



HEALTH AND SAFETY AT WORK POLICY

WRITTEN BY:

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REVIEW DATE:

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INTRODUCTION

1.1 The Town Council recognises it has a legal duty of care to protect the health and safety of its employees and others who may be affected by the council's activities

1.2 The Town Council regards the promotion of health and safety as a mutual objective for all employees, at all levels and in all activities.

1.3 Reference to employees also applies to volunteers working on behalf of the Council.

OBJECTIVES OF THE POLICY

2.1 The purpose of this policy is to emphasise Biddulph Town Council's commitment to the effective management of health, safety and wellbeing and to ensure that this is integrated into all areas of business activity.

2.2 The Council shall:

- a) Provide an organisational structure that defines the responsibilities for health and safety.

- b) Provide adequate resources to control the health and safety risks arising from our activities.
- c) Encourage staff to identify and report hazards so that we can all contribute towards improving safety.
- d) Maintain premises and provide and maintain safe plant and equipment.
- e) Provide information, instruction and supervision for employees.
- f) Provide adequate training and ensure that all employees are competent to do their tasks.
- g) Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk.
- h) Only engage contractors who are able to demonstrate due regard to health and safety matters.
- i) Review this policy at least annually and revise to reflect changes to the activities and any changes to legislation. Any changes to this policy will be brought to the attention of all employees.

2.3 Employees shall:

- a) Take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- b) Report any health and safety concerns immediately to the Chief Officer.
- c) Co-operate with managers on health and safety matters, including the investigation of any incident.

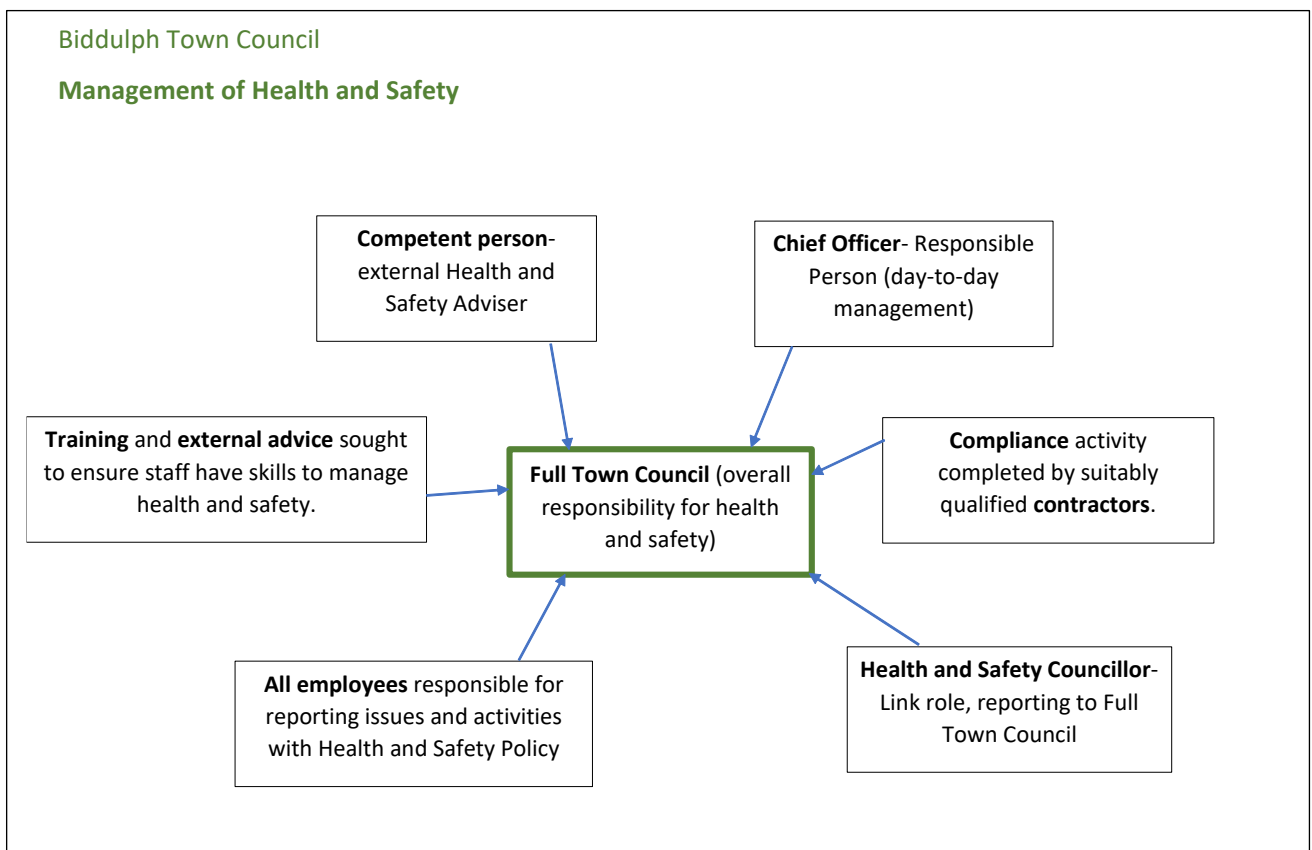
Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

MONITORING OF HEALTH AND SAFETY ARRANGEMENTS

3.1 Effective management of Health and Safety is the responsibility of all staff, Councillors and volunteers associated with Biddulph Town Council.

Duties are as follows:

- a) The Town Council is the corporate body responsible for the overall management of Health and Safety; this is overseen by full Council and issues arising are highlighted in a standing agenda item.
- b) To assist with this role, the Town Council elected a Councillor to act as a Health and Safety link.
- c) The Chief Officer is the Responsible Person for the day-to-day management of Health and Safety within Biddulph Town Council.
- d) The Town Council has an agreement with a competent health and safety adviser from Staffordshire Moorlands District Council; this individual provides twice yearly Health and Safety inspections and annual Fire Risk Assessments. This satisfies the requirements of Section 7 of the Management of Health and Safety at Work Regulations 1999, requiring the Town Council to instruct a competent person to assist with compliance activities.
- e) Employees within Biddulph Town Council have a role in reporting, coordinating and inspection. These responsibilities are set out below.



PROVISIONS

MANAGEMENT ARRANGEMENTS

This section establishes the arrangements for the management of Health and Safety matters at Biddulph Town Council. This includes the correct procedures to be followed and the role titles for all key activities.

Hazard Identification, Risk Assessment and Control

Responsibility	Position
Carrying out Risk Assessments	All employees
Reporting risk assessment findings to the relevant employees (and contractors)	All employees
Approving control measures (to remove or control risk)	Chief Officer
Implementation of control measure actions	Chief Officer

Risk assessments will be reviewed at least every 12 months or when work activity changes, there is an accident or case of ill health, near miss or complaint. Hazards will be identified for all work activities undertaken at/by Biddulph Town Council. Risks will be assessed and the significant findings recorded. The **Risk Management Policy** provides further detail.

Contractors undertaking work are required to assess risks with regards to their work activities before work commencement. They will be requested to provide copies of assessment records along with work method statements by the person who has instructed them.

COSHH and Substances Hazardous to the Environment

Responsibility	Position
Identify and carry out CoSHH assessments for all substances	Senior Caretaker
Implementing actions identified in the assessments	Senior Caretaker
Ensuring that relevant employees are informed of the findings	Chief Officer
Checking that new substances can be used safely before they are purchased and where necessary look for a safer product	Senior Caretaker
Keeping training records on personnel files	Finance and Administration Officer

A record will be kept of chemicals applied to any land by Biddulph Town Council employees so that their use can be monitored for environmental purposes and for the management of health and safety. Only specialist trained personnel will apply chemicals of this type.

Legionella

Responsibility	Position
Identifying all equipment and plant under the control of Biddulph Town Council which needs to be included in a written scheme of inspection and test	Senior Caretaker
Ensuring the implementation of suitable and effective maintenance procedures	Senior Caretaker
Ensuring that the scheme and all maintenance work is implemented and monitored	Chief Officer

Biddulph Town Council will ensure that all reasonable steps are taken to identify potential legionella hazards in the work place and to prevent or minimise the risk of exposure. If employees are concerned about the risk of an outbreak, they should report these to the Chief Officer in order that appropriate control measures can be taken.

The legionella audit and legionella risk assessment are carried out by external agencies on an annual and bi-annual basis.

Management of Asbestos

Responsibility	Position
Ensuring that an asbestos survey has been carried out and recorded	Senior Caretaker
Ensuring that an asbestos management plan is prepared, implemented and kept up to date for all premises	Chief Officer
Providing relevant information to contractors and employees	Chief Officer
Ensuring that details of properties are amended as necessary in the register following any building/maintenance work	Chief Officer
Ensuring a register and management plan is produced and record held	Chief Officer

An asbestos register and management plan has been prepared for all asbestos containing materials (ACMs) which exist or which are presumed to exist in buildings belonging to Biddulph Town Council.

The asbestos register and management plan will be referred to before any work is carried out which has the potential to disturb asbestos fibres.

Appropriate asbestos awareness training will be undertaken by employees who may potentially be exposed to asbestos or ACMs.

An annual asbestos survey will be completed by an external agency.

Lone Working

Biddulph Town Council has a **Lone Working Policy**; please refer to this for further information.

Manual Handling Operations (MHO)

Responsibility	Position
Ensuring that risk assessments are carried out for all manual handling activities	Chief Officer
Monitoring manual handling procedures and arranging the provision of further information and training	Chief Officer

Manual handling tasks will be undertaken in accordance with the provisions of the Manual Handling Operations Regulations 1992. This will be achieved by:

- Eliminating all manual handling operations where reasonably practicable
- Assessing all manual handling tasks where manual handling is necessary, and implementing additional precautions where appropriate
- Providing training to reduce risks associated with manual handling.

The Chief Officer will monitor the overall effectiveness of control measures by way of visual inspection and consultation with employees.

Risk assessments will be reviewed at least every 12 months or when work activity changes, there is an accident or case of ill health, near miss or complaint.

Display Screen Equipment (DSE)

Users of DSE will be made aware of the provisions of the Health and Safety (Display Screen Equipment) Regulations 1992. Biddulph Town Council will make the following provision for employees who use DSE regularly:

- Adequate training and information
- Proper breaks or changes of activity
- Work stations which meet the standards in the Regulations

Employees will be asked to complete a DSE assessment annually, and to identify issues arising between assessments.

Working at Height

Responsibility	Position
Risk assess all work at height activities	Chief Officer
Inspect ladders and all other associated access equipment prior to use	Senior Caretaker
Provide training and tool box talks to all those who may work at height	Chief Officer

A risk assessment will be carried out on all work at height activities. The Chief Officer will carry out the risk assessment with the person who will do the work. Consideration will be given to time/ duration of work, height of work, local restrictions, training/ experience, etc.

The definition of 'height' is 'any place where, if precautions are not taken, a person may fall and injure themselves' this can be as low as one step above ground level and include drops from level ground into excavations/holes in the ground. For routine activities, a generic risk assessments will be carried out and recorded.

Ladders will be used for access or for short duration work only and where risks have been assessed. It is not recommended that ladders are used by individuals working alone. Work which cannot be comfortably reached from a ladder must not be undertaken from a ladder. Ladders will be inspected before each use by the user and checked regularly by the Senior Caretaker to ensure that they remain safe to use. Ladder use training and subsequent tool box talks will be provided to all those working with this work equipment. Employees should note:

- Ladders are a means of access/egress; not a work platform;
- The foot of the ladder must be supported on a firm level surface and should not rest either on loose material or on the equipment to gain extra height;
- The top of the ladder must be securely fixed to the structure so that it cannot slip. While lashings etc. are being secured, the ladder shall be footed;

- Ladders fitted with a proprietary spreader arm may be used, provided certain conditions are met:
- Ladders should be fitted with non-slip feet, and based on a firm level surface, which is not slippery;
- Ladders should be erected at a safe angle (1:4);
- Where it is not practicable to lash the ladder, a person should foot the ladder until the user has returned to the bottom. However, footing is not considered effective for ladders longer than 5m;
- Different grades of ladder are available. Ensure that the ladder in use is the correct strength for the work to be carried out.

Step ladders will be provided for staff to use when they need access to high level areas for short duration works only. Ensure these are inspected prior to use for any damage or defects. If the step ladders are damaged do not use them; report the damage to the office immediately. Step ladders must only be used on level ground and never placed on top of something else to gain extra height. If you still cannot reach what you need to access, you must contact the office for more appropriate equipment. Remember:

- Set up the ladder in a safe manner;
- Never climb on furniture.
- Stepladders and folding trestles must not be used for any degree of side loading. The top platform must not be used for work (unless it is designed with special handholds).

Scaffolding (including tower scaffolds) will be erected only by a competent person (someone who has been specifically trained and who has suitable experience). Where an independent tied scaffold has been erected by the contractor for use by Biddulph Town Council employees a handover certificate will be obtained and retained for record purposes by the Chief Officer. A competent person will re-inspect all scaffolds once every seven days or after any alteration have been made or after any event that may have de-stabilised the scaffold, whichever is the earlier.

Tower scaffolds will be erected, used, dismantled and stored to manufacturer's instructions.

Confined spaces

Entry into confined spaces is NOT permitted unless a suitable and sufficient risk assessment has been undertaken, agreed risk controls implemented and authorisation obtained in the form of permit to work from the Chief Officer.

Stress, Violence and Bullying

Biddulph Town Council has a **Stress Management Policy** and an **Harassment & Bullying Policy**; please see these documents for further information.

Personal Protective Equipment (PPE)

Responsibility	Position
Providing correct and compatible PPE	Chief Officer
Basic maintenance and correct storage of PPE	All employees

The need for PPE will be established by the Chief Officer during risk assessment. PPE will then be provided to employees free of any charge. Employees will ensure they use PPE where necessary and maintain it in accordance with the suppliers' instructions and not misuse. Defects or loss will be reported immediately to the Chief Officer who will arrange for replacement.

Occupational Health Surveillance

The Chief Officer will encourage and maintain, so far as is reasonably practicable, the highest level of physical, mental and social well-being of employees. All work that may adversely affect health will be subject to both risk assessment and periodic review.

Employees will notify their Chief Officer of all medical conditions (e.g. back problems, allergies, asthma, epilepsy, diabetes etc.) or if any employee is using prescription drugs or medication which might impact on his / her work activities (drowsiness, fatigue etc.). This will allow Biddulph Town Council to manage work activities effectively and avoid exposing employees or others to any significant risk. Employees will advise the Chief Officer of any changes to this information/medical condition in the future.

Where risk assessments identify that where employees are exposed to significant health risks, a health surveillance programme will be implemented.

- A 'No Smoking' policy applies at all Biddulph Town Council facilities in line with statutory health and safety requirements. New starters will be informed where designated smoking areas are to be found at their induction.
- Noise levels in the workplace will be periodically assessed. This is in order that corrective action can be taken where required. Action will be taken to reduce noise at source wherever reasonably practicable. Hearing protection will be provided where necessary and employees will be informed when they are required to use it.
- A vibration risk assessment will be carried out and information will be provided to employees regarding Hand Arm Vibration Syndrome or whole body vibration where relevant. A programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable will be implemented.

The use of drugs or alcohol (other than prescription drugs) is prohibited; further information is available in the **Drug and Alcohol Policy**.

Biddulph Town Council is also concerned that there is a good work-life balance; the relationship between jobs and our mental and physical wellbeing is vitally important.

The benefits of promoting a healthy workplace mean there is a healthy and motivated workforce, proving excellent customer service, who take fewer sick days. Healthy workplaces usually have a number of common features. These include:

- an organisation where you feel valued and involved in decisions
- flexible and well-designed jobs

The Chief Officer will seek to identify problems at an early stage and seek to resolve them quickly and efficiently.

Vehicles

Anyone using their own, private vehicle for business will ensure that they have in place a full driving licence, suitable business insurance cover and a valid MoT certificate where applicable.

Plant and Equipment

Responsibility	Position
Identifying all maintenance needs of plant and equipment	Senior Caretaker
Implementing effective maintenance procedures	Chief Officer
Ensuring that regular inspections of plant and equipment are carried out	Senior Caretaker
Arranging testing of lifting equipment by competent person	Finance and Administration Officer
Maintaining equipment and maintenance records	Senior Caretaker

Only appropriately trained employees may use any machinery or equipment. All plant and machinery will be adequately guarded and safe to use and will have undergone a Provision and Use of Work Equipment Regulations (PUWER) risk assessment.

If safety critical defects are identified, employees will stop using the equipment, take it out of service and notify the Chief Officer immediately.

Workplaces and Welfare Facilities

Responsibility	Position
Ensuring that the workplace is adequately maintained to provide a safe working environment	Chief Officer
Monitor and inspect workplaces regularly to ensure they are safe, clean and tidy	All employees

Biddulph Town Council will ensure reasonable measures are taken to ensure workplaces are safe and without risks to health. Employees will report any defects to a Chief Officer who will then arrange the necessary repairs.

Welfare facilities (sanitary conveniences, washing facilities, the provision of drinking water and hygienic places to rest and eat food) are provided for the use of employees at Biddulph Town Council.

All employees will endeavor to maintain work areas in a safe and tidy condition by:

- Keeping working areas, walkways, exits and fire points and equipment free from obstruction
- Keeping workplaces tidy
- Complying with the No-Smoking policy
- Informing Chief Officer where safety or health hazards are identified.

Mobile Phones

Employees should avoid excessive use of mobile phones and should use a landline instead wherever one is available.

Where mobile phones are used for work related purposes, they will not be used in hazardous situations, such as when on a ladder or when full concentration is need for the work activity concerned.

Mobile phones should not be used while driving vehicles unless a hands-free kit has been fitted in the vehicle meaning that the phone does not need to be handled. Irrespective of the existence of hands-free kit, use of mobile phones while driving will be avoided and mobile phones should not be used when the circumstances require higher levels of concentration from the driver.

Diseases

Responsibility	Position
Reporting work related diseases to the Chief Officer	All employees
Reporting notifiable diseases to HSE	Chief Officer

Upon the notification of an outbreak of a notifiable disease at Biddulph Town Council the Chief Officer will advise on the safety procedures to be implemented.

Construction (Design and Management) Regulations 2015 (CDM Regulations)

Responsibility	Position
Deciding on the suitability of contractors	Chief Officer (in partnership with the Assets Team and Staffordshire Moorlands District Council)
Ensuring that an asbestos management plan is prepared, implemented and remains current	Chief Officer
Providing relevant Environment, safety and health information to contractors and employees	Senior Caretaker

Biddulph Town Council will comply with the requirements of the CDM Regulations when commissioning construction work.

All arrangements regarding welfare facilities will be confirmed in advance and arranged prior to work commencement.

Biddulph Town Council has adopted a policy that we will only work with Contractors who can demonstrate and validate their commitment to high standards of health and safety.

As such, all Contractors will be selected via a process that substantiates their competency.

Management Controls

- Wherever possible, contractors are selected through seeking recommendations from trusted industry peers; and the development of a good working relationship over many years.
- Contractors are required to submit documentation including their Health and Safety Policy, Risk Assessments, Method Statements, and valid Insurance Certificates.
- Contractors are required to provide evidence of the training and experience of their staff.
- Contractors are required to provide evidence of relevant industry accreditations that they hold.
- Contractors are required to provide details of their Accident Records and any relevant prosecutions.
- For any contractors' work equipment used on the premises, safe procedures for use and maintenance are expected to be followed, to meet the requirements of the relevant Work Equipment regulations.

Managing Contractors

Responsibility	Position
Maintaining the approved contractors list	Finance and Administration Officer
Provide induction training for all contractors	Senior Caretaker
Providing contractors with relevant, job specific, environmental safety and health information, ensuring that contractors are on the approved list; and supervision of the contractors	Chief Officer
Monitoring work undertaken by contractors	Senior Caretaker/ Chief Officer
Obtaining, reading and understanding contractor risk assessments and method statements	Chief Officer (in partnership with the Assets Team and Staffordshire Moorlands District Council)

Contractors employed by Biddulph Town Council will be suitable for the work undertaken. To ensure this the following actions will be taken:

- Contractors will provide proof of competency.
- Provision of information, to contractors, regarding all significant hazards before the appointment stage.
- Discussion of site risk assessment with contractors.
- Periodic monitoring of contractors to ensure they are working satisfactorily.
- Obtain all risk assessments and method statements prior to work commencement.

All contractors will be required to act and work safely, to accept and follow the rules and procedures of Biddulph Town Council relevant to their work; and to confirm details of their insurance cover prior to work commencement.

Electrical Safety

Responsibility	Position
Ensuring that a competent person carries out electrical testing on fixed electrical installations (distribution boards, wiring, lightning conductor etc.) and on all on portable electrical appliances and electrical plant and equipment	Finance and Administration Officer
Ensuring that all remedial works are carried out	Chief Officer
Maintaining all records of testing of fixed installations and portable appliances	Senior Caretaker
Visually inspect all electrical equipment leads and plugs prior to use for signs of damage or loose connections	All employees
Reported all defects to the Chief Officer so that repairs can be arranged.	All employees

Note to all employees: **DO NOT USE POTENTIALLY DANGEROUS EQUIPMENT**

All electrical tests and inspection will be undertaken by approved contractors. The Senior Caretaker will keep and monitor the records of all electrical inspections undertaken.

Gas Safety

Responsibility	Position
Identifying all appliances requiring annual servicing	Senior Caretaker
Appointing a gas safe registered gas engineer	Chief Officer
Maintaining servicing records	Senior Caretaker

Biddulph Town Council recognises its responsibility for ensuring an annual gas safety check is carried out within 12 months of the installation of a new appliance or flue which will be provided and carried out annually thereafter by a Gas Safe Registered engineer.

Carbon Monoxide (CO) alarms will be installed by a competent contractor. This is a precaution to which will provide advanced warning of dangerous levels of CO.

Should a gas leak be suspected employees will immediately follow these actions if it is safe to do so:

- Open all the doors and windows
- Call Gas Emergency Free phone number: 0800 111 999
- Shut off the gas supply at the meter control valve (if this can be located and safely accessed)

Fire Safety

Responsibility	Position
Ensuring that fire risk assessments are prepared for all buildings and reviewed at least every 12 months, after an accident, incident or complaint or wherever changes are made to the building or processes	External Health and Safety Adviser

Ensuring that fire extinguishers are maintained by a competent contractor and checked at least every 12 months	Senior Caretaker
Ensure that regular visual inspections of all firefighting devices are carried out and recorded in Fire safety log book	Senior Caretaker
Ensuring that all furniture procured by Biddulph Town Council comply with Furniture and Furnishings (Fire) (Safety) Regulations 1993	Finance and Administration Officer
Ensuring that any other fire safety measures are maintained in line with both regulatory requirements and manufacturers' directions	Chief Officer

Biddulph Town Council will arrange for the implementation of suitable and sufficient arrangements to plan, organise, control, monitor and review all fire safety measures at its premises, to, comply with the current fire safety legislation, including the preparation of a fire risk assessment and the implementation of an effective emergency plan.

The Chief Officer will explain the emergency procedures to all new starters during their induction training, including the evacuation procedure; the calling of emergency services; the provision of first aid and the location, identification and use of fire extinguishers; and other emergency response measures.

Maintenance of fire extinguishers is arranged by the Chief Officers and is undertaken by approved contractors.

Emergency Procedures

The Chief Officer will provide information to all staff about the **Evacuation Plan, Emergency Plan** and **Business Continuity Plan**.

First Aid

Responsibility	Position
Monitoring the contents of first aid kits	Customer Support Assistant

Administering first aid when required	Trained employees
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First aid will be provided by trained employees in line with the training they have received.

All incidents requiring first aid treatment will be reported in the accident book on site immediately.

Accident/Near Miss and Incident Investigation and Reporting

Responsibility	Position
Maintain the Accident/Near Miss Book	Chief Officer
Investigating accident and dangerous incident	Chief Officer
Reporting all accidents, diseases and dangerous occurrences, actual or imminent environmental damage to enforcing authority	Chief Officer
Act on the results of accident, near miss and incident investigations	Chief Officer

All accidents and dangerous incidents, no matter how minor they may appear, will be reported to a Chief Officer immediately. The Chief Officer will ensure that the information is recorded in the accident book.

Food/Catering

Responsibility	Position
Ensure that work with food is aligned with a documented food safety management system	Events and Partnerships Officer
Ensuring outside caterers meet the Council's competency requirements	Events and Partnerships Officer

Personnel handling food will be trained in food hygiene to an appropriate level. Where catering activities are undertaken by contractors, these responsibilities

will pass to the contractor/s who will be subject to Biddulph Town Council's competency checks prior to work commencement.

Trees

Responsibility	Position
Organising tree inspections	Chief Officer
Ensuring those carrying out inspections and subsequent works are competent to do so	Chief Officer
Maintaining record of inspections and subsequent works	Chief Officer

Tree inspections are carried out by an external agency on an annual basis. In the interim, the Burial Grounds Maintenance complete a visual inspection of the areas. In addition, staff undertake periodic visual inspections of all Town Council sites.

Visitors

Visitors will arrange their visit through a member of staff prior to entering Biddulph Town Council's properties. The member of staff will then be responsible for this visitor and ensure that they are made aware of any hazards that they may encounter and fire safety arrangements.

Hand Tools

Many accidents occur when hand tools fall from heights, are tripped over, or placed in such a position that the cutting edges cause injury.

Management Controls

- All hand tools comply with the relevant regulations and standards, and are maintained in good repair;
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it.
- Staff will be trained in the correct selection and safe use of hand tools.

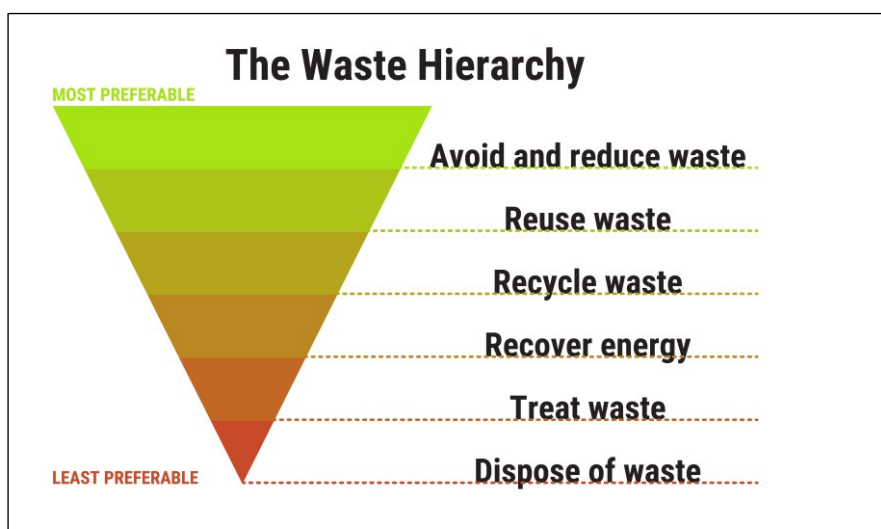
Employee Responsibilities

- Select the correct tools for the job;

- Check that the tools are in good condition;
- Use them correctly;
- Store the tools in a suitable location.
- Keep all the tools in good condition.
- Remove any damaged tools from use until repaired or replaced.
- When not in use, ensure that any hand tools are stored in a manner unlikely to be hazardous to others. Use boxes or other suitable containers.
- Ensure all cutting edges, teeth, etc. are adequately sheathed or otherwise protected;
- Do not lay tools down so that they can fall, roll or be knocked over;
- Never leave tools lying in walkways or any place where they could be tripped over

Waste Management

Biddulph Town Council will apply 'Waste Hierarchy' principles wherever reasonably practicable.



For information on the disposal of the following items a person providing professional Safety, Health and Environment support will be consulted:

- Hazardous waste
- Waste electrical and Electronic Equipment (WEEE)
- Transport and disposal of waste

Green Water Systems

Biddulph Town Council will endeavor to minimise the environmental impacts resulting from water use. It will do this by using water as efficiently as is reasonably practicable relative to their work activities and by utilising water storage and recycling methods.

Energy Use

Biddulph Town Council will endeavor to minimise environmental impacts resulting from energy use. It will do this by using energy as efficiently as is reasonably practicable relative to their work activities and by using energy obtained from clean technologies.

Provision of Information and Employee Consultation

Responsibility	Position
Provision of appropriate consultation	Chief Officer
Provision of training and information	Chief Officer
Updating information on HSE law poster	Chief Officer
Updating all facilities with employee liability insurance certificate	Finance and Administration Officer

All members of staff, visitors and contractors will be provided with details of any significant risk to their safety and health whilst on Biddulph Town Council's property and details of any significant environmental protection measures requirements.

Consultation with employees is provided by the following means:

Method of Communication	Location	Frequency
The HSE Health and Safety Law Poster	Each BTC site where employees work permanently	Permanent fixture
During the annual staff appraisal	n/a	Annually (with six month review)

Information will also be provided by email as it becomes available. All employees are encouraged to read emails and to make any enquiries necessary.

Biddulph Town Council will ensure that all members of staff are provided with adequate safety, health and environmental training for their work. This may be online training; employees are encouraged to make time within their daily work to complete this training, and to provide confirmation that this has been done to the Finance and Administration Officer.

RELEVANT LEGISLATION

4.1 The Health and Safety at Work etc. Act 1974

The Act says that employers must prepare a statement and bring it to the attention of all employees. The policy should be reviewed and revised as often as necessary.

Legally, the policy only requires employers to address the health and safety matters relating to employees, but in many organisations, it is a good idea to have a policy that considers the safety of others who might be affected by your activities, i.e. volunteers, contractors and the general public.

With or without a written policy, all employers have a duty of care to protect their employees and others from harm arising from work activities.

4.2 The Management of Health and Safety at Work Regulations 1999

These regulations place duties on employers to assess and manage risks to their employees and others arising from work activities.

4.3 Manual Handling Operations Regulations 1992

The Regulations define manual handling as:

"...any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force".

The load can be an object, person or animal.

The MHOR 1992 set out a clear ranking of measures for dealing with risks from manual handling, these are:

- **first** : avoid hazardous manual handling operations so far as is reasonably practicable;
- **second** : assess any hazardous manual handling operations that cannot be avoided; and
- **third**: reduce the risk of injury so far as is reasonably practicable.

4.4 Health and Safety (Display Screen Equipment) Regulations 1992

As an employer, Biddulph Town Council must protect workers from the health risks of working with display screen equipment (DSE), such as PC's, laptops, tablets and smartphones. The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for an hour or more at a time.

4.5 Provision and Use of Work Equipment Regulations (PUWER)

These regulations, often abbreviated to PUWER, place duties on people and companies who own, operate or have control over work equipment. PUWER

also places responsibilities on businesses and organisations whose employees use work equipment, whether owned by them or not.

PUWER requires that equipment provided for use at work is:

- suitable for the intended use.
- safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- used only by people who have received adequate information, instruction and training.
- accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include guarding, emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.
- used in accordance with specific requirements, for mobile work equipment and power presses.

Some work equipment is subject to other health and safety legislation in addition to PUWER. For example, lifting equipment must also meet the requirements of LOLER.

4.6 Construction (Design and Management) Regulations 2015 (CDM Regulations)

CDM aims to improve health and safety in the industry by helping you to:

- sensibly plan the work so the risks involved are managed from start to finish.
- have the right people for the right job at the right time.
- co-operate and coordinate your work with others.
- have the right information about the risks and how they are being managed.
- communicate this information effectively to those who need to know.
- consult and engage with workers about the risks and how they are being managed.