

Borough Council of
**King's Lynn &
West Norfolk**



HEALTH, SAFETY & WELFARE GENERAL POLICY

April 2018

SECTION 1

STATEMENT OF GENERAL HEALTH, SAFETY AND WELFARE POLICY

1 GENERAL STATEMENT

- 1.1 The Borough Council of King's Lynn and West Norfolk recognises and accepts its responsibility as an employer to ensure the health safety and welfare at work of all our employees.
- 1.2 The Council further recognises its responsibility to consider the Health and Safety of non employees either attending our premises or otherwise affected by our undertaking.
- 1.3 The Council will endeavour to meet this responsibility, so far as is reasonably practical, paying particular attention to: -
- (a) Plant, equipment and systems of work that is safe and without risks to health.
 - (b) Arrangements for the use, handling or storage of articles or substances in a manner which is safe and without risks to health.
 - (c) Sufficient information, instruction, training and supervision to ensure the health and safety at work of our employees and to enable all employees to contribute positively to their own safety and health at work.
 - (d) A place of work which is maintained in such a condition to be safe and without risks to health including with safe access and egress to and from it.
 - (e) A working environment that is safe and without risks to health including adequate provision of welfare facilities.
- 1.4 Without detracting from the primary responsibility of managers and supervisors for ensuring safe conditions of work, the Council will provide competent technical advice on Health, Safety and Welfare matters to support line management in its task.
- 1.5 Consultation with employees will be an essential aspect in the effective implementation of this policy. To achieve this, the Council will support the appointment of both trade union and non-trade union safety representatives.
- 1.6 This policy will be reviewed annually and its implementation externally audited to ensure that all service areas are audited within a three year cycle.

Signed

Position: Chief Executive

Name: R Harding

Date:

CONTENTS

PAGE NO

Section 1	
Statement of Policy.....	1
Contents	2
Section 2	
Organisation and Responsibilities.....	3 - 8
Section 3	
Arrangements	
3.1 Risk Assessment.....	9
3.2 Safety Training	10
3.3 Safety and Mandatory Inspections	12
3.4 Safety Representatives	12
3.5 Consultation Procedures.....	13
3.6 Reporting and Investigation on Accidents and Dangerous Occurrences	14
3.7 First Aid Arrangements.....	17
3.8 Fire Precautions.....	20
3.9 Hazardous Substances.....	23
3.10 Health and Safety Information to Employee Regulations.....	25
3.11 Electricity at Work Regulations.....	25
3.12 Manual Handling	26
3.13 Health and Safety Display Screen Regulations.....	27
3.14 Noise at Work Regulations.....	28
3.15 Personal Protective Equipment Regulations.....	29
3.16 Working at Height.....	29
3.17 Violence and Aggression Procedures.....	30
3.18 Lone Working	30
3.19 Home Working	31
3.20 Asbestos.....	31
3.21 Lifting Equipment.....	32
3.22 Pressure Vessels.....	32
3.23 Maintenance of Work Equipment.....	32
3.24 Managing Contractors	33
3.25 Construction Design and Management Regulations.....	34
3.26 Hypodermic Risks.....	34
3.27 Control of Vibration at Work Regulations.....	35
3.28 Sun Care Procedures.....	35
3.29 Stress in the Workplace.....	36
3.30 Legionnaires Disease.....	36
3.31 Driving at Work	36
3.32 Water Safety	38
3.33 Playgrounds	38
3.34 Waste and Recycling Management	38
3.35 Weil's Disease	39
3.36 Welfare.....	40
3.37 Smoking Policy.....	41
3.38 HIV/Aids in the Workplace.....	41
3.39 Event Safety management	43
Appendix 'A' - Codes of Practice	44
Appendix 'B' – Mandatory Inspection Requirements.....	45

SECTION 2

ORGANISATION AND RESPONSIBILITIES

2.0 INTRODUCTION

2.1 The management of the Borough Council of King's Lynn and West Norfolk is structured on a management team consisting of four Executive Directors reporting to the Chief Executive who has ultimate responsibility for the health, safety and welfare of employees whilst at work, and where relevant, members of the public and others who may visit, use or share Council facilities or be otherwise affected by our undertaking.

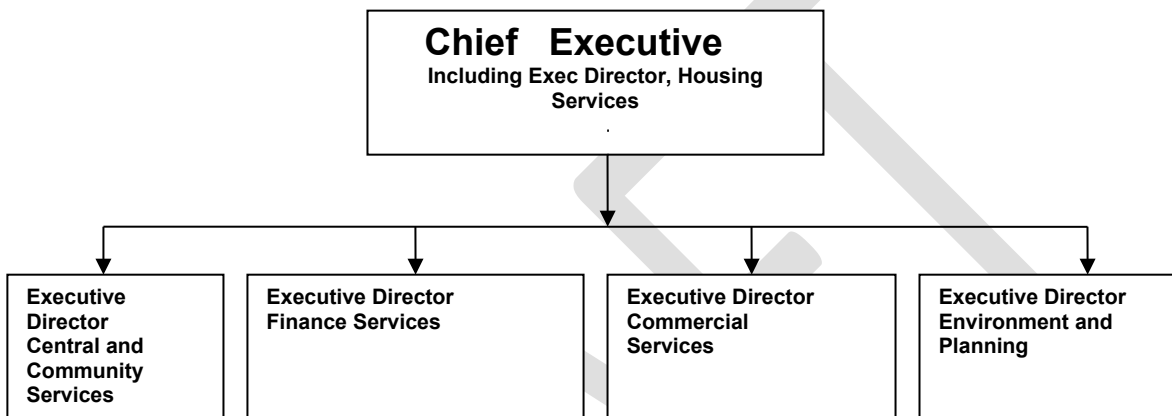


Fig 1 - Organisational Chart

2.2 ORGANISATIONAL RESPONSIBILITIES

<http://www.hse.gov.uk/pubns/indg417.pdf> - Guidance

Corporate Manslaughter and Corporate Homicide Act 2007 (CMCH)

The ethos of this Act is to emphasise the importance of the management of health and safety by senior management in compliance with existing health and safety legislation and guidance. In effect compliance with the procedures set out in this policy will form the main defence to any charge brought under the Act.

An organisation will be guilty of the offence of corporate manslaughter if the way in which its activities are managed or organised by its “senior managers” causes a person’s death and amounts to a gross breach of a relevant duty of care owed by the organisation to the deceased. A senior manager in this respect is a person in the organisation who:

“Plays a significant role in the making of decisions about how the whole or substantial part of its activities is to be managed or organised. In addition to Executive Directors this may cover those who play a significant role in management responsibilities for setting and monitoring workplace practices e.g. operational managers alongside strategic decision makers”

A duty of care can arise from the organisations role as an employer, occupier, supplier of goods or services, constructor or maintainer, or keeper of any plant, vehicle or other thing.

Within the Borough Council of Kings Lynn & West Norfolk, the Chief Executive and the Executive Directors are automatically classed as Senior Managers for the purpose of CMCH. In turn they will when allocating responsibilities in procedures manuals define what posts will be designated as “Senior Management” in respect of health and safety management. See section 2.2.4. (c) below.

2.2.1 Chief Executive

The Chief Executive has overall responsibility for the implementation of this policy. He will ensure that adequate resources are made available and that managers and employees are adequately trained to put the policy into effect. He will further ensure that managers have access to professional advice on matters relating to health, safety and welfare. Apart from his own service area responsibilities the Chief Executive delegates the performance of the policy, to his Executive Directors. Due to the varying complexities of the Council's operations, the Executive Directors are further tasked by the Chief Executive to address the aspects of the policy relative to their service by developing and maintaining procedures manuals for their service areas. Procedure manuals will demonstrate how Executive Directors are complying with their duties under the corporate policy. In relation to his own service area the Chief Executive will also have responsibility as an Executive Director as at 2.2.4 below.

2.2.2 Deputy Chief Executive

Where a Deputy Chief Executive is on the establishment, they will in the Chief Executive's absence assume the Chief Executive's responsibilities in respect of health and safety matters.

2.2.3 Executive Director Commercial Services.

The Executive Director Commercial Services will act as the management team representative for health and safety. As such he will actively promote and progress corporate health and safety issues and actions at management team level. He will also represent the management team at the Joint Safety and Welfare Committee.

2.2.4 Executive Directors

- (a) Executive Directors are responsible to the Chief Executive for the successful implementation of the policy within their service area.
- (b) They must prepare and maintain a procedures manual that sets out organisational responsibilities and procedures for the managing of health and safety in compliance with the corporate policy within their service area.
- (c) In allocating responsibilities in procedures manuals Executive Directors must define what posts will be designated as “Senior Management” in

respect of health and safety management. Any officer defined as having this level of responsibility should be informed of this in writing.

- (d) They must ensure that their line managers and supervisors are adequately trained and resourced to enable them to implement their service procedures.
- (e) They must, in so far as is reasonable practicable, ensure that working conditions within their area of responsibility are safe, free from risk and are properly supervised.
- (f) They must ensure that risk assessments are completed for all their service activities and are reviewed at regular intervals to ensure such assessments remain current.
- (g) They must ensure that procedures are in place to achieve compliance with the corporate driving at work procedures in respect of works vehicles and plant, lease car, essential users and casual drivers.
- (h) They must ensure that when appointing independent contractors the Contractors are competent in respect of health and safety to undertake the work required and that they are, where appropriate, adequately supervised.
- (i) Service procedure manuals should determine the frequency of formal inspections of work areas and responsibilities for carrying out these inspections. Such inspections should be carried out at a minimum six monthly.

2.2.5 Line Managers

Line managers are responsible to their Executive Director for: -

- (a) The organisation and supervision for the areas and operations delegated to their control.
- (b) Ensuring that risk assessments are completed for their area of responsibility and made available to their staff.
- (c) Ensuring that supervisors under their control are adequately trained and have a sufficient knowledge of health and safety legislation to carry out their duties.
- (d) The issuing of clear instructions to supervisors regarding their responsibilities for maintaining safe working practices within their sphere of operations.
- (e) Ensuring that appropriate and sufficient personal protective equipment and safety equipment is available for employees.
- (f) Ensuring that where applicable statutory inspections of equipment are carried out at the correct intervals and prescribed records are maintained.
- (g) Ensuring that statutory forms and posters are displayed where required.

(Section, 3.7.10, 3.8.11 & 3.10.2 refer)

- (h) Ensuring that formal work area inspections are completed at the frequencies detailed in their service area procedures manual by their Executive Director.
- (i) Following 2.2.4 (c) above, Line Managers may be designated as “Senior Managers” under CMCH.

2.2.6 Supervisors

Each supervisor is responsible to their Line Manager for the organisation and supervision of the work and employees under their control.

They should:-

- (a) Know the requirements of the regulations and codes of practice applicable to the work for which they are responsible.
- (b) Be aware of risk assessments in respect of their work activities and ensure that employees are made aware of the significant findings of risk assessments.
- (c) Incorporate safe working procedures into the methods of work used and instructions given.
- (d) Restrain employees from taking, and not require them to take unnecessary risks that may cause injury to themselves or others.
- (e) Report immediately any damage or defect in plant, machinery, equipment or buildings and take effective measures to deal with hazards in areas under their control.
- (f) Make sure that employees under their control, particularly those undergoing training, are made aware of safe working practices and procedures and are advised about safe working practices.
- (g) Carrying out regular informal inspections of work areas to ensure they are kept free of hazards e.g. slips trips and falls etc.

2.2.7 Every Employee

In addition to any of the specific duties detailed above **every employee** has a personal responsibility to:-

- (a) Take reasonable care to ensure that they do not endanger themselves or anyone else who might be affected by their activities at work.
- (b) Make full and proper use of any protective clothing and safety equipment provided for their personal protection.

- (c) Inform their immediate manager or supervisor if the working conditions are considered to be unsafe and of the existence of any hazards or defects to plant, equipment, machinery or buildings.
- (d) Use machinery, equipment, etc. in a correct and safe manner and ensure that it is maintained in good condition.
- (e) Make themselves fully conversant with and comply with the contents of any safe working instructions and Codes of Practice applicable to the tasks they are required to undertake.

2.2.8 Safety and Welfare Adviser

The Council's Safety and Welfare Adviser is based in Central and Community Services. The main purpose of the post is to advise the Council and its officers in achieving compliance with health and safety legislation applicable to Council operations and to develop a programme of health care and welfare services for employees. His main duties are to: -

- (a) Keep the Council and its officers informed and up to date in matters relating to health and safety.
- (b) Carry out inspections and audits of Council premises and services
- (c) Produce Codes of Practice and Safety Guidance Notes in reaction to new legislation, review and where necessary update existing Codes of Practice or Safety Guidance Notes.
- (d) Monitor accident reports, carry out accident investigations and report to the Health and Safety Executive as required.
- (e) Receive and record employees' sickness records and produce statistics and reports.
- (f) Counsel employees on health, sickness and other welfare matters and liaise with the Council's Medical Adviser.
- (g) Liaise with outside bodies as required, e.g. Health and Safety Executive, Fire and Rescue Service.
- (h) Maintain up to date information and knowledge of all relevant Acts, Regulations and Codes of Practice in as far as they affect the Council.

2.2.9 Occupational Health Service

The Council retains the services of an Occupational Health Service that provides advice, when requested, on all matters relating to occupational health. It will, when requested, carry out medical assessments in respect of employment and medical surveillance required by health and safety legislation.

2.2.10 Safety Representatives

<http://www.hse.gov.uk/involvement/hsrepresentatives.htm> - Guidance
<http://www.hse.gov.uk/pubns/indg232.pdf> - Guidance

- (i) These are employees appointed as Health and Safety Representatives by their trade union to promote and monitor health and safety standards in the workplace. They are accountable to their Trade Union for the performance of their responsibilities, as defined in the Safety Representative and Safety Committee Regulations 1977. (Section 3.4 & 3.5 refers)
- (ii) Non trade union safety representatives appointed in compliance with the Health and Safety (Consultation with Employees) Regulations 1996 are responsible for compliance with Regulation 6 of the subject regulations. (Sections 3.4 & 3.5 refer)

2.2.11 Elected Members

Elected members have a responsibility for ensuring that the Chief Executive is adequately resourced and supported in achieving compliance with the legal requirements of the Health and Safety at Work Act etc. 1974 and regulations made under it. They will be provided with the opportunity to attend relevant training to enable them to appreciate and understand the obligations placed on the Chief Executive and the management team.

Elected members have access via 'insite' to the health and safety information booklet "[Think about Health and Safety](#)" (what elected members of local authorities need to know).

SECTION 3 - ARRANGEMENTS

3.1 RISK ASSESSMENT

<http://www.hse.gov.uk/pubns/books/l21.htm> - Regulations & Approved Code of Practice

<http://www.hse.gov.uk/pubns/indg163.pdf> - Five Steps to Risk Assessment

<http://www.hse.gov.uk/risk/casestudies/index.htm> - Risk Assessments examples

3.1.1 The Health and Safety at Work etc. Act 1974 places a legal obligation on employers to, 'so far as is reasonably practicable provide systems of work that are safe and without risks to health'

The term 'reasonably practicable' implies making a balance between the degree of risk and the cost of overcoming it.

3.1.2 The Management of Health and Safety at Work Regulations 1999 place a legal obligation on employers to establish safe systems of work by carrying out risk assessments on all work activities to identify:

- (a) The risks to the health and safety of employees that they might be exposed to.
- (b) The risks to the health and safety of persons not in their employment arising out of or in connection with their conduct or undertaking.

3.1.3 Risk assessment is the process of identifying the hazards and risks associated with an activity:

- (a) A '**hazard**' is the potential for a substance, equipment or method of work to cause harm.
- (b) The '**risk**' from the hazard is the likelihood and severity of the hazard, causing harm.

3.1.4 A person is deemed capable of carrying out risk assessments when they have sufficient training, experience, knowledge or other qualities to enable them to undertake the assessment to establish a safe system of work.

3.1.5 Executive Directors are responsible for incorporating risk assessments into their procedures manual and for ensuring that *the significant findings* are brought to the attention of employees.

3.1.6 Risk assessments must be completed on:

- (a) **Current work practices and works areas.**
- (b) **New or proposed work practices.**
- (c) **Whenever a female employee informs their line manager that they are pregnant.** [HSE: New and expectant mothers - Home page](#)
- (d) **Whenever a young persons (under 18 years of age) is employed.** <http://www.hse.gov.uk/youngpeople/law/index.htm>- Guidance

- (e) **Home working situations**
<http://www.hse.gov.uk/pubns/indg226.pdf> - Guidance
- (f) **Whenever young people are on work experience programmes.**
<http://www.hse.gov.uk/PUBNS/indg364.pdf> - Guidance
- (g) **Whenever work is undertaken in areas that could impact on staff or others using Council facilities e.g. contractors, events etc.**
- (h) **In circumstances where an employee is classed as disabled under the Equalities Act 2010 and the disability means that there is a need to change the way the work is normally done.**
<http://www.hse.gov.uk/disability/employers.htm> - Guidance

3.1.7 Risk assessments must be reviewed:

- (a) When there is reason to believe that they are no longer valid for the activity they refer to.
- (b) Whenever the work activity changes or new procedures are proposed.
- (c) As part of any accident investigation to ensure that the risk assessment is suitable and sufficient and the cause of the accident is addressed.
- (d) Maternity risk assessments should be reviewed periodically during the maternity period to identify potential changes

3.1.8 Where risk assessments have identified issues that have a corporate impact the Council's policy is to produce Codes of Practice to address these issues. A list of the current Codes of Practice are shown at Appendix "A".

3.2 **SAFETY TRAINING STANDARDS**

<http://www.hse.gov.uk/pubns/indg345.pdf> - Guidance

3.2.1 The Health and Safety at Work etc. Act 1974 places a general duty on employers to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees. This general duty is made more specific in regulations made under the Act where specific training requirements are stated.

3.2.2 The Council's policy is to provide safety training to meet its operational requirements and to encourage employees to achieve a high standard of health and safety wherever possible. In particular:

- (a) Managers and Supervisors will be provided with specialised courses or training as is necessary to ensure that they have the necessary skills to carry out their organisational responsibilities.

- (b) All employees will receive appropriate induction training, which will include making them aware of *safe systems of work and the significant findings of* risk assessments relevant to their job, emergency procedures and copies of relevant Codes of Practice where applicable. Some employees will be required to attend specialist training before they are allowed to undertake certain categories or work. Any such requirements will be notified to employees at service level. Executive Directors are responsible for ensuring that their procedures manual identifies specialist training requirements. Specialist training is mandatory before undertaking the following categories of work:-
- i) Chainsaw operation
 - ii) Mounting of Abrasive wheels
 - iii) Application of pesticides
 - iv) Erection and operation of specialist leisure equipment such as trampolines, seating structures, plant room operations etc
 - v) Erection and dismantling of mobile scaffold towers
 - vi) Operation of mobile elevating platforms e.g. Cherry Pickers etc
 - vii) Use of personal fall prevention/arrest equipment
 - viii) Driving of any specialist vehicles e.g. forklift trucks, ride on mowers Mini diggers etc.
- (c) Safety training is viewed as an ongoing requirement with attendance being mandatory for the relevant level of training. Executive Directors must ensure that their employees are suitably trained for their role. Training records are maintained centrally on the Ciphre personnel system. Employee Annual Appraisal Reports will also be monitored by Personnel Services to identify training requirements.
- (d) Service area procedure manuals should identify areas of specialist training applicable to service requirements.
- (e) The Council will continue to support and encourage operational managers to undertake training to NEBOSH certificate level and other specialist training as required.
- (f) Trade Union appointed Safety Representatives can request through their Trade Union to attend relevant trade union organised safety courses. Taking into consideration operational requirements and sufficient notice being given, approval to attend such training will not be unreasonably withheld.

3.3 SAFETY AND MANDATORY INSPECTIONS

3.3.1 Safety Inspections

All areas of the Council's operations where employees are located will be subject to periodic inspections to ensure that standards of health, safety and welfare are being maintained and that the safety policy is being complied with. In particular these inspections should be carried out as follows: -

- (a) Regular inspections by managers and supervisors throughout their areas of responsibilities.
- (b) Formal safety audits by the Safety and Welfare Adviser or appointed external body who will forward reports of all audits to the department's Executive Director and report to the Joint Safety and Welfare Committee.
- (c) Safety Representatives are entitled under Regulation 5 of the Safety Representatives and Safety Committee Regulations 1977, to inspect the workplace providing they give the appropriate Executive Director written and adequate notification of their intention to do so and a minimum of three months have elapsed since the last inspection. Any observations they make must be put in writing to the Executive Director and the Safety and Welfare Adviser with a summary report submitted to the next Joint Safety and Welfare Committee Meeting. The Safety Representative may request that the Safety and Welfare Adviser be present at any inspection.

3.3.2 Mandatory Inspections

Certain items of plant and equipment are subject to mandatory inspections by competent persons at frequencies laid down in the relevant regulations (see Table at Appendix "B").

The items subject to mandatory periodic inspection include lifts, lifting equipment (including attachments), pressure vessels and electrical equipment.

The responsibility for ensuring that mandatory inspections are carried out at the required frequencies rests with the relevant Executive Director.

3.4 SAFETY REPRESENTATIVES

<http://www.hse.gov.uk/involvement/hsrepresentatives.htm> - Guidance

<http://www.hse.gov.uk/pubns/indg232.pdf> - Guidance

- 3.4.1 For the purpose of consultation with employees on health and safety issues the Council recognises the rights of trade unionists under the Safety Representatives and Safety Committee Regulations 1977 to appoint Health and Safety Representatives and be consulted on health and safety issues.
- 3.4.2 Likewise the Council acknowledges the rights of non-trade unionists under the Health and Safety (Consultation with Employees) Regulations 1996 to be consulted on health and safety issues through either direct consultation with all employees or acknowledging employees appointed on behalf of others.
- 3.4.3 In addition to representing employees in consultation with the employer, a safety representative has the following functions:
 - (1) To investigate potential hazards, dangerous occurrences and examine the cause of accidents at the workplace.
 - (2) To investigate complaints by an employee he represents relating to that employee's health, safety or welfare.

- (3) To make representations to line managers on matters arising out of the above.
- (4) To make representations to line managers on general matters relating to health, safety and welfare of employees in the workplace.
- (5) To carry out inspections of the workplace, following notifiable accidents and, if relevant to the inspection, see certain documents.
- (6) To represent the employees in consultation with Health and Safety Executive Inspectors.
- (7) To receive information from inspectors.
- (8) To attend safety committee meetings.

3.4.4 Following consultation with his Executive Director, a safety representative may request such time off, without loss of pay, as shall be reasonably necessary for performing his/her functions or undertaking appropriate training.

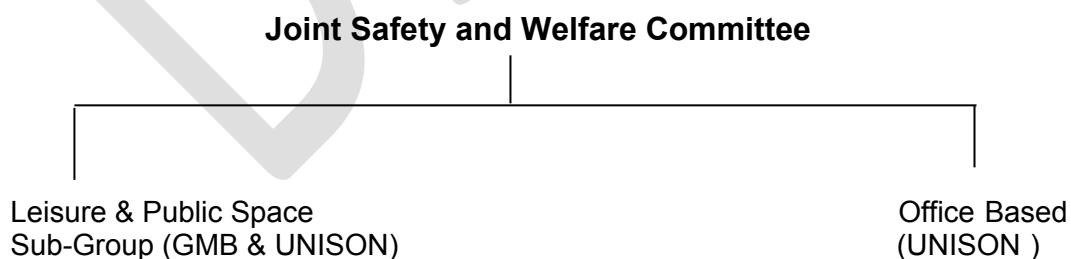
3.4.5 For the purpose of trade union consultation the Council recognises UNISON and the GMB trade unions. The Council acknowledge and is grateful for the formal agreements that exist for trade unions appointed Safety Representatives to represent non trade union employees within their area of responsibility.

3.4.6 The arrangements for consultation are set and in the following section.

3.5 CONSULTATION PROCEDURES

<http://www.hse.gov.uk/pubns/indg232.pdf> - Guidance

3.5.1 The consultation procedure for health and safety issues are through two safety sub-groups reporting to a main Joint Safety and Welfare Committee.



3.5.2 The Leisure and Public Space Sub-Group is a mix of trade unionists and non trade unionists from Leisure services, Grounds Maintenance, Public Works and Arts and Entertainments. Both sets of applicable regulations apply.

3.5.3 The Office Based Sub-Group is trade union based and established under the Safety Representatives and Safety Committees Regulations 1977.

3.5.4 The Sub-Groups meet every three months and the Joint Safety and Welfare Committee every six months. The minutes of all Sub-Group Meetings are published on the CiphNet system.

3.5.5 Objectives

The main objective of the Joint Safety and Welfare Committee is the promotion of co-operation between Elected Members, Officers of the Council and its employees in matters relating to the health, safety and welfare of employees while at work. It is important that the objectives of the Joint Safety and Welfare Committee remain separate from other employee negotiating bodies.

3.5.6 Functions

Without detracting from management's prime responsibility for safety, the function of the Committee will primarily be to keep under review the measures taken to ensure the health, safety and welfare of employees while at work. In particular they will:-

- (a) Be consulted on the development of works safety rules and safe systems of work.
- (b) Consider reports submitted by the Safety and Welfare Adviser.
- (c) Consider reports from Safety Representatives.
- (d) Where appropriate discuss or comment on safety audit reports.
- (e) Discuss the implications of new or existing safety legislation.

3.5.7 Constitution - Joint Safety and Welfare Committee

Membership of the Committee, as a minimum, is as follows:-

- (i) 3 Elected Members nominated from the Cabinet - one to act as Chairman.
- (ii) 1 Executive Director to be appointed by the Chief Executive.
- (iii) 2 Representative from the Leisure Services, Office Based Sub-Groups.
- (iv) UNISON and GMB representatives as requested by the individual unions.
- (v) The Safety and Welfare Adviser.

3.6 REPORTING AND INVESTIGATION OF ACCIDENTS AND DANGEROUS OCCURRENCES

For reference see [“A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013”](#)

3.6.1 Introduction

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013 places a legal obligation on employers to report certain categories of injuries, diseases and dangerous occurrences to the Health and

Safety Executive (HSE). Additionally it is the policy of the Council that all accidents, however slight, be reported through Line Managers to the Safety and Welfare Adviser.

3.6.2 Procedure for Reporting Accidents

Every accident must be reported as soon as possible to the immediate supervisor/line manager and in any event by the end of the working day. Major injuries or dangerous occurrences as listed in the following categories must be notified to the Safety and Welfare Adviser immediately. The report must be made on the Council's sickness absence/accident report form for accidents to employees. For accidents to members of the public a separate form is used. Services concerned must forward the completed form with their comments to the Safety and Welfare Adviser who will take the appropriate action. If the degree of injury or type of accident warrants it, the Safety and Welfare Adviser will carry out an investigation and compile a report to the relevant Executive Director. It should be noted that the primary object of investigating any accident is not to levy blame, but to prevent a recurrence of the same.

Safety Representatives should be notified of the details of accidents/near misses in the workplace and given the opportunity to be part of any investigation.

3.6.3 Reportable Accidents

A brief summary of the categories and reporting requirements for reportable accidents are:

Death or major injury at work.

(i) Deaths

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

(ii) Reportable major injuries.

Specified injuries are:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

- (iii) **Over Seven Day (and Over Three Day) injuries.**
Employee absences of over seven days, due to injury at work, require formal notification under RIDDOR. There is also a legal obligation for us to keep records of injuries at work that result in absences of over three days.
- (iv) **Non fatal accidents to non-workers (eg members of the public)**
Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

3.6.4 **Notification of Death, Major Injuries or Non Employee Injury.**

In the cases of (i), (ii) or (iv) above there is a duty to notify the HSE by the quickest practicable means **and** to do a formal notification within 10 days. In these cases, the relevant Manager will notify the Safety and Welfare Adviser without delay and give sufficient detail to allow a report to be made. In the absence of the Safety and Welfare Adviser, it will be the duty of the relevant Manager to notify the HSE by telephone to the Incident Contact Centre on 0845 300 9923, Opening hours for the ICC are Mon-Fri 8:30am – 5pm. If the requirement to make a notification arises out of the opening hours of the ICC, the telephone notification must be made as soon as is possible. In addition, the Manager must ultimately ensure that the Safety and Welfare Adviser is informed of all the relevant details.

Any telephone notification must then be followed up by a formal report (within 10 days of the incident). This report can be made by going to www.hse.gov.uk/riddor.

3.6.5 **Reporting of Over Seven Day Injuries.**

In addition to the injuries and conditions listed in (i), (ii) & (iv) of 3.6.3 any other accident where an employee is incapacitated from normal work for more than seven consecutive days must be subject to a formal report to the HSE within 15 days. The Safety and Welfare Adviser compiles these reports.

3.6.6 **Reporting of Dangerous Occurrences**

Certain dangerous occurrences as detailed in Schedule 2 of RIDDOR must be reported immediately to the HSE followed by a written report within 10 days on the prescribed form. The list detailed below highlights extracts from the Schedule that could be relevant to the Council's activities.

- (a) The collapse of any lift or mobile powered access platform.
- (b) The following incidents at funfairs:
 - (i) The collapse of or failure of any load bearing part of any amusement device provided to allow passengers to move or ride on.
 - (ii) The failure of any safety arrangement connected with (i) which is

designated to restrain or support passengers.

- (b) Explosion or collapse of any boiler or closed vessel in which the internal pressure was above or below atmospheric pressure, where the failure has the potential to cause the death of a person.
- (c) Electrical short circuit or overload attended by fire or explosion which resulted in the stoppage of plant for more than 24 hours.
- (d) An explosion or fire in any plant that results in a stoppage of normal work for more than 24 hours, where the fire or explosion was due to the ignition of materials, their by-products or finished products.
- (e) The collapse of a scaffold which is more than five metres high.
- (f) Any incident where plant or equipment accidentally either comes into contact with an un-insulated overhead electric line where the voltage exceeds 200 volts or causes an electrical discharge by coming into close proximity to it.

3.6.7 Occupational Diseases and their reporting

Employers must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

The Safety and Welfare Adviser monitors all sickness absence reports and where required will make the necessary reports.

3.6.8 Records

Records of all specified injuries, diseases and dangerous occurrences required to be maintained and made available on request to the HSE inspectors are kept by the Safety and Welfare Adviser. All records must be kept for a minimum of three years.

3.7 FIRST AID ARRANGEMENTS

<http://www.hse.gov.uk/firstaid/index.htm> - Guidance

3.7.1 Introduction

The Health and Safety (First Aid) Regulations 1981 place a general duty on employers to make or ensure that adequate first aid provision is made for their

employees if they are injured or become ill at work. This duty extends to ensuring that employees are informed of such arrangements.

3.7.2 Definition of First Aid

First Aid is defined as the: -

- (a) Treatment which is given to preserve life or minimise the consequences of injury or illness pending the arrival of, or transport to qualified medical help.
- (b) Treatment of minor injuries which otherwise receive no treatment or would not need treatment by a qualified medical person.

3.7.3 Limitations to First Aid

- (a) First Aid does **not** include the treatment of minor illnesses involving administering tablets or medicines of any description for whatever reason, i.e. headaches, etc. Consequently, no tablets or medicines of any description are allowed to be held in first aid kits.
- (b) EPIPENS often carried by both children and adults for treating allergic reactions are for personal administration, not by First Aiders. In certain circumstances and in compliance with the Council's procedure for administering an EPIPEN some First Aiders, who are willing, may be trained and authorised as competent to do so.

3.7.4 First Aiders

A 'first aider' is a person who has undergone recognised training and obtained a certificated qualification. Currently, training involves a three day certificated course that remains valid for three years at which time a two-day refresher course must be taken. Should the standard of approval be removed we will maintain our First Aid Training at this standard, unless an assessment for a particular workplace requires a higher standard or additional training in a specific matter.

3.7.5 Appointed Persons

An 'appointed person' is an employee appointed to take charge of a situation (e.g. to call an ambulance) if there is a serious injury/illness. A one day training course is available in emergency first aid procedures for appointed persons with refresher training recommended every three years. Generally the Council will endeavour to ensure that all Appointed Persons attend training.

3.7.6 Establishment of First Aiders and Appointed Persons

The ratio of first aiders to employees depends on a number of factors, such as the nature of the work, the size and location of the workplace, whether there is shift work involved, the distance from medical help and the numbers employed. In considering the above criteria and the fact that the guidance to the regulations recommends a minimum of one first aider per 50 employees, the Council will maintain a sufficient number of 'first aiders' or 'appointed persons' to comply with the regulations. In general, first aiders will be established for main offices, depots and leisure centres. In leisure centres all Duty officers will be full first aiders.

Appointed persons will be established in area offices where small numbers are employed in low risk situations.

3.7.7 Peripatetic Workers

All employees who work away from the Council's main establishments will be issued with travelling first aid kits. In council works vehicles, where the expectation is that the vehicle serves employees away from an operational base for a significant proportion of time, these will carry a travelling First Aid Kit.

All visiting officers will be issued with a 'Travel first aid kit'.

3.7.8 First Aid and Travelling Kits

First aid boxes and travelling kits should contain a sufficient quantity of suitable first aid materials **AND NOTHING ELSE**.

While there is no mandatory list of contents for first aid boxes, there is an appropriate British Standard (BS-8599-1:2011). Larger first aid kits may be specified for larger premises, but in preference we will ensure that additional small kits and trained personnel are provided so that the over all provision is adequate, but that kits are more readily available.

Visiting Officers should be provided with a 'Travel' first aid kit to the appropriate standard. Where there are no special risks the requirements of the above British Standard should apply.

3.7.9 Contagious Body Fluids/Blood Products

The attention of employees and in particular first aiders and appointed persons is drawn to the risk of infection from body fluids and in particular blood products from persons suffering from HIV/AIDS and other contagious diseases such as the various forms of Hepatitis. To avoid contact with such products disposable gloves, aprons and resuscitators for mouth to mouth resuscitation are provided as supplementary to but not to be included in first aid boxes and kits. This equipment is to be used once only and disposed of in sealed bags along with contaminated dressings.

3.7.10 Information and Training

- (a) Signs indicating the names of first aiders or appointed persons, their location and that of first aid boxes are displayed in all locations where employees work.
- (b) All requests for training of employees in first aid should be made through the Safety and Welfare Adviser.

3.7.11 Responsibilities

- (a) Executive Directors are responsible for ensuring that there are sufficient numbers of trained first aiders or appointed persons in their departments.
- (b) First aiders or appointed persons are responsible for ensuring that first aid boxes or kits are maintained in good order and not allowed to drop below minimum stock levels. They must also ensure that dressings are within their

permitted usage date. Additionally they must keep accurate records of all treatments.

3.8 FIRE PRECAUTIONS

3.8.1 The legal requirements for fire precautions are covered by the Regulatory Reform (Fire Safety) Order 2005. These regulations apply to all standards of building and are usually enforced by the Fire and Rescue Service. In compliance with these regulations fire risk assessments have been completed on all buildings. Building managers or officers with responsibilities for the operation of facilities must ensure that fire risk assessments are carried out, any recommendations are completed and the annual reviews are completed by the required date.

3.8.2 Fire and Emergency Procedures

For any building occupied by Borough Council Staff the Building managers or officers with responsibilities for the operation of the facilities must ensure that each building has Fire and Emergency Procedures in place for the safe evacuation of persons on the site. This should include where appropriate specific evacuation plans for staff or visitors who are mobility impaired or have a disability.

3.8.3 Induction Training

Managers/Supervisors carrying out induction training for new employees are responsible for ensuring that they are made aware of the following:-

- (a) Evacuation procedures (as defined in 3.8.2 above) and assembly points.
- (b) Location of emergency exits.
- (c) Location of fire alarm points.
- (d) Location and type of fire extinguishers available.
- (e) General awareness of fire precautions such as ensuring:-
 - (i) Fire doors are not wedged open.
 - (ii) All fire corridors are left free of obstruction.
 - (iii) Where applicable they are aware of whom the Fire Marshals and Fire Wardens are for their work area and their role.
- (f) Establish if there is a potential need for a Personal Emergency Evacuation Plan (PEEP) and bring this to the attention of the Safety & Welfare Adviser.

3.9 HAZARDOUS SUBSTANCES

<http://www.hse.gov.uk/pubns/priced/l15.pdf> - Regulations & Approved Code of Practice **HAZARDOUS SUBSTANCES**

3.9.1 Introduction

We will adequately control exposure to materials in our workplaces that cause ill health. This means:

- identifying which harmful substances may be present in the workplace
- deciding how workers might be exposed to them and be harmed

- looking at what measures we you have in place to prevent this harm and deciding whether you are doing enough
- providing information, instruction and training
- in appropriate cases, providing health surveillance

Hazardous substances are indicated by symbol on their labels or packaging: -



More information on the nature of the will be contained in the Hazard Statement on the packaging or in the Safety Data sheet for the product available from the supplier.

Hazardous substances also include harmful micro-organisms, substantial quantities of dust, or mixtures of compounds which can harm employees' health, or any product that can have similar effects to those listed above.

3.9.2 Control of Substances Hazardous to Health

Each activity that involves possible contact with hazardous substances must be assessed before being undertaken by employees. The assessment must: -

- Identify the hazard and risks.
- Where possible substitute a less hazardous product.
- Detail safe methods of use and personal protective equipment required.
- Where necessary state the requirement for monitoring employees' exposure and the need for health surveillance where appropriate.
- Identify control measures required.
- Identify any particular training requirements.

3.9.3 Assessments

- The officer in charge of all work areas, venues etc must ensure that the assessments are made available to all employees who might use such products.
- The assessments on the more hazardous products such as Pesticide applications will be carried out in the relevant department/section with

assistance from the Safety and Welfare Adviser if required.

3.9.5 **Information, Instruction and Training**

No employee is to be asked to use any substance classified as hazardous until it has been assessed and they have been provided with the necessary information, instruction and training. Records must be kept of all such training.

3.9.6 **Council's Policy**

We will endeavour where reasonably practicable use the least hazardous products available. In considering the degree of risk and hazard, due consideration will also be given to environmental considerations.

3.9.7 **Responsibilities**

Line Managers/Supervisors are responsible for ensuring that:-

- (i) No product subject to the regulations is used before it is assessed.
- (ii) Personal protective equipment recommended in the assessment is provided for employees.
- (iii) Information, instruction and training are provided to employees concerned, on the hazards and risks and the safe method of use.
- (iii) Employees are responsible for ensuring that they make full and proper use of any control measure or item of personal protective equipment, or procedures provided to them pursuant to these regulations.

3.10. **THE HEALTH AND SAFETY INFORMATION TO EMPLOYEES REGULATIONS 1989**

These regulations require that all employees have brought to their attention their basic legal rights regarding health, safety and welfare while at work.

- 3.10.1 This is achieved by displaying the HSE approved posters in all work places. Additionally, all new employees will receive an approved HSE leaflet on the subject with letters of appointment.

3.11 **THE ELECTRICITY AT WORK REGULATIONS 1989**

<http://www.hse.gov.uk/pubns/priced/hsr25.pdf> - Regulations
<http://www.hse.gov.uk/pubns/indg236.pdf> - Guidance

- 3.11.1 These regulations primarily require precautions to be taken against the risk of death or personal injury in work activities. No employee shall undertake any work involving electrical equipment or systems unless they have been trained, certified as competent and authorised to do such work by their Executive Director. This applies to all minor electrical work such as the repair, replacement of plugs, fuses and cables etc.

- 3.11.2 All portable electrical equipment will be maintained so as to prevent danger by regular test and/or inspection as per Appendix 'B'.
- 3.11.3 Maintenance arrangements for equipment in offices and similar buildings will be co-ordinated through Property Services. The contractor carrying out the testing will issue registers of equipment to building managers. It will be the responsibility of those managers to keep the registers current and ensure that equipment is maintained within the correct frequencies. In non office type locations e.g. leisure centres and theatres the manager in charge of the venue will be responsible for establishing registers of equipment and maintaining that equipment at the recommended frequencies.

Please note:

- No privately owned electrical equipment of any description is to be brought into Council workplaces.
- Where any employee is required to use 240 volt AC tools and equipment they must use a 'Residual Current Device' (RCD) plug adapters unless the circuits of the area they work in are provided with built in RCDs.
- Employees who are required to use hand electrical equipment must be instructed in carrying out pre use checks for obvious damage to such equipment.

3.12 THE MANUAL HANDLING OPERATIONS REGULATIONS 1992 (As amended)
<http://www.hse.gov.uk/pubns/priced/l23.pdf> - Regulations & Approved Code of Practice
<http://www.hse.gov.uk/pubns/indg143.pdf> - Guidance

- 3.12.1 These regulations seek to prevent injury to employees caused by the manual handling of loads. Such operations include not only the lifting of loads, but also the lowering, pushing, pulling and carrying by hand or other bodily force.
- 3.12.2 The prime objective for employees is where possible to avoid manual handling operations. Where this is not reasonably practicable, a suitable and sufficient assessment must be carried out where there is a risk of injury. The aim of the assessment will be to, where possible, mechanise the operation and where this is not possible, determine measures to reduce the risk of injuries to the lowest level reasonably practicable. An essential requirement is the providing of information to employees on the risk they are likely to be exposed to and training in the method of avoidance.
- 3.12.3 Risk assessment must be carried out at service level and should be referred to in procedures manuals.
- 3.12.4 Line Managers will be responsible to their Executive Directors for ensuring that all relevant manual handling operations are assessed and for ensuring that employees are informed and trained accordingly.

Employees have a duty to:-

- (a) Make full and proper use of any equipment or system of work provided to them.
- (b) Inform their employer about any physical condition suffered by them, which might reasonably be considered to affect their ability to undertake manual-handling operations safely.

3.12.5 Training - For employees where any manual handling has been defined as Low Risk it will be sufficient that they complete the online manual handling training. For employees not defined as low risk in house training should be organised through HR.

3.13 HEALTH AND SAFETY (DISPLAY SCREEN) REGULATIONS 1992

<http://www.hse.gov.uk/pubns/priced/l26.pdf> - Regulations & Guidance

<http://www.hse.gov.uk/research/rrhtm/rr561.htm> - Guidance

3.13.1 The term 'display screen equipment' refers to VDUs, laptops, tablets, microfiche equipment and other emerging technologies including CCTV room operations in so far as the regulations apply.

3.13.2 Work with display screen equipment is not generally high risk, but does have the potential to cause musculoskeletal and other physical problems, eye fatigue and mental stress. Problems of this kind can be overcome by good ergonomic design of equipment, furniture, the working environment and managing the work operations to ensure adequate breaks are taken from such work.

Definition

A display screen 'user' is some one who habitually uses a display screen for a significant part of their working day

To Comply with the Regulations the Council will ensure that: -

- (a) All display screen equipment workstations are assessed and any risks reduced initially when brought into use and whenever there is a significant change to the workstation.
- (b) All workstations satisfy minimum requirements for the display screen itself, keyboard, desk and chair, working environment, task design and software.
- (c) Display screen equipment work is planned so that there are breaks or changes of activity.
- (d) Laptop computers and similar types of equipment e.g. tablets etc. must only be used for short durations. In offices and authorised home working situations (Refer Para 3.19.1) such equipment must, to reduce potential risks, generally be used in a docking station.
- (e) All display screen equipment users are given the right to have an appropriate eye and eyesight test at the Council's expense:-
 - (i) Before commencing work on display screen equipment;

- (ii) When the user experiences visual difficulties which may reasonably be considered to be caused by work on such equipment;
 - (iii) On a frequency recommended by an optician
- (f) Spectacles will be provided at the Council's expense where:-
- (i) Normal corrective appliances cannot be used for display screen equipment use.
 - (ii) The results of eyesight tests indicate that corrective appliances are required solely for use on display screen equipment.
- (g) Training
- (i) All users will undertake the online DSE training – which also acts as a self assessment of the Workstation.
 - (ii) Once the training is completed, should the response to the assessment show the need, a more detailed workplace assessment will be carried out by a competent assessor.
 - (iii) To assist in this selected staff will receive further training on how to carry out workplace assessments
- (h) Line Managers/Supervisors are responsible to their Executive Director for ensuring that the above criterion is met for both new and existing employees.

3.14 THE NOISE AT WORK REGULATIONS 2005

<http://www.hse.gov.uk/pubns/priced/l108.pdf> - Regulations & Approved Code of Practice

<http://www.hse.gov.uk/pubns/indg362.pdf> - Guidance

<http://www.soundadvice.info/thewholestory/san11.htm> - Venues with amplified music

3.14.1 These regulations came into force in April 2006 introducing three revised levels of noise exposure, referred to as 'Action Values':-

- (i) Lower exposure level means a daily/weekly personal noise exposure of 80 dB(A)
- (ii) Upper exposure level means a daily/weekly personal noise exposure of 85 dB(A)
- (iii) A peak sound pressure equalling 135 dB(C)

3.14.2 Where general risk assessments identify noise as a potential hazard the situation must be referred to the Safety and Welfare Adviser who will either arrange for or carry out a noise assessment. Line Managers/Supervisors are responsible to their Executive Director for ensuring that equipment in use is assessed and due consideration is given to noise levels when purchasing new or second hand equipment.

3.14.3 Employees who are likely to be exposed to noise levels at or above the action levels will receive instruction and training in the hazard and the means of avoiding or reducing it.

3.14.4 Employees who are potentially exposed to noise levels in excess of the laid down limits will be issued with appropriate hearing protection to fit their personal needs and requested to attend audiometry testing on a regular frequency as advised by Occupational Health to ensure that the protection provided is adequate.

3.15 THE PERSONAL PROTECTIVE EQUIPMENT (PPE) REGULATIONS 1992

<http://www.hse.gov.uk/pubns/priced/l25.pdf> - Regulations & Guidance

<http://www.hse.gov.uk/PUBNS/indg174.pdf> - Short Guidance

3.15.1 These regulations require employers to provide suitable PPE to each employee who may be exposed to any risk at work that cannot be avoided by other means. The use of PPE must always be the last means of avoiding or reducing risk.

3.15.2 PPE is defined as including protective clothing and equipment such as aprons, waterproof clothing, gloves, safety footwear, high visibility waistcoats, eye protectors, safety harnesses.

3.15.3 These regulations do not apply to equipment provided under the COSHH, Noise, Asbestos or Head Protection Regulations.

3.15.4 All PPE provided must be suitable for the purpose and comply with an applicable EN standard

3.15.5 All PPE will generally be a personal issue and provided free of charge.

Use of PPE

(a) Where PPE is provided, Line Managers/Supervisors will provide users with information instructions and training on the reasons for needing the PPE and where appropriate the method of use.

(b) Employees have a legal obligation to: -

- (i) Make full and proper use of PPE provided to them.
- (ii) Ensure PPE provided to them is stored correctly when not in use.
- (iii) To inform their immediate supervisor where the PPE is lost, damaged or needs replacing.

3.16 WORKING AT HEIGHT REGULATIONS 2005 (as amended)

<http://www.hse.gov.uk/pubns/indg401.pdf> - Guidance

3.16.1 A place is considered to be at height if a person could be injured falling from it, even if it is at or below ground level. The regulations set out a three tier hierarchy that must be followed when risk assessing tasks that involve working at height:

Tier 1 - Wherever possible working at height should be avoided.

Where T1 cannot be achieved

Tier 2 – Work equipment such as suitable working platforms must be used or other measures taken to prevent falls.

Where T2 cannot eliminate the risk of falls completely

Tier 3 – Personal protective equipment or other measures must be used to limit the consequences of a fall.

3.16.2 Selecting the right equipment is an essential aspect of risk assessing the need for safe working at height. The following link provides guidance and a step-by-step guide to working at height.

3.16.3 Line managers must ensure that as a minimum the following levels of training and competency are complied with:

- i) **Ladders/Stepladders** – individuals must be trained in the correct method of use. <http://www.hse.gov.uk/pubns/indg455.pdf> - Safe use of ladders/step ladders.
- ii) **Tower Scaffolds** – must only be erected by certificated competent persons and used by individuals who have been trained in their use. <http://www.hse.gov.uk/construction/safetytopics/scaffold.htm#ere>
- iii) **Mobile Elevating Working Platforms (MEWPS)** – used only by individuals who hold a recognised certificate of competency in their use. <http://www.hse.gov.uk/falls/mewps.htm> - Mobile Elevating Work Platforms
- iv) **General scaffolds** – Must only be erected and altered in any way by competent contractors. <http://www.hse.gov.uk/construction/safetytopics/scaffoldinginfo.htm>

3.16.4 Step ladders, ladders and similar equipment must be registered with a discreet identifying number and inspected at a regular frequency to ensure they are fit for use. Line managers must maintain records of inspections.

3.17 VIOLENCE AND AGGRESSION PROCEDURES

<http://www.hse.gov.uk/pubns/indg69.pdf> - Guidance

3.17.1 Violence and aggression is an aspect that can be prevalent in areas of the Council's activities. Details for managing such aspects are provided in the ***Council's Code of Practice No 3 - Dealing with Violence and Aggression***.

3.17.2 Line managers must ensure that employees who are potentially at risk are issued with a copy of the code of practice and attend the relevant training. Additionally, line managers must be aware of their duties in managing lone workers as set out in the code.

3.17.3 The Council operate a procedure for managing potentially violent persons as set out in the **Council's Code of Practice No 15 – Violence and Aggression Reporting**. Line managers must ensure that they have procedures in place to ensure that their employees are kept aware of the weekly updates to the PV listings.

3.18 LONE WORKING

<http://www.hse.gov.uk/pubns/indg73.pdf> - Guidance

- 3.18.1 In addition to the guidance link above the **Council's Code of Practice No 14 – Lone Working** sets out the Council's approach to lone working.
- 3.18.2 The Council provide appropriate lone workers with a 'MySOS Mandown' device which must be used in accordance with Council's Code of Practice No 14 – Lone Working.
- 3.18.3 Line managers must ensure that relevant employees are provided with or given access to a MySOS device and given appropriate training in its use. Line managers are also responsible for ensuring that the emergency cascade lists are maintained and current at all times.
- 3.18.4 Where Line Managers do not consider that it is appropriate for certain staff to rely on the MySOS device and those staff are felt to be more than 'low risk' they may be provided with an alternative such as vehicle tracking or man down systems. Where Line Managers do not consider that it is appropriate for certain staff to rely on the MySOS device, and those staff are felt to be at 'low risk' they may use an alternative system provided that this meets the needs and the objectives of Code of Practice 14.
- 3.19. HOMEWORKING**
<http://www.hse.gov.uk/pubns/indg226.pdf> - Guidance
- 3.19.1 The Council currently operate a selective home working policy to fit the operational requirements of the Council. Line managers in authorising home working must accept the home becomes the workplace and subject to health and safety legislation insofar as the area used for work is concerned. Line managers must comply with the requirements of the home working policy particularly in respect of risk assessment.
- 3.20 ASBESTOS**
<http://www.hse.gov.uk/pubns/priced/l143.pdf> - Regulations & Approved Code of Practice
<http://www.hse.gov.uk/pubns/books/l127.htm>- Management of Asbestos in non-domestic premises
<http://www.hse.gov.uk/asbestos/regulations.htm> - Guidance
<http://www.hse.gov.uk/asbestos/> - Working with asbestos
- 3.20.1 The Council maintains a comprehensive database detailing the type, quantity and location of asbestos in its properties. Detailed information on managing the asbestos is provided in the **Council's Code of Practice No 11 - Managing Asbestos in Council Properties.**
- 3.20.2 Executive Directors with responsibilities for managing buildings containing asbestos must ensure that the regular maintenance inspection requirements are complied with.
- 3.20.3 Officers commissioning work in premises containing asbestos must ensuring that those undertaking work are informed of the asbestos and that a safe system of work is established to prevent exposure to asbestos fibre.

- 3.20.4 No employee is to undertake work involving asbestos unless the task has been risk assessed for compliance with the Control of Asbestos at Work Regulations 2006 and individuals specially trained for the role.

3.21 LIFTING EQUIPMENT

<http://www.hse.gov.uk/pubns/priced/l113.pdf> - Regulations & Approved Code of Practice

<http://www.hse.gov.uk/pubns/indg290.pdf> - Guidance

- 3.21.1 Lifting equipment is defined in the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 as work equipment for lifting or lowering loads and includes its attachments used for anchoring, fixing or supporting it. Such equipment is further classified into equipment for 'lifting persons' e.g. passenger lifts, disabled lifts and 'other equipment' e.g. industrial lifts, forklift trucks, tripods, winches, vehicle lifts, gin wheels including ropes, fall arrest equipment, harnesses etc.
- 3.21.2 All lifting equipment and accessories must be clearly marked with the safe working load and must not be used unless it is so marked and has a current test inspection certificate.
- 3.21.3 Relevant managers must ensure that a register of all lifting equipment is maintained for their area of responsibility. They must have current risk assessments covering the use of such equipment and must ensure that the record of competent person inspections are maintained in the register.
- 3.21.4 Relevant managers are responsible for ensuring that all lifting equipment within their area of responsibilities is inspected at the frequencies set out in Table 1 of paragraph 3.3.2.

3.22 PRESSURE VESSELS

<http://www.hse.gov.uk/pubns/priced/l122.pdf> - Regulations & Approved Code of Practice

<http://www.hse.gov.uk/pubns/indg261.pdf> - Guidance

- 3.22.1 The type of pressure vessels subject to the Pressure System Safety Regulations 2000 are: -
- (a) Hot water pressure vessels(subject to capacity)
 - (b) Tankers.
 - (c) Air Receivers (Compressors)

All systems currently in use are classed as minor systems.

- 3.22.2 Written schemes of examination as required by the regulations have been issued to each location. Inspections by a competent person must be carried out in accordance with the written schemes of examination. See Appendix 'B'
- 3.22.3 Executive Directors are responsible for ensuring that inspections are carried out at the required times and that records are maintained.

3.23 MAINTENANCE OF WORK EQUIPMENT

<http://www.hse.gov.uk/pubns/priced/l22.pdf> - Regulations & Approved Code of Practice

<http://www.hse.gov.uk/pubns/indg291.pdf> - Guidance

3.23.1 Under the Provision and Use of Work Equipment Regulations 1998 the term 'work equipment' is extremely wide, covering any item of equipment from the smallest tool up to the most complex installation. The regulations require that employers ensure that work equipment: -

- (a) Is suitable for the purpose that it is intended.
- (b) Is considered as part of risk assessments.
- (c) Is used only for the purpose that it was intended for.
- (d) Is maintained in a safe and efficient working order.

3.23.2 The frequency of maintenance depends on: -

- (a) The intensity of use.
- (b) The operating environment.
- (c) The risk to health and safety from malfunction or failure.

3.23.3 Executive Directors must ensure that procedures are in place to meet these requirements.

3.24 **MANAGING CONTRACTORS**

<http://www.hse.gov.uk/pubns/indg368.pdf> - Guidance

3.24.1 Officers appointing contractors have a health and safety duty to appoint competent contractors; competency not just in the contractor's capability to complete the contracted work to an acceptable standard but to also do the work in compliance with relevant health and safety legislation not just for their own employees but those of the Client's as well as any other parties who might be affected by the works e.g. public.

3.24.2 Officers appointing contractors should as minimum:

- i) Check the contractor's Health and Safety policy
- ii) Ensure that the contractor submits risk assessments for the work and where relevant method statements
- iii) Complete risk assessments on the implication of the works before the work starts.
- iv) Carry out an initial site induction in order to Inform the contractor of any particular risks relevant to the works (for example asbestos, Deep Water or the presence of other contractors or works on site) and also to ensure that they are aware of Fire and emergency procedures and to consider the effect their work may have on our operations.

3.24.3 Contracts subject to the tendering process must be in compliance with Council Standing Orders the contractor pre commencement process must be followed.

3.25 **CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS 2015 (CDM)**

3.25.1 The Council often becomes involved in construction projects. These regulations place duties upon clients, designers and contractors to ensure that health and safety is co-ordinated and managed effectively throughout all stages of a construction project, from conception, design and planning through to the execution of works on site and subsequent maintenance and repair.

3.25.2 The key points of the regulations are as detailed below:

Note:

For the purposes of the regulations the definition of "Construction Work" is wide and includes construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance and demolition. A construction site is any place where construction work is carried out.

1. All projects must have:
 - workers with the right skills, knowledge, training and experience
 - contractors providing appropriate supervision, instruction and information
 - a written construction phase plan
2. Projects involving more than one contractor (domestic or non-domestic)
 - must follow step 1 above plus:
 - a principal designer and a principal contractor must be appointed
 - need a health and safety file
3. When work is scheduled to :
 - last longer than 30 working days **and**
 - have more than 20 workers working simultaneously at any point of the project
 - **OR** exceeds 500 person days

Then the project must follow steps 1 and 2 above **and** the client must notify the HSE of the project.

3.25.3 Officers in charge of projects will have Client responsibilities and must be competent to undertake the responsibilities for managing such projects. At the onset of a project there must be a clear decision made as to who is acting as client on behalf of the authority.

3.25.4 Relevant officers will have completed training on these regulations.

3.25.5 Executive Directors must ensure that officers appointed to manage construction projects are competent to undertake the responsibilities required of these regulations.

3.26. **HYPODERMIC RISKS (SHARPS)**

<http://www.hse.gov.uk/healthservices/needlesticks/actions.htm> - Guidance

3.26.1 Needle stick injuries are injuries caused by hypodermic needles commonly referred to as 'sharps'. Experience shows that discarded hypodermics can be found anywhere. The **Council's Code of Practice No 6 - Handling and Disposal of Hypodermics Syringes (Sharps)** provides details on how to manage this issue.

3.26.2 Line managers must ensure that employees who might be exposed to such risks are issued with and understand the code of practice.

3.27 CONTROL OF VIBRATION AT WORK REGULATIONS 2005

<http://www.hse.gov.uk/pubns/priced/l140.pdf> - Regulations & Approved Code of Practice

<http://www.hse.gov.uk/pubns/indg175.pdf> - Employer guidance

<http://www.hse.gov.uk/pubns/indg296.pdf> - Employee guidance

3.27.1 Employees who regularly use tools that generate high levels of vibration over long periods may suffer several kinds of injury to their hands and arms. These injuries include impaired blood supply and damage to the nerves and muscles. Collectively they are known as Hand Arm Vibration Syndrome (HAVS) although it is often referred to as Vibration White Finger (VWF). Whole body vibration also covered by the regulations can cause or aggravate back problems in mobile machine operators and drivers.

3.27.2 As required by the regulations all relevant practices have been assessed to establish the vibration risks to relevant employees; primarily these employees will be employed on Grounds Maintenance, Technical Teams and Public Spaces. The assessment will address;

- i) Where they likely to be exposed to above the daily exposure action values a programme of controls to eliminate risk or reduce exposure have been introduced to as low a level as is reasonably practicable.
- ii) Provide both medical and health surveillance where appropriate.
- iii) To identify where employees are exposed above the daily limit values and if they are to take immediate action to reduce their exposure below that value.

3.27.3 Employees who are exposed to vibration will receive appropriate training in the hazards associated with vibration and the safe systems of work to reduce risk.

3.27.4 Medical/health surveillance will involve:

4. Pre-employment screening
5. Annual health screening
6. Medical referral to the Council's Occupational Health at frequencies recommended where the need is identified from health screening.

3.27.5 The Council will continue with the purchasing policy, first introduced in 2001, of purchasing the best equipment available.

3.28 SUN CARE PROCEDURES

<http://www.hse.gov.uk/pubns/indg147.pdf> - Guidance

3.28.1 UV radiation from the sun has been identified as a major cause of such cancers. As such it has to be considered as a potential occupational health hazard for outdoor workers and must be addressed in risk assessments.

3.28.2 The Council has a prepared information leaflet for issuing to all relevant employees. This provides information on the risk factors and how to obtain relevant information so that a self assessment can be completed.

3.28.3 Line managers are responsible for ensuring that relevant employees are issued with the information leaflet and relevant personal protective equipment.

3.29 **STRESS IN THE WORKPLACE**

<http://www.hse.gov.uk/stress/index.htm> - Guidance

3.29.1 The Council acknowledges that stress in the workplace is a potential hazard and as such is subject to health and safety legislation.

3.29.2 The Council operate a stress risk assessment procedure as detailed in **Council's Code of Practice No 13 - Managing Stress in the Workplace**. This procedure is linked to the annual employee appraisal process.

3.29.3 Additionally the Council has completed two phases, over a three year period, of "Wellbeing Surveys" in compliance with the HSE Management Standards for managing stress in the workplace.

3.30 **LEGIONNAIRES DISEASE**

<http://www.hse.gov.uk/pubns/indg458.pdf> - Guidance

3.30.1 Legionnaires disease is a potentially fatal form of pneumonia that can affect anyone, but principally those who are susceptible because of age, illness or because they take immunosuppressant drugs. It is caused by bacteria that can be found in water systems within defined temperature ranges.

3.30.2 The HSE Approved Code of Practice L8 requires that all workplaces are risk assessed for the presence of or potential contamination by the bacteria and that appropriate action is taken to avoid it.

3.30.3 Executive Directors with responsibility for buildings must ensure that the necessary risk assessments are completed and that maintenance recommendations made by the risk assessment are put in place.

3.31 **DRIVING AT WORK**

<http://www.hse.gov.uk/pubns/indg382.pdf> - Guidance

3.31.1 Employees who drive works vehicles/lease cars/essential or occasional users are "at work" while driving as part of their duties. As such line managers must ensure risk assessments consider the potential hazards and risks associated with driving.

3.31.2 Driving at work is categorised under two headings:

- a) Driving Works Vehicles which includes grounds maintenance vehicles classified for use on the public highway.
- b) Lease cars, essential users and occasional users

3.31.3 Driving, maintenance and management of work vehicles must be in accordance with the Driving at Work (Corporate Policy). Overall fleet management will be under the direction of the Public Open Space Manager who as the appointed Fleet Manager will be responsible for:

- a) Advising the Management Team on matters relating to fleet management.
- b) Maintaining the policy up to date in relation to current legislation and best practice.
- c) Monitoring and reporting on compliance with the policy.

3.31.4 Executive Directors whose employees use fleet vehicles must ensure that this policy is implemented and complied with in their service areas.

3.31.5 The policy can be accessed through the CiphNet system and the Staff Handbook.

3.31.6 Lease car drivers must ensure that their vehicle is serviced at the recommended frequencies. Such drivers are covered by the Council's insurances with road tax and MOT, when relevant, provided through the Council.

3.31.7 All Lease and essential users are required to keep their driving details up to date on the Expense On Demand system, even if it is not their intention to claim mileage. Occasional Users should before being authorised to use their own vehicle for a 'work related journey' ensure that they have insurance for business use and that they have up to date details on the Expense On demand system.

3.31.8 Any driver who, in the course of their work is stopped by and served with any form of enforcement notice by The Department of Transport Vehicle & Operator Service Agency (VOSA) must report the incident to both their line manager and the Fleet Manager at the earliest opportunity.

3.31.9 In line with current legislation the use of mobile phones while driving is prohibited. The Council's policy on the use of mobile phones is set in Appendix "P" of the Employee Handbook.

3.31.10 Drivers using "Sat Nav" systems must stop their vehicle before reprogramming the unit.

3.31.11 Drivers are referred to Para 3.37.1 in respect of smoking in vehicles

3.32 WATER SAFETY

3.32.1 The Councils operations extend over three significant areas involving water safety:

a) Swimming Pools

Swimming Pools will be managed in accordance with the HSE guidance: <http://www.hse.gov.uk/pubns/priced/hsg179.pdf> "**Safety in Swimming Pools**"

b) Beaches

Beaches will be managed with reference to RoSPA guidance: "**Safety on Beaches**"

c) Ponds, Dykes etc.

Ponds and dykes will be managed with reference to RoSPA guidance: **“Safety at Inland Water Sites”**

3.32.2 Executive Directors with responsibilities for water safety must ensure that current risk assessments are in place for their areas of responsibilities.

3.33 PLAYGROUNDS

3.33.1 The Borough Council currently owns and operates more than 50 children’s play areas. Wherever possible the equipment in these areas meets the standard required by BS-EN 1176 with any new or replacement sites being specified to this standard at design stage. Where older equipment on site does not meet this standard it is annually risk assessed by an independent play inspection company and to remain in service must be assessed no higher than low risk.

3.33.2 All play areas are inspected monthly as a minimum by competent Council employees who have attended a 2 day ROSPA Operational Inspection and Maintenance course.

3.33.3 Additional daily/weekly inspections are completed in busy play areas by Council employees who have attended a one day Play Inspection course.

3.33.4 An annual inspection and risk assessment of all play areas will be completed by a competent contractor company listed on the Register of Play Inspectors International who provides a detailed report for each site.

3.33.5 Prior to adoption by the council of any play area a post installation inspection must be completed by a competent contractor listed on the Register of Play Inspectors International. Any defects must be rectified prior to the adoption process is completed.

3.34 WASTE MANAGEMENT AND RECYCLING

<http://www.hse.gov.uk/waste/services/index.htm>

3.34.1 The Health and Safety Executive (HSE) as evidenced in the above web link consider the management of waste and recycling as a high risk operation that warrants significant levels of health and safety management application by both Clients and Operators.

3.34.2 The Council’s current operation is and will continue to be for the foreseeable future, an outsourced service. This means that the selection, appointment and management of competent contractors require significant application of time and resource to execute the Council’ responsibilities to the standard required by the HSE and relevant legislation. This will be achieved through detailed policies and procedures summarised under four significant categories:

a) Service Specification

The setting of clear and precise standards for health and safety that potential contractors will be required to meet

b) Service Procurement

Health and safety management standards and supporting documentation will be strictly assessed as part of tender evaluations

c) Contract Management

While the service provider is independently responsible for compliance with the legal and contractual health and safety obligations the Waste and Recycling Manager will fulfil his obligations to ensure compliance with contract conditions through regular audit and monitoring of the provider's operations. Audit and monitoring will be conducted by employees who are adequately trained and resourced for the role.

d) Contract Interface Management

The management of waste and recycling is both diverse and complex involving a range of contacts that involve both direct and indirect contractual obligations for compliance with both health and safety and environmental legislation e.g.

7. Waste Collection and Recycling Processing Contracts
8. Waste Collection and Council Depot Operations
9. Waste Collection and Green Waste processing operations
10. Recycling Processing and Glass Processing
11. Public Open Space and Green Waste Processing

The Waste and Recycling Manager and the Public Open Space Manager (where the interface is with directly provided Council services) will adopt a coordinating role between both internal and external contract organisations to ensure, as far as reasonably practicable, that relevant legislation is complied with.

3.35 WEILS DISEASE

<http://www.hse.gov.uk/PUBNS/indg84.pdf> - Guidance

- 3.35.1 Weil's disease is contracted by workers who could come in contact with rat's urine through working in wet areas such as rivers, ditches and dykes. Where workers are identified by risk assessment as being potentially at risk from this disease they must be issued with the appropriate card to register their situation with their doctor

3.36 WELFARE

<http://www.hse.gov.uk/pubns/priced/l24.pdf> - Regulations & Approved Code of Practice

<http://www.hse.gov.uk/pubns/indg244.pdf> - Guidance

- 3.36.1 The Workplace (Health, Safety and Welfare) Regulations 1992 lay down the minimum standards for welfare arrangements in the workplace. The Council considers the welfare of employees at work to be of particular importance and will ensure that the following minimum conditions will be met.

(a) Workstations

All areas where employees work shall have sufficient floor area, height and space where employees can work without risk to their health, safety and welfare. Notwithstanding the requirements of the Display Screen Equipment Regulations all workstations will be arranged so that they are

suitable for the individual and the type of work.

(b) Ventilation

All indoor work areas shall have an effective and suitable means of ventilation to maintain a wholesome atmosphere throughout the working day.

(c) Temperature

During working hours the temperature in all indoor work areas shall be maintained at a reasonable level. Where work involves employees being seated the temperature shall be maintained in excess of 16°C and where there is significant physical effort required by employees the temperature should be a minimum of 13°C. A sufficient number of thermometers shall be available in all work areas to enable employees to check temperatures.

(d) Lighting

Every workstation shall have a suitable and sufficient standard of lighting relative to the type of work carried out.

(e) Sanitary Conveniences

A sufficient number of separate sanitary conveniences for male and female employees are provided in all work areas. These will have adequate natural or mechanical means of ventilation and will be adequately lit. Conveniences provided for use by female employees will be provided with an effective means of disposing of sanitary dressing.

(f) Washing Facilities

Washing facilities are provided for use by all employees who work at or away from a workplace, to enable them to achieve levels of hygiene consistent with their work requirements. All facilities will be sufficiently ventilated and has soap or suitable means of cleaning and include towels or other suitable means of drying.

(g) Drinking Water

A supply of drinking water will be available in all work areas; generally this supply will be by means of a drinking fountain.

(h) Accommodation for Clothing

Suitable and sufficient accommodation will be provided for employees' clothing that is not worn during working hours and for special clothing worn at work by employees, but not taken home. In general, office areas will have sufficient areas to hang clothing with depots having lockers for manual/craft employees.

(i) Rest and Eating Facilities

Where employees' workplaces are not suitable, sufficient facilities will be available in all workplaces where employees can rest or eat lunches, snacks, etc during working day. The means of obtaining or making drinks will also be available.

- 3.36.2 Line managers with responsibilities for mobile workers must consider their welfare aspects particularly hygiene aspects. Vehicles must be adequately equipped to cater for these needs.

3.37 **SMOKING POLICY**

<http://www.hse.gov.uk/contact/faqs/smoking.htm> - Guidance

- 3.37.1 In line with national legislation all Council premises are smoke free locations as are works vehicles and any other vehicle that an employee is required to travel in while they are at work, this includes leased vehicles and those used by both essential and casual users during the course of their work. Works vehicle are workplaces; as such even smokers when travelling alone are not permitted to smoke in the vehicle.

- 3.37.2 In reference to the Smoking Policy, smoking is deemed to include tobacco products but also e-cigarettes and 'Vape' devices.

3.38 **HIV/AIDS IN THE WORKPLACE**

<http://www.hse.gov.uk/pubns/indg342.pdf> - Guidance

3.38.1 **What is HIV/AIDS?**

AIDS stands for 'Acquired Immune Deficiency Syndrome'. It is caused by the Human Immunodeficiency Virus (HIV) which attacks the body's natural defence system leaving it open to various infections and cancers. The condition is only detectable by a blood test confirming the presence of particular antibodies in the blood. At that point a person is said to be 'HIV positive'. The incubation period between infection and the onset of AIDS can be very long; in fact it is not known what proportion of those infected will actually develop to the full syndrome. What is known is that once a person develops AIDS there is no known cure. The majority of people who are HIV positive remain well for most of the time and might not even be aware that they have the virus.

3.38.2 **How is HIV Transmitted?**

HIV, which causes AIDS, is not passed on by normal social contact. It is not possible to become infected from teacups, glasses, toilets or people sneezing or coughing. It is also unknown for the virus to be transmitted by contact with sweat, saliva, tears, vomit or urine. In fact it is quite difficult to become infected.

Current opinion is that the HIV is only transmitted by infected blood or semen entering the blood stream in one of three ways:-

- (i) Sexual intercourse with someone who is HIV Positive or who has AIDS.
- (ii) By infected blood or blood products entering the bloodstream, mainly by using contaminated needles for drug injection.
- (iii) By an infected mother to her unborn child.

Note: There is no risk in the UK of contracting the HIV when donating or receiving blood. All donated blood in the UK is screened for the virus.

3.38.3 The Risks at Work

- (a) As the virus cannot be passed on by normal social contact there is no need for employees to worry about becoming infected from colleagues or members of the public in normal situations. 'First-Aiders' and 'Appointed Persons' should treat all body fluids, in particular blood, as potentially dangerous and make use of the disposable gloves, aprons and resuscitators provided as additional equipment to first aid kits. If it is not possible to use protective equipment for any reason then any contact area should be washed with soap and water as soon as possible.
- (b) In the hopefully unlikely situation where an employee received a puncture injury from a discarded injection needle (often referred to as 'sharps') they should encourage the wound to bleed freely under running water, dry the wound and apply a first aid dressing and seeking immediate medical aid. Contrary to popular belief the HIV/AIDS virus does not live for very long outside the human body. As soon as an injection needle is used and disposed of, the virus if present will begin to die. The rate of decay is relevant to temperature, in general the longer the time since the needle was used the less the risk of HIV infection. Any employee concerned at receiving such an injury can be referred to the Council's Medical Adviser if they wish.

NOTE: the *Council's Code of Practice No 6* provides detailed guidance on the handling and disposal of discarded needles.

3.38.4 Employees with HIV/AIDS

There is no reason to treat employees who are HIV Positive any differently from others. In fact they are not obliged to inform anyone of their condition even if they are themselves aware. It is quite conceivable that you could unknowingly work with a colleague who knows or is unaware that he/she has the virus. The fact that they find out, or make their condition known does not make them someone with whom contact must be avoided, as the risk of infection is no different than when you were unaware of the fact. People infected with the virus will not usually be ill and thus their ability to work normally will not be affected. Those that do go on to develop AIDS will no doubt eventually suffer from severe illnesses that inevitably will affect their performance and attendance at work. They will be treated in the same way as employees with other life threatening illnesses.

3.38.5 Employment Rights

Employment rights are not affected because an individual is HIV Positive or has AIDS. As there is no risk of infecting colleagues or members of the public during normal work activities, there are no grounds for dismissing or otherwise discriminating against an employee on the basis of them being infected or suspected infection.

3.38.6 Confidentiality

The Council as an employer has no right to know if an employee is HIV Positive or has AIDS. The results of any medical tests and how it bears on an employee's work performance will only be divulged by the individual him/herself or by a doctor who has the individual's consent under the Access to Medical Reports Act 1988. Should such information be disclosed to the Council, it will be treated in the strictest confidence.

3.38.7 **General Information**

If any employee is concerned about HIV/AIDS in relation to work they can seek further advice from Personnel Services or Safety and Welfare. Additionally, the following organisations provide information and advice:-

- | | | |
|-------|-------------------------------|---------------|
| (i) | Sexual Health Helpline | 0800 567123 |
| (ii) | The Terrence Higgins Trust | 0808 802 1221 |
| (iii) | The Samaritans | 01553 761616 |
| (iv) | Eastern Aids Support Triangle | 01553 776655 |

3.39 **Event Safety Management**

3.39.1 Where officers of the authority are involved in the organisation of an Event at which they will have the prime responsibility for the safety of the public attending the event, they will seek advice from one of the Officers of the authority holding an approved qualification in Event Safety Management.

3.39.2 For smaller events it may be sufficient to liaise with and take advice from one of the above officers, but for events likely to attract more than 100 participants/visitors or events where there is a higher than normal risk (events in or over water for example) it will be an expectation that one of the trained officers will be on the Team planning and Managing the event.

3.39.3 For events likely to attract more than 500 participants/visitors there is a requirement for the Event Safety Plan to be submitted to the West Norfolk Safety Advisory Group

3.39.4 Even when not covered by the above, any event at a venue where the numbers of persons present (employees, marshals, spectators and participants) is likely to exceed the maximum numbers indicated on the Fire Safety Risk Assessment for the venue, or a relevant part of the venue, the event shall be subject to a specific event Fire Safety Risk Assessment to ensure that proper consideration is given to levels of marshalling and safe evacuation in the event of a fire or other emergency.

Current Codes of Practice.

- Code of Practice No 1 - Risk Assessment – Replaced by:
HSE – Five Steps to Risk Assessment
<http://www.hse.gov.uk/risk/controlling-risks.htm>
<http://www.hse.gov.uk/risk/casestudies/index.htm>
- Code of Practice No 2 - VDU Assessors
- Code of Practice No 3 - Dealing with Violence and Aggression
- Code of Practice No 4 - Site Safety for Building Control Staff
- Code of Practice No 5 - Deleted
- Code of Practice No 6 - Handling and Disposal of Hypodermics (Sharps)
- Code of Practice No 7 - Deleted
- Code of Practice No 8 - Deleted, refer HSE Asbestos Essentials Task Manual
HSG 213
- Code of Practice No 9 - Site Safety for Development Control Planning Staff
(Version 2 dated July 2008)
- Code of Practice No 10 - Guidance for Rent Collectors (Deleted)
- Code of Practice No 11 - Managing Asbestos in Council Properties
- Code of Practice No 12 - Public Works Safe Working Practices
- Code of Practice No 13 - Managing Stress in the Workplace
- Code of Practice No 14 - Lone Working
- Code of Practice No 15 – Violence and Aggression Reporting

Appendix 'B'

Current Requirements for Mandatory inspection.

Equipment/Plant	Frequency	Reference
Passenger Lifts Disabled Lifts	6 months	Sect 3.21
Non Person lifting equipment - including attachments etc.	12 months Unless examination scheme states otherwise	Sect 3.21
Electrical Equipment		
<p><u>Class 1 Equipment</u> – earthed equipment <u>Class II Equipment</u> – non earthed equipment – identified by a small double square on the equipment data plate. http://www.hse.gov.uk/pubns/indg236.pdf</p>		
<p>Electrical Appliances 230v:</p> <p>Hand held equipment e.g. kettles, floor cleaners etc.</p>	<p><u>Class I Equipment</u> User Checks Inspect - 12 monthly Test - 24 monthly</p> <p><u>Class II Equipment</u> Inspect - 12 monthly Test - No</p>	Sect 3.11
General equipment - moved occasionally e.g. fans, lamps, projectors	<p><u>Class II Equipment</u> Inspect - 48 months Test - No</p>	Sect 3.11
IT Equipment – screens, processors etc.	<p><u>Class I Equipment</u> Inspect - 48 months Test - 48 months</p> <p><u>Class II Equipment</u> Inspect - 48 months Test - No</p>	Sect 3.11
Photocopiers, printers, fax machines etc that are rarely moved.	<p>Inspect - 48 months Test - No</p> <p>NOTE: Lease conditions must be checked for testing liability.</p>	Sect 3.11
Tradesmen's Tools 230/110v	<p>User Checks Inspect - 6 months</p>	Sect 3.11

	Test - 6 months	
Connecting leads, extension leads	Inspect - 48 months Test - 48 months <u>Depending on type of equipment</u>	Sect 3.11
Building electrical installations	With reference to the I.E.E. Regulations for the particular type of building.	Sect 3.11
Fire Equipment and Systems		
Fire alarms	Weekly Test 6 monthly service 5 yearly electrical system check	Sect 3.8
Emergency Lighting	12 monthly & 3 yearly	
Fire Extinguishers	Annual Inspection	

DRAFT