



**CROWLE & EALAND
TOWN COUNCIL**

Crowle & Ealand Town Council

Health & Safety Policy¹

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HEALTH AND SAFETY POLICY

Crowle & Ealand Town Council (C&ETC) take very seriously our obligations and responsibilities under Health and Safety legislation. The objective is to provide a safe working environment and a safe system of work.

The policy has been produced after all assessments of the risk associated with the council.

It is our objective to ensure the health, safety and welfare at work of all our employees, Contractors, visitors and anyone else who may be affected by our work, so far as is reasonably practicable by: -

- Providing and maintaining safe equipment, materials, systems of work and safe workplaces.
- Ensuring that the working environment is safe and without risk to health by, e.g. controlling the emissions of noise, air and water pollutants and the discharge of toxic or obnoxious wastes.
- Developing and implementing regularly reviewing Policies, Procedures, Standards and Safe Working Practices in full consultation with our staff, in connection with the use, handling, storage and transport of articles and substances to achieve safe working conditions which, so far as is reasonably practicable are without risk to individuals' health and safety and welfare
- Providing adequate facilities and arrangements for employee's welfare.
- Regularly inspecting premises, equipment and systems of work and general working environment and reviewing information, instruction, training and supervision for all levels of staff.

The overall responsibility for Health, Safety & Welfare within Crowle & Ealand Town Council will be that of Crowle & Ealand Town Council.

The implementation and management of safety for the company will also be the responsibility of Kirsty Dunn.

We will periodically review working practices including the general working environment to ensure that best practices are adhered to or adopted and that safety hazards are identified and accidents so far as reasonably practicable are avoided. In particular, we regularly monitor the safety of any equipment or machinery provided for use by employees. Maintenance is regularly and scrupulously carried out and proper records are kept. All equipment and machinery provided complies with the appropriate UK standards and is designed or adapted for the purpose for which it is used. All employees who use or supervise the use of such equipment or machinery are properly trained in its use including any Health and Safety considerations.

Health and Safety guidance is given to all new employees upon joining and regular refresher updating sessions are held for existing employees. We require the full co-operation and participation of all employees.



Staff are obliged to take reasonable care for their own safety and for the others who may be affected by your acts or omissions and to co-operate fully with us in the arrangements made in relation to Health and Safety matters. For example, employees must:

- a. Adhere to the prescribed safe system of working.
- b. Report any faults or defects in machinery or equipment immediately.
- c. Report any safety concerns at all immediately.

Only those qualified to do so and employed for that purpose may carry out repairs or maintenance to machinery or equipment.

All accidents and near misses irrespective of triviality must be reported to Kirsty Dunn immediately or as soon as is practicable who will ensure that any necessary preventative measures are introduced.

Staff must be familiar with the evacuation procedures, details of which will be displayed throughout the building where you are working.

If you discover a fire you must immediately sound the fire alarm and notify the senior staff member present.

All accidents must be recorded in the accident book. If anyone becomes ill while at work and requires medical attention arrangements will be made to call a doctor or emergency services or take the employee to Accident & Emergency at the nearest hospital.

You have a responsibility to report any potential Health or Safety hazard including infectious or other diseases, accidents or injuries associated with the workplace.

You are encouraged to suggest improvements to the Health and Safety policy and suggestions should be made to Kirsty Dunn.

Any breach or non-observance of the Health and Safety policy constitutes a disciplinary offence in respect of which you may in an appropriate case be dismissed.

This Policy Statement will be communicated to all employees and the Policy, Management Arrangements and Procedures and activity risk assessments are available to all employees.

The Policy will be reviewed (at least annually) and amend as required in the light of any changes in the premises, equipment and materials used, or if methods of working change.

The management of the Council will ensure adequate financials; physicals and human resources are to provide to meet all relevant legal duties and standards.

Signed

Date.....

Crowle & Ealand Town Council



ORGANISATION & ARRANGEMENTS

The Council safety policy is a general statement as to how safety will be implemented and managed with regards to the Council's business.

To assist the Management of H&S at Crowle & Ealand Town Council with their obligations under the legislation and specifically to comply with regulation 7 of the Management of Health & Safety at Work Regulations 1999, Prosafe have been appointed to the position of "competent person".

The council has an open communication policy and will keep all of its staff regularly informed about developments in the business and general H&S issues.

This will be done by means of meetings, staff notices displayed on the notice boards and daily/weekly team briefings.

The following details specific roles and responsibilities:

Manager with overall responsibility for Health & Safety: - **All members and employees of C&ETC**

Manager with responsibility for Health & Safety training: - **All members and employees of C&ETC**

Manager responsible for complying with the Health & Safety policy: - **All members and employees of C&ETC**

Person responsible for hazard reporting on site: - **All members and employees of C&ETC**

Person responsible for faulty equipment reporting: - **All members and employees of C&ETC**

Person responsible for daily site safety, fire procedures, COSHH: - **All members and employees of C&ETC**

Person responsible for updating accident book: - **All members and employees of C&ETC**

Person responsible for RIDDOR reporting: - **All members and employees of C&ETC**

Persons responsible for Personal Protective Equipment requests/fault reporting on site: **All members and employees of C&ETC**

Person responsible for routine fire safety check: **All members and employees of C&ETC**

First Aiders: **Cllr M Bailey, Cllr I Mason, Cllr A Rayment**



ACCIDENT REPORTING ARRANGEMENTS

General Statement

This policy outlines the procedures that are to be adopted when any employee, visitor or sub-contractor experiences an accident, near miss or dangerous occurrence on the organisation's premises or on any site whilst undertaking work on behalf of C&ETC during the course of their employment. This will also apply to visitors who are members of the public and are therefore not at work.

For the purposes of this policy, brief definitions and examples of an accident and a near miss are given below.

1. An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.
2. A near miss is an unplanned event that does not cause injury or damage but could do so.

This policy covers reporting and recording procedures for management, employees and non-employees. Suitable information and training will be given to all personnel regarding accident reporting, and the location and completion of the accident book.

The person responsible for coordinating all incident reporting is Kirsty Dunn.

The Accident Book

All accidents resulting in personal injury must be recorded in the accident books located at each site.

Records will be removed and filed from the accident book. These records will be reviewed regularly by senior management and discussed with employees/H&S advisor to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Reporting Procedure — Employees

In addition to an entry in the accident book, any accident or dangerous occurrence must be reported to a responsible person and a company accident report form completed by a member of the management team. Injuries that occur whilst carrying out work duties off-site must be reported in the same way.



All accidents and near misses must be recorded, however minor. Unless the management are informed of these incidents, it will be unable to take remedial action. However, if an emergency arises, medical assistance, e.g. an ambulance, must be called at the first opportunity. Any incident involving an emergency must be reported to the management immediately.

Where an accident results in absence from work, employees must tick the appropriate box on the self-certification form. Employees who are absent as a result of an accident at work must keep the organisation informed of their progress, up to and including a return to normal duties.

RIDDOR

If the incident results in over seven consecutive days of incapacity for work it is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the enforcing authority must be informed on the online form within 15 days.

It is company policy that the site manager or his deputy will be responsible for notifying the HSE. This will be done as soon as is practicable and within the 15 days prescribed by law.

The following incidents must also be reported to the enforcing authority immediately online (report any fatality by telephone and be followed within 10 days by the completed online form). A photocopy of the completed form should be kept with other organisation records including documents on the accident investigation. They should also be kept to advise the insurers of a potential claim:

- Any person dies as a result of an accident arising out of or in connection with work
- Any person at work suffers a specified injury as a result of an accident arising out of or in connection with work
- Any person not at work suffers an injury as a result of an accident arising out of or in connection with work and that person is taken from the site of the accident to a hospital for treatment in respect of that injury
- There is a Dangerous Occurrence
- A worker is diagnosed with an Occupational disease

Specified injuries are:

1. Any fracture, other than to the fingers, thumbs or toes.
2. Any amputation.
3. Any injury leading to loss or reduction of sight (whether temporary or permanent).
4. Any crush injury to the head or torso causing damage to the brain or internal organs
5. Serious burns (including scalding) which:



- Covers more than 10% of the body
 - Causes significant damage to the eyes, respiratory system or other vital organs
6. Any scalping requiring hospital treatment
7. Loss of consciousness caused by a head injury or asphyxia
8. Any other injury arising from working in an enclosed space which:
- Leads to hypothermia or heat-induced illness
 - Requires resuscitation or admittance to hospital for more than 24 hours

Occupational diseases are:

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent

Reporting Procedure – Non-Employee’s

Any non-employee who is involved in an accident or near-miss incident whilst on the organisation’s premises will have a record of the accident recorded as per the same procedure as an employee.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their own account into the book must request arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

Injuries to children playing in the council playparks are recordable/reportable in the following circumstances:

- An injury sustained due to the equipment being defective
- An injury sustained whilst a child is being supervised by a paid supervisor/carer

Injuries such as a fall from maintained play equipment during normal play do not have to be recorded or reported to the HSE.

Accident Investigation



It is the responsibility of C&ETC to ensure that all accidents that occur on site are investigated. The investigation will include the recording of any statements obtaining photographs and preserving any other evidence. A copy of all documents etc. will be retained on site with the originals being forwarded to the Clerk at C&ETC

Accidents – Actions Required

The following actions are the requirements in the event of an accident, dangerous occurrence or near miss occurring on Linx Electrical premises or to a Linx employee whilst at work.

- Completion of site accident book
- Remove and forward to Council Clerk for filing
- Accident investigation to be completed, documents forwarded to Council Clerk
- Reportable incidents under RIDDOR report to HSE as soon as is practicable
- Notification of RIDDOR incident to Council Clerk immediately
- Accident to form an agenda item on next town council committee meeting



ASBESTOS

General Statement

C&ETC acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons potentially exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos containing materials (ACM's) at work.

Arrangements for Managing Asbestos in the Workplace Premises

There are no ACM's at our Head office.

All C&ETC premises built prior to the year 2000 must be checked for asbestos and a survey be completed.

Selection and Control of Contractors to Work on Asbestos-containing Materials

When contractors are engaged to work with us on client premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health. See *Contractors* section.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a health and safety problem related to work with asbestos, the organisation will:

- Take all necessary steps to investigate the circumstances
- Take corrective measures where appropriate
- Advise the employee of actions taken.

Summary Policy Statement

Asbestos is hazardous in the form of airborne fibres, but employees will not be affected by it if they do not disturb asbestos-containing materials. Employees can prevent inadvertent exposure to asbestos if they:

- consult the nominated person before carrying out any work that might disturb asbestos-containing material in any part of the building
- follow the written plan and use the control measures that are in place when carrying out any work that will disturb asbestos
- report any damage to, or deterioration of, any asbestos-containing material



If during the course of construction operations on site where asbestos is found (or suspected) to be present in any form, any operation, which may cause disturbance of the material, must STOP. The contaminated area must be cordoned off and screened with appropriate signs.

The Council Clerk must be informed immediately.

Controlled removal of asbestos will only be undertaken by a licensed contractor. When a sub-contractor is employed to remove asbestos, checks will be made as part of the Permit to Work process ensuring that the sub-contractor holds an Asbestos License (issued by HSE) and is an approved contractor. A copy of the license will be obtained and displayed on site.

It will be the responsibility of the sub-contractor to give notice (28 days) to the HSE before work commences.

Under no circumstances will a sub-contractor be employed to remove asbestos unless the company is in possession of the sub-contractor's Asbestos License.

The subcontractor must also provide a written Risk Assessment and Method Statement before work commences. Once these are deemed satisfactory then work will be permitted.



CROWLE & EALAND
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CONSTRUCTION, DESIGN & MANAGEMENT (CDM)

C&ETC recognise our obligations under the CDM regulations 2015 and the approved Codes of Practice L153.

It is likely that if the Town Council commissions any construction work then we will by default become the 'Client' as prescribed by the regulations.

Welfare

On all projects (the majority of which fall within CDM) we will ensure that staff welfare is catered for on-site to ensure our obligations (moral and legal) are met.

For the most part this will be the responsibility of the Client/Principal Contractor.



CONTRACTORS

C&ETC on occasions, needs to employ contractors. In order to ensure that contractors whose work and actions we will be liable for whilst undertaking our work we will carry out the following procedure.

- We will explain our H&S arrangements and hazards that are found on site
- Where relevant we will show them our procedures, H&S policy and Fire policy statements and ensure they understand the documents and will adhere to them.
- We will provide them with a list of hazards associated with the sites and a copy of our site rules

In order to ensure they are competent to carry out the work we require we will ask them to provide some or all of the following information;

- What experience they have in the type of work we require them to do;
- What their health and safety policies and practices are;
- About their recent health and safety performance (number of accidents etc);
- What qualifications and skills they have;
- A safety method statement with risk assessments
- What health and safety training and supervision they provide;
- If they have any independent assessment of their competence;
- If they are members of a relevant trade or professional body; or
- Do they have any references from previous work they have undertaken?
- Appropriate licences to operate
- Relevant insurances
- Selection process for any sub-contractor to be used as part of the work

We appreciate that many of our potential contractors are self-employed workers and not being able to provide any of the information will not necessarily prevent them working for us as a contractor.

We will however use all of the information they provide to make an informed judgment as whether or not we will employ them.

C.O.S.H.H.

Contractors may from time to time have to use substances hazardous to health in relation to our projects on Client premises.

Before any contractor uses any substance in relation to their work they must provide up to date Material Safety Data Sheets for each substance they use. They will also be required to produce a risk assessment stipulating how they will use the substance and the control measures they will be implementing.

A record of these will be held on site by the Clerk.



CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

General Statement

C&ETC acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The organisation undertakes to control exposure by engineering means where reasonably practicable. If exposure cannot be adequately controlled by engineering means, appropriate personal protective equipment (PPE) will be provided free of charge after consultation with employees.

All employees will be provided with understandable information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The implementation of this policy requires the total co-operation of every employee.

Arrangements for Securing the Health and Safety of Workers

The organisation will, in consultation with workers, implement the following:

- An inventory of all substances hazardous to health kept on site will be maintained, with appropriate hazard information.
- Competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control.
- All operations that involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible.
- Engineering controls will be properly maintained and monitored by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness.
- Any system of work, supervision system or any other similar measure will be reviewed at suitable intervals and revised if necessary.
- All employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls.
- PPE will only be used as a last resort or as a back-up measure during testing or modification of other controls.
- The type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions. If possible, the number of different types will be minimised to prevent mistakes in servicing or replacement.
- Each assessment will be reviewed annually, and all operations using hazardous substances will be reassessed every three years.
- Qualified professionals, where indicated to be necessary by the assessment, will carry out health surveillance.



- Employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years.
- All employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results.
- All changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

Procedures for Dealing with Health and Safety Issues

When an employee raises a point related to the use of substances hazardous to health, the organisation will:

- Ensure the hazard associated with the substance has been correctly identified
- Ensure the assessment of the use of the substance is correct and up to date
- Ensure controls in place are adequate
- Correct any observed deficiencies in the control of the hazards
- Inform the employee, and their representative if appropriate, of the results of the investigation and actions taken.

If an identified exposure has taken place, those affected and the Clerk will be informed immediately. Possible health effects will, in addition, be communicated to an appointed occupational health provider and the employee's general practitioner.

Information and Training

C&ETC will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as:

- Contractors, Temporary Staff & other site workers

Safe Systems of Work

Poorly maintained or adjusted control measures can result in inadvertent exposure to substances hazardous to health. This can be avoided by the use of airflow indicators and hand-held airflow meters.

Employees must be encouraged to report defects and systems must be in place for prompt repair and for the provision of temporary replacement controls, e.g. PPE. The following steps can be taken to minimise the risk.

- Ensure hazard information is kept up to date.
- Ensure assessments are reviewed annually and reassessed every three years or when changes are made.



- Ensure employees are trained in the nature of the hazards and use of control measures.
- Ensure controls are maintained and monitored.
- Ensure documentation is comprehensive and understandable.
- Encourage employees to report faults and problems.

Summary Policy Statement

Modern working methods involve the use of substances, principally chemicals, which may pose a risk to the health of people using them.

No chemical is completely safe in all circumstances and any airborne dust, in significant quantities, can damage health. Since the hazard to health posed by many substances is not known, it is good practice to use working methods to minimise exposure.

If the hazards are known, specific steps can be taken. The seven most important steps are to:

- i) Identify the hazard
- ii) Assess the risk
- iii) Eliminate, prevent or control the risk
- iv) Maintain and monitor the controls
- v) Monitor the health of the workforce
- vi) Ensure assessments and controls are up to date
- vii) Inform and train the workforce.



ELECTRICAL EQUIPMENT

The intent of this procedure is to set out how C&ETC will control the risks to employees arising from handling activities and how it will meet the requirements of the Electricity at Work Regulations 1998 and also the current edition of the Wiring Regulations as issued by the IET

To reduce the likelihood and potential severity of electrical accidents, a program of electrical inspection, testing and repair will be instigated and pursued to include both fixed installations and portable equipment.

Fixed installations

Fixed electrics will only be installed, inspected, repaired, added to or otherwise maintained by a competent electrician.

Examination and maintenance of fixed electrical installations must be carried out frequently enough so as to prevent danger and as a minimum examination every five years is the maximum permitted time between such inspections.

Responsibility for ensuring the five-yearly inspections and tests take place rests with C&ETC.

Portable electrical equipment

A portable electrical appliance is a tool or item of equipment that can be transported and is designed to be plugged into an electrical supply or moveable equipment connected to a spur via a cable.

C&ETC will maintain a register of all portable appliances that are held in each facility. This will include the appliance ID, test date, test result and next test date.

The inspection and testing of portable equipment will only be carried out by a qualified person. The recommended frequency of equipment tests will vary and is dependent on various factors and ranges from a full inspection and test every three months to a visual inspection only every three years, depending on risk.



FIRE

General Statement

As a responsible organisation and employer, we take our fire safety duties seriously. For this reason, we have formulated this policy to help us comply with the Fire Safety Order (FSO). In order to comply with the FSO we will adopt a risk assessment-based approach to managing fire safety within our premises.

Based on the findings of the fire risk assessment (FRA) we will also create an emergency action plan, which provides explicit guidance to all staff and visitors to ensure that in the event of a fire our premises are safely evacuated

Arrangements for Securing the Health and Safety of Workers

In order to ensure the safety of visitors and staff on our premises C&ETC have decided upon the following arrangements to complete the required responsibilities.

Responsible Person

The Clerk will fulfil the role of **Responsible Person** (RP) and that of the fire Marshall. The RP has the following duties:

- Ensure that any duty imposed by the Fire Safety Order is complied with, and implemented into the business
- The action plan (based on the findings of the fire risk assessment) will include what we intend to do to reduce risks and hazards within the workplace. This will need to be prioritised to deal with any immediate danger straightaway, i.e. fire exits. Further actions can be planned over a period of time.
- Provide all persons affected by any significant findings of any risks highlighted in the risk assessment and the control measures to be used
- Review the systems to evacuate the building to ensure they are relevant and effective. This will be done annually (more if required). A record will be kept of the evacuation.
- Control, monitor and review the action plan
- Ensure that the premises have the appropriate firefighting equipment, fire detectors and alarms by ensuring a fire risk assessment is completed annually by a competent person.
- All firefighting equipment must be easily accessible, in efficient working order, simple to use, properly maintained and signed
- Ensure we have a means of contacting the emergency services, providing them with relevant information.
- Provide information, instruction and training for all employees, explaining the risks to them and any fire safety measures. This must be done on the first day of employment, at regular intervals and when any alterations have been made to the premises
- Ensure all employees co-operate to ensure that the workplace is safe in relation to fire.



The RP will also ensure the following are carried out to ensure compliance with current fire legislation.

- That daily checks of all escape routes and emergency exit doors are done and that this is recorded on the appropriate sheet held on the Fire File.
- The emergency lighting on the site is checked on a monthly basis and the checks are recorded on the appropriate form held on the Fire file
- The Fire alarm is checked on a weekly basis. The activation of the alarm will be alternated between all of the call points as well as the control panel. A record of the checks will be recorded on the appropriate form held on the Fire file.
- The firefighting equipment will be checked on a monthly basis to ensure that it is positioned in its bracket or stand, its tamper seal has not been broken or removed. The safety pins are present. There are no visible signs of damage to the equipment. The pressure extinguishers with a visible pressure gauge are pressurised.
- In the event of any unplanned activations or evacuations complete the appropriate form held on the Fire file. The form will be dealt with the same as the planned activation

In the event of a fire or other emergency requiring an evacuation they will perform the following tasks.

- Ensure that the Fire Brigade have been contacted
- Direct staff, visitors or contractors working in their area to the nearest emergency exit
- Check their area is clear of personnel, including rest rooms, kitchens etc.
- Take the Fire File with them
- If safe to do so check the alarm panel to see which zone has activated
- Ensure all doors are closed behind them and any equipment or power in their area is isolated or turned off as they leave the building
- Conduct a roll call at the Fire Assembly Point
- Liaise with the lead fire officer upon their arrival
- Re-set the alarm when safe to do so
- Ensure the appropriate forms are completed and the matter is investigated

In the absence of the Clerk the most senior member of staff present will assume the role.

Fire Wardens

The role of the **Fire Warden** (FW) is as follows;

- To assist the RP and the FM in their duties
- To ensure that company policy and procedure as well as risk assessments are complied with in their areas or zones
- To complete any safety checks and record their findings as designated to them

In the event of a fire the Fire Warden will where safe to do so perform the following tasks;



- Wear their high visibility tabard or vest
- Direct staff, visitors or contractors working in their area to the nearest emergency exit
- Check their area is clear of personnel, including rest rooms, kitchens etc
- Ensure all doors are closed behind them and any equipment or power in their area is isolated or turned off as they leave the building
- Assist the FM with the roll call

Due to the numbers of staff at C&ETC and the Regen shop on site at any one time all staff on site will act as Fire Wardens

Risk Assessment

C&ETC will have a Fire Risk Assessment conducted on an annual basis or when there are significant changes to the working environment. This will be conducted by a competent person and an action plan will be produced from the assessment. The RP will be responsible for ensuring the actions are prioritised and completed. The risk assessment and the action plan will remain on the Fire file.

Fire warning and Fighting Equipment

All fire detection, warning and firefighting equipment will be maintained and examined in line with the manufacturer's guidance. All of the equipment will be regularly checked.

Provision of Information, Instruction and Training

All staff will receive as part of their induction training a briefing on fire and their attention will be drawn to this document and the Fire file.

All members of staff will be given training on at least an a bi-annual basis regarding fire and their role. A record of this training will be held on their personnel file.

The RP will be responsible for ensuring all staff are trained.

Instructions for Staff

Employee's Duties

All Employees have the following additional general duties;

- To assist the RP where appropriate in fulfilling his role.
- To take reasonable steps to ensure that they do not place themselves or others at risk of harm.
- To co-operate fully with us in complying with any fire precaution procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.
- To ensure the correct use of fire doors, that all fire exits, and evacuation routes are clear at all times and that no flammable materials are stored in corridors or on stairs.



- To ensure that they store any flammable, combustible or explosive materials in the areas provided and only use them in accordance with the manufacturer's instructions or guidance and the relevant risk assessments held by the company.

Emergency Evacuation Procedure

Should there be a requirement to evacuate the site for whatever reason staff should follow the following procedure.

- Any equipment being used should be switched off or isolated where safe to do so
- Walk out of the building via the nearest fire exit closing all doors behind them
- Make their way to the site Fire assembly point and ensure they are present for a roll call.
- Dependent on the type of emergency the appropriate emergency service should be contacted by the RP if this has not already been done.



FIRST AID

In line with the requirements of legislation all trained members and employees are the First Aid appointed person(s).

Other persons will be trained as either First Aiders or Emergency First Aid at Work certificate holders.

The equipment in the kit will be appropriate for the work being undertaken and the associated hazards and level of risk.

A full First Aid kit located in Head Office.



HEALTH & SAFETY MONITORING

Safety monitoring is a proactive strategy aimed at preventing accidents and occupational ill health by identifying deficiencies in management procedures, work practices, systems of work, compliance with legal requirements and protection arrangements.

C&ETC will ensure this monitoring takes place by undertaking, pre-planned and short notice inspections.

Employers' Duties

Employers have both direct and indirect legal responsibilities, and these are set out as follows:

- Under the Health and Safety at Work, etc. Act 1974, employers have a general duty to ensure, so far as is reasonably practicable, the health and safety of all employees at work. This means taking a proactive approach to managing occupational health and safety, of which auditing should be a part. The word "ensure" is used frequently in many pieces of health and safety legislation and is intended to imply that the use of a reactive approach in managing health and might argue that they are being proactive if we do not have a system in place to demonstrate that we have a means of detecting failures in their systems, i.e. arrangements for monitoring and or auditing.
- Under the Management of Health and Safety at Work Regulations 1999, employers have a duty to give effect to such arrangements as are appropriate for the effective monitoring and review of the preventive and protective measures that have been implemented. The Approved Code of Practice recommends that proactive measures are taken for the periodic monitoring and review of the health and safety management system employed. This implies the need to perform audits.

Employees' Duties

Under s.7 of the Health and Safety at Work, etc. Act 1974, employees have a duty to cooperate with their employer to enable the employer to comply with health and safety duties. This would include co-operating with those undertaking an audit of occupational health and safety for the company.

Safety Inspections

Safety inspections will be carried out in the following areas:

- Playparks and associated equipment
- All fire checks required on our premises
- Any equipment where there is a statutory duty to inspect
- Pre use of equipment checks (some visual/informal)



Reports regarding the inspections will be prepared any corrective actions will be processed as soon as is reasonably practicable.

Safety Audits

Safety audits will be undertaken at the request of the town Council

Health Surveillance

The organisation recognises its legal obligations under the Health & Safety at Work Act and associated regulations and undertakes to provide Health Surveillance to employees where it is identified through their, exposure, a risk or COSHH assessment or from the role they perform.

When identified as requiring the examination attendance or completion of a questionnaire are mandatory.

Consultation

The company in order to fulfil its legal and moral obligations in relation to H&S at work will consult with their employees with regards to matters affecting their Health & Safety. Consultation will be made directly to all staff.



LONE WORKING

Policy Statement

C&ETC takes the health, safety and welfare of its staff seriously. It recognises that some staff will be working away from the main office and are, as such, without close or direct supervision. The council is committed to providing appropriate controls to all mobile workers to ensure that the risks to their health, safety and welfare are reduced, as far as is reasonably practicable, in accordance with the Health and Safety at Work, etc Act 1974 and all other relevant legislation.

Definition

In this policy a mobile worker is someone whose contract states that they are required to work on, or travel between, a variety of workplaces or activities.

Responsibilities – Management

Managers are responsible for the health and safety performance of the council and the implementation of this policy.

Managers (the Clerk) also have the day-to-day responsibility for mobile workers. They must ensure that:

1. Mobile workers are aware of this policy
2. Appropriate risk assessments are undertaken
3. Suitable control measures are put into place to protect the safety of mobile workers.

Mobile Workers

Mobile workers must:

- Be responsible for their own health, safety and welfare and that of others affected by their work
- Co-operate with the organisation as regards their health, safety and welfare
- Report accidents and incidents (including near misses) immediately to their line manager, or to an appropriate person.

Risk Management

Risk assessments will be carried out on all activities involving mobile workers. These will be reviewed on an annual basis, or when there are other indications that a review is needed.



Communication

Our mobile workers/engineers are detached from others while working it is therefore imperative that a commitment is made to maintain regular communication with them.

Provision should also be made to ensure that such communication is available at all times, especially if the mobile worker is required to work unsociable hours. This can include carrying a personal mobile telephone.

Council office staff must be aware of the location of off-site staff at all times and how they can be contacted.



MANUAL HANDLING

General Statement

Statistics show that manual handling is one of the most common causes of injury in the workplace. These injuries often have long-term effects. This policy is intended to reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying.

Arrangements for Securing the Health and Safety of Workers; Elimination of Hazardous Manual Handling Activities;

- The organisation will ensure that operations that involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the working area and activity, and the provision of automated or mechanical aids such as trolleys, forklift trucks and pallet lifters.

Assessment of Risk

Competent persons will carry out an assessment of the risks of manual handling activities. Identified risks will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment.

- The Task

Bending and stooping to lift a load significantly increases the risk of back injury. Items should ideally be lifted from no lower than knee height and no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased. If items must be lifted from above shoulder height, a stand or suitable means of access should be used. Items which are pushed or pulled should be as close to waist level as possible. Pushing is preferable, particularly where the back can rest against a fixed object to give leverage. Carrying distances should be minimised, especially if the task is repeated. Repetitive tasks should be avoided where possible. Tasks that involve lifting and carrying should be designed to allow for sufficient rest breaks to avoid fatigue. Avoid tasks that require twisting the body where possible.

- The Load

The load should be kept as close as possible to the body's trunk to reduce strain and should not be of such size as to obscure vision. An indication of the load's weight and centre of gravity should be provided. Unstable loads should be handled with particular caution. The change in centre of gravity is likely to result in overbalancing. Ensure there is a secure handhold, using gloves where necessary to protect against sharp edges or splinters.

- The Individual

Consideration must be given to age, body weight and physical fitness. Regard must also be given to personal limitation; employees must not attempt to handle loads that are beyond their capabilities. Assistance must be sought when necessary. Allowances should be made for people



with genuine physical or clinical reasons for avoiding lifting. Pregnant women and very recent mothers should not be required to undertake hazardous lifting or carrying tasks. Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury. Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

- Working Environment

There must be adequate space to enable the activity to be safely conducted and the transportation route must be free of obstructions. Lighting, heating and weather conditions must be considered. Floors and other working surfaces must be kept free from slipping and tripping hazards, and adequate ventilation is required, particularly when natural ventilation is lacking.

- Other Factors

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

Managers

Managers must ensure that:

- Manual handling assessments are carried out where relevant and records are kept
- Employees are properly supervised
- Adequate information and training is provided to persons carrying out manual handling activities
- Any injuries or incidents relating to manual handling are investigated, with remedial action taken – remedial action should include retraining
- Employees adhere to safe systems of work or operations that require a “team lift”
- Safety arrangements for manual handling operations are monitored and reviewed
- Employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- Special arrangements are made for individuals with health conditions that could be adversely affected by manual handling operations.

Employees' Duties

Employees must ensure that:

- They report to management (in confidence) any personal conditions which may be affected by manual handling activity
- They comply with instruction and training provided
- Their own health and safety is not put at risk when carrying out manual handling activities
- They use equipment which has been provided
- Any problems relating to the activity are reported to a responsible person.



Information and Training

Information and training will be provided to all members of staff required to carry out manual handling activities.

Training needs will be identified and reviewed by a responsible person. Refresher training will also be given.

Employees where possible will be informed of approximate weights of loads to be handled and objects with an uneven weight distribution



NOISE

General Statement

C&ETC will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

Arrangements for Securing the Health and Safety of Workers

Noise Assessments

The organisation will carry out regular noise exposure assessments of noisy:

- Areas
- Processes
- Equipment.

These will be used as the basis for formulating action plans for remedial measures when necessary. Assessments will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure levels of employees.

Reduction of Noise Exposure Levels

C&ETC will, so far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection.

The council accepts that the use of ear protectors is a last resort and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

Provision of Ear Protectors

The council will provide suitable and effective ear protection to employees working in high noise levels, as indicated as necessary by the results of noise exposure assessments or from information provided by the owners of sites where we are carrying out work. It will also provide for the maintenance and repair or renewal of the protective equipment and provide training in the selection and fitting of protectors and details of the circumstances in which they should be used.

Provision of Training

The organisation will provide adequate training to employees as part of its hearing conservation and noise control policy.

All employees who are subject to high levels of noise (over 80db(A) daily exposure) will be provided with:

- Information, instruction and training about the harmful effects of noise



- Information and training on what they must do in order to protect themselves and meet the requirements of the law and of the organisation's policy.
- Managers responsible for formulating and carrying out the organisation's noise policy will also be given appropriate training.

Procedures for Dealing with Health and Safety Issues

Whenever an employee raises a matter related to noise in the workplace as a health and safety issue, the organisation will:

- Take all necessary steps to investigate the circumstances
- Take corrective measures where appropriate
- Advise the employee of actions taken.

Where a problem arises as a result of noise in the workplace, the employee must inform a responsible person immediately.

Audiometric Testing

Where employees are exposed to the potential risk from high noise levels, the organisation will provide a program of monitoring the hearing of such employees to ensure the organisation's noise control policy is effective and that employees' hearing is not being adversely affected. This will involve regular audiometric tests carried out by properly trained personnel and pre-employment audiometric tests for new employees.

The requirement to attend audiometric testing is mandatory.



PERSONAL PROTECTIVE EQUIPMENT (PPE) PROCEDURES

Personal protective equipment should be supplied for use at work wherever there are risks to a person's health and safety that cannot be adequately controlled in other ways.

Because the effectiveness of PPE can easily be compromised (e.g. by not being worn properly), it should always be considered as the last resort and only used where other precautions cannot adequately control the risk of injury. Engineering controls and safe ways of working should always be considered first.

In order for the correct type of PPE to be chosen, the different types of hazards in the workplace need to be carefully assessed. An assessment will enable managers to decide which types of PPE are suitable and will protect people against the hazards and allow the job to be carried out safely.

Employees are required to use the equipment in the way they have been trained, co-operate with others and take reasonable care of themselves and anyone who may be affected by their actions. An employee who feels risks are not being controlled should report this to management.

Where any equipment is lost, defective or time expired this should be reported to a supervisor immediately.

Work must not continue where the appropriate P.P.E. is not available or is compromised

Risk Assessment

PPE is a control measure required to reduce exposure or control hazards. A check of the risk assessments will detail which PPE is to be worn.

Where there is no appropriate risk assessment and it is believed that a significant risk exists then the matter should be reported to the site manager.

If a risk assessment is required a competent person must carry it out.

A person shall be regarded as competent when they have sufficient training and experience or knowledge of the workplace and other qualities to enable them properly to assist in undertaking the measures referred to, i.e. an ability to make sound judgement; and knowledge of the best practicable means to reduce those risks identified.

Competence may be defined as a combination of knowledge, skills, experience and personal qualities.

Being aware of the activities conducted within your department and managing them safely should already be part of your daily management practices.

The risk assessment process outlined in this procedure is a formal record of how you successfully manage these risks on a regular basis.



You should feel confident and aware of the activities you and your staff undertake before carrying out a risk assessment.

Training

You need to make sure all users of PPE are aware of

- Why the PPE is needed and the risks it will avoid.
- When and how it is to be selected, used, stored, repaired, maintained and replaced.
- Its limitations and the factors that will affect the protection it provides.
- How to recognise defects and report them.

Because PPE is the last resort after all other methods of protection have been considered, it is important that users wear it all the time they are exposed to the risk. Never allow users not to wear or use it for those jobs that “only take a few minutes”.

Selection of PPE

All PPE must be selected from products bearing the European Standard mark “CE”. The “CE” mark signifies that the PPE satisfies certain basic safety requirements. Once suitable PPE has been selected, manufacturers and suppliers are required to provide advice and information to ensure the PPE can provide the protection needed.

When considering the suitability of PPE, managers need to consider the following factors:

- Is it appropriate for the risks involved and for the conditions at the place where people may be exposed to the risks? For instance, eye protection designed to provide protection against pesticides will not offer adequate face protection for someone using an angle grinder to cut steel or stone.
- Does it prevent or adequately control the risks involved without increasing the overall level of risk?
- Can it be adjusted to fit the wearer correctly? Physical differences in size as well as those individuals who wear spectacles or have facial hair will need to be considered as this may affect the level of protection required.
- Has the health of those who will be wearing it been taken into account?
- What are the needs of the job and the demands it places on the wearer? Things to consider include the length of time the PPE needs to be worn, the physical effort it takes to do the job and the need for visibility and communication.
- If more than one type of PPE is being worn, are they compatible? As an example, make sure that the type of respirator chosen does not make it difficult to get eye protection to fit properly.
- Hazards present in the working environment should also be considered e.g. temperature, water, dust etc



Beards

As these disposable type masks function because of the close fit to the face all users should be advised that being clean shaven is more effective.

Maintenance

All PPE must be maintained in good order and should be stored in the facilities provided. If the equipment becomes damaged at any time it should be reported to a supervisor and a replacement sought.

Periodic Inspections

All PPE is to be subject of periodic checks by the site supervision. Records will be kept of these checks along with issue and replacement of the equipment.

The following are a list of checks to be made with regards to identifying whether or not the equipment is suitable for use.

Boots

- Any holes, splits, tears or missing toe caps that will compromise the waterproofing
- Any pain or discomfort the equipment causes
- Any signs of rotting from solvents

Overalls

- Do they provide total body protection including arms?
- Are there holes that could cause solvents to contaminate other clothing or skin?

Masks (disposable)

- Are all parts of the mask intact and capable of providing a close fit to the skin?
- Is the filter still intact?
- Can they be properly adjusted to the user's requirements?



RISK ASSESSMENTS

General Statement

Risk Assessments form the central strand of a self-regulated safety management system. Successful completion of them provides sound economic benefits to the organisation as well as satisfying legal requirements.

This policy is intended to reduce risks to the health and safety of employees and others who may be affected by the way in which we conduct our business.

Those involved in the risk assessment process will receive appropriate training.

Arrangements for Securing the Health and Safety of Workers

- Elimination of Hazards

The organisation will ensure all hazards will be eliminated, so far as is reasonably practicable. If this is not possible, the remaining risks will be either avoided or reduced to an acceptable level. The measures introduced to achieve this will follow the principles of prevention and aim to combat risks at source.

- Assessment of Risk

If hazards cannot be eliminated or risks avoided, an assessment of risks will be carried out by competent persons. The following factors will be considered during the assessment.

1. Likelihood

Whether the likelihood of the harm arising from the hazard is remote, possible, an even chance, probable or almost certain will be considered.

2. Severity

Consideration will be made of whether the severity of harm from the hazard is likely to result in:

1. Insignificant injury
2. First-aid treatment only
3. Absence from work for more than three days
4. A major injury
5. Death
6. Permanent disability.

Reference will be made to accident book records, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 forms, sickness and ill-health records, first-aid records and incident (near miss) records when reaching this decision.

3. Those at Risk

Individuals or groups at risk due to the hazard will be considered. This will include employees, the self-employed and any other persons. If vulnerable persons, e.g. young people, pregnant women,



nursing mothers, those with disabilities, lone workers and those working out-of-hours or at remote locations are likely to be exposed, additional consideration will be given.

Managers and Supervisors

Managers and Supervisors must ensure:

- Assessments are carried out where relevant and records are kept;
- Control measures introduced as a result of assessments are implemented and followed;
- Employees are informed of the relevant results and provided with necessary training;
- Any injuries or incidents lead to a review of relevant assessments;
- Employees adhere to safe systems of work;
- Safety arrangements are regularly monitored and reviewed;
- Employees identified by the assessment as being at risk are subjected to appropriate health surveillance;
- Special arrangements are made, where necessary, for vulnerable persons.

Employees' Duties

Employees must ensure:

- They report to management (in confidence) any personal conditions which may put them at greater risk when carrying out work activities
- They comply with all instruction and training
- Their own health and safety is not put at risk when carrying out work activities
- They use equipment and machinery in accordance with instruction and training
- Any problems relating to their work activities are reported to a responsible person, along with any shortcomings they believe exist in the arrangements made to protect them.

Information and Training

Suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

Any specific information, instruction and training needs identified will be provided. A responsible person will also regularly review training needs and refresher training will be provided at reasonable intervals.



TRAINING FOR SAFETY

It is the intention of C&ETC to ensure that all its personnel are adequately trained and competent both in the safety aspects and their ability to complete their role.

C&ETC will ensure that all operatives have had relevant skills training before commencing employment. If this is not possible we will ensure that such training will be given at the earliest opportunity.

All personnel will have H&S Induction Training at the start of their employment and will include safety and safe working practices.

Where practicable Management will attend any relevant Health and Safety programmes consummate to their role.

All training will be recorded, reviewed and where identified personnel will attend up to date refresher programmes.

In the event of an investigation into any incident/accident identifying a training need by any member of staff, that member of staff will be required to attend training as a matter of urgency.

The management will be responsible for the identification of training needs.

Young persons employed by the company will be provided extra training highlighted by a risk assessment taking into account;

- Lack of Experience
- Immaturity
- Lack of Awareness of Risks

Information instruction and training of young persons will be given prior to any commencement of work,

Upon completion of any training, copies of the training records will be on Personnel files.



WORK EQUIPMENT

General Statement

It is the policy of the council to provide a safe working environment in relation to work equipment safety and to ensure all employees receive appropriate safety information and training in their work equipment.

Arrangements for Securing the Health and Safety of Workers

- No work equipment will be used on the premises until it has been inspected fully at installation stage.
- No work equipment will be used on the premises unless it is inspected regularly, e.g. on an annual basis or after upgrades or as required by legislation or manufacturers recommendations
- Equipment will be maintained, and full maintenance and inspection records will be kept for all work equipment.
- Employees using their own tools are required to ensure they are maintained and fit for use at all times. The equipment will be subject of random inspection by management to ensure this.

Elimination of Hazards

C&ETC will ensure that operations that present a risk to employees in respect to work equipment will be eliminated or reduced to as low a level as reasonably practicable. Measures to achieve this include consideration of all activities and equipment used for each work/task undertaken.

Assessment of Risk

An assessment of risk in relation to work equipment will be carried out by a competent person.

Duties of Managers

Managers will take responsibility and ensure that all equipment used by employees at work is suitable for the task to be carried out; safe for use and that each employee has received adequate information, instruction and training. Managers are also responsible for ensuring:

- a general risk assessment has been completed
- suitable personal protective clothing is worn at all times when necessary for the safe operation of work equipment
- if appropriate, all work equipment is regularly maintained and inspected.

Duties of Employees

Employees must ensure:



- They comply with all instructions and training in relation to the execution of their work
- Their own health and safety and that of other employees or other persons is not put at risk by their actions
- They use equipment provided for any task and for the purpose for which it was intended to be used
- They report any problems to management

Information and Training

Adequate information and training will be provided to individuals to ensure they are competent to carry out their work-related tasks. A responsible person will assess training, including the need for refresher training.

In the event of an accident, incident or dangerous occurrence retraining may be offered to the individuals concerned.

The requirement to attend any training planned by the organisation is mandatory.



WORKING AT HEIGHT

General Statement

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. The council will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

C&ETC will provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measures to prevent fall of persons or materials from the workplace. We will require employees and any other persons involved in the work activity to co-operate in the implementation of this policy.

Arrangements for Securing the Health and Safety of Workers

The organisation will, in consultation with workers and their representatives ensure that:

- All work activities that involve work at height are identified
- The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- Risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them
- All the necessary equipment to allow safe access to and egress from the place of work is provided
- All the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided
- Suitable plant is provided to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary
- Any working platform and its supporting structures are selected and/or designed in accordance with current standards
- Regular inspections of all equipment required for working at height are undertaken
- Competent persons are appointed to be responsible for the supervision of all work at height and associated activities.

Duties of Managers

Managers will:

- Ensure that all work activities that involve work at height are identified
- Eliminate the need to undertake work at height whenever it is reasonably practicable to do so



- Undertake risk assessment for those activities where work at height cannot be eliminated, identify the correct and most appropriate equipment for accessing high areas and reduce the level of risk, so far as is reasonably practicable
- Provide all the necessary equipment to allow safe access to and egress from the place of work
- Provide all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions
- Provide suitable plant to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary
- Ensure that any working platform and its supporting structures are selected and/or designed in accordance with current standards
- Make provisions for regular inspections of all equipment required for working at height
- Ensure that all persons who have to undertake work at height are trained and competent to do so
- Require any contractors from whom they procure services to comply with this policy.

Duties of Employees

Employees will:

- Comply with all instruction and training that are provided in work at height activities
- Take appropriate steps to ensure their own health and safety is not put at risk when working at height
- Report any perceived shortcoming in the arrangements for managing the risks associated with working at height.

Information and Training

Suitable information and training will be provided to persons who are required to undertake activities that involve work at height. Refresher training will also be given at reasonable intervals.

Ladders and Stepladders

Any work from ladders must be risk assessed and planned to ensure that ladders are only used when other means of gaining access to height are not practicable. It is also worth noting that whilst there is no legal time period specified for work on a ladder, the British Ladder Manufacturers Association recommends that a person works for no longer than 30 minutes on a ladder at any one period.

The Working at Height Regulations (WAHR) schedule 6 sets specific requirements for the use of ladders.



- Every employer shall ensure that a ladder is used for work at height only if a risk assessment under regulation 3 of the Management Regulations has demonstrated that the use of more suitable work equipment is not justified because of the low risk and:
 - the short duration of use; or
 - existing features on site which he cannot alter.
- Any surface upon which a ladder rests shall be stable, firm, of sufficient strength and of suitable composition safely to support the ladder so that its rungs or steps remain horizontal, and any loading intended to be placed on it.
- A ladder shall be so positioned as to ensure its stability during use.
- A suspended ladder shall be attached in a secure manner and so that, with the exception of a flexible ladder, it cannot be displaced, and swinging is prevented.
- A portable ladder shall be prevented from slipping during use by:
 - securing the stiles at or near their upper or lower ends
 - an effective anti-slip or other effective stability device, or
 - any other arrangement of equivalent effectiveness.
- A ladder used for access shall be long enough to protrude sufficiently above the place of landing to which it provides access, unless other measures have been taken to ensure a firm handhold.
- No interlocking or extension ladder shall be used unless its sections are prevented from moving relative to each other while in use.
- A mobile ladder shall be prevented from moving before it is stepped on.
- Where a ladder or run of ladders rises a vertical distance of 9 metres or more above its base, there shall, where reasonably practicable, be provided at suitable intervals sufficient safe landing areas or rest platforms.
- Every ladder shall be used in such a way that:
 - a secure handhold and secure support are always available to the user, and
 - the user can maintain a safe handhold when carrying a load unless, in the case of a step ladder, the maintenance of a handhold is not practicable when a load is carried, and a risk assessment under regulation 3 of the Management Regulations has demonstrated that the use of a stepladder is justified because of:
 - the low risk, and
 - the short duration of use.

All ladders used by C&ETC will be examined for damage prior to use.

Any damage identified must be reported immediately to the site manager and the ladder must not be used.

Ladders will be subject of periodic checks along with other work equipment.

Only ladders fit for purpose and suitable for industrial use (Class 1/EN 131 Commercial) will be provided for use by the company. No other ladders are to be used on site by any employee.