

HEALTH & SAFETY POLICY AND PROCEDURES



**December 2024
Version 1**

Health & Safety Procedure Policy

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1.0 HEALTH & SAFETY GENERAL POLICY STATEMENT

At Madeley Town Council, we recognise our duties under current health and safety legislation and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. It is our policy to ensure so far as is reasonably practicable the health, safety and welfare of all employees working for the Town Council or other persons who may be affected by our undertakings.

We acknowledge that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of Madeley Town Council.

We also recognise our duty so far as is reasonably practicable:

- to meet our legal obligations to maintain safe and healthy working conditions;
- to provide adequate control of the health and safety risks identified by making regular assessments which will be reviewed at least annually;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure the safe handling and use of substances;
- to provide adequate welfare facilities;
- to provide information, instruction, training where necessary for our employees;
- to ensure that all employees are competent to do their work and to give them appropriate training;
- to prevent accidents and cases of work-related ill health;
- to have access to competent advice via NALC, SALC, SLCC and Salopian Health and Safety Ltd;
- to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- to allocate adequate finances and resources accordingly to improve health and safety performance.

The Mayor of the Council will implement the health and safety policy and recommend any changes to meet new circumstances. The instructions will then be carried out through the normal chain of management. Our managers and supervisors are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of themselves and others.

We recognise our employees have duties under the Health and Safety at Work etc. Act 1974 and they are informed of their personal responsibilities to take due care for the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. They are also informed that they must co-operate with Madeley Town Council in order that we can comply with the legal requirements placed upon us and in the implementation of this policy.

We also recognise:

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers visit our premises or sites to do work for us, to ensure the health and safety of everyone at work.

Signed: _____ Mayor of Town Council

Date: _____

Signed: _____ Town Clerk

Date: _____

RECORD OF REVIEW OF HEALTH AND SAFETY POLICY

Our Health and Safety Policy and Arrangements are routinely reviewed to ensure they meet current statutory requirements and good practice relevant to Madeley Town Council. This review is undertaken at least annually, and details recorded below:

HEALTH AND SAFETY POLICY STATEMENT REVIEWED

DATE	NAME(S) OF REVIEWER(S)
December 2024	Alison Hinks and Sarah Mellor (Salopian Health and Safety Ltd)

FULL REVIEW OF HEALTH AND SAFETY POLICY AND PROCEDURES

DATE	NAME(S) OF REVIEWER(S)
December 2024	Alison Hinks and Sarah Mellor (Salopian Health and Safety Ltd)

Introduction to Our Health and Safety Policy

The safety policy is designed as a living document and will always reflect how Madeley Town Council operates.

It comprises of three component parts:

1. Policy Statement

This summarises our commitment to health and safety, details general roles and responsibilities and gives information relating to arrangements for implementing the policy and ensuring that it is kept current.

The Policy Statement is signed by our **Major** and is displayed prominently in our office and made available at all employees.

2. The Organisation

This describes the structure of Madeley Town Council in terms of health and safety responsibilities. This section will also summarise how external health and safety assistance will fit into our structure. All employees need information from this section in so far as it relates to them.

3. The Arrangements Section

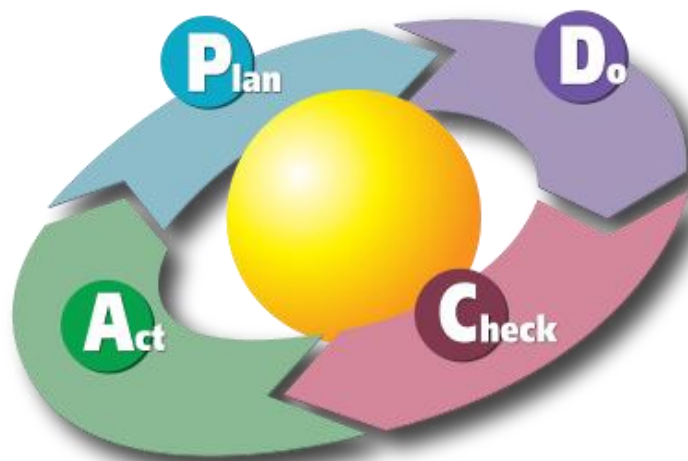
This details and provides guidance on the specific day to day arrangements and responsibilities for controlling or eliminating the types of hazards to health and safety that may arise as part of our activity.

All **Employees** need information in this section in as far as it relates to them and this is included in:

- Induction training;
- Employee handbook;
- Refresher training.

Our Safety Management System

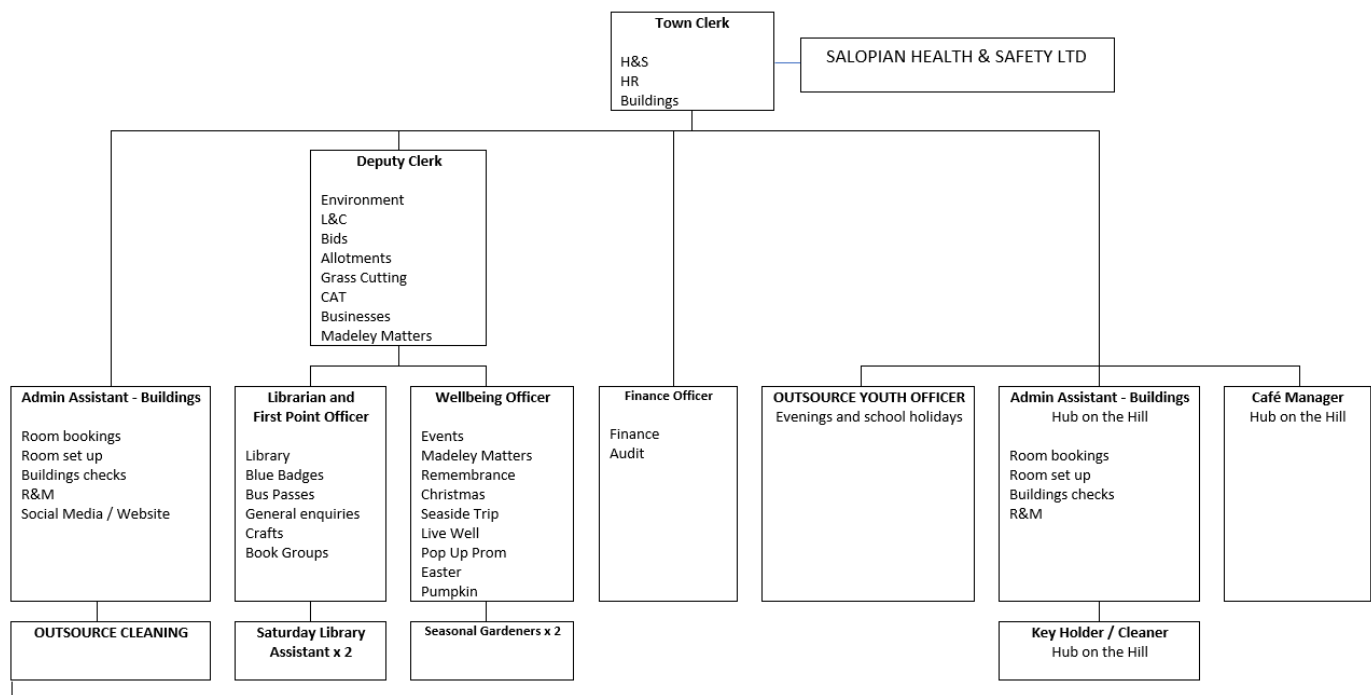
Madeley Town Council is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved. This is via implementing the 'Plan, Do, Check, Act' principle. Health and Safety should never be compromised for other Council objectives.



2.0 HEALTH & SAFETY MANAGEMENT STRUCTURE

The Mayor of the Town Council has overall responsibility for the implementation of this policy.

The policy is executed throughout Madeley Town Council via key personnel who have been allocated specific responsibilities for managing health and safety.



2.1 Individual Responsibilities

The effectiveness of this Policy is dependent on the people who are responsible for ensuring that all aspects of work are carried out with due consideration for safety and with minimum risks to health.

Ultimate responsibility lies with the Full Council, but specific duties are delegated to others according to their function, experience and training.

All employees and committees must ensure that the objectives set out in this Policy are undertaken in their area of responsibility, as well as in other areas in which their work integrates.

Each individual person has a duty of care to themselves as well as to all those they come into contact with, during any part of the working day.

Responsibilities are detailed as below:

2.1 a Full Council Responsibilities

The Full Council has overall responsibility for the health and safety of employees and all other persons who may be affected by the Council's activities. The Full Council is directly responsible for the sound and effective day-to-day management of the health and safety arrangements within his area of responsibility.

To satisfy their duties the Full Council will ensure:

- the Council has access to competent Health and Safety advice as required by the Management of Health and Safety at Work Regulations 1999.
- that an effective policy for Health and Safety management exists, supplemented by additional documents as necessary and that these documents are implemented throughout the business.
- this policy is routinely reviewed on an annual basis to ensure the arrangements for health and safety remain current and valid.
- written risk assessments are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
- that necessary resources and information is made available for the policy to be effectively put into practice.
- they Co-operate and assist, as necessary, with all enforcing authorities and any other external body concerned with Health and Safety in the course of his duty.
- that the duties and responsibilities for safe working are properly assigned, accepted and understood by all persons working in or entering their area of responsibility.
- that the health, safety and welfare arrangements provided are maintained and available at all times.
- that all accidents and near misses are reported and investigated to determine if further controls are necessary to prevent a recurrence.
- that health and safety training is provided to all new employees as part of the Council's overall training programme.
- that all employees have been briefed on and understand the Health and Safety Policy along with any safe working systems/procedures relevant to their work.
- employees have access to all necessary and relevant information appertaining to their health, safety and well-being at work.
- routine inspections and monitoring of activities are carried out to check all equipment, the working environment, local fire precautions and welfare arrangements satisfy the appropriate standards.

2.1 b Finance and General Purpose Committee

The Finance and General Purpose Committee is directly responsible for the sound and effective day-to-day management of the Health and Safety arrangements within their area of responsibility. To satisfy their duties the Finance and General Purpose Committee will:

- ensure that the duties and responsibilities for safe working are properly assigned, accepted and understood by all employees.
- budget for adequate resources to fully implement the Health and Safety Policy.
- ensure that all the relevant risk assessments, safe operating procedures and instructions are written, known and observed. This includes the continual review of these procedures and instruction in practice, including discussions with the employees concerned, to ensure that they are still understood and workable.
- ensure that the health, safety and welfare arrangements provided are maintained and available at all times.
- ensure that all plant, machinery and equipment is maintained and inspected as required.
- ensure that all accidents and incidents are reported and investigated to determine if further controls are necessary to prevent a re-occurrence.
- ensure that health and safety training is provided to all new employees as part of the Council's overall training programme.
- ensure that all employees have been briefed on and understand the Health and Safety Policy along with any safe working systems/procedures relevant to their work.
- ensure employees have access to all necessary and relevant information appertaining to their health, safety and well-being at work.
- ensure a tiered approach to health surveillance is undertaken.
- provide appropriate information, instruction and training to ensure so far as is reasonably practicable the health and safety at work of employees.
- identify all requirements under the Personal Protective Equipment (Amendment) Regulations 2022.

- ensure routine inspections and monitoring of activities are carried out to check all equipment, the working environment, local fire precautions and welfare arrangements satisfy the appropriate standards.

2.1 c Town Clerk's Responsibilities

These responsibilities are specific to this role and are in addition to the other relevant 'employees' responsibilities. The Town Clerk's Health and Safety responsibilities are to ensure that arrangements exist to deliver the following:

- ensure employees are fully aware of the procedures in the event of an emergency, including:
 - Any accident, incident or emergency procedure;
 - Positions of the fire exits, layout of escape routes and assembly point locations;
 - Position of the first aid equipment and the identity of the trained first aid personnel.
 - Report any defects in plant or equipment immediately to the Finance and General Purpose Committee.
- ensure that all the relevant risk assessments, safe operating procedures and instructions are written, known and observed. This includes the continual review of these procedures and instruction in practice, including discussions with the employees concerned, to ensure that they are still understood and workable.
- ensure that health and safety training is provided to all new employees as part of the overall training programme, including ensuring they are briefed on and understand the Health and Safety Policy.
- ensure that the health, safety and welfare arrangements provided are maintained and available at all times.
- report any work-related personal injury or disease to the Finance and General Purpose Committee and ensure that an entry is made in the accident book.
- report all potential hazards and incidents that have or could have resulted in personal injury or environmental damage to the Finance and General Purpose Committee.
- report any unsafe situation or task you may feel is unsafe and for which you do not have the appropriate knowledge or training to the Finance and General Purpose Committee.
- ensure key holders are appointed for the buildings who ensure that the buildings are locked/unlocked for venue users and they are aware of the out of hours emergency service.

The Town Clerk with the support of the appointed Facilities Management company will ensure:

- appropriate management of any building projects at the buildings owned by Madeley Town Council.
- the Health and Safety policy and action plans are adopted throughout the community venues.
- action plans are formulated and monitored following the annual fire inspection and annual health and safety inspection/audit.
- statutory inspections are undertaken and documented at the required frequencies by competent persons e.g. Weekly/monthly fire safety/periodic health and safety checks.
- annual maintenance inspections of all equipment are arranged in the community venues.
- all furniture and fittings are in a good state of repair.
- the buildings are safe and secure at all times.
- correct working practices of contractors in accordance with Madeley Town Council's Policy and associated arrangements.
- visual inspections are undertaken to identify environmental needs of Madeley and surrounding areas.
- a log of environmental issues is maintained, issues are reported to appropriate organisations and a record of progress is maintained.

2.1 d Deputy Town Clerk Responsibilities

These responsibilities are specific to this role and are in addition to the other relevant 'employees' responsibilities. The Deputy Town Clerk's Health and Safety responsibilities are to ensure that arrangements exist to deputise for the Town Clerk in their absence by undertaking those duties listed above in 2.1c. In addition to these, the Deputy Town Clerk is responsible for:

- managing the action plans implemented by the Leisure and Community committee and the Environment committee. This includes all health and safety responsibilities for all individual projects which are the responsibility of either committee for e.g. grass cutting service, allotments, floral displays, green spaces, community action team and any new projects identified by either committee.
- effectively carrying out their duties as a fire warden for the community venues and events.
- effectively performing their duties as a first aider for the community venues and events.
- undertaking risk assessments and implementing action plans for all events, activities and services organised on behalf of the Town Council.
- ensuring the implementation of safeguarding practices and procedures.
- attending meetings and or training for children, young people and vulnerable adults' activities.
- attending safeguarding training relevant to the role.
- undertaking appropriate health and safety inspections and checks in accordance with risk assessments.

2.1 e Cafe Manager Responsibilities

The Cafe Manager's Health and Safety responsibilities are to ensure that arrangements exist to deliver the following and are in addition to the other relevant 'employees' responsibilities. They are to ensure:

- continual implementation a food management system (Safer Food Better Business for Caterers Pack) to ensure effective food hygiene and safety standards exist.
- appropriate health and safety inspections and checks are carried out in accordance with risk assessments.
- volunteers are fully aware of the procedures in the event of an emergency, including:
 - Any accident, incident or emergency procedure;
 - Positions of the fire exits, layout out of escape routes and assembly point location;
 - Position of the first aid equipment and the identity of the trained first aid personnel.
 - Report any defects in plant or equipment immediately to the Finance and General-Purpose Committee.
- that all the relevant risk assessments, safe operating procedures and instructions relating to the Cafe are written, known and observed. This includes the continual review of these procedures and instruction in practice, including discussions with the employees concerned, to ensure that they are still understood and workable.
- that an updated COSHH register is maintained with associated COSHH risk assessments undertaken.
- that Health and Safety training is provided to volunteers as part of the overall training programme, including ensuring they are briefed on and understand relevant health and safety procedures.
- any consumables and cleaning materials are checked and replaced and stock and equipment are kept clean and tidy.
- all first aid provision is kept up to date and appropriately stored.

2.1 f Wellbeing Officer's Responsibilities

The Wellbeing Officer's health and safety responsibilities are detailed below and are in addition to the other relevant 'employees' responsibilities.

They are to ensure:

- they effectively carry out their duties as a fire warden for the community venues and events.
- they effectively perform their duties as a first aider for the community venues and events.
- attendance at meetings and or training for children, young people and vulnerable adults' activities.
- attendance at safeguarding training relevant to the role.
- appropriate health and safety inspections and checks are carried out in accordance with risk assessments.
- they undertake risk assessments and implement action plans for all events and activities organised on behalf of the Town Council.

- the implementation of safeguarding practices and procedures.

2.1 g Admin Assistant's (Buildings) Responsibilities

The Administrative Assistant's (Buildings) health and safety responsibilities are detailed below and are in addition to the other relevant 'employees' responsibilities. They are to ensure that:

- they effectively carry out their duties as a fire warden for the community venues.
- they effectively perform their duties as a first aider for the community venues.
- venue hirers comply with Madeley Town Council's terms and conditions.
- appropriate health and safety inspections and checks are carried out in accordance with risk assessments.
- that rooms are suitably set up in advance of bookings ensuring that fire exits, fire routes and firefighting equipment are unobstructed.
- all reasonably practicable controls are implemented within the buildings in accordance with Madeley Town Council's risk assessments.
- where appropriate, due to being a key holder for the building, they open and securely lock the community venues as required for out of hours functions.
- they assist with the implementation of the actions following the annual health and safety audit and fire safety inspections.
- the Health and Safety policy and action plan is adopted throughout the community venues.
- weekly/monthly fire safety/periodic health and safety checks are undertaken and documented.
- annual maintenance inspections of all equipment are arranged in the community venue.
- any consumables and cleaning materials are checked and replaced and stock and equipment are kept clean and tidy.
- all first aid provision is up to date and appropriately stored.
- all furniture and fittings are in a good state of repair.
- the buildings are always safe and secure.
- correct working practices of contractors in accordance with Madeley Town Council's Policy and associated arrangements.
- the venues are clean and tidy for venue hirers.
- user groups vacate the premises as agreed and that they leave the venues in a tidy and safe condition.
- they monitor the use of the venues and report any abuse to the Town Clerk.

2.1 h Seasonal Gardener's Responsibilities

The Seasonal Gardener's health and safety responsibilities are detailed below and are in addition to the other relevant 'employees' responsibilities. They are to ensure that;

- they effectively carry out their duties as a fire warden for the Council.
- they effectively perform their duties as a first aider for the Council.
- all work equipment is operated in accordance with manufacturer's guidelines and training.
- they only use work equipment for which they have received relevant training for.
- they only use substances hazardous to health for which they have received training for.
- all reasonably practicable controls are implemented for their tasks, in accordance with Madeley Town Council's health and safety policy and risk assessments.
- work equipment (including Town Council vehicles) prestart checks are undertaken, documented and any defects are reported to the Town Clerk in a timely manner.
- Town Council uniform and personal protective equipment are worn when required.

2.1 i Librarian and First Point Officer's Responsibilities

The Librarian and First Point Officer's health and safety responsibilities are detailed below and are in addition to the other relevant 'employees' responsibilities. They are to ensure:

- they effectively carry out their duties as a fire warden for the community venue.
- they effectively perform their duties as a first aider for the community venue.
- they undertake risk assessments and implement action plans for all events and activities organised on behalf of the Town Council.
- the implementation of safeguarding practices and procedures.
- attendance at meetings and or training for children, young people and vulnerable adults' activities.
- attendance at safeguarding training relevant to the role.
- they undertake appropriate health and safety inspections and checks in accordance with risk assessments.
- due to being a key holder for the building, they open and securely lock the community venue as required for out of hours functions, maintenance and the emergency services if required.

2.1 j Outsourced Services Responsibilities

Outsourced Services Responsibilities health and safety responsibilities are detailed below and are in addition to the other relevant 'employees' responsibilities. They are to ensure:

- they effectively perform their duties as a first aider for the community venue.
- the implementation of safeguarding practices and procedures and any concerns raised are shared with the Town Council.
- that suitable and sufficient risk assessments are provided to Madeley Town Council.
- that a copy of their Health and Safety Policy is provided to Madeley Town Council.
- they conform to any legal requirements, Council rules, procedures and instructions necessary for ensuring health and safety;
- adherence to the health and safety requirements within the Service Level agreement.
- all accidents and near misses are reported to the Town Council.

2.1 k Health and Safety Advisor Responsibilities

The Council's nominated safety consultants are those of **Salopian Health and Safety Ltd** whose main responsibilities are:

- monitoring and evaluating the Council's Health and Safety Policy and preparing for new legislation which may affect the Council;
- carrying out where necessary an investigation into any accidents / incidents which have been reported to the Health and Safety Executive, as well as any other accidents;
- providing advice to assist the Council in meeting the requirements of Health and Safety legislation, regulations and approved codes of practice as well as the Council's own codes of practice and procedures.
- liaising with the Town Clerk to ensure that all statutory inspections and testing in accordance with the Council's procedures are being conducted;
- monitoring and reviewing periodically the safety performance of the Council, including accident statistics, training courses and inspection reports;
- liaising with the Town Clerk regarding the implementation of training programmes;
- liaising with visiting enforcement agencies e.g. Health and Safety Executive Inspectors, Local Authority Enforcement Officers and affording them all the facilities that they require.

2.1 1 Employees Responsibilities

All employees have a statutory duty to take reasonable of the health and safety of themselves and of other persons who may be affected by their acts or omissions. In order to comply with this duty all employees will be expected to:

- undertake appropriate health and safety inspections and checks in accordance with Council risk assessments.
- assist at all times in maintaining good housekeeping standards.
- comply with Madeley Town Council's Health and Safety Policy and associated arrangements.
- conform to any legal requirements, Council rules, procedures and instructions necessary for ensuring health and safety.
- correct working practices of contractors in accordance with Madeley Town Council's Policy and associated arrangements.
- ensure correct working practices of contractors in accordance with Madeley Town Council's Policy and associated arrangements.
- ensure that the health, safety and welfare arrangements provided are maintained and available at all times and defects are reported to the Town Clerk.
- not interfere with anything provided to safeguard health and safety, e.g. remove or wilfully discharge fire extinguishers, etc.
- not to attempt to lift or move items which are beyond personal capabilities as likely to cause injury.
- not to try to use, repair or maintain any equipment for which you have received no training or instruction.
- observe good housekeeping at all times and keep escape routes, doorways and floor spaces clear and free from obstruction, and any defects reported to the Town Clerk.
- report all potential hazards that have or could have resulted in personal injury or environmental damage to the Town Clerk.
- report any near miss however slight, and whether or not injury or damage has been sustained.
- report any unsafe equipment, methods of work or any other safety concerns.
- report any work-related personal injury or disease to the Town Clerk. and ensure that an entry is made in the accident book.
- seek advice and instruction from their manager when situations arise which may affect the health and safety of themselves or others.
- stop work and seeking advice if they believe there is an imminent risk of injury to themselves or others.
- undertake health and safety training relevant to the role, as directed by the Town Clerk, including regular briefings and Health and Safety Policy review.

2.1 m Fire Marshals' Responsibilities

Fire Marshals have the following responsibilities in addition to the other relevant 'employees' responsibilities:

- to close all windows and doors when evacuating a building.
- to ensure that all the buildings are cleared of all employees and members of the public.
- to collect or delegate a member of staff to collect Signing In Books and take them to the Fire Assembly Point in the event of a fire.
- to undertake a roll call once all persons have assembled at the Fire Assembly Point.
- to liaise with the Fire Service in the event of a fire.
- to use evacuation chairs at Jubilee House in accordance with training provided.
- to assist in fighting fires when it is safe to do so in accordance with training, but without putting oneself at risk.

All Town Council employees are **Fire Marshals**.

2.1 n First Aiders' Responsibilities

First Aiders have the following responsibilities:

- at all times respect the wishes, dignity and privacy of the casualty, and treat as strictly confidential any personal or medical information about the casualty.
- administer first aid in the workplace to persons requiring treatment for minor injuries.
 - Note: First Aiders are to administer first aid within the competency standard of the First Aid at Work Course.
- administer first aid to any persons at work who as a result of any accident or illness requires immediate emergency treatment until the arrival of site emergency services.
- at the request of the emergency services assist as instructed at the scene of an incident.
- using their training and judgement decide whether the patient is fit to return to work or the summoning of the emergency services for further advice or assistance is required. IF IN DOUBT, REFER.
- if calling out emergency services, allocate persons to entrances and junctions to guide the ambulance expeditiously to the scene.
- inform their immediate superiors of the occurrence as soon as practicable.
- ensure the correct reporting of all work-related accidents or illness that require any form of first aid treatment.
- attend full requalification training within the 3-year period required.

3.0 HEALTH & SAFETY ARRANGEMENTS

This Policy and arrangements will be reviewed at least on an annual basis. Provision will also be made to undertake a review in the event of the amendment of existing or introduction of new legislation, codes of practice or guidance notes.

The arrangements detailed in this section are all supplemented with Standard Forms which are utilised to manage risks associated with the Council's activities.

3.1 Accident, Hazard & Near Miss Reporting

A **hazard** is something that has the potential to cause harm.

A **near miss** can be described as an incident that results in no injury or damage, but which had the potential to.

An **accident** is an incident which results in injury to someone or damage to property.

An **incident** can be described as an undesired event that has caused or could have caused damage, death, injury or ill health.

If an accident occurs within or on the premises of Madeley Town Council buildings, the following procedure is to be followed:

- the injured person receives the correct medical attention by a qualified first aider.
- the area is made safe by removing the hazard if possible or preventing contact to the hazard.
- the Accident Book is completed and management informed.
- an investigation is undertaken to prevent the accident from recurring. Injured Person and Witness Statements are to be obtained and the 'Accident and Incident Investigation Form' is to be completed.
- the incident is reported to the Health and Safety Executive if required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Refer to the Accident Checklist located within the Standard Forms.

If a near miss occurs or a hazard is identified at Madeley Town Council, the below procedure is followed:

- the hazard or near miss is communicated to any persons at risk.
- interim control measures are implemented.
- a Hazard and Near Miss Form is completed and handed to management.
- an investigation is undertaken.

It is a legal requirement for employees who have been involved in or witnessed a near miss incident or are aware of hazards or defects in the workplace, to bring them to the attention of management so that remedial action can be taken.

a The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

RIDDOR helps enforcing authorities identify where and how risks arise along with detecting when serious accidents require investigating.

Full listings of injuries, diseases or dangerous occurrences (which are caused by work activities) which must be reported to the HSE are listed within the above regulations.

What must be reported to the HSE?

Deaths

All deaths arising out of or in connection with work.

Specific Injuries

- 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

Refer to HSE Guidance for the full list <https://www.hse.gov.uk/riddor/specified-injuries.htm>

Over-seven-day injuries

Work-related injuries must be reported using the following online form

<https://notifications.hse.gov.uk/riddorforms/Injury> where a worker has been incapacitated for more than seven consecutive days. You must still keep a record of the accident if the worker has been incapacitated for more than three consecutive days.

Reportable dangerous occurrences

The revised list is detailed in Schedule 2 of the RIDDOR Regulations. Examples include:

Lifting equipment

- The collapse, overturning or failure of any load-bearing part of any lifting equipment (used for lifting goods, materials or people), other than an accessory for lifting.

Pressure systems

- The failure of any closed vessel, its protective devices or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000, where that failure could cause the death of any person.

Overhead electric lines

- Any plant or equipment unintentionally coming into:
 - a. contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or
 - b. close proximity with such an electric line, such that it causes an electrical discharge.

Electrical incidents causing explosion or fire

- Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:
 - a. results in the stoppage of the plant involved for more than 24 hours; or
 - b. has the potential to cause the death of any person.

Collapse of scaffolding

- The complete or partial collapse (including falling, buckling or overturning) of:
 - a. a substantial part of any scaffold more than 5 metres in height;
 - b. any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or
 - c. any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.

Refer to HSE Guidance for the full list <https://www.hse.gov.uk/riddor/dangerous-occurences.htm>.

Reportable occupational diseases

Reportable occupational diseases must be diagnosed by a doctor and 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.

Refer to HSE Guidance for the full list <https://www.hse.gov.uk/riddor/occupational-diseases.htm>

How and when to make a report

All incidents can be reported online <https://www.hse.gov.uk/riddor/report.htm#online> but a telephone service is also provided for reporting fatalities **only** - call the Incident Contact Centre on 0345 300 9923. **Fatalities must be reported without delay.**

- Dangerous occurrences and specified injuries, a report must be received within 10 days of the incident.
- Accidents resulting in the over-seven-day incapacitation of a worker, a report must be received within 15 days of the incident.
- Occupational diseases must be reported as soon as the diagnosis has been made.

b Accident Book and First Aid Provision

The Accident Books which comply with the requirements of the Data Protection Act are available in the in the following locations:

- Jubilee House – main office
- Hub on the Hill – front office
- The Community Library (The Anstice) – library office

Accident details, however trivial they may appear to be, must always be entered in an Accident Book.

Madeley Town Council will provide adequate first aid personnel and equipment, in accordance with the Health and Safety (First Aid) Regulations 1981 and the associated updated guidance. They will ensure that first aid equipment and facilities are adequate and missing or defective items are regularly replenished.

The Town Clerk will ensure Madeley Town Council complies with the Data Protection Act 1998 when recording accidents. Individual record sheets will be removed and stored securely (keeping personal information confidential).

All accidents and work-related ill-health should be immediately reported to the Town Clerk. Responsibility for investigating adverse events, ill health and near misses is that of the Town Clerk. Responsibility for acting on investigation findings to prevent a recurrence is that of the relevant employee.

Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of the Town Clerk (using HSE's F2508 and F2508A online forms).

First aid boxes are kept within the following locations:

- Jubilee House – main office
- Hub on the Hill – front office

- The Community Library (The Anstice) – library office

PREVENTION

This is the area to which the efforts of all employees should be primarily directed. All employees have a legal duty to take reasonable care of themselves and others whilst at work even in the most difficult of circumstances. The most effective method of preventing accidents is a responsible attitude by all employees along with the prompt reporting and elimination of hazards and near misses.

c Automated External Defibrillator (AED)

Defibrillators are located within the following locations:

- The Anstice, 1 Anstice Square, Madeley, Telford, TF7 5BD
- Public Conveniences, High Street, Telford, TF7 5AQ

All defibrillators are recorded on the Circuit (national defibrillator database).

An AED is used to treat victims who experience sudden cardiac arrest. An AED must only be applied to victims who are unconscious, without a pulse, and not breathing. The AED will analyse the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

Standard Form No	Associated Standard Form Title
SF1	Accident and Incident Investigation Form
SF2	Accident, Incident, Near Miss and RIDDOR Reporting Flow Chart
SF3	Hazard and Near Miss Form
SF4	First Aid Contents Check List
SF5	Witness Statement
SF6	Injured Person Statement
SF7	Accident Checklist

3.2 Alcohol and Drugs

Madeley Town Council has a ZERO tolerance towards its employees' drinking alcohol or taking illegal drugs prior to or during working hours. No employee may bring alcoholic drinks or illegal drugs onto site. Any employees found to be under the influence of drink or illegal substances whilst at work will be subject to disciplinary action, including suspension and possible dismissal. Any person taking prescribed medication must seek the advice of their doctor before working and may require written evidence of their fitness to work whilst taking the medication.

3.3 Construction Design and Management Regulations

The Construction (Design and Management) Regulations (CDM) are the main set of regulations for managing the health, safety and welfare of construction projects.

CDM applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and certain maintenance activities.

Responsibility for identifying all requirements under the CDM 2015 Regulations is that of the Town Clerk. Madeley Town Council will act in the role of the **Client** and recognise their duties under the CDM Regulations 2015. Madeley Town Council will be supported via the BiT Core Plus team who are employed to carry out a facilities management role.

Definitions

Construction work means -

- a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;
- b) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- c) the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- d) the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;
- e) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,

“structure” means—

- a) any building, timber, masonry, metal or reinforced concrete structure, railway line or siding, tramway line, dock, harbour, inland navigation, tunnel, shaft, bridge, viaduct, waterworks, reservoir, pipe or pipeline, cable, aqueduct, sewer, sewage works, gasholder, road, airfield, sea defence works, river works, drainage works, earthworks, lagoon, dam, wall, caisson, mast, tower, pylon, underground tank, earth retaining structure or structure designed to preserve or alter any natural feature, and fixed plant;
- b) any formwork, false work, scaffold or other structure designed or used to provide support or means of access during construction work.

A contractor: may be an individual, a sole trader, a self-employed worker or a business that carries out, manages or controls construction work in connection with a business. Anyone who directly engages construction workers or manages construction work is a contractor. This includes companies that use their own workforce to do construction work on their own premises. The duties on contractors apply whether their workers are employees, self-employed or agency workers.

Principal contractor: The principal contractor is the contractor in overall charge of the construction phase. They are appointed by the client and there should only be one principal contractor for a project at any one time.

Project: Any construction, building, infrastructure repair or maintenance work, whether on a fixed or transient site.

Designer: A designer is an organisation or individual that prepares or modifies a design for any part of a construction project, including the design of temporary works, or who arranges or instructs someone else to do it.

Responsibilities

Whatever the size of the project, the Client will decide which designer and contractor will carry out the work and how much money, time and resource is available.

Client’s Responsibilities

- Provide pre-construction information.
- Make suitable arrangements and ensure they are reviewed and maintained.
- Ensure the Construction Phase Plan is drawn up by the Principal Contractor/Contractor before work commences.
- If there is more than one Contractor appoint a Principal Designer and a Principal Contractor.
- Ensure adequate welfare facilities are provided.
- Take reasonable steps to ensure the Principal Designer and Principal Contractor comply with their duties.
- Notify HSE of the project (if applicable).
- Ensure the Principal Designer prepares the Health and Safety file.

Other Roles and Responsibilities

CDM duty holders: Who are they?	Summary of role/main duties
<p>Clients are organisations or individuals for whom a construction project is carried out.</p>	<p>Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none"> • Other dutyholders are appointed • Sufficient time and resources are allocated • relevant information is prepared and provided to other duty holders • the principal designer and principal contractor carry out their duties • welfare facilities are provided.
<p>Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> • construction and • the maintenance and use of a building once it is built. <p>Provide information to other members of the project team to help them fulfill their duties.</p>
<p>Principal designers are designers appointed by the client in projects involving more than one contractor. They can be an organization or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • identifying, eliminating or controlling foreseeable risks; • ensuring designers carry out their duties. <p>Prepare and provide relevant information to other dutyholders.</p> <p>Provide relevant information to the principal contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.</p>
<p>Principal contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • liaising with the client and principal designer; • preparing the construction phase plan; • organising cooperation between contractors and coordinating their work. <p>Ensuring:</p> <ul style="list-style-type: none"> • suitable site inductions are provided; • reasonable steps are taken to prevent unauthorised access; • workers are consulted and engaged in securing their health and safety and • welfare facilities are provided.
<p>Contractors are those who do the actual construction work and can be either an individual or a company.</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.</p> <p>For projects involving more than one contractor, coordinate their activities with others in the project team—in particular, comply with directions given to them by the principal designer or principal contractor.</p> <p>For single-contractor projects, prepare a construction phase plan.</p>
<p>Workers are the people who work for or under the control of contractors on a construction site.</p>	<p>They must:</p> <ul style="list-style-type: none"> • be consulted about matters which affect their health, safety and welfare; • take care of their own health and safety and others who may be affected by their actions; • report anything they see which is likely to endanger either their own or others' health and safety; • co-operate with their employer, fellow workers, contractors and other duty holders.

SF8	CDM15 Responsibilities Chart
SF9	Pre-Construction Information Template
SF10	Construction Phase Plan
SF11	Health and Safety File Information

3.4 Consultation with Employees

Madeley Town Council will consult with its employees in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Consultation with employees will be provided direct to individuals and through team meetings and safety briefings as necessary.

The Council will consult directly with employees and the consultation with employees will cover the following issues as a minimum:

- ✓ Introduced measures that may affect employees' health and safety.
- ✓ Health and safety information required under the Health and Safety (Consultation with Employees) Regulations 1996 and other regulations.
- ✓ Planning and organisation of health and safety training.
- ✓ The health and safety consequences of introduced technology in the workplace.

Madeley Town Council will monitor and review all consultation with employees, to ensure all employees have the necessary information resulting from the consultations that have taken place.

3.5 Control of Asbestos Containing Materials

Asbestos containing materials may be disturbed when working on buildings that pre-date the year 2000. The Council will assess and control health risks from exposure to asbestos in accordance with the **Control of Asbestos Regulations 2012** to prevent employees and contractors from exposure to asbestos and asbestos containing materials (ACMs).

To achieve this, the Council is responsible for:

- assessing the work area for ACM's (presuming materials contain asbestos unless there has been strong evidence provided that they do not) and determining the risk of anyone being exposed to fibres from these materials;
- ensuring a record of the location and condition of the ACMs, or presumed ACMs, is made available and is communicated to all employees and contractors prior to commencement of any works on site who are liable to work in the vicinity of the materials or whose work is likely to disturb them.;
- prepare a plan setting out how the risks from the materials will be managed;
- take the necessary steps to put the plan into action;
- review and monitor the plan periodically.

It is the Council's policy that all its employees and contractors will not work in any area until it has been confirmed safe or free from asbestos containing materials. A copy of the Asbestos surveys can be obtained from the Hub on the Hill reception, Jubilee House reception and Madeley Community Library.

It will be presumed that materials contain asbestos unless there is strong evidence to the contrary. Where necessary, ACMs will be removed by competent contractors.

However, should any employee during the course of their work un-expectantly encounter any ACMs or unknown substance, they are to **Stop Work Immediately** and notify the Town Clerk. The Town Clerk will ensure the area is cleared of all persons and will refer to the Asbestos Survey and Asbestos Management Plan to decide if the task needs a HSE-licensed contractor. If suspect materials are discovered during the course of the works, then the Council shall follow the guidance given in 'Asbestos Essentials **EM1**' i.e.

1. Stop work immediately.
2. Decide who must do the work - may need a licensed contractor.
3. Minimise the spread of contamination to other areas (close windows, doors and clearing the area of pedestrian traffic).
4. Keep exposures as low as we can (by following the flow diagram below).
5. Clean up the contamination (by a competent and licensed company).

Standard Form No	Associated Standard Form Title
SF12	EM1 Asbestos Instructions
SF13	Asbestos Contractors Declaration Sheet

3.6 Control of Contractors – Permits to Work

a Policy Statement

The Health and Safety at Work etc Act 1974 places duties on the Council and the contractors it employs to protect the health and safety of staff, hirers, contractors or anyone else who may be affected by their undertakings.

To enhance the safety of our workforce and others, we implement effective methods to reduce the risks presented by the use of contractors and subcontractors.

We ascertain the competence of contractors and subcontractors and ensure our employees and others are adequately protected from the risks posed by situations where these groups are engaged and put systems into place to achieve this.

b Objectives

To ensure that no one is injured through the employment of contractors or subcontractors.

c Definitions

A contractor is anyone not an employee of Madeley Town Council who is instructed by the responsible person to enter the premises to do agreed work, which might include free surveys, measurements, maintenance and servicing under warranty etc.

A sub-contractor is anyone employed or engaged by a Contractor to carry out work on the premises.

d Scope

All contractors and subcontractors working for Madeley Town Council.

e Responsibilities

The personnel responsible for the overseeing of contractors and subcontractors and ensuring all relevant controls are implemented are identified below.

f Procedures

Planning the Work

Successful use of contractors requires effective management and planning. Health and safety aspects need to be considered at the planning stage as follows:

- Madeley Town Council building activities which may affect the contractors' work and vice versa i.e. Madeley Town Council needs to carry out a risk assessment of their operations and the contractors need to prepare a risk assessment that fits in with that of the Council.
- Council procedures i.e.: accident reporting and fire policy will be communicated to contractors.
- Timing and segregating of various contractors or sub-contractors will ensure the activities of one will not create risks for another.
- Authorised hours of work to ensure members of the public or employees are not put at risk.

Selecting the Contractor

- For facilities management, Telford and Wrekin Council BiT Team select and vet the contractor to undertake the work from their preferred contractor's list.
- For other works, Madeley Town Councils' senior members of staff are nominated to co-ordinate and plan the selection of suitable, competent contractors or subcontractors as outlined in Madeley Town Council's financial procedures.
- It is the duty and responsibility of the company or individual inviting contractors to submit tenders and to make them fully aware of the standards of health and safety management expected of them. A Contractor/Subcontractor Assessment Questionnaire must be issued to all contractors/subcontractors for significant works and be reviewed by the Town Clerk.
- Contracts will stipulate that Madeley Town Council shall exercise its right to suspend any activity which it feels endangers the health and safety of staff, visitors or contractors' employees.
- Successful contractors shall be asked to provide:
 - Details of insurance cover arranged in accordance with the contract
 - Contractors Health and Safety Policy
 - Completed Contractor/Subcontractor Assessment Questionnaire
 - Method Statement and Risk Assessment for all operations.

This documentation will be reviewed to ensure it is suitable and adequate prior to the commencement of any operations.

Control of Contractors

The contractor is the direct responsibility of the individual who commissions them to carry out the work. From the first day of work on site to the completion, contractors can present risks to staff, visitors and premises. By using the following guidelines these risks can be reduced:

Ensure the responsible person and the contractor keep each other informed about hazards and changes to plans or systems of work which may affect health and safety.

Ensure good communications are maintained between staff e.g. if The Council Contact is unavailable (sick, on holiday etc.) who will liaise with the contractors?

- i) Discuss the work before it starts and at regular agreed periods throughout the project.
 - Introduce the contractor's supervisor to the area where the work is to be carried out.
 - Make sure contractors understand Council rules for safe working, the local hazards and necessary precautions.
 - Make clear which is their area of work and point out any restricted areas.
- ii) Give specific advice
 - Contractors will need specific advice about special hazards, such as dangerous equipment or plant.
- iii) Ensure any accident on Council premises (whether or not they result in injury) is reported.
- iv) Make sure there is no confusion over:
 - Rules or regulations e.g. parking to avoid causing obstruction, smoking within buildings etc.
 - Control and hand-over of occupancy. Contractors to erect barriers or other means to prevent accidental approach to potentially hazardous areas.
 - What services the contractor may use and what plant/equipment they are allowed to bring on site.
 - What the contractor's employees should do in an emergency on site and how they can contact first aid facilities?
 - What response is expected of contractors in the event of a fire on site?

g Before Commencement of Work

Permission and any Permits to Work must be issued to the contractor prior to the start of any high-risk activities dependant on the contractor's method statement and risk assessment i.e.: Working at Height, Hot Work or Confined Space Work.

h Monitor the Contractor's Performance

(i) Be proactive, carry out inspections and checks to ensure contractors and subcontractors are:

- adhering to their method statement and safety documentation
- complying with site specific company rules
- inspecting and testing equipment at frequencies defined within current legislation and evidence is available.

(ii) Where checks are not satisfactory, if necessary, suspend work until the situation is rectified.

Standard Form No	Associated Standard Form Title
SF14	Contractors and Subcontractors Assessment Questionnaire
SF15	Hot Work Permit to Work
SF16	Work at Height Permit to Work
SF17	Confined Space Permit to Work
SF18	Contractors Health and Safety Information

3.7 Control of Noise

The Council will assess its employees' exposure to noise where it believes there is a problem and where it can, will reduce noise through selection of equipment and through its working methods.

Suitable hearing protection will be provided to workers exposed to noise if deemed applicable and after all other control measures have been considered.

If significant noise levels are identified, the Council will give employees information and training on the risk from noise and how to avoid it.

3.8 Control of Substances Hazardous to Health

It is a requirement of the **Control of Substances Hazardous to Health Regulations 2002 (as amended)** that all substances used in the Council's activities should be carefully assessed to determine the health hazards associated with their use. When selecting a product for a particular task the least hazardous one will be chosen.

Hazardous substances include:

- substances used directly in work activities (e.g. adhesives, paints, cleaning agents);
- substances generated during work activities (e.g. fumes and wood dust);
- naturally occurring substances (e.g. grain dust);
- biological agents (e.g. bacteria and other micro-organisms).

Substances hazardous to health within Madeley Town Council buildings are predominantly cleaning products.

Material Safety Data sheets will be requested from the manufacturers which will give the chemical composition, workplace exposure limits and the possible effects on the human body via inhalation, absorption, injection and ingestion. A COSHH assessment will subsequently be undertaken and will include the preparation and use of the product, storage, transportation, protective clothing/equipment to be used, training requirements for employees and any further relevant data.

The Town Clerk will ensure that no new substances shall be introduced into the workplace without a full assessment. Where possible, the COSHH assessment will identify a safer alternative which can be used.

Copies of COSHH risk assessments will be available to relevant First Aiders. The first aiders are to familiarise themselves with the recommended first aid actions prior to an emergency.

The Council will adhere to the principles of good practice for the control of exposure to substances hazardous to health as set out in Schedule 2 of the **Control of Substances Hazardous to Health Regulations 2002 (as amended)**.

COSHH 2002 Schedule 2

a)	Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
b)	Take into account all relevant routes of exposure – inhalation, skin absorption and ingestion – when developing control measures.
c)	Control exposure by measures that are proportionate to the health risk.
d)	Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
e)	Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
f)	Check and review regularly all elements of control measures for their continuing effectiveness.
g)	Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risk.
h)	Ensure that the introduction of control measures does not increase the overall risk to health and safety.

When using such substances, the Council shall:










- Step 1** having consulted the material safety data sheet (MSDS) carry out a COSHH risk assessment which will show the WEL, for all substances used in or created by workplace activities;
- Step 2** decide what precautions are needed. We shall not carry out work which could expose our employees to hazardous substances without first considering the risks and the necessary precautions, and what else we need to do to comply with COSHH;
- Step 3** prevent or adequately control exposure. We shall prevent our employees being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then we shall adequately control it.
- Step 4** ensure that control measures are used and maintained properly and that safety procedures are followed;
- Step 5** monitor the exposure of employees to hazardous substances, if necessary.
- Step 6** carry out appropriate health surveillance via the Council's Occupational Health Service where the assessment has shown this is necessary or where the COSHH Regulations set specific requirements.
- Step 7** prepare plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances, where necessary;
- Step 8** ensure employees are properly informed, trained and supervised.

Workplace Exposure Limits (WELs) are listed in the HSE guidance document "EH40 workplace exposure limits".

<http://www.hse.gov.uk/pubns/books/eh40.htm>

The Town Clerk is responsible for any implementation of control measures highlighted from the COSHH assessments.

GHS Hazard Classification Symbols

Health Hazard  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	Flame  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	Exclamation Mark  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
Gas Cylinder  <ul style="list-style-type: none"> • Gases under Pressure 	Corrosion  <ul style="list-style-type: none"> • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals 	Exploding Bomb  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
Flame over Circle  <ul style="list-style-type: none"> • Oxidizers 	Environment *(Non Mandatory)  <ul style="list-style-type: none"> • Aquatic Toxicity 	Skull and Crossbones  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

Standard Form No	Associated Standard Form Title
SF19	COSHH Risk Assessment Template

3.9 Control of Vibration

The Council will identify tasks which involve the use of vibrating tools such as strimmers and hammer drills and will take measures to reduce exposure such as:

- selecting reduced vibration tools where possible
- maintaining tools in good condition
- keeping exposure time to a minimum

Employees will be given information and training on the risks from hand-arm vibration and how to avoid the risks should they work with tools which emit vibration.

If employees are exposed to high levels of hand arm vibration or exposed for long periods, health surveillance will be arranged via the Council's Occupational Health Department.

3.10 Demarcation/Safety Signs

The Council recognises the Health and Safety (Safety Signs and Signals) Regulations 1996 minimum requirements for the provision of safety signs at work. The Town Clerk will ensure specific safety signs are provided whenever there is a risk that has not been avoided or controlled by other means, for example by engineering controls and Safe Systems of Work (SSoW). Where a safety sign would not help to reduce that risk, or where the risk is not significant, no safety signs will be provided.

The Town Clerk will ensure all safety signs are properly maintained so that they are capable of performing the function for which they are intended. This can range from the routine cleaning of signboards to regular checks of illuminated signs to ensure that they work properly.

3.11 Display Screen Equipment

The Council acknowledges its legal requirements with regards to the management of risks associated with display screen equipment. As a consequence, the following procedure is implemented in compliance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Display screen equipment risk assessments will be carried out by DSE users via a self-assessment Display Screen Equipment Questionnaire (Refer to Standard Forms) to ensure risks are reduced as low as is reasonably practicable. Homeworkers will also undertake the risk assessments

The assessment is repeated if the employee moves workstations. All assessments are reviewed by the Town Clerk and are held on file. DSE users will be issued with guidance informing them of the risks from DSE use and how to set up their workstation (Refer to Standard Forms).

Health Risks

Some workers may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors.

Eyesight

Significant research has found that the use of DSE can cause disease or permanent damage to the eyes. However, long spells of DSE work can cause tired eyes and discomfort, as any user will tell you! By giving the eyes more demanding tasks, it can make the user more aware of an eyesight problem they were not previously aware of. Well positioned, properly adjusted DSE helps the eyes whilst good lighting in the workplace is also important.

Employees that are classed as habitual Display Screen Equipment users (use DSE as a significant part of their normal work for eg: daily, for continuous periods of an hour or more) are entitled to free eye tests and vision correction appliances where these are only needed for work with display screen equipment.

Eye tests should be made available at any interval recommended by an optician or if staff are suffering problems. Paid time off should be given to staff in order to receive an eye test, the cost of which should be met by the Council as should the cost of lenses required in order to use DSE (If the employee requires more expensive frames e.g. designer some arrangement can be made between the Council and the employee). Glasses required for any other purpose other than DSE are not the employer's responsibility.

Fatigue

Whenever possible, jobs at display screens should be designed to consist of a mix of screen-based and non-screen based work to prevent fatigue and to vary visual and mental demands.

Where the job unavoidably contains spells of intensive display screen work, these should be broken up by periods of non-intensive, non-display screen work. Where work cannot be so organised, e.g. in jobs requiring only data entry requiring sustained attention and concentration, deliberate breaks or pauses must be introduced. Breaks must allow users to vary their posture.

General guidance on breaks:

- (a) breaks should be taken before the onset of fatigue, not in order to recuperate and when performance is at a maximum, before productivity reduces. The timing of the break is more important than its length;
- (b) breaks or changes in activity should be included in working time. They should reduce the workload at the screen, i.e. should not result in a higher pace or intensity of work on account of their introduction;
- (c) short, frequent breaks are more satisfactory than occasional, longer breaks: eg a 5- 10-minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be better than a 15-minute break every 2 hours;
- (d) if possible, breaks should be taken away from the screen;
- (e) informal breaks, that is time spent not viewing the screen, (e.g. on other tasks), appear to be more effective in relieving visual fatigue than formal rest breaks;
- (f) wherever practicable, users should be allowed some discretion as to how they carry out tasks; individual control over the nature and pace of work allows optimal distribution of effort over the working day.

Pregnancy

There is no scientific evidence or advice to suggest that DSE work would pose any particular risks to pregnant women. If staff are concerned about their DSE or work generally during pregnancy they should speak to their doctor or someone well informed with current scientific information and good practice.

Training

All DSE users and staff who are to become DSE users should be given appropriate training on the applications, health and safety aspects and ergonomic principles before they are asked to operate any DSE. Good ergonomics is whereby the individual is fitted to the workstation in order to minimise the risks. Good training will enable users to attain all the necessary new skills required. Training, if possible should take place away from the normal workplace. Where training has to take place in the normal workplace staff should not be expected to carry out the usual workload with staff given opportunity for practice and consultation.

Health and Safety Information

A copy of information relating to all health and safety aspects should be given to staff including measures taken to comply with the regulations.

The consumption of food and drink in the immediate vicinity of any electrical/mechanical equipment should be avoided and facilities should be provided accordingly. All DSE should conform to the standards on safety, clarity and ease of adjustment given in the DSE regulations.

The level of radiation emitted from DSE is well below the levels set out in international recommendations and therefore there is no need for employers to check radiation levels.

DSE does generate a small amount of heat in use, as does other office equipment. Where a concentration occurs (especially in a normally warm office environment) the working temperature can become unacceptably high. In these cases, there should be provision in order to control the temperature in some way.

DSE cables can present a health and safety hazard. The risk can be reduced by ducting them, channelling them or clipping them out of the way so operators and others are segregated.

Lighting, Glare and Reflection

Natural light should be controllable by means of blinds or curtains and artificial lighting should be adequate for the tasks to be undertaken without producing undue glare. Where glare is a problem, diffusers should be fitted. If fluorescent tubes are flickering, it may mean they are at the end of their life and require changing. Regular cleaning and maintenance of the light fittings is necessary, and such provision should be made.

Furniture and Workstation Design

This is mainly concerned with good ergonomics (i.e. designing the workstation with the user in mind). Layout depends on the tasks, which will be involved in the work. The workstation should not be cramped or be affected by heat, glare, or noise from other workstations. Screens and shelving may need to be included in the workstation design to help create a safe and comfortable working environment. The introduction of equipment to a workstation should not reduce the amount of space available to an employee.

To ensure that operators are able to attain a comfortable operating position, an adjustable swivel chair should be provided for each workstation. A footrest should also be provided for each workstation where required. Document holders should be made available for each workstation on request.

DSE Risk Assessments

DSE risk assessments will be carried out by DSE users via a Display Screen Equipment Self-Assessment Form to ensure risks are reduced as low as is reasonably practicable.

This focuses on the following areas;

1. Training and Information
2. Posture
3. Individual
4. Workstation/Work Surface
5. Screen
6. Keyboard
7. Chair
8. Environment

The assessment is repeated if the employee moves workstations. All assessments will be reviewed by management and held on file. Approval for the required action to remove or control risks will be given by the Directors.

Example good seating position



- ✓ Seat back adjustable
- ✓ Good lumbar support
- ✓ Seat height adjustable
- ✓ No excess pressure on underside of thighs and backs of knees
- ✓ Foot support if needed
- ✓ Space for postural change, no obstacles under desk
- ✓ Forearms approximately horizontal
- ✓ Wrists not excessively bent
- ✓ Screen height and angle to allow comfortable head position
- ✓ Space in front of keyboard to support hands/wrists during pauses in keying.

Standard Form No	Associated Standard Form Title
SF20	Display Screen Equipment Self-Assessment Form
SF21	DSE Advice for Employees
SF22	Homeworkers Checklist

3.12 Electrical Safety

In accordance with the **Electricity at Work Regulations 1989**, the Council will ensure electrical risks are assessed and controlled by:

- statutory inspections and testing of portable electrical appliances undertaken by a competent person;

- any power tools used will be of low voltage type and will be stringently inspected and maintained;
- 5 yearly statutory inspection and testing of fixed installations;
- prohibition of any unqualified employee or contractor to access live electrical installations.

Where possible, electrical equipment will be switched off overnight.

Testing

Electrical testing of portable electrical equipment for earth/insulation integrity using a portable appliance tester will be carried out by a competent person in addition to the user visual inspections:

- whenever there is a reason to suppose the equipment may be defective (but this cannot be confirmed by visual inspection);
- after any repair, modification or similar work;
- at regular intervals.

Combined inspection and testing will be carried out by someone with a wider degree of competence than that required for visual inspection alone. This is because the results of the tests may require interpretation and appropriate electrical knowledge.

Frequency of testing

The initial frequency for inspection/testing suggested by the Health and Safety Executive is shown in the following table HSG107. The Council's electrical equipment will be inspected at frequencies based on this guidance.

Type of business		User checks	Formal visual inspection	Combined inspection and test
Equipment hire		N/A	Before issue/after return	Before issue
Battery operated equipment (less than 40 V)		No	No	No
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights		No	No	No
Construction	110V equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230V equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs – monthly)
	Equipment site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
Heavy industrial/high risk of equipment damage (not construction)		Yes, daily	Yes, weekly	Yes, 6–12 months
Light industrial		Yes	Yes, before initial use then 6-monthly	Yes, 6–12 months
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines		No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps		No	2–4 years	No
Hand-held, double insulated (Class II) equipment, eg some floor cleaners, some kitchen equipment		Yes	Yes, 6 months – 1 year	No
Earthed (Class I) equipment, eg electric kettles, some floor cleaners		Yes	Yes, 6 months – 1 year	Yes, 1–2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment		Yes	Yes, 6 months – 4 years depending on type of equipment it is connected to	Yes, 1–5 years depending on the equipment it is connected to

Visual Inspection by the User

All users will look critically at the electrical equipment they use from time to time. This needs to be daily in the case of handheld and hand operated appliances to check that the equipment is in sound condition (remember to unplug and switch off first). Checks will be made for:

- damage, e.g. cuts, abrasion (apart from light scuffing) to the cable covering;
- damage to plug, e.g. cracked casing or bent pins;
- non-standard joints including taped joints in the cable;
- the outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. (Look to see if the coloured insulation of the internal wires is showing);
- equipment that has been used in conditions where it is not suitable, e.g. a wet or dusty workplace;
- damage to the outer cover of the equipment or obvious loose parts or screws;
- signs of overheating (burn marks or staining).

The checks also apply to extension leads, associated plugs and sockets.

Any faults will be reported to the Town Clerk or Deputy Town Clerk and the equipment taken out of use immediately until repaired.

3.13 Environment

The Council will take all reasonable steps to minimise as far as practicable the impact of its activities on the environment. The Council recognises its responsibility to the community and has therefore identified the aspects of its operations that may have an effect on the environment. The Council does not consider its business to be of inherent damage to the environment, but it has identified certain areas which need to be controlled to minimise any detrimental environmental effect.

The Council will endeavor to control its following activities:

- consumption of energy via ensuring regular servicing of the heating systems;
- use of packaging materials;
- emissions;
- use of transport;
- volume and treatment of waste.

The Council plans to adopt a carbon emissions reduction action plan. As part of this the Council will meet and where appropriate exceed the requirements of all relevant legislation, will seek to reduce the consumption of materials and will recycle waste where possible. In addition, the Council will manage energy and fuel wisely and will minimise visual, noise and other impacts of its business on the local environment.

The Town Clerk will lead the process of implementing this policy and will keep the policy under continual review.

Waste Disposal

It is the policy of the Council that any waste generated during the course of working activities shall be disposed of in a controlled, safe and proper manner. Where waste removal requires the application of special control measures (to reduce hazards such as contamination, dust or risk of environmental pollution) laid down procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable.

The following waste hierarchy will be used where practicable.



3.14 Events

The Council organises a variety of different events both within their buildings and within the community. Overall responsibility rests with the Mayor of the Town Council, although this responsibility is delegated to the Town Clerk.

As the Event Organiser, the Council is responsible for managing employees, suppliers, contractors and attendees to ensure they are not exposed to risk at all throughout the different phases of the event.

To ensure all foreseeable risks are effectively managed, a risk assessment and where deemed appropriate, an Event Management/Project Plan will be completed and communicated to all relevant parties. This details responsibilities of key persons. The Council will ensure they consider all aspects of an event including pre, live and post event as well as planning for incidents and emergencies, adhering to the contractor selection arrangements and other relevant arrangements within this policy.

Third Party Events

In addition to managing Council organised events, third parties will also be permitted to hire Council owned venues and manage the events themselves.

To ensure all foreseeable risks are managed, the Council requests the following from Hirers prior to the event:

- proof of public liability insurance
- proof of testing and maintenance of any equipment brought onto site e.g. PAT testing
- risk assessment (in certain circumstances).

All hirers are issued with the 'Conditions of Hire' and they must agree to adhere to them prior to acceptance of the booking. The key holder is responsible for opening and securing the premises and it their responsibility to communicate the emergency procedures to the hirer.

Group leaders are responsible for providing their own first aiders and first aid provision which is communicated via the 'Conditions of Hire'.

Stewards are provided at larger events whereby the stewards monitor to ensure the 'Conditions of Hire' are being adhered to. They remain in attendance throughout the event.

Within each venue, hirer rules are displayed stating the following;

- If the fire alarm sounds, everyone **MUST** evacuate the building by the nearest emergency exit and make their way to the **designated fire assembly point**.
- Group leaders are responsible for having a register of attendance for their group and undertake a roll call at the fire assembly point.
- All accidents and incidents must be reported to a Council member of staff and the relevant form to be completed
- Smoking is not permitted in this building
- E-cigarettes are not permitted in this building
- Naked flames are not permitted in this building (this includes candles)
- First Aid Boxes are available in (insert specific location)
- Should you need to rearrange the furniture, you must ensure it is returned to the original position at the end of your booking.

DO.....

- dispose of rubbish in the bins provided
- ensure that the room is left as clean and tidy as possible
- leave the venue quietly
- switch off all lights when leaving the room
- close all windows when leaving the room

DON'T.....

- attach decorations and posters on the walls.
- obstruct fire exits, fire doors or fire extinguishers
- open emergency fire doors.

Reporting a Problem

Madeley Town Council make every effort to keep rooms to a high standard. It would therefore be helpful if room users could ensure that any problems are reported promptly.

3.15 Fire Management

1. INTRODUCTION

Madeley Town Council acknowledges its legal requirements with regard to management of fire safety in its premises. As a consequence, this policy has been created to address requirements and has been written in such a way to be appropriate to the levels of risk and hazards involved.

This policy identifies the procedures that are in place and contains specific information on the relevant systems.

2. RELEVANT LEGISLATION

The Regulatory Reform (Fire safety Order) 2005

The Health and Safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999

3. APPOINTED RESPONSIBILITIES

Overall responsibility for management of health and safety matters rests with the Mayor of the Town Council, although this responsibility is delegated to the Town Clerk (henceforth referred to as the Responsible Person). The Finance and General Purpose Committee will have overall responsibility for the fire management arrangements of the Town Council.

The Responsible Person will ensure management of fire safety is undertaken in a satisfactory manner, in conformance with legal requirements and will enlist the assistance of suitably qualified third-party expertise whenever necessary to meet these aims. This policy will be reviewed and updated by the Responsible Person when required.

Appointed Fire Marshals are all permanent Town Council employees and third party keyholders.

The Fire Marshals are appointed to assist with fire prevention, reporting of fire safety problems, controlling fires (when safe to do so) and with the organisation of staff evacuations/fire drills. Responsibilities for all other staff and visitors are clearly defined with regard to fire safety.

Fire Marshals will be conversant with legal aspects of fire safety and will undergo additional training as required. In the absence of the Responsible Person the Fire Marshals will assume responsibility for handling routine and emergency issues and will therefore be fully conversant with the detail of this policy.

During opening hours, the Responsible Person or fire marshal in their absence is to liaise with the fire service who will meet the fire service at the Main Entrance (without endangering themselves). Note: The Responsible Person for the Anstice is the Anstice Manager.

Out of hours, an external key holder Business Watch have been appointed by the Facilities Management company to assume responsibility for visiting the premises should the fire alarm sound and for making an initial assessment of the most appropriate action to be taken.

Business Watch Contact Details:

Main: 01952 582092

Additional specialist contractors will be assigned by the Responsible Person to undertake maintenance and modification of fire detection systems, emergency lighting, extinguishers and all other fire safety installations in accordance with legal requirements and British Standards. They will also ensure general maintenance, building and testing activities are undertaken to minimise the risk of fires from faulty equipment and

installations. The Responsible Person and the Finance and General Purpose Committee will ensure records, documents and information on all safety matters, including fire safety are retained.

Course leaders are responsible for having a register of attendance for their group and undertake a roll call at the fire assembly point.

4. OVERVIEW OF PREMISES AND FIRE SAFETY INSTALLATIONS

The following buildings:

- Jubilee House
- Hub on the Hill
- The Community Library (The Anstice)

are equipped with integrated fire alarm systems, smoke detectors, heat detectors and firefighting equipment.

Manual call points are located throughout the buildings to give early warning of a fire incident and to alert all building occupants of a fire incident.

Emergency lighting is installed throughout the premises to assist all occupants in locating the fire exits should there be a power outage when there is a fire incident

Fire extinguishers (CO2, foam, powder and fire blankets) are located throughout the premises to enable staff to control fires when appropriate. Fire Marshals are trained in the use of this equipment.

Signage is deployed throughout the premises to ensure ready identification of escape routes, fire doors, fire extinguishers, etc. Notices are also displayed adjacent to each manual call point identifying procedures to be followed in the event of discovery of fire or the sounding of the fire alarm.

Fire doors which are installed are identified and will be kept closed at all times.

Alarm detection panels are located in the following areas:

Jubilee House	Within the main entrance.
Hub on the Hill	Within the main entrance.
The Community Library (The Anstice)	Within the main entrance of the Anstice.

Jubilee House houses the Town Council offices along with three rooms for hire over two floors. Two tenants accommodate ground floor offices.

Hub on the Hill is a community centre in Sutton Hill which houses a commercial kitchen, a community café, offices and two rooms to hire all of which are on the ground floor.

The Community Library is within the Anstice which is on the ground floor and comprises of an office and library area.

Individual Fire Evacuation Plans are produced for each building and communicated to relevant persons.

5. ASSESSMENTS OF RISK AND CONTROL MEASURES

The Responsible Person will ensure fire risk assessments are undertaken and recorded on an annual basis or whenever it is clear elements of the previous fire risk assessments have been subject to significant change. Specialist fire consultant expertise will be employed to assist with Fire Risk Assessments and other aspects of fire safety should it be deemed necessary by the Responsible Person.

In order to assess the risk of fire and the potential impact on life, the Responsible Person will consider legal requirements and recommendations from specialist contractors (who work in accordance with the relevant British Standards) regarding fire safety and fire precautions. They will also consider items relating to the actual conditions within the premises, e.g., building fabric and layout, storage of flammable material, the nature of the processes involved in the daily activities of the Community Centre, maintenance and cleaning tasks, numbers and types of staff/visitors within the building, existing fire safety installations, etc.

6. TRAINING

All new staff members will receive induction training from the Responsible Person or Fire Marshals which will include specific training on the fire safety procedures, and any significant findings of the risk assessments. Additional information when appropriate will be issued to ensure staff remain suitably aware of fire safety, records of all training will be retained.

Drills will be organised involving a complete evacuation of staff from the building on a periodic basis. A record of drills and any actions to be taken arising from them will be made and kept on file.

The Responsible Person will organise training (including refresher training) for Fire Marshals to ensure they can fulfil their roles safely and efficiently.

7. CONTROL OF CONTRACTORS

The designated facilities management company and contractors will be issued with instructions defining the fire emergency procedures that are in place and the safety requirements that will apply to their work on site. Both parties will sign to signify their acceptance of these terms which will be retained on file.

Before “hot work” or works that are likely to cause the fire alarm and detection system to be activated is undertaken, (i.e. welding, steam cleaning etc) formal permission will need to be issued by the Responsible Person or a Fire Marshal by the issuing and acceptance of a Permit to Work. This will determine the safety precautions that relate to the work. Method statements and risk assessments will be obtained from contractors in advance of any work should it be deemed necessary by the Responsible Person.

8. EVACUATION OF DISABLED PERSONS

Should a member of staff suffer from a disability significantly impeding their ability to exit the building at a normal pace (i.e. it would take more than 5 minutes to get to the assembly point), the individual concerned will inform the Responsible Person who will undertake a specific risk assessment for the safe evacuation of persons with mobility problems. A Personal Emergency Evacuation Plan (PEEP) will be documented and communicated to relevant persons.

Should a course attendee suffer from a disability significantly impeding their ability, it is the course leader’s responsibility to ensure suitable controls are implemented i.e.: a designated person assists evacuation and the disability is recorded on the course register. This information is requested in advance from the course leader via the ‘Conditions of Hire’.

Should there be a visitor to the premises with a mobility problem the host should contact the Responsible Person at the earliest possibility, so that a plan can be established to ensure the disabled person can evacuate the building satisfactorily in the event of an emergency.

In the event of the fire alarm sounding at Jubilee House, able bodied persons are to evacuate first, a fire marshal will use an evacuation chairs which are provided at the 2 entrances to ‘Mark’s room’. Once a fire marshal has used the evacuation chair once, they are not permitted to re-enter the building.

9. NON-COMPLIANCE

All employees have legal duties under Section 7 of the Health and Safety at Work Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999, to take reasonable care of their own and others, health and safety at work. They must co-operate fully with health and safety policies and procedures, must report defects, and must not misuse safety equipment provided. Madeley Town Council will consider any breach of these legal duties as a disciplinary matter, and the disciplinary procedures will apply.

10.1 FIRE EMERGENCY PROCEDURE FOR USERS OF MEETING & FUNCTION ROOMS & MADELEY TOWN COUNCIL – JUBILEE HOUSE

Make sure that you know the position and type of appliance inside and in vicinity of the workplace.

Make sure you know the shortest escape route from the workplace to the outside of the building.

In case of small fire:

1. Attempt to put out a fire using nearby appliances if safe to do so but **only** if you have been trained in the use of fire extinguishers. **Do not put yourself at risk.**
2. If not, carry out **FIRE EVACUATION PROCEDURE.**

In case of large fire:

Carry out **FIRE EVACUATION PROCEDURE** immediately:

FIRE EVACUATION PROCEDURE

Upon discovering a fire and/or hearing the fire alarm

1. Operate the nearest fire alarm call point and evacuate the building if you are able to do so.
2. All persons are to leave by the nearest fire exit and assemble in an orderly manner so a roll call can be undertaken. **The assembly point is the Jubilee House car park.**
3. In the event of the fire alarm sounding when a function is taking place, the function organiser is responsible for ensuring all persons have evacuated the building and assemble at the assembly point or in the refuge area.
4. Fire Marshals will undertake a sweep of the building to ensure all persons have been located.
5. Course Leaders equipped with the class signing in register must escort their group to the assembly point and undertake a roll call. If any persons cannot be accounted for then a Fire Marshal must be informed immediately.
6. All employees and course leaders/function organisers should be aware of the location of fire extinguishers, the nearest exit point and alternatives in the event of the usual route being blocked. (Ensure that doors and windows are closed, but not locked in each room as it is evacuated).
7. Centre users are to remain at the assembly point until the all clear is given or further instructions regarding the situation are provided.
8. In the event of the Fire and Rescue Service attending site, the Responsible Person is to meet with them at the main entrance and notify them of any people specified as being particularly at risk.

10.2 FIRE EMERGENCY PROCEDURE FOR USERS OF MEETING & FUNCTION ROOMS & MADELEY TOWN COUNCIL – HUB ON THE HILL

Make sure that you know the position and type of appliance inside and in vicinity of the workplace.

Make sure you know the shortest escape route from the workplace to the outside of the building.

In case of small fire:

1. Attempt to put out a fire using nearby appliances if safe to do so but **only** if you have been trained in the use of fire extinguishers. **Do not put yourself at risk.**
2. If not, carry out **FIRE EVACUATION PROCEDURE**.

In case of large fire:

Carry out **FIRE EVACUATION PROCEDURE** immediately:

FIRE EVACUATION PROCEDURE

Upon discovering a fire and/or hearing the fire alarm

3. Operate the nearest fire alarm call point and evacuate the building if you are able to do so.
4. All persons are to leave by the nearest fire exit and assemble in an orderly manner so a roll call can be undertaken. **The assembly point is outside of the shop adjacent to the front entrance.**
5. In the event of the fire alarm sounding when a function is taking place, the function organiser is responsible for ensuring all persons have evacuated the building and assemble at the assembly point or in the refuge area.
6. Fire Marshals will undertake a sweep of the building to ensure all persons have been located.
7. Course Leaders equipped with the class signing in register must escort their group to the assembly point and undertake a roll call. If any persons cannot be accounted for then a Fire Marshal must be informed immediately.
8. All employees and course leaders/function organisers should be aware of the location of fire extinguishers, the nearest exit point and alternatives in the event of the usual route being blocked. (Ensure that doors and windows are closed, but not locked in each room as it is evacuated).
9. Centre users are to remain at the assembly point until the all clear is given or further instructions regarding the situation are provided.
10. In the event of the Fire and Rescue Service attending site, the Responsible Person is to meet with them at the main entrance and notify them of any people specified as being particularly at risk.

10.3 FIRE EMERGENCY PROCEDURE FOR USERS OF MEETING & FUNCTION ROOMS & MADELEY TOWN COUNCIL – LIBRARY

Make sure that you know the position and type of appliance inside and in vicinity of the workplace.

Make sure you know the shortest escape route from the workplace to the outside of the building.

In case of small fire:

1. Attempt to put out a fire using nearby appliances if safe to do so but **only** if you have been trained in the use of fire extinguishers. **Do not put yourself at risk.**
2. If not, carry out **FIRE EVACUATION PROCEDURE**.

In case of large fire:

Carry out **FIRE EVACUATION PROCEDURE** immediately:

FIRE EVACUATION PROCEDURE

Upon discovering a fire and/or hearing the fire alarm

3. Operate the nearest fire alarm call point and evacuate the building if you are able to do so.
4. All persons are to leave by the nearest fire exit and assemble in an orderly manner so a roll call can be undertaken. **The assembly point is the Anstice Car Park.**
5. In the event of the fire alarm sounding when a function is taking place, the function organiser is responsible for ensuring all persons have evacuated the building and assemble at the assembly point or in the refuge area.
6. Fire Marshals will undertake a sweep of the building to ensure all persons have been located.
7. Course Leaders equipped with the class signing in register must escort their group to the assembly point and undertake a roll call. If any persons cannot be accounted for then a Fire Marshal must be informed immediately.
8. All employees and course leaders/function organisers should be aware of the location of fire extinguishers, the nearest exit point and alternatives in the event of the usual route being blocked. (Ensure that doors and windows are closed, but not locked in each room as it is evacuated).
9. Centre users are to remain at the assembly point until the all clear is given or further instructions regarding the situation are provided.
10. In the event of the Fire and Rescue Service attending site, the Responsible Person is to meet with them at the main entrance and notify them of any people specified as being particularly at risk.

PREMISES CAPACITY

In order to ensure all centre users can evacuate the building in the required time and assemble at the designated assembly point, the following maximum capacity is adhered to at all times when hiring out rooms.

Jubilee House	Mark's Room – 40, Meeting Room – 12, McGavin Room - 12
Hub on the Hill	Cafe seating 22 Persons ICT suite 14 workstations Blue room 12 seated Children's Centre 13 Persons Large hall area under following configurations: - 189 Persons (Town Hall Meetings) - 242 Persons (Events, no furniture) - 140 Persons (Events with furniture) Total potential occupancy across entire scoped areas: 303 Persons (Plus operational persons such as kitchen staff – less than 10)

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always sufficient numbers of trained staff available.

• TENANTS WITHIN JUBILEE HOUSE

Evacuation

Tenants are responsible for ensuring that an effective evacuation of their area is possible in a fire situation and nominated fire marshals must be identified to the Town Council. Tenants are responsible for training their employees in fire safety awareness, fire evacuation procedures and fire marshal responsibilities. Tenants must ensure the landlord (Madeley Town Council) has a copy of their fire evacuation procedure and fire risk assessment (if employ 5 or more employees).

Combustible materials

Tenants must not store on the premises or bring onto them anything of a specially combustible, inflammable or explosive nature, and must comply with the requirements and recommendations of the fire authority and the reasonable requirements of Madeley Town Council as to fire precautions relating to the premises.

Fire escapes, equipment and doors

Tenants must not obstruct the access to any fire equipment or the means of escape from the premises or lock any fire door while the premises are occupied.

3.16 Health and Safety Advice

In accordance with the Management of Health and Safety at Work Regulations 1999, Madeley Town Council has access to competent health and safety advice. This advice is available from:

Salopian Health and Safety Ltd

Tel: 01630 657084

Longford Croft
Longford
Market Drayton
Shropshire
TF9 3PW



Sarah Mellor *CMIOSH MIIRSM*

Email: enquiries@salopiansafety.co.uk

3.17 Health

Surveillance

Madeley Town Council will ensure that all employees are provided with health surveillance if deemed appropriate, due to hazards identified by detailed risk assessments. The primary benefits of, and therefore the objective, of health surveillance will be to detect adverse health effects at an early stage, enabling further harm to be prevented.

Once it has been decided that health surveillance is appropriate, it will be maintained during the employee's employment unless the risk to which the worker is exposed and associated health effects are short term.

Health surveillance will be recorded on individual records.

The frequency of the use of such methods will be determined either on the basis of suitable general guidance or on the advice of a qualified practitioner.

Refer to Control of Noise and Hazardous Substances policies.

Mental Health

Mental health can affect our thinking, emotions and behaviour and can disrupt our ability to work, carry out simple daily tasks and engage in relationships. The Council recognises that just like physical health, there is good and poor mental health and this can be different for everyone.

The Council is committed to taking all reasonable steps to make sure that they:

- listen to their employees if they raise any mental health concerns
- keep information about employees' mental health confidential
- provide support to employees if they are experiencing mental health issues, making reasonable adjustments where needed
- treat employees with respect, not making judgements or assumptions
- help all employees to be more aware about mental health
- encourage employees to inform their manager should they be experiencing a mental health issue, so the required support can be offered
- treat any issues of bullying and harassment in relation to mental health issues seriously.

Stress

Madeley Town Council recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

The Full Council is responsible for implementation and Madeley Town Council is responsible for providing the necessary resources.

Definition of stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Policy

- Madeley Town Council will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- Madeley Town Council will provide training for all managers and supervisory staff in good management practices.
- Madeley Town Council will provide confidential counselling for staff affected by stress caused by either work or external factors.
- Madeley Town Council will provide adequate resources to enable managers to implement the Council’s agreed stress management strategy.

Town Councillors Responsibilities

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

Health and Safety Consultant’s Responsibilities

- Train and support managers in implementing stress risk assessments.
- Monitor and review the effectiveness of measures to reduce stress.

Town Clerk’s Responsibilities

- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.
- Inform the Finance and General Purpose Committee of any changes and developments in the field of stress at work.
- Give guidance to managers on the Stress Policy.
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise individuals on training requirements.
- Provide continuing support to individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

Employee's Responsibilities

- Raise issues of concern with your line manager.
- Accept opportunities for counselling when recommended.
- Employees must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Employees must be able to consult with Town Council on the issue of stress including conducting any workplace surveys.
- Employees must be meaningfully involved in the risk assessment process.
- Employees should be allowed access to collective and anonymous data.
- Employees should be invited to conduct joint inspections of the workplace to ensure that environmental stressors are properly controlled.

Finance and General Purpose Committee

- The Finance and General Purpose Committee will perform a pivotal role in ensuring that this policy is implemented.
- The Finance and General Purpose Committee will oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote workplace health and safety.

Other sources of support

- MIND www.mind.org.uk 0300 123 3393
- Maximus <https://atw.maximusuk.co.uk/> 0300 456 8114
- Samaritans - Offer emotional support 24 hours a day, in full confidence. www.samaritans.org Call 116 123 - it's free.
- The Town Council's Employee Assistance Program – Health Assured (0800 783 2808) www.healthassuredeap.com

3.18 Homeworking

POLICY

Madeley Town Council has a responsibility to ensure employees' safety in any situation. Employees working in their own home should therefore neither, feel at risk, or put themselves at risk. Measures are required to be in place to ensure employees are free from risks at all times when working at home.

OBJECTIVE

To ensure that all employees are safe when working from home.

DEFINITIONS

Home workers are those who conduct work activity from their own homes, this includes:

- Using their home as the main place of work;
- Working on a flexible basis, splitting their time between home and office;
- Using the office as the main place of work with working from home occasionally.

It is the responsibility of management to confirm an employee's eligibility to work from home and confirm contributions to the cost of home working.

RESPONSIBILITIES

Procedures

The Town Clerk is responsible for ensuring a home working risk assessment and individual homeworking checklists are undertaken and suitable controls are implemented.

The purpose of the risk assessment and checklists is to identify potential or known hazards, establish the level of risk and to determine measures to minimise the risk where it is reasonably practicable to do so.

Examples of hazards are: - (This list is not exhaustive)

- Use of display screen equipment
- Suitability of home
- Fire
- Electrical
- Lone working
- Manual handling
- Poor wellbeing
- Poor communication.

The Council is responsible for: -

- Ensuring that a homeworking risk assessment is in place and an individual homeworker checklist for the individual employee's home working environment.
- That the necessary resources are made available to enable a safe working setup to be achieved.
- Routine maintenance (where applicable) of any Council property provided for use in an employee's home, including portable appliance testing.
- Ensuring employees receive appropriate information, instruction, supervision and training to ensure they can carry out their work safely.
- That all systems put in place to protect employees are adhered to.
- Ensuring work property is covered by insurance policy.
- Providing clear information on the storage and transmission of documentation and information.

Employee responsibilities are: -

- To look after Council property provided for use in their home.
- Immediately report any faults or damage to company property.
- To inform their home insurer of the intention to work from home and ensure there are no restrictions. The employee should obtain from their home insurer confirmation of cover should work equipment cause damage and for a claim from a third party.
- To take all sensible and appropriate precautions to maintain their safety at work.
- To advise/notify their manager immediately of any changes or concerns that arise that adversely affect their, or that of others, safety.
- To implement the agreed actions contained within their home working checklist.
- Allowing the employer access to their property for:
 - Initial set up
 - Maintenance of equipment
 - Health and safety assessment (if identified as a requirement)
 - Electrical testing

Standard Form No	Associated Standard Form Title
SF22	Homeworkers Self-Assessment Checklist

3.19 Information, Instruction, Training and Supervision

The Council will provide adequate information, instruction, training and supervision to employees in accordance with the general duties on employers under Section 2 of the **Health and Safety at Work etc. Act 1974** and various regulations.

All employees will be provided with information on the significant findings of any risk assessment relevant to their particular activity. This will include information on the hazards and relevant control measures.

Training and Instruction

Induction training for all new employees, temporary, casual workers and volunteers is the responsibility of the Town Clerk. Job specific training and instruction will be identified, arranged and monitored by the Town Clerk.

The health and safety component of induction training will contain the following:

- Health and Safety Policy;
- Accident reporting / first aid procedures;
- Risk assessments;
- Fire precautions and procedures, including the emergency plan;
- Introduction to safety legislation – the employees will be introduced to the legislation that applies to the Council and the workplace, e.g. COSHH, Manual Handling, Fire, Display Screen Equipment, Personal Safety etc.

The supervision of trainees will be arranged, undertaken and monitored by the Town Clerk.

Job-specific

Training will include skills training, explanations of applicable safety regulations and organisational rules, plus a demonstration of the use of any personal protective equipment that may be required including correct fit and cleaning. The use of risk assessment findings will be used as a training aid to identify training needs.

Information

The HSE Health and Safety Law Poster and a copy of the Employers Liability Insurance certificate is displayed in the following areas:

Jubilee House	Reception area
Hub on the Hill	Main reception
The Library (The Anstice)	Library office

Specialised Training

Specialised health and safety training will be required to cover both legal requirements and others necessary for managing risk:

- First aid - taking into account the nature of the work and the size of the organisation
- Use of fire-fighting appliances such as extinguishers
- Asbestos Awareness Training
- Legionella Awareness Training
- Manual Handling Training
- Use of Steps and Ladders Training
- DSE for Users Training
- COSHH Awareness Training
- Grounds Maintenance Work Equipment
- Evac-Chair Training

Reinforcement or Refresher Training

Reinforcement or refresher training will be required at appropriate intervals. These requirements will depend on the outcome of observation of the workforce, i.e. during a training needs assessment. Factors to be taken into account are the complexity of the information to be held by the employee, the amount of practice required and the opportunity for practice in the normal working requirement. Assessment will also be required of the likely severity of the consequences of behaviour that does not match training objectives.

The Town Clerk will ensure the following procedure will be followed:

- Arrange for the induction training to be given to all staff;
- Comprehensive and relevant information will be provided to the employee in respect of risks to his / her health and safety and on preventative and protective measures;
- Information will be provided on the emergency arrangements, including staff nominated to help if there is an evacuation;
- Ensure that the employee understands all the information provided to them and that they have the opportunity to ask any questions in relation to the training;
- After a suitable length of time the training should be followed up with the employee to assess its effectiveness and to correct any misunderstandings.

All information, instruction and training given to employees will be recorded on individual training records. In certain instances, employees will be asked to sign to confirm receipt and/or understanding.

Standard Form No	Associated Standard Form Title
SF23	Training Record

3.20 Legionella Control

a Policy Statement

This Policy is to ensure that the risks of Legionellosis are assessed, controlled, and managed in accordance with current UK Regulations, (The Control of Legionella Bacteria in Water Systems), commonly known as the Approved Code of Practice, L8.

In recognition of its statutory duty, Madeley Town Council identifies and assesses the risk of legionella infection to its employees, contractors and members of the public arising from the manner in which the water systems, over which Madeley Town Council has day to day control, are operated, managed or designed.

Madeley Town Council aims to comply with the Health and Safety Executive's Approved Code of Practice and Guidance Document L8, Legionnaires' disease: The control of legionella bacteria in water systems (ACOP).

The person responsible for ensuring suitable controls are in place for Legionella control is the Town Clerk and the deputy responsible person is the Deputy Town Clerk in the event of their absence.

Madeley Town Council will prevent its employees, building users and any person it owes a duty of care from respiratory exposure to legionella bacteria within its premises so far as is reasonably practicable.

b Responsibilities

There are a number of roles which are undertaken at Madeley Town Council to ensure the management of Legionella Bacteria.

Duty Holder - a person on whom the statutory duty falls. The Duty Holder is the Town Clerk.

Responsible Person - A person appointed by the Duty Holder to:

- take managerial responsibility for the implementation of the policy and procedures at this site in accordance with L8 and for the overall execution of this policy;

- manage the construction of new buildings and refurbishment of existing installations;
- responsible for receiving calls and processing maintenance works instructions for remedial works;
- liaise with medical officers in the event of an outbreak.

The Responsible Person is the Town Clerk or the Deputy Town Clerk in her absence.

c Legionnaires Disease

Legionellosis is the term used for infections caused by *Legionella pneumophila* and other bacteria from the family Legionellaceae. Legionnaires' disease is a pneumonia that principally affects those who are susceptible due to age (over 45), illness, immuno-suppression, smoking, heavy drinkers, lack of fitness etc. and may be fatal. Legionellae can also cause less serious illnesses which can affect all people.

Infection is attributed to inhaling legionella bacteria, in water droplets or aerosol which are small enough to penetrate deeply into the lung. Symptoms include myalgia and headache followed by fever and chills. Infection with legionella bacteria can be fatal in approximately 12% of reported cases. On average there are approximately 400 reported cases of Legionnaires' disease each year in the UK.

Legionella bacteria are widespread in natural sources of water. They may enter man-made systems where, under favourable conditions, they can multiply. Legionella bacteria can survive under a wide variety of environmental conditions. Water temperatures in the range 20 °C to 45 °C seem to favour growth.

Legionella bacteria also require a supply of nutrients to multiply. The presence of sludge, scale, sediment, algae and biofilm play an important role in harbouring and providing favourable conditions in which the legionella bacteria may grow. If water droplets are created and dispersed into the atmosphere from systems containing Legionella bacteria, then people in the vicinity may be at risk.

A number of factors are required to create a risk of legionellosis: -

- The presence of legionella bacteria
- Conditions suitable for the proliferation of those bacteria
- A means of creating and disseminating an aerosol
- The presence of susceptible individuals

Conditions favouring the proliferation of legionella are: -

- Moisture
- Temperature between 20 °C and 45 °C
- Presence of nutrients and biofilm

Madeley Town Council aims to eliminate as many of these conditions as possible in order to control the risk.

d Risk Assessment

In order to fully assess the risks of legionella, legionella risk assessments (surveys) are undertaken at Jubilee House, Hub on the Hill and the Anstice. The risk assessments include up-to-date line diagrams of the system and consideration of the population at risk.

The risk assessments will be reviewed whenever there is reason to believe that they are no longer valid (e.g. due to changes in plant, equipment, water usage patterns, new information about risks or control measures, or based on water testing results etc). The risk assessments and control measures will be reviewed in any event at least every 2 years. Reviews of the assessments will be documented and filed within each Premises folder and stored electronically online.

3.21 Lock Down

Lockdown of a building or buildings is an emergency procedure to secure and protect occupants near an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

This guidance is to assist Madeley Town Council in ensuring the safety of children, parents, employees, contractors and any other member of the public in the event of a local threat or emergency which may result in part of the premises being placed into 'lockdown'.

Most of Madeley Town Council existing procedures for handling an emergency involve evacuation of the premises and will be focused on an event happening in the building. However, in some situations, it is likely persons will be advised to stay put (lockdown) rather than evacuate the premises.

Employees should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

Risk Assessment

Madeley Town Council have assessed the likelihood of an incident happening in the vicinity to ensure suitable controls are implemented, which are regularly reviewed.

Controls include:

- Regularly reviewing and practicing emergency procedures.
- Checking the police website for advice about managing a range of issues that may be prevalent in the local area.
- Ensuring local police contact numbers are clearly displayed for staff to refer to.
- Following any advice for managing emergency situations issued by Telford & Wrekin Council.
- Sharing information with hirers to advise them of the actions to be taken in the event of a 'lockdown' and what they should do.
- Ensuring all staff are aware of their role during a 'lockdown'.

Lockdown Procedures

If an emergency happens the responsible person (Incident Control Officer) must act quickly to assess the likelihood of immediate danger. In most cases the assumption should be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive.

It is important to remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder(s) is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

As soon as the emergency services arrive it is essential staff comply with instructions given.

Lockdown Signal

A recognisable lockdown signal is imperative to initiate a co-ordinated response and for immediate action to be taken. To signal that a lock down is immediately required the word 'PEANUT' is to be used and communicated to key persons who have a role to play in the lockdown. E.g. keyholders, Madeley Town Council employees.

Alarm or signal for lockdown shelter	Designated lockdown word "Peanut"
Signal for stand down / all-clear	"All clear" verbal communication

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
MTC Event Lead Officer	Town Clerk / Deputy Town Clerk	01952 567280
Out of Hours Venue Hire - Designated Key Holder	Steve Gulacsi – Freelance Business Associates	07880 827968 freelancebusass@hotmail.com

Rooms most suitable for lockdown
Jubilee House – downstairs meeting room
Library (The Anstice) – library office
Hub on the Hill - office

Communication arrangements
Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.
Two-way radios (events)
Telephones
Mobile phones
Email

Alternative places of safety in the event that it is considered necessary to leave site (for example, neighbouring company / leisure centre) <u>must be pre-arranged.</u>	
Name of venue	Hub on the Hill – Children’s Centre (to the side of TW building) Jubilee House – Anstice Community Library Anstice Community Library – Jubilee House

Other useful contacts:

Name	Emergency Contact Number
Emergency services	999
Anti-Terrorism Hotline	0800 789 321
Resilience – Telford & Wrekin Council	Check emergency contact details with Telford & Wrekin resilience@telford.gov.uk

Action Plan	Completed by (sign and time)
Sound alert – use of signal word - Activate lock-down procedures immediately	
Within Jubilee House activate the panic alarm (located at the reception desk)	
Within The Anstice Community Library activate the panic alarm (located at the reception desk).	
Both alarms are linked to the police.	
Dial 999	
Direct all persons including signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)	
Sweep toilets to ensure all persons assemble in designated area.	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	
Close windows / blinds	
Turn off the lights, fans and air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	

Hide, sit on the floor under desks/tables, and away from windows and doors. Inform parents to stay with their children.	
Stay as silent as possible - put any mobile devices to silent. Do NOT make non-essential calls on mobile phones or landlines.	
Inform all persons to refrain from using social media.	
Ensure that staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
If possible, check for missing / injured persons: staff, visitors, contractors.	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services. Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door.	

3.22 Lone Working

a Introduction

The Council acknowledges its legal requirements with regard to the management of risks associated with their staff lone working. The Council has identified all staff as potential lone workers.

Lone workers are those who work by themselves without close or direct supervision.

b Relevant Legislation

Although there is no general legal prohibition on working alone, the Council recognises that they have duties under The Health and Safety at Work etc Act 1974 and The Management of Health and Safety at Work Regulations 1999 to safeguard the health, safety and welfare of all employees.

c Risk Assessment

In order to protect their employees, the Council ensures that all hazards associated with the work activities are identified, the risks involved are assessed and control systems are implemented to avoid or control the risks. The Council implements the following measures to ensure the safety of their employees whilst working alone:

- Madeley Town Council staff who are lone working are instructed to lock the external main door (when no other occupants are in the building) and display a sign on the door informing visitors to use the bell.
- A door access control system with camera and an intercom system are fitted at Jubilee House.
- Panic alarms are fitted at Jubilee House reception and the library which are linked to the police.
- External security lights are fitted on the perimeters of all buildings.
- CCTV is installed covering all external areas of the buildings.
- Lone workers are forbidden to undertake any work at height.
- A lone working risk assessment has been undertaken which is reviewed annually.
- To ensure employees are fit to undertake lone working, the Council checks that prospective employees have no medical conditions that may make them unsuitable for working alone during the selection process.
- WhatsApp Group set up whereby the lone worker notifies group members when they have left the building.

The Council ensures that the above controls are effectively implemented by regularly consulting with their employees on health and safety matters. They are reminded that they have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations. This is undertaken by the Town Clerk holding weekly meetings with relevant staff to review the function/course bookings for the following week, to identify times of lone working and to ensure relevant controls can be implemented.

3.23 Manual Handling

a Introduction

Under the Manual handling Operations Regulations 1992 (as amended in 2002), manual handling is interpreted as the transporting or supporting of any load, which also includes a person. It includes lifting, lowering, pushing, pulling and carrying of any load. The regulations require Madeley Town Council to avoid the need for hazardous manual handling activities so far as is reasonably practicable. Where it is not possible to eliminate hazardous manual handling a risk assessment is undertaken to determine the risk level.

b Assessing the Risk

The following hierarchy of control measures is considered and implemented during the risk assessment process within Madeley Town Council;

1. Avoid hazardous manual handling operations so far as is reasonably practicable, for example by designing the task to avoid moving the load.
2. Make a suitable and sufficient assessment of any hazardous manual handling operation that cannot be avoided.
3. Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible provide mechanical assistance, for example a trolley or sack truck. Where this is not reasonably practicable, look at ways of changing the task, the load and the working environment.
- 4.

c Information, Instruction and Training – Safe Manual Handling Guidelines

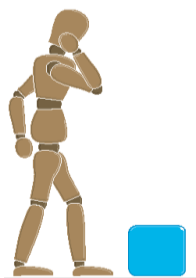
Madeley Town Council recognises its duty to provide information and training on the safe methods of manual handling and training is provided to employees based on the following guidelines.

With proper training, appropriate equipment and a safe working procedure, manual handling should not result in injury. Remember some golden rules:

- Think before you start the job – do you need to move it by hand?
- Only do what you are physically capable of doing safely following these guidelines.
- Wear the proper clothing especially footwear and gloves
- Always report any hazards you encounter
- Exchange information with others you work with and with your manager.

Do not put yourself at risk; always ask for help if you are struggling.

GOOD HANDLING TECHNIQUE



Think before lifting/handling

Plan the lift

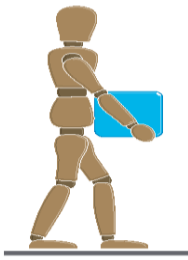
Can handling aids be used?

Where is the load going to be placed?

Will help be needed with the load?

Remove obstructions such as discarded wrapping materials

For a long lift, consider resting the load midway on a table or bench to change grip.



Keep the load close to the waist

Keep the load as close to the body for as long as possible while lifting.

Keep the heaviest side of the load next to the body.

If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.



Adopt a stable position

The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground).

You should be prepared to move your feet during the lift to maintain your stability.

Avoid tight clothing or unsuitable footwear, which may make this difficult.



Get a good hold

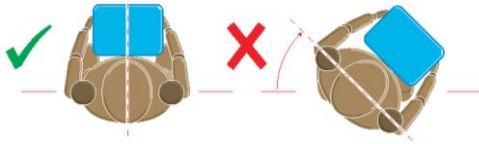
Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good position

At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting

This can happen if the legs begin to straighten before starting to raise the load.



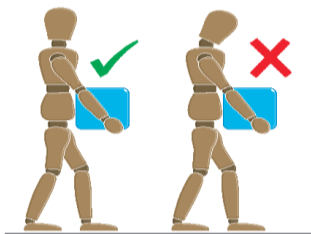
Avoid twisting the back or leaning sideways

Especially while the back is bent. Shoulders should be kept level and facing the same direction as the hips.

Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling

Look ahead, not down at the load, once it has been held securely.

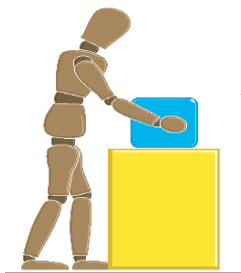


Move smoothly

The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed

There is a difference between what you can lift and what you can safely lift. If in doubt, seek advice or help.



Put down, then adjust

If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Follow these rules and you should reduce the risk of injury – but remember, there will always be some unusual loads or circumstances where a special approach or equipment is required.

3.24 Monitoring Health and Safety Performance

The foundation of effective performance measurement is an effective planning system which produces specifications and performance standards for the management arrangements and risk control systems.

In addition to the reactive monitoring of accidents/ill-health, Madeley Town Council will also carry out proactive monitoring of health and safety performance which includes all levels of employees monitoring premises to ensure working conditions and safe working practices are being followed.

The Town Clerk will ensure an annual review is conducted to identify significant trends within the health and safety management systems, and annually set clear objectives to assist with preparing and integrating a safety management programme, thus setting firm foundations and sustaining a monitoring programme for durability. In addition to the annual review the following meetings/inspections will take place:

Weekly	- Weekly team briefings
Monthly	- Staff 121's
Bi- Monthly	- Full Council Committee Meetings
Bi-monthly	- Finance & Personnel Committee Meetings
Monthly	- Health and safety area inspections

Formal meeting minutes will be downloaded onto the Town Council website for all to view.

3.25 New and Expectant Mothers

Madeley Town Council has strong obligations towards its employees who become pregnant or who have recently given birth. In accordance with Regulation 16 of the Management of Health, Safety at Work Regulations 1999 the Council, on notification, will assess the individual and their workplace to ensure they (and the unborn child) are not exposed to undue risk.

Employees becoming pregnant or having recently given birth are to notify their manager, so that an assessment can be carried out and appropriate arrangements made.

The assessment is to be reviewed at regular periods with the individual to ensure any necessary adjustments to the work or workplace can be identified and taken. In some cases, special provisions such as altering the individual's conditions or hours of work will be taken if it is reasonably practical to do so. Alternatively, dependant on the circumstances at the time, the Council may suspend the individual from further work on full pay in accordance with the Employment Rights Act.

In order to protect the unborn child, if the Council becomes aware of any case of Rubella (German Measles) among the employees the expectant mother will be informed immediately and given to opportunity to be suspended from work (on full pay) in order to minimise the risk of exposure.

Standard Form No	Associated Standard Form Title
SF24	Risk Assessment Form

3.26 Personal Protective Equipment

Madeley Town Council will protect their employees from hazards within the workplace. Risk assessments may identify personal protective equipment (PPE) as being part of an overall prevention or control strategy to protect an individual, but it should always be a last resort. The Town Clerk is responsible for identifying all requirements under the Personal Protective Equipment Regulations 2022.

Personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

PPE is to be provided to all types of workers including those who may have a casual contract. Under The Employment Rights Act 1996's the definition of a worker has 2 limbs:

Limb (a) regards any individual directly employed by the company permanently.

Limb (b) encompasses those who are not employees but are contracted to provide a service or those on a more casual work contract.

These changes do not apply to those who have a 'self-employed' status.

Contractors are to use their own personal protective equipment supplied by their employer. Failure to wear or use personal protective equipment provided will result in the individual being temporarily removed from the site and could lead to disciplinary action.

Before choosing any personal protective equipment, Madeley Town Council shall make an assessment to determine whether such equipment is adequate and sufficient to protect the worker. Madeley Town Council will implement management and engineering controls to eliminate any risk prior to the consideration of PPE as a "last resort" control. Suitable PPE will be provided when a risk assessment highlights a specific need.

The Town Clerk will ensure the following:

- that all personal protective equipment supplied conforms to the relevant British and European standards;
- a register of PPE allocated/replaced is maintained;
- the manufacturer's care instructions for all PPE provided are communicated to employees;
- that arrangements are in place to replace PPE as necessary;
- arrangements are made for personal protective equipment to be cleaned.
- an adequate supply of replacement personal protective equipment will be readily available;
- periodic checks will be undertaken during which the Town Clerk will ascertain that PPE is being used and that it is suitable to the task being undertaken.

Actions by employees:

- employees must wear their PPE as directed and as required by site conditions;
- PPE must be kept clean and serviceable. If PPE becomes irretrievably soiled or unusable then it must be returned for replacement;
- PPE must be safely stored in the facility provided when not in use;
- employees should encourage other colleagues and adjacent contractors to wear their PPE as required;
- employees should report any failure to use PPE that comes to their attention.

Standard Form No	Associated Standard Form Title
SF25	PPE Issue Record

3.27 Plant, Machinery and Work Equipment

Madeley Town Council will ensure that all plant, machinery and work equipment is suitable and without risks to health, safety and the environment, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

Madeley Town Council will maintain all work equipment and installations in accordance with manufacturer's instructions and recognised good practice. All equipment and installation for which specific statutory

requirements exist (including pressure vessels, portable electrical appliances, air receivers, lifting equipment etc) will be inspected and tested in accordance with those requirements.

Madeley Town Council will ensure that machinery and work equipment is used only by people who have received adequate information, instruction and training; and accompanied by suitable safety measures, e.g. protective devices, markings, warnings.

All employees are required to carry out a visual check of any equipment before it is used. In some cases, this check will need to be documented. The Council will advise when this is the case.

Plant, Machinery and Equipment Maintenance

The responsibility for identifying all plant, machinery and equipment that requires effective maintenance is that of the Town Clerk who will maintain records of all maintenance work, inspections and tests. To achieve timely and suitable pre-planned maintenance, repair and refurbishment schedules Madeley Town Council will appoint competent contractors.

Fixed Electrical Systems

The fixed electrical installations throughout the premises are inspected and tested by a competent accredited person. The Town Clerk will arrange for the electrical systems integrity and safety to be periodically inspected and retested.

Hire Plant and Machinery

The Town Clerk will ensure that all plant and machinery hired and used by the Council's employees and contractors is fitted with adequate guards or other safety devices to conform with current standards and regulatory requirements. All hired plant and machinery are to be examined to ensure it is in a good sound condition, is safe for use, and has full operating instructions as necessary. Dependant on the plant or machinery requirements, arrangements for inspection and servicing by a competent person will be made with the hiring Company. The Council will ensure suitable records of inspection or examination are maintained on site for the period of hire.

Lifting Equipment

Madeley Town Council will comply with the Lifting Operations and Lifting Equipment Regulations 1998. All lifting operations will be risk assessed and where possible the risks eliminated. The Council will ensure all accessories will be inspected by a competent person every six-months and twelve monthly for all other lifting equipment. For lifting equipment which lifts persons, this will be examined 6 monthly. Only those trained and competent in lifting operations will undertake lifting and lowering operations.

Defects and Problems

It is recognised that even with the best pre-planned maintenance programmes, problems and defects with plant and equipment will occur from time to time. Accordingly, any problems with plant or equipment should be reported in the first instance to the Town Clerk or Deputy Town Clerk.

Standard Form No	Associated Standard Form Title
S26	Work Equipment Inspection Record

3.28 Respiratory Infections

The health, welfare and safety of our employees, contractors, visitors and the public are our top priority following the Coronavirus outbreak. The purpose of this policy is to provide guidance and support to our employees by being prepared, implementing precautions for all and developing flexible resourcing plans. This policy applies to all employees or anyone working on behalf of the Council:

Procedures

a. The main symptoms of respiratory infections including Coronavirus (COVID-19) can include:

- a high temperature or shivering (chills) – a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to your sense of smell or taste
- shortness of breath
- feeling tired or exhausted
- an aching body
- a headache
- a sore throat
- a blocked or runny nose
- loss of appetite
- diarrhoea
- feeling sick or being sick

The symptoms are very similar to symptoms of other illnesses, such as colds and flu.

b. What to do if you have symptoms of Coronavirus

If you are unwell with symptoms of a respiratory infection, such as COVID-19 you should inform your manager as soon as possible and follow the government guidance for people with symptoms of a respiratory infection such as COVID-19 <https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>

If you are feeling unwell with these symptoms, you should get plenty of rest and drink water to keep hydrated. In some cases, you might continue to have a cough or feel tired after your other symptoms have improved, but this does not mean that you are still infectious.

c. What to do if you have symptoms of a respiratory infection, including COVID-19 and have not taken a COVID-19 test

Firstly, try to stay at home and avoid contact with other people. Ensure you inform your manager to discuss the working arrangements available to you. If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell.

It is particularly important to avoid close contact with anyone who you know is at higher risk of becoming seriously unwell if they are infected with COVID-19 and other respiratory infections, especially those whose [immune system means that they are at higher risk of serious illness, despite vaccination](#).

d. What to do if you have a positive COVID-19 test result

If you have a positive COVID-19 test result, it is very likely that you have COVID-19 even if you do not have any symptoms. You can pass on the infection to others, even if you have no symptoms. Many people with COVID-19 will no longer be infectious to others after 5 days. If you have a positive COVID-19 test result, try to stay at home and avoid contact with other people for 5 days after the day you took your test. **Talk to your line manager about options available to you.**

At the end of this period, if you have a high temperature or feel unwell, try to follow this advice until you feel well enough to resume normal activities and you no longer have a high temperature if you had one.

Although many people will no longer be infectious to others after 5 days, some people may be infectious to other people for up to 10 days from the start of their infection. You should avoid meeting people at higher risk of becoming seriously unwell from COVID-19, especially [those whose immune system means that they are at higher risk of serious illness from COVID-19, despite vaccination](#), for 10 days after the day you took your test.

e. Preventing the spread of the infection

The best way to prevent respiratory infection is to avoid being exposed to the virus, to ensure good hygiene practices and effective ventilation. Employees will be encouraged to receive vaccinations when offered them. It is important that you adhere to safe working procedures when requested to do so by management.

f. Mental health

At times of ill health employees may find it hard to look after their mental health and wellbeing. Some common feelings may include stress or anxiety. It is therefore extremely important to be able to recognise the signs and talk to management. Should anyone wish to talk to someone independently they can contact:

MIND www.mind.org.uk 0300 123 3393

Maximus <https://atw.maximusuk.co.uk/> 0300 456 8114

Samaritans - Offer emotional support 24 hours a day, in full confidence. www.samaritans.org Call 116 123 - it's free.

3.29 Risk Assessments

In accordance with the **Management of Health and Safety at Work Regulations 1999**, Madeley Town Council will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health and Safety Executive guidance and the procedure for doing so is as follows:



Identify the Hazards

- Look around at what can cause harm
- Talk to employees, examine previous accidents and incidents, ask manufacturers etc.



Decide Who Can be Harmed and How

- Are employees, visitors, contractors or members of the public at risk?
- Are there any particularly vulnerable groups?



Evaluate the Risk

- Consider the likelihood of harm, and the potential severity of any injury
- Look at what control measures are currently in place



Record the Significant Findings

- Keep a record of the important findings using a suitable form
- This is a legal requirement if 5 or more employees are employed



Review Regularly

- When things change
- Good practice is to review assessments at least annually

Risk assessments will be undertaken internally by competent staff and/or external consultants which will be approved by the Town Clerk.

The Town Clerk is responsible for monitoring risks, identifying changes and for altering and re-issuing risk assessments as required which are formally agreed by the Finance and General Purpose Committee.

Strategies for the prevention and control of exposure to identified hazards will be **prioritised** based on the risk rating detailed in the risk assessments as follows:

Prevention and control measures should reduce the risk as far as is reasonably practicable, taking into account the severity of potential injury, ill health, environmental exposure, available finances and resources.

Madeley Town Council will ensure the standard hierarchy of control measures are applied to risk reduction, as follows:



- Eliminate:** Prevent exposure by discontinuing activity;
- Reduce:** Reduce the severity or exposure to the hazard;
- Isolate:** Separate the hazard from people or the environment;
- Control:** Implement controls/practices to prevent exposure to risk;
- PPE:** Provide personal protective equipment;
- IITS:** Information instruction and training and Supervision;
- Discipline:** Relies on the correct behaviour of employees, i.e. following rules and procedures, enforced by disciplinary measures where necessary.

A specific Young Person's risk assessment will be completed for employees /work experience etc for under 18's. Risk assessments will be recorded stored electronically within a Health and Safety Risk Assessment folder. Dynamic risk assessments will be undertaken for any unplanned eventualities.

Standard Form No	Associated Standard Form Title
SF24	Risk Assessment Form
SF27	Dynamic Site-Specific Risk Assessment Form
SF31	Risk Assessment & Safe System of Work Acknowledgement Form

3.30 Road Risks

The Council is committed to reducing the risks which our employees face and create when driving in the course of their work and may provide a suitable vehicle for this purpose. Alternatively, the Council may also authorise employees to use their own vehicles for work purposes.

In order for the Council to fulfil its responsibility in a reasonably practical manner, all employees that drive either a Council or personal vehicle for work purposes are required to:

- Ensure their vehicle is taxed and has a valid MOT certificate (where appropriate)
- Ensure their motor insurance policy includes business use cover for the amount of business mileage they undertake
- Ensure that the vehicle is serviced according to the manufacturer's specifications
- Present the vehicle's MOT certificate, insurance policy for inspection annually and on request
- Present their driving licence for inspection annually and on request
- Report road safety problems, including crashes, incidents, fixed penalty notices, summons and convictions for any offence, including vehicle defects
- Undertake and record pre use vehicle checks prior to driving Council Vehicles.

The overall responsibility for managing road risk, monitoring the effectiveness of the Council's procedures through periodic checks of vehicle documents, and for maintaining appropriate records is that of the Town Clerk.

The employee in the case of accident, must:

- Obtain all details from the other party and if appropriate an independent witness
- Report all details and vehicle defects to the Town Clerk and where applicable, to the Police.

The Council expects that reasonable care is taken and that responsible action for maintaining the vehicle on a day-to-day basis is carried out:

- Cleaning of the vehicle both interior and exterior, on a regular basis.
- Service and maintenance should be carried out as recommended in the vehicle handbook, i.e. oil/coolant/brake fluid levels/battery maintenance/tyre conditions at the company-nominated service garage.

Driving and Mobile Phones

Operating a mobile phone whilst driving reduces concentration and increases the likelihood of an accident. It is also a criminal offence in certain circumstances. This section therefore also sets out the Council's requirements in relation to employees using mobile phones whilst driving on Council business.

It applies irrespective of whether the employee uses a Council-provided mobile phone or their own personal mobile phone and irrespective of whether they are driving a Council vehicle or their own.

Employees are completely prohibited from using a hand-held mobile phone or similar hand-held electronic device whilst driving as part of their job duties, whether this is to make or receive telephone calls, send or read text or image/picture messages, or to access the internet or e-mail. If any employee is discovered contravening this rule, they will face serious action under the Council's disciplinary procedure. In view of the potential health and safety implications, it may also constitute gross misconduct and could render the employee liable to summary dismissal.

If an employee does wish to use a hand-held mobile phone when driving, he or she must ensure the vehicle is stopped and the vehicle's engine is turned off before using the mobile phone. A person is regarded as "driving" for the purposes of the law if the engine is running, even if their vehicle is stationary. This means employees must not use a handheld phone at traffic lights, during traffic jams or at other times when the engine is still running.

The employee should therefore make use of any voicemail or call divert facility available, rather than make or receive "live" calls. The employee should then stop in safe places to check for voicemail messages and to make and return calls.

Reporting Accidents and Other Incidents

- You should contact the emergency services as quickly as possible if an incident needs immediate action. Stop your vehicle where and when it is safe to do so or ask a passenger to make the call.
- Be ready to describe exactly where the emergency is, for example by reference to the last place or junction you passed.
- On a motorway it is best to use a roadside emergency telephone, so the emergency services know your exact location.

Standard Form No	Associated Standard Form Title
SF30	Weekly Vehicle Pre-Use Checklist
SF32	Driver Competency Checklist

3.31 Sharps

Unfortunately, needles and syringes are sometimes discarded thoughtlessly in both public and private places. They may be found in tubes, plastic boxes, by themselves or they may also turn up in other containers such as cardboard boxes or carrier bags.

The main risks from skin puncture injuries are from Hepatitis B and C viruses and, to a lesser extent, HIV (Human Immunodeficiency Virus). The hepatitis virus causes serious inflammatory conditions of the liver. HIV may lead to developing AIDS (Acquired Immune Deficiency Syndrome), attacking the body's natural defences against illness.

All discarded needles and syringes must be regarded as potentially infectious and treated accordingly. Our employees shall understand the procedures associated with both the management of sharps, including injuries to staff, and disposal arrangements through a third-party contractor.

Upon the discovery of a needle or sharp, the immediate area should be off limits to all except the nominated contractor recovering the needle or sharp. It is Madeley Town Council's policy that only competent contractors will be commissioned to complete the needle / sharp recovery.

The following actions must be taken:

- Barrier off and sign the area surrounding the needle / sharp object;
- Post a safety sentry to ensure no unauthorised entry into the danger area;
- Inform the Town Clerk immediately;
- Once the needle / sharp has been removed, work in the area can recommence.



**Keep Out
Sharps**

Note

Under **no circumstances** are untrained employees authorised to remove and discard needles or sharps.

If you suffer an injury from a sharp which may be contaminated the following procedure must be followed:

- Encourage the wound to gently bleed, ideally holding it under running water;
- Wash the wound using running water and plenty of soap;
- Don't scrub the wound whilst you are washing it;
- Don't suck the wound;
- Dry the wound and cover it with a waterproof plaster or dressing;
- Seek urgent medical advice (for example from your local Accident and Emergency), as effective prophylaxis (medicines to help fight infection) are available and must be administered swiftly;
- Report the injury to the Town Clerk immediately.

3.32 Smoking

In accordance with the **Health Act 2006**, it is Madeley Town Council's policy that all employees have a right to work in a smoke free environment. Therefore, smoking including electronic cigarettes is not permitted within any Council owned buildings or on the grounds of Jubilee House.

3.33 Statutory Inspections and Testing

Madeley Town Council ensure they comply with current health and safety legislation and associated documentation by undertaking multiple inspections and testing on a continual basis. Records are retained and updated for each inspection and test using a Compliance Tracker which is regularly reviewed to ensure compliance.

3.34 Violence at Work

Madeley Town Council will take all reasonable steps to ensure the health and safety of employees at work is not put at risk by violent, abusive or aggressive behavior occurring in the workplace.

The Council recognises that verbal and physical abuse at work can affect the health, safety and welfare of the victim and can have an impact on work colleagues. The Council therefore operates a zero-tolerance policy which ensures that people on Council premises are not put at risk of bullying in any form.

Definitions and types of violent and challenging behaviour:
(Non-Physical and Physical Abuse)

Non-physical (verbal) abuse: Described as but not limited to:

- Offensive language
- Swearing
- Racist comments

- Loud or intrusive conversation
- Unwanted abusive remarks
- Malicious or stereotypical comments
- Invasion of personal space
- Brandishing weapons
- Near misses
- Intimidation or stalking
- Incitement of others and/or disruptive behaviour
- Damage to property

Physical abuse: Described as but not limited to:

- Spitting on or at staff
- Pushing, shoving, poking or jabbing
- Scratching or pinching
- Throwing objects, punching, kicking
- Hitting or slapping
- Sexual assault

Incidents where reckless behaviour results in physical harm to others, or attempts are made to cause physical harm are also included. The victim decides if the incident is to be reported to the Police.

Personal safety training is provided to all employees as part of the induction program and annually thereafter.

Risk Assessments

Suitable and sufficient risk assessments will be carried out as appropriate in order to identify the potential for acts of violence and aggression and should be dynamically assessed.

Following the development of risk assessments, the required control measures will be implemented. This will include the development of safe systems of work/method statement and the Town Council's Persistent Victorious Complainant Policy.

Employees shall:

- Know how to recognise warning signs of and when and how to act to reduce the likelihood of any incident escalating.
- Ensure they recognise and maintain professional boundaries with all service users.
- Know when to ask for support and how help can be summoned.
- Be aware of the Town Council's Persistent Victorious Complainant Policy
- Advise managers of any concerns.
- Report all incidents of violence, including verbal abuse and near misses to their manager or supervisor who will ensure that an investigation is undertaken.

The Disciplinary Procedure will be followed in any case where an employee is found to be displaying violent or aggressive behaviour towards any person on the Council's premises.

3.35 Welfare Facilities

Madeley Town Council is committed to providing suitable and sufficient welfare facilities to employees, in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 and The Construction (Design and Management) Regulations 2015 where applicable.

Madeley Town Council will ensure adequate numbers of clean toilets and washing facilities are provided for the number of employees and visitors required to use them. Toilet paper, hot/cold water, soap and means for

drying hands will always be available. In addition, drinking water and a means to prepare hot drinks and food will be provided.

It is the intention of Madeley Town Council to ensure that facilities are suitable for people with disabilities and all new buildings or temporary structures at the design stage will be planned to be accessible to visitors and with limited mobility. The Council is committed to providing a working environment that is conducive to efficient working, which is safe and without risks to health and that meets or exceeds all legal requirements.

Maintenance

Madeley Town Council will ensure that equipment provided to meet the requirements of the regulations is maintained in an efficient state, in efficient working order and in good repair and, where appropriate, is subject to a system of maintenance.

Ventilation

Madeley Town Council will ensure enclosed workplaces are provided with effective and suitable means of ventilation. In some enclosed workplaces, e.g. those without opening windows to the outside of the building, mechanical ventilation may be required.

Temperature

Madeley Town Council will ensure that during working hours, the temperature inside buildings (including offices) is "reasonable". Under the **Workplace (Health, Safety and Welfare) Regulations 1992**, there is only a minimum temperature stipulated, which is 16 degrees Celsius after the first hour of working, unless the work involves strenuous physical exertion. Whilst there is no maximum temperature ceiling legislated for, the British Safety Council cite research which concludes that when people experience temperatures in excess of 24 degrees Celsius the propensity for accidents increases and work productivity diminishes.

Lighting

The **Workplace (Health, Safety and Welfare) Regulations 1992** oblige employers to provide workplace lighting that is "suitable and sufficient", which should be natural light, so far as is "reasonably practicable".

The regulations do not define what is "suitable and sufficient", but the stress on natural light is justified by research that indicates that people exposed to greater amounts of artificial light tend to be less healthy than those who are not.

Cleanliness

Madeley Town Council will ensure workplaces, including furniture and fittings, are kept sufficiently clean. Surfaces of floors, walls and ceilings of workplaces will be of a construction that allows them to be kept clean. Waste material will not be allowed to accumulate in the workplace unless it is in suitable receptacles.

Room dimensions and space

Overcrowded working conditions can damage health and productivity and increase the risks of fire and other hazards. For these reasons inadequate working space is illegal, and under the **Workplace (Health, Safety and Welfare) Regulations 1992**, Madeley Town Council will ensure, as a minimum that 11 cubic meters should be allocated to each person.

Workstations and seating

Madeley Town Council will ensure places where people work are suitable for the individual(s) who work there and also for the type and nature of the work being done. Outdoor areas of site will, so far as is reasonably practicable, give protection from adverse weather, permit people to leave swiftly in an emergency and be free from slip or trip hazards. Where work can be done seated then a seat will be provided and, if necessary, a footrest.

Condition of floors and traffic routes

Madeley Town Council will ensure floors and traffic routes are suitable for the purpose for which they are used and be free from holes and obstructions likely to cause people to slip, trip or fall. Slopes should not be excessive and surfaces should not be uneven or slippery. Handrails will be provided on staircases.

Glazed windows, doors and wall panels

Madeley Town Council will ensure windows, glazed doors and walls or partitions with glass panels are adequately protected against breakage and also be appropriately marked. This applies where there is a risk to people who may come into contact with the glass. In general, it applies to doors where the glass is at shoulder height or below and to glass panels in walls where they are at waist height or below.

Opening of windows

Madeley Town Council will ensure windows, skylights and ventilators are capable of being opened without risk to the person opening. Windows should not open to a position that puts anyone at risk. This covers the risk of people colliding with the open window and also of falling out of the window.

Cleaning of windows

Madeley Town Council will ensure it is possible to clean windows safely. Ladders may be used to reach the outside of windows, but these must rest on firm level ground and if more than six metres long, ladders must be tied to suitable anchorage points. Provision of anchorage points for safety harnesses to allow cleaning will also be considered.

Organisation of pedestrian and vehicle traffic routes

Madeley Town Council will ensure pedestrian and vehicles are able to circulate safely in their workplace. Traffic should not pose a risk to people working near pedestrian or vehicle routes. There should be sufficient separation between pedestrians and vehicles. Warning signs should be posted on traffic routes where this improves safety and barriers used to effectively segregate pedestrians and vehicles. The reversing of vehicles on site should be avoided and where this is not practical alternative controls will be implemented.

Safety of doors and gates

Madeley Town Council will ensure doors and gates are constructed as to be safe to use. Sliding doors will be provided with a device to prevent the door coming off its track when in use. Upward opening doors and gates should be fitted with a device to prevent them from dropping down. Powered doors should not cause injury by trapping people. Powered doors should be capable of being opened manually in the event of power failure. Doors that swing both ways should be fitted with vision panels.

Toilets

Madeley Town Council will ensure toilets (sanitary conveniences) are provided in sufficient numbers and are readily accessible. They will be adequately ventilated, well-lit and kept clean and tidy. Separate conveniences will be provided for men and women unless each convenience is in a separate room with a lockable door.

Washing facilities

Madeley Town Council will ensure adequate washing facilities are provided at readily accessible places. They will be provided close to every toilet but may additionally be provided elsewhere. Hot and cold water will be provided as will soap and towels or hand dryers. Rooms containing washing facilities will be well ventilated and lit and kept in a clean and orderly condition.

Drinking water

Madeley Town Council will ensure drinking water is provided in the workplace. Drinking water supplies will be adequately marked and be readily accessible. Cups will be provided unless the drinking water is in the form of a jet from which people can drink without cups.

Rest facilities

Madeley Town Council will ensure rest facilities are provided and readily accessible by providing a Staff Kitchen where employees can prepare and eat meals.

The Council will ensure pregnant women and nursing mothers are provided with suitable rest facilities including, if necessary, the facility to lie down.

Madeley Town Council will review the arrangements for workplace health and safety on an annual basis or earlier when situations require it e.g. following an incident where workplace health and safety was found to be

inefficient or inadequate, with a view to determining whether the controls comply with our policies and the best practice.

3.36 Work at Height

The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury including below ground level.

Madeley Town Council recognises their duties under the Work at Height Regulations by ensuring that:

- all work at height is properly planned and organised;
- all work at height takes account of weather conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- the place where work at height is undertaken is safe;
- the equipment for work at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled; and
- the risks from falling objects are properly controlled.

When planning and organising to work at height Madeley Town Council consider the hierarchy for managing and selecting equipment:

- avoid work at height wherever possible;
- use work equipment or other measures to prevent falls where working at height cannot be avoided;
- where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

For contractor's working at height, refer to Contractors Section.

To ensure all equipment for work at height is suitable, the Town Clerk is responsible for ensuring regular inspections are undertaken of the ladders in use and the findings are recorded. Only ladders which are to BS EN 131 professional standard are to be use within the Council.

Employees who undertake work at height i.e.: changing light bulbs are briefed in the 'Ladders Safety Rules' before undertaking the work.

Standard Form No	Associated Standard Form Title
SF28	Ladder Inspection Checklist
SF29	Ladder Safety Rules

3.37 Young Persons

Young persons under the age of 18 years are considered to be particularly at risk from the hazards that are presented in the workplace because of their perceived lack of awareness, inexperience and immaturity (both physical and mental). Consequently, Madeley Town Council will ensure that a specific risk assessment is conducted for all young persons prior to commencement of employment to ensure that all necessary measures are put in place to safeguard their health, safety and well-being beforehand.

The Town Clerk is responsible for ensuring that all young persons are assessed prior to the commencement of work. The assessment is to take into consideration the full nature of the work and the specific hazards present in order to determine if the current controls and precautions are sufficient or whether additional controls are necessary.

The Town Clerk will ensure a suitable mentor is appointed with whom the young person can confide in, separate to their manager. The mentor will assist the young persons to ensure that they are provided with appropriate induction and job specific training and instruction and will be responsible for ensuring the close supervision of the young person.

Standard Form No	Associated Standard Form Title
SF24	Risk Assessment Form
SF31	Risk Assessment & Safe System of Work Acknowledgement Form

Standard Forms Index

*Guidance is given below the standard form.
This details the purpose of the standard form, and how and when it should be used.*

Standard Form No.	Title
SF1	Accident and Incident Investigation Form
This form is to record all accidents, incidents and cases of ill-health and should also be recorded in the accident book. If necessary, the form can then be used to record the findings of the investigation and any remedial actions required.	
SF2	Accident, Incident, Near Miss and RIDDOR Reporting Flowchart
This flow diagram details Accident, Incident, Near Miss and RIDDOR Reporting requirements.	
SF3	Hazard and Near Miss Form
These forms are for employees to raise potential hazards and near misses and thus preventing accidents occurring.	
SF4	First Aid Kit Contents Checklist
This form is to record monthly first aid box contents checks.	
SF5	Witness Statement
This form is to be used following an incident for a witness to record their version of events.	
SF6	Injured Person Statement
This form is to be used following an incident for the injured person to record their version of events.	
SF7	Accident Checklist
This form is to be used following an incident to ensure all necessary actions have been taken for a thorough accident investigation to occur.	
SF8	CDM15 Responsibilities Chart
This summarises duties under CDM 2015	
SF9	Pre-Construction Information Template
This is to be completed for any projects which fall within the scope of The CDM Regulations and passed to the Principal Contractor/Contractors.	
SF10	Construction Phase Plan
This document is to be completed by the Principal Contractor for any projects that fall within the scope of the CDM Regulations. The Client can assume this responsibility for small simple projects being undertaken by competent employees. It outlines the arrangements for managing health and safety on site during the construction phase of a project.	
SF11	Health and Safety File
This is to be compiled by the Principal Designer for any projects that fall within the scope of the CDM Regulations.	
SF12	EM1 Asbestos Instructions
If suspect materials are discovered during the course of the works, then we shall follow the guidance given in Asbestos Essentials EM1.	
SF13	Asbestos Contractors Declaration Sheet
This sheet is to be signed by contractors acknowledging receipt of the asbestos survey.	
SF14	Contractors and Subcontractors Assessment Questionnaire
This form should be used when vetting potential contractors to ensure that they meet the required standards of health and safety competence. These assessments should be reviewed on a three-yearly basis and the insurances checked annually.	
SF15	Hot Work Permit to Work
Where the proposed work is identified as having a high risk associated with hot work i.e. grinding, welding, strict controls are required. The work must be carried out against previously agreed safety procedures such as a 'permit-to-work' system. The permit-to-work is a documented procedure that authorises certain people to carry out specific work within a specified time frame. It sets out the precautions required to complete the work safely, based on a risk assessment. It describes what work will be done and how it will be done. The permit-to-work requires declarations from the people authorising the work and carrying out the work.	
SF16	Work at Height Permit to Work
Where the proposed work is identified as having a high risk associated with working at height, strict controls are required. The work must be carried out against previously agreed safety procedures such as a 'permit-to-work' system. The permit-to-work is a documented procedure that authorises certain people to carry out specific work within a specified time frame. It sets out the precautions required to complete the work safely, based on a risk assessment. It describes what work will be done and how it will be done. The permit-to-work requires declarations from the people authorising the work and carrying out the work.	

SF17	Confined Space Permit to Work
<p>Where the proposed work is identified as having a high risk associated with working within confined spaces, strict controls are required. The work must be carried out against previously agreed safety procedures such as a 'permit-to-work' system.</p> <p>The permit-to-work is a documented procedure that authorises certain people to carry out specific work within a specified time frame. It sets out the precautions required to complete the work safely, based on a risk assessment. It describes what work will be done and how it will be done.</p> <p>The permit-to-work requires declarations from the people authorising the work and carrying out the work.</p>	
SF18	Contractors Health and Safety Information
<p>This form should be issued and signed by all contractors prior to working on site.</p>	
SF19	COSHH Assessment Template
<p>This risk assessment is specific to hazardous substances. It records hazards from substances, possible routes of exposure, first aid precautions etc. It also records any existing precautions in place and provides a list of recommendations to reduce the risks from hazardous substances. It is vital the recommendations are implemented. COSHH risk assessments should be reviewed annually.</p>	
SF20	Display Screen Self-Assessment Form
<p>This checklist should be issued to each individual computer user to complete to enable a self-assessment of their own workstation. Any issues raised will trigger a full DSE Assessment. Review these annually.</p>	
SF21	DSE Advice for Employees
<p>This guidance should be issued to anyone that uses a computer as part of their job. A signature of receipt should be obtained on the Training Record Form. Initially given on recruitment and updated on an annual basis.</p>	
SF22	Homeworkers Checklist
<p>This checklist is to be completed by all homeworkers to ensure all risks are appropriately managed.</p>	
SF23	Training Record
<p>This form is to record any information, instruction and training given to employees.</p>	
SF24	Risk Assessment Form
<p>The Council should carry out risk assessments of all activities that present a risk to their employees or others. These risk assessments will be carried out in line with HSE's Five Steps to Risk Assessment. The Risk Assessment Form should record the hazards faced by the organisation and the types of people at risk. It should also record any existing precautions in place and provide a list of recommendations to reduce the risks of accidents and/or ill-health to an acceptable level. It is vital that the recommendations are implemented. The Council should review these risk assessments if they are no longer valid or if there has been a significant change.</p> <p>Note: UK H and S legislation that is changed or amended comes in to force each April and October</p>	
SF25	PPE Issue Record
<p>This form is to record all items of personal protective equipment that are issued to employees.</p>	
SF26	Work Equipment Inspection Record
<p>These forms should be used to record daily work equipment inspections by the user.</p>	
SF27	Dynamic Site-Specific Risk Assessment
<p>Employees undertake dynamic site-specific risk assessments for unplanned activities. This is a continuous process of identifying hazards that have not been identified in the general risk assessments and will be applied in our changing work environment.</p>	
SF28	Ladder Inspection Checklist
<p>This form is to record ladder and stepladder inspections. These should be undertaken on a monthly basis to ensure that they remain free from defects.</p>	
SF29	Ladder Safety Rules
<p>These rules should be issued to any person who uses ladders to ensure they are aware of the correct measures to implement prior to and during use.</p>	
SF30	Vehicle Inspection Pre Use Checklist
<p>This form should be completed when undertaking pre use vehicle inspections to ensure the vehicle is suitable to drive.</p>	
SF31	Risk Assessment & Safety System of Work Acknowledgement Form
<p>This form should be signed when employees have had risk assessments and safe systems of work communicated to them.</p>	
SF32	Driver Competency Checklist
<p>This form should be completed by each driver to ensure they are fit and competent to drive.</p>	