



HEALTH AND SAFETY AT WORK – (adopted by Board Oct 2008)

1.0 GENERAL POLICY STATEMENT

- 1.1 The Cotswolds Conservation Board recognises and accepts its statutory responsibility as an employer for providing a safe and healthy work place and working environment for all its employees.
- 1.2 Such an environment is only achievable if all its employees (Board Members, staff and volunteers) give health and safety its due weight and importance. The Board and its Members recognise their collective and individual roles in providing health and safety leadership in the organisation. The Director and Managers have been given responsibility for ensuring that all information, instruction, training and supervision, necessary to ensure health and safety at work of all employees is provided.
- 1.3 Specifically, it is the duty of everyone in a supervisory position to do everything reasonably practicable to provide and maintain plant and equipment, systems of work, a work place and working environment, which are safe and without risks to health and safety. There is a similar responsibility in so far as the use and transport of articles and substances is concerned. Equally, it is the duty of every employee, and all volunteers to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her actions at work and to co-operate with other employees to enable statutory duties or requirements to be fulfilled.
- 1.4 It is also the Board's policy, by discussion and consultation with employees and their representatives, to promote and develop measures to ensure health and safety at work and to check the effectiveness of such measures.
- 1.5 Having said all this, the Board's policy is ultimately dependent upon the co-operation of all concerned to achieve and maintain the highest standards in all aspects of health and safety at work.

2.0 REVIEW OF SAFETY STATEMENT

- 2.1 A copy of this Statement will be brought to the notice of all employees. It will be reviewed at 12-month intervals and added to, or modified, from time to time. It will be supplemented in appropriate cases by further procedures at a later stage.

Signed: Date:
Martin Lane
Director

3.0 RESPONSIBILITIES FOR HEALTH AND SAFETY AT WORK

3.1 Members of the Board

Members of the Board are responsible for:

- Ensuring that there is an effective policy for health and safety within the Board. The Executive Committee will have specific responsibility for health and safety matters.
- As the employer the Board, has responsibility for ensuring safety, health and welfare of all its employees however various aspects of the policy are delegated as follows.

3.2 Executive Committee

The Executive Committee will:

- a. review the health and safety performance of their area of responsibility and the Board annually and ensure that the health and safety policy reflects current priorities;
- b. be kept informed of any significant health and safety failures and of the outcomes of the investigation into their causes;
- c. ensure that the health and safety implications of all their decisions are addressed;
- d. ensure that health and safety risk management systems are in place and remain effective.

3.3 The Director

The Director is responsible for administering the Board's responsibilities and ensuring that this policy and any related instructions and procedures are carried out.

3.4 Managers

3.4.1 For the purposes of this Statement, Managers are defined as any Board employee having responsibilities for the supervision and control of other employees and so will have the following responsibilities to:

- a provide leadership, direction and oversight and setting the policy for delivering effective health and safety risk control.
- b the application of this policy in respect of the functions for which they have specific control and must ensure that annual health and safety audits of those functions are carried out.
- c in addition, Managers shall be responsible for prepare, maintain and implement specific procedures including safe systems of work for any hazardous work activities. Managers will keep a health and safety file containing information on risk assessments and audits for which they are responsible.
- d prepare their annual budgets ensuring that adequate resources are identified for ensuring the effective implementation of this policy, including the provision of adequate safety clothing, equipment and training, instruction and supervision of staff.

- e make a suitable and sufficient assessment of the risks to health and safety of their staff including volunteers to whom they are exposed whilst they are at work and the risks to health and safety of persons not in their employment but may be affected by their actions; where necessary ensure that suitable preventative and protective measures are in place for their staff.
- f review any risk assessments if there is reason to suspect that they are no longer valid or there has been a significant change in the matter to which it relates.
- g be familiar with the organisation's Safety Policy and any relevant safe systems of work.
- h ensure that staff are adequately trained and fully aware of the risks involved in the work, generally undertaken in the area where they work.
- i ensure that all employees including volunteers are aware of the first aid facilities and arrangements available to them both in the office and when out working.
- j develop safe working practices and, by training and supervision, particularly in the case of young or inexperienced workers, ensure maximum safety for all staff controlled.
- k report and investigate all accidents and violent and aggressive incidents with a view to taking such measures as will prevent recurrences.
- l ensure, by frequent inspection, that all machinery and equipment is maintained in a safe condition, that safety devices are maintained, that safety rules are observed and safety equipment worn.
- m maintain a system of 'good housekeeping' in the workplace, i.e. that the area of work is tidy and free from obstructions.
- n ensuring that appropriate personal protective equipment is issued to employees and is adequately recorded, maintained and renewed as necessary.

3.5 All employees

All employees must:

- a. conduct their activities in such a manner as to ensure, as far as is reasonably practicable, that their colleagues and persons not in the employment of the Board, who may be affected by these activities, are not exposed to risks to their health and safety.
- b. make themselves familiar with, and conform to, the Board's Health and Safety Policy and procedures as they develop.
- c. observe all health and safety rules at all times.
- d. wear the appropriate health and safety equipment provided and use appropriate safety devices at all times.
- e. report all hazards to their Manager, who will also be responsible for receiving any suggestions to improve health and safety.

- f. report to their Manager any conditions, which may affect their ability to carry out their normal duties.
- g. conform to any safety instructions given by their Manager.
- h. attend any health and safety training courses identified by their Manager as necessary in order to comply with the Board's obligations as an employer.

3.6 Health and Safety Competent Person

3.6.1 The Health and Safety Officer of Cotswold District Council (Competent Person) has been appointed to oversee Health and Safety at the Board. They will:

- a. work with the Health and Safety Representatives of the Board to ensure that the Board complies with all necessary health and safety legislation.
- b. advise on and assist with the compilation and implementation of the Board's Health and Safety Policy
- c. disseminate new information on health and safety matters to the appropriate Managers and where appropriate, employees.
- d. advise and assist in the implementation of any necessary training requirements.
- e. work in close liaison with the appointed Health and Safety Representatives
- f. investigate accidents as necessary and ensure records are maintained and reviewed in conjunction with the Representatives.

3.7 Health and Safety Representatives

3.7.1 Day to day responsibility for Health and Safety is the responsibility of the Office Manager, Land Management Officer and the Volunteer Co-ordinator (Health and Safety representatives) as follows:

- a. advise on health and safety legislation and assist with the implementation of the Health and Safety Policy throughout the Board's areas of activity.
- b. advise and assist in the implementation of any necessary training requirements.
- c. inspect, as necessary, plant and operations within the Board's responsibilities and advise on safety procedures. The results of all safety inspections will be reported to the appropriate Manager and advice given on any actions necessary to comply with this policy.
- d. work in close liaison with the appointed Health and Safety competent person.
- e. investigate accidents as necessary and ensure records are maintained and reviewed. Any reportable incidents shall be discussed with the Competent Person and notified to the Health and Safety Executive accordingly.
- f. investigate, as necessary, damage to the Board's property and recommend corrective action. Assist and advise on any properties under the ownership of the Board regarding health and safety matters.

- g. provide or source any training to complement any new legislation, which may affect the Board and also following implementation of new policies where necessary.
- h. disseminate new information on health and safety matters to the appropriate Managers and where appropriate, employees.
- i. issue direct instructions to any employee or volunteer in the absence of their line manager, to rectify a potentially hazardous situation and to, thereafter, at the earliest opportunity, have instruction confirmed by the relevant manager.
- j. advise on new activities to determine any potential hazards and recommend corrective measures to reduce such hazards.
- k. act as the Board's 'competent person' in accordance with the Management of Health and Safety Regulations 1999 unless someone else has been nominated in matters requiring special expertise.

3.8 Premises Managers

- 3.8.1 Cotswold District Council as landlord of these premises has overall responsibility for the Old Prison site and Board's offices at Northleach. The Council is responsible for the following:
 - a. ensuring that the building, grounds and means of access and egress to it are maintained in a safe condition and without risk to health.
 - b. ensure that the building complies with all necessary health and safety legislation.
 - c. undertake any necessary maintenance of the building to ensure the continued safety of the building for tenants and visitors.
 - d. shall ensure that fire safety risk assessments are kept up to date in respect of the building and control measures identified in the assessment are properly implemented.

- 3.8.2 The Board is responsible for the day-to-day health and safety management of its offices ensuring that:
 - a. all fire detection equipment; means of fighting fire and means of escape in case of fire are visually checked every week.
 - b. other tenants are notified of any hazards and risks that the Board may have in its occupied area of the building.
 - c. the Office Manager will act as the point of contact for other tenants to notify the Board of any hazards and risks that their particular working area may pose to other tenants.
 - d. the offices and means of access and egress are maintained in a safe condition and without risks to health.
 - e. shall ensure in consultation with the Health and Safety competent person that fire safety risk assessments are kept up to date in respect of the

building and control measures identified in the assessment are properly implemented.

- f. welfare facilities required under the Workplace (Health, Safety and Welfare) Regulations 1999 are properly maintained.

4.0 **THE WORKPLACE**

4.1 **Audits**

- 4.1.1 An annual Safety Audit will be carried out by competent assessors supervised by the Director and assisted by the Health and Safety Representatives. The Audit will include the identification of hazards and assessment of risks for all activities carried out within the Board.
- 4.1.2 Any corrective actions identified during the audit will be recorded and monitored to ensure that they are addressed and resolved in a timely manner by the appropriate persons.
- 4.1.3 The Audit will also identify the measures to be taken to eliminate or control those risks. The assessment must be recorded and a copy forwarded to the Health and Safety Competent Person and appropriate Health and Safety Representative.

| Hazard Weighting | A | Risk Weighting | B |
|---|----------|--|----------|
| Major (death or major injury) | 5 | Certain (loss of some form is almost certain) | 5 |
| Disabling Injury (leading to time off work) | 4 | Likely to occur | 4 |
| Injury Sustained (injuries likely to lead to more than 3 days off work) | 3 | Possible (loss of some form will occur frequently) | 3 |
| Slight First Aid administered In-house (minor injuries involving no time or less than 3 days off work) | 2 | Unlikely Unlikely to occur but could happen | 2 |
| Minor Injury No injury sustained requiring First Aid treatment | 1 | Rare (any losses will seldom occur) | 1 |

Risk = Hazard Severity (A) x Likelihood of Occurrence (B)

| Risk Score | Response Times |
|-------------------|---|
| 20-25 | Immediate remedy or cessation of activity |
| 11-19 | Immediate remedy or cessation of activity |
| 5-10 | 3 months |
| <5 | 12 months (date of next audit) |

- * **It must be recognised that some risks cannot be eliminated and it may be acceptable to implement control measures, which down grade risks from a high score to less than 5.**

4.2 Machine operating

4.2.1 Employees must not operate any machinery if they are not authorised to do so, or if the employee concerned has not been trained in the correct safe methods of operation.

4.2.2 All machines, whether static or mobile, must be fitted with appropriate guards and safety devices.

4.3 Maintenance

4.3.1 A planned programme of maintenance for all plant and machinery must be in place and all maintenance/service recorded.

4.3.2 All works vehicles provided by the Board should be subject to regular preventative maintenance checks with appropriate records kept and all vehicle maintenance procedures properly documented. This is in addition to any recommended maintenance intervals as laid down under the lease agreement for the vehicle.

4.4 Personal Protective equipment/clothing (PPE)

4.5 The Board shall provide appropriate PPE for employees as per their local procedures without charge to the relevant employees and where necessary appropriate information, instruction and training will also be provided. Employees are required to wear equipment provided and report lost or damaged equipment to their Manager who may replace it. Employees may be required to pay for such replacement depending on the circumstances of the loss or damage.

4.6 Emergency procedures: fire and bomb alerts

4.6.1 A suitable and sufficient Fire Risk Assessment has been carried out by a Health and Safety competent person for the Old Prison site and Board offices, which will be reviewed annually, and or following any changes to the building and legislation.

4.6.2 Fire precautions and emergency procedures shall be produced and displayed by the Board throughout the offices and must be obeyed at all times. Fire practices will be carried out from time to time.

4.6.3 Certain Board officers will be appointed and appropriately trained as Fire Marshals at each establishment to supervise an evacuation and to take a roll call.

4.6.4 Fire Marshals will be provided with appropriate training to be able to effect an evacuation of all building occupants in the event of an emergency.

4.7 First Aid arrangements

4.7.1 Qualified first-aiders and first aid boxes are provided at the Board's Offices. Notices are posted in appropriate positions identifying the location of first aiders. A record of all injuries and treatment must be kept by each first aider and forwarded to the Health and Safety representatives.

4.8 Accident reporting

4.8.1 All accidents, which result in actual injury or which had the potential to cause harm must be reported to the appropriate Manager who will investigate the

circumstances of the accident as soon as possible and report the matter to the Health and Safety representatives within 48 hours.

- 4.8.2 All accidents and or near misses must be reported on the Accident Form and handed to the Health and Safety representatives to investigate with their Manager.
- 4.8.3 When investigating cases of sickness absence, Managers must make reasonable enquires to determine whether the illness has a work related cause.
- 4.8.4 Cases of ill-health which appear to have an occupational cause or which interfere with an individual's capacity to work safely or which may deteriorate as a result of work activity may be referred to a specialist occupational health adviser.
- 4.8.5 In the case of a fatality or a serious injury, which results in the injured person being taken to hospital, the Manager will inform one of the Health and Safety representatives immediately. It will then be the responsibility of the Health and Safety representative to notify the relevant authorities and the Health and Safety Competent Person. In such circumstances the area must be left alone once made safe, and appropriate rescues have been made, in order that investigations can be completed.
- 4.8.6 Any employee who is assaulted in connection with their work or who feels threatened by the aggressive words or actions of a third party should report the incident to their Manager.

4.9 Portable electrical equipment

- 4.9.1 All portable electrical equipment used by employees must be used correctly. Employees should check frequently for visible faults, e.g., worn cables, defective plugs, etc. Any faulty equipment or fittings must be reported to the Health and Safety Representatives and taken out of use immediately.
- 4.9.2 Unauthorised portable electrical equipment must not be used in the Board's premises.
- 4.9.3 All portable electrical equipment must be tested by a competent electrician at appropriate intervals.
- 4.9.4 All new purchases of such equipment must be included on the equipment register.

4.10 Fixed electrical equipment and fittings

- 4.10.1 No employee must interfere with or misuse any fixed electrical equipment or fittings. Any faulty equipment or fittings must be reported to the appropriate Health and Safety Representatives and taken out of use immediately. A competent electrician will inspect all electrical equipment at appropriate intervals.

4.11 Storage and use of hazardous substances

- 4.11.1 Materials or substances used in any work place will be assessed to ascertain whether or not they pose any hazards to health.
- 4.11.2 Persons purchasing such products must ensure that Safety Data Sheets are obtained from the Supplier and a suitable and sufficient COSHH Assessment undertaken.

4.11.3 Prior to such products being used suitable provision must be made for any appropriate staff training and issue of Personal Protective Equipment.

4.12 Manual handling

4.12.1 The Board will make assessments of the manual handling tasks likely to be performed and undertaken by employees and take all necessary steps to prevent reasonable foreseeable injury to those employees carrying out these tasks.

4.12.2 Where it is deemed necessary equipment may be issued to assist with the lifting and handling. All such equipment will be tested and serviced on an annual basis by a competent person.

4.13 Display Screen Equipment (DSE) stations

4.13.1 The Board will arrange to carry out assessments of all DSE workstations to ensure that new technology/equipment does not give rise to any foreseeable hazard to the health, safety and welfare of its employees.

4.14 Pedestrian and traffic routes

4.14.1 All pedestrian and traffic routes must be kept clean, tidy and free from obstructions at all times.

4.14.2 Any changes to the layout of buildings must be reviewed by one of the Health and Safety representatives in the planning stage to ensure that they do not conflict with the Board's emergency evacuation plan.

4.14.3 All exit doors must remain unobstructed on both sides at all times.

5.0 SAFETY TRAINING

5.1 It is the Board's intention for all employees to receive suitable training appropriate to their employment.

5.2 Managers must consider health and safety training of individuals at the recruitment and induction stages, any changes in employee's duties as well as during annual appraisal interviews.

5.3 In addition, it shall be the responsibility of all Managers to ensure that their staff have clear instructions on safe working procedures and accident prevention, and that their attention is drawn to hazards that may exist.

6.0 SAFE WORKING ARRANGEMENTS FOR LONE WORKERS

6.1 Managers are required to establish and regularly review the arrangements in place in their area to safeguard employees who work alone and ensure that all reasonable precautions are taken to ensure their safety. Such arrangements must be set down in a written document issued to every member of staff working within their area of responsibility.

6.2 Managers must:

- a. Implement procedures to ensure regular contact between lone workers and a designated office based employee, for example, at mid-day and at the end of the day. The designated officer should know the whereabouts of lone workers during the day and should be capable of responding correctly if a lone worker fails to make contact.

- b. Ensure that relevant employees have access to a mobile telephone when necessary (e.g. when visiting remote locations; out-of-hours working etc.)
- c. Undertake suitable and sufficient risk assessments for individual staff who work alone to ensure adequate control measures are in place to maintain that person's personal safety and also that they are fit to work alone. This risk assessment must be reviewed periodically with the member of staff.

6.3 Employees who work alone must:

- a. Have fully read and understood the Board's Lone Working policy.
- b. Fully appreciate the risks involved in the work and the necessary precautions required and have sufficient training and experience to carry out the work safely.
- c. Be provided with a personal, audible alarm or other means of contacting another member of staff ie a mobile phone that can be easily activated in an emergency. Employees must keep the equipment on their person when working alone.
- d. Have no medical conditions, which make them unsuitable for working alone (managers should seek medical advice if necessary). Should this change for any reason during the course of their employment their Manager must be notified immediately in order that a revised risk assessment can be carried out.
- e. Be provided with any necessary equipment (including Personal Protective Equipment) to enable them to perform their task safely. Employees who regularly work alone in remote locations must be provided with a personal first aid kit and appropriate training in emergency first aid.

7.0 SELECTION AND CONTROL OF CONTRACTORS

- 7.1 Cotswold District Council as landlord of the premises recognises that it has a responsibility to take reasonable steps to ensure that all contractors appointed by the Council to undertake any works on its properties work in a manner, which minimises risks to the health and safety of their employees and tenants or other persons affected by their undertaking.
- 7.2 It will be a condition of all work contracted to outside agencies that they comply fully with health and safety legislation.
- 7.3 Where appropriate, at the tender stage contractors will be required to set out in their submission, the health and safety arrangements to be put into place throughout the term of the contract. Contractors will be required to produce details of their health and safety policy and risk assessments carried out to comply with health and safety legislation and to disclose details of any relevant statutory action taken against them. Contract Managers will make reasonable enquires concerning the past record of contractors in the performance of similar work from existing or previous clients. Decisions on appointments will take all relevant information into account.
- 7.4 Contractors will be required to identify the 'competent person(s)' appointed by them under the Management of Health and Safety Regulations 1999. For major contracts, the Council will appoint a 'health and safety co-ordinator' who will liaise with the 'competent person(s)' appointed by the Council and the contractor. The co-ordinator will ensure that health and safety information is freely transferred,

that where responsibilities for safety overlap adequate arrangements are made and that there is a proper mechanism for resolving problems.

- 7.5 Persons responsible for monitoring contracts will be given clear instructions on the actions they are entitled to take if they identify dangerous conditions or practices. All contracts will be actively monitored by competent officers of the Council to ensure that the necessary health and safety arrangements are put in place, maintained and reviewed.

For further information regarding this policy contact the Health and Safety Competent Person.