

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



PERSONNEL COMMITTEE AGENDA

To: Committee members:

Councillor Nigel Bowler

Councillor Richard Craig

Councillor Paul Hooton

Councillor Stuart Morley

Councillor Kenneth Woolley

Councillor Nicholas Coxon

Councillor Dennis Dannatt

Councillor Paul Key

Councillor James Plastow

Notice is hereby given that a meeting of the **Personnel Committee** which will be held on **Wednesday 13 November 2024** commencing at **6:30pm** in the meeting room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ** and your attendance at such meeting is hereby requested to transact the following business.

AGENDA

PC25/054 Apologies for Absence

To note apologies for absence.

PC25/055 Declarations of Interest

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.

PC25/056 Dispensation Requests

To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.

PC25/057 Items for Exclusion of Public and Press

To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.

PC25/058 Minutes of the Previous Meeting

To receive the minutes of the previous Personnel Committee meeting and resolve to sign these as a true and accurate record.

Paper A Tuesday 9 October 2024 (pages 3 to 6)

PC25/059 National Salary Award

To note 2024-25 National Salary Award.

Paper B (pages 7 to 11)

PC25/060 Health and Safety Policy Review

To review and adopt Health and Safety Policy.
Paper C (pages 12 to 47)

PC25/061 Staff Appraisal Policy Review

To review and adopt Staff Appraisal Policy.
Paper D (pages 48 to 60)

PC25/062 Staff Training

To consider signing up to a 36month access to IHASCO e-learning courses.
Paper E (pages 61 to 69)

PC25/063 2025 / 2026 Budget

To consider draft budget requirements for 2025/26 for this Committee.
The following specific budgetary areas are considered as part of the Committee's remit:

- Employee Costs

Paper F (pages 70 to 72)

PC25/064 Staffing Issue

To receive update on staff issue and agree next steps.

Exclusion of Public and Press recommended due to personal nature of discussion

Paper G (pages 73 to 75)

PC25/065 Items for Notification

To receive any items for notification to be included on a future agenda (for information only)

- i. Shared Parental Leave Policy Review
- ii. Adoption Leave Policy Review
- iii. Parental Bereavement Policy Review
- iv. Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- v. Volunteer Policy Review
- vi. No Smoking Policy Review
- vii. Employee Code of Conduct Review
- viii. Staff Training Policy Review
- ix. Electronic Information and Communication Systems Policy

PC25/066 Time and Date of Next Meeting

To note the date and time of the next Personnel Committee meeting is scheduled for Wednesday 11 December 2024 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Friday, 08 November 2024

PAPER A

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 9 October 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Chair)
Councillor Nicholas Coxon Councillor Paul Key
Councillor James Plastow

In Attendance:
Rachel Allbones Town Clerk (TC)

PC25/041 Apologies for Absence

Apologies for absence were received from Councillors N Bowler, R Craig, P Hooton, S Morley, K Woolley.

PC25/042 Declarations of Interest

No declarations of interest were made.

PC25/043 Dispensation Requests

No dispensation requests were received.

PC25/044 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC25/049 and PC25/050 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC25/045 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 11 September 2024 be approved as a as a true and accurate record and signed by the Chair.

PC25/046 NJC Extra Statutory Days (Paper B)

RESOLVED: to set the two occasional days as Friday 27 December 2024 and Tuesday 31 December 2024.

PC25/047 Flexible Working Policy (Paper C)

RESOLVED: to adopt the revised Flexible Working Policy following changes to the Employment Relations (Flexible Working) Act 2023 and Flexible Working (Amendment) Regulations 2023.

PC25/048 Paternity Leave and Pay Policy (Paper D & E)

RESOLVED: to adopt the NALC Model Paternity Leave and Pay Policy.

PC25/049 Operations Manager Recruitment Update (Paper F)

Members NOTED the update Members on the Operations Manager recruitment.

PC25/050 HR Advisor Contract (Paper G)

RESOLVED: to appoint Contractor B (Stallard Kane) to provide HR service provision for 3 years at a cost of £98.18+VAT per month.

PC25/051 2025 / 2026 Budget

RESOLVED: to budget for the current staff structure plus 6 weeks (approx. £5,000) for possible agency staff for 2025/26 and for the Committee to discuss further at the next meeting.

The following specific budgetary areas are considered as part of the Committee's remit:

- Employee Costs

RESOLVED: to **RECOMMEND TO FINANCE AND STRATEGY COMMITTEE** to reallocate of the Payroll Services (2070/3), HR Provider (2070/6), Occupational Health (2070/7) and Recruitment (2070/8) budgets to the Personnel Committee from Finance and Strategy Committee.

PC25/052 Items for Notification

RESOLVED: to **NOTE** the items for notification to be included on a future agendas:

- i. 2025/26 Budget
- ii. Health and Safety Policy Review
- iii. Shared Parental Leave Policy Review
- iv. Adoption Leave Policy Review
- v. Parental Bereavement Policy Review
- vi. Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- vii. Volunteer Policy Review
- viii. No Smoking Policy Review
- ix. Employee Code of Conduct Review
- x. Staff Training Policy Review
- xi. Staff Appraisal Policy Review
- xii. Electronic Information and Communication Systems Policy
- xiii. HR Management Software

PC25/053 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 13 November 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:05pm

Signed as a true record of the Meeting: _____ Dated _____
Presiding chairman of approving meeting

DRAFT

PAPER B

24th October 2024

The Local Government Association has informed us that the National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2024 to 31 March 2025. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2024. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2024 to the employee's last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2024.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

Some of the key parts of the national pay agreement applied includes:

- With effect from 1 April 2024, an increase of £1,290 (pro rata for part-time employees) will be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive.
- With effect from 1 April 2024, an increase of 2.50 per cent on all pay points above 43.
- With effect from 1 April 2024, an increase of 2.50 per cent on all allowances.

Backpay for employees who have left employment since 1 April 2024. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2024 to the employee's last day of employment.

When salary arrears are paid to ex-employees in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund.

* Hourly rates

	1 April 2024		Scale ranges
SCP	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	Below LC Scale (for staff other than clerks)

4	£24,404	£12.65	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	LC1 (below substantive range)
6	£25,183	£13.05	LC1 (below substantive range)
7	£25,584	£13.26	LC1 (substantive benchmark range)
8	£25,992	£13.47	LC1 (substantive benchmark range)
9	£26,409	£13.69	LC1 (substantive benchmark range)
10	£26,835	£13.91	LC1 (substantive benchmark range)
11	£27,269	£14.13	LC1 (substantive benchmark range)
12	£27,711	£14.36	LC1 (substantive benchmark range)
13	£28,163	£14.60	LC1 (above substantive range)
14	£28,624	£14.84	LC1 (above substantive range)
15	£29,093	£15.08	LC1 (above substantive range)
16	£29,572	£15.33	LC1 (above substantive range)
17	£30,060	£15.58	LC1 (above substantive range)
18	£30,559	£15.84	LC2 (below substantive range)
19	£31,067	£16.10	LC2 (below substantive range)
20	£31,586	£16.37	LC2 (below substantive range)
21	£32,115	£16.65	LC2 (below substantive range)
22	£32,654	£16.93	LC2 (below substantive range)
23	£33,366	£17.29	LC2 (below substantive range)

24	£34,314	£17.79	LC2 (substantive benchmark range)
25	£35,235	£18.26	LC2 (substantive benchmark range)
26	£36,124	£18.72	LC2 (substantive benchmark range)
27	£37,035	£19.20	LC2 (substantive benchmark range)
28	£37,938	£19.66	LC2 (substantive benchmark range)
29	£38,626	£20.02	LC2 (above substantive benchmark range)
30	£39,513	£20.48	LC2 (above substantive benchmark range)
31	£40,476	£20.98	LC2 (above substantive benchmark range)
32	£41,511	£21.52	LC2 (above substantive benchmark range)
33	£42,708	£22.14	LC3 (below substantive range)
34	£43,693	£22.65	LC3 (below substantive range)
35	£44,711	£23.17	LC3 (below substantive range)
36	£45,718	£23.70	LC3 (below substantive range)
37	£46,731	£24.22	LC3 (substantive benchmark range)
38	£47,754	£24.75	LC3 (substantive benchmark range)
39	£48,710	£25.25	LC3 (substantive benchmark range)
40	£49,764	£25.79	LC3 (substantive benchmark range)
41	£50,788	£26.32	LC3 (substantive benchmark range)
42	£51,802	£26.85	LC3 (above substantive benchmark range)
43	£52,805	£27.37	LC3 (above substantive benchmark range)
44	£54,071	£28.03	LC3 (above substantive benchmark range)

45	£55,367	£28.70	LC3 (above substantive benchmark range)
46	£56,708	£29.39	LC4 (below substantive range)
47	£58,064	£30.10	LC4 (below substantive range)
48	£59,300	£30.74	LC4 (below substantive range)
49	£60,903	£31.57	LC4 (below substantive range)
50	£62,377	£32.33	LC4 (substantive benchmark range)
51	£63,881	£33.11	LC4 (substantive benchmark range)
52	£65,943	£34.18	LC4 (substantive benchmark range)
53	£68,000	£35.25	LC4 (substantive benchmark range)
54	£70,065	£36.32	LC4 (substantive benchmark range)
55	£72,145	£37.39	LC4 (above substantive benchmark range)
56	£74,198	£38.46	LC4 (above substantive benchmark range)
57	£76,277	£39.54	LC4 (above substantive benchmark range)
58	£78,315	£40.59	LC4 (above substantive benchmark range)
59	£80,247	£41.59	LC4 (above substantive benchmark range)
60	£82,221	£42.62	LC4 (above substantive benchmark range)
61	£84,243	£43.67	LC4 (above substantive benchmark range)
62	£86,319	£44.74	LC4 (above substantive benchmark range)

PAPER C

Health and Safety Policy

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Document History

Adopted by Council –
Reviewed & Adopted –
Reviewed & Adopted – 8 September 2021
Reviewed & Adopted – 13 November 2024

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~~ Gainsborough Town 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.

This policy covers, but is not limited to:

- Richmond House and Park
- Marshalls Pavilion and Sports Ground
- Gainsborough General and North Warren Cemeteries
- Sir Hickman Beckett Bacon Memorial Park Pavilion (Levellings) and Park
- Gainsborough Town Council owned/managed Allotments
- Gainsborough Town Council owned Parks and Play Areas

1. 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. 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 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 every 2 years or if there is significant change biennially, and any amendments shall be brought to the attention of all Council Members and Council Employees.

Rachel Allbones

Town Clerk

Date: 13 November 2024

2. 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 ~~biennial~~ **biannual (every 2 years)** 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 biennially and make such recommendations as are necessary.
- f) Health and safety matters shall be under the remit of the Personnel Committee.

Health and Safety Management Structure

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 1999, 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~~ set out in 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~~ Team Leaders

~~Line Managers / Supervisors~~ Team Leaders 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~~ Team Leaders / 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~~ are 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 shortcomings 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.

3. Section C – Arrangements

C1 Risk Assessments

~~Risk assessment is 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.~~

We have to 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 in the organisation 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 safety management system.

The Council will ensure that risk assessments are completed for significant activities within the business. 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.

Some examples of key assessments required include:

- a) fire
- b) hazardous substances (COSHH)
- c) display screen equipment
- d) machinery
- e) manual handling

Others will be completed as and when required for example:

- a) new and expectant mothers
- b) lone working
- c) back to work situations

Process of Risk Assessment

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, taking into account the number and type of people exposed the duration and frequency of the exposure and the effectiveness of existing precautions.

A hazard is something with a potential to cause harm and they also include methods of work and the work environment.

A risk is the likelihood of harm occurring from a hazard being identified. As noted, overall risk increases where more people are involved, those people are vulnerable, the frequency of the activity increases or the potential severity of harm is greater.

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 are '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:

- a) ensuring that we are properly trained and experienced to understand the hazards and activity being assessed.
- b) involve colleagues and people familiar with the task – we recognise this is the best way of understanding the perception of risk.
- c) ensure employees familiarise themselves with our Safety Management System, legislation and guidance.
- d) consider relevant inspections, audits and any historical accidents or incidents.
- e) consider different times of the day and environmental conditions.
- f) ensure that we consider all the potential hazards and all the ways that people might be harmed.
- g) use the specified forms provided along with the preferred evaluation method for calculating risk.

Completing the Assessment

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

STEP 1 – Identify the hazards:

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 you. 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 – ask questions!

STEP 2 – Identify who may be harmed and how:

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

- a) employees
- b) contractors on the premises
- c) visitors
- d) new and expectant mothers
- e) unauthorised person

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

Think about how they might be harmed, it is your duty to explain this to those exposed 'in a way they can understand'. Consider different types of hazards:

- a) mechanical
- b) physical
- c) ergonomic
- d) physiological
- e) transport
- f) access
- g) hazardous substances
- h) fire, smoke and explosions
- i) particles, fumes and dust
- j) biological
- k) lifting and handling
- l) environmental factors; – lighting, temperature, etc
- m) the individual
- n) organisational factors
- o) electrical

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

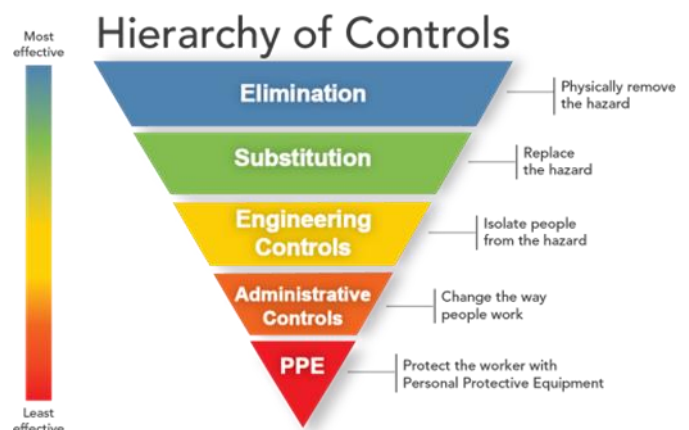
STEP 3 – Evaluate risk and decide on precautions:

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, 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. Ensure the precautions in place meet regulatory requirements and best practice and that you have reduced the risk 'as far as is reasonably practicable'.

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

- a) Eliminate the hazard.
- b) Reduce the hazard.
- c) Prevent contact with the hazard.
- d) Introduce a safe system of work.
- e) Increased supervision.
- f) Provide personal protective equipment.



STEP 4 – Record your findings and implement them:

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

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

Remember that 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 must be kept.

STEP 5 – Review the assessment and update it if necessary:

A review will be required following:

- a) the results of monitoring (e.g. ill-health, accidents, audits) where results are adversely not as expected.
- b) a change of process, work methods, shifts or materials.
- c) a change of personnel.
- d) changes in legislation or best practice.
- e) introduction of new plant or machinery.
- f) passage of time – as set out in the review schedule.

As in Step 4 – changes must be communicated and recorded.

Communication of Risk Assessments

Completion of risk assessments and the information collated as a result 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:

- a) induction - we will make employees aware of our hazards and control measures during the induction process.
- b) availability of information - copies of risk assessments are readily available for all employees to read.
- c) training - assessments and control measures to manage risk will be communicated as part of on-going training.
- d) contractors and visitors - 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, a formal review taking place at least annually. Any changes must be communicated to those affected. The Council and appropriate competent persons will be tasked with conducting the review.

C2 Consultation

The facility for joint consultation on health and safety matters shall be included within the regular staff meetings and toolbox talks. 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 appointed person shall be responsible for the fire safety across all Council sites and facilities under their ownership and/or management.

The appointed person ~~They~~ 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, ensure that all Council staff, volunteers and contractors~~ 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 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.

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified incidents only. The Incident Contact Centre phone number: 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Online report - <https://www.hse.gov.uk/riddor/report.htm>

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

~~✚ Phone 0345 300 9923~~

~~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 of 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 frequency 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~~ appointed person 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.

To be able to determine the necessary level of instruction and supervision the Operations Manager/Team Leader ~~line manager~~ shall be competent as regards the identification and recognition of hazards within their work activities.

Managers/~~supervisors~~ Team Leaders 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)~~ first aid
- b) Manual handling
- c) ~~Appointed First Aid (Certificate)~~ fire awareness
- d) ~~Basic fire extinguisher use/fire warden training~~ COSHH
- e) Working at heights ~~use of ladders~~
- e)f) Other job related training

~~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.~~

C8 Plant and Machinery

The Council recognises the risks during use of plant and machinery, and it will be the responsibility of the Operations Manager/Team Leader to ensure that there are proper arrangements for:

- a) selecting appropriate plant and equipment at purchase stage, with considerations given to noise and vibration exposure.
- b) regular examination and testing, by a competent person, of all plant and equipment in accordance with statutory provisions, codes of practice and risk assessments.
- c) the recording of all such tests, examinations and remedial action taken.
- d) training employees (including periodic refresher training).
- e) Risk assessments and SSOW are documented, updated and reviewed.
- f) the withdrawal and isolation of all defective plant, equipment and installations until remedial work is effective.

When operating plant and machinery, an employee is responsible for their own health and safety and ensuring they do not harm others through their actions or inactions:

- a) only trained personnel may use machinery provided in the workplace.
- b) employees will not be allowed to use/operate equipment until they have been trained and have the competence to do so.
- c) prior to authorisation being given to operate machinery an assessment of your competence will be carried out and at this stage extra supervision and instruction may be provided.
- d) if you have not received training to use/operate any items of equipment, then under no circumstances should you attempt to operate it.
- e) any employee who is unsure of any piece of equipment, safety feature or controls should ask the a member of the Management team.
- f) do not approach or distract any other employee operating machinery.
- g) all machinery and equipment provided by the business will be correct and compliant to the current safety standards and/or legislation in force.
- h) employees must visually check equipment before operating it.
- i) all guards, safety devices and controls fitted to equipment and/or machinery must be used at all times by employees.

- j) any fault or defect in a piece of equipment or equipment controls provided by the business or otherwise must be notified immediately to a member of the Management team.
- k) the equipment must not be used until it has been repaired and safe to use again.
- l) equipment provided by the business will be proactively maintained and it is the responsibility of the Management team to keep a record of equipment maintenance.

C9 Work Equipment (Including Lifting 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.

Equipment that lifts requires inspection and testing as work equipment and certification under the Lifting Operations and Lifting Equipment Regulations (LOLER) – including any accessories.

We acknowledge our duties as stipulated in the current edition of the Provision and Use of Work Equipment Regulations (PUWER) and intend to satisfy these duties by adopting the following procedures:

Selection

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. must comply with current European standards for like machinery.

Assessment

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

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 by the Management Team and training records maintained.

Maintenance and Inspection

All work equipment is subject to wear and the possible occurrence of faults, it is therefore necessary 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 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, the Council will identify such tasks and appoint suitable contractors to conduct or assist with tasks.

Contractors engaged by us to undertake site work must 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 must be reported to ensure a repair is arranged. All faulty or damaged equipment must not be used until a suitable repair has been completed.

Records

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 must be included.

Safety

You must not use work equipment if:

- a) you have not received appropriate training.
- b) you are unfamiliar with the operation.
- c) the equipment is faulty, or you identify a fault.
- d) there is insufficient room around the equipment to work safely.
- e) safety devices such as guards are not in place or are damaged.
- f) you need PPE and none is available.

C109 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~~ Team Leaders 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.

C110 Hazardous Substances - COSHH

The ~~Operations Manager~~ appointed person, using the Council's COSHH assessment ~~tool~~ 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~~ appointed person 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 on file 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~~ appointed person 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.

C121 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~~ Team Leader shall ensure that an assessment has been carried out to ensure the correct equipment 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~~ Team Leaders 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.

C132 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 current legislation.

The ~~appointed person must~~ Council will 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 shall be undertaken by the appointed person as soon as possible should be undertaken 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.

C143 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~~ appointed person 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~~ appointed person shall ensure that any area in which contractors have worked is safe prior to re-occupation.
- g) That contractor has made suitable welfare arrangement.

C154 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~~ appointed person 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 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-appointed person 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:-

- a) Gloves must always be worn during the handling of needles.
- b) Only use litter pickers/tongs/tweezers to pick up syringes and needles.
- c) 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 unless there is a contracted service in place.

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 ~~play areas fitted~~ in these areas.

The 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~~ appointed person 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~~ appointed person 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).~~

As an employer 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 must ensure that:

- a) daily Exposure Action Value of 2.5m/s² A(8) is not exceeded.
- b) daily Exposure Limit Value of 5m/s² A(8) is not exceeded.
- c) when equipment is purchased 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.
- d) we monitor exposure to HAVS through appropriate health surveillance, where levels indicate.

- e) employees are informed, trained and instructed on the risks and precautions to be taken to protect themselves from developing HAVS.
- f) we use the most appropriate equipment for the job.
- g) maintain tools to the manufacturer's specifications to avoid worsening vibration.
- h) employees are aware not to use tools that would make the problem worse.
- i) we introduce effective control measures to ensure level of exposure to HAVS are eliminated or reduced as far as is reasonably practicable.
- j) when we buy new equipment that we assess their vibration level and take this into consideration when selecting equipment.
- k) we provide the relevant Personal Protective Clothing.
- l) all employees are aware of the symptoms of HAVS and CTS and to report to the Manager/Team Leader.

We recommend that if you use hand-held powered work equipment for long periods you break up the time spent working with it, by working away from the tool for 10 minutes.

C20 Young Persons – (under 18 years old)

The ~~Operations Manager~~ appointed person 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 Work~~ 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.~~

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 whilst on our premises.

Everyday a number of 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.

All our company vehicles are subject to a maintenance programme and documented pre-use checks are carried out by all employees prior to them using the vehicles.

It is our policy:

- a) review site arrangements and procedures to ensure pedestrian safety.
- b) assess the risks created by workplace transport.
- c) maintain traffic routes on our premises.
- d) ensure arrangements are established for the safe reversing of vehicles.
- e) review unloading and loading operations and have arrangements in place to prevent persons falling from vehicles or any other loading areas within our control.
- f) it is the responsibility of the driver to check the load on the vehicle is secured prior to departure.

C23 Work on or Near Highways

The ~~Operations Manager~~ appointed person 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. Staff may be required to be accredited with the New Roads and Street Works Act training (NRSWA) to carry out works on or near a 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 organised
- 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~~ appointed person 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.

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. This procedure is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

We will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity 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 reasonably practicable. The following factors will be considered during the assessment.

Bending and stooping to lift a load significantly increases the risk of back injury. Items should 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 should be used. 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 should be minimised, especially if the task is regularly repeated. Repetitive tasks should be avoided wherever possible. Tasks which involve lifting and carrying should be designed in such a way as to allow for sufficient rest breaks to avoid fatigue. Avoid tasks which require twisting the body wherever possible.

The load should 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 should be provided where appropriate.

Unstable loads should be handled with caution. The change in centre of gravity is likely to result in overbalancing. Ensure that there is a secure handhold, using gloves where necessary to protect against sharp edges or splinters.

Consideration must be given to age, body weight and physical fitness. Regard must be given to personal limitation; you must not attempt to handle loads that are beyond your individual capability. Assistance must be sought where this is necessary.

Persons with genuine physical or clinical reasons for avoiding lifting should be made allowance for, as should pregnant women, who should 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 must be adequate space to enable the activity to be conducted in safety and the transportation route must be free from obstruction. Lighting, heating and weather conditions must be considered. Floors and other working surfaces must be in a safe condition.

Use of personal protective equipment may be necessary whilst carrying out manual handling activities. If the use of PPE restricts safe and easy movement, this should be reported. Constant interruptions from other employees must be avoided, as this can reduce the concentration of an individual.

We will ensure that:

- a) manual handling assessments are carried out where relevant and records are kept.
- b) employees are properly supervised.
- c) adequate information and training is provided to persons carrying out manual handling activities.
- d) any injuries or incidents relating to manual handling are investigated, with remedial action taken.
- e) employees adhere to safe systems of work.
- f) safety arrangements for manual handling operations are regularly monitored and reviewed.
- g) employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work.
- h) Special arrangements are made, where necessary, for individuals with health conditions which could be adversely affected by manual handling operations.

You must ensure that:

- a) you report to your Manager/Team Leader (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity.
- b) you comply with instruction and training which is provided in safe manual handling activities.
- c) your own health and safety is not put at risk when carrying out manual handling activities.
- d) you use equipment which has been provided to minimise manual handling activities.

e) Any problems relating to the activity are reported to a responsible person.

Information and Training

Suitable information and training will be 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.

Safe System of Work

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:

- a) ensure that formalised systems of work which have been designed for the work activity are complied with.
- b) make full and proper use of aids to lifting and carrying, such as trolleys, chutes and access equipment.
- c) store heavy items between shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
- d) use the legs and knees to bend and lift — do not stoop or bend the back.
- e) avoid tasks which require stretching or twisting.
- f) ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue.
- g) ensure that there are no sharp, hot or cold edges which could cause injury.
- h) ensure that walkways are free from obstructions.
- i) Make full and proper use of personal protective equipment.

Report any problems or concerns associated with manual handling operations to your Manager/Team Leader.

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-appointed person 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.~~

The Council has a responsibility for protecting Lone Workers and needs to consider many factors. When putting the policy and risk assessment together pay particular consideration to:

- a) the remoteness or isolation of workplaces.
- b) any problems of communication.
- c) the possibility of interference, such as violence or criminal activity from other persons.
- d) the nature of injury or damage to health and anticipated "worst case" scenario.
- e) vehicle and load hazards.
- f) personal protective equipment required.
- g) supervision and welfare.
- h) portable first aid kits.
- i) availability of first aider.
- j) means of summoning help.
- k) means of raising alarm.
- l) firefighting equipment.
- m) Training and supervision.

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-the~~ Councils 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 within its control. The British Register of Accredited Memorial Masons guidance is the standard followed.

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) ~~Rolling inspections of Memorials within Council owned/managed Cemeteries.~~ annual visual inspection/hand test on 20% of the headstones in the Cemetery 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.
- d) The Council will intervene if an immediate risk is identified.

C30 Cemetery – Graves

The Council will ensure a high standard of grave digging is maintained that provides both safety and dignity for all. This extends beyond the day of interment to the weeks and months afterwards when the soil is settling to ensure that all graves are maintained to the highest standard. The guidance issued by the Institute of Cemetery & Crematorium Management is the standard followed.

The Council will ensure that:

- a) no grave or cremation plot can be dug in the Cemetery without the permission of the Council.
- b) no full grave or cremation plot should be dug more than 48 hours before the interment, except by prior arrangement with the Council.
- c) all grave diggers are to be employed or contracted by the Council.
- d) all Funeral Directors are fully aware of their health & Safety responsibilities.

C310 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), 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.

Legionellosis is a collective term for diseases caused by legionella bacteria including the most serious Legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever. Legionnaires' disease is a potentially fatal form of pneumonia, and everyone is susceptible to infection.

We are responsible for managing risks, we must understand our water systems, the equipment associated with the system such as pumps, heat exchangers, showers etc, and its constituent parts. Identify whether they are likely to create a risk from exposure to legionella, and whether:

- a) the water temperature in all or some parts of the system is between 20–45 °C.
- b) water is stored or re-circulated as part of your system.
- c) there are sources of nutrients such as rust, sludge, scale, organic matter and biofilms.
- d) the conditions are likely to encourage bacteria to multiply.
- e) it is possible for water droplets to be produced and, if so, whether they can be dispersed over a wide area, e.g. showers and aerosols from cooling towers.

- f) it is likely that any of your employees, residents, visitors etc are more susceptible to infection due to age, illness, a weakened immune system etc and whether they could be exposed to any contaminated water droplets.

C321 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 co-ordinators 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.

C332 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 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.

C343 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~~ Team Leader 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.

C354 Pregnant workers

When advised of pregnancy, line managers/~~supervisors~~ Team Leaders shall immediately notify the ~~Operations Manager~~ Town Clerk 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~~ appointed person in conjunction with the pregnant worker and their immediate manager/~~supervisor~~ Team Leader.

C36 Office Safety

Office areas do not contain the same hazards as other areas but there are issues to address to ensure everyone's safety working in the office. Generally, office areas are considered to be a lower risk compared to other areas. Nevertheless, they still pose a risk of injury or ill-health to employees, and others using and accessing the office space. Risks include:

- a) manual handling.
- b) display screen equipment.
- c) fire safety.
- d) electrical safety.
- e) Chemicals.
- f) temperature, lighting and ventilation.
- g) 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. If you have any concerns please inform your Manager.

C37 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.

In the event of snowfall within the commuting routes of employees, Management will monitor weather conditions and release employees early if necessary to avoid them being trapped at work.

Unless directed by management, employees are expected to make reasonable efforts to come to work without taking personal risks, travel warnings should be heeded.

If due to low employee numbers, first aiders are not available, the most senior employee will take the role of appointed person i.e. for the purpose of managing any first aid incident and obtaining medical treatment.

Procedures will be implemented to control the additional slipping hazards presented by the weather. In particular all external walkways and steps on our premises will be 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 particular attention to building entrance areas to minimise the risks from wet floors. Employees will be encouraged to wear footwear with a good tread when walking outside.

C38 Work Related Violence

We accept the Health and Safety Executive's definition of work-related violence i.e. 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 and our aim is to reduce it to the lowest reasonably practicable level, the likelihood of you 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 or involving the handling of money and/or desirable goods.

Where you may be exposed to risks of work-related violence, we will inform you of the findings of the relevant risk assessments and we will seek to reduce these risks to the lowest reasonably practicable levels by implementing engineered and procedural control measures. Where we identify that training and instruction will help to reduce risks, you will be provided with such training. This will include, but will not be limited to:

- a) how to identify potential incidents of violence before they happen.
- b) how to prevent incidents from developing.
- c) appropriate behaviour for providing non-confrontational services to public.
- d) actions to take in the event of a violent incident.

If you feel that you are losing control of a situation or that the other person is becoming aggressive, you should try to withdraw and obtain assistance. The type of assistance provided will depend on the situation.

If the management considers 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). You should not attempt to disarm an assailant unless personal injury is imminent. You should not pick up an object to use as a weapon except in self-defence.

Your safety and that of members of the public are paramount and entirely outweigh the value of any money or property that could be stolen. You are not expected to foil a raid or to try to prevent theft, if doing so would put any person's life in danger.

All incidents involving work-related violence or aggression must be recorded. This applies to incidents where there are no injuries as well as to those where injuries occur.

C395 Monitoring

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

C4036 ~~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~~ carried out biennially (at least every 2 years) and at other times when activities, staff structure and accidents/incidents occur or where there are significant changes to legislation.

PAPER D

Staff Appraisal Policy

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Document History

Adopted by Council – 2 October 2019
Reviewed & Adopted – 5 October 2020
Reviewed & Adopted – 13 November 2024
Reviewed & Adopted –

1. Introduction

- 1.1 This procedure reflects the aims of the Council to provide a framework through which the appraising manager (appraiser), and the employee (appraisee), maximise achievements, output, quality of work and effectiveness.
- 1.2 This policy applies to all employees of the Council with the exception of casual or seasonal employees. Such staff will be performance managed in other ways.

2. Aims

- 2.1 Appraisals are essential for the effective management and evaluation of staff. Appraisals help develop individuals, improve organisational performance and feed into strategic planning.
- 2.2 Annual performance appraisals enable management and monitoring of standards, agreeing expectations and objectives, delegation of responsibilities and tasks, and career and succession planning – for individuals and the Council as a whole.
- 2.3 Performance appraisals are also important for staff motivation, attitude, and behaviour development, communicating and aligning individuals and Council aims, and fostering positive relationships between management and staff.
- 2.4 Performance appraisals form part of the performance management of employees. Line managers are crucial in this system in ensuring that their team members know and understand what is expected of them.

3. Process

- 3.1 Formal performance appraisals are conducted annually for all permanent staff in the Council, usually in September or October. However, this does not preclude further meetings throughout the year to review progress.
- 3.2 Each member of staff is appraised by their line manager. The Town Clerk is appraised by the Leader and Chairman of the Personnel Committee.
- 3.3 In order to be effective, it is important that both appraisee and appraiser are comfortable with and have bought in to the appraisal process and purpose.
- 3.4 Technical training may be sought and where necessary made available to line managers or the aforementioned councillors to ensure they have a good understanding with what is expected from them and their responsibilities as an appraiser.
- 3.5 Each member of staff will complete a pre-appraisal form and submit this to their line manager by a pre-agreed time.
- 3.6 The line manager will arrange an appraisal meeting at a suitable time and date, in a room free from distractions. The meeting will take the form of a free-flowing conversation during which a range of views is exchanged.
- 3.7 It is anticipated that the following will be discussed at a minimum:
 - Review past 12 months performance and previous appraisal goals and objectives;
 - Discuss the information gathered in the self-appraisal form;
 - Agree and set future goals and objectives.
- 3.8 After the meeting, the appraiser completes a post-appraisal form which is to be given to the appraisee within 14 working days of the meeting. The appraisee

reviews and signs the post-appraisal form, retaining one copy while the other is attached to their employee personal file.

4. Report

- 4.1 After all appraisals have been carried out the Town Clerk will produce a report for the Personnel Committee with a generic overview of the appraisals and the training needs identified.
- 4.2 Confidentiality will be respected, and the report will seek only to summarise matters. The pre-appraisal form and post-appraisal form will not be submitted as part of the report to the Personnel Committee.

5. Guidance for the appraiser

- 5.1 Where it has been agreed that the appraisal should concentrate on specific aspects of the appraisee's job, information collection should likewise concentrate on those aspects.
- 5.2 Appraisers should act with sensitivity to all concerned and should not exhibit any bias in collecting information.
- 5.3 General comments should be supported by specific examples.
- 5.4 Interviews for the purpose of information collection should be held on a one-to-one basis (except in the case of the Town Clerk).
- 5.5 Any information received anonymously should not be used.
- 5.6 Information which does not relate to the professional performance of a member of staff should not be sought or accepted.
- 5.7 Those giving information should be encouraged to make fair and considered comments which they are prepared to acknowledge and to substantiate if required.
- 5.8 Any written submissions should remain confidential to the author.
- 5.9 The substance of grievance or disciplinary proceedings should never be used in the appraisal process.

**GAINSBOROUGH TOWN COUNCIL
ANNUAL APPRAISAL – PRE-APPRAISAL REVIEW FORM**

Name	
Job Title	
Date of review	
Time in post (years and months)	

Were my objectives for the past year made clear to me? (If no, please provide details)	YES	NO
Do I understand how my role affects the Council's objectives? (If no, please provide details)	YES	NO
What were my successes during the last year in meeting those objectives? (Please comment)		
Did I experience any difficulties in meeting those objectives? (If yes, please provide details)	YES	NO
Am I satisfied I have had access to the necessary resources to carry out my duties? (If no, please comment)	YES	NO

**GAINSBOROUGH TOWN COUNCIL
ANNUAL APPRAISAL – PRE-APPRAISAL REVIEW FORM**

Do I have any training requirements? (If yes, please give details)	YES	NO
Do I feel that there have been any substantial changes to my job in the last year that may have affected my performance? (If yes, give details)	YES	NO
Have I instigated any changes to the way I carry out my duties that have improved my performance? (If yes, give details)	YES	NO
Do I know what to do if you have a concern about my employment?	YES	NO
Are there any other issues I feel should be discussed at my annual appraisal? (Please give details)		

Once completed please send back to the appraiser at least five working days before the appraisal takes place.

**GAINSBOROUGH TOWN COUNCIL
ANNUAL APPRAISAL FORM**

Section 1: Personal details

Name: _____

Starting date: _____

Job title: _____

Date of last appraisal: _____

Appraiser's name: _____

Date of this appraisal: _____

Section 2: First appraisal only (3 months)

Review induction checklist, identify areas which need explaining again, record needed:

Employee's feedback on induction process:

GAINSBOROUGH TOWN COUNCIL ANNUAL APPRAISAL FORM

Section 3: Current performance				
Objectives	Required standard reached			Comments (including mitigating circumstances where relevant)
	Yes	No	Partly	

**GAINSBOROUGH TOWN COUNCIL
ANNUAL APPRAISAL FORM**

Section 4: Development

Detail the successes and positive changes of the last 12 months:

What aspects of performance could be improved?

Detail how this is to be achieved:

**GAINSBOROUGH TOWN COUNCIL
ANNUAL APPRAISAL FORM**

Section 5: Further topics for discussion

Understanding of the Town Council's objectives:

Comment on changes in duties or responsibilities since last appraisal:

Discuss any aspects of the job which are unclear or cause problems:

Consider additional support and resources that might be required:

Discuss any challenges in the coming year arising from the job and consider how they will be dealt with:

**GAINSBOROUGH TOWN COUNCIL
ANNUAL APPRAISAL FORM**

Section 6: Evaluation of training

Identify training needs arising from this appraisal

**GAINSBOROUGH TOWN COUNCIL
ANNUAL APPRAISAL FORM**

Section 7: Objectives agreed

Objectives should be specific, measurable, achievable, relevant and have a timescale.

GAINSBOROUGH TOWN COUNCIL ANNUAL APPRAISAL FORM

Section 8: Appraiser's overall comments

Please be clear about areas of work which need attention in order to meet the council's requirements for the work.

Signature: _____ Date: _____

Section 9: Employee's comments

My performance and this appraisal report have been discussed with me

Signature: _____ Date: _____

Copy to employee

☐

Original to employee's personnel file

☐

PAPER E

**Officer Report to the
Personnel Committee**

Report Author: Rachel Allbones
Report Date: 8 November 2024



Gainsborough
TOWN COUNCIL

Subject: Staff Training

1. Summary

The consider signing all members of staff up to IHASCO training services.

2. Background

The new Operations Manager has previous successful experience of the IHASCO e-learning courses for members of staff.

The IHASCO catalogue is at Appendix A.

IHASCO plus 36 months access to ALL courses up to 15 users = £1,836+VAT Invoiced annually

3. Budget

The Council have £2,000 for staff training in ear marked reserves (12000/7). Plus £1,827 in staff training budget (1010/2).

4. Recommendation

To sign up to a 36month access to IHASCO plus at a cost of £1,836 +VAT per annum.

Course Catalogue

Over 180 high-quality eLearning courses

An organisation is only as good as its people, so you want to provide your staff with the tools and knowledge they need to boost your business.

Our library of over 180 e-learning courses provide the perfect solution for training your staff, helping your business to comply with current legislation, boost efficiency, and staff morale.



Education



Care



Construction



Retail



Hospitality



Office



Manufacture

Most popular Health & Safety courses

- Manual Handling
- Fire Awareness
- Display Screen Equipment
- Slips, Trips & Falls
- Fire Warden/Marshal
- Food Safety & Hygiene
- COSHH
- Health & Safety Essentials

Most popular HR Compliance courses

- Equality, Diversity & Inclusion
- Stress Awareness
- Mental Health Awareness
- Bullying & Harassment
- Drug & Alcohol Awareness
- Sexual Harassment Awareness
- Unconscious Bias Training
- HR Compliance & Wellbeing Essential

Most popular Business Compliance courses

- Cyber Security
- GDPR
- Environmental Awareness
- Anti Money Laundering
- Fraud Awareness & Prevention
- Anti Bribery
- Modern Slavery
- Business Compliance Essentials

Most popular Soft Skills courses

- Time Management
- Conflict Resolution
- Customer Service
- Resilience Training
- Communication Skills
- Mindfulness
- Confidence Building
- Recognising Your Value



Health & Safety

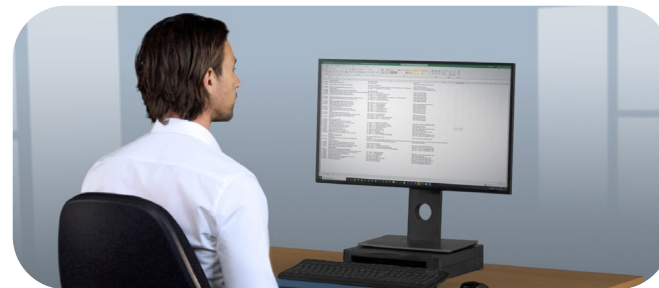
Our Health and Safety courses will help improve your employees' knowledge of safe working practices, reduce risks in the workplace, and help to create a more compliant, safer work environment.

Featured Courses...



Fire Awareness Training

Whatever environment you operate in, all staff legally require Fire Awareness training. Get the basics covered, keep your workplace safe and work towards compliance with current legislation with this best-selling online training course. IOSH & RoSPA Approved.



DSE (Display Screen Equipment)

DSE Training is a legal requirement for anyone who regularly uses display screen equipment. Our DSE Training helps you work towards compliance with The Health and Safety (Display Screen Equipment) Regulations 1992. Includes an online DSE Risk Assessment and is IOSH & RoSPA Approved.

Our courses...

Abrasive Wheels Safety
Accident Reporting
Asbestos Awareness
Asbestos Awareness (International)
Banksman Essentials
Basic Life Support in Care (Standard 12 of the Care Certificate)
CDM Regulations
Compressed Air Safety
CoSHH
CPR & AED Refresher
Display Screen Equipment Training
Driver Awareness
DSEAR (Dangerous Substances and Explosive Atmospheres)
Dust Awareness Training
Electrical Safety
Emergency First Aid at Work Refresher
Eye-Protection Training
Fire Awareness
Fire Awareness in Care
Fire Awareness in Construction
Fire Awareness in Education
Fire Extinguisher Use
Fire Warden
Fire Warden in Care
Fire Warden in Construction
Fire Warden in Education
First Aid Appointed Person
First Aid at Work Refresher
First Aid Requirements and RIDDOR
Fluids & Nutrition in Care (Standard 8 Care Certificate)
Food Allergy Awareness Training
Food Safety & Hygiene Level 1
Food Safety & Hygiene Level 2

Food Safety & Hygiene Level 3
General Workshop Safety
HACCP (Level 3)
HACCP Level 2
Hand Arm Vibration
Handling Aggressive Behaviour
Health & Safety Essentials
Health & Safety for Managers and Supervisors
Health and Safety for Homeworkers
Health and Safety in Care (Standard 13 Care Certificate)
Hot Work
Infection Prevention & Control
Infection Prevention & Control in Care (Standard 15 Care Certificate)
Keeping Children Safe in Education (2023) Part 1
Keeping Children Safe in Education Draft Guidance (2024) Part 1
Keeping Children Safe Online
Ladder Safety
Legionella Awareness
Lift Equipment and Lifting Operations (International)
Lock Out Tag Out
LOLER
Lone Worker Safety
Manual Handling
Manual Handling (including Tyres)
Medication Awareness Training for Care
Medication Awareness Training for Schools
Moving & Handling People
Noise Awareness

Paediatric First Aid Refresher
Personal Protective Equipment PUWER
Respiratory Protective Equipment (RPE)
Risk Assessment
Safeguarding Adults (Level 2)
Safeguarding Children (Level 2)
Safeguarding Children (Level 3)
Schools: Children with Allergies / Anaphylaxis
Schools: Children with Asthma
Schools: Children with Diabetes
Schools: Children with Epilepsy
School Trips for Management
School Trips for Organisers & Support
Sharps Training
Slips, Trips & Falls
Spill Kit Training - Body Fluids
Spill Kit Training - Chemicals and Oils
The Calorie Labelling (Out of Home Sector) (England) Regulations 2021: Government Guidance
The Fire Safety (England) Regulations 2022 - Updated Guidance
Working at Height
Working at Height (International)
Working in Confined Spaces
Working in Licensed Premises (Bar Staff)



HR Compliance

Our range of HR Compliance courses allow you to develop your staff and bring them up to speed with important workplace topics and legislation - with each course taking less than an hour!

Featured Courses...



Equality, Diversity & Inclusion (EDI)

This IIRSM & Citation approved Equality, Diversity & Inclusion (EDI) Training course was created in collaboration with global EDI experts and introduces the protected characteristics, discrimination, victimisation, and unfair treatment within a professional environment.



Mental Health Awareness

This Mental Health Awareness Training raises awareness of ill-mental health (particularly stress, depression and anxiety), provides tools and guidance for daily wellbeing-management, and aims to remove the stigma surrounding mental health. It's the only course of its kind to achieve an IOSH Approval and also won the THS Health & Safety Award in 2020!

Our courses...

Assessing Mental Capacity
Autism Awareness
Bullying & Harrassment - Employees
Bullying & Harrassment - Managers
Communication in Care (Standard 6 Care Certificate)
Conducting Appraisals
Conflict Resolution
Delivering Bad News
Dementia Awareness
Dementia Awareness for Carers
Deprivation of Liberty Safeguards
Disability Awareness & Inclusion
Disciplinary & Grievance
Domestic Abuse Awareness
Drug and Alcohol Awareness
Duty of Care Awareness (Standard 3 Care Certificate)
Effective Recruitment
Effective Remote Working
Equality & Diversity in Care (Standard 4 Care Certificate)
Equality, Diversity & Inclusion
FGM Awareness
Gender Identity & Expression
Handling Information in Care (Standard 14 Care Certificate)
HR Compliance & Wellbeing Essentials
Managing Anxiety
Managing a Remote Team
Menopause Awareness
Mental Health, Dementia & Learning Disabilities (Standard 9 Care Certificate)
Mental Health Awareness
Mental Health Awareness (International)
Mental Health Awareness for Carers & Nurses
Mental Health Awareness for Management

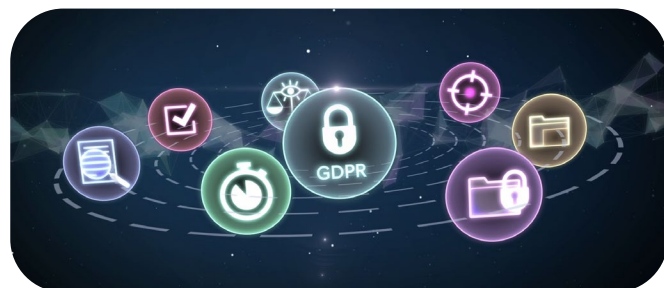
Mental Health Awareness in Construction
Mental Health Awareness in Education
Neurodiversity Awareness
New and Expectant Mothers at Work
Onboarding Training
PCI DSS (Payment Card Industry Data Security Standards) Training
Person-centred Care (Standard 5 Care Certificate)
Personal Development in Care
Prevent Duty
Privacy & Dignity in Care (Standard 7 Care Certificate)
Probationary Periods
Resilience
Returning to Work
Returning to Work after COVID-19
Safer Recruitment in Education
Sexual Harassment Awareness
Stress Awareness
Time Management
Unconscious Bias for Employees
Unconscious Bias for Managers
Understanding Personality Types
Understand Your Role in Care
Using AI in your business: AI and the Law (text-based)
Using AI in your business: AI in the Workplace (text-based)
Using AI in your business: The Basics of Generative AI (text-based)
Using AI in your business: The Risks of AI (text-based)
Using AI in your business: What is AI? (text-based)
Young People in the Workplace



Business Compliance

Our Business Compliance courses are designed to support your staff to carry out everyday workplace tasks confidently and in line with current legislation.

Featured Courses...



GDPR Training

This IIRSM approved GDPR Training covers the essentials for anyone who handles personal data. It doesn't matter how big or how small your organisation is, or how much or little data you handle; the GDPR applies to all and negligence can have a devastating impact if breached.



Cyber Security Awareness Training

This cyber awareness training has been designed for all businesses and individuals to use. It includes some straightforward practical steps that will help to protect computers, networks, software, and data from unauthorised access. Our online cyber security training will help you protect your business from cyberattacks, whilst giving staff the practical tools they need to stay safe online.

Our courses...

An introduction to Employee Background Checks
An Introduction to ISO Certification
An Introduction to SSIP Accreditation
Anti-Bribery Training
Anti-Tax Evasion (Criminal Finances Act)
Anti Money-Laundering Training
Bomb Threats and Suspicious Packages
Business Compliance Essentials
Competition Law
Consumer Rights for Retailers - Digital
Consumer Rights for Retailers - Goods
Consumer Rights for Retailers - Services
Customer Service
Cyber Security
Energy Efficiency Awareness

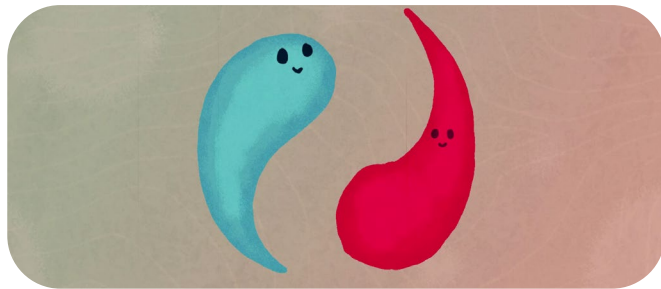
Environmental Awareness
Ethical values and code of conduct
EU AI Act
Fraud Prevention
Freedom of Information Act
GDPR (UK)
GDPR Advanced for Management (UK)
GDPR EU
GDPR EU Advanced Training for Management
GDPR in Education (UK)
Managing Contractors
Modern Slavery
Right to Work Checks
Social Media Awareness
Whistleblowing



Inclusive Short Format Courses (including Soft Skills)

Our range of bitesize Soft Skills e-learning courses are CPD accredited, providing a quick and cost-effective way of bringing staff up to speed with important Soft Skills topics that will enable them to thrive in the workplace!

Featured Courses...



Emotional Intelligence Training

This 10-minute bitesize Emotional Intelligence Training course has been designed to help users understand the basics of what it means to be emotionally intelligent and the important part it plays, both inside and outside of the workplace.



Communication Skills Training

This bitesize (10-minute) online Communication Skills Training course helps staff build on their existing communication skills by providing guidance on initiating and responding to various forms of communication. It's suitable for all levels of staff within any type of organisation.

Our courses...

- Active Listening
- Anger Management
- An Introduction to Leadership
- An Introduction to Search Engines
- Brand Values and Value Proposition (text-based)
- Building an Effective Marketing Plan (text-based)
- Coaching & Mentoring
- Communication Skills
- Confidence Building
- Content Marketing (text-based)
- Creative Thinking
- Critical Thinking
- EAP (Employee Assistance Programmes) course bundle (text-based)
- Effective Decision Making
- Effective Meetings
- Emotional Intelligence
- Ethical Values & Codes of Conduct (text-based)
- Giving & Receiving Feedback
- Growth Mindset
- Managing Change: For Managers
- Microsoft Excel: The Basics
- Microsoft Outlook: The Basics
- Microsoft Powerpoint: The Basics
- Microsoft Word: The Basics
- Mindfulness
- Organisational Skills
- Presentation Skills
- Problem Solving
- Project Management Essentials
- Recognising the Value of your Team
- Recognising Your Value
- Responding to Change
- Setting Goals
- Speaking Confidently
- Teamwork Skills
- The Role of Analysis in Marketing (text-based)
- Understanding Marketing (text-based)
- Understanding Marketing Channels (text-based)
- Using AI in your Business course bundle (text-based)
- Windows 11: The Basics
- Writing Effective Emails

All of these soft skills courses come free as part of our Inclusive Short-Format Course Library. Speak to our team to find out more.



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