



Howden Town Council



Health and Safety Policy

- 1) Howden Town Council recognises its health and safety duties under the Health and Safety Work Act 1974, the Management of Health at Work Regulations 1999 and accompanying legislation. Management of Howden Town Council also recognise they have a responsibility to ensure all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and Codes of Practice.
- 2) Howden Town Council, so far as reasonably practicable, proposes to pay particular attention to:
 - The provision and maintenance of a safe place of work, safe equipment, safe appliances for work and a safe and healthy working environment
 - The provision of such information and instruction as may be necessary to ensure the safety and health of its employees, visitors, contractors and others as well as the promotion of awareness and understanding of health and safety throughout the workforce
 - Ensuring the safety and absence of health risks in connection with the use, handling, storage and transport of all articles, substances and equipment
 - Making regular assessments of risks to employees
 - Taking appropriate preventive/protective measures
 - Appointing a suitably qualified person within the Council or a Consultant to assist the Council in complying with all relevant statutory duties
- 3) In order that Howden Town Council can achieve these objectives, it will make available adequate financial and human resources.
- 4) It is important that employees recognise their duties while at work, to take reasonable care for the health and safety of themselves and other persons. Employees must also cooperate fully with Howden Town Council or anyone acting on behalf of Howden Town Council, to ensure their obligations are performed or complied with.
- 5) All employees of Howden Town Council agree, as a term of their Contract of Employment, to comply with their individual duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and any other legislation. They also agree to cooperate with Howden Town Council so as to enable it to carry out its duties towards



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them. The attention of all employees is drawn to Howden Town Council's safety rules and procedures and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.

- 6) This Policy has been prepared in accordance with the requirements of Section 2(3) of the Health and Safety at Work Etc Act 1974 and is binding on all employees of Howden Town Council. We request that our visitors respect this policy, a copy of which can be obtained on demand.
- 7) This policy will be kept up to date, relevant to any changes within the business and will be thoroughly reviewed and audited every twelve months.

Howden Town Council has overall and final responsibility for the health and safety of paid employees, Councillors, volunteers (all "responsible persons") and members of the public during all tasks and activities carried out whilst exercising their Statutory duties.

Day to day responsibility for ensuring this policy is put into practice is delegated to the Proper Officer to the Council.

To ensure health and safety standards are maintained/improved, the Council has responsibility for:

- Town Council Office
- Street Cleaning (by Employee)
- Christmas Lights (responsible persons)
- Floral Displays (by appointed Contractor)
- Maintenance of Howden Marsh (by responsible persons and Contractor)
- Howden Cemeteries (Maintenance by appointed Contractor)
- Open Spaces (Maintenance by appointed Contractor)

All responsible persons must:

- Co-operate with the Proper Officer on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety and the health and safety of others who may be affected by what they do or fail to do;
- Report all health and safety concerns to the Proper Officer



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HEALTH AND SAFETY RISKS ARISING FROM WORK ACTIVITIES:

Risk Assessments are undertaken by the Proper Officer and the Town and Tourism Marketing Officer.

The findings of the risk assessments will be reported to the Resources and Asset Management Committee and/or Full Council.

Action required to remove/control risks will be approved by the Resources and Asset Management Committee and/or Full Council.

The Proper Officer is responsible for ensuring the action required is implemented.

The Resources and Asset Management Committee and the Proper Officer will check that the implemented actions have removed or reduced risks.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

All Contractors engaged by Howden Town Council will be required to satisfy the Council they have appropriate/satisfactory Health and Safety Arrangements in place. This will be achieved using a Contractor Health and Safety Questionnaire.

CONSULTATION WITH EMPLOYEES:

All health and safety correspondence and information will be passed to responsible persons by the Proper Officer.

Howden Town Council recognises that to achieve high levels of health and safety in the workplace will require the involvement and cooperation of all responsible persons.

This will be facilitated by:

Appointing a Safety Consultant (Competent Person for Health and Safety)
Ensuring all responsible persons read and are familiar with the Council's Health and Safety Policy, safe working procedures, risk assessments and method statements, prior to commencing employment.

Implementing a system by which responsible persons can refer concerns about working conditions and procedures.



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Implementing a system enabling safety representatives and responsible persons to consult and refer issues to management.

Ensure that any amendments to working practices, risk assessments and method statements are discussed with all appropriate responsible persons who may be affected by the changes.

Implementing regular safety meetings between responsible persons and management.

Planning and Assessment

Howden Town Council Ltd will undertake written assessments of the risks to employees and others who may be exposed to harm because of any action of Howden Town Council and identify and implement any control measure required to ensure compliance with health and safety legislation and the implementation of safe working arrangements.

In accordance with the Health and Safety (Young Persons) Regulations 1997, the council will provide information and implement risk assessments as required by the Regulations for young employees and parents, where applicable.

Howden Town Council will, wherever necessary comply with the Construction (Design and Management) Regulations 2015 (CDM) and assess and develop safe working practices as required by the Regulations.

Safe Working Practices

Howden Town Council will develop, assess and implement safe methods and systems of work to ensure a safe working environment in accordance with the Management of Health and Safety at Work Regulations 1999, by conducting risk assessments and implementing appropriate control measures.

Qualifications and Training

Howden Town Council will ensure that all employees are competent in their trade and undergo the necessary training in order to achieve and maintain this level of competence.

Howden Town Council will ensure that all employees undergo safety training by way of induction and periodic training provided either in-house or by way of external specialists e.g. First Aid training etc.



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Employee Consultation

Howden Town Council recognises that to achieve high levels of health and safety in the workplace will require the involvement and cooperation of employees. This will be facilitated by:

- Appointing a Safety Consultant
- Ensuring all employees read and are familiar with the Health and Safety Policy, safe working procedures, risk assessments and method statements, prior to commencing employment.
- Implementing a system by which employees can refer concerns about working conditions and procedures.
- Implementing a system enabling safety representatives and employees to consult and refer issues to management.
- Ensure that any amendments to working practices, risk assessments and method statements are discussed with all appropriate employees who may be affected by the changes.
- Implementing as required Safety briefing between employees and management.

Health & Safety Support

Howden Town Council employs a Health & Safety consultant from MNA Group UK limited on a retained basis to help them meet their H&S requirements. The services provided are in line with the Terms of engagement.

Risk Assessment

It is the policy of Howden Town Council to comply with the Management of Health and Safety at Work Regulations 1999. Officers will conduct risk assessments and inspections in line with legislation before work commences. Risks are assessed and graded by taking account of how likely it is to happen, the frequency of the exposure to the risk, the numbers affected and the potential severity of the outcome. All findings from these risk assessments will be used to develop method statements and safe working practices

The essential steps that are taken in order to comply with these regulations are:

1. Identify the hazards to health or safety arising from the activity or the workplace.
2. Decide who might be harmed and how with regard to employees, client personnel, members of the public and property



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3. Evaluate the risks by grading them as high, medium or low according to their likelihood, frequency and the severity of outcome.
4. Decide whether existing precautions are adequate or more needs to be done.
5. Record all findings

Implement and maintain suitable risk control measures and safe working practices

Review assessments and revise when necessary.

Attend pre site briefings for all new work and carry out risk assessments

Maintain generic risk assessments

Discuss and brief engineers on risk assessments and method statements

Ensure engineers are provided with copies of risk assessment and method statements for further reference

All risk assessments completed and in progress will be located in the matrix.

Hazard and Risk

Hazard - A hazard is something with the potential to do harm.

Risk - The risk is the likelihood, the frequency and potential severity of harm.

Accident / Incident Investigation and Reporting

It is the policy of the council to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. (RIDDOR)

As so much valuable information can be obtained from accidents which have occurred, it is important that all injuries, however slight, and all near miss and hazardous situations which may have resulted in injury, are reported in the Accident book or near miss document in order that they can be investigated.

Minor Injuries

A written report of every minor injury is to be recorded in the Accident book which is located in the Town Council offices.

The council will investigate and take action as necessary to prevent a recurrence. The findings will be recorded.



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Lost Time Accidents

All accidents which cause, or are likely to cause, an absence from work, are investigated by the Council or the MNA Group.

A report is compiled describing the action or recommended action to be taken to prevent a recurrence.

In the case of notifiable Lost Time Accidents (seven consecutive days or more off work due to injury) will be reported by the Council to the MNA Group. HSS who will investigate the incident and provide a report, as well as reporting the matter to the Enforcing Authority (HSE)

Serious Injury Accidents, Fatalities and Serious Plant or Property Damage

These are accidents resulting in a fatal or major injury and additionally any loss of consciousness due to any accident, or incidents causing significant damage to plant or property

In such circumstances it will be the responsibility of the Council or the MNA Group to in the first instance report all such incidents to the HSE

An investigation will be carried out with a remit normally including

Establishment of the events leading up to the incident;

Determination of the cause(s);

Recommendation to prevent a recurrence;

Consideration of the implications for other activities within the Council.

When Howden Town Council believe the accident or incident, to be beyond their competence, the Council's external health and safety advisor will be requested to assist.

Employees involved in, or becoming aware of occurrences/situations which, if allowed to recur/continue may result in injury, are instructed to report immediately to the Proper Office in order that it may be investigated and action taken to minimise the possibility of a recurrence.

Dangerous occurrences, whether or not they result in personal injury, and notifiable diseases such as Tetanus or Weils disease must be reported to the Health and Safety Executive by the Proper Officer or the MNA Group. This is done by contacting the HSE by phone fax or website



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immediately, followed by the specified statutory F2508 form within 10 days

First Aid

Howden Town Council provides first aid boxes for the office. It is the responsibility of the First aiders to ensure stock levels and expiry dates of all first aid boxes are checked, recorded and refilled as necessary on a regular basis.

Howden Town Council will ensure that there is sufficient number of qualified first aiders within the Council. For any injuries, which cannot be treated on site, the individual is taken to the local hospital, or the emergency services will be summoned and inform the Proper Officer.

Howden Town Council will ensure that there is first aid trained personnel

Assess the situation – do not put yourself in danger

Make the area safe

Send for help - do not delay

Personal Protective Equipment

Personal Protective Equipment at Work Regulations 1992 (Miscellaneous Amendment) Regulations 2002

The main requirement is that 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.

It is the duty of the Council to ensure PPE conforming to CE standards is available to employees for use at work - free of charge and to provide training in its use.

It is the duty of the employee to wear PPE provided, to ensure the PPE is fit for purpose reporting any defects immediately, and to return it to its proper accommodation as advised in the manufacturer's instructions supplied with the equipment after use.

Disciplinary action will be taken against any employee failing to use or abusing personal protective equipment.



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Where statutory or site safety rules require protective clothing or equipment it will be issued by the council to the employees concerned. The Supervisor will deal with any queries or complaints about the suitability of this clothing or equipment and take any action necessary. Regular checks are made and records kept ensuring that this equipment is being used.

Training

It is the responsibility of the Proper Officer to identify training needs and to prepare and carry out appropriate programmes for all grades of employees.

Where specialist knowledge is required Howden Town Council will employ external resources to meet the needs of individuals.

Prime responsibilities of the Proper Officer are to ensure that:

All new recruits receive adequate and suitable induction training geared to Health and Safety.

Employees at all levels will undertake regular training up-dates to ensure they are properly trained in Health & Safety procedures and understand the implications of new legislation and their responsibilities, both to themselves and their colleagues. All such training will be recorded and used for assessment. Internal and external sources of information and presentation, including visual aids, professional organisations, specialist and general safety training courses, practical demonstrations and examples are fully used, providing an effective system for joint consultation between the Council and the workforce in accordance with The Consultation of Employees Regulations 1996

Advice is given on risk assessment and method statement documents to ensure that all aspects of safety, correct sequences and procedures are included and given sufficient emphasis. Consideration shall also be given when necessary for employees who may have difficulties and limited command of English and include:-

- Translation of safety notices and training manuals into relevant languages

- Replacement of written notices with clearly understood symbols

- Use of internationally recognised pictorial warning signs which offer a means of communication that should be clear to all regardless of literacy or language

- Provide safety training courses in relevant alternative languages to English



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Fire Prevention

All provisions of the Regulatory Reform (Fire Safety) Order 2005 are observed, including;

Howden Town Council will ensure that a fire risk assessment is carried out on an annual basis to ensure the companies compliance with legislation.

Properly identified and appropriate fire extinguishers are sited at strategic points throughout the building and are maintained and serviced regularly. Portable extinguishers are provided on all service vehicles

Adequate emergency means of escape by provision of fire exit points are suitably identified and call points installed adjacent to these exits

Howden Town Council carries out regularly evacuation drills to familiarise employees with the procedures and assembly points.

Manual Handling

It is the policy of Howden Town Council wherever reasonably practical to avoid the need for, or reduce the amount of manual handling and thus reduces the incidence of back strain and other handling accidents.

Wherever practical, consideration will be given to the use of powered lifting equipment or mechanical aids to assist in manual handling operations.

Where it is not possible to avoid manual handling operations, a risk assessment of the operation will be made by leader of the task, the load, the working environment and the capability of the individual concerned. Risks are graded as High, Medium and Low the numerical guidelines in the regulations are used for reference. An assessment will be reviewed if there is any reason to suspect it is no longer valid.

Noise and Vibration

Historically our work does not involve high levels of noise or vibration, however Howden Town Council does realise that continuous exposure to high levels of noise may result in occupational deafness.

It is the policy of Howden Town Council to do all that is reasonably practicable to reduce the exposure of the workforce to excessive levels of noise and vibration in compliance with the Control of Noise at Work Regulations 2005 and the Control of Vibration at Work Regulations 2005 To this end we will –

Noise



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Make every effort to reduce excessive noise by engineering controls;

When noise levels are believed to be above 80dbA, Howden Town Council will carry out a noise assessment of the work area using a qualified sound specialist.

If a work area is identified in the assessment the relevant signage will be displayed and all staff shall be informed.

Where physical control measures are not reasonably practicable, Howden Town Council will provide hearing protection that will reduce the noise levels to the person to a safe level.

Provide information, instruction and training in the correct use of hearing protection

Vibration

Make every effort to reduce the use of vibratory tools.

Where vibratory tools must be used, a rotation system will be used to minimise exposure to individuals.

All vibratory tools will be maintained on a regular basis.

Where reasonably practicable all existing vibratory tools will be replaced with tools that have less vibration.

An occupational health questionnaire will be given to all employees exposed to vibratory tools on an annual basis.

If signs of Vibration White Finger are highlighted from these questionnaires, the council will assist the individual to get the correct medical advice.

Electricity at Work

It is the policy of Howden Town Council to comply with the Electricity at Work Regulations 1989, so far as reasonably practical and all employees are required to co-operate with the council as necessary to comply with these regulations.

- 1) All work activities including operation, use, maintenance and working near to, electrical equipment shall be carried out as not to give rise to danger, so far as is reasonably practicable.



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- 2) Equipment provided for the purpose of personal protection will be used and properly maintained.
- 3) No equipment will be put into service where its strength or capability may be exceeded. All connections used must be suitable for the purpose of which they are intended for use. Systems must be protected against excessive currents. All conductors in a system which could give rise to danger must be insulated, protected and located safely.
- 4) Employees must ensure systems are safe to work on by isolating equipment at power source and performing voltage tests with approved calibrated tester prior to commencing servicing. Warning notices must be placed. Where practically possible systems must be locked off using issued lock of devices. Locks must not be removed until all work is complete, safe and tested.
- 5) No person shall be engaged in any work on or near a live conductor unless;
 - a) It is unreasonable in all circumstances for it to be isolated
 - b) It is reasonable in all circumstances for persons to be working on or near to take safety precautions to prevent injury.
- 6) Adequate working space, means of access and lighting must be provided at all times
- 7) Only competent experienced personnel or those under supervision will be authorised to carry out electrical work. Where inadequate electrical technical knowledge is apparent, the services of an approved electrical contractor will be employed.

Portable and Transportable Electrical Equipment

It is the policy of the council to comply with the Electricity at Work Regulations 1989 and regulation 4 (2) and it is the duty of the Council to ensure that all



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systems be maintained, so far as reasonably practicable to prevent danger. Maintenance of the equipment would consist of;

Visual user checks for damage to casing, plug or cables

Formal visual checks by competent person

Carry out regular inspection and testing dependent on the environment and usage and record the findings & keep records.

Items to be evaluated are as such:-

- Kettle
- Microwave
- Fridge
- Toaster
- Computer equipment
- All 240v / 110 v service equipment

It is the duty of the employee to report defective or suspected defective equipment to

Management and to remove equipment from service immediately. Whenever possible

110v or cordless tools are to be used. When using 240v tools transformer are used

as a suitable RCD must be installed.

Work Equipment

It is the policy of Howden Town Council to comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 (Miscellaneous Amendments) 2002 Regulations. It is the duty of the Council to ensure that work equipment meets the requirements of PUWER

- Provide suitable equipment for the intended use
- Ensure equipment is safe for use, maintained in a safe condition and carry out regular inspections and maintenance
- Keep records of all inspections and maintenance
- Equipment is used by employees who have received adequate information instruction and training.
- Provide suitable safety measures for equipment use e.g. protection devices, warning notices, barriers etc



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Where special equipment or hired equipment is used the council will ensure that employees have received adequate instruction and training in its use, and the equipment has been sourced from suppliers with proven service and maintenance records for that equipment.

Display Screen Equipment

"The Company will assess all workstations used by employees who routinely operate display screen equipment (DSE), in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, as amended by the Miscellaneous Amendments Regulations 2002, to ensure compliance and promote employee wellbeing."

All DSE screen users will be given appropriate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

To assist the council in carrying out these assessments a DSE checklist is used by the operator and records kept. Any equipment e.g. footrests, armrests will be provided when identified by the DSE assessment

Sub Contractors

When specialist assistance is required usually for lifting, building or electrical work Howden Town Council will employ the services of sub –contractors.

The Council will ask all sub - contractors to submit their own risk assessment and method statements using their specialist knowledge, and to confirm adequate insurances, resources and safety policies before work is ordered.

Sub-contractors undertaking work on behalf of Howden Town Council, must not sublet any works without written permission of the Council. Sub – contractors must state their intentions during the quotation process. All Sub Contractors must provide pre qualification questionnaires for their selected contractors to Howden Town Council for verification prior to awarding any works.

Consideration shall also be given where necessary for sub- contractors who may have difficulties and limited command of English and include:-

Translation of safety notices

Replacement of written notices with clearly understood symbols



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Use of internationally recognised pictorial warning signs which offer a means of communication that should be clear to all regardless of literacy or language

Working at Heights

It is the policy of Howden Town Council to comply with the Working at Height Regulations 2005. It is the duty of the Council to carry out risk assessments, and to ensure that the work is properly planned, appropriately supervised and carried out in a safe manner

Work at height will be avoided whenever possible, however where it is unavoidable the safest means of access will be decided and implemented using work equipment or other measures to prevent falls.

Instruction and any necessary training for the safe use of equipment and the prevention of falling objects will be provided and records kept.

Work equipment is subjected to regular inspections and maintenance and with records kept.

Any equipment required for Working at Height will be hired in from a third party pre- approved supplier.

Employees should inspect all work equipment before use. Remove all defective equipment from service and report to Proper Officer.

Protection Against Falls

Where any persons or materials are liable to a fall that could cause injury, or where work is over water, liquid or dangerous materials, edge protection consisting of the following must be provided: -

- A guardrail at a height of not less than 950 mm.
- The space between any intermediate guardrail or similar means of protection shall not exceed 470mm.
- A toe-board that is suitable and sufficient to prevent the fall of any person, or any material or object, from any place of work.

Where work is carried out at height, suitable and sufficient measures must be taken to prevent so far as is reasonably practicable, any persons falling a distance liable to cause injury.



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All holes in floors, etc. must be similarly guarded or securely covered. The covering must be of a suitable material, securely fixed and clearly marked 'Hole below'. Open joists through which a person could be liable to a fall that could cause injury must be boarded over to provide safe access to a working place. Guardrails, toe-boards and covers may be removed to allow access for persons and materials, but must be replaced as soon as possible.

Hoisting of Materials

When working at heights, various lifting appliances and lifting gear will probably be required. These may include block and tackle, winches, wire ropes, chains, slings etc. Howden Town Council will ensure that they or any contractor using any such equipment must be suitably trained in their use. There must be an assessment of the suitability of such lifting equipment to the work being carried out.

Scaffolding

All scaffolds and working platforms should be properly constructed to provide adequate working space and comply with the Work at Height Regulations. No scaffold may be erected, modified or dismantled, except under the supervision of a competent person, and all structures should be inspected by a competent person before use. to fit over the tube. They should be secured by fittings to prevent any lateral movement.

Mobile Towers

All mobile tower structures should be properly constructed and safely used. Any person erecting a mobile tower should be competent in its erection and have received adequate training (PASMA) or, if not fully competent, be under the supervision of an experienced and competent person. The supplier's or manufacturer's instructions, which will be contained in the assembly guide issued with each tower must be followed. Before the erection of any mobile tower the following points must be clearly addressed: -

1. Where will the tower be built and are the ground conditions suitable?
2. Is safe access available?
3. How many platform levels are required and will they all be working



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levels?

4. What loadings are to be imposed?
5. Will the tower be tied in or independent.

Any surface on which a mobile tower structure is erected, or rests must be stable, and of sufficient strength to support the structure and its loads. Foundations must be adequate to support the structure and, if appropriate, the tower must be built on sole plates sufficient to disperse the load. The mobile tower structure must be of sufficient strength and rigidity for the work to be done safely. It must be secured and, if appropriate, have outriggers added to ensure that it remains stable whilst both erected and being worked from. The structure must then be dismantled in such a way that ensures that any part does not become accidentally displaced.

Under no circumstances must any attempt be made to climb up the outside end frames of a mobile tower, it can make the structure unstable. It is only safe to climb up the inside where the frame has a properly designed, built-in ladder.

Under no circumstances should a ladder of any description be leant against the outside of a mobile tower.

With steel scaffold components, where access is provided via an internally secured ladder, care should be taken with the means of access into the working platform level, as this will usually be through a hatch in the working platform. Once access has been gained, the hatch should be replaced and remain shut until someone needs to leave the working platform.

Mobile towers can become unstable when moved. The higher the tower the more unstable it will be.

Consideration must be given to the following points: -

1. Do not attempt to move tall, fully erected towers - reduce to a safe height, appropriate to the ground conditions. When being moved it must not exceed 2½ times the minimum base dimension.
2. Be aware of potholes and obstructions.
3. Move from the base by manual methods, not by vehicle.
4. No persons or materials must be on the structure during movement.
5. Caution must be exercised when wheeling a tower over rough, uneven or sloping ground, taking care to unlock and lock the castors as necessary.



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6. If stabilisers are fitted, they should only be lifted sufficiently above the ground to clear obstructions.

The capacity of each platform and tower structure is often shown on labels attached to the frame, or will be in the manufacturer's assembly guide. Never exceed the recommended loading levels.

Ladders

Ladders are best used as a means of getting to a workplace only. They should only be used as a workplace for work of a short duration and then are only suitable for light work. A risk assessment is required to be carried out to discover if a ladder is suitable or another means of access is required i.e. a mobile tower, tower scaffold, MEWP etc.

If ladders are to be used the following needs to be considered: -

1. Ladders should be set on a firm, level base.
2. The duration and nature of the work.
3. The site conditions (exposure, wind, proximity of vehicles and/or people).
4. Ladders should be sited clear of any excavation, and in such a position that they are not causing a hazard, or placed anywhere where they may be struck or dislodged.
5. Ladders should be set, as near as possible, at an angle of 75° (1 metre out to 4 metres up).
6. Can the work be reached without over stretching?
7. Ladder length regarding flexing and bowing.
8. The strength and stability of the structure the ladder is to rest against.
9. Ladder fixing to prevent slipping.
10. Good handhold availability for climbing.
11. Heavy or bulky loads or tools to be carried.
12. All ladders should, in the interests of safety, be securely fixed or lashed to prevent slipping, either near the top or, if this is not possible, at the bottom.



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13. Ladders must not be secured by their rungs; lashings should be around the stiles, or proprietary ladder ties should be used.

Ladders must extend at least 1 metre above the landing place,

unless some other suitable handhold is available, and must be placed so that there is adequate space behind each rung for a proper foothold.

Class 1 - Industrial heavy duty wooden or aluminium ladders.

Class 2 - Light Trades ladders must only be used.

They must be individually marked with a unique identification number and the class or duty rating.

Class 3 - Domestic ladders are only suitable for domestic and household use.

All ladders must be inspected regularly and written records kept of all inspections, defects and repairs.

The following points must be inspected: -

1. Stiles for damage or wear.
2. Rungs that are broken, missing, loose or worn.
3. Rungs for mud or grease contamination.
4. Rungs supported solely by nails, screws or spikes etc.
5. Rungs and stiles for excessive movement.
6. General decaying of timber, or the corrosion of fittings.
7. Tie-rods for security.
8. General warping, sagging or distortion; check that the ladder stands firmly.
9. Aluminium ladders should have serviceable rubber feet.
10. Defective ladders, beyond repair, must not be used and should **be scrapped**
11. The timber in ladders (or stepladders etc.) must not be painted or treated in any manner that could possibly hide any defects.



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Stress

Howden Town Council appreciates it is not good business to have any employees in a position where stress becomes a factor.

Action to be taken

The action to be taken by each council is as follows:



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- To make sure that each job is achievable and then so far as is reasonably practicable, match the person to the job.
- Require the Council to be receptive, flexible, consistent and open.
- Require the Council to constantly monitor for the symptoms of stress.

Monitoring and Review

The council considers that Health and Safety should be managed in the same way as all other aspects of the business. Whilst reactive information is valuable in evaluating the council's Health and Safety performance, the council wishes health and safety management to be proactive in monitoring and reviewing its performance.

The council is aware of HS(G)65 with the emphasis on monitoring and review of performance.

Health & Safety Consultants' Reports

The council will be visited by the external Health & Safety Consultants to a frequency agreed with the Proper Officer. Where a Health & Safety survey is undertaken the report will be forwarded to the Proper Officer.

Health Surveillance

The council recognises and accepts that if any operation poses significant risk to health by way of exposure to any substance or process, then a system of health surveillance will be implemented. This may include monitoring and regular checks by a medical practitioner and the keeping of appropriate records.

Appointed Persons – Duties

- First Aider
- Fire Marshall
- Health and Safety Designated Person
- Health and Safety Adviser
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1. Appointed Persons – Duties



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3.1 First Aider

First Aid prevents injury and illness getting worse and can save lives. The minimum requirement for an employer is to have a First Aid Box and an Appointed Person. The Appointed Person must be available whenever people are working. The responsibilities include looking after the First Aid Equipment, ensuring it is always available, taking control when someone is ill or injured and calling the Emergency Services if they are required. The Appointed Person does not have to be a trained First Aider although basic training such as a one day HSE approved Appointed Person Course is recommended.

On no account should anyone administer physical First Aid unless they have been trained to do so and hold a current valid Training Certificate.

Details of person holding the roles detailed below can be found at the Town Council offices.

The Appointed Person who is responsible for:

- Taking control of any incident, recording any treatment given and/or details of Emergency Services call and arrival times etc
- Keeping records of any accidents, diseases, dangerous occurrences or near misses (See RIDDOR)
- Maintain First Aid Box to required standard

The First Aiders are as displayed on the noticeboard who are responsible for:

- Taking control of any incident, recording any treatment given and/or details of Emergency Services call and arrival times etc
- Keeping records of any accidents, diseases, dangerous occurrences or near misses (See RIDDOR)
- Maintain First Aid Box to required standard
- Giving treatment using only the techniques they have been trained to carry out
- Ensuring that their Training Certificate is current (refreshed every 3 years) and seeking upgrade training when required

3.2 Fire Marshall



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The Appointed Fire Marshall's areas displayed on the noticeboard are responsible for continuously ensuring that:

- Fire escape exits are clear and free from obstruction
- All flammable materials are stored in a safe and locked place
- Fire doors are kept closed
- Fire drills take place at least every 6 months
- Staff and visitors know the procedures for evacuation etc
- They are responsible for the safe evacuation of everyone and that a roll call is conducted at the Muster Point and liaising with the Emergency Services as necessary
- They visually check for loss of or damage to Fire Extinguishers, at least once a month

3.3 Health and Safety Designated Person

The Appointed Health and Safety Person is as detailed on the noticeboard, who has a duty to continuously ensure that:

- The council procedures are effectively communicated to all staff and visitors
- New hazards are identified and eliminated or reported
- Information received about potential hazards is acted upon
- A safe Environment is created and supported
- The benefits of good health and safety practice are promoted
- Liaison takes place with the Health and Safety Adviser, Environmental Health Officer, HSE or any other person or body with an interest in good health and safety practice

3.4 Health and Safety Consultant

The council use the services of MNA Group UK Ltd, and the H&S consultant Kath Lockwood, their duties are as per the Terms of engagement agreed and signed by both parties. MNA can be contacted at:

MNA Group Limited

White Rose Park



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**Larsen Road,
Goole
DN14 6XF**

Fire and Evacuation Procedures

- In the event of a fire occurring on the premises or onsite and you spot it, you must raise the alarm
- Do not attempt to fight the fire unless you are trained to do so and in doing so you are not endangering yourself or others around you
- Leave the premises or site immediately by the nearest exit
- Do not hesitate or stop to collect personal belongings
- In the event of the fire alarm being sounded, at any time, you must assume that it is an emergency situation and evacuate as detailed above

You Must Gather at the designated Assembly point

Accident Reporting and Investigating Procedure

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

Why all accidents should be reported:

The reporting of accidents can be a very useful tool in preventing such incidents in the future. The information gained can be used to indicate how and where and when incidents can occur, but, more importantly, to highlight a hazard that is present, but only discovered by an injury.



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In addition accident statistics are gathered by enforcement authorities. It provides them with information about industry trends and health and safety performance across the various business sectors, enabling them to highlight areas for research projects, targeted enforcement and even new legislation.

Objectives of RIDDOR

The main objective is to provide enforcing authorities with information on specific injuries, diseases and dangerous occurrences arising from work activities covered by health and safety legislation. As authorities are only able to investigate a proportion of injuries etc, RIDDOR aims to highlight the more serious quickly.

The legislation covers employees, self-employed and those who receive training for employment (as defined in the Act) as well as members of the public, pupils and students, hotel residents or other people who die or suffer from injuries or specifies conditions, as a result of work activities.

The Regulations require the following:

- Where any person dies or suffers from any of the injuries or conditions defined in Schedule 1 of the Act or where there is a dangerous occurrence as defined in Schedule 2 of the Act, as a result of a work activity, the responsible person must notify the relevant enforcing Authority. This must be done by the quickest practicable means (**usually by telephone 0845 3450055**) and a report must be sent to them within 10 days.
- If the personal injury results in an absence of more than 7 calendar days, but does not fall within the categories specified as major, the written report alone is required. The day of the accident is not counted when calculating absence, but any days which would not have been working days are counted.
- Where the injured person is a member of the public and where the person is either killed or injured sufficiently to warrant that person being taken directly to hospital, the injury is reportable by the occupier of the premises, to the relevant Authority.
- In the event that you need to Contact the Enforcing Authority outside normal office hours telephone the **Duty Officer on 0151 9229235**. If not available telephone the **Duty Press Office on 0151 9221221**

It is important to distinguish between accidents, injuries and incidents. They are not the same. Injury can result from an incident. The incident and the injury together amount to an accident.



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The definition of “accident” in the Regulations includes a “**non-consensual act of physical violence done to a person at work**”. As a consequence, any acts of physical violence have to be recorded.

The Enforcing Authority will be either the Health and Safety Executive or the Local Authority in whose area the premises is situated. This must be displayed on the Health and Safety Poster in the workplace.

Definition of Major Injury

- Any fracture, except to fingers, thumbs or toes
- Any amputation
- Dislocation of shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Eye injury from chemical or hot metal burn and any penetrating eye injury
- Injury from electric shock or electric burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe it has resulted from exposure to a biological agent or its toxins, or infected materials

The Reporting Person

This may be:

- The employer of the injured person
- Self-employed person
- Someone in control of premises where work is being carried out or someone who provides training



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The responsible person for reporting any particular injury or dangerous occurrence is determined by the circumstances and the employment or other relationship of the person who is killed or suffers from any injury or condition.

All accidents, injuries and incidents must be reported using the Form **F2508**.

Diseases are to be reported on Form **F2508 A** following written confirmation of the disease by a Registered Medical Practitioner.

Records

Records must be kept by employers and others, of those injuries, diseases and dangerous occurrences which require reporting. Records can be kept in the form of entries in the Accident Book with reportable injuries and dangerous occurrences clearly highlighted and by keeping photocopies of reports sent to the enforcing authority.

Records should be kept at the place of work or business for at least three years from the date that they were made. The enforcing authority may request copies of such records which must be provided.

Employers Liability Insurance

The Certificate/Record of Employers Liability Insurance has to be kept on file for a period of 40 years. This is to enable any future interested parties to be able to trace the relevant insurer regarding any claim.

Due Diligence

This can be construed as a defence provision, whereby a person can escape conviction for an offence under the Regulations, if he/she can prove that he/she was not aware of the event which should have been reported and that he/she had taken



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all reasonable steps to have such events brought to his/her notice. The presence of and its communication to others of a suitable reporting procedure that works, as detailed in this Health and Safety Policy file, constitutes such steps.

Near Miss Reporting

A near miss is defined as an incident that may have caused an accident/injury e.g. a spanner falls and nearly hits someone below.

In the event of a near miss, the person involved should complete the relevant reporting Form so that management can conduct a risk assessment to identify any control measures which should be implemented to prevent a recurrence of the incident which might cause harm to an employee, visitor or member of the public.

Hazard Reporting

- This procedure provides a method for the communication of all hazards, unsafe conditions and practices
- This procedure is for use by any employee and ensures the interest and involvement of all employees in assisting in the maintenance of high standards of health and safety throughout the council.
- Where a hazard or unsafe practice has been identified, the relevant form should be completed. The hazard or unsafe practice may apply to a member of staff, visitor, sub-contractor or member of the public
- **Employees are strongly encouraged to participate in this procedure to ensure continuous improvement in health and safety standards and to ensure that a safe and healthy working environment is maintained.**

This policy will be reviewed annually or sooner if legislation changes or incident dictates.



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