



HEALTH AND SAFETY AT WORK etc. ACT 1974

**HEALTH AND SAFETY POLICY OF
CROWTHORNE PARISH COUNCIL**

Adopted by Council at the Annual Meeting held on

1 MAY 2012

This is the Health and Safety Policy Statement of Crowthorne Parish Council.

PURPOSE

This Health and Safety Policy has been written in compliance with the Health and Safety at Work etc. Act 1974 to provide a clear statement of intent with respect to health and safety.

STATEMENT OF GENERAL POLICY

Crowthorne Parish Council recognises and accepts its responsibility as an employer for providing a safe and healthy workplace and working environment for all of its employees and others affected by its activities. Compliance with legal requirements is considered a minimum standard upon which an effective health and safety management system is based.

The Council believes that health and safety is a management responsibility of equal importance to service delivery and quality. It requires managers, supervisors and employees to carry out agreed procedures as a condition of employment.

So far as is reasonably practicable, the Council will take all steps within its power to meet this responsibility for all of the Council's employees, sub-contractors and members of the public coming into Council activities, paying particular attention to the provision and maintenance of:

- Plant, equipment and systems of work that are safe and without risks to health;
- Safe arrangements for the use, handling, storage and transport of articles and substances;
- Sufficient information, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work and that of others;
- A safe place of work with safe access and exit;
- A healthy working environment;
- Adequate welfare facilities;
- Will ensure all employees are competent to do their tasks, and to give them
- adequate training;
- Will review and revise this policy as necessary at regular intervals.

Signed:



Chairman of Crowthorne Parish Council

Date: 1 May 2012

Review Date: **June 2018**

RESPONSIBILITIES

The Council

The Council has the overall and final responsibility for health and safety and for compliance with the Health and Safety at Work etc. Act, regulations made under the Act and the Occupiers Liability Act.

The Council will ensure that all employees know and understand their responsibilities for securing safe working conditions and practices by the provision of instruction, information and appropriate guidance on health and safety, and that a suitable system for effective safety management is provided.

The Council will provide, where necessary, adequate protective clothing and safety equipment for all work activities, and requires employees to use such clothing and equipment as a condition of their employment.

The Council requires its employees to take care of their own safety, that of other workers and that of the public affected by its activities, and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully.

The Council will ensure that the health and safety risks to employees are assessed on a regular basis and adequate control measures and training are introduced.

The Clerk

The Clerk is responsible for this policy being carried out at all the Council's premises and the Assistant Clerk will be responsible as her deputy:

- ensuring that the Council's safety policy is reviewed, updated and implemented;
- advising the Council of the need for the provision of adequate resources to ensure that the obligations arising from legislation, Codes of Practice etc. are met;
- ensuring the provision of advice to Council employees to aid them in the discharge of their duties relating to health and safety, accident prevention and compliance with statutory requirements.
- ensuring, that suitable and sufficient procedures are in place for fire safety issues and that personnel receive appropriate training associated with fire evacuation and minor first-aid treatment.
- Ensuring a copy of this statement is issued to all employees.

EMPLOYEE RESPONSIBILITIES

All employees have a duty under Sections 7 and 8 of the Health and Safety at Work etc. Act 1974 (the Act) while at work:

- to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and
- as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate so far as is necessary to enable that duty or requirement to be performed or complied with.

The Act also requires employees not to interfere with or misuse anything provided to protect their health, safety or welfare in compliance with the Act:

- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Practical Obligations of Employees

In recognition of the legal duties imposed upon them, all employees are required to:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- ensure that they do not do anything or neglect to carry out a duty which might constitute a danger to themselves or others;
- not intentionally or recklessly interfere with or misuse anything provided for the purposes of ensuring the health safety or welfare of other persons;
- co-operate with their supervisor or manager and comply with any instructions issued to enable the Council to comply with the relevant statutory duties, approved Codes of Practice or other requirements placed upon it;
- give every assistance to members of the public or visitors to Council premises to help ensure their safety;
- not undertake any activity or use any machinery, equipment or materials with which they are not fully conversant until they have received appropriate training, are competent and are authorised to do so;
- use and maintain in a serviceable condition all work equipment for which they are responsible in accordance with the information and training provided;
- obtain and use the correct tools and equipment for the job and use the correct safety equipment and safety clothing etc.;
- maintain and check all personal protective equipment issued to them in accordance with the instructions and training provided;
- immediately report any defects in vehicles, plant, machinery, tools and equipment to their supervisor;
- immediately report any unsafe work method with which they are involved to their supervisor or manager;
- immediately report all accidents, dangerous occurrences, near misses, unsafe or unhealthy conditions or other hazards to their supervisor and/or the responsible person on site and ensure that any accident is properly recorded to ensure that an appropriate investigation can be undertaken;
- study and be conversant with the fire and escape procedures and the relevant information displayed on notice boards etc.

1. FIRST AID

1.1 First Aid boxes are located as follows:

Box 1: The kitchen in the Morgan Centre.

Box 2: The kitchen in the Parish Hall.

1.2 The appointed person responsible for ensuring the First Aid boxes are kept supplied is the Accounts Assistance with assistance from:

Box 1: The Morgan Centre Caretaker

Box 2: The Parish Hall Caretaker

1.3 The Accident Record Book is kept in the Parish Office located at the Morgan Centre.

2. FIRE SAFETY

2.1 All staff must be fully conversant with the 'Fire Drill' system displayed in each premises.

2.2 Fire extinguishers located in the Morgan Centre and Parish Hall shall be visually inspected monthly by the respective Caretakers. The fire extinguishers will be maintained annually (currently by Chubb Fire).

2.3 All fire alarm call points and emergency lighting shall be tested monthly by the respective Caretakers. Fire drills will be undertaken at each premise twice per year. The fire alarm located at the Morgan Centre and Parish Hall is to be tested on a monthly basis by the respective Caretakers. Security and Fire Alarms will be routinely maintained on an annual basis. Annual electrical inspections will be undertaken on all Council occupied premises.

2.4 Fire exits shall be kept free from obstructions.

2.5 Flammable materials must be stored in a fire resistant structure such as a metal cupboard or bin and clearly marked.

2.6 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

3. PRODUCT SAFETY

3.1 All cleaning materials, chemicals and similar substances must be adequately labelled and stored in accordance with manufacturer's recommendations.

3.2 All such materials must only be used strictly in accordance with manufacturer's recommendations.

3.3 No substances will be used on recreation grounds or other public places without written manufacturer's instructions confirming that they are safe for such use.

3.4 The Accounts Assistant to ensure COSHH reports are obtained and staff made aware of any relevant changes/additions.

4. PROHIBITION OF HEAVY WORK

- 4.1 No person is required, in the course of his/her work, to lift, carry or move a load so heavy as to be likely to cause him/her injury.

5. INSURANCE

- 5.1 The Parish Council will at all times hold current insurance cover for Employers Liability and Public Liability. The insurance certificate will be displayed at the Parish Office.

6. REPORTING AND RECORDING ACCIDENTS

- 6.1 Accidents shall be reported to the Parish Clerk or Assistant Clerk who will record them in the Accident Record Book.

7. EMPLOYMENT OF CONTRACTORS

- 7.1 The Standard Working Conditions for contractors is attached, see appendix 5.

8. ASBESTOS

- 8.1 All staff and contractors must be fully aware of the Asbestos Risk Register, see appendix 8. A copy of the completed Asbestos Report for the Morgan Centre is available from the Clerk upon request.

9. SMOKING

- 9.1 Smoking is not permitted in any of the Council's premises.

10. SPECIFIC POLICIES

- 10.1 Policies for particular premises and activities are attached as Appendices as follows:-

1. Offices.
2. Grounds Maintenance.
3. Caretaking and Cleaning.
4. Lifting and Handling.
5. Standard Working Conditions for Contractors
6. Safe use of Ladders
7. Loan Working
8. Asbestos Risk Register

11. GENERAL ADVICE

- 11.1 The Health & Safety Policy Statement gives job titles in some places. Below is the management structure for Crowthorne Parish Council.

Crowthorne Parish Council

Clerk to the Council
Assistant Clerk
Accounts Assistant
Morgan Centre Caretaker
Parish Hall Caretaker
Grounds Person

1. HEATING, LIGHTING AND VENTILATION

- a) Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day. This provision does not apply to rooms where:
- Severe physical effort is required
 - Members of the public have access and where a reasonable temperature is not practicable
 - The maintenance of a reasonable temperature would cause deterioration of goods
- b) Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials, and be sited away from desks and chairs.
- c) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. ELECTRICAL EQUIPMENT

- a) All electrical equipment shall be inspected in accordance with the 1989 Electricity at Work Regulations. Fixed wiring testing will be inspected every five years.
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- d) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors.
- e) Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

3. FURNITURE, FITTINGS AND EQUIPMENT

- a) All heavy equipment and storage units should preferably be placed against the wall across several floor joists.
- b) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- c) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Damaged or defective cabinets must not be used.
- d) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

4. FIRE PRECAUTIONS

- a) All staff must be fully conversant with the Fire Safety Emergency Plan and "Fire Procedure" displayed in the Parish office.
- b) Exit corridors, landings and stair cases must be kept clear at all times.
- c) Flammable materials must not be stored, even for a temporary period, in the offices, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- d) Waste paper bins must be of metal construction.
- e) A fire drill shall be completed at both premises, twice per year.

1. The Head Groundsman, or in his absence any Handyman/Grounds person, must notify the Clerk or Assistant Clerk of any concern regarding broken equipment, electrical wiring, unsafe structures, machinery etc. Immediate action must be taken to have reported faults inspected and rectified.
2. In addition to requirements mentioned elsewhere in this document, every care must be taken to ensure the health and safety of employees and the general public on recreation grounds.
3. No obstacles, tools, holes, markers etc., may be left in a manner which would create a hazard.
4. Play equipment will receive an annual inspection by an independent expert. The Clerk of the Council will be responsible for organising this.
5. The Head Groundsman will be responsible for ensuring that all play equipment receives a further inspection at least once a week covering cleanliness, vandalism, minor wear and structural integrity and the proper working of equipment.
6. Weekly inspection reports must be completed by a Groundsman and kept in the general office for the life-time of the equipment.
7. If hazardous faults are identified on play equipment they must be rectified immediately or steps taken to prevent use of the equipment. The Head Groundsman will be responsible for organising this.
8. Litter bins must be emptied regularly.
9. On-going action will be taken by the Council to educate people concerning the problems to health and hygiene arising from dogs fouling recreation grounds.
10. Only authorised members of staff, who have received training and instruction in the operation of machinery and equipment, may do so.
11. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
12. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
13. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
14. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.

- 15.** Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames or smoking is allowed in the vicinity of a fuel tank or storage can.
- 16.** Fuel may only be stored in a safety can of a type approved, and in an approved storage container.
- 17.** The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
- 18.** Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating machinery and using chemicals including any herbicides and pesticides.
- 19.** Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
- 20.** Pathways on Council owned premises shall be inspected.
- 21.** Use of grounds maintenance machinery must cease if a member of the general public is in the immediate vicinity
- 22.** Every care must be taken by the user to ensure their own safety, the safety of colleagues and of the general public.

1. It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.
2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
3. 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.
4. 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.
5. Step-ladders which are used to gain access to heights must be commercial step ladders, not domestic, and in good condition and free from defects.
6. All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately. All electrical appliances are PAT (portable appliance testing) tested every year.
7. 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.
8. **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 you having to reach high levels you must use the appropriate step ladder or scaffolding.
- Dispose of aerosol cans in the recommended way.
- Dispose of soiled materials in sealed bags.

1. The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action.

Manual lifting is included in this and an incorrect technique can cause:

Hernia (or rupture), torn back muscles, "slipped disc", cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

2. The following basic rules are produced to help reduce these accidents:

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help. If mechanical aids are provided, use them.

If an object is to be lifted manually: -

- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
- **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it lightly with hands only.
- **Start in a good posture.** At the start of the lift slight bending of the back hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.
- **Avoid twisting the back or leaning sideways, especially while the back is bent.** Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- **Put down, and then adjust.** If precise positioning of the load is necessary, put it down first, and then slide it into the desired position.

STANDARD TERMS AND CONDITIONS FOR CONTRACTORS

Appendix 5

For Crowthorne Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements: -

1. 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.
2. 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.
3. 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.
4. You and your employees and/or sub-contractors should familiarise yourself with the displayed fire procedures, emergency exits and location of fire appliances. A copy of the Fire Safety Emergency Plan and Fire Procedures are available from the Clerk.
5. The asbestos risk register must be reviewed before the commencement of any refurbishment or maintenance works to avoid any risk of exposure (see appendix 8). Care must be exercised in the normal way during any demolition works in case a notifiable form of asbestos is incorporated in the fabric of the building scheduled for refurbishment or destruction.

A permit to work will be issued on confirmation of the Asbestos Risk Register being read and signed as understood. A full copy of the Asbestos Management Survey for the Morgan Centre is available from the Clerk to the Council upon request.

6. 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.
7. 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.
8. 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.
9. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

10. All arising's are to be removed from site (unless instructed otherwise) and any damaged property or ground is to be re-instated to its former condition. You will also be responsible for detecting and avoiding any services that may be encountered prior to or during the works. All materials, tools, equipment, plant and working practices must comply with current, relevant standards and legislation.
11. Your company will be operating in areas that the public have access to. Their safety is paramount and, with this in mind, particular attention should be paid to the provision of warning signs, barriers, fencing, lighting, etc.
12. You are also required to provide the Council with a copy of your company's health and safety policy (unless previously supplied within the last five years) and proof of public liability insurance cover to the value of at least five million pounds.
13. In addition, risk assessments and method statements relating to the works must be received before any works commence.

SAFE USE OF LADDERS

Appendix 6

INTRODUCTION

On average 14 people a year die at work falling from ladders and nearly 1,200 suffer major injuries. Ladders are the equipment in use when over a quarter of falls happen. Common causes of falls include: the user over-reaching, the user slipping from the rungs, and the ladder slipping and falling.

Ladders should only be used for low-risk, short-duration work, or where there are site conditions that cannot be changed. Necessary, suitable arrangements should be taken to prevent the ladder from slipping. This could include tying the ladder at the top or bottom, or using an effective anti-slip device, or other stability devices.

The Work at Height Regulations 2005 came into effect on 6 April 2005. The Regulations will apply to all work at height where there is a risk of a fall liable to cause personal injury. Under the new Regulations, all work at height is covered regardless of what height it is performed. **There is no 2-metre rule.** Risk assessment must be used to decide whether precautions are needed and in what form. Precautions will be required for all work involving ladders. The assessment must consider emergency and rescue planning, and take into account weather conditions when the work is being done outside.

As part of the Regulations, duty holders must ensure:

- Avoid work at height where you can.
- All work at height is properly planned and organised.
- Appropriate equipment for work at height is selected and used; the equipment is properly inspected and maintained.
- Measures must be in place to prevent falls when you cannot avoid working at height.
- Those involved in work at height are competent and trained (if being trained, they must be supervised by a competent person).
- Those involved in work at height follow good practice and comply with these Regulations.
- Follow the hierarchy for managing risks from work at height - take steps to avoid, prevent and reduce risks.

SELECTION, CARE AND MAINTENANCE OF LADDERS AND STEP LADDERS

The selection and purchase of a ladder must be in accordance with the Provision and Use of Work Equipment Regulations 1992 and the Council's Purchasing Policy. Details of requirements are given in the Safety Advice Note entitled "Work Equipment".

All the company's ladders should have been individually identified. Don't use any other ladder, including any brought from home or belonging to other companies.

Every time you use a ladder check it beforehand to make sure it is safe to use. Frequently used ladders only need one such check a day - except for checking the feet when moving from soft/dirty ground to a clean area.

If you see any damage to a ladder, do not use it or try and repair it yourself. Remove it from use and report it. It is important to have clear on-site arrangements for storing ladders safely. Discuss and agree what your storage arrangements are; they should meet the manufacturer's recommendations.

You should also:

- Choose the right ladder for the job (length and strength).
- Identifying each ladder so that you can keep track of it.
- Record inspections of ladders and step ladders every 6 months and a procedure for withdrawing unsafe ladders from use (see attached register).
- Ladder identification system and a ladder register (see attached inspection form).
- Secure storage away from sources of accidental damage.
- Providing adequate supervision by competent people.

EXAMPLES OF DAMAGED LADDERS



***Missing ladder feet
– the ladder may
slip, not repairable
because of style***



***Dented, weakened
stiles – the ladder
may collapse, not
repairable***

EXAMPLES OF DAMAGED LADDERS



Steps covered in chemicals – reduced grip. Hinge screws have been pulled out – the ladder could become unstable or collapse, not repairable.

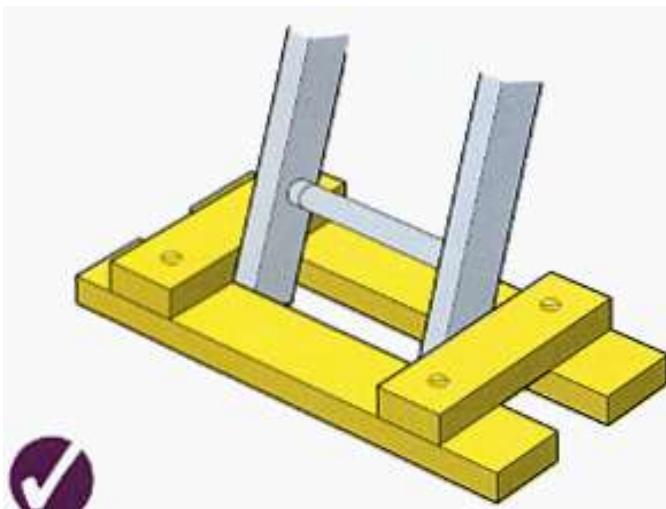


Split platform – the ladder could twist and fall if a load is applied to this area.

SET-UP FOR LADDERS AND STEPLADDERS

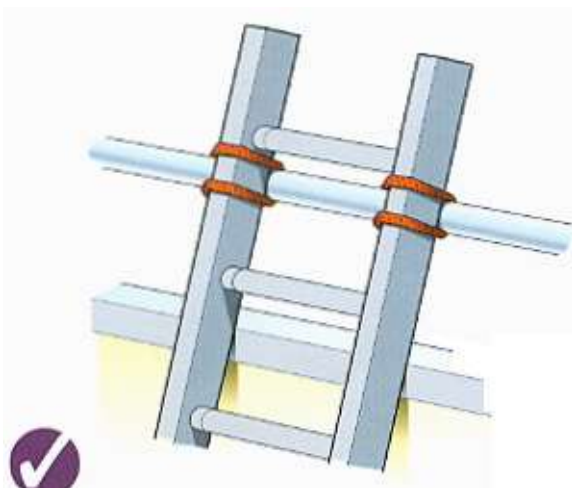
- Do a daily pre-use check (include ladder feet)
- Secure it - see P1 and P2
- Ground should be firm and level
- Ladder angle 75° – 1 in 4 rule (1 unit out for every 4 units up) - see P3
- Use any locking devices
- Maximum safe ground side slope 16° (level the rungs with a suitable device)
- Maximum safe ground back slope 6°
- Have a strong upper resting point (not plastic guttering)
- Floors should be clean, not slippery
- Ensure there is space to fully open stepladders

P1



Correct – securing at the base

P2



Correct – ladder tied at top stiles
(Correct for working on, not for access)

LADDER ANGLE 75° – 1 IN 4 RULE – 1 unit out for every 4 units up

P3



BEST PRACTICE

- Short duration work (maximum 30 minutes)
- Light work (up to 10 kg)
- Always grip the ladder when climbing
- Do not overreach - make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task
- Do not work off the top three rungs – this provides a handhold
- Short duration work (maximum 30 minutes)
- Do not work off the top two steps (top three steps for swing-back/double-sided stepladders) unless you have a safe handhold on the steps
- Avoid side-on working
- Do not overreach – make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task



***Correct – user
maintaining three points
of contact***



***Incorrect – over-reaching and
failing to maintain three
points of contact***

BEST PRACTICE



Correct – rungs facing work activity



Incorrect – rungs side on to work activity

CPC LADDER REGISTER

Identification No	Type	Inspection Date*	Satisfactory Yes/No	Action Taken	Signature
		2013			
		2013			
		2014			
		2014			
		2015			
		2015			
		2016			
		2016			
		2017			
		2017			
		2018			
		2018			
		2019			
		2019			
		2020			
		2020			
		2021			
		2021			
		2022			
		2022			
		2023			
		2023			

***Insert date of the 6-monthly inspection**

CPC LADDERS AND STEPLADDERS INSPECTION FORM

Name in BLOCK capitals:	
Signature:	
Location:	
Time:	Date:

Item	Satisfactory		Defect	Action Required		Follow-Up Action		Comments
	Yes	No		Immediate	Follow-Up	Carried Out By	Date Completed	
Construction								
British Standard								
Wear								
Rungs								
Ropes/chains								
Splinters								
Distortion								
Training								
Staff instructed								
Staff trained								
Storage								
Correct support								
Protected								
Secure								
Other information								

INTRODUCTION

The Council under the Health and Safety at Work Act 1974 and the management of Health and Safety Regulations 1999 has the legal duty to assess all risks to health and safety, including the risks of lone working.

Lone Workers are those who work by themselves without close or direct supervision. They can be found in a wide range of situations, for example: people in fixed establishments where:

- Only one person works on the premises
- People who work separately from others
- People work outside normal hours, eg: cleaners, maintenance staff

However, lone workers - including self-employed ones - also have a responsibility to:

- take reasonable care to look after their own health and safety
- safeguard the health and safety of other people affected by their work
- co-operate with their employer's health and safety procedures
- use tools and other equipment properly, in accordance with relevant safety instructions and any training they have been given
- not misuse equipment provided for their health and safety

It's also crucial that lone workers report any accidents, injuries, near misses and other dangerous occurrences to the Clerk.

When working alone employees must ensure they:

- assess their environment and make their own security arrangements
- are aware of the location of first aid equipment
- have access to emergency contact numbers
- are familiar with the fire safety drill, emergency alarm and exit points
- that any incidents of violence, injuries, diseases and dangerous occurrences are recorded
- where possible a mobile telephone is accessible
- notify friends/family of their routine
- familiarise themselves with the attached risk assessment for Lone Working

RISK ASSESSMENT FOR LONE WORKING APPENDIX 7

HAZARD IDENTIFICATION	CONTROL MEASURES IN PLACE
Working day	<ul style="list-style-type: none"> ▪ Follow the bookings as notified in the diary; notify the office or another member of staff should there be any deviation to the times stated. ▪ Courses are available from BFC – “Personal safety on council premises, personal safety away from council premises, lone working”, seek advice from the Clerk if you feel these would be beneficial. ▪ Ensure all accidents and incidents are reported following the appropriate procedure. ▪ Ensure you are fully conversant with the fire drill and first aid kits for each premises. ▪ Regularly review the health & safety policy.
Out of hours	<ul style="list-style-type: none"> ▪ Leave a list of contact telephone numbers at home for worried relatives / partners to ring if you fail to return at the agreed time and they cannot contact you. ▪ If you feel anxious about any out of hours booking then inform the Clerk immediately. ▪ Never put yourself into a situation where you might be at risk, if any situation gets confrontational then back off. Do not proceed until it is safe to do so, if necessary seek assistance from the Police. ▪ Where possible, always ensure that a fully charged mobile phone is available. ▪ Tell relatives/friends of your destination and expected time of return.
Using machinery/working outdoors	<ul style="list-style-type: none"> ▪ Wear the appropriate protective clothing and ensure it is inspected regularly. ▪ Notify the Clerk immediately when replacement protective equipment is required. ▪ Avoid working at height if possible, if use of a ladder is required then ensure it is properly footed and secured. ▪ Inspect equipment prior to use, only proceed to use if the equipment is in good working order. ▪ Use tools and other equipment properly, in accordance with relevant safety instructions and any training provided.

FURTHER INFORMATION

HSE guidance “Working Alone” is available online at www.hse.gov.uk/pubns/indg73.htm.

Asbestos Risk Register for the Morgan Centre

Inspection Company & Date	Sample or ref Number	Recommended Re-inspection period	Building	Floor Level	Room/ Location	Position	Description of material	Approx. Extent	Asbestos type	Material Risk Assessment	Recommended Action
GP Asbestos Ltd 20.5.2016	S04	12 monthly	Morgan Centre	Ground	Kitchen riser; continues in all brick work	Walls	Bituminous DPM	200 Lm	Chrysotile	Low	Label & Manage or remove by competent contractor as required. Completed May 2016
GP Asbestos Ltd 20.5.2016	S07	12 monthly	Morgan Centre	Ground to basement	Stairwell 1	Steps	Plastic Nosing's	20 Lm	Chrysotile	Low	Label & Manage Completed May 2016
GP Asbestos Ltd 20.5.2016	S08/S09	12 monthly	Morgan Centre	Basement	All changing & shower areas; stairwell 1 & corridor	Ceilings	Textured coating	75 Sqm	Chrysotile	Low	Label & Manage Completed May 2016

Asbestos Risk Register for the Parish Hall

Inspection Company & Date	Sample or ref Number	Recommended Re-inspection period	Building	Floor Level	Room/ Location	Position	Description of material	Approx. Extent	Asbestos type	Material Risk Assessment	Recommended Action
GP Asbestos Ltd 3.4.2017	S03	12 monthly	Parish Hall	Ground Floor	Main Hall Table Store	Ceiling	Textured Coating	1 Sqm	Chrysotile	Very Low	Label & Manage Completed May 2017
GP Asbestos Ltd 3.4.2017	S06	12 monthly	Parish Hall	Ground Floor	External Wall facing Car Park	Wall to Windows	Sealant to Joints	20 – 30 Lm	Chrysotile	Very Low	Label & Manage Repair where necessary

FURTHER INFORMATION

Falls from height web pages on the HSE website: www.hse.gov.uk/falls/index.htm

A toolbox talk on leaning ladder and stepladder safety

Leaflet INDG403 HSE Books 2005

(single copy free or priced packs of 5 ISBN 978 0 7176 6106 0)

Top tips for ladder safety Pocket card

INDG405 HSE Books 2005

(single copy free or priced packs of 25 ISBN 978 0 7176 6127 5)

Safe use of ladders and stepladders: An employers' guide

INDG402 HSE Books 2005

(Single copy free or priced packs of 5 ISBN 0 7176 6105 9)

Evaluating the performance and effectiveness of ladder stability devices

RR205 HSE Books 2004 ISBN 978 0 7176 2822 3

The Work at Height Regulations 2005 (as amended): A brief guide Leaflet INDG401(rev1) HSE Books 2007 (single copy free or priced packs of 10

ISBN 978 0 7176 6231 9)

Additional information on asbestos health and safety can be found on the Health & Safety Executive website at:

<http://www.hse.gov.uk/asbestos/>

British Standards Institution

BS 1129: 1990 *Specification for portable timber ladders, steps, trestles and lightweight staging*

BS 2037: 1994 *Specification for portable aluminium ladders, steps, trestles and lightweight staging*

BS EN 131-1 *Ladders: Terms, types, functional sizes (2007)* and BS EN 131-2 *Ladders. Specification for requirements, testing, marking (1993)* and BS EN 131-3 *Ladders. User instructions (2007)* and BS EN 131-4 *Ladders. Single or multiple hinge-joint ladders (2007)* British Standards Institution