NORTHWICH TOWN COUNCIL

Chief Officer: Chris Shaw

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Northwich town council

DATE: 7th April 2026

To: The Members of Northwich Town Council

Dear Councillor

You are summoned to attend the meeting of the **Full Council** at the **Council Chamber, 78 Church Road, Northwich, CW9 5PB** to be held on **Monday 13th April 2026 at 6.00pm.**

Yours Sincerely

Chris Shaw

Chief Officer

AGENDA

1. Apologies for Absence

2. Declaration of interest
Members to declare any interest under the following categories:

*Pecuniary interest
*Outside bodies interest
*Family, friend, or close associate interest

3. Open Forum

Members of the public will be allowed to speak at the Open Forum section of this meeting on the understanding that any topics raised will have been forwarded in writing to the Chief Officer at the above address prior to the date of the meeting. Public Question Time to be a maximum of 10 minutes.

4. Signing of the Minutes
4.1 Of the Town Council meeting held on Monday 2nd March 2026 (Minutes attached)
Members are required to approve the minutes as a true and accurate record.

5. Reports of Committees
5.1 To note Finance, Amenities & General Purposes Committee meeting held on Monday 16th March 2026.
5.2 To note Planning Committee meeting held on Monday 23rd March 2026
Members to note the minutes.

6. Town Mayors Communications
List of Civic Events that the Town Mayor has attended during March 2026 (attached)
Members to note the report.

7. Chief Officers Report
To receive a report from the Chief Officer (attached)
Members to note the report.

8. **Police Update**
To receive a report from our PCSO on local issues.
Members to note the report.

9. **Community Engagement Policy**
Members to approve Community Engagement Policy
Decision of the Council requested.

10. **Equality Diversity Policy**
Members to approve Equality Diversity Policy
Decision of the Council requested.

11. **Scheme of Delegation Report**
Members to approve Scheme of Delegation Report
Decision of the Council requested.

12. **Financial Regulations**
Members to approve Financial Regulations
Decision of the Council requested.

13. **Health and Safety Policy**
Members to approve Health and Safety Policy
Decision of the Council requested.

14. **Firefest 2026**
Members to receive a report on Firefest 2026 (attached)
Decision of the Council requested.

15. **Outside Bodies**
To receive an update from any member attending meetings of outside bodies.
(This item is for Outside bodies only)
Members to note the updates.

16. **CW&C Members**
To receive an update from CW&C ward members
Members to note the updates.

17. **Date of next meeting**
The next meeting will be AGM 11th May 2026

Part B
In accordance with Local Government Act—Public Admission to Meetings Act 1960, the following agenda items are to be considered in the absence of press and public.

18. **Discretion Policy**
Report to be given at the meeting.
Members to note the report.

NORTHWICH TOWN COUNCIL
MEETING OF THE TOWN COUNCIL
HELD ON MONDAY 2nd MARCH 2026

Present:

Cllr Julie Macdonald	Town Mayor

Councillors:

Cllr Joanne Callaghan	Cllr Kate Cernik
Cllr Bob Cernik	Cllr Graham Emmett
Cllr Emma Guy	Cllr Stephen Harcombe
Cllr Brian Holland	Cllr Andy Kent
Cllr Rachel Waterman	Cllr Andy Stott
Cllr Sam Naylor	Cllr Catriona Stewart
Cllr Andy Stott	

Also present:

Chris Shaw	Chief Officer
Liza Brander	Registrar and Wellbeing Manager

NTC 25/130 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Olwyn Dean, Cllr Alison Gerrard, Cllr Catherine Fox, Cllr Lee Siddall and Cllr Janet Illidge. Cllr Arthur Neil and Cllr Tom Melville were not present.

NTC 25/131 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:
Pecuniary Interest, outside Bodies Interest, family, friend or close associate Interest

Councillor Rachel Waterman, Cllr Emma Guy and Cllr Sam Naylor, declared an interest in any matters relating to Cheshire West and Chester Council.
Councillor Sam Naylor declared an interest in Mid Cheshire Hospital trust.

NTC 25/132 OPEN FORUM

There were no members to speak at the open forum.

NTC 25/133 SIGNING OF THE MINUTES

The minutes of the Town Council Meeting held on Monday 2nd February 2026 be confirmed and approved as a true and accurate record with the following amendments noted.

Cllr Catriona Stewart requested costs for childcare to be added to the policy
Cllr Catriona Stewart commented that item NTC 25/127 needs clarification as to which new cycle path destination is being referred to.
Part B NTC 25/128 Northwich Town Council Services costs is showing Cllr Emma Guy as against and unable to make a decision, the correct comment made was unable to make a decision.

Cllr Emma Guy requested the percentage be added to the precept figures.

Date………………………. **………………………………….**
Cllr Julie Macdonald
Mayor

NTC 25/134 REPORTS OF COMMITTEES

Finance, Amenities & General Purposes Committee meeting held on Monday 16th February

2026.
Noted

Planning Committee meeting held on Monday 23rd February 2026.
Noted

NTC 25/135 TOWN MAYOR'S COMMUNICATIONS

Mayor's diary – February 2026

Town Mayor's Communications	
11th February	Warm Welcome Group - Northwich/Changing Lives Together
11th February	Mayor of Knutsford Quiz 2026
17th February	Cheshire Constabulary Armed Forces Community Network
19th February	MCMTC/Wizard of Oz
22nd February	Crewe Civic Service
26th February	Mayors Meal at Kanya Restaurant

The Mayor gave thanks to Cllr Andy Kent and Cllr Catriona Stewart for their kind donation to the Mayors Charity of the cash prize they won on the night of the Mayors Meal.

NTC 25/136 CHIEF OFFICERS REPORT

The Chief Officer updated members with the following:

Members noted the Chief Officers Report

NTC 25/137 POLICE UPDATE

PCSO Falkner introduced Jack Kirkbride, he is the new town centre officer for Northwich, PCSO Falkner will be leaving the 28th of March. The Chief Officer gave thanks to PCSO Falkner and said it has been a pleasure working with her and we all wish her the very best in the future.

Further to the antisocial behaviour in town, four youths have been invited to the station along with their parents where they held acceptable behaviour discussions and they are now on the ASB pathway which means the Police will be looking at any future incidents involving the youths and they would then be invited in to see the intervention working team and discuss the education side and their chosen behaviour leading into adulthood. So hopefully we will see a reduction in antisocial behaviour.

Looking at ways to improve Barrons Quay. Highways, problem solving team and CW&C have been involved with the Police in trying to improve the issues, but they are still getting reports of problem drivers, Jack has spoken to several of them. Also working closely with BQ and NTC. The street furniture on Cumberland Street has not had the desired effect that was expected.

There are a couple shop lifter offenders that are due to attend court soon. They are looking at offenders, why are they offending, looking at housing, finances and ways to stop them offending in the future.

Cllr Kate Cernik asked if residents without social media are being informed on how to report a crime. Nic said that residents need to know when to call 999, 101 or email with problem. Notices have been put out to residents. Nic said it's important that residents make the call to

101 as its important they report incidents.

Cllr Ratchel Waterman said there are many people not on social media and they do not know how to contact the police. Notices displayed in doctors' surgeries, high street, workplaces would get the word round to the community.

Cllr Sam Naylor gave thanks to Nic for all her work over the years and welcome on-board Jack.

Cllr Sam Naylor also invited the Police along to the Mosk on Sunday evening and said they had mentioned they would like more engagement with the Police in the future.

NTC 25/138 NORTHWICH ACTIVE TRAVEL

Following on from Consultation in 2024 the Northwich Active Travel Plan is now being implemented, please see timetable and schedules below which was sent via CW&C Council.

We have also uploaded these onto the Northwich Town Council website.

I write to advise that the Active Travel England funded work in Northwich, to improve walking, wheeling and cycling in the town centre; will commence shortly. It will start on 2 March 2026 for five months. The route was identified through previous consultation on our adopted Local Cycling and Walking Infrastructure Plan which sets how we plan to develop our walking and cycling networks across the borough.
The scheme is funded by Active Travel England and includes improved pedestrian crossing points at side roads; reduced speed limits to make on-road cycling safer; a signalised crossing for pedestrians and cyclists over Chester Way and improved public realm and crossings at the Venables Way junction with Witton Street.
The works are programmed to take place in the following 4 phases*:

- Chester Way and Church Road - Monday 2 March to Thursday 16 April 2026
- Witton Street, Old Warrington Road and Station Road - Thursday 16 April to Thursday 14 May 2026
- Venables Road, Albion Road, and Witton Street - Friday 15 May to Friday 19 June 2026
- Station Road, Manchester Road, Victoria Road, Kingsway, Church Road & Princes Avenue - Wednesday 17 June to Wednesday 22 July 2026

***All work is weather dependant and will require some temporary road closures and diversions to be in place.**
We recognise there will be disruption during this time. Updates will be provided on our website Improving walking, wheeling and cycling access in Northwich | Cheshire West and Chester Council

Date……………………… **…………………………………..**
Cllr Julie Macdonald
Mayor

The full provisional programme is listed here, although this could be subject to change:

- Chester Way, lane closure Monday 2 March to Thursday 16 April
- Church Road closure – Wednesday 8 April to Wednesday 15 April
- Witton Street, road closure and removal of parking bays Thursday 16 April to Thursday 30 April
- Old Warrington Road and Station Road closed - Thursday 30 April to Thursday 14 May
- Venables Road, road closed - Friday 15 May to Tuesday 2 June
- Albion Road, temporary traffic signals – Wednesday 3 June to Tuesday 16 June
- Venables Road, road closed - Wednesday 17 June to Friday 19 June

- Manchester Road, road closed - Wednesday 17 June to Friday 26 June
- Manchester Road, Station Road 4-way temporary traffic signals - Friday 26 June to Thursday 25 June
- Victoria Road, Kingsway & Church Road - Tuesday 7 July to Monday 20 July

Cllr Sam Naylor commented that this has been on the agenda for a long time now and only this week it's come to light that this will be happening. It's a very welcome injection of finance to Northwich and will impact on health and well being and connecting people. It will be disruption but worth it in the long run.

Cllr Catriona Stewart has emailed highways asking for the outcome on the consultations and will report back to Council.

Cllr Kate Cernik suggested advising residents that this money was put to one side back post covid time and can only be used for this project Active Travel and cannot be used for potholes or anything else.

Cllr Graham Emmett said it's very frustrating when cones are left out blocking the road when work is not in operation. Chief Officer to ask the question if the cones could be moved back, especially at weekends but it will probably be down to costs and time involved that this isn't done.

Cllr Rachel Waterman said this is going to create a lot of disruption, but it will be worth it for the end outcome.

Cllr Bob Cernik said the Active Travel predates Borris Johnson government and there will be a lot more happening in the future around the river weaver and other improvements. A cycle way would be really welcomed. We need to keep the active travel options open to Winnington Bridge and the river Weaver.

Cllr Sam Naylor said Hunts Lock to Blue Bridge is fantastic and many improvements have been made for walking and cycling.

Cllr Rachel Waterman met with Brio and discussed Active Cheshire, it was asked if our town could have the Forest Bike Model as in London where you hire a bike at the train station and dropping it at town. Chief Officer said we investigated this years ago, but we can look at it again. A designated cycle lane would encourage people to use bike lanes as it will be safer than using the roads.

Cllr Emma Guy asked if it was possible to have a statement on Northwich Town Council and social media that we can all use rather than all councillors replying to social media separately. Active Travel team could help. We are directing people to their site.

Date……………………… **………………………………….**
Cllr Julie Macdonald
Mayor

Cllr Catriona Stewart said cycling in Northwich is worse than cycling in London. Very frightening and cars do not give way. Comments that are made on social media suggest that no one cycles in Northwich and this is not the case.

Cllr Graham Emmett said is there an actual proposal as he hasn't seen the options, Cllr Sam Naylor said there is a link at the bottom of the email showing option 1 and option 2. He would also not cycle through Northwich and is there any designated cycle lanes being proposed. Chief Executive to get clarification.

NTC 25/139 NORTHWICH MUSIC FESTIVAL 2026

Northwich Town Council have organised and funded a Music Festival for over 10 years which has been mainly held in Verdin Park. The event has evolved over the years which started as a one-day event and eventually became a three-day event over the last few years. The budget for the event has increased mainly due to additional days but also additional infrastructure, security, and medical requirements.

This has always been a free event for the community, and over the past three years we have run a bar to help with funding the event. Attendance at the music festival is low considering it is a free event; it is also weather dependant for attendance.

Proposal

To move the event into Northwich Town Centre (Apple Market Place) and work with the local businesses to create a fringe festival around the main stage on the weekend of 13th /14th June 2026. The main stage will run from 1.00 pm until 9.00 pm at the latest to then encourage people to then visit our local bars and restaurants for the rest of the evening.

There will be small fairground rides, children's entertainment and limited food traders around the main stage. Security, medical, and toilets will all be on site throughout the event along with NTC staff and volunteers.

The acts will be acoustic throughout the day, with the last two acts each night being tribute acts to finish the evening.

We are currently working with the Artisan Market as this will be taking place on the Saturday and potentially on the Sunday if traders are available.

Funding

The cost will be met by Northwich Town Council, Northwich BID and Members Budgets and we are actively looking for a main sponsor. The event will cost approximately £20,000 which includes all acts, stage, barriers, security, medical toilets and waste removal.

By staging this event in the town centre, Northwich will see large scale events throughout the summer months which supports our local businesses and makes the town a desirable place to be.

Recommendation

Council to approve holding the Northwich Music Festival in Apple Market Place on Saturday 13th and Sunday 14th June 2026

Date……………………… **………………………………….**
Cllr Julie Macdonald
Mayor

Cllr Andy Stott asked if we would still be holding our own bar, Chief Officer said we want to encourage people to use the local bars and restaurants in Town so we will not be holding our own bar. Cllr Andy Stott also asked is this short term and we then go back to Verdin Park in future years. Chief Officer said we will assess every year.

Cllr Andy Kent commented that we are looking for a main sponsor, it's a great proposal but with time being so close do we have a budget if we do not get a main sponsor. CO confirmed we do have a budget for this.

Cllr Bob Cernik asked where the music is taking place. CO explained it will be like the Pina Colada with music taking place at the stage and in bars and restaurants.

Cllr Sam Naylor thinks this is a fantastic idea, great location and benefit all the bars and restaurants and replace Northwich Festival.

Cllr Rachel Waterman suggested we engage with local community that might want to be involved in an act and bring their family into town.

Cllr Emma Guy asked what cost we would be looking for with the main sponsor. CO said we do have a budget towards the event, but we could have various sponsors all donating to the event.

Cllr Kate Cernik said we have lots of good musical theatre groups that could also be included.

Cllr Steven Harcombe commented that he was involved in the Choir in Northwich and they could sing at the event.

Cllr Sam Naylor suggested that maybe VINCI/ION might like to sponsor us as they are delivering the regeneration of Weaver Square.

Cllr Catriona Stewart suggested that M&S may like to sponsor the event.

Proposed by Cllr Andy Kent and seconded by Cllr Catriona Stewart

All Agreed

NTC 25/140 OUTSIDE BODIES

Cllr Sam Naylor attended a Northwich Biomass meeting last week. The company involved also operates the local incinerator, which previously received a number of complaints regarding odour. It was explained that the new process will involve materials arriving by tanker, with the system designed so that odours cannot escape. Attendees were assured that there should be no issues relating to smells. The proposal is expected to bring new business to the town. It was also confirmed that the number of vehicle movements will remain the same as previously.

Cllr Rachel Waterman and Cllr Sam Naylor took part in the Sustainable Northwich litter pick. They commented on how disappointing it was to see such a significant amount of litter across the area.

Date……………………… …………………………………. Cllr Julie Macdonald Mayor

Members of the public in Davenham have created and displayed signs highlighting concerns about the volume of rubbish being dropped, which was described as appalling. The CO is currently addressing litter issues along Northwich Road.

Cllr Andy Kent also expressed concern about the level of litter in Northwich. He referred to the former Keep Britain Tidy campaign and its impactful public posters, suggesting that a similar awareness campaign could be considered locally. He proposed organising a competition for the best anti-litter posters, with winning entries displayed around Northwich.

Cllr Steven Harcombe said it is not just litter, the hedge near Church was full of fly tipping and by Halfords.

Cllr Catriona Stewart commented on a poster she had seen that was very visual and said, “don’t be a tosser”. Cllr Rachel Waterman said she has used this before and said it’s not the litter that is the issue, it’s the people tossing it out the cars and dropping it.

Cllr Andy Kent said they do a littler pick at Northwich Station each month.

Cllr Rachel Waterman has also been involved in letter picking and said businesses need to take ownership and pick up their customers rubbish out of their own car parks.

Cllr Emma Guy will have a look at work regarding the Keep Britian Tidy campaign.

Cllr Graham Emmett suggested speaking to CW&C about increasing the number of bins in town now they have reduced them.

Cllr Kate Cernik suggested involving BID to encourage businesses to help, maybe a "cleanest business of the month" award.

C O said in the past we have involved children at local schools, and they have designed posters that were placed on all the bins in town.

Cllr Sam Naylor reported that the new street cleaner machines have been purchased by CW&C.

NTC 25/141 CWAC MEMBERS

Cllr Rachel Waterman and Cllr Sam Naylor provided a further update following their meeting at Cheshire Central, where discussions focused on waterways, transport, infrastructure, and opportunities to increase boat traffic into Northwich.

They explored the possibility of encouraging more boats to travel to Northwich from Anderton but were advised that the process involves significant administrative requirements. The CO confirmed that previous enquiries about bringing boats into Northwich for Christmas events and weekend activities had received a similar response.

Cllr Rachel Waterman highlighted the potential environmental and logistical benefits of transporting goods by water, noting that a single barge travelling from Winsford to Northwich could replace several lorry journeys. Members agreed that this is an initiative worth continuing to pursue.

Date……………………… **………………………………….**
Cllr Julie Macdonald
Mayor

It was noted that the Canal & River Trust (CRT) has limited funding available for dredging, though not for the entire stretch of river. Members suggested inviting the new Regional Director of CRT to attend a future meeting to discuss opportunities relating to leisure, business, and the local economy.

Cllr Andy Kent said the CRT have tried to move this forward many times. The towpath is near on collapsing and needs repairs. We need someone senior enough to come to the council so we can express our frustration. It's very important to Northwich.

Charlotte Walton is our lead officer for Northwich; we need to try and get her to come and see us either at a Council meeting or a separate meeting.

Cllr Kate Cernik went to see the dry dock and said it is amazing, with so much history. She is hoping the dredging will get this far.

Cllr Andy Kent, Cllr Sam Nayor and Cllr Rachel Waterman said Government announced 11 million pounds has been invested to improve the bus roughs, will any of this be coming to us? Bus transportation in town is not good. Changing lives together has been working and bidding for transport in the local area. This is for people who don't live near bus routes.

Cllr Andy Kent hopes that come May 2027 we have greater power and see how CW&C are looking at spending the money. He would like a bit more information regarding this.

Cllr Rachel Waterman was pleased to announce the pothole near Buccaneer has now been filled in.

Cllr Graham Emmett would like to note the passing of Clive Steggel from The Vale royal

Rotary club. NTC to send a tribute. He has done so much for the town over the years, would it be possible for his family to pick up a Mayors Award.

NTC 25/142 DATE OF NEXT MEETING

The date of the next Council meeting will be Monday 13th April 2026 at 6.00 pm
(Due to bank holiday the Monday before)

Meeting closed at 7.15pm

Date……………………… ………………………………….
Cllr Julie Macdonald
Mayor

NORTHWICH TOWN COUNCIL

MINUTES OF THE FINANCE, AMENITIES AND GENERAL PURPOSES COMMITTEE MEETING HELD ON MONDAY 16th MARCH 2026 at 6.00pm

Members' Present	**:**	Cllr C Stewart Cllr K Cernik Cllr C Fox Cllr J Macdonald Cllr A Kent Cllr S Naylor Cllr T Melville
Also Present	**:**	Chris Shaw – Chief Officer Cath Kirwan – Deputy Chief Officer/RFO

FIN26/89 **APOLOGIES FOR ABSENCE OR ABSENCE**

Apologies were received from Cllr R Waterman, Cllr R Cernik and Cllr L Siddall.

FIN 26/90 **DECLARATIONS OF INTEREST**

Councillor Sam Naylor declared an interest in any matters relating to Cheshire West and Chester and Mid Cheshire Hospital Trust.
Councillor Julie Macdonald declared an interest in any matters relating to Northwich Metals.

FIN 26/91 **SIGNING OF THE MINUTES**

Minutes of the Finance, Amenities and General Purposes Committee meeting held on 16th February 2026 and noted at Full Council meeting on Monday 2nd March 2026.

Proposed Cllr A Kent, seconded Cllr S Naylor, all agreed

F
IN 26/92 **DETAILED INCOME & EXPENDITURE BY BUDGET**

RFO answered various members questions relating to budget headings.

Cllr Andy Kent proposed that monthly meetings be held with Rudheath Parish Council, and that all correspondence should be directed through the Clerk.

Proposed Cllr J Macdonald, seconded Cllr C Fox, all agreed

……………………….	………..…...……….
Date	**Cllr Kate Cernik** **Chair**

FIN 26/93 **BACS DUE FOR PAYMENT**

Bacs payments and direct debit figure approved £95,171.75

Proposed Cllr C Fox, seconded Cllr J Macdonald, all agreed

FIN 26/94 **FINANCE COMMITTEE TO CHECK PAYMENTS**

Members chose two payments from both February 2026 payments. DCO/RFO provided the evidence for:

Northwich Tree Surgery - £144.00
Steve Pugh Gravediggers - £1050.00

FIN 26/95 **ASSET DISPOSALS**

Members were presented with the Asset Disposal List and were approved.

Proposed Cllr C Fox, seconded Cllr J Macdonald, all agreed

FIN 25/96 **REFRESHMENTS AND PADDLING POOL HIRE INCREASE**

Members were presented with Refreshments and Paddling Pool Private Hire Increase.

Members agreed to accept the new price increases.

Proposed Cllr A Kent, seconded Cllr C Stewart, all agreed

FIN 25/97 **CREMATED REMAINS**

Members were presented with a report prior to the meeting.

Members agreed to accept the recommendation to proceed with the installation of a concrete plinth for additional cremated remains vaults.

Proposed by Cllr C Fox and seconded by Cllr T Melville, all agreed

FIN 25/98 **DANE VALLEY CEMETERY PATH EXTENSION**

Members were presented with a report prior to the meeting.

Members agreed to award the contract to Groundwork and Leisure services at a total cost of £9,1000.00, plus VAT.

Proposed by Cllr A Kent and seconded by Cllr C Stewart, all agreed

………………………. ………..…..……….

Date **Cllr Kate Cernik**
Chair

FIN 25/99 **HEADSTONE REGULATIONS REVIEW**

Members were presented with a report prior to the meeting.

Members agreed to approve the increase to the new memorial sizes for Dane Valley Cemetery.

Proposed by Cllr S Naylor and seconded by Cllr C Stewart, all agreed

FIN 26/100 **DATE OF NEXT MEETING**

Date of the next meeting Monday 20th April 2026 at 6.00pm.

There being no further business the Chairman declared the meeting closed at 6.45pm.

………………………. **………..…..……….**

Date **Cllr Kate Cernik**
Chair

NORTHWICH TOWN COUNCIL
MINUTES OF THE PLANNING AND ENVIRONMENT
COMMITTEE MEETING HELD ON MONDAY 23RD MARCH 2026

PL 26/55 APOLOGIES FOR ABSENCE, OR ABSENCE

Apologies were received from Cllr Olwyn Dean, Cllr Catherine Fox and Cllr Graham Emmett.

PL 26/56 DECLARATIONS OF INTEREST

There were no declarations of interest given.

PL 26/57 SIGNING OF THE MINUTES

The minutes of the Planning and Environment Committee meeting held on Monday 23rd February 2026 and noted at the Full Council meeting on Monday 2nd March 2026 be confirmed and approved as true and accurate.

Proposed by Cllr Steven Hartcombe and seconded by Cllr Janet Illiage, all agreed.

PL 26/58 PLANNING APPLICATIONS

1 Site Address: **22 Winnington Lane Northwich CW8 4DE**
Proposal: **Dropped kerb, new access and driveway**
Reference Number: **26/00691/FUL**
No comment

Cllr Patricia Parkes arrived 5.04pm

2 Site Address: **Former Boatyard Buildings Navigation Road Northwich**
Proposal: **Over cladding and sub-division of former boat-yard buildings.**
Reference Number: **26/00332/FUL**
Some reservations on grey cladding when very close to heritage buildings

3 Site Address: **136 Chester Road Northwich CW8 4AW**
Proposal: **T1 lime - fell to low stump. T2 chestnut - fell to low stump. T3 sycamore – fell to low stump**
Reference Number: **26/00595/TPO**
Refer to tree officer

4 Site Address: **24 Winnington Lane Northwich CW8 4DE**
Proposal: **Creation of a new driveway within the front garden and installation of a dropped kerb.**
Reference Number: **26/00329/FUL**
No comment

5 Site Address: **5 Foxes Fold Northwich CW8 4XF**
Proposal: **Single storey side extension**
Reference Number: **26/00355/FUL**
No comment

Date ………………… Cllr Andy Stott……………………………….
Chair

6 Site Address: **2 Hunts Lock Cottages Hunts Lock Northwich CW9 8AG**

Proposal: **Replacement windows and doors**
Reference Number: **26/00336/FUL**
Take note of Canal and River Trust comments

7 Site Address: **83 Station Road Northwich CW9 5LT**
Proposal: **Single storey rear extension and new rear window openings.**
Reference Number: **26/00333/FUL**
No comment

PL 26/59 <u>TABLEY STREET PRESENTATION</u>

Presentation from last month's meeting for member's reference.
Noted

PL 26/60 <u>PIPELINE BETWEEN BRINE PURIFICATION PLANT & GRIFFITHS ROAD</u>

Members were updated with withdrawn application.
Noted

PL 26/61 <u>NEXT MEETING</u>

The next Planning and Environment Committee meeting will be held on Monday 27th April 2026 at 5pm.

There being no further business, the meeting closed at 5.23pm

Date ………………… **Cllr Andy Stott……………………………….**
Chair

Report to : Full Council

Meeting Date : 13th April 2026

Agenda Item : 6

Prepared By : Cath Kirwan

Subject : Town Mayors Communications

Town Mayor's Communications	
5th March	Visit Cheshire Tourism Awards
14th March	Theos 21 Bags Litter Picking Challenge
21st March	Rotary Swimathon, attended by Deputy Mayor
22nd March	Davenham Dads Club
27th March	Winsford Town Mayors Charity Race Night

Report to : Full Council

Meeting Date : 13th April 2026

Agenda Item : 8

Prepared By : Chris Shaw

Subject : Chief Officers Report

2026 Planting Scheme

Planning is well underway to create a Butterfly Corridor throughout the town centre, we continue working with Butterfly Conservation, Rotary Northwich, Local Schools, Northwich BID and Community Rail Partnership. The main planting day will be 4th June which will see 27 schools

Vickersway Park & Church Walk Paddling Pool

Vickersway Park is now open for the summer season, we will begin preparation work on the pool for opening in May. We are considering having a BBQ on the opening day which is Saturday 16th May 2026.

Dane Valley Cemetery

Work will begin on the new paths and concrete plinth for the new vaults in the next 4 weeks.

Witton Cemetery

The remaining vaults have now been installed in Witton Cemetery.

Annual Playground Inspections

Our annual playground inspections have now been completed with no major faults reported, this is due to the continued investment into our play areas and open spaces meaning we have some of the best play areas in Cheshire West.

Vickersway Park New Seating Area

The new seating area at Vickersway Park is now complete with two accessible picnic tables and four tower planters. Thanks to Cllr Sam Naylor for his contribution through his members budget.

Report to : Full Council

Meeting Date : 13th April 2026

Agenda Item :

Prepared By : Liza Brander

Subject : Community Engagement Policy

The Community Engagement Policy has been drawn up by Wirehouse our H&S and HR advisors.

Council to approve the Community Engagement Policy.

Decision of the Council requested.

Northwich
town council

Community Engagement Policy

Introduction:

The purpose of this policy is to be used to develop effective communications with all residents of the Parish and all the Council's partners including the media.

The Council has a duty to inform the public about how the annual Precept is spent and, more generally, to tell residents what action it is taking on their behalf around major projects planned for the area and representing them in discussions with District and County officers and representatives.

It holds to the principle that the Council should both tell people about what we do and actively listen to what people tell us about the service improvements they wish to see in Northwich.

The Council will direct residents to other agencies, councils and service providers for services not delivered by Northwich Town Council.

Objectives:

To inform residents and strategic partners of the priorities, objectives and activities of the Council on an on-going basis.

To encourage residents and strategic partners to be involved with the work of the Council by partnership working.

To use a range of communication methods and channels to ensure that the way in which we communicate is effective across our wide and varied audience.

To work collaboratively with print and other media, to ensure the accurate presentation of our proposals and responses.

To build trust by being open and transparent.

Focus of our communications:

A small number of key points will underpin all Council communications:

The Council makes a difference through delivery of services and representing the community.

The Council wants to hear the views of others and constructive feedback.

The Council needs the help and active participation of the community and our partners to make improvements where they are needed and to respond to the changes in our area.

Date:
Minute Reference Number:

The Council will celebrate what has already happened, with positive messages focusing on what is good about living or working in the Town.

Compliance with the relevant legislation:

The Local Government Act 1972 requires that all committee agendas are published five working days prior to the meeting by e-mail to Councillors, posted on the Council notice board and the website. Minutes are provided in hard copy **on request** and the previous 13 months are posted on the website.

The public and the media are encouraged to attend Council meetings and seating is made available. Public and media participation in a meeting is regulated by procedural standing orders.

The Council is aware of its responsibilities under the Freedom of Information Act 2000 and has published on its website a publication scheme that contains policy and procedural documents. All decisions of the Council, made in an open meeting, may be quoted and made available to the public and the media.

The Openness of Local Government Regulations 2014 which apply to England, give rights to members of the press and public to:

See information relating to significant decisions made outside meetings by officers acting under a general or specific delegated power.

Use modern technology and communication methods such as filming, audio-recording, blogging and tweeting to report the proceedings of the public meetings of their councils and other local government bodies. If filming is to be undertaken, the Chief Officer needs to be informed 5 days before a meeting to ensure all necessary arrangements can be made to fulfil safeguarding obligations.

In common with all Councils, certain agenda items are debated in a closed session of a committee meeting. The guidelines for the items that will be heard in closed session are covered by the Local Government Act 1972 and the Council's Standing Orders. The Council reserves the right to withhold certain sensitive information concerning personal information and commercial transactions, for example contracts or the purchase and sale of land and property. This applies to the Council's own commercial interests and to the various parties involved in individual business transactions with the Council. This area and other matters are guided by Schedule 12A of the Local Government Act 1972, the Data Protection Act 1998 and exemptions under the Freedom of Information Act 2000. The Council will comply with the GDPR which becomes law in 2018.

Vexatious requests, complaints, unreasonable or repetitious requests for information:

Sometimes councils may find themselves being called upon to respond repeatedly to an individual or group of individuals where that council has already responded to the matter (or something very similar) and has concluded that there is no further that useful that can be done. In these cases, the council will review this contact and identify if it the matter should be handled under the policy relating to managing habitual and or vexatious requests which includes responding to unreasonable behaviour (Adopted June 2017) and is not covered by this policy.

Date:
Minute Reference Number:

Report to : Full Council

Meeting Date : 13th April 2026

Agenda Item : 10

Prepared By : Liza Brander

Subject : Equality & Diversity Policy

Equality and Diversity Policy has now been updated, changes have been marked in red.

Council to approve the Equality and Diversity Policy.

Decision of the Council requested.

Northwich
town council

Equality & Diversity Policy

Northwich Town Council is committed to meeting the varied needs and circumstances of its residents and employees and to ensuring that services are equally appropriate to all, without discrimination. The Council's goal is to support the development of strong, secure, self-reliant, self-confident communities, free from unlawful discrimination.

In support of this commitment, the Council has adopted a policy statement for employment and service delivery.

Employment:

No Council employee or job applicant will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, marital status, sexual orientation, trade union activity, age, religious or political beliefs, disability or will be disadvantaged by conditions or requirements which cannot be justified.

Service delivery:

The Town Council will ensure that its services, including the ones carried out in partnership with any other agency are available equally to all, regardless of race, colour, nationality, ethnic origins, sex, marital status, sexual orientation, disability, age, religious or political beliefs, making sure that no one is disadvantaged by conditions or requirements which cannot be justified.

Legislation:

In developing this Policy, Northwich Town Council has taken into account all current appropriate legislation; the Equal Opportunities Commission (EOC) guidelines, the Commission for Racial Equality (CRE) Code of Practice, the Disability Rights Commission (DRC) guidelines.

Date:
Minute reference number:

Discrimination and harassment:

Northwich Town Council will take action to ensure that all forms of discrimination are eradicated from its policies and practices.

Discrimination occurs when someone is treated less favourably because of his or her colour, disability, gender, race, nationality, religion or beliefs, sexual orientation, HIV status or age.

Types of Unlawful Discrimination

Direct discrimination
Direct discrimination is where a person is treated less favourably than another because of a protected characteristic. An example of direct sex discrimination would be refusing to employ a candidate because they were pregnant.

Indirect discrimination
Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory, in relation to individuals that have a protected characteristic. However, for there to be a claim of indirect discrimination the provision, criterion or practice must also:

- be to the detriment of people who share the particular protected characteristic compared with people who do not;
- not be a proportionate means of achieving a legitimate aim.

Harassment
Harassment is where there is unwanted conduct related to one of the prohibited grounds which has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment will have taken place in such circumstances even if this effect was not intended by the person responsible for the conduct.

Associative discrimination
Associative discrimination is where an individual is directly discriminated against or harassed due to their association with another individual who has a protected characteristic.

Perceptive discrimination
Perceptive discrimination is where an individual is directly discriminated against or harassed due to a mistaken perception that they have a particular protected characteristic.

Legally, it is not necessary to prove that someone intended to discriminate: it is sufficient only to show that the outcome of an action was less favourable treatment. Less favourable treatment can take many forms - words, actions or failure to provide opportunities or services and can be perpetuated by individuals, groups or institutions.

Northwich Town Council recognises that harassment and discrimination of employees and service users is unacceptable and is working towards building an organisational culture that reinforces this belief. The Council is committed

Date:
Minute reference number:

to addressing harassment of employees and service users, since it is a barrier to achieving its equalities objectives.

Equality in employment:

Northwich Town Council recognises the value of a workforce in which people from differing backgrounds are encouraged to introduce fresh ideas and perceptions, enabling it to deliver high quality services to all members of the community.

To underpin its commitment to equality in employment, the Council:

- Will ensure that all recruitment, selection and training procedures operate in a fair and non-discriminatory way, so that the best person to do the job is appointed
- Will consult regularly with the National Association of Local Councils and other agencies to identify gaps in its employment policies and take action to remedy them
- Will consider sympathetically any request for flexible working, job-share, travel arrangements, child and dependant care leave and will guarantee interviews for disabled people who meet the essential criteria for a job

Equality in service delivery:

Northwich Town Council will ensure that all services are accessible to all people without discrimination.

The Council aims to ensure that all employees, contractors and partners have the information they need to provide equality of opportunity and that this is reflected in their conduct. The Council will require, where legally possible, partners and contractors to have equal opportunities policies, and will seek sufficient information and evidence that compliance with equalities legislation is genuine.

Responsibilities:

The accountabilities and responsibilities in relation to this policy can be summarised as follows:

Town Councillors take the lead in promoting equality, ensuring equalities issues are given due consideration within their area of responsibility, in decision-making and in monitoring services.

The Town Clerk/Finance Officer will actively support and assist the equalities work by:-

- Monitoring the performance of the Town Council's services, agreeing the necessary action and maintaining a commitment to the Council's equalities work
- Being pro-active in developing a service led approach to equalities development

Date:
Minute reference number:

- Ensuring that employees are adequately trained to meet the requirements of this policy
- Establishing and maintaining appropriate consultation with minority groups
- Working within the framework of the agreed Commission for Racial Equality's standards

Other employees have responsibility for implementing the policy as an integral and core element of the work of the Town Council. Employees also support the Town Council in meeting the requirements of this policy; seek training opportunities and personal development, as appropriate.

Conclusion:

This policy will be reviewed on an annual basis and updated as necessary. This is a framework within which the Town Council and its employees can work towards making the policy a reality.

The Town Council has approved a complaints procedure, details of which can be found on the Town Councils website www.northwichtowncouncil.gov.uk, or obtained from the Town Councils Offices at CWAC, Wyvern House, The Drumber, Winsford Cheshire CW7 1AH, telephone (01606) 593582; fax (01606) 867999;

For further information about this policy or the work of Northwich Town Council, please contact the Chief Officer /Deputy Chief Officer at the above address.

Date:
Minute reference number:

Report to : Full Council

Meeting Date : 13th April 2026

Agenda Item : 11

Prepared By : Liza Brander

Subject : Scheme of Delegation Policy

The Scheme of Delegation Policy template has been sent to us by CHALC which has now been adapted to meet our requirements.

Council to approve the Scheme of Delegation Policy.

Decision of the Council requested.

Northwich
town council

Scheme of Delegation Policy

Purpose

This Scheme of Delegation authorises certain decisions of the Council to be made by committees, sub-committees and the Chief Officer in order to support the efficient conduct of Council business.

This Scheme shall be read alongside the Council's:

- Standing Orders
- Financial Regulations
- Code of Conduct
- All other adopted Council policies and procedures

Nothing in this Scheme shall authorise any decision or action contrary to statute, regulations, proper practices, Standing Orders or Financial Regulations.

Legal Basis

This Scheme of Delegation is made under the powers available to local councils to arrange for the discharge of their functions by committees, sub-committees, officers or other authorised bodies, where permitted by law. Any function not specifically delegated under this Scheme remains reserved to the Full Council.

General Principles

1 Delegation under this Scheme does not prevent the Full Council from exercising any power delegated by it.

2 All delegated decisions must:

- be within the law;
- be within approved budgets and policies, unless specifically authorised otherwise;
- have regard to relevant Council policies;
- be properly recorded where required;
- be reported back to Council where this Scheme requires.

3 Delegated authority shall be exercised in the interests of the community and in accordance with the principles of openness, accountability and proper administration.

Date:
Minute Reference Number:

4 Where any uncertainty exists about whether a matter is delegated, it shall be referred to the Full Council.

Matters Reserved to Full Council

The following matters are reserved to Full Council and may not be delegated unless legislation expressly permits:

- the setting of the precept;
- approval of the annual budget;
- approval of the Annual Governance and Accountability Return;
- borrowing money;
- approval of final accounts;
- making, amending or revoking Standing Orders;
- making, amending or revoking Financial Regulations;
- adoption or amendment of major Council policies;
- appointment of the Chair and Vice-Chair of the Council;
- establishment or dissolution of committees;
- appointment of members to committees;
- approval of committee terms of reference;
- matters involving the acquisition or disposal of land;
- approval of major contracts above any delegated threshold;
- decisions required by law to be taken by Full Council;
- any matter which the Council resolves should be determined by Full Council.

Delegation to Committees

General

The Council may appoint committees and delegate to them such powers and duties as are set out in this Scheme or in the committee's terms of reference.

Committee powers

Each committee may act only within:

- its approved terms of reference;
- any budget allocated to it;
- any limitations imposed by the Council.

Committee restrictions

A committee may not:

- exceed its delegated budget;
- incur expenditure outside approved budgets unless specifically authorised;

Date:
Minute Reference Number:

- make decisions reserved to Full Council;
- act contrary to Council policy.

Reporting

All committee decisions shall be reported to the next appropriate meeting of the Council, either by minutes or by formal report.

Delegation to Sub-Committees and Working Groups

Sub-committees

A committee may establish a sub-committee only where authorised by Full Council or by the committee's terms of reference.
Any sub-committee shall have only those powers expressly delegated to it.

Working groups

Working groups or task-and-finish groups are advisory only and have no delegated authority to make decisions on behalf of the Council unless expressly authorised by Full Council.

Reporting

Any recommendations of a sub-committee or working group shall be reported to the appointing committee or Full Council for determination, unless specific delegated authority has been granted.

Delegation to the Chief Officer

General administrative authority

The Chief Officer is authorised to carry out the day-to-day administration of the Council's business, including:

- implementing Council and committee decisions;
- arranging meetings and preparing agendas in accordance with legal requirements;
- issuing notices and correspondence;
- managing routine communications;
- retaining custody of documents and records;
- managing routine bookings, subscriptions, and renewals;
- instructing routine repairs and maintenance within approved budgets;
- obtaining quotations and overseeing procurement processes in accordance with Financial Regulations;
- managing routine health and safety matters;
- managing routine staff administration, where authorised.

Urgent matters

The Chief Officer is authorised to take action on any urgent matter which:

- cannot reasonably wait until the next meeting of the Council or relevant committee; and

- is necessary to protect the Council’s interests, assets, services or legal position.

Where practicable, the Chief Officer shall first consult:

- the Chair of the Council; and
- where appropriate, the Vice-Chair and/or Chair of the relevant committee.

Any action taken under this provision shall be reported to the next meeting of the Council.

Financial authority

The Chief Officer/Deputy Chief Offer & Responsible Finance Offier may authorise routine expenditure within the approved budget up to a limit of:

£10,000 per item

subject always to the Council’s Financial Regulations.
Any expenditure above that amount must be referred to Full Council or the relevant committee unless it is genuinely urgent and falls within clause **Urgent Matters**

Contracts and purchases

The Chief Officer may place orders and instruct contractors for works, goods or services within approved budgets and in accordance with the Council’s procurement and financial rules.

Limitations

The Chief Officer may not:

- make policy decisions;
- commit the Council to unbudgeted expenditure except where authorised under urgent powers;
- enter into major contracts beyond delegated limits;
- acquire or dispose of land;
- determine matters reserved to Full Council.

Delegation in Staff Matters

Chief Officer/Public Realm & Contracts Manager

The Chief Officer/Public Realm & Contracts Manager may manage routine day-to-day staffing administration where authorised, including:

- leave records;
- timesheets;
- routine supervision arrangements;
- training administration;
- implementation of staffing decisions already made by Council.

Date:
Minute Reference Number:

Reserved staffing matters

The following shall remain with Full Council, as applicable:

- recruitment to permanent posts;
- dismissal;
- disciplinary action;
- grievance matters;
- salary scales and substantive contractual changes;
- approval of new posts.

Confidentiality

All staffing matters shall be handled confidentially and in accordance with data protection and employment requirements.

Planning Responses

Where the Council is a statutory consultee on planning applications, responses shall be determined by:

- Full Council; or
- the Planning Committee, or
- the Chief Officer in consultation with the Chair, but only where:
  - the response deadline falls before the next ordinary meeting; and
  - the matter is routine and not controversial.

Any response submitted under delegated authority shall be reported to the next Council or committee meeting.

Financial and Procurement Controls

All delegated financial decisions shall comply with:

- the approved budget;
- Financial Regulations;
- procurement rules;
- banking and payment controls;
- any grant conditions or contractual requirements.

No person acting under delegated authority may authorise expenditure where they have an undisclosed conflict of interest.

Record of Delegated Decisions

1 A written record shall be kept of significant decisions taken under delegated authority.

2 The record should include, where appropriate:

Date:
Minute Reference Number:

- the date of the decision;
- the decision taken;
- the reason for the decision;
- any consultation undertaken;
- any expenditure authorised;
- the name of the person exercising the delegated authority.

3 Records shall be retained in accordance with the Council's document retention arrangements.

Exclusion from Delegation

Nothing in this Scheme authorises the delegation of any matter where legislation requires the decision to be taken by Full Council.

Where legislation, Standing Orders or Financial Regulations are inconsistent with this Scheme, the legal requirement or higher-order governance document shall prevail.

Review of Scheme

This Scheme of Delegation shall be reviewed:

- annually; and
- following the ordinary election of the Council; and
- whenever there is a significant change in legislation, staffing structure, or Council governance.

Any amendment to this Scheme must be approved by Full Council.

Financial Delegation Table

Decision-maker	**Delegated authority**	**financial limit**
Full Council	All matters not otherwise delegated	Unlimited within lawful powers
Finance Committee	All matters within terms of reference	Unlimited within lawful powers
Grants committee	All matters within terms of reference	£10,000
Chief Officer/RFO	All matters within terms of reference	£10,000
Chief Officer/RFO	Urgent expenditure between meetings	£10,000

Date:
Minute Reference Number:

Report to :	Full Council
Meeting Date :	13th April 2026
Agenda Item :	12
Prepared By :	Liza Brander
Subject :	Financial Regulations

The Financial Regulations model document has been sent by CHALC, the Chief Officer has amended this where necessary to meet with our requirements.

Amendments in red.

Council to approve the Financial Regulations 2026

Decision of the Council requested.

Northwich
town council

Financial Regulations

Contents

These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Chief Officers in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Deputy Chief Officer has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Chief Officer with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Chief Officer with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability. Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;

- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in January for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Chief Officer and the Finance Officer or relevant committee. The CO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than January each year, the CO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year along with a forecast for the following three financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. Each committee shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of November ach year.

4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.

4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. where the value is above £10,000 excluding VAT, the Chief Officer shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.7. For smaller purchases below £10,000, the Chief Officer or RFO shall seek to achieve value for money.

5.8. **Contracts must not be split to avoid compliance with these rules.**

5.9. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.10. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.11. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Chief Officer, under delegated authority, for any items below £10,000 excluding VAT.

5.12. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.

5.13. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Finance Committee acting within its Terms of Reference} except in an emergency.

5.14. In cases of serious risk to the delivery of council services or to public safety on council premises, the Chief Officer may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Chief Officer shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.

5.15. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.16. An official order or letter shall be issued for all work unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.17. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with HSBC. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the CO . Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been ‘examined, verified and certified’ by the CO .

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer}, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.

6.7. {A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.}

6.8. A list of such payments shall be reported to the next appropriate meeting of the Finance Committee for information only.

6.9. The Chief Officer and RFO shall have delegated authority to authorise payments only in the following circumstances:

   i. any payments of up to £10,000 excluding VAT, within an agreed budget.

   ii. payments of up to £10,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

   iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the Finance Committee Meeting, where the Chief Officer and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.

   iv. Fund transfers within the councils banking arrangements up to the sum of £80,000, provided that a list of such payments shall be submitted to the next appropriate meeting of finance committee.

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.2. The RFO shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be shown to the Finance Committee and signed by two authorised signatories.

7.3. In the prolonged absence of the RFO an authorised signatory shall set up any payments due before the return of the RFO.

7.4. Two councillors who are authorised signatories shall check the payment details against the invoices ~~after~~ approving each payment using the online banking system.

7.5. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.

7.6. A full list of all payments made in a month shall be provided to the next Finance Committee meeting and appended to the minutes.

7.7. With the approval of the Finance Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Finance Committee at least every two years.

7.8. Payment may be made by BACS or CHAPS by resolution of the Finance Committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the Finance Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Finance Committee at least every two years.

7.9. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Finance Committee at least every two years.

7.10. Account details for suppliers may only be changed upon written notification by the supplier verified by the Chief Officer and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.11. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.12. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members {and countersigned by the Chief Officer}.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a Finance Committee meeting. Any signatures obtained away from council meetings shall be reported to the Finance Committee at the next convenient meeting.

9. Payment cards

9.1. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Chief Officer, RFO and Registrar and Wellbeing Manager and nominated members of staff and any balance shall be paid in full each month.

9.2. Personal credit or debit cards of members or staff shall only be used in an emergency with authorisation from the CO or RFO

10. Payment of salaries and allowances

10.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

10.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

10.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.

10.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

10.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

10.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.

10.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11. Loans and investments

11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

11.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

11.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

11.4. All investment of money under the control of the council shall be in the name of the council.

11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

12.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Chief Officer. The RFO shall be responsible for the collection of all amounts due to the council.

12.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.

12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

12.5. Personal cheques shall not be cashed out of money held on behalf of the council.

12.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

12.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

12.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

13. Payments under contracts for building or other construction works

13.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

13.2. Any variation of, addition to or omission from a contract must be authorised by the Chief Officer to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. Stores and equipment

14.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

14.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

14.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

14.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

15. Assets, properties and estates

15.1. The Chief Officer shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

15.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

15.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

16. Insurance

16.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

16.2. The Chief Officer shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

16.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Chief Officer.

16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

17. Charities

17.1. Where the council is sole managing trustee of a charitable body the Chief Officer and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Chief Officer and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations annually and following any change of Chief Officer or RFO. The Chief Officer shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Chief Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Chief Officer in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Chief Officer in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18.ii standing order and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Report to :	Full Council
Meeting Date :	13th April 2026
Agenda Item :	13
Prepared By :	Liza Brander
Subject :	Health & Safety Policy

Wirehouse our HR & H&S advisors have drawn up a Health and Safety Policy for us; this has been adjusted to fit our needs and once approved will be put onto the website.

Council to approve the Health and Safety Policy 2026

Decision of the Council requested.

Northwich
town council

Health and Safety Policy

Prepared by

Wirehouse
Employer Services

Date Approved:
Minute Reference:

Introduction

The main purpose of health and safety law is to prevent unsafe acts or situations which may arise, thus reducing the likelihood of accidents occurring and preventing injury or loss of life. Safety legislation provides clear information and guidance for us, it has been formulated to assist and protect us all. Risk occurs, it is an inevitable factor, but it must be managed to create a safe working environment.

We take health and safety seriously and we understand our duties as an employer. It is our intention to fully embrace all aspects of health and safety law applicable to us.

We intend to manage and conduct our activities safely to avoid any harm to persons who may be affected either directly or indirectly by our activities.

Our Health and Safety Management System and documentation has been prepared following the Health and Safety Executive defined guidelines as set out in the guidance note 'HSG65' and utilises agreed principles to achieve our intentions: a safe place of work. It follows the Plan, Do, Check, Act, concept of risk management.

Date Approved:
Minute Reference:

Health and Safety Management System

Our Health and Safety Management System consists of the following elements:

Our Health and Safety Management System is provided to state our intentions and set a clear direction for people to follow. We expect all our employees to understand and comply with our arrangements.

We have ongoing commitments to achieve our intentions and maintain high standards. To help us meet these commitments employees will be empowered to assist with certain tasks. Information is provided to employees describing responsibilities and duties of key people. We will provide training where it is required.

To ensure our workplace is safe and risk is managed effectively we have devised safety arrangements. It is important that we fulfil our duties with respect to legislation and guidance that applies to us. We recognise that continuous improvement is vital to help us maintain our standards and achieve compliance.

An amendment status record is included at the end of this section. This information helps us to manage and control our documentation ensuring it remains current.

The Health and Safety Management System will be reviewed at least annually. The date of review will be indicated on the Health and Safety Statement of Intent.

Overview - Legislation

We have a moral and legal duty to ensure the safety of everyone at work and those affected by our activities. This responsibility is reflected in Common Law, Statute Law, and regulatory enforcement.

Health and safety legislation goes beyond common sense, imposing absolute, practicable, or reasonably practicable duties. We ensure compliance through suitable risk assessments, systems, and control measures, supported by appropriate employee training.

Compliance starts with identifying relevant legislation and implementing robust safety systems, followed by regular checks and audits to maintain standards. Regulatory bodies expect adherence, and enforcement actions—including fines under Fee for Intervention (FFI)—can follow breaches, regardless of whether an incident has occurred.

Key health and safety legislation is freely available online, with user-friendly guidance from the Health and Safety Executive (HSE) at www.hse.gov.uk. We will obtain and reference the most relevant legislation to establish and maintain an effective Health and Safety Management System.

A summary of applicable legislation follows for reference.

United Kingdom Legislation:

1. The Building Act 1984
2. The Building Regulations 2010 (as amended)
3. The Construction (Design and Management) Regulations 2015
4. The Control of Asbestos Regulations 2012
5. The Control of Noise at Work Regulations 2005
6. The Control of Substances Hazardous to Health Regulations 2002 (as amended)
7. The Control of Vibration at Work Regulations 2005
8. The Corporate Manslaughter and Corporate Homicide Act 2007
9. The Dangerous Substances and Explosive Atmospheres Regulations 2002
10. The Electricity at Work Regulations 1989
11. The Employers' Liability (Compulsory Insurance) Act 1969
12. The Employment Rights Act 1996
13. The Environmental Protection Act 1990
14. The Equality Act 2010
15. The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
16. The Gas Safety (Installation and Use) Regulations 1998 (as amended)
17. The Gas Appliances (Safety) Regulations 1995
18. The Hazardous Waste (England and Wales) Regulations 2005 (as amended)
19. The Health and Safety (Consultation with Employees) Regulations 1996 (as amended)
20. The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)
21. The Health and Safety (First-Aid) Regulations 1981 (as amended)
22. The Health and Safety (Information for Employees) Regulations 1989 (as amended)
23. The Health and Safety (Personal Protective Equipment at Work) Regulations 2022

24. The Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
25. The Health and Safety (Training for Employment) Regulations 1990
26. The Health and Safety at Work etc. Act 1974
27. The Health and Safety Offences Act 2008
28. The Lifting Operations and Lifting Equipment Regulations 1998
29. The Management of Health and Safety at Work Regulations 1999 (as amended)
30. The Manual Handling Operations Regulations 1992 (as amended)
31. The Personal Protective Equipment at Work Regulations 1992 (as amended in 2022)
32. The Pressure Systems Safety Regulations 2000
33. The Provision and Use of Work Equipment Regulations 1998
34. The Public Health (Control of Disease) Act 1984
35. The Regulatory Reform (Fire Safety) Order 2005
36. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
37. The Work at Height Regulations 2005
38. The Workplace (Health, Safety and Welfare) Regulations 1992
39. The Working Time Regulations 1998 (as amended)

Management of Documentation

We will ensure that all amendments are incorporated and that each revision or re-issue is recorded.

Issue Details

Issue Number	Reason for Issue / Amendments	Name	Date
1.	Initial	Wirehouse ES Ltd	March 2015
2.	Review and update	Wirehouse ES Ltd	July 2022
3.	Review and update	Wirehouse ES Ltd	September 2023
4.	Review and update	Wirehouse ES Ltd	December 2024
5.	Review and Update: Legislation Page Updated · Overview – Updated and Renamed Overview Legislation PPE Table Updated Suggested Numbers of First Aiders table updated Removed Infection Control – COVID-19 with offices Statements of intent and Environmental Policy Statement updated - Added print name line under signature Smoking updated- includes E-Cigarettes and Vaping Updated Gas Cylinders Removed reference to guardian portal and	Wirehouse ES Ltd: Jemma Gibbons TechIOSH	January 2026

Date Approved:
Minute Reference:

	replaced with MyWorkNest portal Updated Infection Control arrangement Updated Duties and responsibilities page. - Added competent person definition.		
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Date Approved:
Minute Reference:

Contents

Date Approved:
Minute Reference:

Date Approved:
Minute Reference:

Implementation Guide and Record

Our Safety Management System is a key tool for us to use to help educate employees on their responsibilities and safe ways of working and to manage risk effectively and proactively. We will use the record below to record the key stages of the implementation of our Health and Safety Management System and to track progress towards compliance. We will amend this as required.

Date Reviewed	Key Activity	Evidence - Location of the Records, Documents
	Annual Audit and Action Plan	
	Statement of Intent Reviewed	
	Employee Handbooks Issued for any New Starter and Acknowledgement Form Returned	
	Fire Risk Assessment Reviewed	
	Sufficient Number of Fire Marshals	
	Fire Log Book and Evacuation Drills Recorded	
	Legionella Risk Assessment Reviewed (where applicable)	
	Legionella Controls Documented	
	Risk Assessment Index Reviewed	
	Risk Assessments Reviewed	
	Specific Risk Assessment Completed for: Lone Working	
	Hazardous Substances Inventory Sheet Reviewed	
	Hazardous Substance Risk Assessments Reviewed	
	Training Matrix Needs Analysis Reviewed	
	Workplace Inspections	
	Health Surveillance	

Date Approved:
Minute Reference:

Northwich
town council

Chapter 1. Statement of Intent

Date Approved:
Minute Reference:

Date Approved:
Minute Reference:

Health and Safety Statement of Intent

It is Northwich Town Council policy to ensure, so far as is reasonable, the health and safety of all persons affected by our work activities. The minimum standard we will adopt will be compliance with legal requirements and the associated appropriate codes of practice. However, our aim is not to only fulfil the spirit of the law and comply with technical requirements, it is to uphold the highest of health and safety standards. We will assess the risks from our activities and will operate according to the procedures that best promote health and safety at work.

We accept our responsibilities for health and safety and are committed to giving health and safety equal importance with other business matters. We will ensure that the resources necessary to achieve the objectives of this Health and Safety Management System are made available to all. We require cooperation from all employees to enable us to fulfil our legal duties and the objectives of this Safety Management System. To promote co-operation, procedures for consulting employees are built into this Health and Safety Management System. They have a duty to follow the standards and procedures laid down by us.

Equipment that enables tasks to be carried out safely will be provided and maintained to ensure their safe operation. Employees will be provided with appropriate training and instruction considered necessary to ensure that they know how to work safely. Risk assessments will be documented for significant tasks and where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment will be provided and instruction in its use and maintenance given.

We will maintain our premises in a safe manner and suitable facilities for welfare will be provided and maintained, as will arrangements to ensure access to first aid.

The Chief Officer has ultimate responsibility for health and safety and will nominate a competent person to manage operations day to day. Other responsibilities for health and safety matters have been assigned as appropriate and are described in our 'Responsibilities' section of the Health and Safety Management System.

The Chief Officer & Operations Manager will oversee an annual review of this Health and Safety Management System and associated procedures to ensure their continued effectiveness. Where necessary to ensure legal compliance and promote continuous improvement, the Health and Safety Management System and associated guidance will be amended and communicated.

Signature: …………………………………………………… **Chief Officer**

Print Name:……………………………………………………

Date: ……………………………………………………………

Environmental Policy Statement

Northwich Town Council will help to sustain natural resources and protect the environment. We are committed to ensuring the health, safety and welfare of any person who may be affected by the waste materials that result from our work.

Whilst the environmental obligations and responsibilities fall to all of us, management are primarily responsible for ensuring our environmental implications are inherent considerations in all our business decisions. Management are ultimately responsible for the implementation and promotion of this policy.

We will arrange for the disposal of our waste products regularly, safely and in accordance with the statutory requirements. We will actively re-use packaging materials wherever possible, including folders and documentation.

Our waste disposal arrangements will be regularly reviewed and will ensure that our paper and cardboard waste is recycled wherever possible and disposed of responsibly where not. Recycling initiatives will be taken where possible to help protect the environment and make better use of our resources. Our employees are asked to consider the environment when printing.

Where possible the most environmentally friendly equipment will be provided with due consideration to those employees who work from home, ensuring that the consumption and energy required is considered prior to purchases.

We recognise that the empowerment of our employees is our strongest weapon in the battle for environmental protection and will therefore arrange for suitable training and awareness where possible on environmental implications of our work activities and the controls that are within our control. We will encourage our employee's involvement in developing environmental improvements.

We seek excellence in every area of our work and are committed to continuing to improve our environmental performance by minimising our environmental impact and making resource efficiency the focal point and requirement of all our operations.

We will ensure that all company vehicles and vehicles used for work purposes where possible are designed and maintained to give the maximum fuel efficiency and minimum emissions. We will provide information on how to ensure maximum fuel consumption is met, such as the removal of unnecessary items in vehicles.

We aim to foster an understanding of environmental issues appropriate to and in the context of our business and those who work with us. Our intention is to ensure that we continually improve the environmental impact of our activities.

To achieve this commitment, we will:

- Strive to continuously improve our environmental performance, regularly reviewing our activities and policy and setting new targets to reduce any environmental impacts caused by our activities. This will include the consumption of energy within our premises, the reduction of waste materials including paper and cardboard through unnecessary printing.

- Comply with the requirements of environmental legislation and integrate approved codes of practice into our business operations.
- Reduce our consumption of resources and improve efficiency in the use of these resources.
- Ensure energy and water is used efficiently in all activities to minimise the consumption of natural resources and energy.
- Manage our operations and activities ensuring we reduce emissions, pollution and waste.
- Promote the reduction, reuse and recycling of waste materials in all working activities to conserve resources and reduce waste disposal.
- Ensure all waste is disposed of in a safe and responsible manner through monitoring and taking necessary action where deemed appropriate,
- Procure goods and supplies which take environmental specifications into account, limiting the amount of waste products; we recognise that prevention is better than the cure.
- Raise awareness and encourage participation in environmental matters through discussions and training sessions for employees upon induction and at appropriate intervals.

We recognise our responsibility towards the protection of the environment and issue this statement as a commitment of both management and employees to minimising the environmental impact of our operations.

Signature: ………………………………………………… Town Clerk

Print Name:…………………………………………………

Date: ……………………………………………………………

Northwich town council

Chapter 2. Responsibilities

Duties and Responsibilities

We will ensure that employees are aware of their legal responsibilities whilst at work, the appointments forming our management structure and the duties and responsibilities allocated to respective employees.

We take seriously the health, safety and welfare of our employees and anyone else who may be affected by our work activities. We expect full cooperation from our employees to help us maintain safe working environments. It is our aim to create a positive safety culture and sustain high standards.

Employees empowered to organise, manage and supervise work activities are instructed to ensure that our safety policies and procedures are followed always. Activities will be completed without significant risk of harm or loss and risks will be assessed and measures introduced to enable this.

Where employees have limited experience of activities involving risk, supervision will be afforded until such a time when satisfactory competence is deemed sufficient. Training needs will be assessed for all employees and the necessary training to enable them to work safely will be arranged.

A competent person is defined as one who has sufficient training, experience, knowledge, and other qualities to enable them to properly assist in undertaking the measures required to comply with health and safety legislation. Competence will be reviewed periodically and whenever roles, risks, or work activities change.

Employees are instructed to refrain from using equipment likely to cause harm. If they notice any unsafe equipment, acts or situations they must act and report this.

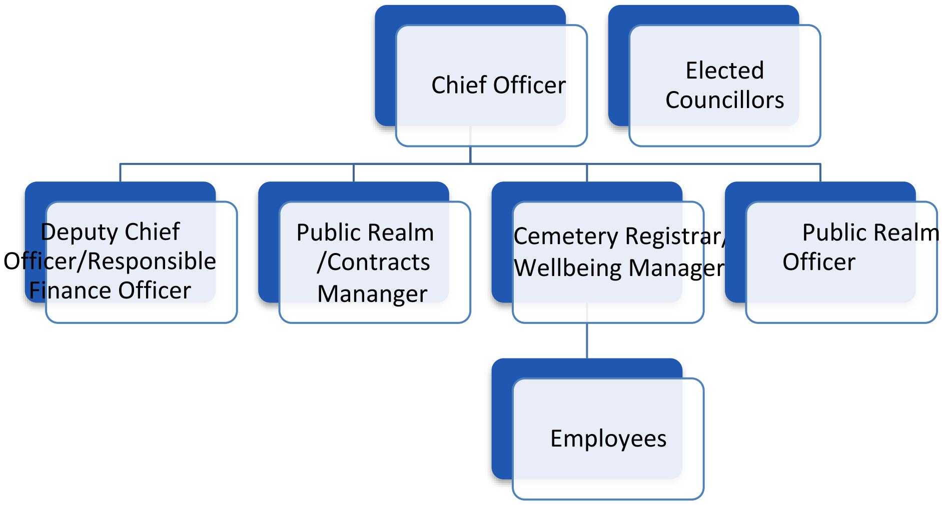
We have in place a system for periodic monitoring. The purpose of this task is to continually assess our performance with respect to health and safety. People have been nominated with specific monitoring responsibilities, from time to time they may be requested to aid.

The Health and Safety at Work Act places duties on employees to:

- Take reasonable care of their own health and safety and that of anyone else effected by what they do.
- Cooperate with us, enabling us to comply with our statutory duties.
- Refrain from intentionally or recklessly interfering with or misusing anything provided in the interest of health, safety and welfare.

Health and Safety Management Structure

This diagram is a representation of our management structure and strategy for health and safety responsibilities.



The Chief Officer has ultimate responsibility for health & safety. At any time when an employee assigned with responsibilities is absent from work employees are instructed to consult the Public Realm Contracts Manager and raise any concerns regarding health and safety.

Date Approved:
Minute Reference:

The Elected Councillors

The Chief Officer has the overall and final responsibility for safety, health, fire and welfare. However, contribution is needed by all employees, to achieve a safe working environment.

Responsibilities include, but are not limited to:

- Understanding the Health and safety at Work Act and any other Acts, Legislation or Approved Codes of Practice that apply to us and ensuring these are observed.
- Initiating our Health and Safety Management System for the prevention of injury, damage and wastage.
- Carrying out an annual review of the Health and Safety Management System.
- Ensuring that we are supported and suitably advised on matters relating to health and safety.
- Setting objectives in relation to health and safety matters.
- Arranging adequate funds and facilities to meet requirements of this Health and Safety Management System.
- Ensuring that any inspection, testing and certification is carried out in order to comply with relevant regulations.
- Ensuring that appropriate insurance cover that embraces both statutory and general requirements is met and maintained.
- Ensuring that suitable risk assessments are carried out by competent personnel and suitable records maintained.
- Ensuring that risk assessments are reviewed regularly.
- Ensuring that all employees receive adequate and appropriate training.
- Ensuring that necessary health and safety inspections are undertaken and that prompt remedial action is taken when any unsafe practice or condition is apparent.
- Ensuring that suitable written records are kept and maintained of such inspections.
- Making reasonable enquiries to ensure that subcontractors engaged to work on our behalf and contractors engaged are competent to do so.
- Ensuring that disciplinary procedures are adequate to act against those who breach this Health and Safety Management System or our safe practices.
- Setting a personal example.

The Chief Officer

The Chief Officer has the overall and final responsibility for safety, health, fire and welfare. Contribution however is needed by all employees in order to achieve a safe working environment.

Responsibilities include, but are not limited to:

- Understanding the Health and safety at Work Act and any other Acts, legislation or Approved Codes of Practice that apply to us and ensuring these are observed.
- Initiating our Health and Safety Management System for the prevention of injury, damage and waste.
- Carrying out an annual review of the Health and Safety Management System.
- Ensure that we are supported and suitably advised on matters relating to health and safety.
- Setting objectives in relation to health and safety matters.
- Arranging adequate funds and facilities to meet requirements of our Health and Safety Management System.
- Ensuring that any inspection, testing and certification is carried out.
- Ensuring that appropriate insurance cover is in place and maintained.
- Ensuring that suitable risk assessments are carried out by competent personnel and suitable records are maintained.
- Ensuring that risk assessments are reviewed regularly.
- Ensuring that all employees receive adequate and appropriate training.
- Ensuring that necessary health and safety inspections are undertaken within those areas and that prompt remedial action is taken when any unsafe practice or condition is apparent.
- Ensuring that suitable written records are kept and maintained of such inspections.
- Making reasonable enquiries to ensure that subcontractors engaged to work on our behalf and contractors engaged to work on our premises are competent to do so.
- Ensuring that disciplinary procedures are adequate to act against those who breach the Health and Safety Management System, rules or safe practices.
- Setting a personal example.

The Public Realm and Contracts Manager

The Chief Officer has the overall and final responsibility for safety, health, fire and welfare. Contribution however is needed by all employees, to achieve a safe working environment.

Responsibilities include, but are not limited to:

- Understanding the Health and safety at Work Act and any other Acts, legislation or Approved Codes of Practice that apply to us and ensuring these are observed.
- Initiating our Health and Safety Management System for the prevention of injury, damage and waste.
- Carrying out an annual review of the Health and Safety Management System.
- Ensure that we are supported and suitably advised on matters relating to health and safety.
- Setting objectives in relation to health and safety matters.
- Arranging adequate funds and facilities to meet requirements of our Health and Safety Management System.
- Ensuring that any inspection, testing and certification is carried out to comply with relevant regulations.
- Ensuring that appropriate insurance cover is in place and maintained.
- Ensuring that suitable risk assessments are carried out by competent personnel and suitable records are maintained.
- Ensuring that risk assessments are reviewed regularly.
- Ensuring that all employees receive adequate and appropriate training.
- Ensuring that necessary health and safety inspections are undertaken within those areas and that prompt remedial action is taken when any unsafe practice or condition is apparent.
- Ensuring that suitable written records are kept and maintained of such inspections.
- Ensuring that disciplinary procedures are adequate to act against those who breach the Health and Safety Management System, rules or safe practices.
- Setting a personal example.

The Deputy Chief Officer/Responsible Finance Officer

Responsibilities include, but are not limited to:

- Understanding the Health and safety at Work Act and any other Acts, legislation or Approved Codes of Practice that apply to us and ensuring these are observed.
- Initiating our Health and Safety Management System for the prevention of injury, damage and wastage.
- Carrying out an annual review of the Health and Safety Management System.
- Ensure that we are supported and suitably advised on matters relating to health and safety.
- Setting objectives in relation to health and safety matters.
- Arranging adequate funds and facilities to meet requirements of our Health and Safety Management System.
- Ensuring that any inspection, testing and certification is carried out to comply with relevant regulations.
- Ensuring that appropriate insurance cover is in place and maintained.
- Carrying out risk assessments and ensuring that suitable risk assessments are carried out by competent personnel and suitable records are maintained.
- Ensuring that risk assessments are reviewed regularly.
- Ensuring that all employees receive adequate and appropriate training.
- Ensuring that necessary health and safety inspections are undertaken within those areas and that prompt remedial action is taken when any unsafe practice or condition is apparent.
- Ensuring that suitable written records are kept and maintained of such inspections.
- Completing accident reports for all accidents involving injury, damage or lost time incidents. Reports are to be completed as soon as possible.
- Ensuring all accidents and incidents are properly recorded and investigated with a view to prevent re-occurrence.
- Maintaining good housekeeping standards.
- Ensuring that all visitors are made aware of and comply with all aspects of health and safety legislation.
- Ensuring that disciplinary procedures are adequate to act against those who breach the Health and Safety Management System, rules or safe practices.
- Setting a personal example.

Cemetery Registrar & Wellbeing Manager

Responsibilities include, but are not limited to:

- Understanding the requirements of relevant legislation and guidance.
- Ensuring that any item is so designed and constructed as to be safe and without risk to health.
- Ensuring that any testing or examination is carried out on any article to comply with all safety regulations.
- Co-ordinating the efforts of all parties on matters of health, safety and welfare.
- Carrying out risk assessments.
- Ensuring that risk assessments are reviewed regularly.
- Ensuring that risk assessments are undertaken on any new or proposed activities or processes.
- Bringing to the attention in writing of those concerned the significant risks identified because of any such assessments.
- Stipulating safe systems of work, so that all work is carried out in accordance with statutory requirements, codes of practice and our rules.
- Ensuring that employees are effectively instructed in safe systems of work and that records are kept.
- Ensuring that employees are adequately trained in proper and safe working methods and are fully aware of any hazards/risks.
- Ensuring that necessary health and safety inspections are undertaken within those areas and that prompt remedial action is taken when any unsafe practice or condition is apparent.
- Ensuring that suitable written records are kept and maintained of such inspections.
- Ensuring that all persons are aware of the fire procedures and first aid facilities.
- Ensuring that new employees learn to take safety precautions.
- Identifying training requirements of individuals and reporting this.
- Ensuring that all safety rules are observed.
- Ensuring that all safety devices are fitted, properly adjusted and maintained.
- Ensuring that all hazardous defects are reported and subsequently rectified.
- Completing accident reports for all accidents involving injury, damage or lost time incidents. Reports are to be completed as soon as possible.
- Ensuring all accidents and incidents are properly recorded and investigated with a view to prevent re-occurrence.
- Maintaining good housekeeping standards.
- Ensuring that all visitors are made aware of and comply with all aspects of health and safety legislation.
- Setting a personal example.

Date Approved:
Minute Reference:

Public Realm Officer

Responsibilities include, but are not limited to:

- Familiarising themselves with our Health and Safety Management System.
- Ensuring that employees are adequately trained in proper and safe working methods and are fully aware of any hazards.
- Identifying training requirements of individuals and reporting this.
- Co-operation in releasing employees for training courses.
- Ensuring that all employees are aware of the fire procedures and first aid facilities.
- Seeking to develop safe practices and encourage suggestions from employees.
- Carrying out safety inspections in those areas under their control.
- Ensuring that necessary health and safety inspections are undertaken within those areas and that prompt remedial action is taken when any unsafe practice or condition is apparent.
- Ensuring that suitable written records are kept and maintained of such inspections.
- Ensuring that all safety rules are observed, and protective equipment is worn or used when appropriate.
- Ensuring that all safety devices are fitted, properly adjusted and maintained.
- Ensuring that all hazardous defects in the workplace are reported and subsequently rectified.
- Completing accident reports for all accidents involving injury, damage or lost time. Reports are to be completed as soon as possible.
- Ensuring that good housekeeping standards are maintained.
- Carrying out risk assessments to identify all hazardous activities and the risks associated with such activities.
- Bringing to the attention in writing of those concerned, the significant risks identified because of any such assessments.
- Stipulating safe systems of work, so that all work is carried out in accordance with Statutory and in-house regulations and Codes of Practice.
- Ensuring that all employees are effectively instructed in safe systems of work and that records of instructions are kept.
- Ensuring that risk assessments are reviewed regularly, particularly in respect to any new or proposed activities or processes.
- Ensuring that all visitors are made aware and comply with all aspects of health and safety legislation.
- Setting a personal example.

The Employees

Responsibilities include the following, but are not limited to:

- Understanding and complying with any rules, policies and procedures introduced for health and safety and to comply with legislative requirements.
- Co-operate with the Management Team and other employees to create and maintain a safe working environment.
- Assisting us with the preparation of risk assessments or safety checks – after suitable training.
- Co-operating with any risk assessments and control measures introduced.
- Not intentionally interfering with or misusing any safety devices or arrangements introduced in the interest of health and safety.
- Refraining from actions which are likely to cause harm to themselves or others.
- Keeping any work equipment in good condition.
- Assisting with workplace assessment activities upon request.
- Reporting any accident, unsafe act or condition.
- Ensuring that they understand our first aid arrangements and know where to seek assistance.
- Complying with our fire safety arrangements and participating with any evacuation drills.
- Informing us of any complaint, injury, illness or disease that they believe has been caused at work.
- Informing us of any personal circumstances, illnesses that may affect their safety or the safety and health of others whilst at work.
- Co-operating with us where an accident or incident is being investigated.
- Operating only items of equipment for which they have been trained, deemed competent and authorised to use.
- Helping us achieve and maintain good housekeeping standards.
- Setting a good example for others to follow.

Communication and Consultation

Health and safety arrangements, rules and procedures have been introduced to prevent accidents occurring thus protecting people against harm, however effective communication is vital to ensure these measures achieve their desired intentions.

We aim to consult with employees and others and will involve them in the decision-making process and development of our safety arrangements.

This Health and Safety Management System is made available to all employees, all employees will be made familiar with the contents.

The Employee Safety Handbook provides general safety information and refers to where further information can be obtained. It also provides details of our rules, procedures and arrangements. Employees will be made familiar with the handbook content.

We have devised our policies and guidance to ensure safe working practices are documented. Information relevant to each job or employee role will be communicated.

We have appointed various levels of management to implement, manage and assist with safety arrangements and procedures daily. Their duties include the communication of safety information to employees and others to ensure our policies, procedures and rules are being followed and standards are being maintained.

We will arrange the necessary training to ensure work is carried out without risk of harm. The management team are responsible for identifying any shortfalls with competence and consequent training needs. We will use credible and competent training providers for delivery of any external training.

It is inevitable that visitors and contractors will spend time at our premises. It is our intention to communicate any rules or procedures relevant to their safety to these persons. This we will do either whilst deciding for their visit or upon arrival.

Northwich
town council

Chapter 3. Arrangements

Date Approved:
Minute Reference:

Arrangements

Arrangements are the systems we have introduced to deal with our fundamental health, safety, fire and welfare needs. We have reviewed our work and considered what arrangements are necessary. Our arrangements have been introduced for the good and benefit of employees and others and to comply with legislative requirements.

We have considered the activities we expect employees to participate with and the environments where work takes place.

We ask that you speak to the Town Clerk or Operations Manager if there is anything you do not understand or believe could be improved.

Summary of responsibilities for key arrangements:

Subject Area	Persons Responsible	Date Accepted
Instruction in safe working practices	Chief Officer & Public Realm & Contracts Manager	
Training	Public Realm Officer	
Health and Safety Inspections	Public Realm & Contracts Manager	
Office Safety	Public Realm Officer	
Accident Investigation	Public Realm & Contracts Manager	
In house equipment	Public Realm & Contracts Manager	
Services (gas, electric etc)	Public Realm & Contracts Manager	
First Aid Provision	Public Realm Officer	
Fire Equipment	Public Realm Officer	
Fire Evacuations	Public Realm Officer	
Housekeeping	Public Realm Officer	
Risk Assessments	Public Realm & Contracts Manager	
Contractor Management	Public Realm & Contracts Manager	
Welfare	Chief Officer & Public Realm Officer	

Abrasive Wheels - **do we have abrasive wheels?**

The use of abrasive wheels can create a significant risk of injury if the correct control measures are not put into place and enforced. The areas that require consideration by us are correct installation and fitting of abrasive wheels, their maintenance, the way the equipment is used and the training and competence of the persons undertaking these activities.

The use of abrasive wheels gives rise to risks of ill-health as well as risk of injury. There is a risk of injury caused by an abrasive wheel bursting (breaking up whilst in use), contact with the moving wheel, including entanglement and ejected particles that cause eye damage. The health hazards associated with the use of abrasive wheels include but are not limited to exposure to dust, noise and vibration.

Health and safety legislation requires machinery and equipment to be properly designed, used and maintained so as not to give rise to health and safety hazards. The Supply of Machinery Regulations requires essential health and safety information to be provided by the manufacturers and suppliers. It is a mandatory requirement to undertake training of our employees who mount or replace abrasive wheels. We will also ensure that a competent person can regularly monitor the condition of the abrasive wheels and ensure they are maintained in good working order.

We will ensure that prior to purchasing any abrasive wheels and associated equipment, that we have identified and trained a competent person to maintain it correctly.

The training will include:

- The safe use or mounting of abrasive wheels.
- Identification of the hazards and risks associated with the equipment's use.
- The methods of marking abrasive wheels with type, size and maximum speeds.
- Abrasive wheel storage, transport and handling.
- Inspection and testing.
- Methods of dressing abrasive wheels.
- Adjusting the work rest.
- The use of suitable guards.
- The use of personal protective equipment.
- Training records will be kept on file.

Wheels will be securely mounted and maintained in accordance with manufacturers' instructions. All wheels will be examined prior to use. When in storage they will be protected to prevent damage and will be handled carefully to prevent dropping or bumping; rolling will be avoided as far as is practicable.

When mounted, wheels will be marked with their maximum safe operational speed, restrictions of use, the shelf life and a traceable number. The maximum speed can be marked in peripheral speed in meters per second and rotational speed in revolutions per minute (rpm). Wheels larger than 80mm in diameter will be marked with their maximum speed: for smaller wheels, the maximum speed will be posted on a notice in a position where it can be easily read. Abrasive wheels will never be operated more than the identified rotational speed.

Abrasive wheel equipment will be fitted with clearly visible and accessible start and stop controls and appropriate guards to prevent the operator encountering the wheel or injury from flying fragments in the event of a wheel burst.

Regular inspections and preventative maintenance will be carried out in accordance with manufacturers' instructions. These records will be kept on file.

Appropriate protective equipment, as identified in our risk assessments, will be worn when using abrasive wheels to protect against such risks as eye injury from debris and metallic particles, inhalation of dust, physical injury from flying wheel fragments, noise, vibration, head, foot or hand injury.

To prevent entanglement, loose clothing and any other items such as rags will be secured when using abrasive wheels. Arrangements will be made for the protection of persons within the working area and demarcation lines and warning signs will be positioned to warn of the hazards present.

Abrasive wheels used in circumstances where they generate significant amounts of harmful or respirable dust will be fitted with suitable dust control measures.

Accident Investigation

It is our intention to prevent all accidents occurring however we have systems in place to manage any such events. The Chief Officer & Public Realm & Contracts Manager are nominated as the persons responsible for ensuring accident investigation is completed.

It is imperative that the scene of the accident is isolated to facilitate investigation. It is important that information relating to any accident or incident is collected as soon as possible following the event. The following is a list of evidence that will be considered. This list is by no means exhaustive.

- Witness statements.
- Photographs.
- Sketches.
- CCTV data.
- Damaged equipment.
- Maintenance records.
- Previous accident reports.
- Training records.

The main purpose of accident investigation is to establish events leading up to the accident and/or any underlying circumstances that may have contributed to the occurrence. Ultimately the evidence will be used and information evaluated to prevent reoccurrence.

The depth of the investigation will depend on the nature and severity of the accident. Where necessary other parties will become involved with the investigation.

If we require advice or assistance with this task we will liaise with our health and safety service provider Wirehouse Employer Services Limited.

Accident Reporting

We acknowledge our duty as stipulated by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). We have suitable arrangements in place for all accidents and incidents to be reported. Public Realm & Contracts Manager are to ensure that all employees understand the basic requirements for accident and incident reporting and know how to report such an event and are encouraged and monitored to ensure this is done.

Any employee injured whilst at work are instructed to report and record the event. An accident book is kept and managed by the Public Realm & Operations Manager. Information referring to what needs reporting can be found at the start of the accident book. If an employee is in any doubt they are to seek advice.

Each page is perforated enabling the record to be removed once completed. The person completing the report is to enter all relevant details in the required boxes then remove the page and return it to the Public Realm & Operations Manager.

The Public Realm & Operations Manager are responsible for complying with RIDDOR and reporting any relevant incidents, within 10 days of a specified or major incident occurring, 15 for over 7 days incidents. The list of reportable injuries, dangerous occurrences and diseases is lengthy and if any doubt exists regarding these procedures we will contact our health and safety service provider for advice.

All reports will be treated with strict confidence and their security managed accordingly. If disclosure is necessary to authorised parties, this we will monitor and control.

All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

The Health and Safety Executive and the Local Authority Enforcement officers are not an emergency service.

More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE at www.hse.gov.uk/riddor/report.htm. If we want to report less serious incidents out of normal working hours, we can always complete an online form.

There is no longer a paper form for RIDDOR reporting, since the online system is the preferred reporting mechanism.

Aggressive Behaviour

It is possible that our employees will experience aggressive or violent behaviour. Such behaviour can result with injuries if not dealt with correctly. We have a duty for the safety and health of employees. Where necessary, we will provide employees with the necessary training to manage aggressive or violent situations.

Training will involve teaching employees to understand simple warning signs or “triggers” to help avoid aggressive behavior. The term “trigger” is used to describe a situation that causes aggression such as making a person wait for an excessive time for something.

The key is to avoid aggressive or violent behavior however we will ensure that employees have the competence to manage such situations.

If an employee has been harmed because of aggressive behavior this is to be reported to the Public Realm & Contracts Manager and recorded in the accident book.

Alcohol and Drug Abuse

Alcohol and drug abuse have serious implications for users and for their work, particularly with machinery. Employees who are under the influence of alcohol and drugs can seriously affect their judgement and abilities whilst driving or carrying out their work activities.

Employees are encouraged to seek assistance in complete confidence from their Public Realm and Contracts Manager if they believe that they have a problem with alcohol, drugs or other substances.

Public Realm and Contracts Manager are required to make a note of employees who show symptoms of alcohol or other intoxication when at work. These symptoms include:

- Smell of alcohol.
- Slurred speech.
- Unusual lack of co-ordination.
- Changes in behaviour, particularly aggressiveness.

No alcohol/or drugs are to be consumed on the premises unless they are prescription drugs from the employee's doctor. Employees are instructed to check with their doctor or pharmacist that the prescription drugs that they are taking will not impair their driving ability or when working with machinery.

Alcohol may only be consumed on our premises when authorised by the Town Clerk.

Animal Handling

We recognise that handling animals can have serious consequences. Animals can be unpredictable, and it is important that we are alert to potential risks. Due to this, we will:

- Only allow competent and, where necessary authorised employees to handle the animals, to minimise the stress and fear to the animal.
- Ensure that all persons engaged in handling the animals are trained in manual handling techniques and the hazards arising from manual handling activities.
- Hold animals in a way which reduces the need to move and handle them and which reduces aggressive behaviour.
- Ensure that employees remain alert always to prevent the likelihood of a bite, kick etc. from the animal.
- Provide suitable personal protective equipment (PPE) to all animal handlers, ensuring they handle equipment only when it is in good condition, and instruct employees to wash their hands after any animal contact.

Asbestos in our Premise

There are no health risks to people working in our premise, so long as any presumed asbestos containing materials (ACMs) remains in good condition and are not disturbed. However, if the materials are abraded, drilled or worked on with power tools the dust generated may contain asbestos fibres and there will be risks to anybody exposed. To ensure that risks from ACMs are reduced to the lowest reasonable level we will operate the following procedures:

- We will not allow work on a known ACM.
- An Asbestos Register listing the locations and conditions of all known and presumed ACMs will be kept.
- The Asbestos Register will be brought to the attention of any person who might disturb or work on or near to a known or presumed ACM.
- Before any work near to a known or presumed ACM can create risk, therefore an assessment will be carried out and a method statement written. We may refer the issue to our safety advisors. The risk assessment and method statement will identify how the work will be carried out without exposing any person to risks from asbestos fibres. Where necessary, arrangements will be made for additional samples to be taken and analysed.
- The persons who will be doing the work will receive suitable training. They will be informed about the hazards and the precautions they need to take to ensure their health and safety.

Any employee observing damage to any suspected Asbestos Containing Materials is instructed to report this to the Public Realm and Contracts Manager.

If during work a person encounters a material that may contain asbestos and were not informed about it before work started, they are instructed to immediately stop work and take advice from the Public Realm and Contracts Manager. Work will not be allowed to recommence until the material has been identified and a safe system of work agreed.

Asbestos in our Clients Premise

We are not a licensed asbestos removal company and you are not required to work with high asbestos-content materials. However, as we are sometimes engaged to work in old buildings, employees may be required to work near asbestos-containing materials (ACMs) or to work with low asbestos-content materials (e.g. corrugated asbestos cement sheets).

When tendering for work in buildings constructed before 1999, we will make reasonable enquiries to establish if the areas where employees will be working contain ACMs. This will include asking the client prior to working on their premises if asbestos containing materials are present. If the presence of a high asbestos-content material is indicated, we will seek written confirmation that it has been removed or treated and the area made safe before we will allow employees to commence work.

When working near an ACM or working with a low asbestos-content material, a site-specific risk assessment will be recorded, and a method statement written. If we are required to work with low asbestos-content materials, we will provide suitable training and personal protective equipment (PPE).

If employees are likely to encounter ACMs during work, they will be provided with instruction to enable them to recognise materials that may contain asbestos and the steps to take if you discover such a material.

If during work we encounter a material that may contain asbestos and were not informed about it before work started, employees are instructed to immediately stop work and take advice. Work will not be allowed to recommence until the material has been identified and a safe system of work agreed.

If we are engaged on a contract that requires work with, and/or the removal of, high asbestos-content materials we will subcontract the work to a licensed asbestos removal company.

Assessing Risks

We must deal with risk in every part of our lives; however, the acceptability of risk relates to the standards adopted by each person, the company, our stakeholders and the regulatory authorities. Essentially, risks that are acceptable are ones where no additional control measures may be necessary.

It is important that we identify and deal with 'significant risks' rather than trivial issues and concentrate on those that might cause 'foreseeable' harm or damage. Remember, not everyone will initially appreciate how they can be harmed and everyone will have different opinions as to what constitutes 'safe' behaviour. It is therefore necessary for us to determine what is acceptable and what controls are required to be implemented to ensure a safe working environment and compliance with regulatory standards.

A risk management programme forms the basis of our Health and Safety Management System.

We will ensure that risk assessments are completed for significant activities. Some employees will also have a significant part to play in the writing, communicating and reviewing of assessments and will be given suitable training to do this effectively.

We have identified the key areas where assessments are required and outlined the main controls required to be in place. These can only be written as 'suitable and sufficient' assessments with the input of competent employees involved in the tasks.

We will ensure that:

- Assessments are carried out and records are kept.
- Control measures are introduced because of assessments and that they are implemented and followed – with the most significant hazards having the greatest priority for action.
- Employees are informed of the relevant results and provided with necessary training.
- Any significant changes, injuries or, change in legislation or guidance leads to a review of relevant assessments.
- Assessments are regularly monitored and reviewed, and a schedule established.
- Suitable information, instruction and training will be provided to all persons involved in the risk assessment process to ensure a suitable level of competence.

Wirehouse Employer Services has provided us with further guidance notes about risk assessment, these can be found within the online portal system - MyWorkNest and they include:

- An explanation of terminology around risk assessments.
- Examples of some common hazards.
- Guidance on how to complete an assessment.
- Forms ready for use.

Some examples of key assessments required include:

- A fire risk assessment.
- Hazardous substances.
- Display screen working assessments.
- Occupational stress.
- Manual handling.

Others will be completed as and when required for example:

- New and expectant mothers.
- Under 18-year olds.
- Lone working.
- Back to work situations.

A risk assessment involves identifying the hazards present in the workplace or arising out of any work activity and evaluating the extent of the risk involved to employees and others, considering the number and type of people exposed along with the duration and frequency of the exposure and the effectiveness of existing precautions.

A hazard is something with a potential to cause harm.

A risk is the combination of the likelihood of a hazardous event occurring and the consequence of the event.

Assessments can involve a quantitative evaluation of risk using numbers, e.g. 1-5 or 1-10, or a qualitative evaluation by using 'high, medium or low'. Some situations simply record a hazard and a control measure. There is no one correct method as to how to document assessments.

The Management of Health and Safety Regulations require that risk assessments be 'suitable and sufficient' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The key to completing an assessment is therefore to be thorough by:

- Ensuring that we are properly trained and experienced to understand the hazards and activity being assessed.
- Involving colleagues and people familiar with the task, we recognise this is the best way of understanding the perception of risk.
- Ensuring employees familiarise themselves with our Health and Safety Management System, legislation and guidance.
- Considering relevant inspections, audits and any historical accidents or incidents.
- Considering different times of the day and environmental conditions.
- Ensuring that we consider all the potential hazards and all the way that people might be harmed.

- Using the specified forms provided along with the preferred evaluation method for calculating risk.

If we feel that we are out of our depth – we will ask our Consultants for help.

This guidance follows the Health and Safety Executive's own information outlined in the guidance note 'INDG163'. These are the instructions to follow when we complete an assessment:

STEP 1 – Identify the hazards

We will look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious to us. Consider all the various tasks undertaken by the business and consider the different locations where they occur. The most significant hazardous activities may not be immediately identified.

STEP 2 – Identify who may be harmed and how

We will list groups of people and individuals who may be affected by the hazards e.g.:

- Employees.
- Contractors on the premises.
- Visitors.
- New and expectant mothers.
- Temporary employees.
- Volunteers.
- Unauthorised persons.

We will pay attention to vulnerable persons, e.g. those with disabilities, employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees, young persons under 18 years and children.

We will think about how they might be harmed; it is our duty to explain this to those exposed 'in a way they can understand'. We will consider different types of hazards, such as:

- Mechanical.
- Physical.
- Ergonomic.
- Physiological.
- Transport.
- Access.
- Hazardous substances.
- Fire, smoke and explosions.
- Particles, fumes and dust.
- Biological.
- Lifting and handling.
- Environmental factors; – lighting, temperature, etc.

- The individual.
- Organisational factors.
- Electrical.

This list is not exhaustive but indicates the detail required. The individual has a huge impact on the overall risk. We will consider their level of training, attitude, work rate and tendency to work in an unsafe manner.

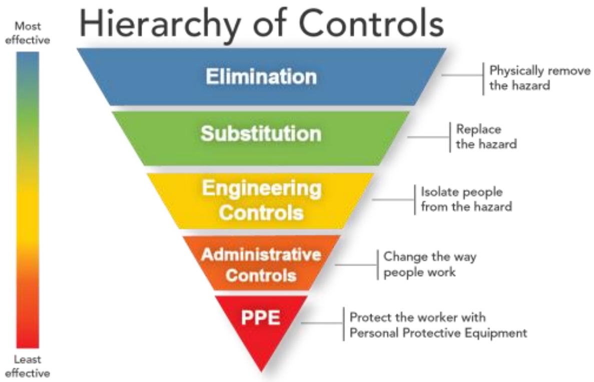
STEP 3 – Evaluate risk and decide on precautions

We will evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more needs to be done. When evaluating the risk, we will consider the chance of harm occurring (i.e. the likelihood), the severity (or consequence), the number of people affected and if relevant, the frequency.

Even after all precautions have been taken a residual risk is likely to remain. We will ensure the precautions in place meet regulatory requirements and best practice and that we have reduced the risk 'as far as is reasonably practicable'.

Where additional controls or further action are necessary to reduce the risk, we will decide what more could reasonably be done by adopting a hierarchical approach along the following principles:

- Eliminate the hazard.
- Reduce the hazard.
- Prevent contact with the hazard.
- Introduce a safe system of work.
- Increased supervision.
- Provide personal protective equipment.



STEP 4 – Record findings and implement them

Once the level of risk has been determined and the controls have been agreed, an action plan will be drawn up with timescales for implementation of the control measures.

The assessment will be documented since these provide evidence that something has been done. We will keep old assessments for future reference. We will communicate the findings to employees involved in activities and record this on a training matrix. We will then observe activities periodically to ensure that the control measures have been implemented and are being followed.

Information on assessments may also be required to be given to contractors, new starters, to employees changing roles or as part of on-going or developmental training. Records will be kept.

STEP 5 – Review the assessment and update it if necessary

A review will be required following:

- The results of monitoring (e.g. ill-health, accidents, audits) where results are adversely not as expected.
- A change of process, work methods, materials.
- A change of personnel.
- Changes in legislation or best practice.
- Introduction of new plant or machinery.
- Passage of time – as set out in the review schedule.

Completion of risk assessments and the information collated because of this process can only be of benefit if communicated to the people who are likely to be affected by the hazards.

We will communicate the findings of risk assessments using the following methods:

- Induction - we will make employees aware of our hazards and control measures during the induction process.
- Availability of information - copies of risk assessments are readily available for all employees to read.
- Training - assessments and control measures to manage risk will be communicated as part of on-going training.
- Contractors and visitors - will be made aware of any hazards they are likely to encounter whilst at our premises prior to commencing work.

Review

All risk assessments will be subject to periodic review with a formal review taking place at least annually. Any changes will be communicated to those affected. Competent persons will be tasked with conducting the review.

Note:

Wirehouse Employer Services have provided us with guidance notes about risk assessment, these include:

- Example copies of risk assessments for common hazards.
- Forms ready for use.

Blood-borne Viruses

Our aim is to prevent or control the risks to employees from blood-borne viruses that they may encounter during their work, the main viruses of concern being human immunodeficiency virus, which causes AIDS, Hepatitis B virus and Hepatitis C virus.

Blood borne viruses are carried in the blood of infected people (it is possible for a person to be infected but be unaware of it). They are also carried in other body fluids such as semen, vaginal secretions and breast milk. Body fluids such as saliva and urine may contain one or more of the viruses but are unlikely to be an infection risk unless they contain visible blood.

Tasks where employees could be exposed to blood borne viruses will be assessed and controls introduced to eliminate or reduce the risks to the lowest reasonable level. The findings of these risk assessments will be communicated to the employees concerned and training in the use of the control measures will be provided. The procedures that are to be followed if an employee is exposed to blood that may contain a blood borne viruses will also be explained.

Employees identified as being particularly at risk from Hepatitis B virus will be vaccinated.

Where risks from blood borne viruses cannot be reduced to acceptable levels by other means, employees will be provided with suitable personal protective equipment and trained in its use.

All potentially infected materials and equipment (e.g. clinical waste, soiled clothes, syringes and needles) will be identified and arrangements made for them to be handled and disposed of safely.

All needlestick injuries, puncture wounds and incidents involving exposure to blood or bodily fluids will be investigated and the relevant risk assessments reviewed and, if necessary amended.

Responsibilities for carrying out risk assessments of tasks where employees may be exposed to blood borne viruses are identified in the organisation and responsibilities section of this Health and Safety Management System. From these risk assessments safe systems of work will, where appropriate, be developed.

We are responsible for bringing the significant findings of the risk assessments to the attention of persons concerned.

Employees are responsible for using the controls described in the risk assessments for tasks that they carry out.

Where there is a risk of exposure to blood or bodily fluids or equipment or materials contaminated with these, the following precautions will be adopted:

- Cover all cuts, sores, chapped skin or other open wounds with a waterproof dressing.
- When collecting abandoned sharps always wear anti-syringe gloves, used in accordance with the manufacturer’s instructions.

- Wherever possible, use litter tongs to pick up rubbish and abandoned sharps.
- When litter picking, wear safety boots.
- Place discarded sharps in a yellow sharps box. When three-quarters full, sharps boxes will be disposed of as contaminated waste by a licensed waste carrier.
- Employees are instructed not to use teeth when putting on/removing gloves.
- Wear disposable sterile surgical gloves when administering first aid.
- Pull off sterile gloves so that they are inside out.
- Employees are instructed that hands are to be washed with soap before and after applying dressings.
- Hands and other parts of the body are to be washed immediately with soap and water after contact with blood, other bodily fluids and after removing gloves.
- Blood and bodily fluids (except urine) are to be cleaned up by using absorbent materials and a solution of one-part bleach to ten parts of water: N.B. DO NOT use bleach on urine spillages - use soap and water.
- When handling needles and other sharp equipment employees are instructed to take care to avoid accidentally cutting or piercing the skin. Used needles are to be placed immediately into a sharps container and disposed of by incineration.
- If a needle stick injury or puncture wound occurs or employees encounter blood or bodily fluids that may contain a BBV, first aid must be obtained.

If a needle stick injury or puncture wound occurs or an employee encounters blood or bodily fluids, the procedure below is to be followed:

- Encourage cuts and wounds to bleed.
- Wash the affected area thoroughly with soap and water.
- If available, clean the affected area with Mediswabs or Hibisol hand wash.
- If mucous membrane or eyes are affected, wash the affected area with copious quantities of running water.
- Attend the nearest hospital Accident and Emergency Department immediately and advise the following information:
  - The date, time and location of the incident.
  - A description of the incident.
- As soon as possible report the incident.
- Record the incident in the accident book.

Bomb Threats

We are committed to providing a safe working environment and we recognise that there is the potential for any employee to be contacted about a bomb threat.

If an individual is contacted about a bomb threat we have a procedure in place that employees can follow.

There are three sources of threats:

1. **Telephone Calls**

This is one of the most popular ways of being contacted about the risk of a bomb explosion. The clear majority of bomb threats are hoaxes and there are many reasons why someone may make a hoax bomb threat these include:

- Revenge.
- Extortion.
- Causes disruption.
- Inconvenience to the victim.
- Fear.

When an individual receives a telephone bomb threat it is important that they remain calm and obtain as much information from the call including:

- Details about the person.
    - Gender
    - Accent
- Background noises.
- Reason for the call.
- Did they use a code word as this will help the police identify if the call is genuine or a hoax?
- Information about the bomb threat.
    - Location.
    - Time.

Once the call is finished employees are to try and leave the line open, if they have another person nearby they are to ask them to start evacuating the premises as soon as possible and contact the police immediately.

In receipt of a bomb threat the Town Clerk & Operations Manager must be informed immediately.

2. **Packages**

Packages could be left in the building that has been delivered by hand from an unknown source or a package arriving through the post by an unknown source.

If an employee identifies a suspicious package we will evacuate everyone from the premises and call the police immediately. Employees are instructed to not touch or handle the package and ensure that others do not encounter the package.

3. Vehicle Bombs

It is important that we remain vigilant and follow the same procedure as suspicious packages. As vehicle bombs will cause a larger explosion, evacuating persons from our premises will be of a greater distance.

We must always remain calm and report any suspicious activity to the police or to the Anti-Terrorist Hotline 0800 789 321.

We will be prepared for our employees to be temporarily in a state of shock at the threat, which will be the closest that many people ever come to acts of terrorism. We will take account of this when establishing our procedures and base our preparation on enabling any employee to pass on a threat promptly, in as much detail as possible, to those tasked with deciding what action to take. We will remember to distinguish between calls referring to our own building and those warning of a bomb elsewhere.

Even genuine threats are frequently inaccurate regarding where and when a bomb might explode. Also, employees receiving a bomb threat may not always be those trained and prepared for it. Whilst it is not reasonable to expect them authoritatively to assess a threat's accuracy, truth or origin, listen to their impressions of the caller.

“Always remember: It’s probably nothing but… if you see or hear anything that could be terrorist-related trust your instincts and call the Anti-Terrorist Hotline”

0800 789 321

Car Parks

Our premises include car parking areas and as such we have undertaken a risk assessment of our car park and implemented the following risk control measures:

- Sufficient lighting is provided and is maintained in good working order.
- Trees in the area are subject to an inspection and maintenance programme to manage the risk of falling branches and avoid their growth dangerously restricting the height available for vehicles.
- Leaves are swept up to prevent surfaces becoming too slippery.
- Surfaces are inspected regularly and maintained to prevent potholes and tripping hazards.
- Shrubs are clipped back regularly to ensure that sight lines are maintained.
- CCTV cameras are installed and monitored. Signs are displayed warning that CCTV is in operation.
- Adequate drainage is installed and is subject to periodic maintenance.
- Arrangements are in place for clearing ice and snow in winter and for closing off parts the car park and pedestrian routes which are not able to be cleared.

The condition of the car park and any facilities will be inspected regularly.

Chainsaw Use

Chainsaws have the potential to cause horrific injuries. By law, chainsaw operators must have received adequate training relevant to the type of work they undertake. They are also required to wear appropriate chainsaw protective clothing whenever they use a chainsaw.

It is essential that anyone using a chainsaw either on or off the ground is provided with and wears appropriate personal protective equipment. Non-chainsaw users may also need to wear appropriate personal protective equipment, for example head, hearing or eye protection as identified in a risk assessment.

Equipment	BS or EN standard	Using a chainsaw on the ground	Using a chainsaw off the ground	Comments
Safety helmet	BS EN 397 BS EN 14052 BS EN 12492	✔ ✔ ✔	 ✔	Helmets to BS EN 397 or BS EN 14052 are only recommended for groundwork. For tree climbing operations AFAG recommends a mountaineering style helmet complying with BS EN 12492. A helmet to this standard is also suitable for use on the ground where there is nothing in the task risk assessment to disqualify it. Helmets may be available which claim a BS EN 397 or BS EN 14052 shell and cradle but a BS EN 12492 chinstrap/retention system. Such hybrid helmets are also suitable for use on the ground where there is nothing in the task risk assessment to disqualify it.
Hearing protection	BS EN 352-1 BS EN 352-2 BS EN 352-3	✔ ✔ ✔	✔ ✔ ✔	
Eye protection mesh visor	BS EN 1731	✔	✔	Consider the need for eye and face protection from flying debris created by the chainsaw and other hazards such as branches. Also consider hazards caused by reduced quality vision when wearing the protection.
Safety glasses or goggles	BS EN 166	✔	✔	Consider the need for eye protection from flying debris created by the chainsaw and other hazards such as branches. Glasses may not stay on the head as well as goggles for working at height.
Gloves	BS EN 381-7	✔	✔	Suitable gloves for the task and subject to the operator's risk assessment. Consider the need for protection from cuts from the chainsaw, thorny material and cold/wet conditions. Where chainsaw protection is required this should be to BS EN 381-7
Leg and groin protection	BS EN 381-5	✔	✔	AFAG recommends Type C leg protection for aerial work, because of the high all-round chainsaw cut protection. Where wearing Type C is impractical (e.g. because of the higher risk of heat stress), it

				may be appropriate to use Type A, where justified by risk assessment.
Chainsaw boots	BS EN ISO 17249	✔	✔	Protective boots with good grip and protective guarding at front vamp and instep.
Gaiters	BS EN 381-9			For occasional users working on even ground where there is little risk of tripping or snagging on undergrowth or brash, worn in combination with steel toe-capped safety boots.
Outer clothing				Should be non-snag.
High visibility clothing				Where justified by risk assessment.

Chapter 8 Guidelines – (New Roads and Street Works Act 1991)

The Department for Transport has a comprehensive guide for traffic signs and management.

Chapter 8 of this guide is called 'Traffic Safety Measures and Signs for Road Works and Temporary Situations'. This is commonly referred to as the Chapter 8 guidelines. It is broken into two parts:

Part 1: Design.
Part 2: Operations.

The use of chapter 8 compliant vehicle livery is considered best practice and that any vehicles stopping on UK roads for works or inspection purposes should be compliant.

It is intended to provide a standard of good practice and is considered as the minimum requirement, which should always be achieved.

Officially the Health and Safety at Work, etc. Act 1974 and the Health and Safety at Work (NI) Order 1978 require all clients, employers and employees to establish and maintain safe systems of work.

Chapter 8 may be considered as representing what is reasonable for the enforcement of the Health and Safety at Work etc. Act 1974, the Health and Safety at Work (NI) Order 1978 and associated regulations.

Chapter 8 sets out a code of practice to enable the legal requirements to be met in a wide variety of circumstances. Although it has no statutory force it should be noted that many of the basic principles contained in this document are also covered in the Safety at Street Works and Road Works - A Code of Practice, which has legal backing under the New Roads and Street Works Act 1991 and the Street Works (NI) Order 1995.

Compliance with these specifications is recommended for use on all types of highway particularly high-speed roads.
All vehicles stopping on the highway for works purposes or inspections shall:

- Be equipped with high visibility rear markings, and
- Should be of a conspicuous colour (e.g. yellow or white). A non-reflective yellow colour, No. 355 (lemon) is recommended.

High visibility rear markings should comprise either:

- Chevron markings comprising alternate strips of "Class Ref 2" to BS EN 12899-1 or retro-reflective grade orange-red retro-reflective material and fluorescent yellow non-retro-reflective material of not less than 150mm width each, inclined at 45-60° to the horizontal and pointing upwards, or

- A solid block of fluorescent orange/red retro-reflective material.

These markings should cover as much of the rear-facing portion of the vehicle as possible without obscuring windows, vehicle lighting or registration plates.

- In addition, maintenance vehicles will need “HIGHWAY MAINTENANCE” text. “MOTORWAY MAINTENANCE” may be used instead when working on motorways only. This text must be a minimum of 70mm high for temporary traffic management vehicles and 140mm for all other vehicles carrying personnel or equipment.
- A strip of micro-prismatic grade material that is a minimum of 50mm wide must be fitted along either side of vehicle whilst red retro-reflective tape shall also be applied to all rear facing edges of open doors, guardrails and equipment lockers.
- Where rear facing high visibility, markings may be obscured by any device mounted on the vehicle (e.g. lorry-mounted crash cushion (LMCC) or cone laying adaptation), additional high visibility rear markings shall be applied to any face of the device which is displayed to the rear and other road users.

Civil Claims

We acknowledge that employees, visitors and contractors who may be affected by our activities have the right to make claims for compensation, where they consider that an injury is the result of negligence on our part. Such claims will be dealt with on our behalf by our Employers' and Public Liability insurer.

Our insurer requires us to forward them any letters from a solicitor, alleging negligence on our part, within 21 days of receipt and providing evidence in our defence. The insurer then has 90 days to respond to the claimant's solicitor. To enable us and our insurer to comply with the requirements of the 'fast track procedure', the following procedures are to be followed:

- All incidents are to be recorded, investigated and, where necessary, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, reported to the enforcing authorities.
- Any person receiving a letter from a solicitor must forward this immediately to the The Chief Officer.
- The Chief Officer will, unless they instruct someone else to act on their behalf, forward the solicitor's letter to our insurer along with any evidence in our defense.
- Direct correspondence with the claimant and their solicitor is strictly forbidden, as this may prejudice our defense.
- All correspondence relating to the claim must be forwarded to the Chief Officer immediately following receipt.

It is our responsibility to provide evidence in defence. Therefore, the person responsible for investigating incidents is responsible for collating an 'Evidence File' for all reportable injuries and incidents and any other accidents where a claim is foreseeable. We may take a commercial view on minor accidents, balancing the possibility of a claim being brought against the cost of accident investigation.

Evidence may take the form of the following documents; however, this is not an exhaustive list:

- Entry in the accident book.
- Statements from the injured person(s), witnesses and first aider. These should be signed and dated and contain only statements of fact not supposition.
- Copy of the accident/incident investigation report, with any photographs and diagrams.
- Pre- and post-accident risk assessments.
- A copy of any written safety instructions given to the injured person(s).
- A record of any personal protective equipment issued to the injured person(s).
- Copies of any test certificates and/or records of maintenance and inspection of any equipment involved in the incident.
- Any disciplinary evidence relating to the occurrence.
- Copy of any statutory reporting document forwarded to the Enforcing Authority.
- Copy of any correspondence from the enforcing authority relating to the incident.

No evidence may be sent to our insurers without the absolute permission of the Town Clerk.

A claim may be brought by an employee whether the accident has been recorded in the accident book or whether he/she has taken time off work as a result.

Clinical Waste

We are committed to ensuring the health, safety and welfare of everyone who may be affected by the clinical waste materials that result from our work. Clinical waste is covered by several pieces of legislation including the Control of Substances Hazardous to Health Regulations.

We will arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements. The waste disposal arrangements will be regularly reviewed.

Our clinical waste is divided into five categories. The category determines the necessary packaging and labelling requirements. If our risk assessments show that sanitary towels, tampons, nappies and other similar wastes (providing they do not contain sharps), do not present a significant risk of infection, they need not be classified as clinical waste. However, the offensiveness of non-infectious waste will be considered when deciding how to package waste for disposal.

Suitable receptacles for the collection of waste are provided in strategic positions. Clinical waste must only be placed into those receptacles that have been allocated for that purpose. Containers are to be adequate to prevent the escape of waste.

Clinical waste is to be double bagged, sealed and identified as to its source.

Waste containers are emptied regularly and are removed by an authorised person. If additional disposal facilities are required these may be obtained upon request from the The Public Realm & Contracts Manager.

Where it can be determined that certain waste is suitable for recycling, the appropriate containers will be supplied and clearly marked.

Suitable arrangements will be made for the disposal of clinical waste that is generated due to our work activities. The correct pre-notification and documentation procedure will be followed for clinical waste.

Liquid waste, other than normal effluent, must not be poured into the sewers. We will ensure that adequate arrangements for disposal of liquid waste are made.

Employees will be supplied with any personal protective equipment necessary for the safe handling of waste materials.

Use of Waste Disposal Equipment

Equipment provided for the preparation of waste will only be used by fully trained and competent personnel who have been authorised to carry out the work. Licences will be obtained where required.

We will ensure that this Health and Safety Management System is adhered to, special arrangements regarding disposal of waste products will be organised in association with the Waste Regulation Authority or a competent and licensed contractor.

Employees must ensure that they dispose of clinical waste products in receptacles specifically provided for that purpose taking note of any segregation requirements. If an appropriate container is not available, this must be reported to the Public Realm Manager who will make suitable arrangements.

The use of personal protective equipment may be necessary during the handling of some wastes. Any requirement must be established before the waste handling activity commences.

Employees are to be aware of their responsibilities under their duty of care. They must report any problems which arise regarding waste disposal to the Public Realm & Contracts Manager so that corrective action can be taken.

Suitable and sufficient information and training will be provided, as necessary, to ensure that this Health and Safety Management System is fully understood and adhered to and that no person is put at risk by the inappropriate disposal of clinical waste.

This system of work has been designed to ensure that disposal of clinical waste is carried out safely and in accordance with the law.

We use only designated receptacles for holding clinical waste products. We will not put waste materials in receptacles that have not been allocated for that specific purpose and will take note of any segregation requirements.

We will not discard clinical waste carelessly into receptacles but to place it properly inside the unit.

We expect waste containers not to be overfilled. Containers must not be filled to more than 3/4 of their capacity. Employees are informed to notify Public Realm & Contracts Manager when additional resources are likely to be required.

Employees are to report any leakage or overflow of waste from a waste container to Public Realm & Contracts Manager and to ensure that any spillage of substances is cleared in an approved manner and that any materials used for clearing are properly disposed of.

Employees are informed to take a note of any special arrangements or precautions that will have to be taken by the authorised waste remover.

We ask that they do not use disposal preparation equipment and machinery unless they are trained and authorised to do so and to wear any personal protective equipment that is required for the safe handling of waste products.

Contractors

We are committed to ensuring the health, safety and welfare of any contractor carrying out work. To protect contractors so far as is reasonable it is our responsibility to make known to contractors any hazards that have been identified and may affect such persons. We will ensure that our control measures are communicated, understood and followed to prevent harm.

The person arranging work by contractors is responsible for communicating these rules:

- Fire safety arrangements.
- First aid facilities.
- Welfare arrangements and facilities.
- Details of our policies and procedures relative to any work taking place on our premises.
- Any permit to work system in operation or required.

Before contractors arrive, the Public Realm & Contracts Manager is responsible for communicating with contractor's. This includes:

- Personal protective equipment.
- Vehicle movement.
- Map of the premise's layout and site safety rules.

Under the Health and Safety at Work etc Act we have a duty to protect our employees and visitors. We will ensure that by having contractors working that all risks have been assessed. We will produce a risk assessment for the proposed work that the contractors are undertaking and put in place control measures to reduce the risk to a safe and acceptable level.

When appointing contractors, we will confirm their competencies prior to any work commencing. We will select contractors based on their health and safety performance and competence for the required work.

We will obtain from the contractor before works are carried out:

- Their health and safety policy which will include their risk assessments, training and certification.
- A copy of their insurance certificate.
- Evidence of skills, knowledge and experience; (membership of professional bodies and/or continuing professional development).
- Method statements.

We will then review the information that they have supplied us with to determine if they have planned the work carefully and considered all aspects of safety.

When the work is being carried out by the contractors we will ensure that we monitor their work to ensure that they are working to a safe system of work and to the standard as agreed. If necessary, risk assessments will be reviewed if changes occur; accidents or incidents arise and changes to the workplace.

Contractors are responsible for using the controls described in the risk assessment to reduce risk. Any tools and equipment used by contractors are to be suitable for purpose, well maintained and deemed safe for use by a competent person. Tools, equipment and material are to be managed by the contractor always so as not to create a hazard. Dangerous tools and equipment are not to be left unattended.

Dangerous Substances and Explosive Atmospheres (DSEAR)

Dangerous substances can pose risks to safety on several different levels; DSEAR is concerned with the specific risks of fire and explosion and places a duty on us to protect people from risks to safety from fires, explosions and similar events in the workplace. This also includes members of the public who may be put at risk by work activities.

Dangerous substances that could, if not properly controlled, cause harm to people because of a fire or explosion and include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), Hydrogen etc., dusts from machining and sanding operations and dusts from foodstuffs.

We are required to carry out a risk assessment to identify what dangerous substances we hold and to determine the fire and explosion risks associated with those substances in the context of their intended use. We will put control measures in place to either remove those risks or, where this is not possible we will effectively control them. We will put controls in place to reduce the effects of any incidents involving dangerous substances and prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances. We will identify, classify and adequately sign areas where explosive atmospheres may occur and ensure that employees are properly informed about and trained to control or deal with the risks arising from the dangerous substances.

DSEAR require us to assess the risks from substances or preparations that may give rise to fire, explosion or other similar events. DSEAR applies when the following conditions are met:

- Any premise or part of a premise used for work and this includes industrial, commercial, educational and higher education premises, vehicles, vessels, roads, houses and other domestic dwellings and common parts of buildings, in every undertaking.
- A dangerous substance is present, or is liable to become present, for example, a chemical reaction generates an unstable product, diesel fuel becomes vaporised in an area where sparks might occur.
- The dangerous substance presents a hazard to the safety of persons who may be affected, as opposed to their health.

The following classes of dangerous substances are covered:

- Oxidising.
- Extremely flammable.
- Highly flammable.
- Flammable.

Examples of dangerous substances include:

- Most common organic solvents.
- Flammable gases; Acetylene; Oxygen; Helium etc.

- Petrol.
- Varnishes.
- LPG.
- Kerosene.
- Styrene monomer.
- Acryl amide monomer.
- Fine dusts that when spread in the air to form a cloud and form an explosive atmosphere.
- Any other substances or mixtures of substances, which because of their physical properties create a risk to safety from fires and explosions.

Examples of activities to which DSEAR may apply:

- Storage of petrol as a fuel.
- Use of flammable gases.
- Handling and storage of waste dusts.
- Handling and storage of flammable wastes such as fuel oils.
- Storage and display of flammable goods, such as paints, in shops.
- Transporting flammable substances in containers.

Before work is carried out we will assess the fire and explosion risks that may be caused by dangerous substances. The purpose of the assessment process is to help us to decide what we need to do to eliminate or reduce the risks from dangerous substances and will take account of:

- Dangerous substances.
- The work activities involving those substances.
- The ways in which those substances and work activities could harm people.

If there is no risk to safety from fires and explosions, or the risk is trivial, then no further action is needed. However, if there are risks then we will consider what else needs to be done eliminate or control these risks to comply with the requirements of DSEAR.

Dermatitis

Our aim is to prevent or control the risks to employees from Dermatitis that they may develop during their work. Dermatitis is a skin condition usually caused by contact with something that irritates the skin or causes an allergic reaction. Contact Dermatitis affects mainly the hands, but other parts of the body can also be affected. Dermatitis can be caused by:

- Wet work due to repeated and prolonged contact with water, e.g. by handwashing more than 20 times or having wet hands for more than 2 hours during a shift.
- Chemical agents, e.g. through contact with chemicals, including by direct contact, splashes, contaminated work surfaces and tools, airborne particles settling on the skin.
- Biological agents, e.g. through contact with plants, bacteria, spores, moulds, fungi.
- Physical agents, e.g. by vibration, radiation or low humidity from air conditioning.
- Mechanical agents, e.g. by abrasion.

The main categories relating to work-related Contact Dermatitis are classified as:

- Irritant Contact Dermatitis: mainly caused by chemical and physical irritants and is the most common form of Contact Dermatitis. Common chemical irritants include solvents, soaps, detergents, latex, cosmetics, metalworking fluids, oils and alkalis.
- Allergic Contact Dermatitis: common allergens include, UV cured printing inks, adhesives, wet cement, some plants, nickel and chromium which can cause an allergic reaction, hours or days after contact. In rare cases a severe reaction can occur, known as an 'anaphylactic shock.'
- Photo Contact Dermatitis: is a reaction that develops where chemicals are applied to the skin, e.g. sunscreens, fragrances, creams, insecticides, disinfectants.

Symptoms of dermatitis generally include a localised rash and/or irritation of the skin and can develop into flaking, scaling, cracking, bleeding, swelling and blistering which can take days or even weeks to heal.

To achieve these objectives the following arrangements will be followed:

- We will identify all substances likely to generate the risk of dermatitis and those persons who are at risk of work-related developing dermatitis.
- Where reasonably practicable, eliminate the use of substances that are likely to cause dermatitis.
- Where relevant, replace substances likely to cause dermatitis with less harmful Substances.
- Establish control measures and safe systems of work to prevent and/or minimise skin contact with hazardous substances.
- Provide suitable personal protective equipment (PPE), skin care products and adequate washing facilities.
- Provide suitable personal protective equipment storage and disposal facilities.
- Encourage workers to carry out regular skin checks to identify signs of dermatitis.
- Introduce health surveillance for all workers likely to be at risk of developing dermatitis.

- Provide workers with information, instruction and training in relation to hazardous substances, use of PPE and skin care products.
- Consult with workers and their representatives in relation to skin care, skin care products and personal protective equipment.
- Record and investigate any diagnosed cases of dermatitis and follow RIDDOR reporting procedures, where appropriate.

Disability Compliance

Where we employ persons that are disabled, or where existing employees have become disabled we have a duty to make reasonable adjustments so far as is reasonable, for example layout, to protect the health, safety and welfare of the employee.

To ensure the health, safety and welfare of employees with disabilities we will review our existing risk assessments to make sure that they reflect the disability of the employee. If necessary, we will carry out an individual risk assessment of the employee. We will consider that employees may not be able to assist in emergency situations.

Where it has been identified that employees have problems with their mobility we will develop a personal emergency evacuation plan to cover their escape safely in the event of an evacuation. The personal emergency evacuation plan will be reviewed at frequent levels to reflect any changes in the employee's health condition. Equally, where employees must carry out lone working as part of their work we will review the risk assessment to establish for example if a buddy system can be incorporated.

In cases where employees are temporarily disabled, such as a broken limb, adaptations may not be reasonably practicable. In these circumstances, we will offer the employee alternative work or if there is no alternative work to offer the employee, then we may consider excluding them from the workplace temporarily.

Display Screen Equipment

We will take all reasonable steps to secure the health and safety of those who work with display screen equipment (DSE).

We acknowledge that health and safety hazards may arise from the use of this equipment. It is our intention to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. We will give information and training to enable a fuller understanding of these issues.

We will:

- Carry out an assessment, or provide information for self-assessment of each workstation, considering the DSE, the furniture, the working environment and the worker.
- Take all necessary measures to remedy any risks found because of the assessment.
- Take steps to incorporate changes of tasks within the working day, to prevent intensive periods of on-screen activity.
- Review software to ensure suitability for the task.
- Arrange for the provision of eye and eyesight tests at regular intervals and where a visual problem is experienced.
- Contribute to any corrective appliances (glasses or contact lenses) where required specifically for working with DSE.
- Advise you, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

Where a matter related to health and safety in the use of DSE is raised, we will:

- Take all necessary steps to investigate the circumstances.
- Take corrective measures where appropriate.
- Advise employees of actions taken.

We will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE. This provision also applies to persons not in direct employment, such as temporary employees and contractors.

The Chief Officer is responsible for users of display screen equipment and will provide appropriate information.

Employees who are classified as a display screen 'user', they are entitled to an eye and eyesight test at intervals recommended by the person who carried out the previous test. All tests are specifically for users of DSE and are to be arranged through us.

Where employees experience visual difficulties and have reason to believe that these may be caused by working with DSE, we will offer an eye and eyesight test.

The costs of eye and eyesight tests will be met by us if testing has been arranged through us. Where employees obtain a test independently and without our knowledge, even if the test is specifically related to display screen use, we shall not be responsible for the costs incurred.

Where corrective lenses are found to be necessary, specifically for the use of DSE, we will pay towards the cost of the corrective lens. If employees prefer enhanced frames they will pay any balance of the cost. Evidence of purchase will be requested.

The purpose of a break from DSE work is to prevent the onset of fatigue. To achieve this objective, we will seek to incorporate changes of activity into the working day. Whilst on a break from DSE employees are recommended to avoid other screens and phones.

Employees are advised to take ten-minute breaks from DSE work every hour. Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks. If employees know that their DSE workload does not permit adequate breaks they are to bring this to the attention of their Line Manager.

Employees are asked to undertake a self-assessment of their workplace using a simple-to-follow format. Most people do not have any issues using the equipment and so assessments are usually only repeated after two years, after office moves or other significant changes.

If employees require any specific assistance this will be considered in the assessment.

Dust Including Silica

We have a duty to ensure the safety, health and welfare of our employees and others who may be affected by our work activities from the harmful effects of exposure to dust, including silica dust, used in the course of our business. We recognise that we have specific responsibilities under the Control of Substances Hazardous to Health Regulations 2002 to effectively manage dust.

We do this by:

- Nominating senior employees to identify activities and situations where workers are exposed to dust including silica dust and the hazard posed by it.
- Developing and implementing risk assessments, procedures or Safe Systems of Work and control measures.
- Ensuring that any risk assessments are undertaken by competent, trained personnel and based on workplace exposure levels.
- Employees and others adhering to the contents of the developed procedures, control measures and Safe Systems of Work.
- Providing sufficient personal protective equipment.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from lead exposure.

The person nominated with responsibility for overseeing these arrangements is identified within the responsibility section of our Health and Safety Management System.

Electrical Safety

Electricity can kill, and the risk is often underestimated as it cannot be seen. It can cause burns, shock, fire and fatalities. We acknowledge our legal duties and will take the necessary precautions to prevent any accidents or incidents occurring.

Fixed electrical installations include the wiring, electrical sockets, switches, isolation boxes, fuses etc. that are installed in our building. Damage to any fixed installation is to be reported and a repair arranged with minimum delay. Remedial action will be required to be taken to restrict access use of damaged equipment until a repair can be arranged. The completion of any electrical work is only be conducted by a competent electrical engineer.

We will ensure fixed electrical installations are safe and we will accomplish this by ensuring installations, modifications, maintenance, inspection and testing are completed following relevant procedures established by the Institution of Engineering and Technology (IET) and their regulations.

We understand preventative maintenance is the key to help minimise accidents. We have in place an internal periodic monitoring system to identify electrical faults; all faults are to be reported, and the necessary action arranged for repair.

We will arrange for a competent electrical engineer to inspect and test our electrical installations at a period of every 5 years or less. Documentation will be kept reflecting the findings of this visit.

A portable appliance is generally any electrical equipment that has a plug. These are to be treated with the same respect as fixed installations. Plugs can get damaged, wires and pins can become loose and leads can get split or flattened increasing the risk of a shock, burn or fire. Plugs that get hot, smell or spark are to be put out of use and a repair arranged.

To ensure appliances are safe to use we will ensure:

- A register of all equipment is maintained, this includes any home working equipment, mobile phone chargers, extension leads and any personal items that are permitted to be used at work e.g. radios.
- Periodic internal monitoring checks will be conducted that will include a review of electrical appliances.
- All employees are instructed to visually check equipment before use and report any defects.
- Portable appliance testing will be organised at appropriate intervals, the frequency of inspection and testing will depend on the equipment and the environment in which it is used.
- All inspections, testing, maintenance and repairs will be conducted by a suitably competent person.
- The use of extension leads will be monitored and 'daisy chaining' will be avoided.

Any electrical or general contractor engaged to undertake work will be requested to prove competence and testing arrangements for their own equipment.

Under no circumstances is any employee to undertake any electrical work unless they are authorised and qualified to do so.

The Health and Safety Executive *suggest* a testing frequency for portable appliance in the guidance document HSG107 as follows.

Table 1 Suggested initial maintenance intervals

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

Event Safety Management

We organise a wide range of events and we understand the importance of managing the whole process. Any event that we organise will be covered by public liability insurance. Any accident or incident that has occurred during the event is to be reported to the Chief Officer or Public Realm & Contracts Manager. We are responsible for notifying the insurance company of any accident or incident at the earliest opportunity.

We are fully committed to ensuring the health, safety and welfare of any person attending an event. Large scale events can be particularly hazardous if not managed at the planning stage

When planning an event, we will delegate responsibilities to the relevant persons in charge of the event.

When we are assessing event safety we will consider firstly the suitability of the venue and we will consider:

- The expected turnout, the maximum capacity within the venue, including how many can be seated and/or standing. Whether there are there potential places within the venue that overcrowding could occur. Whether the amount of people within the venue be safely evacuated quickly in the event of an emergency.
- The types of visitor to the venue. Whether wheelchair users and disabled persons are able to access the venue safely. Ensuring procedures are in place for the safe evacuation of all disabled persons. Ensuring there are welfare facilities in place for disabled persons and for baby changing.
- We will consider transport management and whether there are parking facilities available. We will consider the risks of vehicle movements and where possible incorporate a one-way system.
- Where possible we will keep vehicles and people separate. We will ensure that all work vehicles are removed from public areas, unless parked and not going to be moved when the event is in operation.
- To ensure we manage vehicles safely on-site we will implement a traffic management plan.
- Whether the event needs to be ticketed.
- How we will manage excess arrivals if tickets are purchased on the gates.
- Hazards at the venue, such as if it is prone to flooding or whether the site becomes extremely icy.
- We will assess the weather conditions and the type of ground, particularly if we are required to have temporary structures.

At the planning stage we will consider crowd behaviour and will assess both physical and behavioural factors. To ensure that we manage crowds safely we will review the safety lessons of previous events of similar nature or at the same venue.

We will liaise with outside organisations such as the police and emergency services where required. We will decide in advance which items are prohibited and if there are any age restrictions. Once decided this will be communicated to the relevant parties.

We will produce risk assessments for the entire event which will cover, for example, violence and aggression, child protection, compressed gases, catering safety, fire, electrical, noise levels and crowd management. The risk assessment will identify that attendees to the venue will likely exit through the way they came in. We will ensure that there is clear signage and employees including contractor's direct attendees to exits to prevent everyone from exiting through one door and to maintain a flow and prevent attendees, contractors and employees from being crushed. To control and monitor the amount of people attending an event and ensure that the venue capacity it not exceeded tickets will be sold and only those who hold a ticket will be permitted to enter the venue.

Some of our events may require us to purchase a Temporary Event Notice (TEN) if we are going to carry out a 'licensable activity' on an unlicensed premise for less than 168 hours with less than 499 attendees.

The TEN will be applied for if there is going to be:
- The sale or supply of alcohol.
- Provision of late-night refreshments (hot food or drink between 11pm and 5am).
- Regulated entertainment (e.g. music, singing, or dancing).

If we have more than 500 attendees or the event lasts longer than 168 hours, then we will ensure that we have a premises licence if we are going to carry out a 'licensable activity' on an unlicensed premise. We will ensure that when we are selecting venues we will check if they have a premises licence and if their employees or the owner has a personal licence to sell alcohol.

Once the venue has been confirmed we will create and document an emergency plan. The plan will document what to do in the event of a fire, accident, collapse of a structure, unanticipated adverse weather conditions, terrorist threat, explosion or any other need to evacuate the premises. The emergency plan will also cover artists cancelling at short notice or the unavailability of key employees. The emergency plan that we will produce will be proportionate to the event and the level of risk presented.

When managing and planning events, we will consider the risk of a terrorist attack. As we have seen around the world several public events have been targeted by terrorist groups. Therefore, we will assess the risk and have proportionate protective security to the event. The National Counter-Terrorism Security Office has given a key message out to the public:
- "Run – To a place of safety. This is a far better option than to surrender or negotiate. If there is nowhere to go, then….
- Hide - It is better to hide than to confront. Remember to turn phones to silent and turn off vibrate. Barricade yourself in if you can. Then finally, and only when it is safe to do so…………..
- Tell - the police by calling 999."

Where we think it is appropriate we will consult with the appropriate emergency services and share our plan with them.

The emergency plan that we produce will contain details on:

- Informing and/or liaising with the emergency services.
- How to raise the alarm and informing the attendees.
- Evacuation of the premises, including disabled persons.
- Traffic management, including access routes for emergency vehicles.
- Provisions of first aid.
- Handling of casualties.
- Re-opening of the venue.
- Communication with employees and others.

To ensure that the emergency plan is sufficient we will carry out training in the form of scenarios and establish the effectiveness of the responses and highlight if we need to implement further control measures or if we have missed any key information from the plan.

To ensure that we constantly assess the whole set-up, the running of the event and the derigging of the event we will monitor each stage and complete documented checklists for our records.

To protect attendees, our employees and contractor's health, safety and welfare we will ensure that we have a suitable number of sufficiently trained employees including contractors proportionate to the size of the event and for crowd management. Before the opening of the event all employees including contractors will be briefed on:

- The layout of the venue.
- The location of the entrances, exits, first aid points, assembly points and welfare facilities.
- The vital role in the safety of those attending the event.
- Their role in emergency procedures.
- Ensuring that fire exits and routes are remained clear.
- The procedure for reporting violence and aggression.
- The procedure for reporting suspicious behaviour.
- The procedures for lost children.
- The names and details of key persons.
- Transport management.
- The procedure for reporting or dealing with persons who show signs of drug use.
- Not to serve alcohol or attempt to sell alcohol to persons who appear drunk.
- Who to report hazards to that cannot be dealt with by themselves?
- Who is designated to monitor the event to ensure that loud music is not clearly audible to nearby persons?

To ensure that we maintain communication throughout the event between employees including contractor's radios will be used as they are most effective.

Once the event has finished we will determine if there are any learning points for future events. To do this, we will hold an employee and contractor briefing to find out how the event went and where we can improve. A review of any accidents or incidents that have occurred from the planning stage to the end of the event and how these can be prevented in future events.

Fatigue in the Workplace

Fatigue is more than feeling tired and drowsy. In a work context, fatigue is a state of mental and/or physical exhaustion which reduces a person's ability to perform work safely and effectively.

It can occur because of prolonged mental or physical activity, sleep loss and/or disruption of the internal body clock.

Fatigue can be caused by factors which may be work related, non-work related or a combination of both and can accumulate over time.

We have introduced 11 tips to reduce the risk of fatigue in our workplace. We will use the following tips to reduce the likelihood of fatigue becoming a health and safety concern:

- Consult our workers about issues surrounding fatigue hazards and make sure they feel comfortable to share their concerns.
- Design jobs around controlling the mental and physical demands associated with the job, ensuring adequate personnel and resources to do the job without placing excessive demands on workers.
- Placing strong importance on job rotation and task variation.
- Leave enough time between tasks for workers to have the rest time they require to recuperate before their next task.
- Consider our workers' working environment, e.g. extreme temperatures, shelter for those outdoors, facilities, lighting etc.
- Educate our workers on fatigue management.
- Allow our workers sufficient rest periods and breaks during their shifts.
- Take an active role in encouraging our workers to take annual leave rather than accumulate it. Reminding them that leave is an important time to recuperate from stress and fatigue.
- Ensuring adequate amenities are provided, e.g. plenty of water is available.
- Ensuring our workers feel able to take advantage of their sick leave entitlement when they need it. (We will not create a workplace where our workers feel the need to attend work when they are ill. A worker believing the workplace cannot function without them or that their job is at risk if they do not attend can cause this.
- We will design work to reduce/avoid:
    a. Overtime or encouraging extended hours (limit shifts to 12 hours maximum – including overtime). and
    b. Last minute shift changes and rota shuffling (allowing workers to plan their time off).

Once we have identified high-risk workers and implemented measures to reduce the risk. We will monitor and supervise as appropriate. We will remain vigilant over our workplace and our workers and try to pick up on signs that a worker's performance may not be at its peak.

Fire Safety

Fire causes a significant risk to us and all the persons affected by our activities. We acknowledge our duties as described by the Regulatory Reform Fire Safety Order and intend to fully comply with our duties.

Our fire risk is continually assessed and a formal review arranged and documented at least annually. A Fire Risk Assessment is completed for each work area and fire training will be undertaken by all employees.

We will ensure that fire procedures are documented for each activity location and explained to employees.

Action will be taken to address the outcome and recommendations made because of any formal assessment. We will reduce the level of risk to prevent any likelihood of a fire occurring or harm to anyone because of a fire starting.

All employees have a duty to prevent fire. Information and training will be provided to help employees understand fire safety precautions and our procedures.

Designated employees have been assigned duties to help manage our fire safety arrangements. Our aim is to:

- Maintain good standards of housekeeping to minimise fire risk.
- Provide fire safety training for employees.
- Provide adequate and suitable fire information for visitors.
- Provide and maintain a suitable means of detection.
- Provide and maintain a suitable means of alarm system.
- Establish fire and emergency fire evacuation instructions and communicate these to employees and others and display instructions in suitable locations.
- Designate fire escape routes and exits.
- Identify a suitable location for assembly following evacuation.
- Provide and maintain suitable portable firefighting equipment.
- Keep records of inspections, tests, maintenance, evacuation drills and any other key fire safety issues applicable to us.
- Ensure visitors are informed of our fire safety arrangements.
- Take into consideration the risk from and to other businesses adjacent to our building or place of work and consult with such persons to reduce risk.

Our procedures take into consideration the needs of persons with disabilities, impaired senses or people unfamiliar with the layout of our building.

We have responsibilities for fire safety and are responsible for ensuring any points identified because of completing the fire risk assessment are addressed. Our fire safety policy is prepared to ensure the safety of anyone at our premises.

The Regulatory Reform Fire Safety Order places specific duties on us. In the interest of fire safety, we must comply with our duties.

We will ensure our fire safety information is brought to the attention and observed by employees, contractors and visitors. Every employee is to participate in fire safety training.

We rely on employees to help maintain our fire safety standards. Employees are to report any unsafe condition or damaged/missing equipment.

Our fire safety arrangements are continuously assessed to ensure these are satisfactory. Anything likely to have an adverse effect on our fire safety arrangements are to be reported and/or rectified immediately.

Automatic Fire Detection – (AFD)

The purpose of an audible alarm system is to warn all the occupants of a potential fire emergency. The simplest type of alarm is a shout, whistle or bell which is easy to arrange and low cost. The serious limitations of this are that it only works when someone is there to operate it, the alarm is only heard locally and the bell or whistle can be lost or removed.

The best alarm systems that can be designed and installed have:

- An electrical supply, independent of the building.
- A battery back up on a trickle charge from the mains.
- Hard wired cables protected from heat and potential damage.
- Call points to operate the alarm (red break glass boxes).
- An audible and visual signal, distinctive from any other sound in the building.
- A central panel or indicator board.

To classify the system as an automatic fire detection system it requires smoke or heat detectors that activate the system independently of people using the manual call points, providing the most reliable and earliest warning of a fire emergency to enable safe evacuation and to limit property damage.

The type of detector used is extremely significant and employees are to take advice from a competent person, usually the alarm installer who will follow and interpret the main guidance as set out in the guidance document 'BS5839'. This will usually be a combination of different types of smoke and heat detectors.

The number, type and positioning of detectors as well as the number and location of sounders, how loud they must be and how far apart they are all prescribed in the guidance.

We will consider additional sounders, strobe lights or vibrating alarms if we are responsible for permanent employees or vulnerable people who may not be notified by the existing alarms. If we receive visitors who have a disability we will make provision for their safe evacuation in an emergency. This could involve for example a pendent alarm or a buddy system.

Automatic systems are installed where the fire detection system is intended to protect life. This system is categorised as type 'L' and graded L1-5, L1 being total coverage in all parts of the building. An automatic system that is designed to protect property is categorised as type 'P' and is rated P1-2. The system will be clearly identified and be suitable for the type of operation we have. The best advice is to consult our alarm installer to ensure this is achieved and we will comply with all aspects of the guidance document 'BS5839' which governs alarm installations.

Alarm systems are either single-stage or two-stage systems. A single stage alarm will activate in the whole building as soon as a fire is detected. A two-stage system notifies of an alarm activation by an intermittent or local alarm, giving employees a chance to check the zone for a fire before either silencing or activating a full alarm. Fire training will reflect the type of alarm system we have, and all employees will be trained to react in accordance with the type of alarm installed.

False alarms influence how people behave and react to alarms and can pose a significant problem for wardens and those managing fire safety arrangements. All false alarms will be investigated and recorded. Common causes can be:

- Insects.
- Steam.
- Cooking.
- Dust.
- Hot work.
- Smoking.

If alarms are continually activated, then we will consult with our alarm company to decide what action to take, including changing the type of detectors. The Fire and Rescue service can act against us if multiple alarm calls are answered and of course may cause the delay of the service to a real emergency elsewhere.

The testing of all parts of the AFD system is a legal requirement and requires a planned and preventative maintenance schedule. If the system is directly connected to an alarm service or centre, then the testing sequence will be documented and employees are required to undergo training. This includes isolating the system or taking it 'off-line' for the duration of the test and reactivating it after the test is completed.

A suitable schedule of testing and maintenance includes.

Daily Inspection
Checking the fire panel is in normal operation
Ensuring there is a monitored direct line
Weekly Inspection
Activating system from a call point in rotation (testing each unit over 13 weeks)
Recording the activation in the fire log
Visually inspecting the batteries
Quarterly Inspection – Usually by Service Engineer
Signing off any defects, checking the batteries and connections
If applicable testing secondary batteries
Checking alarm functions and control panel

Checking all call points and detector positions are unobstructed and unaffected by structural changes
Annual Inspection – By Qualified Person
Repeating all quarterly tests
Operating each detector
Visually checking the cables and fittings
Three Yearly
Ensuring a service test is undertaken with regards to the regulations for Electrical Installations
Following A Fire
Testing each detector that may have been affected by the fire

All these events will be recorded in the fire log.

If employees are in a building that has no automatic fire detection system (smoke alarms, break glass points etc.) and they discover a fire, they are to adopt the following procedure:

Immediately raise the alarm by shouting ***FIRE, FIRE, FIRE.*** If they feel as though they cannot safely attempt to put the fire out or have not received the appropriate training, they are to leave the building by the nearest exit and continue to shout ***FIRE, FIRE, FIRE*** whilst ensuring that the Fire and Rescue Service are contacted by dialling 999 and stating the details of the incident, then giving the full address.

They are never to assume that someone else has called the Fire and Rescue Service.

Then, without delay:

- Evacuate to the emergency assembly point.
- If successful extinction of fire, the fire service is to be informed.

First Aid

First aid at work covers the arrangements that need to be made to ensure the initial management of any injury or illness suffered at work. It does not include giving tablets or medicines to treat illness. The regulations do not prevent persons that are specially trained to act beyond the initial management stage from doing so.

We will provide or ensure that they are provided; such equipment and facilities that are adequate and appropriate in the circumstances for enabling first aid to be rendered to our employees if they are injured or become ill at work.

We will also provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate in the circumstances for rendering first aid to our employees if they are injured or become ill at work. Such persons shall be deemed able to deliver first aid if they have undergone training, including any additional training where deemed appropriate.

Provision will also be made for appointing a person to take charge of any situation should the trained person be absent for any period.

To provide a suitable level of first aid we will:

- Nominate an employee to manage our first aid arrangements.
- Nominate and train appointed persons.
- Nominate and train sufficient persons to ensure employees receive immediate first aid attention: and / or
- Liaise with others to ensure first aid cover is available and provided by suitably qualified persons.
- Identify suitable facilities to administer first aid.
- Provide adequate and appropriate first aid equipment.
- Display notices providing information regarding first aid including where and how to obtain help.

We will assess first aid needs appropriate to the circumstances. The assessments will consider the following factors:

- The hazards and risks associated with the work. This is available from the general and specific assessments required under other health and safety regulations. Different work areas within any undertaking that may require separate assessments if the work activities vary significantly between the areas.
- The size and nature of the workforce. i.e. the number of employees, employment of young persons, disabled employees, etc.
- Accident statistics and trends. This information will be obtained from records, such as the accident book, Accident/incident report forms and records of accidents reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- The distribution of the workforce. i.e. the size of the premises; accessibility to external emergency facilities and services; the arrangements between us.
- Contingency arrangements for covering planned and unplanned absences of trained and/or designated first-aid personnel.

- Any trainees counted as employees under the Health and Safety (Training for Employment) Regulations.

We will ensure that adequate provision is made to cover both planned and unplanned absences of first aiders. We will ensure that any trainees are considered as part of their assessment.

All first aid containers will be clearly marked with a white cross on a green background. They will contain suitable first aid materials, in sufficient quantities and nothing else. For most applications, sufficient quantities may be considered as:

- A general guidance card on first aid.
- Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the environment.
- Two sterile eye pads, with attachments.
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six medium sized individually wrapped sterile un-medicated wound dressings (approx. 12cm x 12cm).
- Two large sterile individually wrapped un-medicated wound dressings (approx.18cm x 18cm).
- One pair of disposable gloves.

Suggested Numbers of First Aiders (HSE Guidance)

Category of Risk	Number of employees at any location	Suggested number of first aid personnel
Lower Risk	Fewer Than 25	At least 1 appointed person
	25 – 50	At least 1 first aider
	More than 50	1 additional first aider for every 100 employed
Medium Risk	Fewer than 20	At least 1 appointed person
	20 - 100	At least 1 first aider for every 50 employed (or part thereof)
	More than 100	1 additional first aider for every 100 employed
Higher Risk	Fewer than 5	At least 1 appointed person
	5 – 50	At least 1 first aider
	More than 50	1 additional first aider for every 50 employed
	Where there are hazards for which additional first aid skills are necessary	In addition, at least 1 first aider trained in the specific emergency action

Appointed Persons

Where our assessment identifies that a first aider is not necessary we will adopt the minimum requirement to appoint a person to take charge of the first aid arrangements, including looking after the equipment, facilities, securing the scene where appropriate and calling the emergency services when required.

The employee(s) nominated for management of our first aid arrangements are to ensure that:

- All facilities are clean.
- Items are well stocked.
- No equipment has passed its “use by” date.
- The accident book is kept up to date and is available.

First Aid – Mental Health

Mental health first aid is a training programme that teaches people, how to help a person developing a mental health problem (including a substance use problem), experiencing a worsening of an existing mental health problem or in a mental health crisis. Like traditional first aid, mental health first aid does not teach people to treat or diagnose mental health or substance use conditions. Instead, the training teaches people how to offer initial support until appropriate professional help is received or until the crisis resolves. While first aid for physical health crises is a familiar notion in developed countries, conventional first aid training has not generally incorporated mental health problems.

Mental health first aid was developed and launched under the Department of Health: National Institute for Mental Health in England as part of a national approach to improving public mental health.

We can play a key role in improving mental health wellbeing in our workplace. Mental health problems affect one in four people at some point in their life. For example, mental health problems account for around 30 percent of sickness absence in the NHS so we need to be aware of the different types of problems and how to deal with them.

While mental health can seem like a difficult topic to tackle, we do not need to be an expert in mental health to help others. We do, however, need to understand how to support our employees and have open constructive conversations with them.

This is where practical training can help.

Like a person's physical health struggles, mental health problems can also fluctuate so what may be minor one day could be a major problem the next day.

Our reaction should first be to listen and give them the information and support they need to plan and manage their work. We will support mental wellbeing in by:

- Encouraging open and honest communication.
- Monitoring workloads.
- Giving control over work, where possible.
- Keeping people informed of upcoming organisational or team changes.
- Knowing reasonable adjustment and phased return options.

Mental Health can be a real off-limits subject as it is sometimes seen as a challenging issue to talk about, but we do not need to be an authority on mental health to support people. However, we do have a key role to play in improving mental wellbeing.

Having open and honest conversations with people about their mental health, providing support and creating a culture of positive mental wellbeing in the team can make a big difference to how people are able to manage stress and other mental health problems.

Mental health can vary along a spectrum in a similar manner that physical health can and there are probably times when it is better than others. Mental health problems are to be supported in the same honest and consistent way that physical health problems are.

Sometimes, mental health conditions can be regarded as a disability, however it is not always black and white as to what does and does not fall into the definition of "disability". We will seek further guidance from the relevant bodies depending on the specifics of each individual case. If the mental health condition is likely to be regarded as a disability, then keeping in line with the legal requirements set out in the Equality Act which includes making reasonable adjustments where appropriate.

Reasonable adjustments will be made to enable employees to remain at work, or, if they are off sick, to return to work.

Reasonable adjustments will be made to help an employee to remain at work instead of taking sickness absence or return to work earlier after a period of absence.

We will need to work with the relevant bodies and the employee to discuss possible and practical adjustments, which could include allowing time for medical appointments, reduced or modified duties, extra training or modified equipment. Where applicable, we may also consider phased return, part time working and extra support for the first few weeks our employee is back at work.

We will discuss any adjustments fully with the employee to see if it is suitable and would enable them to do the tasks and functions they have agreed to without exacerbating their health complaint. We will approach all our employees in the same way and discuss adjustments openly.

Other points we will bear in mind may include:

- Carrying out risk assessments for the employees' work areas.
- Altering the job to remove the most physically (or mentally) demanding work until the employee is completely assimilated back into the workplace.
- Providing access to occupational health, counselling or physiotherapy.
- The effect on the employees' pay.
- Arranging extra support in the first few weeks back.

We remember that it is important that we obtain advice from the relevant bodies when determining whether any reasonable adjustments or modifications can be made to our existing workplace and/or duties.

A risk assessment and its subsequent control measures will be carried out as appropriate. Some examples include:

- Allowing an employee time off to attend medical appointments, as we are all probably aware, these appointments can sometimes take up a significant part of the working day and this in itself can be stressful.

- Modifying or adapting a job description to take away tasks that cause difficulty.
- Offering flexibility in working hours/patterns, i.e. reduced hours, working from home or a phased return. Taking away the pressure of "rush hour" traffic could be beneficial.
- Transfer of workplace.
- Acquiring or modifying equipment and ensuring suitable access to premises for people using wheelchairs or crutches, providing travel to and from the workplace or giving access to on-site parking.
- Social or cognitive support.
- Extra training and refresher courses.
- Providing support to overcome barriers to returning to work.

The Health Safety Executive suggests that the following work adjustments can be made to assist an employee's return to work:

- Providing new or modified equipment and tools, including IT, modified keyboards.
- Modifying workstations, furniture, movement patterns.
- Modifying instructions and manuals.
- Modifying work patterns or management systems and style to reduce pressure and giving the employee more control.
- Modifying procedures for testing, assessment and appraisal.
- Providing the employee with a mentor or 'buddy' while they regain confidence in the workplace.
- Providing supervision.
- Reallocating work within the team.
- Providing alternative work.

Mental health problems cover a range of conditions, including depression, anxiety, panic attacks, obsessive compulsive disorder, phobias, bipolar disorder (manic depression), schizophrenia, personality disorders and psychosis.

Food Hygiene

We have a legal duty under food safety legislation to ensure that the food we are serving is always safe to eat. We have in place a Food Safety Management System to help us maintain high standards of food safety and our duty to comply with legislation.

Employees are expected to understand their responsibilities and follow procedures that we have devised to meet our statutory duties. All employees involved with the handling and preparation of food will receive food safety training appropriate to their role. When employees have been trained we will ensure that we arrange for refresher training when their food hygiene certificate has expired.

Personal hygiene is important, we will keep our food safe for consumption and free from bacteria. We request that employees:

- Report any illness.
- Keep their hands and fingernails clean. Not wear nail polish.
- Remove items of jewellery when preparing food including watches.
- Wear protective clothing and headgear.
- Tie long hair back.
- Cover cuts, broken skin etc. with blue plasters.

Employment of good practice is essential to help prove due diligence. We will prevent food becoming contaminated. The following are examples of what we must look out for to prevent debris entering the food causing the food to become spoilt.

We will ensure that:

- Machine parts, insects from fly zappers, surfaces, ceiling or wall coverings do not enter food.
- Food is stored in suitable containers.
- Cold storage facilities maintain the correct temperatures.
- Cleaning detergents and other chemicals are kept away from food.

Employees who are responsible for purchases will ensure that food is received from only reputable sources. Deliveries will be arranged where possible to arrive at a convenient time.

We will consider the following:

- All goods will be inspected before accepting the delivery. We will examine goods or samples for broken or damaged packaging, spoiling, best before/use by dates etc.
- Goods will not remain unattended for lengthy periods; they will be stored correctly at the earliest opportunity.
- Chilled goods will be stored in transit at the correct temperature to avoid spoiling.
- All orders involving chilled foods will be checked.
- Request a temperature confirmation receipt from the driver and retain this for due diligence records.
- Store immediately in suitable fridges or freezers.

Foods will be stored correctly and storage standards and facilities maintained to avoid spoilage and unnecessary waste. Dry goods will be stored off the floor and in sealed containers.

Chilled food will remain chilled until ready for use. Periodic temperature checks will be taken and recorded to confirm fridges and freezers are maintaining the desired temperatures (below 5°C for fridges and -18°C or below for freezers).

It is important that stock is rotated to avoid spoilage and waste. We have in place a reliable system to manage stock. Employees are to understand our stock rotation system and follow our procedures.

All food is to be prepared using best practice, procedures, policies and controls. Our standards are to be continuously monitored. Anyone preparing food is to be competent or under strict supervision of a competent person. The HACCP principles is always to be applied and followed.

Bacteria multiply and spread between temperatures of 5-63°C, this is classed as the 'danger zone'. We adopt good food safety practices to avoid accumulation of bacteria.

Knives and other kitchen equipment have the potential to cause cuts, lacerations, burns and other injuries. It is important that employees take charge of and use equipment correctly and responsibly. Employees will receive training on how to use kitchen equipment. Employees must not use any machine or equipment until training has been provided and this training has been recorded.

We have a duty to provide safe wholesome food. Some of our consumers may suffer allergies. To prevent the risk of a consumer suffering an allergic reaction we will ensure that we have clear written information available to all employees to identify which food stuffs contain the 14 allergens listed in the EU Food Information for Consumers Regulations. To reduce the risk of cross contamination with food preparation and serving, all employees are instructed to follow the documented procedures stated with the HACCP as anaphylaxis can be fatal. If they do not understand they must ask.

Cleanliness is an essential part in helping us to ensure food is safe for consumption. We have devised cleaning schedules to cover all aspects of cleaning. This includes:

- Information of what is to be cleaned.
- Details of methods, equipment and detergents to be used with appropriate cleaning materials.
- The recommended frequency for cleaning.
- Safety precautions.

All employees are to maintain good hygiene standards to prevent pests and we will maintain the premises in good repair and condition to prevent the entry of pests.

All stock is to be regularly rotated and any food that is no longer fit for consumption is to be disposed of correctly to prevent pest activity. Any spilled liquids or food debris is to be cleaned up immediately.

Gas

We acknowledge our duties as explained by the Gas Safety (Installation and Use) Regulations and the Provision and Use of Work Equipment Regulations and intend to satisfy all statutory duties placed on us to ensure the health and safety of our employees and others when gas is used. Faulty gas appliances, pipes or fittings have the potential to cause fire or explosion. Poorly maintained equipment can cause harmful fumes with the potential to kill.

We aim to comply with these regulations by adopting the following procedures:

- Any gas fittings, pipework, appliances etc. will be installed or modified by a Gas Safe Registered engineer only.
- We will periodically monitor our workplace to ensure there are no visible signs of damage to gas pipework, fitting or appliances.
- If any employee smells gas or detects a leaking pipe they are to report this to enable us to rectify any fault and eliminate any risk.
- We will ensure that all gas pipework, appliances and fittings are inspected and tested at a frequency of no greater than every 12 months by a Gas Safe Registered Engineer.
- We will ensure that appliances are fitted are well ventilated.

We will ensure that Gas Safe Engineers hold valid credentials; these are to be verified prior to work commencing. Any documentation and certificates issued will reflect work completed and retained for at least 2 years.

ACTION IN THE EVENT OF AN EMERGENCY

If an employee thinks they smell gas:

- Do not panic.
- Do not turn electric appliances or switches on or off.
- Do not smoke.
- Do not use naked flames.
- Do turn off the gas supply to the meter.
- Do open doors and windows to get rid of the gas.

CALL THE GAS EMERGENCY NUMBER 0800 111 999

IF IN DOUBT, EVACUATE

Gas Cylinders

We commonly stock several types of gas cylinders. All bottles will be treated as if they are full and stored safely to avoid damage. This includes securing them upright in a suitable cage or against the wall in a defined area where they will not be damaged. External ventilated, secure cages are ideal but may not be suitable where there is a risk of theft or damage. Small numbers of bottles will be stored internally with their location clearly marked on the fire plan for the benefit of the Fire and Rescue Service in a fire emergency.

The Pressure Systems Safety Regulations establish controls on the manufacture and importation of new cylinders and the overfilling of existing gas cylinders. Cylinders must be made to approved designs. There are also duties on anyone who modifies or repairs cylinders. Cylinders present a risk of explosion in the event of a fire.

We will ensure that material safety data sheets are stored and discussed with employees, and that actions in case of a fire or gas release are clearly communicated.

The Pressure Systems Safety Regulations deal with the risks created by a release of stored energy should a pressure system fail, and detail the measures that must be taken to prevent failures and reduce risks.

The Regulations apply to all plant/systems that contain a relevant fluid. A relevant fluid is defined as:

- Steam.
- Any fluid or mixture of fluids which is at a pressure greater than 0.5 bar above atmospheric pressure and which is either:
  - A gas, or
  - A liquid which would have a vapour pressure greater than 0.5 bar above atmospheric pressure when in equilibrium with its vapour at either the actual temperature of the liquid or 17.5°C; or
- A gas dissolved under pressure in a solvent contained in a porous substance at ambient temperature, which could be released without the application of heat.

Certain small vessels, where the product of the internal volume multiplied by the pressure of the vessel is less than 250 bar litres, are exempt from some parts of the regulations.

The Pressure Systems Safety Regulations require users to:

- Establish the safe operating limits (SOLs) of the plant.
- Provide adequate operating instructions (including emergency instructions) to any person operating it (e.g. operating manuals supplemented by training and supervision).
- Ensure the pressure system is maintained in good repair.
- Keep adequate records of inspections and any manufacturer's records supplied with new plant.

The regulations distinguish between systems that are essentially fixed in a permanent location (installed) and systems that are normally and frequently moved from place to place (mobile). For installed systems, the user is responsible for ensuring that the above items are carried out. In the case of mobile systems, the owner is responsible.

The regulations prohibit the use of systems unless the user of an installed system or the owner of a mobile system has determined safe operating limits. SOLs for small, simple systems are basically the upper limits of pressure and temperature at which the plant was designed to be operated safely. SOLs must be reviewed if the plant or part of it is repaired or modified.

Suppliers of commonly used industrial gases produce a range of safety information about cylinders that may contain gases such as propane, oxygen, acetylene, and carbon dioxide. In general terms, they cover:

- Information about the cylinders (design, construction, identification).
- Information about the gases.
- Carriage, handling, and lifting of cylinders.
- Storage (ideally in the open with protection from the weather; upright; protective clothing and segregation as appropriate).
- The care of cylinders (e.g. avoidance of heat, oil, or grease; cleanliness).
- Making safe connections (e.g. compatibility of threads; appropriate regulators; flashback arrestors where appropriate).
- Choosing safe equipment (gauges; hoses; end connections; use of correct personal protective equipment).
- Avoiding contamination from backflow.
- Keeping equipment safe (regular checks, maintenance).
- Emergency procedures.
- Environmental safety precautions.

Hazardous Substances

A hazardous substance can present itself as a liquid, dust, fume, gas, powder, solid or as a bacteria, virus or bodily fluid. Injury or ill health can be caused through substances absorbed through skin or eyes, ingestion, inhalation or skin puncture.

The Control of Substances Hazardous to Health (COSHH) Regulations requires that we assess and control exposure to hazardous substances.

We acknowledge our duty and will assess the risk from exposure to employees or other persons to substances we use, store or create.

We will do this by adopting the following course of action:

- Maintain a hazardous substances inventory sheet.
- Evaluate the risk to health of each substance.
- Decide what precautions are required to be implemented.
- Record assessments.
- Provide information and training to those who are or may be at risk.
- Decide when the assessment needs to be reviewed.

When completing the risk assessment of the substance we will consider:

- The number of people affected.
- The risk to health, especially considering pregnant and young persons.
- How to prevent exposure.
- How to reduce the frequency or duration of exposure.
- What other steps might be required to achieve a suitable control of exposure – e.g. information, instruction, training, personal protective equipment.

For man-made substances, the material safety data sheets (MSDS) will be filed with the hazardous substances inventory sheet and used to complete the risk assessments. For other substances, such as bodily fluids, viruses, bacteria and dusts more detailed assessments or monitoring techniques may be required to establish the level of risk.

Some substances present a low risk if used in isolation, however if combined with other substances they can create a significant hazard. Employees are to read and understand safety information provided on the product packaging and on the material safety data sheet.

We will ensure that anyone required to undertake assessments receives suitable training and instruction and has been deemed to be competent. In certain circumstances, the risk assessment may determine that employees require expert advice and monitoring. This may include:

- Sampling or personal monitoring to determine air quality.
- Health surveillance to establish any effects on personal health.

- Engineering controls such as ventilation systems.

Wherever this is the case, a policy and procedure will be prepared and communicated to those involved.

The assessments will be reviewed regularly, the intervals between reviews will be commensurate with the potential for harm, e.g. less harmful products will be subject to a formal assessment every 2 years, others more often. Records connected with ill-health will be kept for 40 years.

Following a standard hierarchy approach to control measures, personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls. Where it is used as a control measure – the type, design and the necessary standards will be recorded in an assessment.

Where we engage contractors, similar approaches to assessment and control of exposure will be expected, for example cleaners using their own chemicals are to be responsible for completing their own risk assessments and arranging for safe storage of any chemicals left within our premises.

Storage locations for hazardous substances will be suitable and information on safe storage obtained from the data sheet. Typically, chemicals will be kept with consideration to ventilation, temperature, spillage, security arrangements, away from food production and product and unauthorised persons.

Those using hazardous substances are to be familiar with the symbols used to identify the types of hazards associated with the products. Some substances can cause serious skin problems – such as dermatitis. These are always to be reported and investigated and may be reportable as occupational diseases under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Substances are never to be decanted into unmarked containers and they should be stored with suitable caps and lids.

Further information can be found on the HSE website or in ‘COSHH Essentials’ – INDG136.

COSHH

Guide to Hazard Symbols

Since 2009, new international symbols have been gradually replacing the European symbols. Some of them are similar to the European symbols, but there is no single word describing the hazard. Read the hazard statement on the packaging and the afety data sheet from the supplier.

SYMBOL	MEANING
	**Toxic/Danger** Can cause death or chronic damage to health if swallowed, breathed in or absorbed by skin Do not swallow the material, allow it to come into contact with skin or breathe it.
	**Warning** May cause irritation (redness, rash) or less serious toxicity. May damage the ozone layer. Keep away from skin and eyes Avoid release to the environment
	**Sensitiser/Carcinogen/Mutagen** May cause serious and prolonged health effects on short or long term exposure. Do not swallow the material, allow it to come into contact with skin or breathe it
	**Aquatic Toxicity** Toxic to aquatic organisms and may cause long lasting effects in the environment. Avoid release to the environment
	**Corrosive** Corrosive material which may cause skin burns and permanent eye damage. May corrode metals. Avoid contact with skin and eyes Do not breathe vapours or sprays Wear protective clothing Keep away from metals
	**Flammable** Flammable if exposed to ignition sources, sparks, heat. Some substances with this symbol may give off flammable gases in contact with water. Avoid ignition sources(sparks, flames, heat) Keep your distance Wear protective clothing
	**Oxidiser** Can burn even without air, or can intensify fire in combustible materials. Avoid ignition sources (sparks, flames, heat) Keep your distance Wear protective clothing
	**Explosive** May explode if exposed to fire, heat, shock, friction. Avoid ignition sources (sparks, flames, heat) Keep your distance Wear protective clothing
	**Compressed or liquefied gas** Contains gas under pressure. Gas released may be very cold. Gas container may explode if heated. Do not heat containers Avoid contact with skin and eyes

Date Approved:
Minute Reference:

Hazardous Waste

We acknowledge our duty with regards to hazardous waste.

It is our responsibility to manage hazardous waste and safely dispose of waste materials and products. We have a duty to control the method of disposal used so that persons who might be affected are not at risk to their health, safety or welfare. We have a 'duty of care' responsibility to ensure that the hazardous waste that we produce does not have a negative impact on human health and the environment.

To comply with our duties, we will:

- Ensure that waste removal is collected by a registered waste carrier.
- Assess the risks to persons from the handling and disposal of waste.
- Monitor and control the disposal of waste, both hazardous and non-hazardous wastes to minimise the risk posed.
- Classify the waste that we produce by identifying the codes.
- Continuously monitor our arrangements and facilities to ensure that we continue to protect health and safety.
- Ensure that risk assessments are undertaken by someone who has been trained and deemed competent to do so.
- Review risk assessments periodically.
- Develop and implement control measures, procedures and safe systems of work.
- Organise team meetings to discuss the provisions around the storage and handling of hazardous waste.
- Provide training to employees and all training given recorded and refreshed, as necessary.
- Ensure that the safest means of disposal is used to protect the environment.
- Ensure that when hazardous waste is removed it is accompanied by a consignment note which is prepared before the waste is removed. The form is available from the Environment Agency.
- Provide the necessary personal protective equipment to prevent the risk of absorption through, skin or eyes, ingestion, inhalation or skin puncture.

To protect those who may be exposed to hazardous waste we will carry out COSHH risk assessments and obtain material safety data sheets to enable us to administer first aid provision in the likelihood of an accident or incident arising. To do this we will:

- Identify hazardous waste that we create.
- Assess the hazards that the hazardous waste may present.
- Determine the nature of the hazardous waste whether it is a chemical substance, biological agent, sharp, heavy or flammable.
- We will assess how the hazardous waste is stored and moved around and kept separate from non-hazardous waste.
- Identify persons who will work with the hazardous waste and to prevent unauthorised persons having access to the waste.

To ensure that we protect persons from the hazards arising from the hazardous waste we will:

- Carry out risk assessments for hazards that have been identified.
- Discuss the hazards identified and implement their feedback into the development and implementation of risk assessments, safe systems of work and procedures.

Health Surveillance

We acknowledge that some of our activities have the potential to cause work-related illnesses. Therefore, we will take all reasonable steps to monitor our employees' health. The aim will be to detect early signs of the onset of work-related illnesses so that suitable actions can be taken to prevent illnesses developing. All employees will be requested to complete a medical questionnaire upon employment with us.

Possible work-related conditions arising from our activities include:

- Hand-Arm Vibration Syndrome (HAVS) resulting from the use of vibrating hand tools.
- Noise induced hearing loss resulting from exposure to high noise levels from machinery.
- Contact or allergic dermatitis resulting from exposure to some substances.
- Work related upper limb disorders (WRULD) resulting from the use of computing equipment.

We will give sufficient information, instruction and training to ensure full understanding of the hazards to health posed by the identified activities and the importance of the control measures provided. Information will also be given to others who may be affected, such as temporary employees and contractors.

We will engage the services of a competent occupational health service provider to give advice and guidance in health surveillance where necessary. The service provider will carry out regular health examinations of employees and give guidance upon symptoms to be watched for so that any industrial illness can be identified at an early stage and steps taken to cure the condition or prevent it getting worse.

We have a continuous role throughout the health surveillance process to ensure that we protect people who may be affected by our work activities.

Hot Water and Surface Temperature

We have a duty to protect people from the exposure of burns and scalds caused by hot water. Contact with hot water and with hot radiators or heating pipes pose a risk to our personnel and others.

Water which is supplied at a temperature above 43°C may cause heat injuries. The higher the temperature, the shorter the time this will take. At or below 43°C the risk of burning or scalding is substantially reduced.

Risks from the use of sinks or basins are less but measures to avoid scalding is still required in certain cases.

We will ensure that all training and supervision is given to ensure that they have a thorough understanding of the risks involved and what steps are required to control those risks. Trained employees are to use a thermometer to periodically check the temperature of the water. Records will be kept.

Where there are heated surfaces such as radiators or heating pipes in the vicinity, burning, due to contact with these surfaces, poses an additional risk.

As part of controlling the risk of burning, where the radiators surface is accessible we will reduce the surface temperature to below 43°C, or we will provide guards to the radiators.

Infection Control

We recognise that the spread of infection within the workplace presents risks to the health and wellbeing of employees, visitors, and contractors. Illness can result in lost working time, reduced productivity, and, in some cases, more serious health implications. Effective infection control measures are therefore essential to reduce the likelihood of illness, cross-contamination, and disruption to our activities.

Good hygiene standards will be promoted throughout the workplace. Handwashing facilities with soap, hot water, and drying facilities are available, and alcohol-based hand sanitiser is provided in shared work areas and at entry points. Employees are reminded to wash their hands regularly, particularly before eating, after using the toilet, and after coughing or sneezing. Posters and other reminders are displayed to reinforce these practices.

We will ensure that the workplace remains clean and hygienic. Regular cleaning schedules are in place for workstations, kitchens, toilets, and shared equipment, and high-touch surfaces such as door handles, light switches, handrails, and shared keyboards are disinfected frequently. Suitable cleaning products are provided and used in line with COSHH assessments and manufacturer's instructions. Waste bins are available in all areas, lined and emptied regularly to avoid the build-up of waste that may contribute to infection risks. Employees are expected to dispose of tissues and other disposable materials promptly and safely.

Where possible, work areas will be well ventilated through natural or mechanical means to ensure a good supply of fresh air. This is particularly important in shared or enclosed spaces, where the risk of cross-infection is higher.

Employees who are unwell with an illness that could be contagious, such as flu or stomach bugs, must report this to their line manager or supervisor as soon as possible. They should not attend work if their symptoms are likely to spread infection. A return-to-work meeting or form may be required before resuming normal duties to confirm they are fit for work. In the case of vomiting or diarrhoea, employees must remain away from work for at least 48 hours after symptoms have ceased. For other illnesses, advice may be taken from a GP, NHS 111, or government guidance.

Training and awareness will form part of our approach. Employees will receive information on infection control during induction and through regular reminders such as posters, briefings, or seasonal guidance (e.g. flu season). Managers will ensure that adequate supplies of soap, sanitiser, tissues, and cleaning products are available and that facilities are maintained. They will also monitor sickness patterns to identify potential outbreaks and take additional precautions if needed.

Employees are responsible for following the infection control measures, maintaining good personal hygiene, and reporting any concerns immediately. They must also cooperate with sickness reporting procedures and act responsibly when unwell, both for their own health and that of others.

Ladders

We will ensure that only employees trained in the use of ladders and steps can use them and that all ladders and steps are regularly inspected.

All ladders and steps in use or belonging to us will be inspected for safety on an annual basis. Any equipment that does not meet the standard required to maintain safety is to be either repaired and tested or discarded.

The colour coding is as follows: -

- Blue - Industrial
- Green - Commercial
- Red - Domestic

Training and supervision is given and records of this training and supervision will be maintained.

The training will include a demonstration of correct use of ladders and steps and cover the following points:

- Use of the correct type and height of ladder or steps.
- Placement of the ladder or steps on a safe, non-slip and level base and for ladders with the upper part of the ladder resting against a firm surface.
- Rungs/steps should be in good condition, clean and strong enough to bear the weight.
- Type of suitable footwear, which is to be worn.
- When to ask for assistance to 'foot' or hold the ladder or steps.
- Storage and handling: ladders and steps will be stored securely to avoid them falling on people or obstructing walkways or exits.

Before using steps or ladders employees are to inform us if they have:

- Any problems or worries that they may have about using either steps or ladders.
- Any medical problems or conditions that may affect their safe use of steps or ladders.
- Any history of accidents when using steps or ladders.
- Any doubts that they have regarding the condition or use of steps or ladders.

Lead

Working with lead can put health at risk, causing symptoms including headaches, stomach pains and anaemia. Other serious health effects include kidney damage, nerve and brain damage and infertility.

The Control of Lead at Work Regulations 2002 place a duty on us to prevent, or where this is not reasonable, to control employee exposure to lead

We will ensure that all employees who may encounter lead are trained. We will:

- Review work processes and areas for opportunities to reduce workers' exposure to lead by reducing the number of people exposed, the amount of lead to which they are exposed and the length of time each worker is exposed.
- Ensure we are using the right controls by checking industry good practice.
- Ensure the controls are always used when needed.
- Keep all controls in good working order. This means mechanical controls (e.g. extraction, respiratory protection), administrative controls (e.g. supervision, medical surveillance) and operator behaviour (following instructions).
- Show that control is being sustained by keeping records.
- We shall consult an appointed doctor about the medical surveillance which is appropriate for work activities and areas.
- If an employee is in doubt, we will seek expert help where appropriate.
- We will provide clean facilities for separate storage of clean and contaminated work clothing.
- We will provide warm water, mild skin cleansers, and soft paper or fabric towels for drying. We will avoid abrasive cleansers.
- We will provide pre-work skin creams, which will make it easier to wash dirt from the skin, and after-work creams to replace skin oils.

Caution: 'Barrier creams' are not 'liquid gloves' and they do not provide a full barrier.

We will train and supervise workers to make sure they are doing the job in the right way and using controls properly to reduce their exposure. We will include management and other supervisory personnel in health and safety training. We will make sure our workers understand:

- The hazards associated with working with lead.
- How to use dust controls and how to check that they are working.
- How to maintain and clean equipment safely.
- How to look after personal protective equipment.
- What to do if something goes wrong.

Check workers:

- Use the controls provided.
- Follow the correct work method.
- Turn up for medical surveillance.
- Follow the rules on personal hygiene.

Latex Sensitisation

Most medical gloves are made from natural latex rubber. It is a durable, flexible material that affords a high degree of protection from many micro-organisms. As we use such products, we recognise that latex allergy and sensitisation has been identified as a problem as it can lead to irritation and allergic reactions.

Latex falls under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and therefore we will prevent and/or control the risk of latex sensitisation. In practice, the protective measures likely to be identified by a suitable and sufficient assessment will include one or more of the below:

- Implementing a general policy on latex use including:
- The risk of exposure to latex.
- When and when not to use latex gloves.
- Arrangements for health checks/surveillance.
- Help in recognising the symptoms of sensitisation.
- The action needed if employees are affected by latex.
- Limiting exposure by not wearing gloves when there is no risk of infection, e.g. when making beds (if not wet/soiled), or when other types of gloves are more appropriate, e.g. for washing up.
- Ensuring that where gloves are to be worn as protective equipment, latex-free gloves are available.
- Implementing a glove purchasing policy which specifies latex-free or low levels of latex protein.
- Washing hands after removing gloves. Barrier creams will not be used in conjunction with latex gloves as they may increase the penetration of allergens.
- Ensuring the latex policy covers the action needed to protect employees who are sensitised to latex. This may include providing them with gloves made of an alternative material to latex and reviewing the risks to their health from contact with other latex products.
- Ensuring that the policy on latex is brought to the attention of all employees.

If our employees develop symptoms that may be caused from exposure to latex, they will be referred to their GP.

Legionella Management

We are responsible for the implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and 'HSG274 Legionnaire's disease: Technical guidance' and Health Technical Memorandum 04-01: The Control of Legionella, Hygiene, "Safe" Hot Water, Cold Water and Drinking Water Systems.

These arrangements include:

- The assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- The appointment of a designated individual as the 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any precautions specified in the risk assessment.
- The maintenance of records of all applicable maintenance and testing together with a copy of the risk assessment and details of the competent person who conducted it.
- Monitoring by a designated employee to check the records and confirm that the precautions have been implemented.

All plumbing alterations are carried out by trained plumbers to ensure compliance with water regulations and byelaws.

Leptospirosis (Weil's Disease)

We have a duty to protect the safety, health and welfare of our employees and others who may be affected by our work activities from the risk of leptospirosis infection.

There are two types of leptospirosis infections that can affect people within the UK:

Weil's disease – a serious and potentially fatal infection that is transmitted to humans by contact with urine from infected rats.

Hardjo – a form of leptospirosis – transmitted from cattle to humans.

The symptoms for both diseases start with an Influenza-like illness with a persistent and severe headache and possibly chills. Later symptoms can lead to vomiting, muscle pains and ultimately to jaundice, meningitis and kidney failure. In rare cases the disease can be fatal. People are at risk if as part of their work they are likely to encounter rat or cattle urine or foetal fluids from cattle.

The bacteria can enter through the body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with urine or contaminated water such as that in sewers, ditches, drains, ponds and slow flowing rivers and water ways.

The following protocols will help prevent infection:

- Not encouraging rats by disposing of all of our rubbish correctly.
- Not handling the carcasses of deceased rats without unprotected hands, whenever possible using a shovel or other tool.
- Avoiding inadvertent entry or immersion into water that could be infected – If this happens or ingestion of any water they suspect it is infected, they are instructed to see a doctor as a matter of urgency.
- Washing cuts and grazes immediately with soap and running water and covering all cuts and broken skin with waterproof plasters both before and during work.
- Wearing the protective equipment employees are provided with.
- During work avoid rubbing the nose, mouth or eyes.
- Washing hands, forearms and all other exposed areas of skin thoroughly after completion of the task(s).
- Washing before eating and smoking and after handling contaminated clothing.
- Removing any wet protective clothing as soon as is possible.

Employees should:

- Report any illness to their doctor.
- Informing their doctor about their work. Leptospirosis is much less severe when treated promptly.
- If the doctor confirms that Leptospirosis has been contracted they are to inform us and we will then report it to the Incident Contact Centre (RIDDOR).

Lifting Equipment

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. There are hazards presented by lifting equipment which include, crushing, collapse of equipment due to the weight, entrapment of body parts and falling objects from lifting equipment. We acknowledge our duties under the Lifting Operations and Lifting Equipment Regulations to ensure that our lifting equipment is safe and that lifting operations are planned to prevent injuries to employees and others.

To achieve these objectives the following arrangements will be followed:

- The choice of any new lifting machine or equipment will be a decision of the Town Clerk.
- Before purchasing any lifting equipment, the intended purpose will be identified and specification drawn up.
- Before installing any lifting machine, a Structural Engineer will be engaged to advise on the strength and stability of the intended location.
- All new lifting equipment will be purchased with the appropriate declaration of conformity.
- If used lifting equipment is purchased this will be subjected to a thorough examination for defects before being put into service.
- All lifting operations will be subjected to risk assessment.
- All lifting equipment will be marked with its safe working load (SWL).
- All lifting equipment will be examined annually and lifting accessories every six months by a competent person. The person responsible for equipment, maintenance and inspection will keep records of examinations.
- Records of maintenance will be kept.
- All employees to report to Public Realm & Contracts Manager if they identify any defective equipment.
- Operators will be provided with instruction on the use of lifting equipment.
- No young person will be allowed to operate a lifting machine, except as part of their training and then only under direct supervision.

Lone Working

Since we cannot be with them in an emergency, (they would not be lone workers if we were) we must go as far as we can in helping employees to help themselves.

We will consider protection, consisting of two components: prevention and response. Prevention is achieved by embedding ways in which employees avoid difficult situations in the first place. Response is there when protection fails. While prevention may reduce the number of occasions where a lone worker will get into a situation which will result in their harm, 'reduce' is not the same as 'eliminate', so there will always be a need for response services.

Response with prevention in isolation are still insufficient; adding training and management will result in a culture of safe working, in other words – protection.

Prevention starts with a well thought out policy leading to sensible procedures which are developed in consultation with the lone working employees and their Managers.

Sooner or later prevention will fail and an employee will need a response; and it must be fast and effective.

Training binds prevention and response together. Training will cover:

- The application of policies and procedures.
- How to make best use of lone worker response devices.
- Awareness and how to avoid potentially dangerous situations.
- How to manage dangerous situations.
- The role of personal responsibility for personal safety.

Good management will balance the needs of the organisation against the needs of the individual. Management will protect the organisation in law with its reputation and effectiveness intact, while protecting the individual employees out on their own in the community, other workplaces or in transit between them.

We have a responsibility for protecting lone workers and the needs to consider many factors; among them:

- How best to achieve protection for both the organisation and lone workers without jeopardising the work they are employed to do.
- What can be done in-house and what can be outsourced?
- How initial and follow-up training will be delivered, whether in-house or outsourced.
- How lone workers will be motivated to always follow the procedures laid down for them, including use of lone worker response services.
- What reports will help manage the contract and how will they be delivered.
- Regular reviews with lone workers.

Prevention and response without training and management is not an effective policy because when it is most required to work it will not keep people safe.

Prevention + Response + Training + Management = Protection

When putting the policy and risk assessment together we will pay consideration to:

- The remoteness or isolation of workplace areas.
- 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 and anticipated "worst case" scenario.
- Vehicle and load hazards.
- Personal protective equipment required.
- Supervision and welfare.
- Portable first aid kits.
- Availability of a first aider.
- Means of summoning help.
- Means of raising an alarm.
- Firefighting equipment.
- Training and supervision.

Manual Handling

Statistics show that manual handling is one of the most common causes of absence through injury in the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. We intend to reduce the risk of manual handling injuries and to provide guidance on the measures that are to be taken to ensure safe lifting and carrying in our workplace.

We will ensure that operations which involve manual handling are eliminated, so far as is reasonable. Measures to achieve this include ergonomic design of our workplace and activities and the provision of automated or mechanical aids such as trolleys, chutes and conveyors.

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced to the lowest level reasonable. The following factors will be considered during the assessment.

Bending and stooping to lift a load significantly increases the risk of back injury. Items will ideally be lifted from no lower than knee height to no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased. Where items are required to be lifted from above shoulder height, a stand or suitable means of access will be provided. Items which are pushed or pulled should be as near to waist level as possible. Pushing is preferable particularly where the back can rest against a fixed object to give leverage.

Carrying distances will be minimised, especially if the task is regularly repeated. Repetitive tasks will be avoided wherever possible. Tasks which involve lifting and carrying will be designed in such a way as to allow for sufficient rest breaks to avoid fatigue. We will avoid tasks which require twisting the body wherever possible.

The load is to be kept as near as possible to the body trunk to reduce strain and should not be of such size as to obscure vision. An indication of the weight of the load and the centre of gravity will be provided where appropriate.

Unstable loads are to be handled with caution. The change in centre of gravity is likely to result in overbalancing. We will ensure that there is a secure handhold, using gloves where necessary to protect against sharp edges or splinters.

Consideration will be given to age, body weight and physical fitness. Regard will be given to personal limitation; employees must not attempt to handle loads that are beyond their individual capability. Assistance is to be sought where this is necessary.

Persons with genuine physical or clinical reasons for avoiding lifting will be made allowance for, as will pregnant women, who will not be required to undertake hazardous lifting or carrying tasks.

Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury. Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

There will be adequate space to enable the activity to be conducted in safety and the transportation route will be free from obstruction. Lighting, heating and weather conditions will be considered. Floors and other working surfaces will be in a safe condition and adequate ventilation will be provided, particularly where there is no natural ventilation.

Use of personal protective equipment may be necessary whilst carrying out manual handling activities. If the use of equipment restricts safe and easy movement, this is to be reported. Constant interruptions from other employees is to be avoided, as this can reduce the concentration of an individual.

We will ensure that:

- Manual handling assessments are carried out where relevant and records are kept.
- Employees are properly supervised.
- Adequate information and training is provided to persons carrying out manual handling activities.
- Any injuries or incidents relating to manual handling are investigated, with remedial action taken.
- Employees adhere to safe systems of work.
- Safety arrangements for manual handling operations are regularly monitored and reviewed.
- Employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work.
- Special arrangements are made, where necessary, for individuals with health conditions which could be adversely affected by manual handling operations.

Employees are to ensure that:

- They report (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity.
- They comply with instruction and training which is provided in safe manual handling activities.
- Their own health and safety is not put at risk when carrying out manual handling activities.
- They use equipment which has been provided to minimise manual handling activities.
- Any problems relating to the activity are reported to a responsible person.

Suitable information and training is provided to persons who are required to carry out manual handling activities. Training needs will be identified and reviewed by a responsible person. Refresher training will also be given at reasonable intervals.

Employees will be informed of approximate weights of loads that are handled and objects which have eccentric weight distribution.

Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions:

- Ensuring that formalised systems of work which have been designed for the work activity are complied with.
- Making full and proper use of aids to lifting and carrying, such as trolleys, chutes and access equipment.
- Storing heavy items between shoulder and hip height. Where possible only storing small, light items above shoulder or below knee height.
- Using the legs and knees to bend and lift, not stooping or bending the back.
- Avoiding tasks which require stretching or twisting.
- Ensuring that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue.
- Ensuring that there are no sharp, hot or cold edges which could cause injury.
- Ensuring that walkways are free from obstructions.
- Making full and proper use of personal protective equipment.

Employees are to report any problems or concerns associated with manual handling operations to their Manager.

Method Statements

It is our intention to prevent injuries and ill health to employees and others affected by our activities. To do this we recognise that we must adopt safe systems of work. Therefore, assessments will be carried out to identify risks. Based on these, safe systems of work will be prepared and used.

Where work is subcontracted, we will not allow the work to commence until we have received and approved a method statement from the subcontractor.

Each method statement will include, but will not be limited to, the following information:

- The name of site.
- The name of the Client, Principal Contractor and any subcontractors.
- The location of the work.
- The details of work, including work sequence.
- Any special controls to be used.
- Supervisory arrangements.
- Competence of those carrying out the work.
- Emergency procedures.
- First aid arrangements.
- Special personal protective equipment to be used.
- The list of plant, equipment and authorised users.
- The method of agreeing variations from an original method statement, where necessary.
- The signature of the person preparing the method statement and the date.

We are responsible for obtaining and approving subcontractors' Method Statements.

We are responsible for bringing any significant findings of method statements to the attention of the persons concerned and for ensuring that procedures described in method statements are followed.

All employees and subcontractors are required to follow the method statements for the work they are carrying out.

Mobile Elevated Working Platforms

Mobile elevating work platforms (MEWP's) can provide safe access and safe working at heights and are often safer than ladders or other access equipment.

Each year there are several serious accidents in which operators are thrown from MEWP's, including about 3 fatalities each year from the baskets of 'cherry pickers'. In many situations, the wearing of a safety harness provides good protection in the event of falling, or of being thrown, from the MEWP's basket.

The typical MEWP consists of one or more pivoted arms. Movement from a single pivot causes the basket to move through an arc. To make the basket move in an approximately straight line, e.g. down the face of a building, the operator must adjust more than one control, either simultaneously or alternately. Many accidents occur when the controls are too 'coarse'. This may cause the basket to move more rapidly than anticipated or the operator may not be able to compensate sufficiently for the 'arc' movement. The basket then may strike, or be obstructed by, part of the structure, e.g. a windowsill. If power continues to be applied when the basket has become jammed, it is likely to cause failure of part of the supporting machine or it may result in the sudden movement of the basket, throwing out the occupant(s).

Other significant causes of accidents are:

- When a nearby vehicle or mobile plant strikes the MEWP, e.g. if part of the supporting arm intrudes into a public thoroughfare or contacts an overhead travelling crane.
- When the operator either leans too far out of the basket or loses balance, e.g. when handling awkward pieces of material such as long sections of guttering; failure of the levelling system or a major component of the MEWP; and
- Unexpected movement or overturning due to incorrect installation or soft or uneven ground.

MEWP's are intended as work platforms and not as a means of access to elevated levels.

Error of judgement or lack of sufficient instruction and training can cause rapid movement of the basket and collision with racking etc. while manoeuvring. Whilst many incidents have been attributed to 'operator-error', many such errors are foreseeable and will be considered as part of a risk assessment.

We will assess the risks of users falling from or being thrown from the basket and take precautions to eliminate or control those risks.

The precautions for safe work from a MEWP include (but are not limited to):

- Guard rails around the edge of the basket to stop the user falling.
- Toe-boards around the edge of the platform.
- The use of stability devices.
- Locking-out controls (other than those in the basket) to prevent inadvertent operation; and

- A safe system of work which includes:
  - Planning the job.
  - The use of trained/experienced operator(s).
  - Instructions when to enter/leave the basket.
  - Instructions in emergency procedures, such as evacuation, should the power be lost, and.
  - The use, where necessary, of suitable fall restraint or, in high risk situations, fall arrest equipment.

In 'high risk' situations the use of personal protective equipment for fall arrest is required, as it could significantly reduce the risk of serious injury. The equipment will usually consist of a full body safety harness attached by a lanyard (and energy absorber) to a designated anchorage point on the basket. Situations which have been identified as 'high risk' are where:

- There are protruding features which could catch or trap the basket.
- Nearby vehicles or mobile plant could foreseeably collide with or make accidental contact with the MEWP. Situations include work near very wet or slippery road surfaces and where the MEWP may intrude into the safety zone of a road traffic management section.
- The nature of the work being done from the basket may mean operators are more likely to lean out.

This may happen, for example when operators:

- Inadvertently, or for reasons of speed and convenience, overreach.
- Stretch from the basket and may overbalance.
- Are handling awkward work pieces which may move unexpectedly.
- Rapid movement of the machine is possible.

Where fall arrest equipment is provided it will consist of a full body harness and a lanyard. We will refer to the guidance note BS EN 363 (fall arrest systems) which provides guidance on how the various components of a system should be assembled.

The safety harness will be attached to a suitable anchorage point in the basket by a lanyard with energy absorbers. An energy absorber may not be suitable for use with a MEWP which is restricted to low height working, e.g. below about 5 metres (depending on the fall arrest equipment used), as the distance between the anchorage point on the MEWP and the ground may not be sufficient for the energy absorber to deploy correctly before the user hits the ground. This clearance height will be considered in a risk assessment.

The lanyard will be of correct length to allow normal work to be carried out without restriction but will be as short as possible. Operators will be trained in the use of the harness and lanyard and the procedures for periodic inspection, maintenance and storage of fall protection PPE (especially textile equipment).

Most MEWPs are fitted by the manufacturer with designated anchorage points (which will be specifically marked). However, care is needed in selecting a MEWP appropriate for the planned work, some types of MEWP are not provided with an anchorage point and some have an anchorage point specified as 'fall restraint' only.

There will be a few scenarios, e.g. where part of the mechanism breaks, in which a safety harness attached to the basket will be ineffective as the workers may fall with the basket. This situation is however less common than where the occupants are likely to be thrown out. In many cases the basket is very unlikely to fall off even though it may tip forward; a harness will still afford protection if the basket is higher off the ground than the length of the (extended) lanyard.

Where it is unlikely that a worker would be thrown or fall from the basket, but we wish to reduce the risk further, e.g. by deterring overreaching, fall restraint equipment may be used. It will normally consist of a combination of a waist restraint belt.

Fall restraint equipment, e.g. a waist belt, provides a lesser standard of protection and is not suitable for fall arrest; the restraint system will be such that it stops the worker falling in the first place. 'Restraint belts' are restricted to situations where, in conjunction with a lanyard, they prevent the wearer putting themselves in a position where a fall is possible.

Monitoring

We have in place active monitoring systems to ensure any statutory duties applicable to us are complied with and to ensure our standards are being achieved. Monitoring activities will help us identify any issues that need attention.

It is important that any monitoring activity reports accurately reflect the conditions apparent at the time of the review. Completed monitoring documentation assists us with our intentions for continuous improvement. Documented findings and consequent follow-up action help us prove to any visiting authority that we take safety seriously.

Monitoring Events

We will also utilise the monitoring checks sheets to confirm we are achieving our intended standards and that employees are adhering to our rules, policies and procedures.

Any action raised because of completing monitoring will be addressed within a reasonable period. We will amend this list as required.

Activity	Frequency
• Business Review and Health Check	Annually
• Review - • Fire Risk Assessment • Office Assessments • Key Risk Assessments • Method Statement • Workshop Task Assessments • Equipment Assessments • Training Matrix	Annually
• Display Screen Equipment Assessment • Hazardous Substance Assessments	Every Two Years
• General Inspection – All Areas	Daily/Monthly
• Recorded Vehicle Checks	Monthly
• Driving Licences	Six-monthly
• Upkeep of Fire Log	Weekly

Near Miss

We have a procedure in place to provide a method for reporting 'near miss' incidents. The investigation of such incidents can help to implement procedures or control measures which will prevent a recurrence of the incident and therefore prevent potential accidents.

Often the difference between a 'near miss' and an accident resulting in injury is minimal a slight difference in timing, location or personnel.

A 'near miss' is an unplanned event that did not result in injury, illness, damage or product loss but had the potential to do so.

An 'accident' is an unplanned uncontrolled event that has led to injury, illness, damage or some other loss.

All employees are to report 'near miss' incidents as soon as possible following the incident.

The near-miss form is to be used to report the incident. As much detail as possible is to be provided to ensure a thorough investigation can be carried out. When completed the form is to be returned to a Manager.

We will collate the forms and carry out any required investigations. Completed forms will be retained for a minimum period of three years.

New and Expectant Mothers

We have a duty to protect new and expectant mothers from hazards that may be present. We will carry out risk assessments for each employee who is either pregnant or has recently become a new mother. We will continually review the risk assessments after 3 months or sooner if necessary to manage new risks that may be present.

To protect the health, safety and welfare of our employees, we will assess the risks that we pose on the employee and decide on the reasonable control measures.

We will:

- Consider any substances that they may be exposed to.
- Assess the set-up of their work area.
- Assess their manual handling.
- Look at their welfare arrangements.
- Look at their work activities.

Regular reviews are required. If it has been identified from a risk assessment that work activities could adversely affect a person’s health, we will offer alternative work for them to do and if this is not possible we will suspend them from work on paid leave.

Noise at Work

Noise at work can cause temporary or permanent hearing loss. People often experience temporary deafness after leaving a noisy place, but usually recover their hearing within a few hours. Permanent hearing damage can be caused immediately by sudden, loud, explosive noises, but hearing loss is usually gradual due to prolonged exposure to noise. People may only realise how deaf they have become when damage, caused over the years by noise, combined with hearing loss due to ageing. Hearing loss is not the only problem. People may develop tinnitus (ringing in the ears), a distressing condition which can lead to disturbed sleep.

The Control of Noise at Work Regulations lay down key limits to noise exposure. These are:

- Lower exposure action values
  - Daily or weekly exposure of 80 dB
  - Peak sound pressure of 135 dB
- Upper exposure action values
  - Daily or weekly exposure of 85 dB
  - Peak sound pressure of 137 db.

The steps we are required to take depend largely on the level and type of noise exposure. For example, a noise exposure of just over 80 dB-A may only require basic controls and recommended hearing protection for certain tasks. Over 85 dB-A would require more rigorous controls and the establishment of a mandatory hearing protection zone with appropriate health surveillance.

Noise sources more than peak sound pressure values will need specific assessment by a competent person and specific controls.

The aim is to ensure the health, safety and welfare of affected persons, in relation to noise exposure and to comply with all relevant legislation, including:

- Health and Safety at Work etc Act.
- Management of Health and Safety at Work Regulations.
- Control of Noise at Work Regulations.
- Control of Vibration at Work Regulations.
- Personal Protective Equipment at Work Regulations.

To ensure that we prevent or reduce risks to health and safety from exposure to noise at work and that our procedure will be clearly understood throughout the company, we will:

- Assess the risks to employees from noise at work.
- Act to reduce noise exposure and the risks arising from noise at work.
- Provide employees with hearing protection, where required, if noise exposure cannot be reduced by other methods.
- Make sure that the legal limits on noise exposure are not exceeded.
- Provide employees with information, instruction and training.
- Carry out health surveillance where levels indicate it is required.
- Review this procedure at least annually or more frequently if significant changes occur.

To fulfil our responsibilities as outlined above, we will:

- Identify all operations where there is a noise risk and who is likely to be affected.
- Carry out an initial noise survey.
- Ensure that the risks from noise at work are assessed by a competent person, where we have identified a potential problem.
- Take the necessary action to reduce the noise exposure that produces these risks, ensuring that the legal limits of noise exposure are not exceeded.
- Provide persons with suitable hearing protection where noise exposure cannot be reduced enough by using noise control techniques.
- Provide people with adequate information, instruction and training to understand the noise risks that they may be exposed to and how to use noise control techniques and the hearing protection provided.
- Carry out health surveillance where the noise risk assessment has identified there is a risk to health.
- Review and amend as necessary the noise risk assessment on an annual basis, when significant changes or accidents occur or when we have any reason to believe the assessment is no longer valid.

Noise Exposure Levels

Fulfilling our responsibilities will involve taking the necessary steps to estimate our workers daily personal noise exposure based on the exposure to all the combined noise sources and the duration of exposure. The results of which will be used to determine what action we need to take to control harmful exposure. Our results will be analysed against the lower and upper exposure action values.

We understand the legal limits on the levels of noise to which our employees can be exposed and to comply with the exposure limits we will ensure that our employees noise exposure is reduced by an appropriate factor if they are using personal hearing protection, is not above:

- 87 decibels for daily or weekly personal noise exposure (LEP,d or LEP,w); and
- 140 decibels for peak sound pressure (LCpeak).

We also understand complying with exposure limits is only one aspect of our legal duties under the Noise Regulations and it is separate from our duty to reduce risks from noise to as low as is reasonably practicable.

We will ensure that whoever we use to determine personal noise exposure levels as part of our risk assessment process will use equipment (noise level meter) that is approved to IEC 61672 standard. This requires the meter to have an A-weighted filter incorporated.

The 'A' weighting adjusts the sound pressure level readings to reflect the sensitivity of the human ear and is therefore mandated all over the world for hearing damage risk measurements. Any approved sound level meter meeting IEC 61672 is mandated to incorporate at least an A-weighting filter.

Non-Hazardous Waste

We have a duty of care to ensure that any waste which we produce is handled, stored and managed safely in accordance with specific legislation. We will ensure that any waste which we produce other than hazardous is removed from our premises by a licensed waste carrier. To ensure that we are compliant with legislation we will ask from the waste carrier for an annual note as the waste will be regularly removed and it also shows the enforcement officer from either the Local Authority or the Environment Agency that our waste is being removed legally; these will be kept for two years minimum.

We will ensure that the waste we produce is not placed in domestic bins, litter bins and at household waste recycling centres unless we have a waste carrier's licence and pay a charge for the removal of our waste and we will request for a waste transfer note to prove that our waste disposal is compliant.

We will monitor and assess our waste and ensure that we are not overfilling bins. We will train all employees and inform them on where the waste goes and how to manage it.

Under no circumstances is an employee climb into a bin or a skip to flatten the waste. If an employee identifies that the bin is full they are to report this.

Non-English-Speaking Individuals

We recognise that there will be on occasion times when we employ workers or contractors who do not have English as their first language, this may adversely affect their health and safety.

Where we employ non-English-speaking workers to undertake works, we will complete an assessment to determine their level of understanding of the English language and their ability to follow written/spoken instructions.

In many cases the understanding will be no different from the other employee/contractors and no further action will be required.

In cases where there is a limited level of understanding of the English language, management will ensure suitable additional controls are put into place to ensure contractors/employees can undertake duties without exposing themselves and others to undue risk.

Management are to consider the following:

Does the individual understand the information, instruction and training they have received? The responsible person is to ask additional questions to satisfy themselves that they can undertake their duties in a safe manor, it maybe that additional supervision is required to ensure that they carried out their duties as intended.

Not understanding written or verbal instruction. The responsible person is to be clear about the increased level of risk when assessing works to be undertaken by non-English speaking individuals.

Where other employees share a common language, it may be practicable to Buddy the non-English speaking English worker with another worker who has a good understanding of English.

The Buddy will be competent to undertake the task and be fully conversant with the risks so that they can pass on accurate information to non-English speaker.

When selecting an individual to be a Buddy, care will be taken to select a person with a positive attitude towards health and safety to ensure the correct information is passed on in a positive manner.

The Health and Safety Executive have produced numerous guidance notes in various core languages, these being in English as well it is possible for us to ensure its relevance before training and instruction begin.

These documents can be found on the HSE website:
www.hse.gov.uk/languages/index.htm

In the absence if suitably translated guidance, other formats such as clear diagrams and pictograms will be used to provide safety critical and emergency information.

Inductions are a key means of passing on information before anyone starts work. Providing a welcome sheet/handbook and inductions in a variety of languages (where numbers of employees dictate) can help non-English speakers understand the hazards present and the controls in place to minimise risks.

Increased supervision and training time will be required where employees are known to have difficulty understanding instruction, information and training provided.

Where large numbers of workers whose first language is not English are employed the use of bilingual supervisors may be a practicable solution.

It is important that all training completed is recorded this includes inductions, toolbox talks, handbooks and any other training for non-English speaking persons. There will additionally be made notes where additional language information sheets of an interpreter have been used to ensure that information passed has been understood.

Occupational Road Safety

Health and safety law applies to work activities on the road in the same way as it does to all work activities and employers need to manage the risks to drivers as part of their health and safety arrangements. We follow a 'Plan, Do, Check, Act' approach to achieving work-related road safety.

Plan - This is how we manage health and safety in our organisation and plan to make it happen in practice by:

- Assess the risks from work-related road safety.
- Produce a health and safety policy.
- Make sure there is top-level commitment to work-related road safety.
- Clearly set out everyone's roles and responsibilities for work-related road safety. Those responsible will have enough authority to exert influence and be able to communicate effectively to drivers and others.

Do - Prioritise and control the risks we will consult with our employees and provide training and information.

- Make sure departments with different responsibilities for work-related road safety co-operate with each other.
- Make sure we have adequate systems to allow us to manage work-related road safety effectively.
- Make sure we involve our workers or their representatives in decisions. This is a good way of communicating with everyone about health and safety issues.
- We will provide training and instruction where necessary.

Check – Measure how we are doing.

- Monitor performance to ensure our work-related road safety policy is effective and has been implemented.
- Encourage our employees to report all work-related road incidents or near misses.

Act – Review our performance and learn from our experience.

- We will collect enough information to allow us to make informed decisions about the effectiveness of our existing policy and the need for changes, for example targeting those more exposed to risk.
- Regularly revisit our health and safety policy to see if it needs updating.

The nature of our work requires selected employees to use our vehicles. Only employees who have been granted our permission to drive company vehicles may do so. Before we authorise use, employees must provide us with their driving licence to help confirm driver competence. Employees must only drive the category of vehicle for which they hold a current valid licence. We will select the most suitable vehicles for tasks to be performed. Vehicles are classed as work equipment and will therefore be inspected and maintained at periodic intervals to ensure their roadworthiness and safety. We will follow manufacturer's recommendations for

inspection, servicing and maintenance tasks. Other mandatory tests such as the Department of Transport MOT will be arranged at the frequencies stipulated.
The nature of our work requires selected employees to use their vehicles for work purposes. Before we authorise an employee, employees must provide us with their driving licence to help confirm driver competence and copies of a current valid insurance certificate covering business use and a current MOT certificate (if relevant). Employees are only to drive the category of vehicle for which they hold a current valid licence.

In the interest of safety, employees are requested to keep us informed of any road traffic offences for which they have been convicted. Driving licences will be reviewed at least, on a six-monthly basis.

Drivers are responsible for conducting a pre-use check of the vehicle and for identification and reporting of faults. Where necessary training will be provided for conducting vehicle pre-use checks.

Drivers must:

- Only use the vehicle if they have our authorisation to do so.
- Read our risk assessment for driving activities and comply with any control measures we have introduced in the interest of safety.
- Have a current valid insurance certificate covering business use (own vehicle).
- Have a current valid MOT certificate (own vehicle – if relevant).
- Check the vehicle before use.
- Act responsibly and abide by the Highway Code.
- Only use our vehicles for authorised journeys.
- Use the vehicle for its intended purpose only.
- Ensure all loads are safely secured.
- Take additional care in inclement weather conditions.
- Inform us if they are ill or taking prescription drugs that may have a detrimental effect on their driving ability, i.e. causing drowsiness.
- Focus their attention whilst driving.

Drivers must not:

- Use a vehicle if faults deem it unsafe for use.
- Under any circumstances drive vehicles if they are suffering the effects of alcohol or drugs.
- Overload any vehicle.
- Smoke in our vehicles.
- Carry unauthorised passengers in our vehicles.
- Adjust a satellite navigation aid whilst driving; or
- Partake in an activity distracting their attention from driving.

It is illegal to drive if either:

- They are unfit to do so because they are on legal or illegal drugs.
- They have certain levels of illegal drugs in their blood. (Even if they have not affected their driving).

Obviously, all drugs that are illegal are banned always, not just when driving. Legal drugs are prescription only medicines, or over-the-counter medicines. However, in certain quantities some prescription drugs that are perfectly legal to take can make it against the law to drive. Taking these drugs without a prescription is prohibited and would be treated the same way as taking illegal drugs. If drivers are taking them and are not sure if they should drive, they are instructed to talk to their doctor, pharmacist or healthcare professional or refer to the patient information leaflet, regarding the effects on driving.

The government's website (GOV.UK) advises drivers to consult their doctor about whether they should drive if they have taken any of the following drugs:

- Amphetamine, e.g. dexamphetamine or selegiline.
- Clonazepam.
- Diazepam.
- Flunitrazepam.
- Lorazepam.
- Methadone.
- Morphine or opiate and opioid-based drugs, e.g. codeine, tramadol or fentanyl.
- Oxazepam and temazepam.

If a driver is convicted of drug driving, the punishment includes:

- A minimum 1-year driving ban.
- An unlimited fine.
- Up to six months in prison.
- A criminal record.

Driving licenses will also show that they have been convicted for drug driving. This will last for 11 years whilst the penalty for causing death by dangerous driving under the influence of drugs is a prison sentence of up to 14 years.

A conviction for drug driving also means:

- Car insurance costs will increase significantly.
- Persons will see the conviction on the driver's license.
- Trouble travelling to countries like the USA.

Satellite navigation aids may be used in vehicles but are not to be adjusted whilst moving or in traffic. The device is to be programmed before starting a journey, alternatively pulled over to a safe place to adjust.

Drivers are instructed to concentrate on driving and avoid distractions. Answering and sending telephone calls, sending text messages, accessing the internet, etc. are all distractions and in certain circumstances could amount to an offence of driving without care and attention or even dangerous driving.

It is a criminal offence to use a hand-held mobile telephone or similar device while driving. The relevant regulations permit the use of hand-held mobile telephones while driving only in an emergency.
Any mobile telephone that is or is to be held at any time while in use is a hand-held telephone. The use of an earpiece does not make a telephone hands free. To be hands free the telephone must be fixed or in a cradle. (Two-way radios are not hand-held instruments and are exempt from the regulations.)

If the telephone or equipment is hands free it is permitted to press buttons to send and receive messages. However, even the use of hands-free telephones can be dangerous. Whenever possible drivers are to wait until the vehicle is stationary and in a safe place before using a hands-free telephone.

Driver fatigue is a major cause of accidents and can cause fatalities. If drivers are tired, they must park up, rest and recuperate. On long journeys they must take at least a 15-minute break for every two hours of driving.

It is our policy that all employees are to drive within speed limits and road restrictions. Therefore, we will not compensate employees for any speeding fines.

In the event of a breakdown or an accident; drivers must act promptly to avoid further harm especially if they are on a fast-moving road, i.e. a dual carriageway or motorway. They are to:

- Assess the situation and decide what action is required.
- If the vehicle is at the roadside not to stay in the vehicle.
- Wear high visibility vests and move away from the vehicle and other traffic.
- Call the insurance/breakdown service helpline for assistance and be prepared to give them details such as:
  - Vehicle registration.
  - Location.
  - Nature of the incident.
- If anyone is injured, then the emergency services are to be called.
- Wait in a safe place until help arrives; only help others if it is safe to do so.

In the event of an accident drivers must take details of other vehicles/drivers involved and record what happened. This should be done as soon as possible.

Office Safety

The office areas do not contain the same hazards as the external areas but there are issues to address to ensure everyone's safety working in the office. Generally, office areas are a lower risk compared to other areas. Nevertheless, they still pose a risk of injury or ill-health to persons using and accessing the office space. An office risk assessment has been completed and it will be communicated to employees.

The assessment addresses issues such as:

- Manual handling.
- Display screen equipment.
- Fire and electrical safety.
- Chemicals.
- Temperature, lighting and ventilation.
- Welfare facilities.
- Stress.
- Trips and falls.

Employees are responsible for ensuring that walkways are free from obstructions and that trailing cables are not creating trip hazards.

The office space has been designed to enable employees to work comfortably. People who have concerns over the office area are to report it accordingly.

Outdoor Activities

Health may be affected by working outdoors; appropriate measures are put in place to protect from the cold, the sun and other adverse weather conditions. Where rules are established for this purpose, they are there to protect the people affected.

Our key points to consider are:

- Working in intense cold can slow a person down physically and mentally. Reactions are slower and decision making even about simple things becomes harder. Hence accidents are more likely.
- In extreme weather conditions, if possible arrange a work rota system so that regular periods are spent out of the cold and wind.
- Hypothermia usually occurs when a person can no longer maintain their body temperature at about 37°C. Shivering is usually the first sign, but some people do not seem to shiver. If a person begins to feel cold, they are to report this and take a short break in a warm place. Have a warm drink and a snack during breaks.
- Be aware of their colleagues and others around them as they may not notice the onset themselves.
- Chill Factor is the added effect of wind on the body, which makes it seem colder than the thermometer reads. At 0°C and 10mph wind, the chill factor may make it seem like minus 10°C, so extra protection is called for.
- Chilblains, Frostbite and Skin Damage are not confined to Artic explorers. They are extremely painful and disabling so prevention is better than cure. Warm gloves and socks are essential but if a person can feel their extremities getting cold, they are to change into a warm dry pair. Protective creams are available for face and wrists etc., to replace the natural oils dried up by the cold and prevent cracking and peeling.
- Prickly heat is brought on by working in hot conditions. It causes groups of small itchy spots on the skin. Frequent washing to remove sweat, wearing loose cotton clothes and if possible. We advise our employees that periods of work out of the hot location area is recommended.
- Heat exhaustion is the combination of high temperature, exertion and loss of fluid and salt through sweating. It can be dangerous if not recognised and can lead to hypothermia. Fainting, cramp and nausea can overcome the unwary. Frequent rest and plenty of cool, but not iced drinks are necessary as this can result in cooling of the core of the body too quickly.
- Weather extremes may also exacerbate existing health conditions such as:
  - Rheumatism.
  - Bronchitis and other chest conditions.
- Prolonged exposure to conditions such as working in water can lead to conditions such as:
  - Trench foot.
- If an employee has an existing health condition that may be affected by working outdoors they are to report it.

Permits to Work

We have identified that certain high-risk activities require additional controls to ensure that dangerous situations are avoided. For any such high-risk activity a Permit to Work must be obtained where the activity will take place. It is the responsibility of the person engaging contractors to work on the premises to advise the contractor about types of work for which a Permit to Work is required.

A Permit to Work is required for the following:

- Hot Work.
- Confined Space Entry.
- Electrical Work.
- Overhead Work.
- Excavation Work

Persons engaged in any of the above are not permitted to commence work until they are in possession of a signed permit appropriate to the type of work.

A Hot Work Permit is required for the following:

- Oxy-acetylene or Oxy-propane cutting.
- All types of welding.
- Brazing/soldering.
- Propane or butane gas/aerosol torches.
- Any grinding equipment in areas where highly flammable liquids or vapours may be present.
- Use of electrically powered hammers, drills, saws and lights and pneumatic drills/hammers where highly flammable liquids of vapours may be present.
- Any other operation producing heat, sparks or flames where there is a risk of fire or explosion.

A confined space entry permit is required for work in any vat, tower, tank, flue, pipe, duct, pit or similar place, open or closed, where there is likely to be risk of:

- A dangerous or toxic liquid, gas, fume, vapour, dust.
- A deficiency of oxygen.
- A fire or explosion.

All work on electrical installations is subject to control by a Permit to Work, irrespective of the voltage concerned. All work is to be carried out by:

- A professional, qualified electrical engineer.
- A contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC).
- A member of the Electrical Contractors Association (ECA).

An Overhead Work Permit is required for the following:

- Roof access, roof work or work on a fragile roof.
- Window cleaning above the ground floor.
- Any construction or maintenance work where there is a risk of injury from falling.
- Working above plant, processes, persons or vehicles.

A Permit to Excavate is required when breaking ground (e.g. excavating by hand, mechanical excavation, digging for post holes, or even knocking in kerb pins). This is especially important when working near live services. A Permit to Excavate is a formal management system used to control the high risks of excavation works.

The purpose of any permit to excavate/dig is to make sure that:

- People are protected from harm.
- Underground services are protected.
- People methodically follow the correct steps.
- Roles and responsibilities are correctly defined and understood.
- Contents and restrictions defined in the permit are properly discussed and communicated to all people involved in the excavation activity.

Personal Protective Equipment

Personal Protective Equipment (PPE) is a term used to describe a wide range of equipment including clothing, footwear, protective glasses, hearing protection etc. We understand that PPE should only be used as a means of protection in conjunction with, or once all other control measures have been exhausted.

PPE required for our activities and tasks are identified as a result of conducting risk assessments. We will ensure that any PPE provided is of the appropriate BS/EN quality standard. For PPE to be effective, it must fit correctly and be compatible with other items of PPE, this we will check when items are issued.

We will provide PPE free of charge. We may request that employees sign for the receipt of any equipment. Employees have a duty to act responsibly, to wear and take care of any equipment issued to them and for ensuring the protection offered remains effective.

Personal Protective Equipment is to be worn:

- When the control measures of a risk assessment or safe system of work identify there is a requirement.
- Where signage indicates that there is a requirement for using PPE.
- If an employee considers a hazard is present and PPE offers satisfactory protection.

If there is a need to wear Respiratory Protective Equipment (RPE) for the protection of health, we will ensure it fits correctly. Where necessary we will arrange a face fit test by a competent person to ensure optimal protection.

Some tasks that take place on our premises involve hot works; these include aluminium smelting and gas cutting operations. The severity of harm is more significant with hot works; therefore, we will use the correct equipment, i.e. flame and heat resistant PPE.

Employees are not to assume that other PPE will offer the same protection. They must ensure that they are wearing the correct PPE before commencing any task involving hot works.

We are responsible for ensuring that employees use or wear PPE correctly when required to do so.

Guide for Personal Protective Equipment for Site Work

Task	Foot protection	High Visibility Clothing	Hearing Protection	Eye Protection	Hard Hat	Gloves/ Gauntlets	Remarks
Site Work	X	X	Carried	X	X	X	5-point PPE min.
Operating Plant	X	X	Carried	X	X	X	
Use of Grinder, Cartridge Tool	X	X	X	X	X	X	

Note: Please note this is a guide and employees are to follow details provided by appropriate risk assessments which will include the specification of PPE deemed appropriate.

Date Approved:
Minute Reference:

Protecting the Public

We acknowledge and accept our duty to take all reasonable steps to ensure the health and safety of people who are not in our employment such as members of the public. When our work activities meet members of the public we will carry out risk assessments to assess the risks to them.

We will plan, provide and maintain suitable perimeters and barriers at locations where it is necessary to separate the public and others from the work, based on risk assessment principles.

We will ensure access is controlled, based on risk assessment principles.

We will ensure specific hazards and risks are controlled. We will discuss with the relevant parties and take appropriate precautions where there are selected groups or persons which need special attention.

Where reasonable, any occupied premises will be fully or partially evacuated. The decision on evacuation will be made at the planning stage based on:

- The nature of our work areas.
- Who will be around?
- The extent and nature of the works.
- The risks to occupants.
- The time to complete the works.
- The significance of any risks associated with the evacuation.
- The cost of the evacuation including the costs of alternative arrangements.

Racking

We recognise our duty to protect people from the risk presented by our racking storage systems.

We will ensure that:

- We carry out risk assessments regularly by a competent person.
- Employees have been given information on the safe working loads and signage is displayed on the racking.
- We provide the relevant personal protective equipment where necessary.
- We communicate with all employees the safe systems of work and procedures.
- We have nominated employees to identify hazards and risks and manage the racking storage system.
- We only buy racking from reputable companies and ensure racking is designed and constructed by a competent person.
- Employees are instructed not to climb on the racking to access items.
- We regularly inspect our racking systems and if necessary, provide racking protection.
- All employees are instructed to immediately report damage and defects.

Refusal to Work on the Grounds of Health and Safety

We have a commitment to health and safety, advising people of hazards, providing safety training and keeping the lines of communication open to encourage an atmosphere where people feel free to raise health and safety concerns at any time and provide the right to refuse work for health and safety reasons.

An employee may refuse to work or do work if he/she has reason to believe that:

- Any equipment, machine, device or thing they use or operate is likely to endanger themselves or another person.
- The physical condition of the workplace or environment in which they work or where work is likely to endanger them.
- Any equipment, machine, device or thing they operate or the physical condition of our workplace in which they work is in contravention and such contravention is likely to endanger themselves or another employee.

First Stage Refusal

- Upon refusing to do unsafe work, the employee is to immediately report the circumstances of the refusal to their Line Manager. The Line Manager is to inform the person in charge of health and safety.
- We will immediately investigate the report in the presence of the worker.
- During the investigation we will record as many details as possible regarding the refusal.
- The most senior person will only actively become involved if the refusal progresses to the second stage.

Second Stage Refusal

- If the employee is dissatisfied with the results of the investigation and has reasonable grounds to believe that the circumstances are still such that the work is dangerous, then they may continue to refuse to work.
- Upon the continuance of the employee's refusal to work, we will request the involvement of the Town Clerk.
- The Town Clerk will investigate the work refusal in the presence of the Operations Manager and the employee.
- Pending the investigation and the decision of the Town Clerk, the employee is to continue to remain at our workplace during their normal working hours unless the Town Clerk assigns the employee reasonable alternative work during those hours, or, if such an option is not practicable, the Town Clerk may give the employee other directions (which may include being sent home).
- No other employee is to be assigned to work that is being investigated unless that employee has been advised of the other employee's refusal and reasons for it and has signed a statement of being advised of the refusal.
- After the investigation, we will decide whether the machine, device, item or workplace is likely to endanger the employee or another person. This decision will be given in writing, as soon as practical.

- If we do not consider the refusal to be based on reasonable grounds, the employee is expected to return to work. If, however, the employee maintains that they have reasonable grounds for refusing such work, we may seek further advice from our Health & Safety Advisors.

If an employee complains that the Operations Manager, Town Clerk (or a person acting on their behalf) has improperly taken any of these actions, he/she may file a grievance with another Town Clerk.

Safety Signs, Signals and Notices

Safety signs are a useful way of communicating health and safety information. The Health and Safety (Safety Signs & Signals) Regulations covers various means of communicating health and safety information including acoustic signals (e.g. fire alarms), hand signals and the marking of pipework containing dangerous substances.

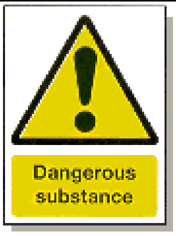
The regulations apply to all places and activities where people are employed. They require us to provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means (e.g. by engineering controls and safe systems of work). Where a safety sign would not help to reduce a risk, or where the risk is not significant, there is no need to provide a sign.

The regulations also require us to:

- The use of road traffic signs to regulate road traffic.
- Use signboards (except fire safety signs, see below) to comply with BS 5378: Parts 1 and 3:1980.
- Use fire safety signs to contain symbols and comply with BS 5499: Part 1:1990
- The marking of dangerous locations and obstacles (e.g. where people may fall from a height or where there is low headroom) with stripes in built-up zones. The stripes will be yellow and black or red and white and will be at an angle of approximately 45^{o}.
- Stores and areas containing significant quantities of dangerous substances will be identified by the appropriate warning signs, except where the labels on the containers can be seen clearly from outside the store and except where areas are marked in accordance with the Dangerous Substances (Notification and Marking of Sites) Regulations.
- Signboards will be illuminated, where necessary.
- Maintain the safety signs that are provided by them.
- Explain unfamiliar signs to our employees and tell them what they need to do when they see a safety sign.

The Health and Safety (Safety Signs and Signals) Regulations, although they use similar symbols, do not apply to labels used in connection with the supply of substances, products and equipment or the transport of dangerous goods, which is covered by other legislation.

**SIGNBOARDS COMPLYING WITH
THE HEALTH & SAFETY (SAFETY SIGNS & SIGNALS) REGULATIONS 1996**

Purpose	Shape & Colour	Example
Prohibition Must not do	Round Black pictogram on white background with red edging and diagonal line	
Warning	Triangular Black pictogram on a yellow background with black edging	
Mandatory Must do	Round White pictogram on a blue background	
Safe Condition Emergency escape or First aid	Rectangular or square White pictogram on a green background	 
Fire fighting	Rectangular or square White pictogram on a red background	

Scaffolding

Scaffolding is incredibly versatile and useful. Being lightweight and portable, it can easily be taken from job to job and helps things get done efficiently and more easily. However, falls from scaffolding are relatively common, and the injuries experienced after falls can range from minor to fatal. Factors that impact the severity of a fall injury include the height that a person fell from and whether they were wearing proper protective equipment at the time of your accident. Scaffolding can also collapse if erected wrongly or overloaded, and these circumstances, too, can cause serious falls and related injuries.

Scaffold work is dangerous. Almost one in five deaths are caused by falls from a scaffold. These accidents occur across the whole range of scaffold work from the simplest of towers to large-scale construction projects.

Whatever its nature or extent, a safe place of work will be provided, a safety method statement will identify working positions, access routes and identify:

- How falls are to be avoided.
- How danger to those at work below and to the public from falling materials are to be controlled.
- How risks to health will be controlled.
- How other risks, identified at planning and survey stages, are to be contained.
- What equipment will be needed.
- What competence/training is needed.
- Who will supervise the job?
- How changes in the work will be dealt with without prejudicing safe working and:
- Who will we check that the system is effectively controlling risk?

There are a hierarchy of different safeguards. The most effective precaution is to provide a safe place of work. This can be in the form of a safe working platform with physical safeguards such as guardrails, toe board and barriers. Only if this first level of protection cannot be achieved in practice are lower levels such as fall arrest systems acceptable. Fall arrest systems do not prevent falls but can lessen the impact of the fall once it has happened.

There are two basic types of protection:

- Those that give general protection e.g. safety nets.
- Those giving individual protection e.g. safety harness attached to a suitable anchorage point.

Our personal fall protection systems will:

- Prevent a worker from falling (work restraint systems), or
- Arrest the fall of an operative whilst preventing the operative from striking or falling to the ground below.

Trauma suffered by our employees from falls from elevated work surfaces will be minimised by

Date Approved:
Minute Reference:

the proper selection and use of personal fall protection systems.
Our fall arrest systems will be properly installed and maintained by a competent person every three months as per SG16 (NASC (National Access & Scaffolding Confederation) SG16 and SG17 Management of fall protection equipment). Safe access to the scaffold requires careful planning particularly where work progresses along the scaffold.

Typical methods are:

- The use of ladders or staircases for loading scaffold.
- The use of gin wheels when scaffold reaches above 7 meters.

Planning will include how to escape from the scaffold in case of an accident. An accident could result from:

- The improper handling of scaffold equipment.
- The scaffolds modified by persons other than qualified scaffolders.
- The activities inside a building including those under refurbishment.

In either case the means of escape will be adequate. How complex this needs to be depends on the risk. It could be as simple as the provision of additional (tied) ladders. This will be identified in the risk assessment.

Adverse weather conditions will be anticipated and suitable precautions taken. Rain, ice or snow can turn a secure footing into a skating rink. A gust of wind can cause loss of balance.

When deciding whether to continue or suspend work we will consider the:

- Wind speed.
- What measures will prevent fall and loose material being blown off.

All employees will be competent for the type of scaffolding work they are undertaking and will receive the appropriate training relevant to the type and complexity of scaffolding they are working on.

We will provide appropriate levels of supervision considering the complexity of the work and the levels of training and competence of the scaffolders involved.

As a minimum requirement, every scaffold gang should contain a competent scaffolder who has received training for the type and complexity of the scaffold to be erected, altered or dismantled.

Trainee scaffolders are always to work under the direct supervision of a trained and competent scaffolder. Operatives are classed as 'trainees' until they have completed the approved training and assessment required to be deemed competent.

Erection, alteration and dismantling of all scaffolding structures (basic or complex) will be done under the direct supervision of a competent person. For complex structures this will usually be an ‘Advanced Scaffolder’ or an individual who has received training in a specific type of system scaffold for the complexity of the configuration involved.

Scaffolding operatives will be up to date with the latest changes to safety guidance and good working practices within the scaffolding industry. Giving operatives job specific pre-start briefings and regular toolbox talks is a good way of keeping them informed.

Rescue planning will form an integral part of the job and must not be reliant on the emergency services.

When planning for rescue, consideration will be given to the type of situation from which a casualty may need to be recovered and the type of fall protection equipment which the casualty would be using. Manufacturers provide various types of suspension relief equipment for use by a suspended person. This type of equipment is only suitable for conscious and able casualties. They are not an alternative to rescue.

Sharps

Sharps include, 'Stanley' knife blades, scissors, knives, protruding nails, machinery with cutting tools and broken glass. Incidents involving sharps can result in cuts, abrasions and amputations and can lead to the risk of infection. It is important to carefully handle and dispose of sharp instruments to avoid injury and to other employees.

To help prevent the likelihood of injury to employees and others equipment will only be used by those who have been trained in its use.

Employees have a duty to ensure that they carry out a visual inspection of their work area and any packaging before carrying out their work activity to make sure that there is no risk of suffering cuts or lacerations from protruding nails or staples for example.

In the event of a glass breakage, employees are instructed to sweep the glass from the floor into a dustpan or brush the glass off the worktop into a dustpan. Never to pick up the glass with their bare hands and avoid using sponges or dish cloths to pick up the glass to prevent another person from getting injured.

When disposing of broken glass employees are instructed to:

- It will be carried on a tray or in a dustpan to the area that it will be disposed of.
- Place the broken glass immediately in the correct container to prevent it lying around for other people to become injured.
- Record the broken glass.

When moving unguarded sharps, they will not be carried around by hand and gloves will be worn, where required, to help prevent injury.

Site Safety

Site work will be properly planned and organised. Our work outside of the office can range from a simple delivery and drop off to an installation involving access equipment, road closures or work on a busy high street.

We will ensure that:

- Site teams are properly inducted and trained for the work being completed.
- The equipment used or hired is fit for purpose, serviced and maintained.
- Where applicable, a suitably detailed construction phase plan is completed and communicated, including the requirement for welfare services.
- Suitable risk and method statements are prepared before the work has started.
- Employees receive the information in good time and that they can clearly understand the information.
- Site employees are supported, encouraged and competent to work independently and dynamically to manage risk.
- There is good, clear communication between all persons.
- Site activities are periodically monitored, and employees receive regular refresher training on site hazards/risks.

Slips, Trips and Falls

Slips, trips and falls are the most common cause of injuries in a workplace. We have a duty to protect persons visiting our premises from the risk of slips and trips. We have assessed the risks for slips and trips and falls. To prevent the occurrence of slips, trips and falls all employees have a responsibility to maintain a safe working environment.

To fulfil our duties, we will:

- Instruct all employees to maintain good housekeeping standards, keeping walkways free from obstructions and trailing cables.
- Instruct all employees to report any hazards that would result in a slip, trip or fall.
- Instruct cleaning employees to remove any waste daily to prevent the accumulation of waste.
- Carry out daily checks to ensure that the flooring is in good condition and free from any trip hazards.
- Instruct all employees that when spillages occur employees are to clean up promptly and any wet floors, floor signage is to be displayed clearly, however, where floors which people are required to use are to be dried so far as is reasonable.
- Encourage employees to wear appropriate footwear.
- Review accidents or incidents that have been caused by a slip or trip.
- Provide sufficient lighting to allow employees and others to move around our premises safely.
- Fix leaks promptly that are causing floors to become wet.
- Complete the appropriate risk assessments.

Falls are often discussed along with slips and trips, but they are very often much more serious and potentially fatal. Falling from height are some common workplace accidents that can all be avoided by proper planning, assessments, training and supervision. Employees are to remember that what they might fall onto is also an important consideration when considering the potential risk of completing a task at height.

Before any work at height is undertaken it will be suitably assessed to either avoid doing it at all or to work out the best and safest way to complete it. This includes the use of ladders through to scaffolds and access equipment. You are encouraged to speak to our safety advisors when planning any height work or before engaging contractors to complete this work for us.

Smoking & E-Cigarettes

We will:

- Protect everyone against the effects of second-hand tobacco smoke and exposure to e-cigarette vapour.
- Promote health in our workforce.
- Support those people who would like to quit smoking or vaping; and,
- Comply with the Health Act and other relevant legislation.

Research has shown that exposure to tobacco smoke either directly, as a smoker, or indirectly due to passive smoking can cause cancer, heart disease and respiratory problems as well as many other illnesses and minor conditions. While e-cigarettes and vaping are considered less harmful than smoking, there remain health concerns about exposure to vapour, particularly for non-users. Ventilation or merely separating users and non-users within the same airspace does not prevent harmful exposure effectively.

We are required to ensure that smoking is prohibited in virtually all enclosed or substantially enclosed workplaces and public places and company vehicles. For consistency and to protect health, the use of e-cigarettes and vaping devices is also prohibited in these areas.

We have a duty to ensure that people have the right to a smoke-free and vape-free environment, and so are protected from the dangerous effects of tobacco smoke and the potential risks of e-cigarette vapour.

All areas of our premises are designated as non-smoking and non-vaping. Any employee wanting to smoke or vape must use the designated external area. Users are requested not to smoke or vape immediately outside the premises. This applies to employees, visitors and contractors.

The management of us controlling smoking and vaping on our premises is intended to benefit all persons, whether employed by us or not. As part of our overall responsibility for ensuring that we protect people from the effects of tobacco smoke and vapour, we will inform them of the controls. We will monitor this policy and review it when required.

Appropriate 'No Smoking / No Vaping' signs are clearly displayed. There will be no ashtrays, cigarette litter or vaping paraphernalia inside the building.

Any visitor or contractor found smoking or vaping in a prohibited area will be asked to stop or leave the premises.

Subcontractors

We are fully committed to ensuring the health, safety and welfare of any subcontractor visiting carrying out their work. To protect subcontractors so far as is reasonable it is our responsibility to make known to subcontractors any hazards that have been identified and may affect such persons. We will ensure that our control measures are communicated, understood and followed to prevent harm.

Where we have identified that certain activities are to be subcontracted we accept that we are responsible for ensuring that a subcontractor:

- Is competent to carry out the work for which they may be engaged.
- Is provided with all the information that they require to plan for the health, safety and welfare of their employees and anyone that could be affected by their work.
- Carries out any work in a manner that protects the health and safety of all who may be affected by the work.

To achieve the above, no subcontractor is permitted to commence work on our behalf until a 'Pre-Qualification Questionnaire' has been completed and approved and a signed acknowledgement has been received. Copies of the subcontractor's health and safety policy and Employer's Liability and Public Liability insurance certificates must also be provided.

A subcontractor may not subcontract part of the work for which he has been engaged without written permission.

Subcontractors are responsible for providing risk assessments and method statements for the work for which they are engaged. Where work involves the use of hazardous substances, COSHH assessments are to be accompanied by suppliers' safety data sheets and copies of any atmospheric monitoring carried out as required by any COSHH assessment are also to be supplied.

Subcontractors are responsible for providing evidence that persons working for them are suitably qualified and have received health and safety training.

When required to do so, subcontractors are to release their employees to attend inductions and toolbox talks. The subcontractor is also responsible for ensuring that all persons under their control are aware of the following:

- Fire procedures.
- First aid arrangements.
- Rules.
- Welfare arrangements.

Subcontractors are to ensure that all equipment used is fit for the intended purpose and in a good state of repair and that person's that will use it have received suitable training. Where equipment is subject to statutory inspection, copies of the most recent examination certificates may be requested. This applies to equipment owned by the subcontractor and equipment obtained on hire.

We reserve the right to inspect equipment being used by subcontractors and will halt the use of equipment we consider unsafe, until the equipment is made safe.

Where a subcontractor will be using highly flammable liquids, liquefied petroleum gasses (LPG) or compressed gas cylinders they are responsible for providing safe storage for these when they are not in use.

Subcontractors are responsible for providing, maintaining and enforcing the use of any personal protective equipment needed by persons working for them. Where the use of specialist equipment the subcontractor is responsible for providing copies of training certificates for all persons that will use such equipment.

Unless agreed in writing beforehand, subcontractors are responsible for ensuring that persons working for them have access to suitable first aid arrangements.

Unless agreed in writing beforehand, subcontractors are responsible for deciding for the safe disposal of any waste arising from their work, in accordance with current legislative requirements.

We reserve the right to order off the premises any subcontractor:

- Not complying with the requirements of this Health and Safety Management System.
- Not complying with risk assessments and method statements.
- Not complying with our rules.
- Not wearing the required personal protective equipment.
- Working in a manner considered to put the health and safety of any person at risk.

All subcontractors engaged by us are to comply with the policies and arrangements.

We reserve the right to submit copies of subcontractors' documents to our external Health and Safety Advisors for evaluation.

Swimming Pool

We recognise that water activities have significant hazards and require specific controls.

With assistance we will ensure that the following is carried out:

We will look at what chemicals are used and how they are used (including storage), what information we have regarding safety precautions that will be taken when using these chemicals, manufacturer's instructions, safety data sheets. We will identify who may encounter these chemicals and identify if they have received any training and what protective equipment is to be used where controls are not enough. We will also ensure chemicals are disposed of as per safety data sheet guidance.

Our procedures include:

- How the pool is supervised.
- The rescue equipment available.
- Whether there are emergency procedures for:
- First aid.
- A chemical spillage.
- An emergency evacuation.
- Whether there are enough employees trained in these procedures.
- Raising the alarm.

First aid, we will consider:

- If there are enough provisions in place for first aid.
- If there is a nominated person for first aid.
- What training, if any, have they received.
- If there an accident book and whether employees are aware of the accident reporting requirements (RIDDOR)?

We also have a duty of care towards people using the pool and those people will be considered as part of the risk assessment in relation to first aid provision.

We will consider what procedures for pool supervision are in place, including:

- Whether toys are used safely in the pool.
- Whether the bottom of the pool is visible.
- Whether signs are present in the pool area.

Controlling access, we will consider:

- What is the maximum loading is for the pool and how it is controlled?
- How unauthorised access is prevented.
- Whether when the pool is not in use if it secure.
- Whether the pool cover support the weight of a person walking over it.
- Whether the pool covers are resistant to vandalism.

We will identify what manual handling activities are in operation, including:

- How heavy items are moved.
- What training is provided for our employees.

We will ensure a registered electrician has inspected the electrical installation.

We will ensure socket outlets located in wet areas comply with the correct standard.
If RCD’s are used, they are inspected regularly.

Training

Training is essential to help achieve competence. We intend to identify all training needs within and manage this accordingly. It is vital that employees receive suitable and sufficient training enabling them to work safely and avoid unnecessary risk.

At the time of induction and at periodic intervals thereafter we will consider the training needs of employees and organise appropriate training. We will provide the necessary time, funding and resources to accomplish any training needs that are deemed necessary.

All new starters will be subject to our induction process prior to starting work. The induction process is designed to help new employees understand our fundamental safety arrangements. This will involve welfare, fire and general safety awareness training. Additional training sessions on the key mandatory disciplines will be completed and recorded. Toolbox talks and specific job training for equipment and tasks will be assessed and completed. Shadowing and monitoring techniques will be used.

Following completion of initial induction training, a training needs evaluation will be conducted appropriate to the job and activities each person is likely to participate in. Training, instruction and supervision will then be organised to help safely integrate the employee into our workplace and activities.

To help us manage training, we will maintain records of training competencies. The records will be periodically reviewed to ensure competencies are achieved and maintained; this may involve refresher training for certain disciplines.

We will complete the training needs analysis and review this periodically.

Anyone undertaking training must themselves be ‘competent’ as defined in law, this means they are both experienced and qualified and aware of the legal requirements and best practice standards associated with the equipment or tasks being undertaken.

External certification from an accredited body is therefore going to provide the best training and defence in law, should we need to defend the training or competence of employees following an incident or accident.

Where training has been given by an employee with no qualifications but some experience, we are far less likely to be able to demonstrate competence to insurers or enforcement authorities.

We will decide what training can be undertaken ‘in-house’ and what requires external delivery.

Employee Rules

The following set of rules applies to all employees that work with us.

In the interests of health and safety it is important that employees cooperate with us and follow these rules.

Employees are responsible for the safety of themselves and that of others. We will ensure that rules have been communicated and are enforced.

General work procedures and rules - employees are to:

- Understand their responsibilities as an employee and comply with any rules and procedures that apply to them.
- Not use equipment until they have been provided with the necessary training and authority for use.
- Make full use of any guards and safety devices.
- Not operate any equipment if under the influence of drugs or alcohol.
- Not willingly cause damage to any work equipment.
- Use any personal protective equipment we provide and deem necessary for specific tasks.
- Use suitable footwear.
- Not endanger their own safety or the safety of others.
- Help achieve and maintain high standards of housekeeping.
- Not interfere with any safety arrangements or equipment we provide.
- Observe the total no smoking policy.
- Only use a mobile phone when it is safe to do so, employees are not permitted to use mobile phones when operating machinery.
- Not bring any personal electrical devices into work without permission.
- Report any faults or unsafe conditions.

Personal health - employees are to:

- Inform us of an injury, condition or illness that may affect their ability to conduct work safely or affect the safety of others.
- Inform us if they are taking prescribed drugs or medicines that may affect their performance at work.
- Report any incident, injury or ill health they believe has been caused at work.
- Inform us of any illness or condition that they believe could be affected further because of our work.
- Ensure any injuries or wounds receive appropriate attention.

Fire safety - employees are to:

- Be familiar with and follow our fire safety procedures.
- Co-operate with us and participate with fire safety drills.
- Not misuse or interfere with any portable firefighting equipment or any other fire safety devices.
- Not obstruct any escape routes or exits.

Drugs and alcohol - employees are to:

- Inform us if they have personal issues with drugs or alcohol.
- Not under any circumstances attend work if you are experiencing the effects of alcohol or illegal drugs.
- Not under any circumstances consume alcohol or use illegal drugs whilst at work.

Gross misconduct:

We expect employees to act responsibly at work and comply with our safety policies, rules and procedures.

Key Holders:

When routinely unlocking and securing the building, or accessing the building out of hours, key holders are to consider their safety from the risk of violence, either from persons within the premises or following a break in, or where there could be a risk from live services, fire or damaged property.

Key holders are instructed not to attempt to enter the building alone if:

- There are signs of a break in – i.e. forced entry, broken locks or glass.
- The alarm is sounding – fire or intruder.
- They otherwise suspect there may be someone else in the premises.

The key holder is to delay entry until escorted by the police, service contractor or other employees. In all cases employees are to proceed with caution.

Use of Air Conditioning Units

We have a responsibility to ensure that the air conditioning units do not release harmful emissions into the air.

Air conditioning units are an important mechanical aid in making the workplace more comfortable when working in hot conditions. They also reduce the likelihood of windows being left open overnight and less chance of compromising our security.

We have a duty to maintain our air conditioning units. Air conditioning units will be regularly cleaned and properly cleaned to ensure that they remain in a good working order. We will also ensure that we regularly service and maintain our air conditioning units and/or refrigeration units.

Air conditioning units contain filters that purify the air reducing the likelihood of the spread of flu's and colds. However, we recognise that failure to maintain the equipment can cause viruses and bacteria to be circulated in the air leading to a cause of illness.

Many air conditioning units contain hydrofluorocarbons and they are a type of fluorinated greenhouse gas (F gas). We are responsible for ensuring that our leakage detection systems are inspected on an annual basis. We will maintain a checking routine to ensure that we meet our legal obligations.

We have a responsibility to prevent the leakage of F gases and if we identify a leakage of F gas we will ensure that we appoint a registered FGAS engineer.

Vibration - Hand-Arm

Our aim is to control the risks from Hand-Arm Vibration Syndrome (HAVS) and Carpal Tunnel Syndrome (CTS). Hand-arm vibration is vibration transmitted into the hands and arms when using hand-held powered work equipment. We recognise that continuous work processes of exposure to vibration will lead to the potential development of HAVS or CTS.

We have a duty to assess the risks to health from exposure to continuous levels of vibration and determine the control measures needed. To manage vibration, we will ensure that:

- Daily Exposure Action Value of $2.5m/s^2$ A(8) is not exceeded; and
- Daily Exposure Limit Value of $5m/s^2$ A(8) is not exceeded.
- When equipment is supplied to us that we obtain the information on the vibration emission. To help us manage vibration emission we will keep an inventory of the equipment and its vibration emission.
- We monitor exposure to HAVS and CTS through appropriate health surveillance, where levels indicate.
- Employees are informed, trained and instructed on the risks and precautions to be taken to protect themselves from developing HAVS and CTS.
- We use the most appropriate equipment for the job.
- Maintain tools to the manufacturer's specifications to avoid worsening vibration.
- Employees are aware not to use tools that would make the problem worse.
- We introduce effective control measures to ensure level of exposure to HAVS and CTS are eliminated or reduced as far as is reasonable.
- When we buy new equipment that we assess their vibration level and take this into consideration when selecting equipment.
- We provide the relevant personal protective clothing.
- All employees are aware of the symptoms of HAVS and CTS and to report to the Town Clerk or Operations Manager when symptoms develop.

We recommend that if employees use hand-held powered work equipment for long periods they break up the time spent working with it, by working away from the tool for 10 minutes.

If employees experience any issues with Hand-Arm Vibration, then they are informed to advise their GP and the Town Clerk or Operations Manager. They are instructed not to ignore the symptoms of Hand-Arm Vibration Syndrome.

Vibration - Whole-Body

A worker sitting or standing on a vibrating base is exposed to whole body vibration. If uncontrolled, exposure to whole body vibration can cause damage to the spine or vertebrae, causing back pain. The risk factors are the magnitude of the vibration and the length of time the worker is exposed to the vibration, daily and over several years.

To ensure compliance with the law and to protect the health of our employees it is our policy to:

- Identify the risks to health from exposure to whole body vibration because of our work activities.
- Determine the control measures needed to eliminate risks from exposure to whole body vibration or reduce the risks to the lowest reasonably practicable level.
- Where exposure to whole body vibration is likely to be above the exposure action value ($0.5m/s^2$ A (8)), implement controls to ensure that the exposure limit value ($1.15m/s^2$ A(8)) is not exceeded.
- Record the assessments and review them periodically or when changes occur.
- Ensure that persons responsible for managing work likely to result in exposure to whole body vibration are adequately trained and competent.
- Ensure that equipment that exposes workers to whole body vibration is maintained according to manufacturers' recommendations to avoid worsening vibration.
- Ensure no new equipment likely to produce exposure to whole body vibration is introduced without a risk assessment being recorded and use of the equipment approved.
- Inform, instruct and train employees about the risks from exposure to whole body vibration and the precautions to be taken to protect themselves.
- Where an employee complains of back pain that could be the result of exposure to whole body vibration, provide suitable health surveillance.

Any employee that operates machines that exposes them to whole body vibration should report any back pain so that they can be provided with health surveillance. Prompt reporting of early symptoms can significantly reduce the risk of vibration injury becoming permanent or debilitating.

The purpose of health surveillance is to ensure that control measures, such as limiting the time using certain equipment or providing engineering solutions to reduce exposure, are continuing to be effective.

Visitors

The control of visitors and contractors is essential. We have in place a reliable system to prevent unauthorised persons entering.

It is vital that we know who is on our premises at any time for the safety of everyone, enabling us to confirm to the fire and rescue service that all persons have evacuated in an emergency such as a fire. Therefore, visitors will be asked to sign a register upon their arrival.

All accidents are to be reported and details recorded. Investigations will be arranged where necessary to help prevent a repeat similar occurrence.

It is important that visitors and contractors park their vehicles responsibly. Vehicles are not to be parked making access difficult for emergency vehicles or others. No vehicle is to be left obstructing pedestrian routes, emergency exits, or other facilities designed to facilitate health, safety or fire arrangements.

We have a contracting vetting system in place and this is to be followed. Inductions will cover topics such as:

- Fire safety arrangements.
- First aid facilities.
- Welfare arrangements and facilities.
- Details of our policies and procedures relative to any work taking place.
- Any permit to work system in operation or required.
- Hazards.

Safety standards are to be reviewed regularly as and where contractors fail to maintain standards, suitable action will be taken to redress this.

Vulnerable Adults

We recognise that we owe a duty of care to adults that are vulnerable or at risk. We aim to ensure that vulnerable adults have a positive experience and that they never experience abuse of any kind.

We recognise the rights of the individual to lead an independent life based on self-determination and personal choice. Vulnerable adults have the same rights as individuals so have the right to be left alone and free from public attention into their own affairs. We also recognise the uniqueness of their personality and their right to have their personal needs met in a way that respects their beliefs and fundamental principles. Vulnerable adults have the right to make their own choices and realise whatever personal aspirations and abilities they may have in all aspects of their daily lives.

When responding to suspicions, allegations or incidents of abuse involving vulnerable adults, we will respond as the situation demands, involving family and friends if necessary. We acknowledge their right to protect themselves from harm and where possible live in the environment of their choice. We encourage the vulnerable adult to comment and complain, if necessary, about the service they receive.

A "Vulnerable adult" is an adult (a person aged 18 or over) who requires care services. This may be because of disability, mental health, age, illness, those who are unable to take care of themselves and those who need to be protected from significant harm or exploitation. This includes:

- People with learning disabilities.
- Mental health problems.
- Older people.
- Disabled people.

Anyone whose situation may be complicated by:

- Physical frailty.
- Chronic illness.
- Sensory impairment.
- Challenging behaviour.
- Social problems.
- Emotional problems.
- Poverty.
- Substance abuse.

The individual has the right to be left alone or undisturbed and free from intrusion or public attention into their own affairs.

We recognise the value of people regardless of circumstances by respecting their uniqueness and personal needs and treating people with respect.

The opportunity to act without reference to another person, including a willingness to incur a degree of personal risk is important, as is the opportunity to select independently from a range of options. To maintain all of their entitlements and realise their personal aspirations and abilities in all aspects of daily life.

“Abuse is a violation of an individual’s human and civil rights by any other person or persons”.

Abuse of a vulnerable adult can consist of a single act or repeated acts over time. It can result of failure to undertake action or appropriate care tasks. It may be physical, psychological, sexual, financial or neglect. Abuse can occur in any relationship and can result in exploitation of the individual or significant harm.

It may be perpetrated by anyone who has power over the person or where the result is a rigid/oppressive regime or result of persistently poor care. This includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Possible indicators are:

- Multiple bruising not consistent with the explanation given e.g. a fall.
- Cowering and flinching.
- Black eyes, marks resulting from a slap and/or kick, other unexplained bruising.
- Abrasions, especially around the neck, wrists and/or ankles.
- Unexplained burns, especially on the back of the hands.
- Scalds, especially with a well-defined edge from immersion in water.
- Hair loss in one area- scalp sore to touch.
- Frequent minor accidents without seeking medical help.
- Unusually sleepy or docile. Tendency to flounder or slip over.
- Unexplained fractures.
- Malnutrition, ulcers, bed sores and sores due to lack of care for incontinence.
- Frequent ‘hopping’ from one GP to another or from one care agency to another.

This includes threats of harm or abandonment, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks.

Possible indicators are:

- Disturbed sleep or tendency to withdraw to a room or to bed.
- Loss of appetite or overeating especially at inappropriate times.
- Anxiety, confusion or general resignation.
- Extreme submissiveness or dependency in contrast with known capacity.
- Sharp changes in behaviour in the presence of certain persons.
- Excessive or inappropriate craving for attention.
- Extreme self-abusive behaviour especially self-mutilation, head banging, hand biting.
- Loss of weight without apparent loss of appetite.
- Loss of confidence.

Sexual abuse includes rape and sexual assault or sexual acts to which the vulnerable adult has not or could not consent and/or was pressured into consenting.

Possible indicators are:

- Unexplained and uncharacteristic changes in behaviour.
- New tendency to withdraw and spend time in isolation.
- Recent development to openly display sexual behaviour/or use language including inappropriate dressing and masturbation.
- Deliberate self-harm.
- Incontinence/ bedwetting.
- Irregular or disturbed sleep patterns.
- Difficulty in walking.
- Unexplained soreness around the genital area.
- Repeated urinary tract infections.
- Bruising or bleeding in the genital or rectal area.
- Excessive washing.
- 'love bites'.
- Torn or stained underclothing especially with blood or semen.
- Sexually transmitted disease or pregnancy.

Financial abuse includes theft, fraud, pressure around wills, property or inheritance, misuse or misappropriation of benefits.

Possible indicators are:

- Unexplained or sudden inability to pay bills.
- Unexplained or sudden withdrawal of money from accounts.
- Contrast between known income or capital and unnecessarily poor living conditions especially where this has developed recently.
- Personal possessions of value go missing from the home without the satisfactory explanation.
- Someone has taken responsibility for paying rent, bills, buying food etc. — but clearly not doing so.
- Unusual interest taken by relative, friend, neighbour or other in financial assets especially if little concern is shown in other matters.
- Next of kin refuses to follow advice regarding control property via Court of Protection or through securing enduring power of attorney but insists upon informal arrangements.
- Where care services including residential care are refused under clear pressure from family or other potential inheritors.
- Unusual purchases unrelated to the known interests of the vulnerable adult e.g. purchases of fashionable clothes, expensive make-up, food and holidays.

Neglect includes failure to access medical care or services, negligence in the face of risk-taking, failure to give prescribed medication, poor nutrition or lack of heating.

Possible indicators are:

- Poor hygiene and cleanliness of a person who needs assistance with personal care.
- Unkempt or unsuitable clothing for the weather condition.
- Untreated physical illness.
- Dehydration/weight loss/malnutrition.
- Repeated infections.
- Repeated/unexplained falls/trips.
- Pressure sores.
- Inadequate heating or lighting available.
- Furnishing, carpeting, noticeably shabbier or of poorer quality in their rooms compared with those in other rooms in the house.
- Incontinence issues not addressed e.g. odour has developed on clothing and/or furnishings.
- Clear failure to ensure the taking of medication appropriately.
- Inconsistent or reluctant contact with the health or social—care agencies.
- Failure to ensure appropriate privacy and dignity in personal living conditions e.g. immobile person given bucket to go to toilet in.
- Refusal of the right to use external facilities or access other care services especially if a cost is involved.
- Lack of safety equipment/being used following recommendation.

Everyone has a responsibility to report any allegations or suspicions of abuse, or potential abuse of a vulnerable adult immediately.

This includes abuse carried out by someone else with whom the vulnerable adult has a personal or professional relationship.

Employees who believe another employee act inappropriately is to report this.

If the vulnerable adult is in immediate danger, action will be taken to ensure their safety including calling the appropriate emergency services.

If an employee believes a crime has been committed, then police should be contacted immediately. Care will be taken to preserve evidence in cases involving sexual or physical abuse.

Employees are not to alert or confront the alleged abuser.

Employees are to note what they have seen and report the written account as soon as possible.

All employees are expected to co-operate fully in any adult protection investigation/assessment and comply with any recommendations of an adult protection plan.

Welfare and Working Environment

We aim to provide a safe working environment and to meet the welfare needs of all employees. To help us maintain the standards we strive to achieve, we expect employees to cooperate with us and follow our rules, policies and procedures.

Lighting is periodically assessed in our work areas to ensure the correct amount of natural light or illumination is available for working activities or moving around. Insufficient or too much lighting can have a detrimental effect on work, safety and health.

Emergency lighting is provided to facilitate the safe evacuation in the event of an incident occurring.

We understand it is important to maintain a reasonable working temperature and circulation of air. There are no set legal temperatures; however, guidance is available which sets out 'acceptable' lower limits of 16°C and 13°C, respectively. We will establish reasonable conditions and monitor as and when issues arise with thermometers.

We have considered the needs of employees and others and have provided a suitable quantity of toilets and washing facilities. Hot and cold running water is provided in sanitary conveniences along with suitable hand drying means.

It is important that employees take breaks, particularly if they are undertaking detailed and high concentration working periods. There are facilities to make hot and cold drinks. We request employees, in the interests of hygiene that this area is kept clean and tidy.

Sources for obtaining safe drinking water are provided. These will be identified at the time of induction for new employees.

Winter Conditions

Whilst we make every effort to ensure that temperatures within internal work areas are reasonable, it is foreseeable that heating systems may fail due to breakdown or power disruption. Should this occur, employees are to utilise portable heaters where possible and put on additional clothing as a temporary measure whilst a solution is sought.

In the event of snowfall within the commuting routes of employees, we will monitor weather conditions and release employees early if necessary to avoid them being trapped at work.

Unless directed not to attend, employees are expected to make reasonable efforts to come to work without taking personal risks. Travel warnings are to be heeded.

We are responsible for ensuring that additional communications and other precautions are taken as necessary to safeguard those who are lone working.

If due to low employee numbers, our first aiders are not available, we will seek the role of an appointed person.

Procedures are implemented in accordance with our slips and trips and falls policy to control the additional slipping hazards presented by the weather. All external walkways and steps are regularly cleared of snow and gritted to reduce ice. We will follow the government's snow code in our approach to clearing snow and ice.

We will also pay attention to building entrance areas to minimise the risks from wet floors. Employees are encouraged to wear footwear with a good tread when walking outside.

Employees who are required to drive for work are to ensure that they are planning their journey in advance, allowing extra time in preparation of sudden weather changes. Drivers are to ensure during the winter months that:

- Their fluid levels in the vehicle are topped up.
- They have a de-icer or ice scraper in the vehicle.
- They carry a hot drink in a flask.
- They carry snacks.
- They have a high visibility jacket/vest.
- They have spare warm clothes.
- They have a mobile phone fully charged, including an in-car charger.
- They have a first aid kit.

Employees who are required to work outside are provided with facilities and increased rest breaks to allow them to warm up. We encourage the drinking of warm fluids such as hot drinks. Employees working outside are to ensure that they have the appropriate personal protective clothing on which includes gloves, thermals, hat, coat, safety footwear and high visibility vest if applicable, to prevent exposure to cold weather conditions.

Employees who are exposed to cold temperatures for a long period of time can lead to an increased risk of accidents occurring. Therefore, we will assess employees working outside in cold temperatures and implement as far as is reasonable control measures.

Work Equipment & Access Equipment

The term work equipment is used to describe machines, tools, installations or equipment used for completing work whether owned or on loan/hire. The term is broad and applies to any work equipment we use. Access equipment is also work equipment but usually requires specific controls, maintenance and training to enable its safe use. For example, podiums, scaffold towers or mobile access equipment (MEWPS) are only be erected or operated by trained personnel.

Equipment that lifts people (passenger lifts, MEWPS) requires inspection and testing as work equipment and certification six-monthly, including any accessories. Equipment that lifts ‘things still requires inspection and maintenance, with an additional LOLER certification annually.

We acknowledge our duties as stipulated in law and will satisfy these duties by adopting the following procedures:

A needs analysis will be conducted before acquiring any work equipment taking into consideration many aspects including the task the equipment is required to perform, where it is to be used, anticipated volume of work, operators training needs, safety etc.

Equipment will only be sourced from reputable dealers. Safety devices fitted such as emergency stop buttons, guards etc. will comply with current standards for like machinery.

A risk assessment will be conducted before use of any new work equipment commences. The outcome of the assessment will help determine if the equipment is safe for use or if additional control measures are required for user safety and for the safety of others.

Training will be provided for employees and anyone else authorised to use our work equipment. Training and supervision will continue until such a time when a user is deemed competent and supervision is no longer needed.

All training will be overseen and training records maintained.

All work equipment is subject to wear and the possible occurrence of faults, it is therefore necessary that we monitor and maintain equipment regularly. Manufacturer’s recommendations will be followed for maintenance and inspection frequencies unless the scope of our work dictates these need to be changed, we will if necessary introduce our own maintenance and inspection program and regime.

We will ensure any statutory inspections or examinations are completed on time.

We appreciate that preventative maintenance is better than equipment failure; consequently, we rely on the Chief Officer & Public Realm & Contracts Manager and users of our work equipment to follow the adopted maintenance and inspection regime we decide upon.

Some maintenance tasks will be beyond the capability of employees, this we understand and it is our responsibility to identify such tasks and to appoint suitable contractors to conduct or assist with tasks.

Contractors engaged by us to undertake work will also be vetted for training, competency and maintenance of their own work equipment.

We expect all work equipment users to conduct a before use check to confirm equipment is safe for use. If problems are identified these are to be reported to ensure a repair is arranged. All faulty or damaged equipment must not be used until a suitable repair has been completed.

To help manage maintenance, inspection and repair of our equipment we will record all events and maintain documentation to support this. Any work conducted by contractors will be included.

Employees are not to use work equipment if:

- They have not received appropriate training.
- They are unfamiliar with the operation.
- The equipment is faulty, or they identify a fault.
- There is insufficient room around the equipment to work safely.
- Safety devices such as guards are not in place or are damaged.
- They require personal protective equipment and none is available.

Working Safely Near Overhead Powerlines

Overhead lines carry a powerful electrical charge which can be conducted through machinery and equipment with fatal consequences.

It is vital that everyone working on, or visiting a working site is fully aware of the hazards and the steps that are to be taken to avoid them.

We are aware that electricity can jump gaps, so we will ensure that our machinery does not touch a power line and therefore prevent a serious or lethal electric shock. Materials such as rubber and wood may not be an effective insulator against a high or low voltage charge and cannot be relied upon to prevent an electric shock.

Power lines are normally visible, people are less aware of them when they are engrossed in their work so accidents do happen.

We will monitor all working at height operations.

We will:

- Contact the local network power provider when planning work near our overhead lines.
- Map the route of overhead lines and plan the safest way to avoid them.
- Clearly signpost the dangers with high visibility warning devices.
- Keep overhead lines in view when moving plant and equipment.
- Inform employees and contractors of the dangers and promote safe practices.
- Restrict access to work near overhead power lines using barriers.

We will never:

- Go near or touch any broken or fallen overhead power lines or any plant, equipment or machinery that is in contact with an overhead power line.
- Drive a high vehicle under an overhead line when there are alternatives.
- Take plant or equipment closer to live power lines than the clearance given by the local network power provider.
- Carry ladders or other long objects underneath lines without reducing them to their shortest length and carrying them horizontally close to the ground.

High visibility barriers and signs will be erected where machinery or equipment might pass near or underneath overhead power lines.

Barriers plainly warning operators of the risks might comprise post and rail fencing, high tension wires with bunting, earth banks at least one metre high or steel drums filled with rubble at intervals. These will be robust and brightly coloured.

Date Approved:
Minute Reference:

Goal-post style barriers can help impose height restrictions on the equipment taken into restricted access areas to avoid contact with overhead lines. These will also be brightly coloured and made from a material which will not conduct electricity, preferably something like timber or plastic.

Warning signs displayed on the barriers for drivers to see will clearly state the danger of death from nearby overhead power lines, reminding operators to keep the extendable parts of their machinery or equipment lowered in that zone.

Work Related Stress

We have a responsibility for the health, safety and welfare of our employees and recognise that their well-being is important to its success. The prevention and effective management of stress is our responsibility.

We believe that all employees have the right to expect that their working conditions and relationships will be such that they do not result in prolonged stress symptoms.

We are committed to:

- Preventing, in so far as is reasonable, employee stress resulting from work practices, excessive workloads or interpersonal relationships.
- Where work-related stress does occur, taking steps to minimise the impact of this stress on individuals.
- Providing training and support to help employees understand and recognise the nature, causes and management of work-related stress and to prevent or minimise work-related stress.

We will continuously assess and monitor the work-related stress levels of our employees through:

- Formal and informal supervision of employees.
- Formal performance appraisal of employees.
- Formal and informal meetings and discussions with employees.
- Formal and informal performance conduct and absence management.
- Meetings and discussions with employees.
- Investigation of comments and complaints from employees.
- Investigation of accidents, injuries, diseases, dangerous occurrences and other incidents.

If the work-related stress levels of one or more employees appear to be rising, we will take appropriate action.

We will provide reasonable support to all employees who are absent from work due to work-related stress, to assist their return to work.

Employees have a responsibility for their own work-related stress levels and are instructed to try to help themselves and their colleagues wherever possible. Employees are encouraged to make suggestions for reducing work-related stress.

Employees should discuss any problems if it is a cause of stress.

Normally, employees are to try to resolve problems informally. If the result of an informal approach is unsatisfactory, employees can raise the issue formally. Employees are to accept opportunities for counselling etc. when this is recommended.

Recognising the symptoms of stress in others:

- Increases in overall sickness absence, particularly frequent short-term sickness absence.
- Poor work performance: less output, lower quality, poor decision-making.
- Changes in relationships at work: conflict between colleagues.
- Changes in employee attitude and behaviour: loss of motivation or commitment, poor timekeeping, working longer hours but with diminishing effectiveness.
- Lack of enthusiasm.
- High accident rates.

In themselves:

- Tiredness, aching muscles, disturbed sleep.
- Loss of appetite, indigestion, stomach problems.
- Loss of sexual drive.
- Dependence on alcohol or drugs, excessive smoking.
- Headaches.
- Inability to relax.
- A sense of being out of control.
- Difficulty retaining information.
- Poor concentration and indecisiveness.
- Worrying.
- Increased irritability.
- Increased incidence of frequent short-term sickness absence.
- Change in attitudes to work and colleagues.
- Feeling anxious or depressed.

Some of these symptoms may not be stress related but could indicate a more serious underlying condition.

Work Related Violence

A violent incident is any incident in which a person is abused, threatened or assaulted in circumstances relating to work.

We consider that work-related violence is unacceptable. Our aim is to reduce it to the lowest reasonable level, the likelihood of a person being exposed to violence and aggression while at work.

We will identify all activities where there is the potential for work-related violence and will ensure that the risk assessments for these activities consider the hazards of violence and aggression. This will include activities involving direct contact with members of the public.

Where employees are exposed to risks of work-related violence, we will inform them of the findings of the relevant risk assessments and we will seek to reduce these risks to the lowest reasonable levels by implementing engineered and procedural control measures. Where we identify that training and instruction will help to reduce risks, employees will be provided with such training. This will include, but will not be limited to:

- How to identify potential incidents of violence before they happen.
- How to prevent incidents from developing.
- Appropriate behaviour for providing non-confrontational services.
- Actions to take in the event of a violent incident.

If employees feel that they are losing control of a situation or that the other person is becoming aggressive, they are instructed to try to withdraw and obtain assistance. The type of assistance provided will depend on the situation. If we consider that it is the best way to calm a situation, an aggressive person will be asked to leave the premises.

If it is believed that an aggressor is in possession of an offensive weapon, then the police will be called immediately (preferably unknown to the aggressor). Employees are instructed not to attempt to disarm an assailant unless personal injury is imminent. They are not to pick up an object to use as a weapon except in self-defence.

Safety is paramount and entirely outweighs the value of any money or property that could be stolen. Employees are not expected to foil a raid or to try to prevent theft, if doing so would put any person's life in danger.

Violence or the fear of violence from can seriously impact on working and home life and can cause depression and stress. Where the risk of violence has been identified employees are to follow the advice and instructions as required. Violence 'triggers' can very often be avoided with good training and preparation. If employees experience a violent incident, they are instructed to report it so other employees are made aware and changes can be made in the support offered.

All incidents involving work-related violence or aggression will be recorded. This applies to incidents where there are no injuries as well as to those where injuries occur.

Working at Height

We recognise the dangers of working at height and acknowledge our duties. Employees are instructed to understand that working at height is one of the biggest causes of major injuries and fatalities every year. Therefore, wherever possible we will avoid the need to work at height and where we must, we will ensure it is properly risk assessed and follows a logical and prescribed hierarchical approach.

There are many hazards involved with working at height, most of which are simple to avoid, they involve:

- The correct use of steps, ladders and 'step up' stools.
- Not climbing on chairs or tables.
- Not overreaching when using equipment.

The 'hierarchical approach' is the step by step process of managing risk. In summary, this involves:

- Preventing falls by using safe and correct equipment.
- Reducing the distance and consequence of any potential fall.
- Providing good safe access to get to where a person needs to go.
- Checking the equipment, not ignoring defective or damaged kit.
- Not overloading or overreaching.
- Protecting the area below.
- Planning for emergencies or evacuations.

All employees required to work at height will undergo training applicable to the method selected for working at height and for the environment in which the work occurs. Training will be periodically repeated to help maintain skills and competence. Information relating to each task undertaken by us and along with a comprehensive list of associated hazards, general and common to the work location will be conveyed prior to the commencement of each activity.

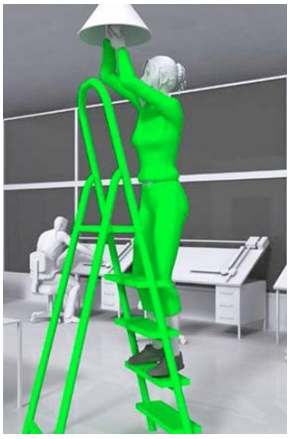
We understand that we must do all that is necessary to prevent anyone falling. Employees and others required to work at height are to follow safe working practices. When working at height we will appoint a competent person to take charge, they will prepare a method statement and risk assessment for the work. Safety procedures are to be understood by all employees involved and be in place prior to starting any work.

Working at height assessments and controls are also required where there is a risk of falls at ground level. Before undertaking any significant work or activities in these areas, safety briefings are required and suitable controls will be in place.

Employees using a stepladder to carry out a work at height task are instructed to:

- Check for signs of obvious damage, such as big dents, loose rungs or fittings and if noted, not to use them.

- Check all four stepladder feet are in touch with the ground, rubber feet attached, and the steps are level.
- Only carry light materials and tools and DON'T overreach.



- Do not stand and work on the top three steps unless there is a suitable handhold. (Includes the top platform).
- Ensure any locking devices are engaged.
- Ask a colleague to steady the steps and pass items up or down.
- Not attempt the task if they are worried or uncertain.
- Try to position the stepladder to face the work activity and not side on. However, there may be times when space does not allow for this.
- Try to avoid work that imposes side loading.
- If unavoidable, they are to ensure that the steps are held by a colleague or consider waiting for others to assist them.
- Maintain three points of contact at the working position e.g. 2 feet and 1 hand or when both hands required, 2 feet and the body or belly or 2 feet and knees.
- When deciding if it is safe to use no hands on the ladder whether it is light work, whether it avoids side loading, whether it avoids overreaching, whether the stepladder can be tied and whether a handhold is still available to steady themselves before and after the task.

Using a step up stool:

- Employees are to ensure to wear sensible shoes, not heels or flip flops.
- Employees are instructed not to overreach or twist or stretch up to tip toes.
- Employees are instructed to be sure to ensure the step; stool is undamaged before use.

Date Approved:
Minute Reference:

Workplace Housekeeping

We will consider housekeeping issues on a day to day basis and all employees have a general responsibility to keep the work areas tidy and report hazards.

Effective housekeeping can eliminate some hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries. If the sight of paper, debris, clutter and spills is accepted as normal, then other more serious health and safety hazards may be taken for granted.

Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly, maintaining corridors and floors free of slip and trip hazards and removing waste materials and other fire hazards. It also requires paying attention to important details such as the layout of the whole workplace, aisle marking, the adequacy of storage facilities and maintenance. Good housekeeping is also a basic part of accident and fire prevention.

Effective housekeeping is an on-going operation: it is not a hit-and-miss clean up done occasionally. Periodic "panic" clean ups are costly and ineffective in reducing accidents.

We will adopt a “clean as you go” policy. Poor housekeeping can be a cause of accidents, such as:

- Tripping over loose objects.
- Being hit by falling objects.
- Slipping on greasy, wet or dirty surfaces.
- Striking against projecting, poorly stacked items or misplaced material.
- Cutting, puncturing, or slashing the skin of hands or other parts of the body on projecting nails, wire or steel strapping.

To avoid these hazards, we will maintain order throughout a workday. Although this effort requires a great deal of management and planning, the benefits are many.

Effective housekeeping results in:

- Reduced handling to ease the flow of materials.
- Fewer tripping and slipping accidents in clutter-free and spill-free areas.
- Decreased fire hazards.
- Lower worker exposures to hazardous substances.
- Better control of tools and materials, including inventory and supplies.
- More efficient equipment clean-up and maintenance.
- Better hygienic conditions leading to improved health.
- More effective use of space.
- Reduced property damage by improving preventive maintenance.
- Less caretaker cleaning work.
- Improved morale.
- Improved productivity.

A good housekeeping program plans and manages the orderly storage and movement of materials from point of entry to exit. It includes a material flow plan to ensure minimal handling. The plan also ensures that areas are not used as storage areas by having employees move materials to and from areas as needed. Part of the plan includes investing in extra bins and more frequent disposal.

The costs of this investment will be offset by the elimination of repeated handling of the same material and more effective use of employees' time. Often, ineffective or insufficient storage planning results in materials being handled and stored in hazardous ways. Knowing the layout and the movement of materials throughout will help to plan procedures.

Worker training is an essential part of any good housekeeping program. Employees will be informed of how to work safely with the products they use. They also will be informed of how to protect other employees such as by posting signs (e.g., "Wet - Slippery Floor") and reporting any unusual conditions.

Housekeeping order is "maintained" not "achieved." Cleaning and organisation will be done regularly, not just at the end of the shift. Integrating housekeeping into jobs will help ensure this is done. A good housekeeping program identifies and assigns responsibilities for the following:

- Day-to-day clean up.
- Waste disposal.
- Removal of unused materials.
- Inspection to ensure clean-up is complete.

Employees are instructed to not forget out-of-the-way places that would otherwise be overlooked. The orderly arrangement of operations, tools, equipment and supplies is an important part of a good housekeeping program.

The final addition to any housekeeping program is inspection. It is the only way to check for deficiencies in the program so that changes can be made.

Workplace Transport

Workplace transport related accidents are a major cause of fatalities and a significant cause of serious injuries and we have a duty to protect our employees and others.

Everyday several vehicles will visit our premises including cars, vans, and other vehicles which present a range of risks such as persons being struck by vehicles or where persons fall from vehicles.

It is our policy to:

- Ensure that our employees who drive vehicles are instructed and trained and hold appropriate driving licences.
- Review arrangements and procedures to ensure pedestrian safety and pedestrian/vehicle segregation where possible.
- Assess the risks created by workplace transport.
- Ensure that risk assessments are completed.
- Maintain traffic routes.
- Ensure arrangements are established for the safe reversing of vehicles.
- Review unloading and loading operations and have arrangements in place to prevent persons falling from vehicles or any other loading areas within our control.
- It is the responsibility of the driver to check the load on the vehicle is secured prior to departure.
- Inform, instruct and train employees regarding safe movement of transport and provide safe procedures for the loading and unloading of vehicles.

Young Persons

We recognise our responsibilities and we will carry out a specific risk assessment for young persons (those under 18), considering:

- Inexperience, lack of awareness of risks and immaturity of young people.
- The workplace and equipment.
- The nature and degree of exposure to harm.
- The organisation of processes and activities.
- Training and competence.

When employing a young person or accepting a work placement, we will:

- Decide to make an offer of employment to a person under the age of 18; we will contact our insurance company to ensure that our Employers' Liability Insurance policy covers us for this type of employment.
- Complete a risk assessment considering specific factors such as immaturity, inexperience and lack of awareness, medical conditions and physical and learning disabilities of the young person or child.
- Look back at our accident and ill health records as these often help to identify the less obvious hazards.
- Contact the local authority to apply for a work permit if the child is under compulsory school leaving age.
- Think about long-term health hazards, such as high noise levels or exposure to harmful substances, as well as more common site hazards.

We will consider whether:

- A young person or child should be undertaking the task.
- The work is beyond their physical or psychological capacity.
- The work involves exposure to harmful substances which may be toxic, carcinogenic, potentially causing heritable genetic damage or harm to an unborn child, or which in any other way might chronically affect human health.
- There is a risk from extreme cold or heat, noise or vibration.

When controlling risks, we will apply the principles below, if possible in the following order:

- Prevent access to the hazard, for example, by prohibiting access by the young person or child.
- Organise work to reduce exposure to the hazard, consider task rotation.
- Provide increased or full-time supervision for the young person or child.
- Issue personal protective equipment that is intended specifically for young people or children as adult equipment may not be a true fit and consequently be ineffective at controlling the risk.
- Explain welfare facilities, for example, first aid and washing facilities for the removal of contamination.

We will remember to prioritise and tackle the most important things first.

We will share the findings of the risk assessments with guardians where appropriate.

Where a person is under the minimum school leaving age, the findings of risk assessments will be brought to the attention of the child's parents or guardians and explained in full.

Training will include the basic induction training offered to all employees. In addition, we will identify and make the young person or child aware of the specific issues that might affect them. Emphasis will also be required on issues such as horseplay and practical jokes.

An introduction is required to the employee who will be supervising the young person or child. We will ensure that good communication is maintained with any young person or child and that, where necessary, any conversation about health matters are held in private and with a parent, guardian or other responsible adult.

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Chapter 4. Advice and Information

Health and Safety Advice

It is important that we can obtain advice, guidance and information regarding safety; a firm understanding of our duties and responsibilities will help us act accordingly and fulfil any statutory requirements we need to comply with.

Wirehouse Employer Services Limited provides us with competent health and safety advice and support. They are our nominated health and safety service provider. They are not responsible for the day to day management of health and safety that applies to us, employees have been nominated and duties assigned to ensure we meet any statutory requirements imposed on us.

Services available to authorised employees include the following:

- Wirehouse Employer Services online – Employees with authorisation and access can logon to the Wirehouse webpages. Information available includes documentation and guidance on key safety issues such as risk assessment. In addition, we can also gain access to an electronic copy of our Health and Safety Management System.
- 24-Hour Advice Line – We have arranged for 24-hour support using the Wirehouse Employer Services Health & Safety Advice Line. A safety consultant will handle your call and respond to your query.

Please note this service is restricted to authorised employees only.

The Health and Safety Executive offers advice, information and guidance. A variety of safety regulations are available and can be downloaded from their website.

Internet access:

General Guidance	
http://www.hse.gov.uk/	Use the search engine to locate guidance.
http://www.hse.gov.uk/pubns/priced/hsg65.pdf	General guidance on safety management systems.
http://www.hse.gov.uk/work-at-height/index.htm	Pages of guidance on issues around working at height.
http://www.hse.gov.uk/work-at-height/using-ladders-safely.htm	Links to safe use of ladders and steps.
http://www.hse.gov.uk/toolbox/electrical.htm	Information on electrical safety.
http://www.hse.gov.uk/pubns/indg368.pdf	A brief guide on how to engage and manage contractors.
http://www.hse.gov.uk/pubns/manlinde.htm	Industry specific guidance on manual handling.
http://www.hse.gov.uk/legionnaires/workplace-risks.htm	Legionella (water safety) issues explained.
http://www.hse.gov.uk/pubns/indg214.pdf	First aid requirements explained.
http://www.hse.gov.uk/risk/controlling-risks.htm	Risk assessment explained – links to HSE examples.
http://www.hse.gov.uk/work-equipment-machinery/puwer.htm	Guide to managing work equipment – including machinery and guarding issues.
http://www.hse.gov.uk/office/	Office safety issues (slips trips, display screen home working).
Industry Specific Guides	
http://www.hse.gov.uk/vibration/hav/vibrationcalc.htm	Vibration calculator tool
http://www.hse.gov.uk/pubns/indg362.pdf	Occupational noise explained
http://www.hse.gov.uk/workplacetransport/lift-trucks/index.htm	Forklifts

Northwich town council

Chapter 5. Forms

A variety of forms are available to view, print and modify from the MyWorkNest Portal that we suggest you implement as part of this Health and Safety Management System covering the following:

- Care Safety Templates
- Construction Safety Templates
- Environmental Safety Templates
- Expert Guides
- Fire Safety Templates
- Food Safety Templates
- General Safety Templates
- Guidance Notes
- Individual Person Safety Templates
- Lifting Equipment & Lifting Accessories
- Monitoring Forms
- Risk Assessment Manuals
- Risk Assessments 5x5 Matrix
- Risk Assessments H/M/L Risk Rating
- Safe Operating Procedure Templates
- Toolbox Talk Manuals
- Toolbox Talk Presentations
- Toolbox Talks
- Training Safety Templates

Report to : Full Council

Meeting Date : 13th April 2026

Agenda Item : 14

Prepared By : Chris Shaw

Subject : Firefest 2026

Background

Northwich has always had an organised firework display which started on Jubilee Fields and eventually moved to Verdin Park. The event is organised and delivered by Rotary Northwich and Northwich Round Table with any profits distributed to local charities. Unfortunately, due to rising costs 2025 will be last Firefest that will be organised and delivered by the above organisations.

Proposal

Northwich Town Council to deliver a similar event so Northwich residents have an organised safe bonfire to attend. We would have the following activities and attractions on site and create a festival feel to the event.

- Bonfire
- Fireworks (accompanied by music)
- Fairground rides
- Food outlets
- Bar
- Stage with live music
- Artisan Traders

The event will be ticketed with all ticket sales used to cover the cost of the event any surplus will be carried forward to 2027.

As with all our events, full medical cover and security will be on site throughout the event.

The estimated cost to run event is £16000.

Council to approve the above proposal for Northwich Town Council to deliver the 2026 Bonfire and Firework display at Verdin Park, date to be confirmed.

Decision of the Council is requested.

Chris Shaw

Chief Officer