

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

Website: gainsborough-tc.gov.uk



MEETING AGENDA

3 September 2021

Dear Councillor,

You are hereby summoned to attend a meeting of the **Personnel Committee** which will be held on **Wednesday 8 September 2021** at **7pm** in the ceremony room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough.**

The business of the meeting is set out in the agenda below.

Cllr P O'Connor
Acting Town Clerk

Committee members: Cllr M Boles - ex officio, Cllr R Craig – ex officio, Cllr T Davies, Cllr S Loates, Cllr P O'Connor (VC), Cllr K Panter, Cllr D Schofield, Cllr B Velan, Cllr K Woolley (C)

Agenda

No	Agenda Item
	<u>Procedural items</u>
1	Apologies for absence Committee to note apologies received.
2	Declarations of interest Committee to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations.
3	Minutes of the previous meeting Committee to confirm as a correct record the minutes of the previous meeting held on Thursday 15 July 2021. PAPER A
	<u>Committee business items</u>
4	Health and Safety policy Committee to approve reviewed Health and Safety policy PAPER B
5	<u>Exclusion of the press and public</u>

	Due to the confidential nature of the following, members may resolve to exclude the press and public from the meeting during consideration of the next four items in accordance with the Public Bodies (Admission to Meetings) Act 1960.
6	Grounds Maintenance Update & Recruitment Committee to receive an update on the Grounds Maintenance team, recruitment and update on current staff member probation. PAPER C
7	Admin Support Officer post Committee to discuss the benefits of early appointment of a full time Admin Support Officer
8	Council Review Committee to receive report from Cllr O'Connor PAPER D
9	Staff requests Committee to consider requests received from two employees PAPERS E & F

PAPER A

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Personnel Committee held in the Function Room, Marshalls Sports Ground, Middlefield Lane, Gainsborough on Thursday 15 July 2021 at 7.00pm

Present: Councillor Kenneth Woolley (Chairman)

Councillor Matt Boles – ex officio
Councillor Tim Davies
Councillor Pat O'Connor
Councillor Denise Schofield

In Attendance:

Rachel Allbones Deputy Clerk & RFO
Sean Alcock Operations Manager

1. TO RECEIVE APOLOGIES FOR ABSENCE

Councillor Richard Craig – ex officio
Councillor Sally Loates

2. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST

None declared.

3. MINUTES FROM THE PREVIOUS MEETING (Paper A)

i. Minutes of the meeting of Personnel Committee held Wednesday 23 June 2021

RESOLVED that the minutes of the Personnel Committee meeting held on Wednesday 23 June 2021 be confirmed and signed as a correct record.

Note: Councillors Boles and Schofield abstained from voting on the above resolution.

4. EXCLUSION OF PRESS AND PUBLIC

Due to the confidential nature, members **RESOLVED** to exclude the press and public from the meeting during consideration of the next five items in accordance with the Public Bodies (Admission to Meetings) Act 1960.

5. SICKNESS ABSENCE AND LEAVE (Paper B)

Members raised concerns regarding the holidays staff members are still carrying.

RESOLVED to NOTE the quarterly report.

6. TOWN CLERK RECRUITMENT (Paper C)

Committee NOTED the update within the report.

7. GROUNDS MAINTENANCE UPDATE AND RECRUITMENT (Paper D)

Committee NOTED the contents of the report.

RESOLVED that the Chairman of the Personnel Committee and the Cllr T Davies will carry out the performance review meeting, and powers be delegated to them to form a decision and dismissal if necessary.

8. ADMIN SUPPORT OFFICER POST (Paper E)

Committee considered the proposed amendments for the Admin Support Officer job description which would form as part of the recruitment once the current post holder leaves the council.

RESOLVED approve the amendments to the job description apart from item 7, to remove allotment inspections and to mirror item 6.

9. COUNCIL REVIEW (Paper F)

Councillor O'Connor updated Committee that all interviews with staff had taken place and the would complete the report in the next week which will go in front of the Personnel Committee in due course.

The meeting concluded at 7.30pm

PAPER B

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Health and Safety Policy

FIRST EDITION **JULY 1997**
(Updated **August 1998**)
(Updated **May 2018**)
This version: 13 August 2021

Health and Safety Policy
Adopted: (((INSERT DATE))) – Review date: (((INSERT DATE)))

Foreword

Organisations which perform well and have high standards of safety and health are often the most successful. It has been demonstrated time after time that high performing organisations are committed to the application of sound and effective management of health and safety which is fully integrated into their operations.

This policy clearly illustrates the Council's commitment to health and safety and welfare of all employees whilst at work. Our duty also extends to ensuring Council activities do not detrimentally affect others.

To this end the Council requires the support and co-operation of all employees. Indeed, working together, we can create an even safer place of work.

Section A – General Statement of Health & Safety Policy

Gainsborough Town Council regards health and safety as a matter of prime importance and will at all times ensure, so far as reasonably practicable, the health, safety and welfare of all employees. The Council shall also ensure so far as reasonably practicable that activities of the Council do not in any way cause detriment to the general public, contractors and other non-employees.

It is the policy of this Council that health and safety is and shall remain a management responsibility equal to that of any other function.

A positive health and safety culture can only exist with the full co-operation and commitment of staff. ~~With this in mind~~ Management shall ensure that effective control of health and safety is achieved through ensuring co-operation and communication with all employees within the organisation and by ensuring competence of those employees.

Health and safety plays a vital role in achieving the commitments of the Council. The Council also acknowledges the significant benefits accruing from positive & pro-active health and safety management and the input such management can make into achieving “Best Value” and quality services.

This Council believes that accidents and occupational ill health incidents are preventable and to this end, using the risk assessment tool, shall endeavour to manage risks ~~in order~~ to prevent or at least minimise the occurrence of these incidents. Risks shall, where possible, be reduced to a reasonably practicable level.

It is equally the duty of all employees to exercise responsibility and to do all that is reasonable to prevent injury to themselves and to others that may be affected by their actions or omissions.

This Council will ensure that appropriate consultation with employees and/or their recognised trade unions will take place on matters affecting their safety and or health.

The Council acknowledges its legal responsibilities to appoint competent contractors. All reasonable steps shall be taken to ensure contractor’s competency and adequate steps taken to monitor their activities in consideration of health and safety requirements.

This policy shall be reviewed ~~at least annually~~ **biennially**, and any amendments shall be brought to the attention of all **Council Members and Council** Employees.

Section B – Responsibilities and Organisation

B1 Responsibilities of the Council

The Council, through its elected Members and Committees has responsibility for:

- a) The health, safety & welfare of the Councillors, Council employees and volunteers.
- b) The conduct of the Council's undertakings to ensure the health, safety and welfare of the public and other persons who may be affected by our work.

To meet these responsibilities the Council shall ensure:

- a) That there is an effective overall policy for the health, safety and welfare of all Councillors, Council employees and volunteers and appropriate resources are available to meet the requirements of that policy.
- b) That any necessary changes are made to the Health & Safety Policy arising from annual reviews and alterations, amendments to organisational structures and operational arrangements.
- c) That the general public are made aware of any situations that may arise which may affect their health, safety or welfare and that the Council shall take steps to eliminate such situations.
- d) That the Council's activities do not detrimentally affect the health, safety or welfare of the general public and/or other persons e.g., Contractors.
- e) That the Council shall review the implementation of this policy ~~annually~~ biennially and make such recommendations as are necessary.
- f) Health and safety matters shall be under the remit of the Personnel Committee.

B2 Responsibilities – Town Clerk

The Town Clerk is responsible for giving overall effect to the Council's health and safety policy and will, as necessary review the effectiveness of the policy and of the personnel under his/her control to whom various aspects of health and safety have been delegated.

The Town Clerk is nominated, as the "Safety Champion" and he/she shall, where possible, ensure Health & Safety issues are adequately represented / communicated at corporate level.

The Town Clerk will recommend to the Council that at all times there are adequate resources to meet the health & safety requirements of the Council and will, as necessary, review the effectiveness of arrangements and the personnel under his/her control to whom various aspects of health & safety have been delegated.

The extent of various aspects of health & safety legislation, together with training, administration and the day to day working requirements justify the need for the Town Clerk to

delegate to personnel under his/her control and to use the services of external competent assistance where necessary.

B3 Operations Manager

To maintain the Town Council Health and Safety policy, manual and records of risk assessments, reporting any concerns in a timely manner.

To conduct full Health and Safety induction training with all staff and maintain individual training records for each Employee.

~~The main responsibility for implementing the Council's Health & Safety policy rests with the Operations Manager who is responsible for ensuring that the Council has appropriate safety systems in place to ensure compliance with legislation.~~

B4 Appointment and Implementation

In accordance with the Management of Health and safety at Work Regulations and in view of the essential need for competent assistance to be available to the Town Clerk at all times the Council shall: Appoint competent persons to carry out all Health and Safety undertakings, arrange for appropriate information and training and implement all necessary measures to meet with current Health and Safety requirements.

B5 Responsibilities – Officers of the Council who let or Control Contracts and Contractors

Such Officers shall ensure that:

- a) Health & Safety competency considerations are an integral part of procurement decisions.
- b) Suitable resources are allocated to ensure health and safety.
- c) Reasonable enquiries are made to ensure the competency of potential Contractors.
- d) Employees are adequately trained to be able to manage the contract safely.
- e) The Contractor's health and safety performance is suitably monitored.
- f) Competent advice is sought when required.
- g) All work is in accordance with this Council's policies.

Also, such Officers shall ensure that procedures 1 to 6 of section C13 of the Health and Safety Policy are strictly applied to all contracts.

The level and quantity of precautions taken must always be proportionate to the actual level of risk present.

B6 Responsibilities – Line Managers / Supervisors

Line Managers / Supervisors shall ensure that instructions relevant to the Council and the Section concerning health and safety are practiced and that the necessary information, policy and codes of practice are disseminated to, and effected by, employees for whom they are responsible.

Specifically, Line Managers / Supervisors shall ensure that:

- a) Risk assessments are available and communicated to all relevant staff and reviewed to ensure they are suitable and sufficient.
- b) All accidents are investigated and reported.
- c) Frequent monitoring is carried out to ensure adherence to legislation, policy, codes of practice, risk assessments, work method statements or other relevant health & safety instructions.
- d) Persons within their control use all safety devices/control measures provided in the interests of their safety.
- e) Suitable first aid provision is available within their area.
- f) Areas/buildings for which they have responsibility are kept in a safe condition.
- g) Employees within their control are competent to carry out their tasks without putting themselves or others at risk.
- h) Appropriate supervision is available where required.
- i) Plant and equipment is suitable for the task that it is required for and is suitably maintained in accordance with the manufacturer's recommendations and relevant legislation where appropriate.
- j) Training identified to enable staff to carry out their tasks safely is provided.
- k) All health & safety shortcomings which are noted either by the Line Manager / Supervisor or notified by others are addressed and dealt with accordingly.
- l) All activities that pose a risk of serious or imminent danger are stopped and dealt with accordingly.
- m) Individual risk assessments are completed for all persons under the age of 18 years old.

B7 Responsibilities – All Employees

Employees shall:

- a. Take reasonable care for their own safety and that of others who may be affected by their acts or omissions.
- b. Inform their line manager, without delay, of any work situation which might present a serious and imminent danger.

- c. Inform management of any short comings in the Council's health and safety arrangements.
- d. Make themselves familiar with and conform to all safety rules applicable to their work.
- e. Correctly use safety equipment, protective equipment/clothing and devices as necessary and follow instructions and advice regarding use of substances.
- f. Report, to their line manager, all accidents and damage and adhere to the Council's procedure for the reporting of accidents/violent incidents, regardless of whether persons are injured or not.
- g. Report all hazards to their line manager immediately.
- h. Comply with instructions given on health and safety matters and adhere to the Council's codes of practice for securing safe working arrangements.
- i. Risk Assessments must be read by all concerned and a report signed to this effect must be put on file.

Section C – Arrangements

C1 Risk Assessments

Risk assessment is ~~considered to be~~ the foundation of this Council's Health, Safety and Risk management programme. Without risk assessment we are unable to identify and control true risk.

The Town Clerk and by delegation the Operations Manager are responsible for ensuring suitable risk assessments are produced and maintained relevant for all significant risks and that adequate controls are provided.

Adequate training shall be provided to the Operations Manager to assist him/her in the risk assessment procedure.

The Operations Manager shall identify hazards and evaluate risks produced by the Council's activities. Where this assessment highlights a significant risk, the Officer shall record his/her findings on the authority's risk assessment pro-forma. A copy of these assessments shall then be forwarded to the Town Clerk. The Operations Manager MUST ensure that staff are made aware of the significant findings of all relevant risk assessments. Indeed, wherever possible employees shall be consulted during the risk assessment exercise.

Risk assessments shall be reviewed and amended as necessary, by the Operations Manager:

- a) on an annual basis
- b) following an accident
- c) if there is a significant change in the work activity

- d) where employees are under the age of 18 years
- e) on receiving notification of pregnancy from an employee, and
- f) when a new/vulnerable employee starts.

Action Plans

Risk assessment is, however, but a process and implementation of the final action plan is essential. Therefore, action plans shall be produced by the Line Manager for all outstanding works determined from the risk assessment process. This action plan shall be agreed and signed off only by the Town Clerk and reviewed by the Operations Manager after 6 months. Implementation of the final action plan is essential to ensure that the Council meets its legal obligations.

Health and Disability

A full assessment of an individual's ill health or infirmity must form part of the process. The issues from any underlying conditions whether of an acute or chronic nature are to be considered, so that the risks to the employee and others who may be affected by the employee's acts or omissions are fully assessed. It is important to note that Health and Safety requirements take precedence over disability legislation.

C2 Consultation

The facility for joint consultation on health and safety matters shall be included within the regular staff meetings. Notwithstanding this mechanism all employees shall be encouraged to bring to the attention of management any concerns or indeed suggestions regarding health and safety.

C3 Fire

~~Gainsborough Town Council~~ ~~The Operations Manager~~ shall be responsible for the fire safety across all ~~Gainsborough Town Council~~ sites under their ownership and/or management. ~~They~~ ~~This Officer~~ shall:

- a) Ensure a suitable and sufficient fire risk assessment is made to evaluate the potential fire risks and adequate responsive action is taken to remove or reduce risk to a minimal and appropriate level.
- b) Suitable instructions are posted in conspicuous areas informing all users of the building what action to take in case of a fire.
- c) All staff within Gainsborough Town Council, have received appropriate fire safety information, instruction and/or training. This shall be documented.
- d) A suitable fire plan has been produced and where applicable Fire wardens are appointed to ensure a rapid and effective evacuation.
- e) Fire drills are carried out at least once every 12 months.
- f) Ensure that special areas of fire risk potential are suitably marked, and special procedures formulated.
- g) All fire equipment is inspected and maintained in accordance with relevant current guidance. This shall be documented within the Fire Logbook.

C4 Accident & Dangerous Occurrences Reporting

Details of all accidents will be recorded in an accident book and investigated by the ~~Operations Manager~~ appointed person with support from the respective line manager. The requirements of RIDDOR will be followed in respect of any reportable accident or dangerous occurrence. Action considered necessary to prevent a recurrence will be taken, and a report submitted to the enforcing authority.

RIDDOR reportable accidents and dangerous occurrences can be reported to the HSE Reporting Centre by:

☎ Phone 0345 300 9923

☎ ~~Out of hours 0151 922 9235~~

Online <https://notifications.hse.gov.uk/riddorforms/DangerousOccurrence>

If the accident etc. is reported by phone, the operator will give an incident number. It is important to record the number in the Accident Book and quote in any subsequent correspondence relating to the incident. The RIDDOR reporting centre will take details of the incident and they will produce the Form F 2508 and they will send a copy to the employer of the injured person.

There are ~~a number~~ several reasons why it is essential that all accidents/incidents (including near misses) be recorded and reported if required by RIDDOR. These include:

- a) A legal requirement to report certain injuries, diseases, and dangerous occurrences.
- b) Insurance Company requirements to notify them and keep details for possible future claims.
- c) Department of Work and Pensions requirements to record details of all accidents in the workplace Accident Book.
- d) To help the Council to monitor its' health and safety performance.

The following procedure should be followed selectively in the event of an accident or near miss:

- a) Without endangering yourself, ensure that the casualty is made as safe as possible from further harm.
- b) Call the First Aider (if appropriate)
- c) Make the area as safe as possible, without endangering yourself.
- d) If practical, do not move any material or equipment involved; if this is not possible, take a note of quantities and location of tools, equipment etc. involved.
- e) The person involved in the accident should ensure that details of the event are entered in the Accident Book; if this is not practical, the Nominated Person will record the details.
- f) All accidents will be investigated in order to:
 - (i) Establish the cause
 - (ii) Determine the extent of injuries and damage
 - (iii) Decide on action necessary to prevent a reoccurrence

If any member of the public, visitor or uninvited visitor is involved in an accident or is injured, details must be entered in the Accident Book. Details of all accidents will be recorded. The requirements of RIDDOR will be followed in respect of any reportable accident or dangerous occurrence (see 2.5).

Where an accident or reportable incident occurs on a site controlled by our customer, a senior representative of our customer will be informed, involved in any investigation, and consulted on subsequent action taken to prevent a reoccurrence.

If any member of the public, visitor or uninvited visitor is involved in an accident or is injured, details must be entered in the Accident Book. Details of all accidents will be recorded. The requirements of RIDDOR will be followed in respect of any reportable accident, near miss or dangerous occurrence.

Where the **Health & Safety Executive** or other enforcement agency provides advice, information, or guidance in respect of our work activities and operations, this will be implemented as a matter of priority. The accident performance will be closely monitored, and preventive action taken if required; this could include employee training, review of risk assessments, safe systems of work and method statement, use of alternative work equipment, PPE etc.

C5 First Aid

Suitable and appropriate first aid equipment and expertise, appropriate to the assessment of risk and need, is provided in accordance with legislation and codes of practice, to all employees regardless of their work situation.

The Operations Manager must ensure that used first aid equipment is replenished and training for staff is provided to ensure that adequate first aid cover is maintained at all times.

First Aiders shall keep records of all first aid administered.

Managers shall ensure that names of First Aiders are displayed in premises for the information of employees.

C6 Supervision & Instruction

Adequate supervision and instruction, appropriate to the level of risk present and the employee's competency shall be provided to all work activities.

~~In order~~ To be able to determine the necessary level of instruction and supervision the line manager shall be competent as regards the identification and recognition of hazards within their work activities.

Managers/supervisors are required to instruct employees of all relevant policies and guidance, to monitor the effectiveness and initiate any steps necessary to improve safe working conditions or practices.

C7 Training

Training is essential to ensure staff acquire the necessary skills, knowledge, and attitudes to make them competent and therefore remove or reduce risk.

Training needs shall be identified by the Town Clerk and the Operations Manager. The need for health and safety training shall be identified within risk assessments and at staff appraisals.

In addition, training needs shall be assessed at:

- a) induction,
- b) on an annual basis (Staff appraisals)
- c) following an accident
- d) during a safety audit
- e) when work activity/equipment etc. change

Specific training requirements:

The Operations Manager shall arrange for adequate training including:

- a) Application of pesticides (Certificate)
- b) Manual handling
- c) Appointed First Aid (Certificate)
- d) Basic fire extinguisher use/fire warden training
- e) Working at heights/use of ladders

C8 Maintenance

Maintenance of plant and equipment, upon which personal safety depends, will be the responsibility of managers/supervisors who will ensure that there are proper arrangements for:

- a) Regular examination and testing, by a competent person, of all plant and equipment in accordance with statutory provisions, codes of practice and risk assessments.
- b) The recording of all such tests, examinations and remedial action taken.
- c) The withdrawal and isolation of all defective plant, equipment and installations until remedial work is effective.

C9 Good Housekeeping and the Workplace

This Council considers good housekeeping to be a key issue in accident prevention and an issue everyone must assist in.

There shall be proper arrangements for the storage of clothing, tools, supplies and waste. There shall also be provided and properly maintained clean work areas, washing/toilet/mess rooms.

Managers/supervisors shall ensure that all accesses and egresses in the workplace, including corridors, gangways, stairs, thoroughfares, etc. are maintained in a safe and clean manner.

All reasonable measures shall be taken to ensure suitable temperature, humidity, lighting, and space requirements within all working environments.

Risk assessments should include reference to the above.

C10 Hazardous Substances

The Operations Manager, using the Council's COSHH assessment pro-forma, shall suitably assess all substances hazardous to health within the workplace. Where possible hazardous materials shall be substituted by non-hazardous or less hazardous substances. Health and safety data sheets shall be requested from the manufacturer or supplier of all substances. All relevant details shall be made available for employees who shall be instructed to read the information prior to use.

The Operations Manager shall ensure that:

- a) Exposure to all hazardous substances and associated risk shall be identified, assessed, and controlled within a COSHH risk assessment.
- b) A data sheet along with the COSHH Assessment shall be kept for each substance in the office. In addition, copies will be kept, and data sheets changed and updated as necessary by the relevant officer. The Operations Manager shall ensure that staff obtain an appropriate hazard data sheet from the suppliers of each substance.
- c) All substances shall be used in accordance with the instructions and precautions as described in the product data and the COSHH Assessment.
- d) All substances shall be stored in the appropriate containers which shall be kept in appropriate accommodation and disposed of safely and without risks to the environment.
- e) Suitable precautions shall be provided to inform and protect employees against the risks associated with relevant infectious diseases including Weil's Disease.

Gainsborough Town Council shall ensure that all Contractors and their Sub-contractors provide, on site, suitable COSHH assessments and appropriate hazard data sheets.

C11 Personal Protective Equipment & Clothing

Suitable personal protective equipment and/or clothing (PPE & PPC) shall be supplied where a risk assessment has identified a need. Where PPE/PPC is required the manager/supervisor shall ensure that an assessment has been carried out to ensure the correct type has been purchased and that it fits all employees correctly.

All reasonably practicable measures shall initially be taken to remove the risk. Only if the risk remains after this shall PPE be issued. PPE shall always be the last resort.

Managers/Supervisors shall ensure that PPE is worn where required. Refusal by an employee to wear the correct PPE shall be treated seriously and disciplinary procedures may be considered.

Employees shall not be charged for the basic provision of PPE/PPC where this has been identified within risk assessments. Employees may, however, be requested to supplement the cost of PPE/PPC where employees request PPE/PPC that incurs costs above the cost of the basic provision. The line manager must ensure that all equipment provided meets full CE accreditation and is suitable for the risks present.

C12 Display Screen Equipment

Display screen equipment as defined within the Health & Safety (Display Screen) Regulations 1992 (as amended) and associated workstations shall be provided and maintained in accordance with legislation.

The ~~Operations Manager~~ appointed person must ensure that all users of display screen equipment shall be assessed to determine whether they are habitual users as defined within the Health & Safety (Display Screen) Regulations 1992. Where this assessment proves the employee to be a habitual user a full assessment of the equipment, workstation and environment should be undertaken ~~by the Operations Manager~~ immediately.

Employees are entitled to an initial free eyesight test at the Councils nominated ophthalmic optician where the employee is identified as a habitual user.

C13 Contractors & CDM Regulations

In accordance with the Construction (Design and Management) Regulations 2007, only suitable, competent, and appropriately qualified contractors shall be engaged. Where a contractor is engaged the Officer/Manager responsible for the contract shall:

- a) Ensure that all reasonably practicable steps have been taken to engage a competent contractor. This will require the contractor to provide adequate evidence to demonstrate their suitability and competence, including:
 - i. A current health and safety policy.
 - ii. Relevant risk assessments.
 - iii. Details of relevant training received by their employees.
 - iv. Details of previous similar work/references.
 - v. Details of previous enforcement action.
 - vi. Health and safety performance indicators.
- b) Agree, prior to work commencing, Client, Contractor and sub-contractor responsibilities and duties, including work method statements.
- c) All relevant health and safety information available and relevant to the contract is given to the Contractor/Sub-contractor.
- d) Their work shall be monitored to ensure safe working methods in accordance with legislation, contract conditions and agreed work method statements.

- e) Where hazardous substances are to be used the responsible Officer/Manager has ensured that the Contractor has produced a suitable COSHH assessment(s) and has the appropriate hazard data sheets on site.
- f) The responsible Officer/Manager shall ensure that any area in which contractors have worked is safe prior to re-occupation.
- g) That contractor has made suitable welfare arrangement.

C14 Asbestos

No asbestos containing products shall be used or stored by the Council.

An asbestos register shall be maintained, and asbestos installations treated and/or competently removed according to risk.

The Town Clerk shall ensure any exposure details and medical records are maintained.

A competent contractor shall be appointed to carry out all removal, handling, and disposal of asbestos except in some circumstances where it is deemed of low risk and sporadic in which case a suitable risk assessment and method statement will be produced and communicated to the relevant employees.

C15 Grass Cutting – Safe System of work

Preparation

Employees must not operate a machine unless they have been instructed in its use and have read the instruction books for the machine they are to operate.

Before any motor mower is operated, it must be checked for safety and mechanical faults as follows:

- a) all wheels are secure.
- b) blade nuts are secure, and blades are in good condition.
- c) sufficient oil in the sump of four-stroke engines.
- d) correct petrol/oil mixture for two-stroke engines.
- e) fuel tank full; and
- f) all guards are fitted and in full working order.

Any machine or equipment found to be defective must be reported to management immediately and the defect remedied prior to the machine being used.

Personal Protective Equipment

Protective footwear must be worn when using grass-cutting machines.

Where excessive noise levels are experienced, ear defenders provided shall be worn.

Face protection should always be worn while using a strimmer or other similar type of equipment.

Starting the Engine

Ensure that brakes are applied (if fitted), drives are in neutral, and bystanders are clear of the machines.

Do not run the engine in a building without adequate ventilation.

While Using the Machine

Prior to mowing, the area must be inspected for items hidden within the grass i.e., large stones, nails etc.

During mowing the operator should continue to watch for objects in the grass that may be ejected from the mower.

Directly prior to using the machine, check again to ensure that all parts are in good working order including security of cutting blades, paying particular attention to tyres, steering, brakes, and lights if these are fitted to the machine.

Always observe the Highway Code, both on and off the roads, keep alert and aware at all times, remember that some people ~~are deaf or blind~~ have limited sight, hearing and mobility and that children and animals can be unpredictable.

Keep travelling speeds low enough for an emergency stop to be effective and safe under all conditions at all times.

Take special care when reversing and ensure that the area behind is clear of obstructions.

Do not transport with the cutting mechanism rotating. Make sure that the cutting units are securely fastened in the transport position.

Remove or avoid obstructions in the area to be cut, thus reducing the possibility of causing injury to yourself and bystanders.

When using rotary machines, you must not walk backwards when mowing - you could slip and pull the machine on top of you. When cutting long grass, walk forwards, pulling the mower behind you.

Do not float mower over gravel paths - it is grass cutter, not a stone thrower.

Do not lift or carry a rotary mower while the engine is running. If it will not float across from one area to another, stop the engine, carry correctly and re-start.

Leaving the Driving Position

Park or place the machine on level ground.

Before leaving the driving position, stop the engine and make sure all moving parts are stationary. Apply brakes if these are fitted and disengage all drives.

Remove the ignition key if this is fitted.

Slopes

Take extra care when working on slopes. Always be aware of ground conditions and undulations in the landscape. Avoid ground conditions that can cause the machine to slide. Always engage safety precautions (roll-bars, seat belts etc)

DO NOT TAKE RISKS when cutting banks with a rotary mower (Flymo type). Always stand on the level part at the top and attach a length of rope to the handle of the mower. Cut by lengthening the rope to lower the mower. When using a rope, be sure to keep it away from moving parts of the engine. Be sure that the rope attachment to the machine is secure.

Blocked Cutting Units - Cylinder and Rotary Machines

On rotary machines you must first disconnect plug lead(s) from sparking plug(s). Release blockages with care. Keep all parts of the body away from the cutting edges. Beware of energy in the drive that can cause rotation when the blockage is released. Keep other people away from the cutting units. Pay special attention when cleaning multi-cutting unit machines, as the rotation of one cylinder or rotor can cause others to rotate. Always use appropriate PPE when clearing machines.

Adjustments and Maintenance

On rotary machines, you must first disconnect plug lead(s) from sparking plug(s). When adjusting cutting of cylinders, take care not to get hands or feet trapped when rotating the cylinder. Make sure that other people are not touching any cutting unit. Again, on multi-cutting unit machines, rotation of one cylinder or rotor can cause the others to rotate.

When refuelling, you must first stop the engine. Do not smoke. Always use a funnel to pour fuel into the tank, from the can. Do not spill fuel on hot components.

You must always clean your mower at the end of the day, particularly around the carburettor controls. A clean machine always works better and lasts longer than a dirty one.

Chain Saws & Loppers

Motor or electric powered chain saws and loppers shall only be used and maintained by operatives who have completed the approved certificated course and have where necessary received the required refresher training.

Use of this machinery shall be in accordance with the safe working manual and no use of the chainsaw or lopper shall take place other than from ground level.

Any tree work requiring working at heights shall be let to a competent contractor [unless appropriate training has been undertaken by Gainsborough Town Council Grounds Maintenance Operatives](#).

All necessary protective equipment shall be worn by both the operator and any assisting operatives.

Due regard shall be had for the public and whenever such work is undertaken, suitable isolation of the felling area shall be made prior to commencement of the work.

C16 Infectious Diseases and Handling Sharps

Where it is identified by risk assessment that an activity includes an unacceptable risk of infectious disease then reference should be made to the significant findings.

Employees dealing with syringes and needles MUST follow the safe systems of work that is provided.

Dealing with contaminated syringes or other sharps

Staff may come across both used and unused hypodermic needles whilst carrying out their normal everyday duties. This document sets out the precautions required and the safest method of work to handle and dispose of these needles safely.

Hazard

When dealing with hypodermic needles the greatest danger is that of a puncture wound and the possibility of a subsequent infection.

The greatest infection risk associated with a puncture wound is Hepatitis B virus. However, this risk is considered low, as the virus will only survive outside of the body for a short period of time. At room temperature this may, however, be up to seven days.

The risk of a HIV infection from a needle stick injury is considerably less than Hepatitis B. The HIV virus is extremely fragile and cannot survive outside of the body. Once exposed to air the virus will not survive. Puncture wounds may also cause Thrombosis.

Precautions

The Operations Manager shall consider the potential of employees unexpectedly encountering a needle and produce a suitable risk assessment where there is such a risk.

Only staff that has been given the correct equipment and training should handle hypodermic needles. This equipment should include a suitable pair of gloves, a sharps bin and a pair of tongs/tweezers.

Staff should always remain vigilant when working in "risk areas" exercising extreme caution during the handling of needles.

When carrying plastic sacks do not allow the bag to brush against the body as it may contain an undetected needle.

Handling sharps - Safe system of work.

Should you be required to handle needles or other contaminated sharps, it is essential that you proceed with extreme caution.

Gloves must always be worn during the handling of needles.

Only use litter pickers to pick up syringes and needles.

The needle should then be placed directly into a sharp's container.

Operatives should return their full sharps containers to their line manager who will replace it with a new one and suitably dispose of the full container.

Should you receive any type of cut or puncture wound during this operation encourage the wound to bleed for a short period. Where possible the wound should be held under cold running water for several minutes and then protected with a sterile dressing. **DO NOT** suck the wound. The injured person and if possible, the offending item should immediately be taken to hospital.

All needle stick injuries must be reported to management immediately.

C17 Open spaces

The Council will ensure that all open spaces managed or owned by it are maintained to ensure so far as is reasonably practicable the safety of all users. This will include all open water, footpaths, trees and furniture fitted in these areas.

The ~~Operations Manager~~ appointed person shall implement provision and control measures for ensuring the above.

C18 Noise

Suitable and appropriate measures, in accordance with the Control of Noise at Work Regulations 2005 and codes of practice, shall be taken to protect the hearing of all employees and visitors.

The Operations Manager shall ensure that a suitable noise risk assessment is in place for all activities that produce or may develop noise levels that exceed the first action level 80d(B)A as defined within the Control of Noise at Work Regulations 2005.

Where this assessment proves the noise levels exceed the first action level, 80d(B)A, the Operations Manager will ensure that:

- a) Hearing protection is made available,
- b) Exposed employees are provided with appropriate training and information is provided.

Where the assessment exceeds the second action level, 85d(B)A the Operations Manager shall ensure that:

- a) Hearing protection is provided and is worn.
- b) Warning signs are posted within the noise area.
- c) Exposed employees are provided with appropriate training and information is provided.
- d) Exposed staff receive audiometric testing.

C19 ~~Hand-Arm~~ Vibration

The Council recognises that there is a need to reduce prolonged and regular use of high-level vibration hand-held tools and that effective controls are required to minimise the risk of injury to employees. Whilst accepting the need to continue and improve delivery of services to the community, the Council agrees that all reasonably practicable steps be taken to achieve this minimisation.

The Council has a statutory duty to minimise the risk of exposure to its employees [and in doing so it adheres fully with the Vibration at Work Regulations 2005 \(the Vibration Regulations\)](#).

C20 Young Persons – (under 18 years old)

The Operations Manager shall carry out a suitable risk assessment for all young persons when either employed by the Council or when carrying out work experience.

The assessment must:

- a) Take into account their inexperience, lack of awareness of existing or potential risks, and immaturity.
- b) Address specific factors in the risk assessment.
- c) Provide information to parents of school age children about the risk and the control measures introduced.
- d) Take account of the risk assessment in determining whether the young person should be prohibited from certain activities.

C21 Use of Mobile Phones whilst driving

Staff who are required to carry mobile phones to ensure their safety and to assist with their service provision **must** not answer any call or text whilst their vehicle is in motion, **with the exception being if the vehicle is fitted with an automated hands free system**. Prior to answering any call, they shall ensure that their vehicle is stationary and parked in a safe location. Under **NO** circumstances shall they make or receive any call, on either Council or privately owned mobile phones whilst driving. Employees are advised to ensure that when driving the phone's messaging facility is activated. Calls should then be checked and returned only when it is deemed safe to do so.

C22 Travel and Transport

Integral to service delivery of the Council is the need for travel of employees and transportation of goods and materials. Such activity will include adequate consideration of health & safety to ensure safety of employees and non-employees.

The Line Manager is responsible for ensuring the vehicle fleet is serviced as required and maintained in a safe and road worthy manner.

Drivers of the vehicles are responsible for checking the vehicle daily and reporting any faults to management or directly to the Town Clerk.

C23 Work on or Near Highways

The **Town Clerk Operations Manager** shall ensure that a suitable and sufficient risk assessment specific to working on or near highways has been completed if any work activity is to be on the highway or within 450mm of the highway.

All work on highways will be in accordance with the Department for Transport's Traffic Signs Manual Chapter 8 – Traffic safety measures and signs for road works and temporary situations.

Where it is determined that any signage, cones, or traffic controls are required to carry out works on or near a highway then the Council should firstly ensure that employees are trained in

accordance with the New Roads and Street Works Act 1991, and that the responsible authority be consulted.

C24 Working at Heights

The Work at Height Regulations 2005 applies to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (e.g., facilities managers or building owners who may contract others to work at height) to the extent they control the work.

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height.

The Regulations require managers to ensure:

- a) all work at height is properly planned and organized.
- b) all work at height takes account of weather conditions that could endanger health and safety.
- c) those involved in work at height are trained and competent.
- d) the place where work at height is done is safe.
- e) equipment for work at height is appropriately inspected.
- f) the risks from fragile surfaces are properly controlled.
- g) the risks from falling objects are properly controlled.
- h) where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- i) use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- j) avoid work at height where they can.

The Town Clerk and/or persons controlling work at heights or contractors are responsible for ensuring the above duties are complied with.

C25 Manual Handling

Gainsborough Town Council shall ensure that all manual handling activities with a significant risk of injury are suitably assessed in accordance with the Manual Handling Operations Regulations 1992. This assessment shall be carried out, by the line manager, using competent assistance where necessary and control measures implemented.

C26 Electricity

Appropriate inspection and testing, in accordance with legislation and codes of practice, shall be carried out on all electrical installations and portable electrical equipment owned by the Council. The Council shall also ensure that only electrical equipment that carries a valid certificate of test is allowed to be brought into Council premises and is suitable for the environment in which it is to be used.

Management is responsible for ensuring the testing of all electrical equipment owned by the Council and for ensuring that all equipment brought on site by third parties has been suitably tested.

Management shall ensure that only competent persons shall be authorised to install, repair, and maintain electrical installations and/or equipment. Specific and detailed regard shall be had to the installation of temporary and/or external installations.

C27 Lone Working

Where lone working is required, the Operations Manager shall ensure that a suitable risk assessment is carried out to establish the hazards associated with the task and the necessary control measures required to eliminate the risk or reduce it to a reasonably practicable level. The Lone Working Policy must be adhered to at all times.

C28 Music and similar events

The Officer responsible shall ensure that where necessary the following are implemented for all indoor or outdoor events organised or managed by the Council:

- a) Hazards are identified prior to the event and risks assessment produced to control/minimise them.
- b) Town Council responsibilities are formally agreed.
- c) Inspections take place prior to, during and directly after the event.
- d) Liaison takes place with the appropriate enforcement bodies.
- e) All events are managed in accordance with the Health & Safety Executive's Guidance HSG 195 "The event safety guide – "a guide to health, safety and welfare at music and similar events".

C29 Cemetery – Headstones and Monuments

The Council will ensure, so far as is reasonably practicable, the stability/safety of all headstones and monuments located within the cemeteries that are ~~under their~~ within its control.

Inspection and monitoring of ~~headstones and monuments~~ Memorials will include:

- a) Weekly informal observational checks by staff on site to ensure no obvious instability or vandalism.

- b) ~~Annual visual Annual visual inspection/hand test on 25% of the headstones in the Cemetery. All to be checked once every 4 years.~~
Rolling inspections of Memorials within Council owned/managed Cemeteries. All Memorials to be checked once every 5 years.
- c) Unstable headstones reported to the owners of the burial rights for the appropriate remedial works to be carried out.

C30 Legionella

The Council is required to consider the risks from legionella that may affect either its employees or members of the public and take suitable precautions to protect them all. As an employer and as an organisation in control of premises (e.g., a landlord), ~~we~~ the Council must:

- a) **Identify** and assess sources of risk.
- b) **Prepare** a management plan for preventing or controlling the risk at each water system.
- c) **Implement** a suitable management programme and appoint a person to be responsible, sometimes referred to as the 'responsible person'.
- d) **Keep records** and check that what has been done is effective.

C31 Joint Working Arrangements with other Organisations

The Council, when sharing a workplace (whether on a temporary or permanent basis) shall co-operate with the other employers (and the self employed) to ensure control of health and safety risks both on and off site. Coordination of arrangements and co-operation with other coordinators shall be provided as necessary.

This will require where necessary for management to:

- a) Liaise with the other employer prior to commencement of work to identify and assess the likely hazards associated with the activity.
- b) Ensure existing risk assessments are suitable and sufficient.
- c) Produce joint safe systems of work.
- d) Determine specific responsibilities and where required appoint a person to control the activity.
- e) Ensure joint legal requirements are fulfilled – i.e., fire precautions.
- f) Provide details to other employers prior to commencement of works of known hazards on site, and site specific rules and procedures.

C32 Health of the Workforce

The Council will provide adequate Occupational Health provision, in accordance with legislation and/or risk assessments, to identify and control occupational related health risks.

Employees are required to notify their manager of any condition or illness that may affect their health and safety, or that of others, by their acts and or omissions whilst carrying out their duties.

On notification by the employee of a relevant ill health condition the ~~Operations Manager~~ appointed person shall produce an individual risk assessment which takes into account the individual's health condition and if it is likely that it may affect their own health and safety or that of others. This assessment will identify the specific hazards relevant; the level of risk; who is at risk and what control measures are required to manage the risk at an acceptable level. Consideration on whether the individual should be referred to Occupational Health must be given during this process. See section C1.

Following ill health, and prior to an employee returning to their full duties, the Town Clerk shall consider the need for a formal risk assessment during the back to work interview. This should consider whether the individual is suitable to resume full duties and if so, what additional controls are required until the individual is fully fit to resume their full duties.

C33 Stress

It is the policy of the Council to ensure, so far as is reasonably practicable, that no employee is subjected to a level of stress due to work, which is detrimental to his or her health. The Council aims to create an environment where workplace stress can be dealt with openly and fairly and expects all managers/supervisors to apply this policy and guidance in a consistent and timely manner. The Council also commits itself to investigating all claims of ill health due to workplace stress to ensure appropriate action is taken to prevent any recurrence of the situation.

The Council will take seriously and investigate report(s) from employees about causes of workplace stress and will take preventative and protective measures to reduce the risk.

Workplace stress is recognised as a Health and Safety issue. The main legislation, which is relevant to this subject, is the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work Act 1974, Sections 2 and 7.

C34 Pregnant workers

When advised of pregnancy, line managers/supervisors shall immediately notify the Operations Manager who will arrange for a risk assessment of the pregnant worker's post to be carried out as soon as possible. This risk assessment shall be carried out by the Operations Manager in conjunction with the pregnant worker and their immediate manager/supervisor.

C35 Monitoring

Supervisors, with the assistance of the Operations Manager, shall carry out adequate routine inspections of their workplace to ensure the health, safety and welfare of all employees and visitors.

C36 Audit, Review and Annual Performance Reporting

The Town Clerk shall ensure that a Health and Safety Audit is completed on an annual basis. Contained within the Council's annual report shall be a section summarising health & safety related incidents with a comparison against previous years.

A review of this policy shall be made at least every 2 years and at other times when activities, staff structure and accidents/incidents occur or ~~when~~ where there are significant changes to legislation.

PAPER C

PAPER D

PAPER E

PAPER F