



# Leiston-cum-Sizewell Town Council

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## HEALTH, SAFETY, AND WELFARE POLICY

<b>Approved</b>	13 May 2025
<b>Review Body</b>	Full Council
<b>Review Period Policy</b>	Annually
<b>Next Review</b>	May 2026
<b>Signed</b>	Cllr Lesley Hill, Mayor

*Cllr Lesley Hill*

### Revision Notes

#### May 2025

- Corrections made to refer consistently to Leiston Cum Sizewell Town Council
- Need to re-sign at page 9
- Correct Clerk to read Town Clerk at page 7
- Defibrillator change at page 14

Health and Safety at Work etc Act 1974

<https://www.legislation.gov.uk/ukpga/1974/37/contents>

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## HEALTH, SAFETY AND WELFARE POLICY

### Section 1

#### **Health, safety, and welfare policy**

Leiston Cum Sizewell Town Council has adopted a Health, Safety and Welfare policy to protect all its employees, visitors, contractors and users of premises, and to encourage safe working practices. This document explains the policy and the systems that have been set up, within the Town Council, to make sure that the Policy is working.

Please read this document carefully, and make sure you understand it. If you want to discuss safety matters generally, or have a particular problem, you should consult the Town Clerk.

#### **Statement of health, safety, and welfare policy**

The members of Leiston Cum Sizewell Town Council accept responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, visitors and users of premises, and others who may be affected by the Council's activities, and declare their intention to meet the requirements of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions.

Leiston Cum Sizewell Town Council will continue to ensure that its policy, legal obligations, and experience are applied effectively throughout the Council where it has legal obligations.

Leiston Cum Sizewell Town Council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the Council's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.

## **General Statement of Policy Objectives**

- 1.** Provide and maintain workplaces which are without risk to the health and safety of any employee, contractor, visitor, or user of premises.
- 2.** Provide a working environment of a standard which will ensure the health and safety of its employees and other persons who are likely to be affected by the Council's activities.
- 3.** Assess the risks to the health and safety of employees and of anyone else who could be affected by its work activities, record the significant findings of such assessments and make them available to employees, contractors and users of premises. The compilation and implementation of practical codes of safety and health practice and conduct will be based on these risk assessments.
- 4.** Provide, where appropriate, equipment, tools and plant which are safe and without undue risk to health.
- 5.** Institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects.
- 6.** Make proper arrangements for the safe use, handling and storage of all articles and substances used by the Council.
- 7.** Promote the instruction and training of employees in matters of health and safety, to enable them to recognise and avoid hazards at work.
- 8.** Inform employees, contractors, visitors, and users of premises of the risks associated with its work activities by means of notices and instructions, and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health.
- 9.** Provide and maintain, where appropriate, safety equipment and protective clothing and ensure that employees are informed of their obligation in respect of its use.
- 10.** Provide first aid equipment, first aid facilities, and training, and make such other emergency provisions as are necessary to ensure the Health and Safety of all employees, visitors, and others allowed access to the Council's premises.
- 11.** Institute a procedure for the recording of all accidents and instances of ill health occurring resulting from the Council's activities and ensure that such incidents are investigated.
- 12.** Provide satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of employees whilst at work.
- 13.** Advise all employees, contractors, and users of premises of their obligations in health and safety matters, and of the penalties for acting in such a way as to endanger the safety or health of themselves or others.
- 14.** Establish a system with responsibility for making this Policy effective. This includes making

health and safety a standing item on all agendas. The Town Clerk has the direct responsibility for the general oversight of health and safety within the Council. Councillors may appoint the Clerk, and other Members of the Council, to act on their behalf in carrying out relevant instructions.

- 15.** Ensure that accident prevention within the Town Council is an integral part of operational management and is supported by a competent advisory service.
- 16.** Ensure the proper direction and control of all persons allowed access to the Council's premises, to ensure they are not put at risk by the Council's work activities.
- 17.** Control the use of contractors on the Town Council's premises and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy.
- 18.** Arrange for health and safety inspections of all premises and other areas at regular intervals, with reporting of findings and recommendations to the Members of the Council.
- 19.** Maintain arrangements with employees for joint consultation and participation in matters relating to their health and safety.
- 20.** Keep this Health, Safety and Welfare Policy statement under constant review and make improvements, additions, and amendments from time to time as deemed necessary or desirable.

## **2025 - 2026 OBJECTIVES**

### **Key safety objectives include:**

Support the management of safety through the provision of appropriate resources, resulting in a positive and proactive organisational culture that fosters safe practices.

1. Encourage open communication and safety reporting, whilst actively managing safety with the same attention to ensure safety performance goals are met.
2. Establish and maintain hazard identification and risk management processes; including a hazard reporting system designed to eliminate or mitigate the safety risks resulting from hazards identified within our operations.
3. Promote a 'Just Culture', where no punitive action will be taken against any staff member or trainee who discloses a safety concern through the hazard reporting system unless such disclosure indicates, beyond any reasonable doubt, gross negligence or wilful misconduct has taken place.
4. Comply with and wherever possible, exceed, legislative and regulatory requirements/standards and industry best practice.
5. Ensure that externally supplied systems and services to support our operations are delivered to meet our safety performance standards.

## Section 2

### Organisation and responsibilities

1. Full Council will: -

- a) Receive reports on health and safety from working groups
- b) Consider overall trends and issues likely to affect the Council.
- c) Monitor the health, safety and welfare performance of the Council and its compliance with legislation.
- d) Promote a positive health, safety, and welfare culture within the Council.
- e) Ensure adequate resources are available to discharge the Council's health, safety, and welfare commitments.
- f) Where necessary, give assistance to the Town Clerk in carrying out inspections in the interests of effective Health and Safety management.
- g) Undertake in conjunction with the Town Clerk safety inspections, investigation of accidents, incidents, near misses, and other dangerous occurrences and forward reports of legally notifiable cases of disease to the appropriate authority.

2. The Film Theatre Manager, on behalf of the Members of the Council, is responsible for the implementation of the health, safety, and welfare policy for the Leiston Film Theatre.

For all other Town Council owned assets, the Town Clerk will, on behalf of the Members of the Council, co-ordinate the implementation of the health, safety, and welfare policy

The Town Clerk will:

- a) Advise on planning and development of health and safety training to meet the Council's requirements.
- b) Advise on prevention of injury or ill health to personnel and damage to plant/equipment.
- c) Advise on legal requirements affecting health, safety and welfare, and implementation of the Council health, safety, and welfare policy.

In conjunction with nominated Councillors, Film Theatre Manager, and Assets Officer, the Town Clerk will:

- d) carry out routine site inspections on all Council sites, reporting on failures to meet the

standards set and situations where Council employees are put at risk from inadequate health and safety facilities (using the appropriate reporting form).

- e) Foster at the work place an understanding that injury prevention and damage control are an integral part of Council business and operational efficiency.
- f) Arrange for suitable and sufficient risk assessments in relation to work activities to eliminate or control risk to the health and safety of employees.
- g) Ensure that all employees are fully aware of, and instructed in their responsibilities as imposed by regulations, codes of practice and Council procedures, and take steps so far as is reasonably practicable to ensure that they are properly implemented.
- h) Ensure that all relevant works carried out on Council premises and all plant, machinery, and equipment complies with statutory requirements and approved or agreed standards.
- i) Ensure that where the Council supplies labour to erect or install equipment of any nature, the erection or installation is of a high standard and complies with the codes of practice and current regulations.
- j) Ensure that employees are conversant with the Council's accident or damage reporting procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) as specified by regulations and ensure that the cause of any accident and/ or dangerous occurrence is thoroughly investigated and that effective follow up action ensues.
- k) Provide adequate first aid supplies and first aid facilities in accordance with current regulations and ensure that a responsible person is appointed to take control of the situation.
- l) Ensure that statutory notices as required are displayed and that all statutory registers are provided and used.
- m) Ensure that periodic statutory tests, inspections and where applicable maintenance of premises, are carried out and the appropriate records kept.
- n) Ensure that adequate fire precautions and appliances are in place and that, in the event of an emergency, employees are conversant with the fire drill to ensure that the building/premises are vacated as quickly as possible.
- o) Make available and enforce the use, where necessary, of safety equipment and protective clothing, in accordance with current regulations and Council instructions.
- p) Ensure that all employees are competent to carry out their duties safely having received adequate information, instruction, and training, and where necessary, that employees hold a valid certificate of competence.

q) Ensure that all Town Council employees are adequately supervised and have been instructed and trained with regards to specific regulations and the relevant system of work and adequate training records kept.

r) Ensure that regular consultation with the workforce takes place.

3. All **employees** are to take reasonable care of their own safety and that of anyone else who may be affected by their work activities. All **employees** are required to cooperate with Leiston Cum Sizewell Town Council in the fulfilment regarding health, safety and welfare at Work.

Each employee, therefore, will be responsible for: -

a) Making themselves familiar with and always conform to relevant health and safety instructions.

b) Not interfere with or misuse anything provided in the interest of health, safety, and welfare.

c) Reporting to the Town Clerk incidents that have led to, or may lead to, injury or damage.

d) Assisting, as required, in the investigation of accidents or incidents.

e) Wearing the appropriate protective equipment where required.

<p><b>Signed:</b> <i>Cllr Lesley Hill</i></p> <p><b>Chair and Mayor of Council</b></p>	<p><b>Dated 13 May 2025</b></p>
<p><b>Signed:</b> <i>Helen Greengrass</i></p> <p><b>Town Clerk</b></p>	<p><b>Dated 13 May 2025</b></p>

### 3. ARRANGEMENTS

#### 3.1. Risk Assessments

The Management of Health and Safety at Work Regulations impose wide ranging responsibilities on Leiston-cum-Sizewell Town Council including the requirement to assess the risk to health and safety to employees and others arising out of Leiston-cum-Sizewell Town Council's undertaking.

Leiston-cum-Sizewell Town Council will carry out risk assessments in accordance with the Approved Code of Practice (ACOP) and published guidance.

General risk assessments will be carried out on all Council workplaces and on most activities organised by the Council. Risk assessments will be carried out using a team approach by involving employees who are familiar with the work areas. As part of Health and Safety staff briefings Leiston-cum-Sizewell Town Council will encourage staff to do dynamic risk assessments i.e. The continuous process of identifying hazards, assessing risk, taking action to eliminate or reduce risk, monitoring and reviewing, in the rapidly changing circumstances of an operational incident.

Risk assessments will be used to determine where action is required to achieve or maintain adequate control of risks. Any action taken will be in accordance with the principles of prevention detailed in the Management of Health and Safety at Work Regulations. Namely by:

- Avoiding the risk.
- Evaluating and reducing the risk as far as reasonably practicable.
- Combating the risks at source.
- Adapting the work to the individual.
- Adapting to technical progress.
- Replacing the dangerous with non or less dangerous.
- Implementing safe systems of work.
- Providing adequate personal protective equipment.
- Providing appropriate information, instruction & training.

**The Supervisors named in Section 2. 'Organisation and responsibilities' are responsible for:**

- a) Ensuring that all appropriate risk assessments are carried out, recorded, and reviewed periodically.
- b) Ensuring that risk assessments are suitable and sufficient, accessing competent health & safety advice where required.
- c) Ensuring that action is taken to adequately control risks to health and safety identified by the risk assessments.
- d) Implementing, monitoring, and reviewing preventative and protective measures such as safe systems of work.
- e) Ensuring that employees are kept adequately informed of risks to health and safety and control measures provided.
- f) Ensuring that contractors or visitors who may be exposed to risks are adequately informed of the risks and any precautions or preventative measures.
- g) Holding copies of risk assessment documents.
- h) Ensuring that emergency procedures are in place and are formally recorded.
- i) Ensuring that appropriate information, instruction, and training is provided.

**All employees have a duty to:**

- a) Take reasonable care for their own and others' health and safety.
- b) Use all work items in accordance with training and advice.
- c) Co-operate with their employer with regards to health and safety matters.
- d) Report accidents and dangerous incidents.
- e) Notify their employer of any shortcomings in health and safety arrangements.

Leiston-cum-Sizewell Town Council risk assessments are held centrally by the Town Clerk and by individual work sections. Copies of risk assessments and safe systems of work are provided to relevant employees, volunteers, and contractors.

### 3.2. Accident reporting

When an accident/near miss/incident occurs, injuries must receive prompt attention, and any immediate danger should be alleviated. The Council accident book and or the RIDDOR accident report form will be completed by those named in **Section 2. 'Organisation and responsibilities'**.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)<sup>12</sup> and the Social Security Act 1975 require organisations to record accidents/near misses/incidents and to investigate and report to the nearest office of the Health and Safety Executive (HSE) accidents which result in the following:

- a) Fatalities.
- b) Specified injuries
- c) Employees being absent from work for more than 3 days.
- d) Work related illnesses

[Reporting accidents and incidents at work: A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\) INDG453 \(hse.gov.uk\)](https://www.hse.gov.uk/pubns/indg453.pdf)

All accidents and near misses are investigated, and preventative measures implemented where appropriate. Any relevant risk assessments are also reviewed by those named in **Section 2. 'Organisation and responsibilities'**

#### Employee's Responsibilities

All employees will be instructed at induction, of the requirements to report all accidents/near misses occurring to themselves, members of the public, volunteers, or contractors in the nearest accident book and to bring the accident to the attention of the Supervisors named in **Section 2. 'Organisation and responsibilities'**. Employees must also ensure that everything possible is done to minimise damage, particularly injury to persons.

Therefore:

- a) Obtain first aid treatment for the injured person.
- b) Ensure that the accident/near miss/incident is reported to the *Town Clerk*.
- c) Record the accident/near miss/incident by filling in the accident book and completing a copy of the Council's incident report form.

#### Employer's responsibilities

The Town Clerk is to:

- a) Establish whether the circumstances or the result of the accident/incident are immediately reportable under RIDDOR as a major injury or as dangerous occurrence.
- b) Investigate the accident/incident and ensure that all necessary steps have been taken to

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<sup>2</sup> <https://www.hse.gov.uk/pubns/indg453.pdf>

- prevent any immediate further injury or damage to property
- c) Ensure that an entry in the accident book has been made.
- d) Take what steps are necessary to remedy the cause of the accident/incident to prevent a reoccurrence.
- e) Ensure that if an injured employee is absent from work, or unable to carry out their normal work for more than 3 days (not including the day of the accident) the correct form is completed and submitted to the RIDDOR database on the HSE website.

### **3.3. First Aid**

Leiston-cum-Sizewell Town Council will provide and keep up to date, First Aid training to employees or who are likely to be working alone or in direct contact with the public. This will ensure that should any First Aid is required then it can be undertaken correctly and quickly. *Leiston-cum-Sizewell Town Council* has also provided First Aid boxes in its premises, and each has a person responsible for replenishing any items used.

First Aid boxes are located in the following Council Premises:

**Location 1:** The Kitchen and main room at the *Community Centre*.

**Location 2:** The Kitchen at the *Council Offices*

**Location 3:** The Box Office and Back Stage at the *Film Theatre*.

**Location 4:** The lobby and kitchen in the *Waterloo Centre*.

The appointed persons responsible for the upkeep of these boxes are:

**Location 1:** The Assets Officer

**Location 2:** The Assets Officer

**Location 3:** The Theatre Manager.

**Location 4:** The Assets Officer

Leiston-cum-Sizewell Town Council has also invested in two defibrillators within two of its premises.

**Defibrillator 1:** The Community Centre

**Defibrillator 2:** Leiston Film Theatre

The appointed persons responsible for the maintenance of the defibrillators are:

**Defibrillator 1:** The Assets Officer

**Defibrillator 2:** The Theatre Manager

There are other third-party owned defibrillators located at Haylings Pond and the Children's Centre at the Waterloo Centre, which are accessible to the Town Council's open spaces.

### **3.4. Fire Safety**

Leiston-cum-Sizewell Town Council has ensured that all premises and open spaces have fire safety procedures in place. These are maintained and updated by the Supervisor's named in **Section 2. 'Organisation and responsibilities'** for each asset.

The supervisor for each asset is responsible for the following:

- 3.4.1. To ensure an assessment of the fire risk is carried out on the building/space and to take the necessary steps to reduce, remove or control the risks found.
- 3.4.2. To ensure a competent person (with sufficient training, experience and knowledge) has been appointed to carry out the risk assessment, ensuring a record to be kept of the findings and any immediate risk is dealt with.
- 3.4.3. To ensure that the premise/space has clear fire emergency plans and safety procedures in place and that these are understood by all employees.
- 3.4.4. To ensure all employees carry out relevant fire and safety training and have a clear understanding of their roles within the procedure.
- 3.4.5. To ensure all fire extinguishers are visually inspected monthly and have an annual maintenance.
- 3.4.6. To ensure all fire alarm systems are visually inspected, tested monthly and have an annual maintenance, which should include an annual electrical certificate.
- 3.4.7. To ensure all fire exits shall be kept free from obstructions.
- 3.4.8. Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire-resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- 3.4.9. Where possible wastepaper bins must be of metal construction. All wastepaper bins should be emptied each day.

### **3.5. Control of Substances Hazardous to Health (COSHH)**

Hazardous substances (as defined by the Control of Substances Hazardous to Health Regulations) will only be brought on to Leiston-cum-Sizewell Town Council premises where there is no practical alternative. Every effort will be made to ensure that, so far as possible, non-hazardous substances are purchased for use or, where there is no non-hazardous substance which is suitable, that the least hazardous substance is obtained.

The quantities of hazardous substances stored and used on-site will be the minimum quantities consistent with the needs of the operation and with sound commercial purchasing practice. Leiston-cum-Sizewell Town Council will identify all hazardous substances to which persons may be exposed and will compile a register of all such substances. Attached to the register will be suppliers/manufacturers' safety data sheets, which suppliers must provide by law. These outline the hazards of the substance, also indicating any precautions which are necessary. Before any hazardous substance is brought onto site for the first time, manufacturers/ suppliers' safety data sheets will be obtained and suitable judgements made of the necessity for, and utility of, the substance. A COSHH assessment will then be carried out by a competent individual by those

named in **Section 2. 'Organisation and responsibilities'**. All such assessments will be recorded in writing. Any recommendations made for gaining or improving control of hazardous substances will be implemented by the Supervisors and Leiston-cum-Sizewell Town Council. The assessments will be reviewed when there is a material change in circumstance and, in any event, on an annual basis. Where relevant, changes to assessment findings will be communicated to employees.

To prevent or reduce workers exposure to hazardous substances, all employees are required to follow some general rules:

- Read the information, such as container labels, before using any products.
- Never mix chemicals together.
- Never transfer chemicals into another container without ensuring that all safety information on the original container is copied onto any new container.
- Follow the manufacturer's instructions carefully.
- Chemical products must never be allowed to come into eye contact and contact with skin. Mucous membranes must likewise be avoided.
- Wear protective equipment and clothing if needed for some stronger chemicals.
- Do not swallow chemical materials or use in areas where food is being consumed.
- Always store chemicals away from food areas.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided.
- Facilities for the washing and cleansing of the skin are made available away from the chemical storage area.
- If any person handling the materials shows the symptoms which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay. First aid information is available on the relevant Material Safety Data Sheet (MSDS).
- Waste materials such as broken glass or other "sharps" should be adequately wrapped to prevent injury and disposed of safely i.e. not in plastic bags.
- COSHH Assessments are undertaken where significant hazards are identified.

### **3.5.1. Caretakers and Cleaners**

*Leiston-cum-Sizewell Town Council* employs several caretakers and cleaners who are required to follow some general rules:

- Follow all labelled instructions on containers and packages.
- Products must be stored away from extreme low temperatures, heat sources and naked lights, particularly products containing hydrocarbon and other flammable solvents.
- Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
- Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
- Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
- Stepladders which are used to gain access to heights must be in good condition and free from defects.

- All electrical cleaning equipment must have been wired up by a competent person.
- Any deterioration in electrical connections or wiring should be reported immediately.
- Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.

#### **YOU SHOULD REPORT:**

- Structural faults which appear dangerous.
- Floor coverings, etc. which cause a tripping hazard.
- Faulty gas, electric, paraffin fixtures, fittings and equipment.
- All accidents, however small, should be reported.

#### **YOU SHOULD NOT:**

- Attempt to repair gas, electric, paraffin fixtures, fittings or equipment, unless competent to do so.
- Attempt to move obviously heavy furniture alone.

#### **YOU SHOULD:**

- In the event of your having to stand on something to reach windows, etc. do ensure the object on which you will stand is solid and reliable.
- Dispose of aerosol cans in the recommended way.
- Dispose of soiled materials in sealed bags.

### **3.6. Electricity at Work**

*Leiston-cum-Sizewell Town Council* engages sub-contractors to ensure all electric wiring and fittings are kept in good working order. All employees are required to follow some general rules:

- Unauthorised alteration to, or interference with, electric wiring or fittings is strictly forbidden.
- Any failure, breakdown, overheating or chaffing of wires is to be reported immediately to the Supervisor of that asset and, wherever possible, the electric current turned off until the defect has been rectified.
- No light or power point is to be used for any purpose other than that for which it is intended.

#### **3.6.1. Portable Electrical Appliances**

Portable electrical equipment refers to any electrical item connected to the mains electricity supply by means of a flexible cable, plug and socket including office equipment e.g. computers and printers and any on-site power tools, including handheld or hand operated equipment whilst connected to the electrical supply as well as extension leads, plugs, sockets, and adaptors.

All portable appliances/electrical equipment e.g. computers, printers, fridges, kettles etc are PAT tested by an approved person on an annual basis and PAT labels displayed to advise when they were last tested, and they are safe to use. A register of all testing is maintained and held by those named in **Section 2. 'Organisation and responsibilities'**.

To prevent or reduce workers exposure to any risk of electrocution, all employees are required to follow some general rules:

- Portable electrical equipment must only be used for the purpose for which it was intended and in the environment for which it was designed and constructed.
- Only qualified electricians are permitted to carry out repairs or modifications to portable electrical equipment.
- All portable electrical equipment purchased or brought into the workplace must conform to UK and/or EC product safety standards.
- Wherever possible, equipment will be double insulated (Class II type – 2 wires) to ensure it is constructed with high integrity insulation without the need for an earth connection. (Double insulated equipment is marked with by the ‘double square’ symbol).
- Visually inspect new equipment for damage.
- Only connect portable electrical apparatus to the mains supply by means of suitably fused plug and socket outlets. Under no circumstances should multi-point adapters be used.
- Undertake regular visual checks and report any fault, damage or defect to the relevant Supervisor of that asset.
- If any users have any safety concerns, they should immediately stop using the equipment, disconnect it from the power source and ensure that nobody else can use it (reporting the issue immediately).

### **3.7. Workplace Welfare**

Leiston-cum-Sizewell Town Council and those named in **Section 2. ‘Organisation and responsibilities’** have a duty of care to all its employees. The following policies have been put into place to ensure the welfare of employees in the workplace.

#### **3.7.1. Asbestos**

Leiston-cum-Sizewell Town Council will ensure that all premises under the Town Council’s control are surveyed for the presence of asbestos containing materials (ACM’s). The reports, detailing findings, location and condition of ACM’s are held by the Town Clerk. The condition of ACM’s will be reviewed annually by the those named in **Section 2. ‘Organisation and responsibilities’**.

Where the condition of ACM’s has deteriorated, advice will be sought as to whether or not stabilising or removal works should be instigated. For all work on the fabric of buildings under the Town Council’s control, reference must first be made to the relevant asbestos register, prior to work commencing. All work involving ACM’s must be risk assessed to identify necessary control measures.

Should work expose suspect ACM’s, not previously recorded in the asbestos registers, work will stop immediately, and advice sought. Disposal of any ACM’s will comply with all current environmental legislation and be handled by licensed waste contractors.

#### **3.7.2. Violence and Aggression**

All violent incidents must be reported to those named in **Section 2. 'Organisation and responsibilities'** and recorded in the accident book. The Town Council will investigate all such incidents with a matter of urgency.

All visitors who are accessing non-public areas and are not known to employees should be stopped and challenged immediately. Where aggressive or threatening behaviour is identified, this is brought to the immediate attention of those named in **Section 2. 'Organisation and responsibilities'**. Employees should use their mobile phones to call for back up or assistance when lone working. Whistles have been issued to lone workers to be used to attract attention.

Cash handling has been reduced, whenever possible, for safety of personnel and to reduce the chance of conflict. Employees are advised to walk away and seek help if they feel a situation is not manageable.

### **3.7.3. Drugs and Alcohol**

Even very minor alcohol or drug misuse can lead to some loss of concentration and affect judgement and physical co-ordination, which in turn can lead to accidents. Consequently, the use of illegal drugs and misuse of alcohol is forbidden in all Leiston-cum-Sizewell Town Council activities, and all Town Council employees must therefore ensure that alcohol or drug use does not have an adverse effect on their work performance, other people, or safety arrangements. Where the effects of a prescribed drug may compromise safety at work, those named in **Section 2. 'Organisation and responsibilities'** must be informed immediately, and the employee's work will be reassessed to ensure their work can be carried out safely.

### **3.7.4. Incident, Ill Health and Dangerous Occurrences Reporting**

All injuries or damage resulting from incidents on site or in other workplaces, however minor and all near misses, must be reported to those named in **Section 2. 'Organisation and responsibilities'**. In the event of a fatal or major injury to any person, over seven-day injury or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Town Clerk must be notified by telephone immediately by the person named in 2. Responsibilities for each of the Town Council's assets.

The person named in 2. Responsibilities for each of the Town Council's assets will ensure that an investigation is carried out as soon as possible and confirm details of accidents to the Town Clerk. Details will also be recorded in the accident book which is held in each of the Town Council's premises.

The latest information on how to report RIDDOR accidents and incidents can be found at [Reporting accidents and incidents at work: A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\) INDG453 \(hse.gov.uk\)](#)

### **3.7.5. Pregnancy**

Pregnancy is not an illness though pregnant women can often be ill (particularly morning sickness) and are inclined to become very tired in later pregnancy. The changes inherent in pregnancy affect the risks of some work; for instance, manual handling techniques and positioning in relation to a computer, the softening of ligaments increases the risk of Musculo-skeletal injury, and the hormonal changes increase the risk of Carpal Tunnel syndrome.

Once informed in writing of an employee's pregnancy, those named in **Section 2. 'Organisation and responsibilities'** will carry out a new risk assessment for all tasks which that employee is expected to carry out in their general duties of employment.

### **3.7.6. Smoking**

It is a legal requirement to make all public building and work areas non-smoking. This policy applies to all visitors, contractors and users of Leiston Cum Sizewell Town Council assets and includes the use of e-cigarettes and vaping.

Those named in **Section 2. 'Organisation and responsibilities'** will instruct all visitors and contractors to observe the Town Council's requirements and observe all site rules regarding smoking.

### **3.8. Display Screen Equipment**

The offices uses computers (desktop, laptop and internet -enabled mobile phones) which all have a display screen. Using a computer or other display screen is not high-risk work and activities are generally limited to the office.

Those employees who use display screen equipment (DSE) as a significant part of their normal work must complete the DSE Workstation Checklist, which identifies and maintains the safe working condition:

- Chairs that are capable of being adjusted and have adequate back and leg support.
- Adequate space under the workstation.
- Footrests available to those who need them.
- Adequate ventilation and lighting.

Those named in **Section 2. 'Organisation and responsibilities'** have a duty of care to all its employees. The following policies have been put into place to ensure the welfare of employees give due consideration to their eyesight in the workplace.

- Eyes can become tired from focussing on the same distance for too long
- If your glasses/eyes do not focus on the computer screen, take a break
- When you are concentrating on screen work (because you blink less) eyes may become dry if your monitor is high, because it exposes more of the eye surface.
- Take short breaks away from your workstation, to give your eyes a rest from the screen and to stretch your legs.

### **3.9. Personal Protective Equipment**

Leiston-cum-Sizewell Town Council supplies personal protective equipment where the situation requires such equipment. All contractors and sub-contractors will need to provide their own personal protective equipment.

### **3.10. Manual Handling Operations**

The Manual Handling Operations Regulations 1992 (as amended) apply to work which involves lifting, lowering, pushing, pulling or carrying. Leiston-cum-Sizewell Town Council and those

named in **Section 2. 'Organisation and responsibilities'** are responsible for advising employees on any manual handling operations within their premises.

The following policies have been put into place to ensure employees have arranged to limit the weights they handle and also share the lifting and handling amongst employees giving due consideration to manual handling safe practice.

- Consider the acronym *TILE* and plan the lifting operation and whether the process can be made easier with assistance from another person.
  - *Task* – What exactly is required? How much force will be needed? Will the task need to be repeated often? Are there any other means of moving the load?
  - *Individual* – Who is available to carry out the task, what is their physical condition, do they have any impairments or disabilities to be taken into consideration?
  - *Load* – What needs to be lifted, is it a fixed load or a fluid/loose load? How heavy is it, is it fragile/flammable, toxic? If using a mechanical aid, is it sufficient for the load.
  - *Environment* – Where is the load, where does it need to go? Could it be dropped off at the other location in the first place? What are the surface conditions (Hot, cold, dry, wet, slippery, sloping)? Are there any obstructions or obstacles on the route?
- Ensure everybody uses the correct body posture and correct use of available handles etc i.e.
  - Place the feet apart.
  - Bend the knees.
  - Keep the back straight.
  - Shoulders level and ahead.
  - Keep the arms within the area of the head.
  - Use a 'hook' grip where possible.
- Ensure that the load is securely gripped.
- Raise the load smoothly.
- Keep the load as close to the body or handling aid as possible.
- Avoid twisting, bending or stooping and ensure your vision is not obstructed.
- Place the load carefully.
- Manual Handling assessments are undertaken for significant tasks using the Manual Handling Assessment Form.  
Whenever possible, use mechanical aids which have been provided to avoid or reduce the need for manual handling.
- For the latest information on Manual Handling refer to <https://www.hse.gov.uk/toolbox/manual.htm>

### 3.11. Provision and use of Work Equipment

All work equipment will be purchased in line with legislative requirements. For major items of equipment, risk assessments will be undertaken by those named in **Section 2. 'Organisation and responsibilities'**. No persons under 18 years are authorised to use machinery or other equipment without authorisation.

Leiston-cum-Sizewell Town Council advise its employees the following steps should be taken to ensure the safety of the equipment user and third parties:

### **3.11.1.Storage Racking and Shelving Racking**

- All shelving units should be braced and regularly inspected to ensure it remains in serviceable condition.
- Any defective racking items should be replaced.
- Climbing up racking or shelving is not permitted.

### **3.11.2.Tools**

- A selection of hand and power tools are available for use in some of the Town Council's assets.
- Use the right tool for the job.
- Maintain all tools in a serviceable condition – if unserviceable either repair or replace.
- Control/protect tools with obvious risks (Stanley knives, etc).
- Edges of cutting tools should be kept sharp and hands kept behind the cutting edge when working with power tools.
- All equipment should be checked prior to use for defective plugs, sockets, cables or switches.
- 110V or battery powered tools should be used wherever possible.
- Tool adjustments or changes must not be carried out unless the equipment has been isolated.
- Cables must be long enough for use without strain on the connection.
- All defects must be reported to those named in **Section 2. 'Organisation and responsibilities'**.
- Maintenance and repairs are only to be undertaken by a competent person.

## **3.12. Lone Working**

Leiston-cum-Sizewell Town Council is responsible for the Health, Safety and Welfare at work of their employees and for the Health and Safety of those affected by that work. These responsibilities cannot be transferred to employees who work alone or without close supervision. It is therefore the Town Council's duty to assess risks to lone workers and take steps to avoid or control the risk where necessary.

There is no general prohibition on working alone, however the general duties under the Health and Safety at Work etc. Act 1974 apply. There will be some cases where there are specific stipulations that at least two people must be involved in the work and which specify that a safe system of work must be followed due to the risks involved. The work to be carried out by the lone worker will always be assessed to identify hazards, the risks involved and to ensure that appropriate control measures are implemented to eliminate or adequately control the risks. Where the risk assessment determines that arrangements would not be adequate to ensure that

the work can be done safely by one person, then alternative arrangements providing help or back-up will be devised.

### 3.13. Stress

Stress is defined as the adverse reaction people have to excessive pressures or other types of demand placed on them. Stress is not an illness, but if it is prolonged or especially intense, it can lead to physical or mental health problems.

Work-related stress can develop because a person is unable to cope with the demands being placed on them. Stress, including work-related stress, can be a significant cause of illness and is known to be linked with high levels of sickness absence, staff turnover and other issues such as an increase in mistakes at work.

Leiston-cum-Sizewell Town Council recognises the dangers of work-related stress. Through effective management and communication, the Town Council's aim is to create a supportive and positive working environment which will greatly reduce the possibility of an individual being at risk of work-related stress. Positive and supportive engagement between Town Councillors and employees is recognised as key. The Town Council endeavours to avoid work which is inherently dangerous to mental health. Employees are presumed able to withstand the normal pressures of the job unless any reasonable person would realise a colleague could not cope. *Leiston-cum-Sizewell Town Council* is reasonably entitled to accept a colleague's statement that they can cope.

Specific risk assessments will be prepared if a colleague informs those named in **Section 2. 'Organisation and responsibilities'** that they are unable to cope. The findings of the assessment will be used to provide personal controls.

Those named in **Section 2. 'Organisation and responsibilities'** will endeavour to take the following steps:

- Schedule work sensibly and accept that, where possible, work-travel should be completed in working time.
- Encourage high productivity, discourage long hours and monitor hours.
- Manage under-performance and/or absence at an early stage - before others suffer.
- Manage re-entry after absence.
- Be approachable, communicate clearly, and listen to colleagues' needs.
- Recruit, retain, train and promote so that people are suited to the demands and pressures of the work.
- Set clear objectives, prioritise tasks, eliminate unnecessary work, and try to give warning of urgent work.
- Demonstrate zero tolerance of bullying or harassment.
- Co-ordinate workloads and holidays.
- Ensure employees know of other sources of help.

To assist Leiston-cum-Sizewell Town Council meet its duty of care, employees must:

- Be alert to individuals or groups at particular risk - e.g., prolonged, frequent and uncharacteristic absences.
- Not harass or bully any colleague - including senior colleagues.

- Inform those named in **Section 2. 'Organisation and responsibilities'** if they recognise a significant change in an activity or recognise a significant stressor for themselves or fellow employees, that is not being addressed.
- Help colleagues (including senior colleagues) by being alert to signs of distress/failure. Report your concerns to someone who can help.
- Not to deal with stress by re-distributing it amongst colleagues.

Leiston-cum-Sizewell Town Council also encourages all employees to inform those named in **Section 2. 'Organisation and responsibilities'** if they are:

- Coming under excess pressure in your private life.
- Suffering from anxiety or depression to an extent that interferes with your current or reasonably foreseeable work demands.
- Suffering physical illness that significantly reduces your resilience - e.g., pain that interferes with sleep or on receipt of a life-limiting prognosis.
- Suffering stress, due to work, that is threatening your health.

All Leiston-cum-Sizewell Town Council employees are required to take personal responsibility to prevent stress or reduce its effects by following these guidelines:

- Manage your time and set yourself challenging but realistic objectives.
- List tasks in order of priority and tackle the most important first.
- Take care of your health through healthy eating, tackling addictions, avoiding stress crutches (drinking, sleeping pills, comfort eating, etc)
- Take exercise, keep up with friends and family, talking to someone, relaxing.
- Ensure sufficient rest and adequate number of hours of sleep and take short breaks to let yourself recuperate during busy times.
- Raise concerns if you are being mistreated.
- Co-operate in developing a sensible return to work plan.

### **3.14. Young Employee Health, Safety and Welfare**

The Health and Safety Executive classify all people under the age of 18 years of age as a young person, including children under the age of 16. This definition applies to students, trainees and children on work experience and classifies them as employees regardless of the number of hours worked or the period of employment. Current legislation requires all employers to undertake risk assessments for all employees; this includes young workers who may be working on the Town Council's premises. When the assessment has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled. Young workers are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity, and inexperience.

The latest government guidance on child employment is available at <https://www.gov.uk/child-employment>

Children under the age of 13 years of age are generally prohibited from any form of employment; however, children between 13 and the Minimum School Leaving Age (MSLA) can undertake work experience schemes approved by local education authorities. If Leiston-cum-Sizewell Town Council offers placements to students, trainees, or children they will be treated as an employee and will be provided with the same health and safety protection as any other employee.

Before engaging any young employees, Leiston-cum-Sizewell Town Council will complete specific risk assessments, these will include:

- The fitting out and layout of the workplace and the location of where the individual will work.
- The type of work equipment that will be used and how it is to be handled.
- How various work and processes being undertaken are organised.
- The extent of training that has been provided or that will need to be provided to the individual concerned.

Before any children are employed or they are offered work experience, the Town Council will notify the parental guardians of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of an injury occurring. All young people who start work with *Leiston-cum-Sizewell Town Council* will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk.

All training will be assessed on a regular basis to ensure that the key instructions have been understood. Leiston-cum-Sizewell Town Council views this training as a bare minimum and will ensure that the individuals are fully always supervised to ensure that they are competent to carry out the task.

In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept regarding young persons. Specific risk assessment records for the tasks that young people within the Town Council are required to undertake. Details of training and information that has been given to the young person, along with records to show that the individuals have accomplished an acceptable standard of competence. Where the young person has not reached minimum school leaving age a record will be kept of any correspondence and information that is communicated to the parents/parental guardian.

Please refer to relevant Safeguarding Policy Documents.

### **3.15. Older Employees and Health, Safety and Welfare**

To ensure the health, safety and welfare of any older employees within Leiston-cum-Sizewell Town Council, the Town Council will.

- Review risk assessments if anything significant changes, not just when an employee reaches a certain age.
- Not assume that certain jobs are physically too demanding for older workers, many jobs are supported by technology, which can absorb the physical strain.
- Avoid assumptions by consulting and involving older workers when considering relevant control measures to put in place.

Leiston-cum-Sizewell Town Council provides the following guidance for older workers in the workplace to ensure their health, safety and welfare.

- All employees have a duty of care for their own health and safety and that of others who may be affected by your actions.
- All employees must cooperate with the Leiston-cum-Sizewell Town Council and all other employees to help everyone meet the legal requirements.

- All employees are advised that if they have specific queries or concerns about their health and safety or if they are experiencing difficulty in carrying out their work then they need to raise this with those named in **Section 2. 'Organisation and responsibilities'**.

### **3.16. Working at Heights**

Leiston-cum-Sizewell Town Council and those named in **Section 2. 'Organisation and responsibilities'** are responsible for advising employees on safe working for work that need to be carried out at height:

- Safety harnesses should be worn by operatives in accordance with the findings of risk assessments or as otherwise deemed necessary during erection and dismantling operations.
- Access ladders are always to be inspected by employees prior to use.
- Defective access equipment is to be reported to the Town Clerk or Assets officer and immediately removed from service by the employee.
- For all activities at height, employees must have due regard to persons underneath and provide segregation as necessary.

### **3.17. Contract Workers**

For Leiston-cum-Sizewell Town Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Town Council premises are made aware of the expected requirements related to health and safety.

A contractor accepting a contract from the Town Council contractors are required to comply with the following:

- a) As a contractor, you will supply and ensure that your employees wear and use protective equipment, or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
- b) You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
- c) You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
- d) Should you use a sub-contractor for any works it is a requirement under the Health and Safety at Work etc. Act 1974 for sub-contractors to conduct their work activities in such a way as to ensure that other persons are not exposed to risks to their health and/or safety.
- e) The Council's approved accident reporting form shall be used for the reporting of all accidents whether to property, employee, or general public there to be no exceptions.
- f) Further to the above it is a requirement to report all accidents, however minor. Serious accidents or major incidents should be reported immediately to the *Town Clerk* by telephone.
- g) Adequate supervision will be necessary to complement the provision of information, instruction and training if required ensuring that the council's policy is strictly adhered to.

- h) The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
- i) In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
- j) The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
- k) The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

### **3.18 Environment**

Leiston-cum-Sizewell Town Council is committed to Leiston's Net Zero ambitions and will reduce carbon emissions by:

- Turning heating thermostats down at the end of each day and particularly at weekends
- Turning off unnecessary lights throughout the building
- Switching appliances off at night rather than leaving them on standby

### **3.19 Workplace Cleanliness**

Leiston-cum-Sizewell Town Council is committed to providing and maintaining safe working environments.

Every employee shall ensure that they regularly maintain and organise their workstations or place of work.

All waste materials and hazardous substances (to include dust, household waste, hygiene waste, COSHH substances etc.) will be removed at specified intervals and / or once tasks are complete.

The company will regularly monitor and inspect workplaces to ensure housekeeping is adhered to.

Leiston-cum-Sizewell Town Council encourages a positive culture towards health and safety and cleanliness and share the responsibility to maintain a safe working environment amongst all staff. All employees are encouraged to clean and tidy when they see dirt and debris.