual alarm system

Other (please specify)

DESIGNATED ASSISTANCE

(The following people have been designated to give me assistance to get out of the building in an emergency).

Name _____

Contact details _____

Name _____

Contact details _____

Name _____

Contact details _____

METHODS OF ASSISTANCE:

(eg: Transfer procedures, methods of guidance, etc.)

EQUIPMENT PROVIDED (including means of communication):

EVACUATION PROCEDURE

(A step by step account beginning from the first alarm)

SAFE ROUTE(S)

COSHH ASSESSMENT

Process Name:.....

Substance used:.....

Staff using substance:.....

Other staff who may be exposed:.....

Properties of substance (e.g. Toxic, Irritant, etc).....

.....

.....

Any occupational exposure limit (e.g. OES or MEL):.....

Physical form of substance:

a) as supplied:.....

b) as used:.....

Quantity of substance used:.....

.....

Frequency.....

Duration.....

Description of process:.....

.....

.....

.....

.....

.....

Possible/Likely routes of exposure:

(Tick as appropriate)

Inhalation.....

Ingestion.....

Skin Contact.....

Eye Contact.....

(remember to consider any fumes, splashes or aerosols)

Existing controls (if any):.....

.....
.....

Results of any monitoring:.....

.....
.....
.....

e.g. Measurement of air borne concentrations – Medical Questionnaires (if applicable)

Are existing controls adequate? (do they prevent harmful exposure?):

.....
.....
.....

Are further control measures required?;.....

.....
.....

Options in order of priority to minimise risk:

2. Eliminate substance: use something else:.....

.....
.....
.....

3. Enclose or automate the process:.....

.....
.....
.....

- 4. Use of extraction ventilation (e.g. Where grasses, fumes or dusts are a risk
.....
.....
.....

- 5. Use the substance in a different physical form (e.g. liquid rather than gas or aerosol):.....
.....
.....
.....

- 6. Change the means of application or handling of the substance:.....
.....
.....
.....

- 7. Personal protective equipment should only be used as a last resort:
.....
.....
.....

ACTION TO BE TAKEN

.....
.....
.....
.....

Date action completed:.....

Assessment to be reviewed:
(Not more than 12 months from date of original assessment)

Further Reviews

Date:.....Reviewed by:.....

Still valid: **YES NO**

If assessment is no longer valid a fresh assessment is required.

HEALTH & SAFETY INDUCTION RECORD

SAFETY INDUCTION RECORD

To be given by the manager to all new starters, transferals or temporary employees on their first day. The completed form is to be completed and returned to HR to keep on file.

Name of new employee**Job Title**

Start / Transfer date**Department / Location**.....

1. **Health & Safety Zone (link on left hand side of Intranet home page)**
 - a) Location of Health & Safety Policy (to be issued and signed for at this induction)
 - b) How to access relevant Risk Assessments
 - c) How to access and use the Staff Alert List database (refer to guidance note)
 - d) How to access Procedures and Guidance documents

2. **Fire Safety / Evacuation Procedure (Refer to section 4.3 of Health & Safety Policy)**
 - (a) Procedure on discovering a fire (from posted Fire Orders)
 - (b) Procedure on hearing the alarm (from Evacuation Procedure)
 - (c) Walk round to show:
 - (i) Alternative means of escape
 - (ii) Location of break glass fire alarm points / means of raising alarm
 - (iii) Location of assembly points

3. **First Aid – (Refer to section 4. of Health & Safety Policy)**
 - a) Nearest First Aider: Name Location
 - b) Location of First Aid Boxes.....

4. **Accident Reporting (Refer to 4.1 of Health & Safety Policy)**
 - a) Location of accident book to be known and to be used for reporting all injuries sustained at work.
 - b) Injury reporting is the responsibility of the injured person.
 - c) Report all accidents resulting in injury, property damage or near misses to your immediate Supervisor.

5. Manual Handling (Refer to section 4.6.9 of Health & Safety Policy)

- a) The need to avoid manual handling if possible
- b) To assess the load to be moved
- c) The need to use mechanical assistance
- d) Changing system of work to reduce effort required
- e) Basic manual handling technique to be adopted

6. Display Screen Equipment (Refer to 4.6.14 of Health & Safety Policy)

- a) Applies to employees, who as a significant part of their normal work, use visual display screen equipment. If categorised as a 'user' will need to be assessed at their workstation, taking into account various elements including:
 - (i) The chair and persons posture
 - (ii) Position of Keyboard
 - (iii) Position and adjustability of the screen
 - (iv) Time spent at the workstation
 - (v) Working environment

7. General Housekeeping

- a) A successful approach to good housekeeping can be achieved by following these seven simple rules:
 - (i) IF YOU OPEN IT - CLOSE IT
 - (ii) IF YOU UNLOCK IT –LOCK IT
 - (iii) IF YOU BLOCK IT CLEAR IT
 - (iv) IF YOU BORROW IT – RETURN IT
 - (v) IF YOU MAKE A MESS – CLEAR IT UP
 - (vi) IF YOU USE IT- TAKE CARE OF IT
 - (vii) IF YOU SEE A HAZARD –REMOVE, REPAIR OR REPORT IT

8. Protective Clothing and Equipment (to be issued where appropriate)

Protection	Required Yes	Required No	Type Issued
EYES			
HEARING			
FOOTWEAR			
GLOVES			
HEAD PROTECTION			
HIS VIZ JACKET / VEST			
OTHER			

9. Control of Substances Hazardous to Health – (Refer to section 4.64 of Health & Safety Policy)

I confirm that the first day health & safety induction has been completed:

Line Manager (Print Name).....

Signature..... Date.....

I confirm that I have received the first day health & safety induction and have read and understand the information issued to me:

Employee (Print Name).....

Signature..... Date.....

Appendix 6

Pregnancy Risk Assessment Checklist

The workplace can present extra hazards to pregnant women, so use our checklist to help you identify them. It's divided into four sections, which look at physical and mental job demands as well as working conditions.

Carrying out a risk assessment on a pregnant worker is a legal requirement. So use this checklist to highlight any particular areas that this assessment with need to focus on.

1. Physical Job Demands	Yes	No
Does the work involve:		
• Lifting or pushing of heavy objects, e.g. lifting boxes?		
• Standing or squatting for long periods?		
• A lot of walking?		
• Working at height or climbing steep steps?		
• The need to access areas with limited space, e.g. store rooms?		
• Will any tasks become more hazardous due to the worker's changing shape and size		
• Does the role involve shift work?		
• If so, does it involve working at night or into the night?		
2. Mental Job Demands	Yes	No
• Does the job involve meeting challenging deadlines?		
• Does the role involve rapidly changing priorities and demands?		
• Does the role require a high degree of concentration?		
3. Working Conditions - General	Yes	No
• Does the work involve lone working or working in remote locations?		
• Does the role involve any home working?		
• Are toilet facilities easily accessible to a pregnant worker?		
• Is the worker able to take toilet breaks when necessary?		
• Can the worker take rest breaks when needed?		
• Can the worker control the pace of her work?		
• Are there any risks of violence at work?		
• Does any part of the job involve dealing with members of the public?		
• If so, does it involve dealing with distressed or disturbed people?		
Does the role involve:		
• Contact with young children or sick people?		
• Unpredictable working hours?		
• Dealing with emergencies?		
• Are there any obstacles in corridors or offices that could cause problems for pregnant women, e.g. in the event of a fire evacuation?		
• Is the workplace non-smoking?	•	•
• If not, is the worker separated from any designated smoking areas?	•	•
• Is there any other form of indoor air pollution, e.g. diesel fumes?	•	•

• Is the temperature in her working environment reasonable?	•	•
• Is there enough room for the worker to get in and out of her workstation?	•	•
• Will there be enough room as the pregnancy develops?	•	•
• Does the worker have an adjustable seat, e.g. with a backrest?	•	•
4. Specific Hazards	Yes	No
• Does any part of the job involve use of chemicals?	•	•
• If so, are there any risks to the worker whilst she is pregnant or nursing?	•	•
• Is there any exposure to vibration, e.g. through the use of handtools?	•	•
• Does the worker need to wear personal protective clothing?	•	•
• Is so, will this present a problem as the pregnancy develops?	•	•

Has the worker developed any physical symptoms affecting her ability to work in any way? If yes, give details:

5. Please list risk control measures to be implemented as a result of assessment:-

This checklist has been completed to the best of my knowledge

Signed.....

Dated.....

Note: This checklist is to be retained on file for at least three years.

NOTICE TO ALL STAFF

BOMB THREAT PROCEDURE

BOMB THREATS RECEIVED BY TELEPHONE

Any member of staff who receives a bomb threat or warning via the telephone must try to remain calm and obtain as much information as possible from the caller. The caller may ring off immediately after giving the message, but whoever takes the call should nevertheless try to get a response to the following questions and write down the answers:

- (a) Where is the bomb?
- (b) What time will it go off?
- (c) When was it placed?
- (d) Why was it placed?
- (e) What does it look like?
- (f) What kind of bomb is it?
- (g) What will cause it to explode?
- (h) Did you place the bomb?
- (i) Why?

The person receiving the call should also try to assess the following:-

The Caller – was it a man, woman or child?

The speech - was it intoxicated, rambling or irrational?

- had it a distinctive accent?

Was the caller laughing?

Were there any background noises such as trains, aeroplane or music etc?

.....

ABOUT THE CALLER

Male?..... Female?

Nationality? Age?

THREAT LANGUAGE

Did the caller appear to be reading the message?

Was the caller:

Well-spoken Irrational Taped

Foul Incoherent

CALLER'S VOICE

Calm Crying Nasal Clearing throat Angry Slurred

Excited Stutter Disguised Slow Lisp Accent

Rapid Deep Familiar Hoarse Laughing

If the voice sounded familiar, who did it sound like?.....

What accent?

THE MESSAGE

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

AssessNET Risk Assessment Form

Assessor _____

For use with www.assessnet.co.uk**Assessment Review Details**

Assigned Reviewer		Assigned Review Date	/ /
-------------------	--	----------------------	-----

General Assessment Details

Assessment Date	/ /	Company	
Assessment Time	:	Location	
Internal Reference		Department	
Assessment Title			
Description Of Work Area And / Or Process Activity			

Note: Try to describe as much as possible about usage, surrounding environment, weather etc.

Persons Affected

Cleaners		Contractors		Employees	
Engineers		Lone Workers		Machine Operators	
Maintenance Staff		Members of the public		Office Staff	
Outdoor Workers		Patient		Pregnant Women	
Production		Pupil / Student		Staff	
Staff with Disabilities		Resident / Tenant		Trainees / Young Person's	
Visitors		Volunteers		Warehouse Operators	
Other					

Note: Please enter the number of people affected for each type.

Hazard Categories

1	Access/Egress	2	Adverse Weather	3	Animal	4	Biological	5	Collapse of Structure
6	Compressed Air	7	Confined Spaces	8	Drowning / Asphyxiation	9	DSE / VDU Usage	10	Electricity
11	Energy Release	12	Environmental	13	Ergonomics	14	Excavation	15	Explosion
16	Fall of Object from Height	17	Fall of Person from Height	18	Fire Safety	19	Food Hygiene	20	Gas
21	Hazardous Substances	22	House Keeping	23	Human Factors	24	Lifting Equipment	25	Lighting
26	Machinery	27	Manual Handling	28	Noise	29	Pressure	30	Radiation
31	Sharp Objects	32	Slip / Trip / Fall	33	Storage	34	Stress	35	Temperature Extremes
36	Vehicles	37	Ventilation	38	Vibration	39	Violence to Staff	40	Work Equipment
41	Lone Working	42	Other (specify)						

Additional Hazards Form

Appendix 9

Hazard No.		Score				Score if implemented					
Description Of Hazard		Existing Control Measure(s)		Likelihood of harm	Severity of harm		Additional Control Measure(s)		Likelihood of harm	Severity of harm	
				Rare	Minor			Rare	Minor		
				Unlikely	Moderate			Unlikely	Moderate		
				Possible	Significant			Possible	Significant		
				Likely	Serious			Likely	Serious		
				Almost Certain	Major			Almost Certain	Major		
						Actioned To:					
						Due Date:					

Stress Management: Guidance for Staff – Self Help Tips

Following are twelve 'Self Help Tips' that could help staff alleviate the negative side of stress:

- Firstly identify the problem / problems.
- Take some time to think up a few solutions.
- Only tackle things you can change, those you cannot are someone else's problem.
- If possible, talk to colleagues. They too may have ideas.
- Talk to managers/supervisors about concerns and see if help or advice can be given or extra training for staff groups.
- Let managers know if jobs are:- overloaded - having too much to do, not enough time etc, or under loaded - not enough to do, repetitive etc.
- Voice any fears about job security, changes in job structures etc. with managers/supervisors.
- Prioritise your workload. Deal with the high priority jobs first no matter how unattractive. Completing them will create a great sense of achievement and boost your morale.
- Match your workload and pace to your abilities and training. Do not be afraid to delegate or ask for help.
- Try not to express or experience anger. If this emotion comes to the fore, take a deep breath, "stand back" in your minds eye (in other words count to ten) before reacting.
- Try to maintain a sense of humour and keep things in perspective. There may be outside personal pressures to add to those at work. Developing a personal action plan to tackle both issues could be very beneficial.
- Consider other sources of help available in the Council if the sense of stress is prolonged.

Checklist for Stress Risk Assessment - Step 1 - Identify Hazards

A stress hazard is anything, which has the potential to cause harm. The HSE has identified six key aspects of work which when not managed effectively could cause an employee to suffer from work-related stress.

- 1) Work through the list and identify items which may present a stress hazard for your team. In order to identify the less obvious hazards also consider:
 - make a list of key tasks / output or the workflow carried out by the team and consider each element against the issues below.
 - look at any existing data sources e.g. - staff /attitude survey results, feedback from team meetings, 1-to-1's, appraisals, return-to-work or exit interviews, changes in performance/ productivity/ turnover measures?
- 2) If you identify a hazard not on the list just add it at the bottom, all workplaces are different. It does not matter if you are unsure which category a stress hazard belongs to; the important thing is that a hazard is identified and effectively dealt with.
- 3) For every potential stress hazard provide as much detail as possible, this will help to ensure a suitable solution is found.
- 4) Ensure all those affected by the assessment have ample opportunity to review or add to the list. Then transfer the list into column 1 of the Stress Risk Assessment proforma.

DEMANDS - this category considers factors such as quantity + quality of workload and working environment. The HSE Management Standards state that employees should be able to cope with the demands of their job. Are any of the following issues in your team?	Tick if issue	CONTROL - this category considers how much input and autonomy the person has in the way they do their work. The HSE Management Standards state that employees should have a say about the way they do their work. Are any of the following issues in your team?	Tick if issue
1. Work overload / unrealistic deadlines/ conflicting priorities		1. Unable to influence pace of work (there may be roles where this is not possible).	
2. Demands are not matched to hours of work		2. Unable to choose when breaks can be taken (there may be roles where this is not possible).	

3. Work is too challenging or dull and repetitive		3. Excessive / unnecessary monitoring.	
4. Skills /abilities are not matched to the demands of the job		4. No input to work processes / methodology/ approach.	
5. Culture of long working hours		5. Not encouraged to use imitative or develop skills + abilities.	
6. Lack of equipment to meet the demands of the job			
7. There are concerns about the working environment			

Relationships - this category considers relationships with peers, superiors + clients / customers. The HSE Management Standards state that employees should not be subjected to unacceptable behaviours e.g. bullying at work. Are any of the following issues in your team?	Tick if issue	SUPPORT & TRAINING - this category considers the availability of training and support. The HSE Management Standards state that employees should receive adequate information and support from their colleagues and superiors. Are any of the following issues in your team?	Tick if issue
1. Culture of favouritism / discrimination / harassment.		1. There is a culture of blame.	
2. Work information is not readily shared within the team.		2. Lack of regular management feedback.	

3.	Lack of co-operation / support within the team.		3.	Unsure about how to access more support or training to develop skills and capabilities to do the job.	
4.	Insufficient management support / encouragement.		4.	Unsure how to access resources required to do the job.	
5.	Conflict / aggression with clients / customers / members of public.		5.	Individual differences are not recognised or taken into account.	

ROLE - this category considers factors such as role clarity and purpose. The HSE Management Standards state that employees should understand their role and responsibilities. Are any of the following issues in your team?		Tick if issue	CHANGE - this category considers how change is managed and communicated. The HSE Management Standards state that employees should be engaged frequently in change. Are any of the following issues in your team?		Tick if issue
2.	Work objectives and responsibilities are unclear or unspecified.		1.	Insufficient timely information communicating change objectives and process.	
3.	There is conflict within the role (this may occur where there is a split roles or more several bosses).		2.	Insufficient consultation / opportunities to influence change proposals affecting their jobs.	
3.	The contribution of the role to the team or organisation is unclear.		3.	Insufficient training to support any changes in jobs.	
			4.	Lack of relevant support during periods of change.	

Framework for Dealing with Individuals Affected by Stress

When you become aware that an individual employee is suffering from stress-related illness due to work or home issues, use the following structured approach. The purpose of this framework is to ensure a comprehensive approach, which provides support to the individual affected and complies with the H+S guidance and best practice in stress management.

	Action	Date Actioned	Comment
1	File note when and how became aware of situation		
2	Advise HR + HS		
3	<p>Meet with individual, in appropriate environment, to offer support + identify cause of current problem.</p> <p>a) For work issues. Use Identifying Hazards Checklist (from Step 1 Stress Risk Assessment process) collect as much detail as possible, but remain sensitive to individual emotional state. Assess which Hazards have greatest impact.</p> <p>b) For home issues. Gain an overview, but do not press for details. Reassurance of confidentiality. Offer to tell others on their behalf if appropriate.</p>		
4	<p>As far as possible your intention should be to maintain the individual within the role by introducing support / adjustments/ modifications.</p> <p>However on the basis of medical advice, the nature of the work or individual vulnerabilities sometimes it may be advisable to remove the individual from the role (at least temporarily).</p>		

	Action	Date Actioned	Comment
5	Generate 'good' practical actions, which will make a difference. Consider: <ul style="list-style-type: none"> • Ask the individual what they believe would help. • Review Management Standards for the appropriate hazard. • Reducing / reprioritising workload. • Altering working pattern. • Change work environment. <p>NOTE: only offer support / solutions you are able to access, allow time to consider other options before committing.</p>		
6	Offer practical support: <ul style="list-style-type: none"> • Access to counselling • Refer to GP • Stress Management training • On-going accessibility 		
7	Agree a plan of action with individual concerned. Identify how you will monitor the efficacy of the plan consider reduction in sickness absence, feedback from individual and others, working hours etc. <p>Agree review date and enter in diary.</p>		
8	Ensure the risk assessment for this role is up to date / reviewed.		
9	Consider impact for team / other similar roles.		
10	Update HR / H+S on agreed actions.		
11	Progress review: <ul style="list-style-type: none"> • Have all reasonably practicable measures been taken? • Are the measures effective? • Is individual still considered to be 'at risk'? • Consider individual capability issues and potential redeployment / termination of employment. 		
12	Update file note.		

Quarterly Health & Safety Inspection Checklist

Premises / Area Inspected.....

Date of Last Safety Inspection.....

Person Inspecting.....Date.....

Name of Service Area Manager.....

GENERAL		YES	NO	NA
1	Has all outstanding work from the previous inspection been actioned? If not why not?			
2	Are all Health & Safety notices prominently displayed and in good order? (Health & Safety Law Poster, Fire, First Aid and No Smoking notices)			
3	Have all entries in the Accident Book been reported by way of the WDC Accident Report form?			
4	Have all new employees (temporary and WDC) received At least the First Day Health & Safety Induction – records held?			
5	Are employees are aware of the intranet’s Health & Safety Zone and its contents (i.e. H & S Policy, Staff Alert List, Risk Assessments and Procedures & Guidance)			
6	Are arrangements in place to monitor the whereabouts and safety of Lone Workers, e.g. wipe clean board, staff tracking sheets, via electronic diary and Tunstall Lone Worker mobile phone system where appropriate?			
FIRE SAFETY / EMERGENCY PROCEDURES				
7	Are all fire exits clearly identified, easily openable during working hours and free from obstruction?			
8	Has a fire drill been carried out in the last 6 months?			
9	Has Fire Warden been appointed for the service area?			
10	Are all fire extinguishers mounted correctly, i.e. either on a wall or stands with appropriate signs displayed?			
11	Have fire extinguishers been inspected within the last 12months.			
12	Are First Aid arrangements satisfactory? (adequate numbers of first aiders, First Aider names displayed, fully stocked and in date first aid kits?)			
13	Are employees aware of the accident reporting procedures and are they being followed?			

HOUSEKEEPING – GENERAL				
14	Are the following areas well maintained, clear from clutter and other tripping hazards? <ul style="list-style-type: none"> • Offices • Walkways / Corridors • Toilets and Washing Facilities • Kitchen and Canteen facilities 			
ELECTRICAL SAFETY				
15	Are all cables, plugs and sockets in good condition? (i.e. not overloaded, frayed or broken)			
16	Are all extension leads positioned so they are free from risk of being damaged (not trailing unprotected along the floor)?			
17	Has all electrical equipment received Portable Appliance Tests – e.g. portable equipment 1 year and static office equipment up to 5 year intervals, with stickers show test date & next due date?			
WELFARE FACILITIES		YES	NO	NA
18	Are washing, drinking and toilet facilities adequate, clean and in good order?			
19	Is the place of work safe and without risk to health? (i.e. 11m ³ space per employee, tripping hazards, suitable floor covering, lighting, clear access & egress to workstations & equipment?)			
20	Is the general environment satisfactory? (cleanliness, tidiness, sufficient light, temperatures, adequate ventilation)?			
PERSONAL PROTECTIVE EQUIPMENT				
21	Has all the necessary PPE been provided where applicable?			
22	Is PPE checked periodically to ensure that is in good condition?			
HAZARDOUS CHEMICALS				
23	Are chemicals stored in secure locations, appropriately labelled with data sheets available? (kitchens, cleaners cupboards etc)?			
EQUIPMENT SAFETY				
24	Is furniture (desks and chairs etc) in good working order and fit for purpose / if not taken out of use and marked 'do not use' (broken drawers, missing arms, lack of adjustability)			
WORKSTATIONS				
25	Have all employees who use their PC's for a significant part of their working day received a 'Workstation Assessment' – this looks at issues including: persons chair, posture, working environment and computer screen adjustability			

Inspection carried out by..... Date..... Sheet No.....

	Location	Inspection Date	Action Required	Priority H/M/L	Planned Action Date	Responsibility	Completed Date
eg	Riverside House – Reception	01/05/07	Remove boxes blocking fire exit	H	IMMEDIATE	A. N. Other	02/05/07
1							
2							
3							
4							
5							
6							
7							
8							

Note: guidance for completing action sheet

Prioritising Findings

High: Hazards identified that are likely to lead to death or serious injury or possible wider implications

Medium: Hazards identified which are likely to lead to moderate / minor injuries / reportable injury – more than 3 days off work

Low: Hazards unlikely to cause harm or very minor injuries, such as cuts and grazes

Examples

High – Exposed electrical wires / Blocked Fire Exit

Medium – Broken Chair / high & awkward storage

Low – Rough / Abrasive Surfaces

WARWICK DISTRICT COUNCIL

Manual Handling Assessment Form

Location:

Assessed By:

Description: **Date:**

1. THE TASK – DOES THE TASK INVOLVE

	Yes	No	Comments
a. Holding at a distance from the trunk?			
b. Twisting the trunk?			
c. Poor posture, such as stooping?			
d. Excessive lifting or lowering?			
e. Carrying excessive distances?			
f. Excessive pushing or pulling?			
g. A risk of sudden movement?			
h. Frequent or prolonged physical effort?			
i. Insufficient rest or recovery?			
j. Handling while seated?			
k. Handling by a team of 2 or more?			

2. THE LOAD – IS THE LOAD:

a. Heavy?			
b. Bulky or unwieldy?			
c. Difficult to grasp?			
d. Unstable or are its contents likely to shift?			
e. Sharp, hot or otherwise potentially damaging?			

3. THE WORKING ENVIRONMENT. ARE THERE:

a. Space constraints preventing good posture?			
b. Uneven, slippery or unstable floors?			
c. Variations in the level of floors or working surfaces			

d. Extremes of temperature, humidity or air movement?			
e. Poor Lighting conditions?			
4. INDIVIDUAL CAPABILITY. DOES THE TASK:			
a. Require unusual strength, height etc?			
b. Put at risk those who are pregnant or have a health problem?			
c. Require special knowledge or training for its safe performance?			

Recommended Corrective Actions – as a result of assessment

LONE WORKING / VISITS OUT OF THE OFFICE

STAFF TRACKING PROCEDURE

Introduction

Lone Workers are defined by the HSE as 'those who work by themselves without close or direct supervision'. They are also described in other recognised safety publications as 'Workers whose activities involve a large percentage of their working time operating in situations without the benefit of interaction with other workers or without supervision'.

Regardless of the reasons for lone working or conducting visits outside of the office, steps must be taken by Service Area Managers and Team Leaders to ensure that related hazards are eliminated, or if this is not practicable, minimised. Lone Working and hazards involving out of the office visits are to be identified through risk assessment.

NOTE:

This procedure does not replace the need for employees to risk assess visits before they take place or for Lone Workers to undertake 'dynamic' risk assessments i.e. making judgments on the spot, such as 'this client makes me feel uncomfortable – I am not going to go into their home'

Objective

To ensure that all Warwick District Council managers and other employees have the required information to enable them to control the health & safety of lone workers and those that conduct visits out of the office. The objective is to also make employees aware of the procedures to be followed in these working situations.

Scope

This procedure applies to all Warwick District Council personnel associated with lone working and other out of the office activities. Councillors should have regard to the principles set out and apply them where practical to their situation.

Reference Material

- The Management of Health & Safety at Work Regulations.
- Working Alone in Safety – Controlling the Risks of Solitary Work (HSE).
- Preventing & Dealing with Conflict & Aggression – A Guide for Council Employees.
- The Suzy Lamplugh Trust.
- Working Alone (Unison).
- Warwick District Council Health & Safety Policy (section 4.6.11).

PROCEDURE TO BE FOLLOWED BEFORE COMMENCING LONE WORKING OR VISITS OUT OF THE OFFICE:-

NOTE:

A Tunstall Lone Worker Manager software that works in conjunction with existing mobile phones is available for use by employees that undertake lone working and out of hours working. Due to the nature of out of hours working, e.g. potential lack of assistance from work colleagues, the Tunstall system must be used for all out of hour's visits where lone working is undertaken. Working 'out of hours' should be classed as after 5.15pm until 8.45am and all hours Saturday and Sunday. Where out of hours working is undertaken, nominated persons must be named and remain contactable to act as an emergency contacts – as noted in point 10.

As described below, The Tunstall system must be used out of hours and in other lone working situations that pose a risk to the employee's safety- to give information on employees' whereabouts and expected time of task completion. However, below are examples of situations where it may not be necessary to use the Tunstall system (it must be noted however, that systems shown in point 5 must be used for all out of office visits):

- When visiting other council offices and centres where employees or members are working.
 - When attending training courses with a known course provider.
 - When visiting in pairs during normal work hours (although advisable for one officer to log visit details into system).
 - When working alone in remote but low risk council locations (e.g. control centres, crematorium, sheltered homes).
1. Use the Staff Alert List where appropriate. See separate guidance on this.
 2. Staff, before leaving the office on any visit must log that they will be out of the office and give an expected return time. This is standard practice for fire safety and emergency response purposes.
 3. For visits which potentially pose an unknown risk, details of person/location visited, purpose of visit, date, time of leaving the office and expected time of return, must be noted. For added protection, this can be achieved by using the Tunstall Lone Worker Manager software that works in conjunction with employees existing mobile phones (The Tunstall system must be used during out of office hours). For visits to low risk eg known locations, other local authority buildings etc it will be appropriate merely to note basic information as in section 2.
 4. To ensure its effectiveness, the Tunstall Lone Worker system, must be used before commencing out of the office visits that pose significant risk. Below is a step by step method to be used:

- The visiting officer must firstly key in their designated PIN number into their mobile phone.
 - The employee must then leave a voice message with the automated Tunstall system giving their intended visit address or addresses where more than one location in close proximity to each other are to be visited
 - The estimated duration of visit(s) is then to be keyed into the mobile phone.
5. For out of the office situations that pose low risk, the required information can be logged by an appropriate means, e.g. on a wipe clean board, staff tracking sheet or by electronic diary. Whatever system is used, it must contain the information in point 2 and 3 as appropriate and stand up to periodic Health & Safety Audits.
 6. The person(s) conducting the visit out of the office must ensure that they take their mobile phones with them as a means of remote contact (making sure that the phone is switched on, is working properly and is fully charged prior to leaving the building) and that the phone number is known to fellow employee(s) who are tasked with tracking their movements.
 7. If the employee is logged out using the system described in paragraph 5, if a visit is taking longer than expected, the employee(s) must telephone their Line Manager, or nominated person, to advise of a revised completion time. This should be noted on the tracking system.
 - 7.1 If the employee is using the Tunstall Lone Worker system, they must log into the system (as noted in point 4). If the visit is taking longer than expected the employee must key in a revised finishing time.
 8. If the lone / out of the office worker is expected to finish work after their last visit, they should report in when they have finished.
 9. If the expected finish time is later than the switchboard closedown or if the employee is working out of normal hours, (in situations they perceive as significant risk) the lone / out of the office worker must use the Tunstall system as described in point 4.
 10. If the employee(s) conducting the off site visit (who has logged out using the system described in point 5) has not contacted their Line Manager, or nominated person, within 30 minutes of expected time of return, the Line Manager, or nominated person, must telephone the employee(s) to determine that they are safe. Arrangements must be in place within the Team to ensure that there is always a nominated person who can cover all of the time that the person is out of the office (including out of hours situations). If the Line Manager's or nominated person's attempts to contact the employee have failed, they are to follow instructions laid down in para 10.5.
 - 10.1 If the employee using the Tunstall system has not verified that they have completed the visit by cancelling their entry, the automated function of the system will ring the lone / out of the office worker's mobile phone 3 times.

- 10.2 If after these 3 rings, the lone / out of the office worker has not answered their mobile phone, the Tunstall system will alert a controller on duty at Acorn Court.
- 10.3 The Acorn Court controller will then physically telephone the lone / out of office worker (who is logged into the Tunstall system) in an attempt to make contact.
- 10.4 If the lone / out of office worker does not respond to the above call from Acorn Court, the controller there will telephone the employee's line manager or nominated persons.
- 10.5 Should the Line Manager and nominated person be unavailable, the Acorn Court controller will attempt to contact a 3rd nominated employee. In the event of all being unavailable, the Acorn Court controller will contact the employee's home, if this is unsuccessful, they would have no alternative but to contact the police.
- 10.6 If there is no response to the attempted contact (as per 10.4), the contacted line manager or nominated persons, will try to ascertain the visiting officer's location by reference to the Staff Tracking system or Acorn Court controller. If safe to do so, a nominated officer will then be sent to locate them.
At an appropriate stage (dependent on circumstances and requirements of individual Service Areas method statements) before contacting the emergency services, the visiting officer's home should be contacted.

RECORD OF ISSUE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

EMPLOYEE:**JOB TITLE:**

RECEIPT FOR SAFETY HELMET

I acknowledge receipt of a safety helmet and understand that I must wear it in all areas designated at the place of work as "HARD HAT AREAS".

Furthermore, I understand that failure to wear my helmet in designated areas could result in disciplinary procedures being taken and may lead to prosecution by a HSE Inspector under Section 7 of the Health and Safety at Work Act.

SIGNATURE: DATE:

RECEIPT FOR EYE PROTECTION

I acknowledge receipt of Eye Protection provided for my personal use on site or for work duties that carry with them risks of eye issue.

Furthermore, I understand that I must, by law, wear them when working on processes specified in the Personal Protective Equipment at Work Regulations.

SIGNATURE: DATE:

RECEIPT FOR SAFETY FOOTWEAR

I acknowledge receipt of safety footwear purchased on my behalf. I understand that I must wear safety footwear at all times during working hours.

SIGNATURE: DATE:

RECEIPT FOR ISSUE OF EAR DEFENDERS

I acknowledge receipt of Ear Defenders provided for my personal use. Furthermore, I understand that I must use them when exposed to noise levels as stated in the Noise at Work Regulations.

SIGNATURE: DATE:

RECEIPT FOR OVERALLS/DUSTCOAT

I acknowledge receipt of overalls/dustcoats purchased on my behalf. I understand that I must wear them during working hours.

SIGNATURE: DATE:

RECEIPT FOR ISSUE OF OTHER PERSONAL PROTECTIVE EQUIPMENT

Item:

Item:

Item:

SIGNATURE:DATE:

I understand that: -

PPE is to be returned after use to a suitable storage space.

I will report to my Line Manager any loss or defects in my PPE.

I shall maintain any PPE issued to me in a clean and efficient state, in efficient working order and in good repair.

PPE issued to me remains the property of the Council and must be returned to the Council if I should leave.

Signature of Employee:

Signature of Depot Manager:

Date:

PERSONAL PROTECTIVE EQUIPMENT MAINTENANCE CHECK REGISTER

(To be completed on a 6 monthly basis)

EMPLOYEE..... JOB TITLE.....

EQUIPMENT ISSUED	INSP. DATE	INSP. DATE	INSP. DATE	INSP. DATE	INSP. DATE	INSP. DATE	INSP. DATE	INSP. DATE	INSP. DATE	INSP. DATE
1. Safety Helmet										
2. Eye Protection										
3. Safety Footwear										
4. Ear Defenders										
5. Overalls										
6. Gloves										
7.										
8.										
9.										
10.										
Line Manager's Initials										

MANAGER'S COMMENTS.....

.....

