

Health and Safety Report – P&R Committee February 2023

Accidents and Near Misses.

On 8 January 23 at 1.45pm a Watermark customer was making their way to their seat to attend a performance in the Stowford Hall. They were on the first step of the staircase.

They collided with their spouse and tripped falling off the first step onto the floor hurting their side. One of the volunteer stewards alerted a member of staff who was not in the hall at the time of the accident. The member of staff enquired if the person needed first aid but they refused, however the customer did swap seats with a friend and relocated to one of the sofas at the front to be made more comfortable.

The member of staff checked on the welfare of the person during the interval who confirmed they were ok. The customer left the show quickly at the end before an accident form could be completed.

Action

The customer had collided with another person which caused them to fall off the first stair onto the floor. This happened before the show commenced and the staircase was fully illuminated. The cause of this accident was due to human error and no further action is required.

Visits and Inspections

On 7 December the Council's Health and Safety Advisor met with the Assistant Town Clerk and conducted an Annual Health and Safety Review. He confirmed that management of safety has been kept to a good standard and his report is attached.

The Health and Safety Policy

The Council's health and safety policy has undergone its annual review. The policy has been revised to incorporate the new staff structure following the appointment of The Watermark Manager.

Parks

On 11 January a large tree fell across the main path in Longtimber Woods blocking the route. The parks team chainsawed this up into pieces and removed it from the path.

Over the past few months the parks team have reported holes being dug by dogs in MacAndrews Field. Following a recent spate of deep holes appearing signage has been erected requesting dog walkers to prevent their dogs from digging holes for the safety of all park users.

Training

The newly appointed Watermark Manager is undertaking several online courses which aim to promote the health and wellbeing of a team, namely a Stress Awareness in the Workplace as recommended by the Health and Safety Advisor for this role, and also a Leadership and Management course requested by The Manager who is keen to develop their skills further.

Julie Gilbert
Assistant Town Clerk

Jonathan Parsons
Town Clerk

james hallam

Risk Management

2022 Health & Safety Review

**IVYBRIDGE TOWN
COUNCIL**



COUNCIL CLIENT: Ivybridge Town Council

LOCATION: Erme Court
Leonard's Road
Ivybridge
PL21 0SZ

TELEPHONE: 01752 893815

COUNCIL ACTIVITIES: Property Owner, Events Venue, Ground Maintenance, Play Areas,
Trees

REPORT PREPARED BY: Jim Nicholson Grad IOSH AIEMA

PERSON SEEN: Julie Gilbert – Health and Safety Officer
Jonathan Parsons – Town Clerk

INTRODUCTION

This review was carried out for you by the Risk Services Consultant of WPS.

The purpose was to offer guidance and recommendations regarding the present level of compliance in respect of health and safety legislation and the health and safety risks associated with the Council's activities.

We have reviewed a wide range of health and safety topics by discussing the arrangements, checking documentation where appropriate and then briefly inspecting the workplace.

We assess each topic and allocate an audit score.

Comments are made regarding health and safety management issues or matters requiring further control. They should not be seen as a criticism but as recommendations to help you improve your existing systems in order to achieve legal compliance and minimise financial loss. Our findings and comments do not constitute a full audit but are an overview of the current situation.

To be helpful, we include the Regulations which apply to specific points for reference purposes.

The underpinning legislation under which subsequent Regulations have been made is the Health and Safety at Work etc. Act 1974 which states that all employers must, as far as is reasonably practicable, ensure :-

- A safe place of work.
- Safe systems of work.
- Safe use and transport of articles and substances.
- Competent employees.

This general duty applies not only in respect of employees but also applies to any other person who may be affected by the activities of the Council.

Current health and safety legislation places a high emphasis on recording and it is important to bear this in mind to :-

- ↪ Demonstrate compliance.
- ↪ Be able to defend a claim against the Council.
- ↪ Enable you to monitor safety performance.

However, good standards of health and safety in the workplace do not happen of their own accord. Health and safety has to be managed in a similar way to any other aspect of the Council's business and the Management of Health and Safety at Work Regulations 1999 set out certain key duties.

Employers must :-

- ↪ Assess risks to employees and others.
- ↪ Make appropriate written health and safety arrangements.
- ↪ Appoint competent persons to help them comply with health and safety law.
- ↪ Establish procedures to deal with imminent danger.
- ↪ Provide information, instruction and training.

In addition, employees must :-

- Work in accordance with their employer's instructions.

AUDIT SCORING

Each question or statement in the audit report is given a score on the following basis.

3. Fully effective procedures with documentary or physical evidence.

Better than expected.

2. Partially effective procedures with some documentation falling short of the required standard.

Average

1. Informal procedures and no documentation.

Below Average

0. No procedures in place or topic not addressed.

Poor

Where a question is considered inapplicable the score is marked N/A.

A score is totalled for each section and expressed as a percentage of the maximum possible score (but excluding the non-applicable scores).

Wherever we have identified in the audit report a less than satisfactory score we have included an Improvement Recommendation to help you develop a Safety Action Plan.

This report and any information in it is based on conditions observed and information supplied to us.

It is not intended to be exhaustive or conclusive, covering every hazard or risk potential, but is offered to assist you in your assessment of the risk.

**Jim Nicholson Grad IOSH AIEMA
Risk Services Consultant**

1. HEALTH AND SAFETY POLICY Health and Safety at Work Etc. Act 1974	
Question	Score
A current health and safety policy has been prepared.	3
The policy is up to date (under three years old)	3
The policy has been signed by the Town Clerk and/or The Mayor	2
The policy commits the Council to achieving a high level of health and safety performance, meeting legal requirements as the minimum.	3
The policy is effectively communicated to employees	2
Copies of the policy are displayed	2
The policy encourages employee involvement and consultation.	3
The policy includes a review mechanism	3
The policy commits the Council to ensure that the health and safety of third parties is protected (i.e., Contractors/Visitors)	3
The Health and Safety Law Poster is displayed on the premises.	3
The current Employers Liability Certificate is displayed on the premises.	3
Total	30

2. ORGANISATION Health and Safety at Work Etc. Act 1974 Management of Health and Safety at Work Regulations 1999	
Question	Score
The Councillors understand their role and that of the Town Clerk having overall responsibility for health and safety between them.	2
There is a management structure diagram/organisational chart, which clearly indicates levels of responsibility and reporting lines for the staff and Councillors of health and safety.	3
The responsibilities, duties, accountabilities and reporting lines of all employees are clearly stated in job descriptions.	2
These responsibilities etc. are fully understood and accepted.	2
There are sufficient resources allocated – time, money, people – to be able to satisfactorily implement the health and safety policy.	2
Particular responsibilities/accountabilities have been allocated for the maintenance of plant, equipment and buildings.	3
Total	14

3. PLANNING Management of Health and Safety at Work Regulations 1999	
Question	Score
There is an (annual) health and safety plan to ensure continuous improvement in health and safety	3
This plan is implemented within agreed timescales.	2
This plan is brought to the attention of everyone.	3
The plan includes procedures to ensure that any corrective actions deemed necessary are put into place within agreed timescales.	3
Total	11

4. COMPETENT PERSON Management of Health and Safety at Work Regulations 1999	
Question	Score
The Council currently has a member of staff who can provide competent health and safety advice.	3
The Council currently retains the services of a health and safety consultant.	3
The Council currently has access to competent health and safety advice.	3
The names of such competent persons are published and displayed in the workplace.	3
Total	12

5. CONSULTATION AND COMMUNICATION Health and Safety (Consultation with Employees) Regulations 1996	
Question	Score
There is a health and safety committee.	N/A
Regular meetings involving all staff take place and include health and safety on the agenda.	3
The meetings are on a regular basis (i.e., at least quarterly).	3
Action minutes including responsibilities/timescales are produced and published.	3
Follow up action is taken to ensure minuted items are implemented as agreed.	3
Total	12

6. ACCIDENT DATA Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	
Question	Score
There is an accident book in the prescribed form on the premises.	3
All injury accidents requiring treatment are entered in the B1510 Accident Book.	3
There is a system that allows for the reporting and investigation of non-injury (i.e., damage and near miss) accidents.	3
All accidents – injury and damage – likely to result in a claim are notified to the company’s insurers.	3
All reportable injuries are promptly notified to the enforcing authority.	N/A
All accidents are investigated with a view to preventing a recurrence.	3
Accident investigation is recorded and remedial action agreed and implemented.	3
Total	18

7. SELECTION AND TRAINING Management of Health and Safety at Work Regulations 1999	
Question	Score
Arrangements are in force to ensure that only physically and mentally capable individuals having the appropriate knowledge and skills are recruited to fill vacant posts.	3
Questions are asked on either a questionnaire or an application form concerning medical conditions pertinent to the job role	2
There is an induction programme for new employees	3
Aspects of health and safety are included in the induction programme.	3
Measures are in place to ensure that health and safety training needs are identified for all: -	
a) Managers	3
b) Supervisors	3
c) Employees	3
Specialist health and safety training programmes are identified for specific activities, e.g., chain saw, brush cutters, ride on mowers etc.	3
The training programme is kept up to date by monitoring and review.	3
Training records are kept on an individual basis.	3
Total	29

8. GENERAL RISK ASSESMENTS Management of Health and Safety at Work Regulations 1999	
Question	Score
There are general workplace risk assessments and documentation to show that they have:-	
a) Been undertaken	3
b) Had control measures identified.	3
c) Been recorded in writing and dated.	3
d) Been communicated to relevant employees.	3
e) Had control measure implemented.	3
f) Been regularly reviewed.	3
General risk assessments have included the following :-	
a) Contractors	3
b) Visitors/members of the public/council meetings	3
c) Chainsaw activities	3
d) Vehicle use	3
e) Occupational stress	3
Training has been provided to amenities staff to enable them to undertake dynamic risk assessments as well as generic assessments	2
Total	35

9. HAZARDOUS SUBSTANCES Control of Substances Hazardous to Health Regulations 2002	
Question	Score
An inventory of all hazardous substances used has been completed including cleaning products, oils, lubricants, weed killers etc.	3
Material Safety Data Sheets (MSDS) have been obtained for all hazardous substances.	3
COSHH assessments have been undertaken for hazardous substances likely to pose significant risks to exposed employees.	3
The COSHH assessments are maintained in a written format.	3
The COSHH assessments are regularly reviewed and undertaken prior to a new product being used	3
COSHH assessments and their resulting control measures have been brought to the attention of all exposed employees.	3
Employees have been provided with the necessary information, instruction and training on :-	
a) Hazards of the substances with which they work and the risks related to their exposure.	3
b) The precautions/control measures – including the use of PPE (personal protective equipment) – needed to protect their health and how to use it/ maintain it.	3
c) The steps to be taken in the event of any emergency (e.g. spillage) of a hazardous substance.	3
Total	27

10. ASBESTOS Control of Asbestos Regulations 2012	
Question	Score
An asbestos survey has been undertaken on each site occupied by Council employees.	3
The type and condition of all asbestos has been established	3
Asbestos removal or encapsulation has been undertaken where recommended by the survey.	3
A demolition or refurbishment survey has been completed where required	N/A
Accessible asbestos containing materials have been labelled	3
An inspection regime of asbestos containing materials is in place	N/A
An Asbestos Management Plan is documented	3
Training has been provided for those staff involved in inspecting asbestos containing materials	3
Total	18

11. NOISE Noise at Work Regulations 1989	
Question	Score
A noise survey has been undertaken to ascertain the exposure of amenities staff to noise from equipment and machinery	N/A
Occupational health checks are in place for those exposed to high noise levels	N/A
A formal plan has been implemented to reduce noise exposure.	N/A
Positive purchasing methods have been put into place to purchase machinery with low decibel readings	3
Where engineering solutions are not possible the noise is controlled by the use of ear defenders	3
Ear defenders are regularly inspected to ensure they are still performing at their optimum levels	3
Employees have been made aware of the mechanism of harm – i.e. how noise makes you deaf – and the need to use control measures, including hearing protection.	3
Regular inspection take place to ensure amenities staff use the hearing protection provided	2
Total	14

12. VIBRATION Health and Safety and Work etc. Act 1974	
Question	Score
An assessment of the vibration exposure levels of amenities staff has been undertaken	3
Occupational health checks are in place for those exposed to high vibration levels	3
A formal plan has been implemented to reduce vibration exposure.	3
Positive purchasing methods have been put into place to purchase machinery with low vibration or vibration damping mechanism	3
Where engineering solutions are not possible the vibration is controlled by reduction in exposure times and measurements of values	3
Notes are kept of exposure times	3
Questions are asked of new employees concerning previous vibration exposure levels	2
Gloves are provided to keep hands warm and provide additional anti-vibration damping if required	3
Total	23

13. MANUAL HANDLING Manual Handling Regulations 1992	
Question	Score
Control measures are in place to avoid manual handling activities via mechanisation, wherever possible	3
Residual manual handling tasks have been risk assessed, with a view to risk reduction e.g. use of machinery, movement of chairs and tables etc.	2
Written records of assessments and control measures are maintained.	3
Employees have been trained in the risks associated with manual handling.	3
Manual handling risk assessments have been undertaken on third party premises.	N/A
Total	12

14. DISPLAY SCREEN EQUIPMENT (DSE) Display Screen Equipment Regulations 1992	
Question	Score
DSE workstation assessments have been undertaken for office-based staff spending a large proportion of their time on the computer.	3
Total	3

15. WORK EQUIPMENT Provision and Use of Work Equipment Regulations 1998 Lifting Operations and Lifting Equipment Regulations 1998	
Question	Score
Risk assessments have been carried out on items of machinery work equipment to ensure that it complies with the essential safety requirements of the Provision & Use of Work Equipment Regulations 1998 (PUWER).	3
Risk assessments are undertaken on all new equipment prior to its use in the workplace.	2
Pre-use checks on machinery safety are undertaken and recorded.	2
Statutory inspections of plant and equipment are undertaken and are up-to-date for :-	
a) Pressure systems (including written schemes of examination).	3
b) Lifting equipment/accessories.	N/A
c) Local exhaust ventilation.	N/A
d) Lifts/cranes/FLT's	3
Council vehicles are :-	
a) Regularly maintained.	3
b) Subject to daily maintenance/pre-use checks by the driver.	3
c) Only driven by trained, authorised drivers.	3
There is an inventory for all the significant items of work equipment, e.g. ladders, trolleys etc.	2
Periodic checks on such equipment are undertaken and recorded.	2
Total	26

16. ELECTRICITY Electricity at Work Regulations 1989	
Question	Score
Electrical installations in each of the Council premises are inspected to I.E.E requirements at an interval recommended by the electrical contractor for the type of use.	3
All electrical work, maintenance, repairs etc. is undertaken by qualified, competent electricians.	3
A system of inspection exists on site for portable electrical equipment/tools.	3
Inspections/checks of portable electrical equipment are up-to-date and involve the use of labels/tags showing the date when the next inspection is due.	3
Records/logs are kept of such inspections of electrical equipment on site.	3
Total	15

17. FIRE Management of Health and Safety at Work Regulations 1999 Fire Precautions (Workplace) Regulations 1998 Dangerous Substances and Explosive Atmospheres Regulations 2002	
Question	Score
A risk assessment in respect of fire hazards associated with each premises occupied by Council employees has been undertaken and is recorded.	3
Procedures are in place and are understood for all serious and imminent dangers identified by risk assessments.	3
Fire evacuation procedures exist which are documented and understood.	3
Flammable or explosive chemicals are stored in an appropriate flammables cabinet	N/A
Fire emergency procedures incorporate the following :-	
a) Effective means for raising the alarm.	3
b) Documented information and training provided to employees	3
c) Regular fire evacuation drills.	3
d) Sufficient maintained fire extinguishers at designated points.	3
e) Adequate number of persons trained in the use of fire extinguishers.	3
f) Clearly signed evacuation routes/fire exit doors.	3
The fire alarm is tested weekly.	3
The fire alarm is maintained under contract.	3
Smoking is prohibited except in designated areas.	3
Emergency lighting is sufficient for the premises occupied	3
Emergency lighting is maintained under contract	3
Emergency lighting is tested on a monthly basis	3
Total	45

18. OUTSIDE AREAS Health & Safety at Work Etc. Act 1974	
Question	Score
Children's play areas and equipment is inspected annually by a competent person	3
A documented inspection regime no less frequent than weekly is in place for play areas	3
A litter pick or hazard spot visit at least twice weekly is in place	3
Damaged equipment or clear hazards are reported immediately	3
Dangerous equipment or serious hazards results in equipment being put out of action or removed immediately.	3
Total	15

19. TREES Health & Safety at Work Etc. Act 1974	
Question	Score
The Council have knowledge of the type and condition of all trees under its responsibility	3
A report from a competent arboriculturalist contractor has been obtained	3
Recommendations from the arboriculturalist contractor have been actioned within the recommended timescale.	3
A system of inspections has been put in place with a frequency dependent on risk	3
Total	12

20. OUTSIDE SPACES (EXCLUDING PLAY AREA) Health & Safety at Work Etc. Act 1974	
Question	Score
The Council is aware of the areas under its authority.	3
A system of inspections has been put in place with frequency dependent on risk	3
Clear lines of responsibility have been established for inspection and repair between the Council and tenants	3
Inspections of pathways, walkways, car park etc. increase during the winter	3
Total	12

21. WELFARE Workplace (Health, Safety and Welfare) Regulations 1992	
Question	Score
Adequate toilet facilities are provided.	3
An adequate supply of hot water, soap and hand drying facilities are provided.	3
The premises are well ventilated.	3
Lighting of the workplace is to a good standard.	3
Facilities exist to warm food and make hot drinks.	3
Facilities for smokers exist which do not put others at risk from passive smoking.	3
External workers have access to welfare facilities such as wash basins, showers, drinking water, and anti-bacterial wipes	3
External workers have access to a rest room with a WC	2
Total	23

22. STRESS Workplace (Health, Safety and Welfare) Regulations 1992	
Question	Score
The Council has a Stress Management Policy in place running alongside a Bullying and Harassment Policy	3
Line Managers have been trained in how to deal with cases of reported stress	2
Staff have been advised of the Policy and the mechanism by which they can report their concerns	2
Alternative lines of reporting are in place in case the stress is allegedly caused by interaction with the line manager	2
Procedures are in place to document all discussions with employees complaining of stress	3
Procedures are in place for the Town Clerk to discuss any stress related issues	3
Total	15

23. PERSONAL PROTECTIVE EQUIPMENT (PPE) Personal Protective Equipment Regulations 2002	
Question	Score
PPE is provided to reduce risk in situations where control at source is not reasonably practicable.	3
PPE assessments have been undertaken to ensure that the most appropriate types of PPE are selected for use.	2
Employees have been trained in the correct use of PPE of all types.	2
PPE is individually issued and records kept of such issues and replacements.	3
Arrangements are in force to ensure that PPE issued is being worn.	2
Suitable storage facilities are provided for the safe keeping of PPE.	3
Total	15

24. DRIVING FOR WORK Health and Safety at Work etc. Act 1974	
Question	Score
Driving for work has had its own risk assessment identifying hazards	3
Permission has been obtained from the employee to check their licence records online	3
Licences are check at least annually	3
The Company is aware that driver's eyesight is up to the required standard	3
There is a policy on the use of mobile phones and other devices in vehicles	3
Regular checks are undertaken as to the condition of the vehicles	3
Total	18

25. CONTRACTORS/VISITORS Management of Health and Safety at Work Regulations 1999	
Question	Score
There is an approved list of contractors to be used.	3
Method statements are requested and approved before the start of contractor operations.	3
Contractors' employees are made aware of and adhere to all site systems/permits and work procedures.	N/A
Visitors and their vehicles are logged into and out of the premises.	N/A
Visitors are made aware of the emergency evacuation procedure.	2
Total	8

26. FIRST AID Health and Safety (First Aid) Regulations 1981	
Question	Score
There are sufficient, trained and certificated first-aiders on site, so as to provide cover during all times employees and others are at work.	3
There are adequate first aid facilities.	3
In the event of no trained first aiders being on the premises there are alternative arrangements in place for summoning first aid	N/A
First aid facilities have been considered for lone workers	3
A lone working risk assessment has been completed	3
Communications and call-in procedures have been established	3
Total	15

27. INSPECTIONS Management of Health & Safety at Work Regulations 1999	
Question	Score
A legionella risk assessment has been undertaken on all hot & cold water systems in council occupied builds	3
Appropriate control measures are in place	3
Water system cleans & temperature check are undertaken	3
Total	9

28. STATUTORY INSPECTIONS

Lifting Operations Lifting Equipment Regulations 1998

Pressure Systems Safety Regulations 2000

Control of Substances Hazardous to Health 2002

Question	Score
The Council has lifting equipment which falls under LOLER 1998 which is inspected in accordance with guidelines	3
The Council has pressure equipment which is inspected under the Pressure Systems Safety Regulations	3
The Council has exhaust ventilation systems which are inspected in accordance with CoSHH Regulations.	N/A
The Council has other equipment which requires statutory inspection	3
Statutory inspections are planned and diarised so as not to rely upon the diary systems of the outside providers	3
Total	12

**IVYBRIDGE
TOWN COUNCIL**

REVIEW COMMENTS

And

SUMMARY OF RECOMMENDATIONS

HEALTH AND SAFETY POLICY

1.1	<p>The Health and Safety policy is reviewed each year by the safety team and passed to the Policy and Resources Committee for approval.</p> <p>Once the policy is approved it is displayed on the notice board at the top of the stairs and all staff are advised.</p>		
1.2	<p>The policy has been updated to reflect the changes in the staffing structure since 2021. Jonathan Parson's has taken overall charge of the Watermark following the leaving of Ross Bibby.</p> <p>The structure is currently being discussed and may change again during the course of the year</p>		
1.3	<p>The updated policy should replace the "old" one on the notice boards</p>		

ORGANISATION

2.1	<p>The overall responsibility for safety has been delegated to the Town Clerk by the Council and the Clerk is aware of the responsibilities of this role.</p> <p>The day-to-day safety roles have been delegated to Jonathan Parsons and Julie Gilbert however there have been recent changes to the staffing structure which are the subject of discussion, which may change roles and responsibilities slightly and, in particular, in the Watermark.</p> <p>Julie Gilbert has also taken on the role of line manager to Rich and Lou, who have replaced Andrew as the external “amenities” staff.</p>		
2.2	<p>It is important that the Council members are aware of their role and responsibility in respect of safety within the Council.</p> <p>Discussions made at Council level can influence safety and responsibility can rest with the Council as an organisation or with the individual Councillor.</p> <p>It appears most Councillors are aware of their responsibilities with some taking an active part.</p>		

PLANNING

3.1	As with any other activity, planning is an important part of achieving a result. There is a safety plan in place which is maintained by Julie Gilbert.		
-----	---	--	--

COMPETENT PERSON

<p>4.1</p>	<p>Regulation 7 of the Management of Health and Safety at Work Regulations states that an employer must appoint one or more competent persons to assist him in complying with the health and safety duties imposed on him.</p> <p>Competence is defined as having “sufficient training and expertise or knowledge”</p> <p>Julie Gilbert has now undertaken an IOSH qualification to improve the levels of knowledge within the Council however it is still considered advisable to retain external advice.</p> <p>WPS are now part of a larger group and the risk management is in the name of James Hallam Risk Management (JHRM) however the service will remain similar for 2022/2023</p> <p>The Council can establish responsibilities for safety within its staff structure with responsibilities for certain activities.</p>		
<p>4.2</p>	<p>The recent changes to the Watermark management have resulted in Jonathan taking a more active role in supervising safety, however, the day-to-day roles have been taken up by the management team.</p> <p>The management team still work under Jonathan and Julie for safety management</p> <p>Some individuals in the management structure are booked onto several management courses.</p> <p>Jonathan Parsons has regular meetings with staff in which safety is discussed.</p>		

CONSULTATION AND COMMUNICATION

5.1	<p>There is a duty to consult and communicate with workers whether or not they are represented by a Union.</p> <p>The level of discussion will be dictated by the amount and type of employees you have. A small work force can have regular staff meetings where health and safety is discussed amongst other things whereas a larger Council may need to have a separate safety committee with specific safety meetings.</p> <p>The reason behind this is to keep employees informed of changes to Council policy or issues arising from Council activities which could have a safety implication and to give the employees an opportunity to voice their concerns over certain aspects of their job.</p> <p>You have advised there are regular staff meetings in which safety is discussed amongst other subjects and regular committee meetings so that councillors are kept informed of progress.</p>		
-----	--	--	--

ACCIDENT DATA

<p>6.1</p>	<p>You are reminded that any accident involving personal injury should be recorded.</p> <p>You should also be aware that serious accidents or those involving absence from work for more than seven days must be reported to the HSE.</p> <p>The reporting of incidents to the HSE falls under the Reporting of Injury, Disease and Dangerous Occurrence Regulations 1995 (RIDDOR) which was amended in 2013.</p> <p>The reporting procedure is online via the HSE website http://www.hse.gov.uk/riddor/index.htm and further guidance on what is reportable and how can be provided if required.</p>		
<p>6.2</p>	<p>You have advised that accidents are investigated to establish the cause</p> <p>The Council now has an accident investigation form used to gather information as soon as possible after the incident</p> <p>It is vital that all accidents or incidents are brought to the attention of the Clerk immediately to enable investigations to be undertaken where appropriate. The reason for the urgency is that photographs of the scene can be taken, witness statements requested and potential other evidence gathered whilst it is fresh in people's minds and the evidence has not been lost or tampered with.</p> <p>You have also advised that near misses are being recorded and investigated. There are few of them which is testament to a good safety system being in place but the procedure is in place for understanding the cause and putting in measure to prevent an incident occurring.</p> <p>The new procedure will need to identify who will undertake the initial investigations and if the matter is reportable to HSE under RIDDOR this will be done by Julie.</p> <p>There have been few incidents occurring on Council land or property, however, procedures have been followed for each.</p>		
<p>6.3</p>	<p>A Health and Safety report is produced for the Policy and Resources Committee which meets approximately every six weeks. The report provides information on safety developments, incidents and actions so that the councillors are kept informed</p>		

SELECTION AND TRAINING

7.1	<p>You have duties under health and safety legislation to ensure that your employees are competent to do the tasks which they are expected to undertake and have suitable information, instruction and training to do the job safely. This is not only for their own safety but also for that of fellow employees and the public.</p> <p>Competency is not just a question of the provision of training but is also a matter of assessing the individual's suitability, attitude and aptitude.</p> <p>New recruits are obtained from several sources including advertisements on the council's website, Facebook, word of mouth etc. Each potential employee is then required to complete an application form where there is a general question of medical issues.</p>		
7.2	<p>Records of training assessments or of training provided should be held on file. Any evidence of competency obtained before the employee joined the company, e.g. certificates, should also be held.</p> <p>Any training provided to the employee by the Council is documented. This includes fire marshal, fire awareness, first aid, manual handling, seating and posture etc.</p> <p>In addition to those general training requirements above there may also be specific training such as chainsaw, strimmers, ride on mower, ladders. Height working etc. which are required. Some will be provided by outside contractors and others can be suitably undertaken "in house". Either way the training is documented.</p> <p>There is now a training matrix in place for each member of staff.</p>		
7.3	<p>Once all training has been documented it is then advisable to discuss which training requires refreshing and how often. Some will be a legal requirement such as chainsaw certification and other advisable such as manual handling.</p> <p>Julie has set up a training matrix whereby each person's training programme is held and there is a clear colour coded visual indication of training which is due.</p> <p>All refresher training is now diarised and undertaken as required. This includes:</p> <ul style="list-style-type: none"> • Level 2 Hygiene Certificates • Stress Management Courses • First Aid • Fire Awareness – 3 yearly • Manual Handling – 2 yearly • Etc. 		

RISK ASSESSMENTS

<p>8.1</p>	<p>This is an area where the Council has undertaken considerable work over the years</p> <p>There are various issues which need to be addressed and to put it into context, what the law requires is for risk assessments to be completed as follows:-</p> <p>GENERAL WORKPLACE</p> <p>A “suitable and sufficient” assessment of the risks to which employees and others, e.g. the public, are exposed must be carried out with the significant findings recorded.</p> <p>A risk assessment involves carrying out a careful examination of what could cause harm to people and considering whether enough has been done to prevent that harm occurring.</p> <p>All aspects of what goes on in the workplace, who does it and how they do it should be included. In addition to specific work activities, you need to consider the actual workplace, i.e. condition of floors, access, storage, lighting, signage, contractor control etc.</p>		
<p>8.2</p>	<p>Assessment will be required on :-</p> <ul style="list-style-type: none"> ↪ Play areas ↪ Outdoor areas ↪ Allotments ↪ Office work ↪ Building maintenance ↪ Activities of outside workers ↪ Lone working – Limited to Lou and Rick ↪ First Aid ↪ Etc. <p>This is not an exhaustive list but merely an indication.</p> <p>You have advised that you have completed risk assessments on council owned and occupied sites as well as general council employee and volunteer activities.</p>		
<p>8.3</p>	<p>In the event of an incident or claim made against the council it is important that all documentation has been seen by all employees affected by them.</p> <p>The people affected by the risk assessments should sign to confirm they have read and understood them.</p>		

HAZARDOUS SUBSTANCES

9.1	<p>Employers have a duty to prevent or control exposure to substances which are hazardous to health. Risk assessments will need to be done in respect of all such substances used or stored.</p> <p>Suppliers are obliged to provide on request Material Safety Data Sheets for substances which they sell. These provide essential safety information.</p> <p>Using these as the basis, employers must assess the risk to which employees (and others) are exposed and record the findings of the assessments.</p> <p>The assessments must be drawn to the attention of employees together with information, instruction and training on the control measures to be adopted.</p> <p>Typically, CoSHH assessments are required on all products that have a hazardous symbol on the packaging usually in an orange square and would include</p> <ul style="list-style-type: none"> ➤ Cleaning products (used by Council staff) ➤ Oils and lubricants ➤ Petrol (strimmers, mowers etc.) ➤ Weed killers or pesticides ➤ Etc. 		
9.2	<p>The first stage of COSHH is to determine whether the product is still used or whether an alternative, less harmful product is available.</p> <p>If there is no alternative to the harmful product then a COSHH assessment is required.</p> <p>You have advised that there is a list of CoSHH assessments and each member of staff who is affected by them has signed to confirm they have read and understood them.</p>		

ASBESTOS

10.1	<p>It is a legal requirement and duty of every Council to be aware of the location, type and condition of any asbestos containing material within any of the buildings it occupies. The method of achieving this depends on the level of expertise the Council has within its own employees and the level of information about the building construction it has e.g. any building constructed or refurbished after 2000 is unlikely to contain asbestos and no further action is likely to be necessary.</p> <p>Where a suitable level of expertise is not available “in house” an external consultant or contract will be required to undertake a survey of each premise.</p> <p>The level of survey will be dependent on the Council's intentions for the building</p> <ul style="list-style-type: none"> ➤ Management Surveys are required for general activity within the building ➤ Demolition or Refurbishment surveys are required for major work. <p>You have advised that a survey has been completed on all Council sites and the cemetery buildings and Butterpark are the only ones to contain asbestos.</p> <p>The asbestos found is behind an existing wall and therefore not accessible at the cemetery however the material is more accessible at Butterpark.</p>		
10.2	<p>Now the Council is aware of the location the asbestos labels can be placed in the area and a management plan has been developed. There has been an argument made that due to the use of the chapel it may be inappropriate to put labels on the walls and ceiling. If this is the case then your management plan needs to reflect this and alternative controls put in place.</p> <p>The Management Plan is in place the role of regular inspection now falls to Rick and Lou who have undertaken an Asbestos Awareness Course enabling them to inspect the condition of the materials as per the Plan.</p>		
10.3	<p>Butterpark is currently unoccupied and secured however there is Asbestos within the property. Your management plan has been updated to reflect the location and condition. There are now labels on the materials containing Asbestos clearly identifying it.</p> <p>Butterpark has had improvements to security as requested by insurers and, unless specifically required, there are no internal inspection.</p> <p>In addition, you have advised that any contractor going onto site is made aware of the location.</p>		

NOISE

<p>11.1</p>	<p>The level of noise members of staff are exposed to has not been measured. General Council activities does not expose employees to excessive noise however certain work will have the potential to cause injury of damage such as;</p> <ul style="list-style-type: none"> ➤ Use of strimmers, brush cutters, mowers etc. ➤ Woodworking or other workshop activities ➤ Providing security or evacuation assistance at events or town hall activities <p>Where an activity has been identified a risk assessment of the exposure will be required. In your case the assessment has highlighted that the groundsman's strimmers and grass cutting equipment creates noise but the appropriate control is the wearing of ear defenders.</p>		
<p>11.2</p>	<p>Staff working in the entertainment business have now been included in the regulations so care should be taken that no one working in the Watermark is affected by the noise of a concert or show.</p> <p>This would be considered a low risk as the activities are infrequent and unlikely to be of such high volume as to cause injury.</p>		

VIBRATION

12.1

An assessment into the level of exposure to vibration is required bearing in mind the equipment used by external staff.

Items of equipment such as strimmers, brush cutters, leaf blowers etc. can produce considerable vibration which overtime can cause significant and irreparable nerve damage.

Where there is a significant change in equipment further work is required. It is understood that the lawn mower is beyond repair and consideration is being given to increasing the levels of strimming.

Strimming is a higher risk activity which has often resulted in nerve damage from uncontrolled use.

<https://www.localgov.co.uk/Council-fined-150000-for-failing-to-tackle-vibration-related-illnesses--/43946>

There have been incidents where Councils have been prosecuted for causing injury.

The Council has decided to move to electrical equipment where appropriate and this has significantly reduced the exposure to vibration (and noise) and this has been reflected in the risk assessment.

MANUAL HANDLING

13.1

Manual handling risks are present in almost all workplaces and yours is no exception.

The Regulations require employers to assess the risks to which employees are exposed where there is any risk of injury.

You have included manual handling within your general assessments. These activities fall within all aspects of work so continue to monitor and assess.

If the risks cannot be eliminated or reduced sufficiently it may be necessary to arrange manual handling training. An example of a risk was the work involving cemetery head stones which are extremely heavy.

There has been a mixture of training provided for manual handling from face-to-face training delivered in the Watermark to online training for office staff.

It is understood that manual handling refresher training occurs every two years.

DISPLAY SCREEN EQUIPMENT

14.1	<p>The risks to health from the use of display screen equipment in your office are small as you do not have employees who are continuously using the equipment (as in data input or call centre staff).</p> <p>We understand the employees complete a self-assessment questionnaire annually.</p>		
14.2	<p>There has been a specific home working assessment undertaken following the recent Covid guidelines and hybrid working.</p>		

WORK EQUIPMENT

15.1

The Council has an inventory of work equipment and for the major items has a regime of inspection in place.

When new items are purchased e.g. for the new employee, consider what maintenance is required and put appropriate controls in place.

Rick and Lou currently keep a diary of his inspections and maintenance work on the equipment including ladder inspections for which they have been on a course. Julie also keeps an online diary of equipment inspections.


ELECTRICITY

16.1	<p>You have an absolute duty to ensure the electrical installation is safe. The Institute of Electrical Engineers recommend that wiring installations in premises are regularly inspected however the frequency depends on the use of the building.</p> <p>The Watermark and the Town Hall electrical work was completed in 2021 and Condition Survey reports are in place</p> <p>Buildings like the Silvermine Suite would have a lease which determines whether the fixed electrical wiring is the responsibility of the tenant or the council. Julie has checked this and confirmed the tenants have completed the electrical survey</p>		
16.2	<p>Portable appliances have been checked. Again, the absolute duty to ensure safety prevails and this duty can only be discharged by regular inspections.</p>		

FIRE

17.1	<p>There is a requirement for a specific risk assessment to be carried out for the risks of fire since the Regulatory Reform (Fire Safety) Order became Law in 2006.</p> <p>It must consider inception hazards, the risks of a spreading fire, means of detection, evacuation procedures and firefighting arrangements.</p> <p>The fire risk assessments for the Town Hall and the Watermark are undertaken by Julie and Jonathan each year.</p> <p>The FRAs have been completed by Jonathan in the past for the Watermark and this was acceptable due to the fact that the Watermark was constructed to modern Building Regulations.</p> <p>Regulations and good practise change often and we would therefore, recommend, that perhaps every three years an external expert undertake the FRA.</p>		
17.2	<p>It is a requirement that there be procedures in place to respond to imminent danger.</p> <p>In most businesses it is a fire which is most likely to be the cause of imminent danger.</p> <p>Information and instruction must be provided to employees on actions required to deal with accidents and emergencies.</p> <p>The procedures must provide for a nominated person to take control of the situation (i.e. a fire warden).</p> <p>You have drafted suitable emergency and evacuation procedures and practice them on a regular basis.</p> <p>Your evacuation should include assisting the disabled to escape during a Council meeting or any other gathering which the Council controls.</p> <p>Hirers using the facilities should be responsible for their own emergency procedures however it would be recommended to advise them of this either by letter or part of the hiring agreement. They should also be advised of any specific issues the building may have such as the lift not working in the event of a fire.</p> <p>Ensure that the evacuation procedures and risk assessment is reviewed if a new tenant is installed in the Town Hall.</p>		
17.3	<p>Your fire alarm is maintained under contract and you undertake weekly tests</p>		
17.4	<p>Your emergency lighting is maintained under contract and that you undertake monthly tests.</p>		

OUTSIDE SPACES (PLAY AREAS)

18.1	<p>It is a recommendation by the Royal Society for the Prevention of Accidents (RoSPA) that all play areas and play equipment is inspected <u>annually</u> by a “<u>competent person</u>”.</p> <p>This inspection will include the mechanisms of the equipment as well as the condition of the play surfaces, fences, gates and furniture.</p> <p>The annual review is undertaken by Allianz for Victoria Park and McAndrews Field. This is also undertaken by the Play Inspector from South Hams District Council.</p>		
18.2	<p>The BMX track has now been levelled and is secured. There are no definitive plans for the future of this site.</p> <p>There are plans being discussed to build a “pump track” which is a lower-level ramp track but, as yet no designs have been drafted. This may be situated near the Cadet hut in Filham car park. This track will be designed and maintained by Skate South Devon, We suggest that this arrangement be agreed in writing.</p> <p>There are also plans to extend the allotments and create a community garden</p> <p>We suggest the plans be drafted by a professional organisation and approved by your preferred play inspector.</p> <p>We have provided details of Play Inspections Ltd http://playinspections.co.uk/ and of https://www.tkplay.co.uk/ who may be able to assist.</p>		
18.3	<p>In addition to the annual inspection, it is also recommended that the play areas are inspected regularly by Council employees</p> <p>You have advised this is being done by the District Council and weekly by The external team. This should include pathways and access roads.</p>		
18.4	<p>The Height barrier at the entrance to the car park has been replaced</p> 		

18.5	<p>The road markings into Filham Park car park are fading and should be repainted</p> 		
------	---	--	--

TREES

19.1	<p>The Council are aware of the trees under its control and has arranged for each area to be inspected by an arboriculturalist every 18 months and that any work recommended by him is prioritised and undertaken as required.</p> <p>Other trees such as those in Longtimber Woods are inspected by both Rupert Baker and Rupert Lane and some areas are inspected by Devon County Council</p> <p>When work needs to be done it is undertaken by the approved arboriculturalist or by Rick and Lou depending on extent.</p> <p>Rick and Lou also regularly inspect the areas looking for obvious hazards.</p> <p>Risk assessments and method statements are obtained by the contractors and insurance is checked.</p>		
------	--	--	--

OUTSIDE SPACES (EXCLUDING PLAY AREAS)

20.1	<p>The Council is aware of the outside spaces under its control such as :-</p> <ul style="list-style-type: none"> ↳ Pathways and walkways ↳ Commons, footpaths ↳ Car parks ↳ Etc. <p>Appropriate inspections are in place</p>		
20.2	<p>The inspections include litter pick and this will occasionally result in Rick and Lou dealing with the debris associated with drugs. Currently this is empty packaging and gas canisters but this may increase to needles.</p> <p>Sharps training is in place.</p>		
20.3	<p>The Council do a lot of work providing play areas and external spaces for the public to enjoy however with use comes wear and tear. It is important that paths, gates, walkways etc. are maintained to keep them safe for public use.</p> <p>The Council should budget for regular repairs and maintenance. Again, there should be clear lines of agreement between tenants such as the cricket club or fishing club and the council so that all parties understand the responsibilities.</p> <p>There is a new project in the future at Filham Park and it includes the access road.</p> <p>It appears the Council have appointed John Grimes Partnership to act as Principal Designer under CDM</p>		

WELFARE

21.1	<p>General welfare facilities are good for those working in Council buildings or offices but further consideration is needed for those working externally.</p> <p>Access to wash facilities is essential for those likely to become dirty during the course of their work.</p> <p>Rick and Lou have jobs which will often result in him being messy and potentially covered in unpleasant substances such as animal faeces dispersed following strimming. It is essential he has a method of cleaning up immediately with water or wipes and then a method of cleaning himself such as a shower</p> <p>His main base is the cemetery chapel which possibly does not have hot water. The antiseptic wipes in the vehicle go some way to counteracting this and his general work activities reduce the risks by thoroughly checking areas before strimming. He is also allowed access to the Watermark and Town Hall wash facilities.</p>		
21.2	<p>The plan for Filham Park may include additional facilities for the groundsman/team which hopefully will include wash facilities and hot water</p>		

STRESS

22.1

Stress is becoming increasingly common in the workplace and is acknowledged as a work-related illness.

Employers are required to have a stress management policy to combat stress and to deal with the symptoms.

Employees likely to be at risk should be identified.

The Council has established a Stress Management Plan including a facility for the clerk to discuss the issues with a Council member.

The Covid situation is causing considerable mental health issues and as such it would be good to ensure all staff members are aware of the facilities available to them and the methods of obtaining help. The WhatsApp group will help but regular contact and telephone calls will assist.

Stress management training is provided for the Watermark management team.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

23.1	<p>Where personal protective equipment has been identified by risk assessment as being necessary to protect employees it must be provided. Employees cannot be expected to pay for such equipment if deemed a necessity.</p> <p>The issue of PPE must be recorded with the employee signing for receipt.</p> <p>You have provided all PPE required for the external staff.</p>		
------	--	--	--

DRIVING FOR WORK

24.1	<p>Driving for work whether in a Council vehicle or private is a hazardous task that requires a risk assessment to be completed. This has now been completed.</p> <p>It is recommended that the council has a driver or vehicle use policy which details the responsibility of the vehicle owners to look after and insure their private vehicles if used for work.</p>		
24.2	<p>It is essential the Council is aware of any driving convictions an employee has including bans. This is not only for insurance purposes but also so that it can be sure a driver is legally able to drive.</p> <p>With new legislation in place the Council must check licence details online with the permission of the licence holder. You obtain this permission in writing and check licences at least annually.</p> <p>A driver's declaration has been enclosed to be completed annually</p>		
24.3	<p>The Council should ensure all drivers are regularly getting the sight checked and are wearing their prescribed vision aids.</p> <p>Eye appointments are block booked with an optician for use by employees.</p>		
24.4	<p>Any private vehicle being used on Company business must have business insurance. Ensure that all users provide evidence of business use on their insurance or insure them on a fleet type policy.</p>		

CONTRACTORS

25.1

Contractors present a range of additional hazards and risks to themselves, to your employees and others. You have duties to contractors and it is not possible to rely solely on the contractor to be responsible for their own safety.

For most small works method statements are unlikely to be necessary but we believe you should have some basic Site Rules and with any hazardous activities, e.g. hot work or work at a height controlled by a permit system.

You now have an approved list of contractors and need to regularly update their details. For specific jobs a risk assessment and method statement must be requested

Risk assessments and method statements (RAMS) provide the Council with detailed information as to how a job will be done which will enable you to decide whether further action would be necessary.

FIRST AID

26.1	The risks of injury on the premises are low and you have good First Aid coverage.		
------	---	--	--

INSPECTIONS

27.1	<p>Legionella requires several conditions to proliferate and these include stagnation, a specific temperature range, and a method of water being disbursed amongst others.</p> <p>The Council property includes hot and cold water systems, showers and tanks.</p> <p>It is understood there has been an assessment done and water temperature checks are being undertaken. All aspects of the assessment have been addressed and temperatures.</p>		
27.2	<p>There is certainly a risk of Legionella in the Cricket Club with their showers remaining dormant for long periods of time.</p> <p>It is essential that the tenant has clear lines of responsibility so that the Council cannot be blamed for any breach in regulation.</p> <p>You have advised you have spoken with the cricket club and they are undertaking the necessary Legionella checks.</p>		

STATUTORY INSPECTION

28.1

Certain items require an inspection by a competent person at a frequency determined by regulation. This may be in addition to general safety and maintenance inspections carried out by internal staff. They include;

- Pressure systems (compressors, pressure vessels etc.)
- Gas boilers
- Lifting equipment (Passenger and goods lifts, forklift trucks, scissor tables etc.)
- Local exhaust extraction
- Vehicles
- Etc.

Gas boilers and heaters should be inspected annually by a gas safe registered person. This is to ensure the installation remains safe and that there is no leakage of gas.

Lifting equipment requires a six-monthly inspection (Thorough Examination) under the Lifting Operations Lifting Equipment Regulations.

All inspections a diarised to ensure they are not missed or there are delays.

Ivybridge Town Council

Health and Safety Policy

2023

Ivybridge Town Council

It is our policy to provide, so far as is reasonably practicable :-

- A workplace and work activities that will be safe for our employees, visitors and others who may be affected by what we do.
- Safe plant, equipment and systems of work.
- Safe use, handling and storage of articles and substances.
- Instruction and training for and consultation with our employees.
- A safe working environment.
- Adequate facilities and welfare arrangements.
- Sufficient resources to implement the policy and the assignment of responsibilities.

Employees are reminded that they have a duty to take reasonable steps for their health and safety and other people who may be affected and to co-operate with arrangements in all matters relating to health and safety.

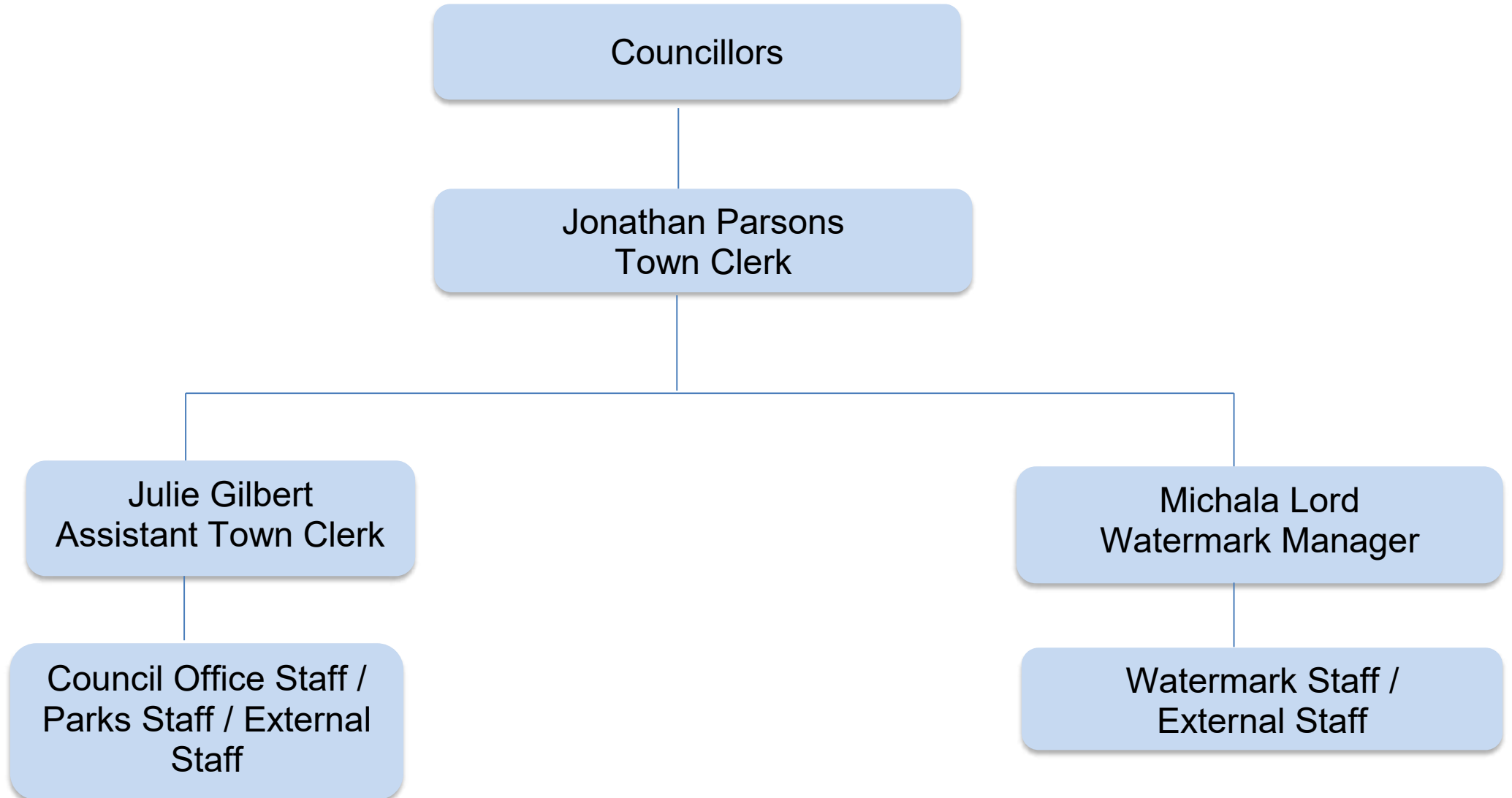
This policy will be kept up-to-date and reviewed annually.

Signed

Position

Date

Health And Safety Organisational Chart



RESPONSIBILITIES

Town Clerk

The Clerk is the designated person with overall responsibility for health and safety within the Council. He will ensure that :

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded
- there is regular communication and consultation with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- health and safety objectives are set and their achievement is measured and reported in the annual report.

Town Councillors

The Councillors have the ultimate responsibility for the health and safety of Ivybridge Town Council but discharges this responsibility through the Clerk down to individual managers, supervisors and employees.

The Council has nominated the Clerk to have special responsibility for health and safety.

The Council will ensure that :-

- they provide a lead in developing a positive health and safety culture throughout the organisation.
- all its decisions reflect its health and safety intentions.
- adequate resources are made available for the implementation of health and safety.
- they will promote the active participation of workers in improving health and safety performance.
- they will review the health and safety performance of the Council on an annual basis.

Assistant Town Clerk and Watermark Manager

The Assistant Town Clerk and Watermark Manager will ensure that in their areas of control:-

- they actively lead the implementation of our Health and Safety Policy.
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers.
- safe systems of work are developed and implemented.
- risk assessments are completed, recorded and regularly reviewed.
- accidents, ill health and “near miss” incidents at work are investigated and recorded. The Assistant Town Clerk is assigned to undertake reporting of reportable incidents.
- they communicate and consult with staff on health and safety issues.
- they encourage staff to report hazards and raise health and safety concerns.
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented.
- premises, plant and work equipment are maintained in a safe condition.
- personal protective equipment is provided, staff instructed in its use and that records are kept.
- adequate arrangements for fire and first aid are established.
- any safety issues that cannot be dealt with are referred to the Clerk for action.
- welfare facilities provided are maintained in a satisfactory state.
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers’ instructions and established rules and procedures.
- health surveillance is carried out and records are kept.
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- health and safety notices are displayed.
- agreed safety standards are maintained particularly those relating to housekeeping.
- health and safety rules are followed by all.

Parks Officers

The Park Officers will ensure:

- work equipment is maintained in a safe condition
- personal protective equipment is worn and maintained in good condition. Any faults are reported immediately
- any safety issues that cannot be dealt with are referred to the Assistant Town Clerk for action
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.

Employees

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used

- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Arrangements

Accident Investigation and Reporting

An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.

A near miss is an unplanned event that does not cause injury or damage but had the potential to do so.

It is our policy to investigate.

- All accidents resulting in any reportable injury or losses of any assets.
- Accidents, however minor.
- All near-misses.

A documented investigation will take place for selected incidents with witness statements and photographs taken where appropriate.

Certain accidents causing injury, diseases and dangerous occurrences are reportable to the enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. A list of reportable incidents can be found on www.hse.gov.uk/riddor

Reporting of such an incident is done on line via the <https://www.hse.gov.uk/riddor/report.htm> portal

Alcohol and Drug Abuse

No alcohol can be consumed on the premises at any time unless under the permission of the Town Clerk

Anyone found taking alcohol or drugs on the premises without permission is guilty of gross misconduct, and will be disciplined accordingly.

The Council reserves the right to require employees to undertake a medical test if it considers there to be a safety implication.

Asbestos

The Policy of Ivybridge Town Council is to :-

- Produce and maintain an Asbestos Register that is available to all staff, contractors and property users.
- Promote awareness of the hazards associated with asbestos.
- Produce a Management Policy and Procedures Plan.

- Periodically review the plan to ensure that any areas of asbestos requiring it, are sealed, encapsulated, inspected, monitored, labelled or removed.
- Ensure the Council's Policy conforms to Regulation 4 of the Control of Asbestos at Work Regulations 2012.

Consultation and Training

The Council is committed to providing employees with adequate information, instruction and training. Staff meetings will be held regularly with feedback and suggestions welcomed from all staff members.

A mixture of both internal and external training will be provided and;

- We will ensure that all newly appointed or promoted staff receive an efficient induction into their jobs.
- We will provide training to increase the productivity and performance of existing staff, ensuring that they are updated in line with new legislative requirements, techniques and technology.
- Training needs will be reviewed at least once a year.
- Records of training will be kept for all employees.

Contractors

All contractors working on our premises and land are required to comply with appropriate rules and regulations governing their work activities.

All contractors to be used for Council work are required to prove their competence by completing a questionnaire and providing evidence.

Before any work is undertaken a risk assessment and method statement are requested.

COSHH

We recognise that some substances have the potential to cause ill health and we will introduce measures to identify any such substances our employees use or are exposed to in the course of their work.

Where practical alternatives exist, we will not use harmful substances.

Substances that we must use will be assessed and control measures introduced to prevent risk.

Employees will be advised of the risks, provided with the appropriate protective equipment and trained accordingly.

Display Screen Equipment

All reasonable steps will be taken by the Council to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the Council will:

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, free of charge, of any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

Driving At Work

Driving is an integral part to some roles within the Council and has inherent risks associated with it which drivers should be made aware of.

The Council is committed to reducing the risks its staff face or create when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure those driving for business are competent (and where required, authorised) and fit
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- require drivers agree to allow the Council to check licences online

Where providing Council vehicles:

- maintain them to the required legal standard and ensure suitable for their purpose
- provide and maintain additional tools and equipment necessary for the purposes of the journey
- provide them with regard to safety and the environment i.e. higher ENCAP ratings, lower emissions, better fuel consumption
- provide access to breakdown support and recovery

Implementation

The Council asks its entire staff to play their part, whether they use the Council vehicle, their own or a hire vehicle.

Driving is an integral part to some roles within the Council and has inherent risks associated with it which drivers should be made aware of.

The Council is committed to reducing the risks its staff face or create when driving at work and therefore will :-

- Not put unreasonable time constraints on travel.
- Ensure those driving for business are competent (and where required, authorised) and fit.
- Require drivers to annually complete a drivers declaration confirming they are physically fit to drive and request a DVLA check code to allow their driving licence details to be checked.

- Maintain the vehicles to the required legal standard and ensure suitable for their purpose.
- Provide access to breakdown support and recovery.

Drivers

Drivers will remain responsible for their safety and others must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the Town Clerk.

- Anything that could affect their driving, e.g. health conditions or injuries, use of prescribed medication.
- Changes to licence such as; limitations, offences recorded, period bans.
- Vehicle defects that affect ability/safety to drive.
- Any accidents/incidents that occurred whilst driving on behalf of the Council.
- Be physically fit and have a level of alcohol below the maximum level allowed, ideally zero and not under influence of any drugs that may affect the ability to drive.
- Have had an eye test in the last two years and be using any corrective appliance.
- Adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must :-

- Drive in accordance with the applicable law and with consideration for the safety of passengers and other road users.
- Remain in control of the vehicle at all times.
- Not smoke in a Council vehicle.
- Only use electronic devices, e.g. mobile phones, satellite navigation, mp3 player, when set up to do so, i.e. using a hands-free device.
- Never use any hand held electronic device, e.g. mobile phone, satellite navigation, mp3 player.

Office based staff should :-

- Not expect staff to answer calls when they are driving. Leave a short message and await the return call.

Electricity At Work

All electrical systems on our premises will be inspected to ensure there is no danger.

All portable appliances will be given a thorough electrical test by a competent person at fixed intervals, which reflect the potential risks associated with the class of appliance.

The fixed wiring installation supplying electrical sockets, lighting or other wired in equipment will be inspected by a competent electrician at least every five years.

Any hirer of the premises will be required to produce evidence that electrical equipment being brought on to the premises is PAT tested.

Fire Safety

We will put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified. These measures will include the following arrangements, procedures and controls.

- Regular inspection of the premises for fire safety.
- Adequate means of detecting and warning of a fire
- Fire extinguishers will be placed at clearly signed fire points.
- Emergency exit routes will be kept clear at all times.
- We will train in the use of extinguishers, procedures for fire drills and evacuation.
- Records of training and drills will be kept.
- Undertake an annual fire risk assessment
- Regular inspection of the premises for fire safety.

First Aid

We recognise our legal duty to make sufficient provision for first aid to employees.

We will make appropriate arrangements to ensure that there are an adequate number of trained first aiders.

Lone workers will also have their needs considered in respect of first aid.

In the event of anything other than minor injuries, medical assistance must be sought.

Lone Working

Ivybridge Town Council will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Ivybridge Town Council will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, machinery, goods, substances, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health

Information and Training

Employees will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area a member of the Council is aware of your location and expected time frame necessary to complete the task
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person or simply prohibited from being a lone working activity
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements
- If there is no mobile phone connectivity then ensure you arrange for an alternative method of checking in i.e. visiting the office, walkie talkie, other
- do not put yourself at risk; if you do not feel safe discuss the situation with the Town Clerk

Certain tasks will not be carried out whilst working alone and these include working at height i.e. from ladders, heavy lifting activities. Further arrangements will be put in place for these activities.

Manual Handling

Manual handling risks are present in most aspects of work.

We will undertake risk assessments in respect of all manual handling operations identified as having a significant risk and will strive to reduce these risks as far as possible.

Training in lifting techniques will be provided for staff involved in all operations identified as having a significant risk.

Noise

Certain activities generate noise such as the use of equipment and machinery however it is the exposure over a long period of time that is most likely to cause harm.

The Council will assess the level of exposure and put the appropriate level of control in place which may include replacing the noisy equipment or it may be a simple of providing ear protection for individuals.

All employees affected by noise will be provided with information, instruction and training.

Occupational Ill Health

We will take all reasonably practicable measures to prevent our employees from suffering any adverse health risks. Early detection of adverse health risks associated with our activities allows the council to confirm that adequate controls measures are in place.

Where, by risk assessment, it is considered appropriate we will provide health surveillance by qualified medical professionals.

All employees considered to be at risk will be required to comply with all reasonable requests for medical surveillance.

The frequency of surveillance will be determined by several factors which may include the individual's susceptibility to harm. This will be discussed with the health professional and a programme of testing put into place.

Personal Protective Equipment (PPE)

PPE will be provided where our risk assessments show that a risk cannot otherwise be avoided.

It will only be used where it is not reasonably practicable to modify the activity, the process, or the method of work to prevent risk.

PPE will be maintained and replaced as necessary to ensure its effectiveness. Employees must report loss or obvious defects in PPE as soon as practicable.

Pregnant Females

We recognise that all work involving pregnant women and nursing mothers will need to take into account their physical and psychological capacity.

Employees are reminded that they have a duty to advise their employer as soon as they know they are pregnant.

Risk Assessment

We will carry out suitable and sufficient assessments of the risks to the health and safety of our employees and to others who might be affected by our work activities.

Safety Inspections

Safety inspections will be arranged at appropriate intervals. All safety equipment such as interlocking guards, emergency stops and pressure mats will be regularly tested to ensure effectiveness.

Smoking At Work

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the Council that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes the Council vehicle. This policy applies to all employees, customers and visitors.

For the purpose of this Policy e-cigarettes or “Vaping” is classed as smoking and is subject to the same restrictions.

Stress Management

The definition of stress is “the adverse reaction people have to excessive pressure or other demands placed upon 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.

We recognise that stress is an increasing factor in our daily lives. The Council’s Stress Policy is attached under Appendix 2.

The Indoor Environment

It is our policy to provide a working environment that is safe and comfortable.

The Outdoor Environment

Trees

The Council are responsible for numerous trees situated around the town and acknowledge its responsibility to ensure they are well maintained.

Trees are of great benefit to the Town and the overall risk to human safety is extremely low, however the Council does have a duty of care and will undertake a balanced and proportionate approach to tree safety.

- Independent Inspection – The Council on a regular basis will arrange for all trees under their control to be assessed by a suitably qualified person with expertise in tree management. The Council will react accordingly to the recommendations with regards to tree maintenance.
- Visual Inspection – Depending on the recommendations of the expert report the Council will undertake regular visual inspections at appropriate intervals. The interval will be dependent on condition, location and size of the tree.

All inspections will be documented.

Play Areas

The Council recognises the need to keep the play areas and equipment safe for the users and as such will continue to do the following :-

- Weekly inspection by amenities staff.
- Quarterly inspection by District Council.
- Annual Independent Inspection.

Visitors

Our policy regarding the control of visitors on our premises is that :-

- We must be aware that the visitor is on the premises.
- Visitors are the responsibility of the Council whilst on the premises.

All visitors must comply with any instructions given to them.

Work Equipment

We will, so far as is reasonably practicable, ensure that all work equipment is safe and without risk.

To minimise the risk of injury from work equipment we will :-

- Carry out risk assessments of all equipment in use and all new or second hand equipment purchased.

- Carry out inspections to ensure all safety critical features remain fully effective.
- Ensure that all maintenance procedures are kept up-to-date.
- Provide suitable training.

Young Persons

We will pay special regard to the needs of any young persons by risk assessing the tasks we are asking them to do and take into account their inexperience and immaturity.

APPENDIX 1
ARRANGEMENTS

- Overall and final responsibility for health and safety is that of the Town Clerk
- Day to day responsibility for ensuring the policy is put into practice is delegated to the Assistant Town Clerk
- Our nominated Competent Person is WPS/James Hallam Insurance Brokers
- The following employees are responsible for health and safety in their areas :-

Name	Area
Michala Lord (Watermark Manager)	Watermark
Julie Gilbert (Assistant Town Clerk)	Council Offices/Parks and Open Spaces

- Employees should report any health and safety concerns to Julie Gilbert or Michala Lord depending on area.
- Julie Gilbert and Michala Lord will be responsible for ensuring any risk assessments as required by Regulations are undertaken in their area.
- Action required to reduce or control the risks will be approved by the Assistant Town Clerk.
- Julie Gilbert and Michala Lord will be responsible for ensuring that employees are made aware of the findings of the risk assessments and any control measures identified in their area.
- Any defects in plant, equipment, buildings or systems should be reported to Julie Gilbert or Michala Lord depending on area.
- The Health and Safety Law Poster is displayed in both buildings

- Induction training for new employees is the responsibility of the Line Manager
- Job training will be co-ordinated by the Line Manager
- The training plan will be reviewed at least annually
- Training records are kept in the Town Hall
- The first aid box is kept in the Reception area at the Town Hall; in the kitchens at The Watermark and a first aid kit in the Park Ranger's van.
- The Accident Book is kept in the safe at the Town Hall and in the office at The Watermark
- All accidents should be reported to the line manager and then the Assistant Town Clerk who will report to the Town Clerk
- the Watermark Manager and/or the Assistant Town Clerk will conduct the accident investigation.
- Emergency escape routes are checked regularly
- Emergency lighting and fire safety checks are carried out monthly
- Fire extinguishers are maintained by Devon and Cornwall Fire Protection for the Town Hall and Universal Fire and Security for The Watermark
- The fire alarm is tested weekly by the Admin Officer at the Town Hall and the Duty Manager at The Watermark.

APPENDIX 2

STRESS POLICY

1. Life and work have become much busier in recent times. There seems to be too much to do and too little time to do it in. As a consequence, more employees are experiencing stress at work.
2. Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable organisation we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.
3. If you experience unreasonable stress which you think may be caused by work you should raise your concerns through the Council's grievance procedure, Section 6.5 of the Council's Employee Handbook.
4. Managers, when considering activities of their department, will pay special attention to potential risks from stress and signs of stress at work.
5. The Council (if deemed appropriate) will offer confidential and individual counselling to employees who may need it.
6. Any employee with clear stress-related problems shall receive (if requested) appropriate counselling and help from the Council but it is understood that this is not an alternative to looking at the cause of the stress and, if work-related, seeking to alter the structure and working arrangements of the job.
7. Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

No.	Action Point	Action Agreed	By Who	Target Date	Completion Date	Confirmation Print Name	Confirmation Signature
8.2	Ensure there is a signature from employees that they have seen and understood the risk assessments						
17.2	In view of regular changes in best practice we would recommend the fire risk assessment be routinely undertaken by an external advisor						
18.2	Suggest you arrange formalise the agreement for the maintenance and inspection of the new pump track						
20.1	Ensure all CDM requirements have been fulfilled during the Filham Park project						
22.1	Ensure all staff are aware of the stress management policy and the mechanism in which they can discuss mental health issues						