

West Suffolk Joint Health and Safety Panel 16 June 2014

Joint Health and Safety Policy – Issue 3

1. Summary and reasons for recommendation

1.1 Attached as Appendix A is a proposed minor amendments to issue 3 of the Joint Health and Safety Policy namely:

Instruction 3 – Accident/Near Miss/Dangerous Occurrence Reporting
Instruction 4 – Fire Safety Arrangements
Instruction 6 – Violence at Work
Instruction 7 – Display Screen Equipment
Instruction 8 – Manual Handling
Instruction 12 – Machinery, Plant and Tools
Instruction 14 – Lone Workers
Instruction 15 – Health, Safety & Environment, Requirements for Contractors
Instruction 18 – Stress Management
Instruction 19 – Smoking at Work
Instruction 20 – Mobile Telephones
Instruction 21 – Information, Training & Instruction
Instruction 23 – Driving at Work
Instruction 32 – Event Safety
Annex A – Risk Assessment Guidance
Annex D – Manual Handling Risk Assessment Template
Annex K – Fire Risk Assessment

1.2 The proposed amendments to these instructions are shown as tracked changes and are necessary so as to comply with current legislation and best practice.

2. Recommendation

2.1 That the amendments to Issue 3 of the Joint Health and Safety Policy, as contained in Appendix A of Report F35, be approved.

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3. Strategic Priorities

3.1 The recommendation(s) meet the following, as contained within the West Suffolk Strategic Plan:

- (a) Strategic priority: Appropriate and up-to-date Health and Safety policy supports the delivery of the priorities of the Council as contained in the Strategic Plan in an efficient and effective way.

4. Key issues

4.1 Current legislation requires the organisation to have a Health and Safety policy, which is periodically reviewed for suitability. There is also a legal requirement for employees to co-operate with their employer so far as is necessary to enable the employer to comply with his duties under the legislation, this includes compliance with the policy.

4.2 This is also further extended to volunteers, contractors and visitors.

5. Other options considered

5.1 N/A

6. Community impact

6.1 **Crime and disorder impact** *(including Section 17 of the Crime and Disorder Act 1998)*

6.1.1 N/A

6.2 **Diversity and equality impact** *(including the findings of the Equality Impact Assessment)*

6.2.1 N/A

6.3 **Sustainability impact** *(including completing a Sustainability Impact Assessment)*

6.3.1 N/A

6.4 **Other impact** (any other impacts affecting this report)

6.4.1 N/A

7. Consultation (what consultation has been undertaken, and what were the outcomes?)

7.1 The policy amendments were recommended for approval by the Joint Health & Safety Group on 13 May 2014.

8. Financial and resource implications (including asset management implications)

8.1 None.

9. Risk/opportunity assessment (potential hazards or opportunities affecting corporate, service or project objectives)

**please ensure this section is completed with relevance to both councils*

Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Legal non compliance	High	Policy is reviewed annually and amended to reflect changes to health and safety legislation.	Low

10. Legal and policy implications

10.1 The Health and Safety at Work etc. Act 1974 says that employers must prepare a Health and Safety Statement (i.e. policy) and bring it to the attention of all employees. The policy should be reviewed and revised as often as necessary.

11. Ward(s) affected

11.1 All

12. Background papers

12.1 N/A

13. Documents attached

13.1 Appendix A – Amendments to the proposed Joint Health and Safety Policy.

INSTRUCTION 3

ACCIDENT/NEAR MISS/ILL HEALTH/DANGEROUS OCCURRENCE REPORTING

References:

- A. Health and Safety at Work Act 1974.
- B. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (as amended).

Introduction

3.1 All work related ill health, accidents, near misses or dangerous occurrences, regardless if they result in injury or damage, must be reported to their supervisor/manager as soon as possible; this includes temporary or agency staff, contractors and visitors. All incidents need to be investigated by the supervisor/manager and remedial action taken to prevent re-occurrence. In some cases, incidents need to be reported as per Reference B and within 15 days.

3.2 A simple incident action guide has been produced identifying subsequent actions to be taken in the event of an accident/incident, this guide can be found at Annex H to this policy.

Procedure for reporting injuries

3.3 The person affected (or making the report) should complete the relevant sections on the General Reporting Form, sign and date it and hand it to their supervisor/manager.

3.4 The top copy of the completed form must be sent to the Health & Safety Manager so that it arrives no later than the day following the incident. The supervisor/manager should retain the bottom copy (pink) for their departmental records.

Accidents requiring notification under RIDDOR

3.5 Supervisors/managers must notify the Health & Safety Manager immediately of all deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

~~any accident which results in:~~

- ~~• An employee being killed, suffering a major injury, (including as a result of physical violence), or taken to hospital;~~
- ~~• A self-employed person or contractor being killed, suffering a major injury, or taken to hospital;~~
- ~~• A member of the public having been killed or taken directly to hospital.~~

Definition of a major injury:

Definition of specified injuries to workers

The list of 'specified injuries' (regulation 4) reportable are:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
- covers more than 10% of the body
- causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- 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

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Non fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- 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.

- ~~Fracture other than to fingers, thumbs or toes;~~
- ~~Amputation;~~
- ~~Dislocation of the shoulder, hip, knee or spine;~~
- ~~Loss of sight (temporary or permanent);~~
- ~~Chemical or hot metal burn to the eye or any penetrating injury to the eye;~~
- ~~Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;~~
- ~~Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;~~
- ~~Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;~~
- ~~Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material;~~
- ~~Injuries which result in a member of staff being unavailable to work for more than 7 days;~~

The supervisor or manager must inform the Health & Safety Manager immediately if an employee who continues to work after an accident is subsequently absent from work (next day).

3.6 The Health & Safety Team will report all incidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Accident investigation, follow up procedure

3.76 Where supervisors/managers have reported an injury, dangerous occurrence or occupational disease under the above procedures, they are to carry out an investigation and record the initial findings on the reverse of the white copy of the General Reporting Form. Where necessary the Health & Safety Manager or his deputy shall carry out an investigation; the depth of such investigation will depend on extent of injury/potential injury and damage/potential damage, action might include:

- Isolating the incident site;
- Making the incident site safe;
- Taking photographs to be used as evidence;
- Taking of statements from supervisors, managers and witnesses;
- Inspection of equipment/plant by a qualified person. A written report must be produced highlighting modifications / defects.

The purpose of the investigation is primarily to prevent a re-occurrence. It is important that staff clearly understand this is the reason; not to apportion blame. An incident action guide can be found at Annex H.

Procedure for reporting dangerous occurrences or near misses

3.87 If something happens which does not result in someone being injured but which clearly could have done, it should be considered as a dangerous occurrence or a near miss and reported as per paragraphs 3.3 & 3.4.

Procedure for reporting cases of occupational disease

3.98 If a manager or other responsible officer receives a written diagnosis of a work related disease or condition for an employee, made out by a doctor, they should notify the Health & Safety Manager immediately.

Procedure for reporting accidents involving members of the public

3.109 Accidents to members of public on the highway i.e. slips, trips and falls should be reported by telephone to the relevant Authority. It is important to obtain as much information as possible about the accident including the injured person's details and location of accident. If a member of the public has an accident whilst on council property, the General Reporting Form should be completed by the injured party or an appropriate council employee i.e. Caretaker or relevant officer. If the injured party was taken directly from the scene to hospital for treatment it should be recorded on the General Reporting Form.

~~3.10 The Health & Safety Manager will report all incidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.~~

Record retention

3.11 Regulations require that a record of an incident be kept for a minimum of three years from the date on which the record was made. The Health & Safety Manager will arrange appropriate storage for these records.

INSTRUCTION 4

FIRE SAFETY ARRANGEMENTS

Reference:

- A. Regulatory Reform (Fire Safety) Order.
- B. Health and Safety at Work Act 1974.
- C. Management of Health and Safety at Work (as amended).
- D. Fire Risk Assessment Annex K to this policy.
- E. Fire risk assessment Guidance Annex L to this policy.

General instructions to staff and Members of the Council

4.1 All employees are to be aware of the location of the nearest fire alarm, fire extinguishers, assembly point(s) and all possible escape routes from their normal place of work (this should be covered by your manager on induction see paragraph 4.7).

Alarm

4.2 The fire alarm will sound automatically:

- On the activation of a break glass point;
- If smoke is detected by a smoke detector;
- If sufficient heat is detected by a heat detector.

Fire Extinguishers

4.3 If you are confident, and IF IT IS SAFE TO DO SO tackle the fire using the appropriate extinguisher. When tackling a fire ensure that the correct extinguisher for the particular type of fire is used. Modern fire extinguishers are red but have different coloured labels depending on their contents. Older extinguishers may be red, black, blue, or cream, depending on their contents.



Red	–	Water	-	For wood, paper, textile and other solid material fires
Black	–	CO2	-	For liquid and electrical fires
Cream	–	Foam	-	Liquid fires
Blue	–	Powder	-	Liquid and electrical fires

Fire Risk assessment

4.4 Current legislation requires a fire risk assessment (Reference D) to be undertaken. This will initially be undertaken by the assistant surveyor who looks after that building. The assessment will then be lodged within the building file. Further guidance regarding fire risk assessment can be found at Reference E.

Responsibilities

Head of Waste Management and Property Services

4.5 The Head of Waste Management and Property Services is classed as the “Responsible person” and therefore is to ensure:

- That suitable and sufficient fire risk assessment is undertaken, with findings being recorded and remedial actions being implemented in a reasonable time scale.

Health and Safety Manager

4.6 The Health and Safety Manager is responsible for:

- Advising on Fire Policy;
- Advising on Personal Emergency Evacuation Plans (PEEPs);
- Writing and reviewing evacuation procedures (WSH, Haverhill House, Depots and Mildenhall offices);
- Ensuring fire drills are undertaken;

Building Manager

4.7 The Building Manager will be responsible for:

- Ensuring fire alarm/emergency lighting tests are undertaken and recorded as per current legislation;
- Ensuring regular checks are made on fire extinguishers and emergency exits.

Managers/supervisors

4.8 Managers/supervisors are responsible for:

- Ensuring their employees are aware of the fire hazards recorded and ensure the fire risk assessment is amended when the risk increases or decreases;
- Ensuring employees receive the appropriate training as part of induction process. It will need to cover the following;
 - Emergency exits – at least two;
 - Location of assembly point(s);
 - Specific fire precautions for your place of work (if any);
 - Use of fire extinguishers;
 - Fire/Emergency procedures;
 - Introduction to fire wardens at place of work.
- Ensuring employees complete the “Fire safety” training module (at induction and then annually) on the Council’s intranet site (insert hyper link). ~~that is located on the Council’s intranet site under “Mandatory Health & Safety Training” as part of the initial induction and then annually~~ (a requirement of reference A);
- Ensuring their employees with disabilities have the appropriate Personal Emergency Evacuation Plan (PEEP) in place to ensure safe evacuation of the building and this plan is passed to both the Health and Safety Manager and Facilities management.

Senior receptionist, Emergency Evacuation Wardens, Emergency Controller

4.9 On the activation of the fire alarm the senior receptionist, Emergency Evacuation Wardens and the Emergency Controller are responsible for ensuring they follow their instructions as laid out in the procedures in the event of a fire.

Employees

4.10 All employees are to:

- Follow the emergency procedures as published;
- Complete the “Fire safety” training module (annually) on the Council’s intranet site (insert hyper link). ~~that is located on the Council’s intranet site under “Mandatory Health & Safety Training” as part of the initial induction and then annually (Employees who have access to a computer).~~

INSTRUCTION 6

VIOLENCE AT WORK

References:

- A. Health & Safety at Work act 1974
- B. The Management of Health and Safety at Work Regulations (as amended)
- C. Lone working, Instruction 14 to this policy

Definition

6.1 The Councils accept that any actions by members of the public, which results in staff experiencing fear for their or their relatives personal safety, arising from them carrying out their official duties, constitutes Violence at Work (VAW).

6.2 The following non-exhaustive list illustrates some of the more common forms of Violence at Work.

- A threat to physically assault a member of staff.
- Actual physical assault of a member of staff.
- Threats directed towards the relatives of staff.
- Deliberate damage of Council property in the presence of staff.
- The possession of weapons and the unspoken threat which that implies (e.g. bringing a baseball bat into an interview).
- Behaviour or Language which could be construed as being intended to intimidate staff.

Statement of intent

6.3 The Councils will take all reasonably practicable steps to ensure a safe system of work for its staff in the context of VAW. If a member of staff is injured in a VAW incident the Council will provide ongoing support including counselling, if required, and will consider financial support if this is appropriate.

Responsibilities

6.4 The Council's Safety Policy lists the general responsibilities of officers, but the following are the more specific responsibilities in the context of VAW:

The Health & Safety Manager will:

- Advise the Management Team on the standards appropriate for the design and construction of interview rooms, counters and reception areas and ensure that agreed standards are implemented.
- Agree with the departments using these facilities, guidelines for the use of them, and carry out monitoring to ensure that these guidelines are being followed.
- Investigate all incidents of VAW.
- Maintain the VAW Register.

Managers/supervisors will:

- Carry out and regularly update risk assessments for all activities which bring their staff into face-to-face contact with members of the public.

- Devise such additional local procedures as are appropriate for the specific circumstances in which their staff find themselves and discuss and agree these with the Health & Safety Manager.
- Inform their staff of the contents of this policy and supply them with up-to-date copies of all relevant guidelines and procedures.
- Ensure that the VAW guidelines and procedures are followed both by themselves and by their staff as laid down in Annex C.
- Ensure that staff have the necessary training required to undertake their work dealing with potentially aggressive customers. Make provision within their budget for staff training.

Employees will:

- Make themselves familiar with, and follow all relevant VAW guidelines (Annex C) and any local procedures laid down for their safety.

6.5 All incidents must be reported promptly (General Reporting Form). The Health & Safety Manager will investigate every incident, with relevant managers/supervisors and staff.

Training

6.6 It is the responsibility of all managers to ensure that their staff receives the training appropriate to the degree of risk to which they are exposed.

Guardian Angel System

6.7 The Councils operate a 24-hour “Guardian Angel System” for employees that undertake work tasks outside of normal office hours and where it has been identified that they may be at risk. They must use this system for their safety.

6.8 Ring 01284 763252 and give the operator the following details;

- Who you are;
- Your Department;
- Line Manager;
- Person to contact (if different to above);
- Your contact mobile telephone number;
- Where you are visiting (address);
- Your vehicle registration;
- Who you are visiting or what you will be doing;
- Duration of visit/stay.

6.9 At the end of your visit you must call in to report your visit is complete.

6.10 In the event of the person not calling in to say their visit is complete, the operator will take the following action;

- Ring you on your mobile telephone.

6.11 If there is no response they will then;

- Contact your line manager or the person listed, passing on the information you passed to them.

6.12 Further details regarding Lone Workers are found at instruction 14.

INSTRUCTION 7

DISPLAY SCREEN EQUIPMENT (DSE)

References:

- A. Health and Safety at Work Act 1974
- B. Health and Safety (Display Screen Equipment) Regulations (as amended)

Introduction

7.1 The use of Display Screen Equipment (DSE)/Visual Display Unit (VDU) is widespread throughout the organisations. Working with DSE is not generally high risk and most associated health problems do not arise directly from the display screens themselves, but from the way in which they are used. These problems can be overcome by good ergonomic design of equipment, furniture, the working environment and the tasks performed. Although the Health and Safety (DSE) Regulations apply to "USERS" the following guidance and best practice should be adopted by all staff that uses DSE.

Definition of a "USER"

7.2 A "user" is an employee who habitually uses DSE for a significant part of their job. For those whose use of DSE is less than continuous, managers should apply the following questions. A score of 4 yes's or more confirms that the employee concerned is a "USER".

- Does the individual depend upon the use of a DSE to do the job?
- Is it true that the individual has no discretion as to whether or not he/she uses a DSE?
- Does the individual need significant training or particular skills in the use of DSE to do the job?
- Does the individual normally use a DSE for continuous spells of an hour or more at a time?
- Does the individual use a DSE in this way every day?
- Is the rapid entry of data into the computer system an important part of the job?
- Are high levels of concentration required when entering data, because of the necessity to avoid errors?

Hazards Associated with DSE Work - Muscular Discomfort

7.3 Muscular discomfort can take the form of pain, stiffness or numbness, particularly in the neck, arm, shoulders or wrists. Users of keyboards who are not trained typists are more susceptible to such problems.

Eye strain

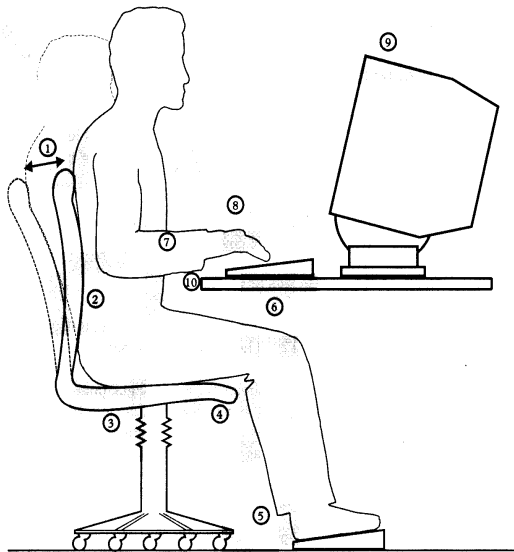
7.4 Evidence indicates that using display screen equipment is not associated with damage to the eyes or eyesight although uncorrected defects can increase the stress of working with such equipment. The most common adverse effect of working with display screen equipment is temporary and can loosely be called "eye strain" or "visual discomfort". The signs of this include painful eyes with a burning or gritty sensation, blurring of the visual image and twitching of eye muscles. Eyestrain is particularly likely to occur after a long unbroken period of work on the equipment.

Fatigue and Stress

7.5 These may be secondary to visual or muscular problems but may also be caused by such factors as poor job design or work organisation, high-speed repetitive working and lack of control of work by the user.

How to reduce the risks - Avoidance of muscular discomfort

7.6 Good ergonomically designed seating arrangements and posture when using the keyboard or mouse (see fig. 1 below). Frequent breaks either resting the fingers and wrists or carrying out alternative work provided it does not involve the joints in a manner similar to keyboard use.



1. *Seat Back - Adjustability.*
2. *Good Lumbar Supports.*
3. *Seat Height adjustability.*
4. *No excess pressure on underside of thighs and backs of knees.*
5. *Foot support if needed.*
6. *Space for postural change, no obstacles under desk.*
7. *Forearms approximately horizontal.*
8. *Minimal extensions Flexion or deviation of wrists.*
9. *Screen height and angle should allow comfortable head position.*
10. *Space in front of keyboard to support hand wrists during pauses in keying.*

Fig 1.

Eyestrain

7.7 If defective vision is suspected, users are entitled to an eyesight test. If prescribed for DSE work the Councils will contribute towards a basic pair of spectacles.

7.8 Taking appropriate rest breaks will also reduce the risk of eyestrain (further advice on rest breaks is given below).

Fatigue and Stress

7.9 The avoidance of long periods of unbroken work with DSE will reduce the risk of eyestrain, headaches and muscular discomfort. The types of work undertaken with DSE are so varied that it is difficult to recommend time limits, which could be generally suitable.

7.10 As a guide short frequent breaks are more satisfactory than occasional, longer breaks: e.g. a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be better than a 15 minute break every 2 hours.

7.11 Informal breaks, that is time spent not viewing the screen (e.g. on other tasks) appear from study evidence to be more effective in relieving visual fatigue than formal rest breaks.

Correct positioning of the DSE in relation to windows

7.12 The DSE screens should not be placed with a window immediately in front or behind them. The screen should be situated at right angles to windows or placed next to windows. In some cases it may be necessary to provide blinds or curtains to shield DSE from light reflections. ~~These blinds should be of a neutral colour.~~

Provision of payment towards eye testing and special equipment

7.13 Under the Health and Safety (Display Screen Equipment) Regulations the provision of eyesight tests and special equipment e.g. spectacles for display screen work, are at the expense of the employer.

7.14 The above applies only to those members of staff who have been assessed as being a "USER". Staff should also find out from their Manager the recommended opticians and current allowances.

7.15 Staff should pay for the service provided and obtain a receipt. Reimbursement should be made by way of the:

~~SEBC~~—Expenses Claim Form.

~~FHDC~~—Creditors Exemptions Coding Slip

7.16 Staff may, if they wish go to their own optician, but reimbursement will be at the agreed rate.

7.17 If staff wish to order more expensive frames, special coatings etc. they may do so at their own expense, but reimbursement will be limited to the agreed rate.

7.18 A contribution by the Councils towards glasses will only be paid if the glasses are prescribed for the distance at which the screen is viewed, and normal ones cannot be used.

7.19 The Councils will not contribute towards the cost of glasses which staff would still require even if they were not a DSE "USER".

7.20 The optician must provide the Council with a certificate or report detailing what corrective equipment is required, stating that the glasses are for "VDU work only".

Workstation Assessments

7.21 Employers have a duty to undertake suitable and sufficient analysis of "USERS" workstations for the purpose of assessing the health and safety risks to which they may be exposed.

7.22 All staff that are classed as DSE Users are required to complete the DSE awareness training and risk assessment modules that are located on the Council's intranet site ~~under 'Mandatory health & Safety Training' (insert hyper link)~~. Managers/supervisors are to ensure that their staff complete this ~~at on the initial~~ induction and then annually ~~as required by current legislation~~.

Laptops and Tablets

7.23 These devices are designed for work of a short duration (no longer than 30 minutes), if you wish to use your these device longer than this, you must connect you're the device to the monitor, keyboard and mouse with the leads provided. If you are using your device as a second monitor then it should be placed on the stand provided.

7.24~~3~~ Further advice and guidance on workstations can be found in the HSE publication "Working with Visual Display Units (VDUs)" available from the Health and Safety TeamManager.

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INSTRUCTION 8

MANUAL HANDLING

References:

- A. Health and Safety at Work Act 1974
- B. Manual Handling Operations Regulations (as amended)
- C. Manual Handling Risk Assessment template, Annex D to this policy

Introduction

8.1 The term 'Manual Handling' refers to the handling of loads by human effort, i.e. lifting, carrying, pushing or pulling. These injuries can happen as a result of a single incident or a gradual build up over a period of time when bad handling techniques are repeatedly used.

8.2 The most common injuries resulting from manual handling are:

- Disc injuries
- Ligament/tendon injuries
- Muscular/nerve injuries
- Hernias
- Fractures, abrasions and cuts

8.3 These injuries can occur as a result of a single incident of lifting, pushing, pulling and carrying or the accumulative effects of manual handling over a period of time.

Risk assessment

8.4 If the manual handling tasks cannot be avoided, manual handling risk assessments are to be carried out on each task where there is a risk of injury, however slight. The assessment is to be recorded on the Councils' manual handling risk assessment found at Annex D. As a result of that assessment, the risk of injury must be reduced for each particular task identified, so far as is reasonably practicable.

Risk assessment guidance

8.5 It is important that what is required initially is not a full assessment of each of the tasks, but an appraisal of those manual handling operations which involve a risk that cannot be dismissed as trivial, to determine if they can be avoided.

8.6 The aim of the full assessment is to evaluate the risk associated with a particular task, and identify control measures which can be implemented to remove or reduce the risk (mechanisation and/or training).

Training

8.7 All employees that have access to a computer are required to undertake the "Manual Handling" training module ~~that is located on the Council's intranet site (insert hyper link). Managers/supervisors are to ensure that their staff complete this at induction and then annually. on the Councils' intranet site under "Mandatory Health & Safety Training", managers/supervisors are to ensure that their staff complete this as part of the initial induction and then annually as required by reference A.~~ Further advice and assistance on manual handling assessments is available from the Health & Safety TeamManage.

Reducing the risk of injury

- 8.8 Before lifting anything check to see whether it is of a size and shape that is within your capabilities, and that it is in a stable condition before lifting.
- 8.9 Never lift anything, which is too heavy for you. Check the weight to make sure it won't be too much for you by trying to lift one corner. If in doubt, GET HELP.
- 8.10 Look for any protrusions or sharp edges that could cause injury. Wear relevant personal protective equipment e.g. gloves, steel toe capped shoes/boots etc.
- 8.11 Make sure that there is room to manoeuvre and that your route is clear before you lift the object. Check that there is a clear place to set down the load at destination.
- 8.12 When lifting from floor level, bend your knees keeping your feet the same distance apart as your hips. Keep your head up and your back straight (but not necessarily upright). Putting one foot forward and to the side of the object gives better balance and control.
- 8.13 Take a firm grip of the load using the whole length of your fingers.
- 8.14 Use your thigh muscles to lift the object, and keep your back straight (but not necessarily upright) the moment the load is taken.
- 8.15 Keep your arms close to your body and do not twist your body when lifting or carrying.
- 8.16 Make sure you can see where you are going.

INSTRUCTION 12

MACHINERY, PLANT & TOOLS

References:

- A. Health and Safety at Work Act 1974.
- B. The Provision and use of Work Equipment Regulations (as amended).
- C. Lifting Operations and Lifting Equipment Regulations (as amended).
- D. Hand Arm Vibration and Whole Body Vibration, Instruction 24 to this policy.
- E. Pressure Systems

Introduction

12.1 All machinery and plant have inherent dangers and should be treated with due care and attention. Only trained personnel are to operate such machinery or plant and this equipment is to be checked and inspected prior to use. ~~The Council's St Edmundsbury Borough Council and Forest Heath District Council~~ will endeavour to ensure that all machinery and plant used in the workplace is safe and suitable for the purpose for which it is used.

Responsibilities

12.2 Managers and supervisors are to ensure that;

- Employees receive appropriate training and where necessary continuation training.
- Employee training records of qualifications and competency are recorded.
- Risk assessments have been conducted on the use of all plant and machinery and that employees have read and understood them.
- Safe systems of operation/work are in place and employees have read and understood them.
- Personal Protective Equipment (PPE) has been identified, made available and used by employees.
- All plant and machinery is inspected and maintained as per the manufacturer recommendations and that inspections and maintenance are recorded.
- New ~~or hired~~ plant or machinery is inspected and checked by a qualified person prior to its use.
- All work equipment will be clearly marked with health and safety warnings where appropriate.
- Appropriate storage facilities are available for Plant, machinery and PPE.

12.3 Employees are to;

- Operate Plant and machinery as trained, abiding by the risk assessments and safe systems of operation/work.
- Wear appropriate and relevant PPE.
- Check plant and machinery before use, reporting and withdrawing from service any equipment found to be in an unserviceable or unsafe condition.
- Ensure all equipment is properly and safely stored when not in use.
- Ensure that equipment is only used for the purpose it was intended for.

~~Hand Arm Vibration (HAV) and Whole Body Vibration (WBV)~~

12.4 All machinery and plant must be tested annually; equipment must then be labelled to show maximum exposure limits – refer to Reference D for further details. ~~Also E~~ employees that

are exposed to ~~both~~ HAV ~~and WBV~~ must be reviewed by under our occupational health provider surveillance.

Modifications/Misuse

12.5 No modification is to be made to any machinery, plant or lifting equipment unless it is undertaken by a qualified person and remains within its design parameters. Misuse of equipment could not only result in injury to yourself and others, but could lead to disciplinary action against you which may result in ~~render you liable to instant~~ dismissal.

Guards

12.6 All ancillary equipment is to be left in place. This includes safety guards, rails, screens, etc. and no attempt is to be made to operate the equipment without them.

Lifting Equipment

12.7 Lifting equipment is to have adequate strength and stability for its proposed use and the equipment is to be tagged to indicate its safe working load and date of last inspection. Under no circumstances are safe working loads to be exceeded.

New machinery/equipment/plant

12.8 All new machinery, equipment or plant must be designed and constructed to ensure that:

- The noise produced is as low as possible, with a 'Declaration of Conformity' to show that it meets the required health and safety requirements.
- ~~Vibration of any handle or other surface to be held by the user is not likely to exceed an acceleration of 2.5m/s^2 , in normal use.~~
- ~~The exposure action and limit values are:~~
- ~~a daily EAV of 2.5 m/s^2 A(8) that represents a clear risk requiring management; and~~
- ~~a daily ELV of 5 m/s^2 A(8) that represents a high risk above which employees should not be exposed.~~

12.9 Suppliers should be asked to provide information about noise emissions and vibration under actual working conditions, as well as any specific instructions for installation and assembly that reduce noise and vibration effects.

Alcohol and Drug Abuse

12.10 The operation of machinery or plant while under the influence of alcohol or illicit drugs is forbidden. The Councils will take disciplinary action against any employee found to be under the influence. Employees must tell their manager/supervisor that they have been prescribed drugs that may affect their ability to operate plant and machinery.

12.11 The Council's St Edmundsbury Borough Council and Forest Heath District Council reserve the right to undertake random alcohol and drug testing on employees undertaking safety critical work (see drug and alcohol testing procedure).

INSTRUCTION 14

LONE WORKERS

References:

- A. Health and Safety at Work Act 1974.
- B. The Management of Health and Safety at Work Regulations (as amended).
- C. Instruction 6 ~~to this policy~~ – Violence at work (VAW).
- D. Annex Q – Personal Safety Guidance for Councillors.

Introduction

14.1 Due to the nature of work undertaken within the Local Authority, there is a need for employees to work alone. Lone workers are clearly in a vulnerable position from a number of hazards such as;

- Violent persons (Reference C)
- Falling ill
- Becoming trapped
- Becoming overcome by fumes
- Fall/Injury

Responsibility

14.2 When it is considered essential that work has to be carried out by a lone worker, it is the responsibility of managers and supervisors to ensure that a suitable and sufficient risk assessment has been carried out and all steps possible have been taken to ensure that employee's safety.

14.3 If it is likely that the lone worker will need to use the Guardian Angel system, then the manager/supervisor is to ensure an up to date call out list, with details of individuals to call if there is an incident, is lodged with the operator. ~~This must be done via the health and safety manager or the support services manager.~~

Arrangements

14.4 Frequent and regular checks are to be carried out by a supervisor or co-worker by phone. Otherwise, adequate arrangements are to be set in place by that department for the lone worker to check in at set intervals with another co-worker or department to confirm that nothing is untoward.

14.5 No lone work is to be carried out if it involves:

- Suspended loads
- Working under vehicles or equipment raised on jacks
- Working with heavy lifting equipment
- Working in vehicle inspection pit
- Working with toxic fumes or gases.
- Visiting sites where there is a history / threat of violence.

14.6 Where possible an electronic alarm system should be available which can be utilised by the lone worker in the case of an emergency.

14.7 Mobile phones must be issued to employees as a means of communication if there is no other alternative.

Out of Hours

14.8 Lone workers that are required to work outside of normal working hours are to have frequent and regular checks carried out by a designated person (duty officer) or co-worker by phone. Otherwise, adequate arrangements are to be set in place by that department for the lone worker to check in at set intervals with another co-worker or department to confirm that nothing is untoward, i.e. use of the Councils' Guardian Angel System.

Guardian Angel System

14.9 The Councils operate a 24-hour "Guardian Angel System" for employees that undertake work tasks outside of normal office hours and where it has been identified that they may be at risk. They must use this system for their safety.

14.10 Ring 01284 763252 and give the operator the following details;

- Who you are;
- Your Department;
- Line Manager;
- Person to contact (if different to above);
- Your contact mobile telephone number;
- Where you are visiting (address);
- Your vehicle registration;
- Who you are visiting or what you will be doing;
- Duration of visit/stay.

14.11 At the end of your visit you must call in to inform them that your visit is completed.

14.12 In the event of the person not calling in to say their visit is complete, the operator will take the following action;

- Ring you on your mobile telephone.

14.13 If there is no response they will then;

- Contact your line manager or the person listed, passing on the information you passed to them.

Personal Safety – Guidance for Councillors

14.14 It is important that Councillors keep in touch with their communities; this includes helping individuals with problems they might have. Often Councillors meet members of the public on their own therefore at Annex Q to this policy is guidance for Councillors on personal safety.

INSTRUCTION 15

HEALTH, SAFETY AND ENVIRONMENT, REQUIREMENTS FOR CONTRACTORS

References:

- A. Health and Safety at Work Act 1974
- B. The Management of Health and Safety at Work Regulations (as amended)
- C. Construction (Design and Management) Regulations (as amended)
- D. Health & Safety Policy Annex I
- E. Council Environmental Policy

Introduction

15.1 As employers, both Councils have a duty to ascertain, so far as is reasonably practicable, whether the operations of contractors on our premises are likely to give rise to any hazards which could effect our own employees, other contractors and their employees or any other authorised persons on site.

Responsibility/Control

15.2 The appointed supervising officer will monitor work undertaken on the Councils' behalf by contractors.

15.3 The appointed officer will ensure that the contractor's and Councils' employees and members of the public are not endangered.

15.4 The legal obligation of the Councils in relation to the health and safety aspect of all contracts is clear, and compliance with the following points will be expected:

- Awards of contracts will take the health and safety performance of the organisation into account
- Tender documents will stipulate that all works are to be carried out to a safety standard compliant with current legislation
- Each contractor will appoint a competent person to ensure compliance with the provisions of the Health and Safety at Work Act 1974
- ~~Where e~~Contractors ~~for works~~ are required to have a written health and safety policy, a copy of this must be forwarded to the Councils with the returned tender documents. This requirement may be waived if the tendering company has submitted a copy of the policy within the previous 12 months, or is currently on the Councils' Approved List of Contractors
- Any breach of health and safety compliance will be brought to the notice of the contractor in accordance with the Conditions of Contract and appropriate action taken to ensure that it is not repeated
- Where non-compliance with health and safety rules could cause danger to any person, that part of the contract works shall be suspended until remedial actions are complete
- The provisions of the Construction (Design and Management) Regulations will apply to appropriate contracts for new buildings, site clearance, demolition, alteration or renovations to a structure, temporary works etc. ~~A full list is available from the Planning Supervisor, Department of Construction Service & Works.~~

15.5 Contractors and Sub Contractors have a responsibility to comply with the Councils' Health, Safety and Environmental Policy, a summary of which is "Safety & Environmental Requirements for Contractors and Sub-Contractors" found at Annex I.

Other Persons or Visitors

15.6 Other persons or visitors are responsible for the health and safety of themselves and other persons at the place of work. Every person visiting the premises for whatever reason is considered to be a "Visitor" for the purposes of this policy, irrespective of their job title. The visitor is responsible for ensuring that:

- They and any persons under their control comply with statutory and Council regulations, rules, codes of practice and safe systems of work relating to matters of health and safety at work;
- Third parties are not put at risk by any process or activity under their control
- The system of work and/or instructions provided by the Councils, or by any agents thereof, appertaining to health and safety at work are complied with
- Persons under their control are conversant with the safe system of work and have received instructions;
- All machinery, plant, equipment and tools under their control are in good order and safe to use;
- Any defective or unsafe machinery, plant, equipment or tools are taken out of service and reported to the appropriate responsible person;
- The Councils are kept informed of any hazards relating to their visit or any work in progress and where necessary, working procedures arranged to minimise any risk to health and safety;
- All personal injury accidents, non-injury accidents, near misses, accidental damage, fires, explosions, spillage's of chemicals or substances which may be hazardous are reported immediately to the Health and Safety Manager and effective action is taken to render the incident safe;
- Where guards are provided/fitted to equipment/machinery, they must be in position during the equipment's operation. Equipment that has missing or defective guards should be taken out of service;
- In any process or condition where personal protective equipment is required to be worn, that such equipment/s are made available for the persons involved and that the items are correctly worn;
- They shall assist in the carrying out of any investigation into any accident, dangerous occurrence or any incident which may have resulted in injury occurring within their area of responsibility;
- They will inform the Health and Safety Manager of any condition or incident noted or reported to them, which may constitute an unsafe act or condition;
- They observe and obey road traffic signs and symbols on all roadways within the premises;
- They observe and obey directional and instructional signs, notices and symbols exhibited in working areas;
- They do not work in or enter any area to which they are prohibited;
- They do not work in or enter any area until they are conversant with the safety rules applicable thereto;
- They protect the environment and meet the Councils' Environmental Policy.

Accidents / Incidents

15.7 All accidents, incidents or near misses involving contractors sub contractors are to be reported to the Supervising Officer or Health & Safety Manager using the General Reporting Form without delay (see Instruction 3) this is to include environmental issues.

INSTRUCTION 18

STRESS MANAGEMENT

References:

- A. Health and Safety at Work Act 1974
- B. Management of the Health and Safety at Work Regulations (as amended)
- C. HS (G) 116 – Stress at work employees guide
- D. Stress Management Standards (SMS)

Introduction

18.1 ~~Both Councils We~~ are committed to protecting the health, safety and welfare of our employees and recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

~~18.2 This policy will apply to everyone in the Councils and managers are responsible for its implementation and the councils are responsible for providing the necessary resources.~~

Definition of stress

18.3 The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

18.4 In some cases, however, where pressures are particularly intense and prolonged, the effects can be far more damaging and long term. Stress has been associated with a number of serious ill health conditions such as high blood pressure, heart disease, anxiety and depression.

18.5 There is no easy way to predict what would cause harmful levels of stress as everyone responds differently. Much also depends on pressures outside of the work place and can be family, marriage and other interpersonal problem associated. Line managers will wish to be aware of such pressures affecting their staff in order to provide support and be aware of the possibility of stress.

Action to be taken to reduce stress

18.6 Eliminating pressure from work is not necessarily desirable or even possible within the Council environment, but controlling unnecessary and harmful levels of it will help keep staff healthy, maintain productivity and promote corporate spirit.

Responsibilities

18.7 The Councils will;

- Identify all workplace stressors by adopting the **stress** management standards approach so as to eliminate or control the risks from stress;
- Consult with Trade Union Representatives on all proposed action relating to the prevention of workplace stress;
- Provide training for all managers and supervisory staff in good management practices;
- Provide confidential counselling for staff affected by stress caused by either work or external factors as far as reasonably practicable;
- Provide adequate resources to enable managers to implement the Council's agreed stress management strategy.

18.8 Managers/supervisors will;

- Work within the guidelines of the SMS, identifying potential stressors, deciding who will be harmed, discussing the issues and practical solutions, recording the findings within an action plan, implement, monitor and review the action plan;
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes;
- Ensure that employees are fully trained to discharge their duties;
- Ensure that employees are provided with meaningful developmental opportunities;
- Monitor workloads to ensure that people are not overloaded;
- Monitor working hours and overtime to ensure that employees are not overworking, monitor holidays to ensure that employees are taking their full entitlement;
- Attend training as requested in good management practice and health and safety;
- Ensure that bullying and harassment is not tolerated within their jurisdiction;
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation;
- Ensure employees with access to Display Screen Equipment complete the “stress awareness” training module, located on the Councils intranet ~~site under “Mandatory Health & Safety Training”~~, as part of their initial induction and then at least annually.

18.9 Health and Safety Manager will;

- Give guidance to managers on the stress policy;
- Provide specialist advice and support managers in implementation of the SMS;
- Refer to workplace counsellors or specialist agencies as required;
- Monitor and review the effectiveness of measures to reduce stress;
- Inform the employer and the health and safety committee of any changes and developments in the field of stress at work.

18.10 Human Resources & Learning and Organisational Development will;

- Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics;
- Support individuals who have been off sick with stress and give advice to both them and management on a planned return to work;
- Advise and provide managers and individuals on training requirements;
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

18.11 Employees will:

- Raise issues of concern with their safety representative, line manager or occupational health;
- Accept opportunities for counselling when recommended;
- Complete the “stress awareness” training module, located on the Councils’ intranet ~~site under “Mandatory Health & Safety Training”~~, as part of their initial induction and then at least annually.

~~Role of the Safety Committees/Working Party/Working Group~~

~~18.12 The Safety Committees/Working Party/Working Group will perform a pivotal role in ensuring that this policy is implemented, by monitoring of the policy and other measures to reduce stress and promote workplace health and safety.~~

INSTRUCTION 19

SMOKING AT WORK

References:

- A. Health & Safety at Work etc Act 1974 (as amended)
- B. The Management of the Health and Safety at Work Regulations (as amended)
- C. The Workplace (Health, Safety and Welfare) Regulations (as amended)
- D. Health Act 2006
- E. Occupational Health, Instruction 27 to this policy

Introduction

19.1 This policy has been developed to protect all employees, members, customers and visitors from the exposure to passive smoking, in compliance with current legislation and to provide them with a pleasant and healthy environment.

19.2 Exposure to passive smoking increases the risk of lung cancer, heart disease and other serious illnesses.

19.3 This policy also promotes the health and welfare of its employees by giving encouragement and support to employees who wish to give up smoking.

Policy

19.4 This policy applies to all employees, members (referred to as employees), consultants, contractors, customers, and visitors (referred to as non-employees).

19.5 All employees have a right to work in a smoke free environment. Smoking (including the use of e-cigarettes) is prohibited in all enclosed premises in the workplace and vehicles.

Premises

19.6 Smoking (including the use of e-cigarettes) is not currently permitted within some site boundaries of the Councils' premises, unless a designated smoking area has been provided.

19.7 Upon occupation of West Suffolk House smoking is not permitted within its site boundary.

Transport

19.8 Smoking (including the use of e-cigarettes) is not permitted in any work vehicle, either by employees or by any non-employee.

19.9 Where an employee is using his/her car on Council business to transport either employees or non-employees, smoking (including the use of e-cigarettes) is not permitted for the duration of the journey.

Home Visits

19.10 Employees are prohibited from smoking (including the use of e-cigarettes) in the home of anyone they are required to visit in the course of their employment.

19.11 Employees must not be exposed to passive smoking whilst making a home visit and where necessary, employees will refuse to enter properties that pose such a risk.

Breaks

19.12 No additional breaks are permitted for employees. Employees wishing to smoke (including the use of e-cigarettes) may only do so in their own time.

Responsibilities

19.13 Line Managers are responsible for ensuring compliance with this policy within their service area.

19.14 Failure to comply with this policy may result in disciplinary action.

Help to stop smoking

19.15 The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on ~~0800 1690169~~ 0800 022 4 332 for details, ~~text "GIVE UP" and your full post code to 88088 to find your local NHS Stop Smoking Service.~~ Additionally you can get advice from the Occupational Health Adviser (see Reference E).

INSTRUCTION 20

MOBILE TELEPHONES

References:

- A. Health and Safety at Work Act 1974
- B. The Management of Health and Safety at Work Regulations (as amended)

Introduction

20.1 The use of mobile phones at work offers a convenient and efficient way of communication. In some circumstances they can have safety benefits in terms of security and for use in emergencies. However concern has been growing with regard to their potential health effects, and to the dangers associated with their use.

Potential Health Risks

20.2 Mobile phones can emit low levels of microwave radiation during use. Such low levels of microwave radiation can induce minute, localised heating of body tissue. The levels of radiation experienced by users are well below the dose limits recommended by the UK's National Radiological Protection Board (NRPB). There is no current evidence that health risks are posed to mobile phone users from such low level exposures to microwaves. Nevertheless the Councils, as responsible employers, consider that employees using mobile phones should take sensible steps to minimise their exposure to microwave radiation and these steps are set out below.

Other Hazards

20.3 Using a hand held phone while driving severely limits the driver's ability to physically control the vehicle in a safe manner. The law requires a driver to have proper control of their vehicle at all times. Even with hands free phone sets in vehicles, it is safer not to use them while driving as conversations can distract attention from the road.

20.4 The potential for mobile phones to interfere with sensitive electronic equipment means that their use is forbidden in aircraft, hospitals and petrol filling stations. It also has implications for persons fitted with cardiac pacemakers or other medically implanted electronic equipment. Mobile phones, unless specially designed for this purpose, can pose a fire risk if used in potentially flammable atmospheres.

Council policy on the safe use of mobile phones

20.5 The following must be followed when using mobile phones for Council business. You should also refer to any specific manufacturers' safety information supplied with your phone.

- Unless there is an operational reason for you to leave your mobile phone on, ensure your phone is switched off before driving.
- **Never** use a mobile phone whilst driving. If for any reason your mobile phone does ring whilst driving, allow the message service to take the call, or allow a passenger to answer, this includes the use of hands free equipment.
- On a long journey take regular breaks to check for messages and to make necessary calls.
- Switch off your phone when at a petrol refuelling station or when near any other potentially flammable atmosphere, e.g. paint spraying or bottled gas storage. Please note that a mobile will continue to transmit responses if left on stand-by.

- We would recommend that a mobile phone should only be used where necessary. Where possible always use an ordinary landline phone instead. Encourage callers to use answer phone and message taking services and to contact you on the mobile only when the call is urgent.
- When you have to use a mobile phone, use it for a short duration only.
- ~~When using a phone with an extendable aerial, make sure it is fully extended as this reduces the energy concentration. Do not move the aerial close to any exposed part of the body. Do not use the phone if the aerial is damaged.~~
- **Do not** press the phone tight against your ear. Leave a slight gap between the phone and ear to reduce the concentration of absorbed energy.
- If you have to make an unavoidably lengthy call, change the phone periodically from ear to ear in order to minimise localised concentration of absorbed energy.
- If you have a cardiac pacemaker or other medically implanted electronic equipment, seek medical advice before using a mobile phone.
- In some buildings and locations the use of a mobile phone is prohibited (e.g. chemical plant, hospital, in an aircraft). Employees should switch off a phone when visiting such sites and should also check before entering a site that there is no restriction on the use of mobile phones.

INSTRUCTION 21

INFORMATION, TRAINING AND INSTRUCTION

References:

- A. Health Safety at Work Act 1974.
- B. Management of Health and Safety at Work Regulations (as amended).

Introduction

21.1 Both Councils are committed to providing the necessary information, training and instruction to enable all employees to undertake their work without risk to themselves or others.

Information

21.2 The Health and Safety Executive (HSE) "Health and Safety Law" poster is displayed in all premises in a location readily accessible to all employees. The telephone number and address of the HSE area office details have been entered onto the poster.

21.3 Information regarding basic Health and Safety information is on display in all premises and must be brought to the attention of employees during induction, explaining:

- Means of escape in an emergency
- Fire procedures & Fire wardens
- Assembly points
- First Aiders
- First Aid equipment
- Emergency contact numbers

Training and Instruction

21.4 External training/instruction may be required for certain posts, but generally all managers should have a good understanding of health and safety issues and where necessary be able to:

- Identify hazards
- Undertake;
 - Risk Assessments
 - Manual Handling Assessment
 - Control of Substances Hazardous to Health Assessments
- Introduce safe systems of work or safe procedures

21.5 Managers/supervisors are to ensure that all employees receive general health and safety training as identified in the induction pack and that more specific training for job specific tasks (e.g. COSHH assessment and risk assessment etc) is arranged at the earliest opportunity.

21.6 All employees who have access to a computer terminal are required to undertake the following Health and Safety training that is located on the Councils' intranet: ~~sites under "Mandatory Health & Safety Training"~~.

- General Health, Safety & Environmental awareness
- ~~Visual Display Unit (VDU) training~~ Display Screen Equipment (DSE) training.
- VDUSE risk assessment.

- Fire training.
- Manual handling training.
- Stress Management.
- Driving

Managers / Supervisors are to ensure that their staff complete this as part of the initial induction and then annually.

21.7 No employee shall carry out his/her duty until such times as their manager/supervisor has been satisfied that they are able to perform the job without risk to themselves or others.

Records

21.8 Records of training/competence must be maintained within the departments; additionally copies of employee's qualifications should be forwarded to Human Resources for inclusion on the employee's personal records.

21.9 Records of training and competency are to be readily available to managers in the areas they are responsible for, to ensure that in the event of an accident or incident, the competency of those involved can be ascertained.

Co-ordination

~~21.10 The Training Manager in conjunction with the Health and Safety Manager and line managers are responsible for the co-ordination of such training.~~

INSTRUCTION 23

DRIVING AT WORK

References:

- A. Health Safety at Work Act 1974
- B. Management of Health and Safety at Work Regulations (as amended)
- C. Driving at Work – Managing work related road safety (as amended)

Introduction

23.1 This policy applies to all employees involved in work-related driving activities, including drivers of the organisations vehicles, leased vehicles and owner-drivers. It forms an integral part of both Council's Health & Safety policy and applies along with specific local guidance on work-related driving and the management of occupational risks. The policy applies to all work-related driving arising in connection with duties and activities of our staff.

Policy Aims

23.2 This policy aims to:

- Ensure the Councils comply with current legislation at References A-C;
- Increase staff awareness of safety issues associated with work-related driving risks;
- Make sure that risk in relation to work-related driving is assessed in a systematic and ongoing way and that safe systems and methods of work are put in place to reduce the risk as far as is reasonably practicable;
- Make sure that appropriate training is available to staff in all areas, that equips them to recognise risk and provides practical advice on preventing and managing occupational road risks;
- Make sure that appropriate support is available to staff involved in work-related driving incidents;
- Encourage full reporting and recording of all incidents arising in the course of work-related driving;
- Reduce the number of incidents and injuries to staff resulting from work-related driving.

Responsibilities

The Fleet & Technical Manager (SEBC)/Health and Safety Department (FHDC)

23.3 The Fleet & Technical Manager (SEBC) Health & Safety Department (FHDC) will undertake periodic audits of the following for all drivers:

- Driving Licence for suitability and validity (Photo Card and Paper);
- MOT Certificate (private vehicles);
- Insurance Certificate (private vehicles);
- ~~Road Fund Licence correctly displayed (private and leased vehicles);~~
- ~~Basicrief eEye sSight tT~~est (Can a number plate be read at 25 metres);
- ~~A record showing that the vehicle is fully maintained (private and leased vehicles).~~

Managers and Supervisors

23.4 Managers and supervisors are responsible for ensuring:

- Their employees are aware and follow this policy;
- That risk assessments are adapted to suit the needs of each journey;
- That employee's complete the "Driving Awareness" training module (annually) on the Council's intranet site (insert hyper link).
- That any additional training is provided.

Employees

- 23.5 Any person driving a vehicle on behalf of each Council must:
- Hold a valid driving licence for the class of vehicle being driven;
 - Tell the organisation about any changes in their licence (including endorsements or pending prosecution), insurance or ill health that could affect their continued driving;
 - Complete the “Driving Awareness” training module on the Council’s intranet site (insert hyper link) annually.
 - Comply with this policy.

23.6 The following people are specifically excluded from driving at work:

- Anyone who does not hold a valid UK driving licence for the category of vehicle being driven (or who does not have a relevant foreign or international licence that allows them to drive in the UK);
- Anyone who suffers from a condition that would disqualify them from holding or getting a relevant current driving licence;
- Anyone who has a current conviction for a motoring offence in the following categories:
 - Dangerous driving, causing death by dangerous driving, or manslaughter;
 - Driving under the influence of drink or drugs;
 - Failing to stop after an accident;
 - Any other offence (or combination of offences) which will/might result in an individual being disqualified from driving.

23.7 If the organisation becomes aware of any pending prosecutions it can exercise the right to suspend employees from driving duties whilst awaiting the trial outcome.

Assessing the risk

23.8 A Risk assessment must be carried out regarding work related driving. The risk assessment will involve identifying all potential dangers and the risks associated with specific work-related driving activities, further details are found at Instruction 2, Annex’s A and B to this policy.

23.9 A generic driving risk assessment can be found at Annex J, but must be adapted to meet the needs of the journey.

Driving Standards

23.10 Under the Road Traffic Act drivers are legally responsible for their own actions on the road and for keeping to all traffic regulations.

23.11 Under the Road Traffic Act it is the driver’s responsibility for making sure any vehicle they drive on public roads is roadworthy. If there is any doubt about a vehicle’s roadworthiness, it should not be driven on public roads or on our sites until the problem has been rectified.

23.12 All drivers are required to carry out daily visual checks on their vehicles. This will include tyres, oil, water, cleanliness e.g. lights windows etc.

Alcohol and Drug Abuse

23.13 Driving on Council business while under the influence of alcohol or illicit drugs is forbidden. Both councils will take disciplinary action against any employee found to be under the influence. Employees must tell their manager/supervisor that they have been prescribed drugs that may affect their ability to drive.

23.14 Both councils reserve the right to undertake random alcohol and drug testing (see drug and alcohol testing procedure) on employees who drive for work.

Mobile Phones

23.15 NO IN/OUT GOING CALLS MUST BE MADE OR TEXT MESSAGES SENT OR READ whilst the car is being driven, this includes being stationary in traffic, for further guidance on mobile phones see Instruction 20.

Safe Driving Guidance

23.16 All employees that drive for work must follow the Safe Driving Guidance and journey Planner found at Annex J.

INSTRUCTION 32

EVENT SAFETY

References:

- A. Health and Safety at Work Act 1974.
- B. The Event Safety Guide HSG 195 (as amended).
- C. Managing Crowds Safely HSG 154 (as amended).
- D. St Edmundsbury Borough Council's and Forest Heath District Council's Health and Safety Policy (as amended).
- E. A guide to organising a safe event - Annex R to this policy.
- F. Example of Event Safety Plan – Annex S to this policy.

Introduction

32.1 Both ~~St Edmundsbury Borough Council and Forest Heath District~~ Councils recognises its responsibility to ensure so far as is reasonably practicable the health, safety and welfare of all its employees and to conduct its undertakings in such a way as to prevent the public and others not employed by the Councils from being exposed to risks to their health and safety this extends to all events.

32.2 Events covered include large outdoor fêtes, fairs, country and craft shows, car boot fairs, etc, which are often held at schools or on public or private parkland, in an open field or hard standing with little or no facilities.

32.3 The responsibilities of the organisers, for the safety of those attending are just as relevant to smaller indoor events such as jumble sales, presentations or exhibitions, etc, held in church, school or village halls.

32.4 Typically, these events are put on by organisations such as school parent/teacher associations, church, community and voluntary groups and charitable societies, etc, for fund-raising.

As there are so many different types of event, the advice given is in this instruction and referenced annexes are general.

Event Health and Safety Policy

32.5 The health and safety policy used for any Council organised events will be the Councils Health and Safety Policy –management requires a health and safety policy for all Council organised events the recognised policy will be that listed at (reference D). As good practise and guidance referral to this policy and subsequent parts of should be applied to third parties who hold events on our property.

Responsibility

32.6 You and your fellow organisers will be responsible under the law for the safety of everyone at the event, the public, volunteers your members and/or any employees. The most relevant safety law is likely to be the Health and Safety at Work etc. Act 1974 and its accompanying guidance as laid down in reference B and C.

32.7 To meet the legal requirements you must carry out a 'risk assessment' to;

- Identify all possible hazards (*anything that could cause harm to anyone*) and decide who might be harmed and how
- Check the risks (*the likelihood and effects of a hazard happening*) and decide on the action you will take to minimise the risks
- Work out how you will put your planned action into practice and keep a written record

32.8 If you are required to organise or help with the organisation of an event you should follow the guide to organising safe events at Annex R to this policy.

32.9 If you have been designated as the event manager, you carry overall responsibility for the event therefore you will need to produce the “Event Safety Plan”, an example of which can be found at Annex S to this policy.

Events being organised by third parties

32.10 The Councils do hire out their parks and open spaces to third parties therefore we have a duty to ensure that any third party is qualified and competent to undertake such events.

32.11 To enable us to achieve our statutory duties an application must be submitted to the Council along with a safety plan for the event.

Suffolk Event Safety Advisory Group (SESAG)

32.12 SESAG was formed in April 2011, the groups objectives are:

- To ensure that there is a consistent approach throughout Suffolk in respect of event safety planning.
- That safety is built into the event planning stage.
- To ensure that all agencies have sufficient notification of events due to take place.
- To identify good practice in respect of event safety.

32.13 All major events (over 5000 attendees or of high risk) must be notified to SESAG via the form that can be found at Annex T to this policy. Therefore if you are an organiser or receive notification of an event from a third party then this form must be completed and forwarded to SESAG.

Risk Assessment Guidance

Undertaking a Risk Assessment

The following is a simplified structure for carrying out a risk assessment.

Decide on the type of risk assessment

Is the object of the risk assessment static or dynamic?

For relatively static operations, the risk assessment should be such that it is not necessary to repeat it every time someone is exposed to a hazard in comparable circumstances.

For more dynamic activities, i.e. where the detailed work activity may change fairly frequently or the workplace itself changes and develops. For example, on a temporary site or where the work involves peripatetic workers moving from site to site. The risk assessment might have to concentrate more on the broad range of risks that might arise so that detailed planning and employee training can take account of those risks and enable them to be controlled as and when they arise.

Identify the Activities

Analyse the activities involved in the overall activity being risk assessed and list them.

Ensure that relevant hazards or risks are addressed; the aim is to identify the significant risks in the workplace. Do not obscure those risks with an excess of information or by concentrating on trivial tasks. Address what actually happens in the workplace or during the work activity.

Ensure that all groups of employees and others who might be affected are considered; do not forget office staff, night cleaners, maintenance staff, security staff, and visitors. Identify groups of workers who might be at particular risk; for example, young* or inexperienced workers; those who might work alone; any disabled staff.

**Risk assessments for people under the age of 16 need to be presented to the parents or guardians of that individual. For young people in general, the assessment should take into account their immaturity, physical and mental capabilities – see Instruction 25.*

Assess the Hazards involved

Next identify the hazards, i.e. those aspects of the work e.g. substances or equipment used, work processes or work organisation which have the potential to cause harm. If there are any specific Acts or regulations to be complied with, these may help identify the hazards.

Hazards may include equipment hazards, physical hazards; chemical/biological hazards (note that special assessments have to be done for these, e.g. COSHH for chemical hazards). Human factors (including health and disability), waste materials, material handling, physical parameters of the site.

Be systematic in looking at hazards and risks. For example it may be necessary to look at hazards or risks in groups such as machinery, transport, substances, electrical etc. In other cases, an operation by operation approach may be needed.

Assess the Severity of each Hazard

These are given a numerical value depending on where on the range between negligible and catastrophic the severity of the hazard is.

Assess the Probability or Likelihood

These are also given a numerical value depending on where on the range between extremely remote and probable the chance of the hazard becoming a risk is.

Determine the Risk Rating for each Hazard

Assess the risks from the identified hazards; if there are no hazards, there are no risks. Some risks may already be controlled in some way, whether by deliberate measures or by the circumstances in which they are found. The effectiveness of those controls needs to be taken into account in assessing the residual risk.

If using numerical values for probability and severity the risk is simply:

$$\text{Risk} = \text{Severity} \times \text{Probability}$$

Rank According to Priority

Use the risk rating system determined in paragraph 20 to allocate a priority to the risk determined. Remember that trivial risks can usually be ignored as can risks arising from routine activities associated with life in general, unless the work activity compounds those risks, or there is evidence of significant relevance to the particular work activity.

Actions and Control Measures Required

The law recognises that there is no need to waste resources on small risks and thus the exercise is a means of identifying the risks which do need attention, and in which order they should be tackled. There is a priority in which remedial measures should be considered;

- a. Can the hazard be eliminated?
- b. Can the hazard be reduced?
- c. Can people be removed from the hazardous situation?
- d. Can the hazard be contained?
- e. Can people's exposure to a hazard be reduced?
- f. Can protective equipment be used?

Take account of existing preventive or precautionary measures; they may already reduce the risk sufficiently in terms of what needs to be done to comply with relevant statutory provisions. But are they working properly? Does action need to be taken to ensure they are properly maintained?

Emergency Procedures

These can include: training, first aid, evacuation procedures and accident procedures. It is important that a specifically identified person is responsible for each of the actions or control measures deemed to be required and for each of the emergency procedures decided upon.

All employees are to be aware of any emergency plan within their place of work. Individuals should be identified to take responsibility for tasks, however ensure that others can assume the responsibility if an individual is absent or incapacitated.

Record the Assessment

The law requires that the risk assessment be recorded if there is significant risk. This is to be recorded on the Councils' risk assessment form, recording significant findings and any group that is identified as being at risk. The findings are then to be brought to the attention of each employee.

Review the Assessment

The risk assessment should be reviewed:

- a. When all remedial actions have been taken
- b. To ascertain if the measures have been successful (modify assessment as required)
- c. When the law or codes of practice change
- d. When the activity, process or any of its components change
- e. Whenever there is reason to suspect that it is no longer valid

Risk Rating

The risk rating system adopted by both Councils involves the multiplication together of the likelihood and severity of injury. The risk ratings aid the assessor to quantify the level of risk, and allow valid comparisons can be made.

Risk Rating Model

Risk Rating Model	1 Trivial injury	2 Slight injury	3 Serious injury	4 Major injury or death
1 Most unlikely	Minimal Maintain control measures	Minimal Maintain control measures	Low Review control measures	Medium Improve control measures
2 Unlikely	Minimal Maintain control measures	Low Review control measures	Medium Improve control measures	Medium Improve control measures
3 Likely	Low Review control measures	Medium Improve control measures	High Improve control measures immediately. Consider stopping process	High Improve control measures immediately. Consider stopping process
4 Most likely	Medium Improve control measures	Medium Improve control measures	High Improve control measures immediately. Consider stopping process	High Improve control measures immediately. Consider stopping process

Likelihood of it happening - most unlikely, unlikely, likely, most likely.

Severity of injury - Trivial injury (Hazard will not result in serious injury or illness - Remote chance of damage beyond minor first aid case).

Slight injury (Hazard can cause illness, injury or equipment damage - Remote chance of damage beyond minor first aid case).

Serious injury (Hazard can result in serious illness, severe injury, property & equipment damage).

Major injury or death (Danger exists, hazard capable of causing death and illness on a wide scale)

Hazard Checklists

The following checklists contain details of the various categories of hazards which should be considered by those undertaking a risk assessment. The lists of examples of hazards in each category are not exhaustive and consideration must be given to all significant hazards.

Hazards associated with plant and equipment (including non-powered plant and hand tools)

Hazards associated with materials and substances

Category	Type of Harm	Examples of Hazard
Mechanical	Trapping (crushing, drawing in and shearing injuries)	Two moving parts or one moving part and a fixed surface Conveyor belt and drive Vehicle tail lifts Paper shredding machines Guillotine
	Impact (includes puncture)	Something that may strike or stab someone or can be struck against Moving vehicle Vehicle tail lifts Automatic doors Drill Stapler
	Entanglement (rotating parts)	Drill chuck and bit Power take off shaft Food mixing machines Abrasive wheel
	Ejection (of work piece or part of tool)	Staple gun Using hammer and chisel Abrasive wheel
Fire/explosion Combustion	Burns	Heating oil Cooking oil Paper store Plastic foam, including furniture
Flammable substance (inc. highly and extremely flammable)	Burns	Petrol Propane gas Methane Carbon Monoxide Paraffin Acetone

Category	Type of Harm	Examples of Hazard
Oxidising substances	Burns	Some oxidising agents Highly flammable gas in confined space
Health hazards Corrosive/irritating substances	Skin effects	Acids and alkalis Cleaning chemicals Petrol Used engine oil
Particles	Respiratory diseases	Asbestos fibres Silica dust Dust mite faeces Pigeon droppings Coal dust Grain/wood dust
Toxic substances	Poisoning	Weed killer Pesticide
Biological agents	Infectious disease (e.g. HIV, Hepatitis, Weil's Disease)	Hypodermic needles Sewage Body fluids Polluted water
Hazards by contact	Cuts, abrasions	Glass Rough timber Concrete blocks
	Burns, frostbite	Hot food Frozen food Hot oils Refrigerants

Hazards associated with the place of work

Category	Type of Harm	Examples of Hazard
Pedestrian access	Tripping, slipping	Damaged floors Trailing cables Spillages Debris Wet grass Sloping surface Uneven steps Changes in floor level

Category	Type of Harm	Examples of Hazard
Work at heights	Falls	Fragile roof Edge of roof Edge of mezzanine floor Work on ladder Erecting scaffold Hole in floor
Obstructions	Striking against	Low headroom Sharp objects
Stacking/storing	Falling materials	High stacks Insecure stacks Inadequate racking Stacking at heights
Work over/near liquids, dusts, grain etc.	Falling into substances, drowning, poisoning, suffocation etc.	Silo Tank Reservoir Sump Work over or on a river Swimming pools
Emergencies	Trapping in fire	Locked exits Obstructed egresses Long exit route

Hazards associated with the working environment

Category	Type of Harm	Examples of Hazard
Light (NB Also increases risk of contact with other hazards)	Eye strain	Glare Poor lighting
Temperature	Heat stress, sunburn, melanoma, hypothermia	Outdoor work Hot weather Cold weather Wind chill factor Work in rain, snow etc. Hot or very cold processes
Confined spaces	Asphyxiation, explosion, poisoning, etc.	Work in a tank Chimney Pit Basement Unventilated room Vessel Silo Service Tunnels

Category	Type of Harm	Examples of Hazard
Ventilation	“Sick Building Syndrome”, nausea, tiredness, etc.	Fumes Odours Tobacco smoke

Hazards associated with method of work

Category	Type of Harm	Examples of Hazard
Manual Handling	Back injury, hernia etc.	Lifting Lowering Carrying Pushing Pulling Hot/cold loads Rough loads Live loads – animal/person
Repetitive movements	Work related upper limb disorders	Keyboard work Using screwdriver Using hammer and chisel Stuffing envelopes
Posture	Work related upper limb disorders, stress etc.	Seated work Above head height Work at floor level
Contractors	Injuries and ill health to employees by contractor work	Working above employees Use of harmful substances Dangerous equipment brought onto site
Contractors	Injuries and ill health to contractors’ employees by work in premises	Dangerous equipment on site Services (e.g. underground electricity cables) Hazardous materials on site
Work in public areas	Injuries and ill health of the public	Trailing cables Traffic/plant movement Obstruction to blind person Obstruction to prams, etc. Work above public, e.g. from scaffold

Other types of hazard

Category	Type of Harm	Examples of Hazard
Attack by animals	Bite, sting, crushing etc.	Bees and wasps Dog Bull Fleas
Attack by people	Injury, illness, post traumatic stress disorder	Criminal attack Angry customer Drunken person Drug abuser Mentally ill person
Natural hazards	Various injuries, illnesses	Lightning High winds

MANUAL HANDLING RISK ASSESSMENT FORM

Department:		Section:		Location:	
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Activity/Process	Location of Activity/Process	Number of persons at risk	1	2- 5	6-10	10 +
Manual Handling		Employees				
		Others				

Hazards involved with Activity/Process	YES/NO	Existing Safety Measures/Controls	Score See Table Below	Additional controls required	Responsibility (Name)	Signature on Completion
THE TASKS - do they involve? • Holding the load away from the trunk • Twisting • Stooping • Reaching upward • Long vertical movement Long carrying distances • Strenuous pushing or pulling • Unpredictable movement of loads • Repetitive handling • Insufficient rest or recovery • A work rate imposed by process			X =			
			X =			
			X =			
			X =			
			X =			
			X =			
			X =			
			X =			
			X =			
			X =			
					New Score	X =
					Target Date	Completion Date
THE LOADS - are they: • Heavy • Bulky/Unwieldy • Difficult to grasp • Unstable/Unpredictable • Harmful (e.g. hot or sharp) • Does PPE affect ability to lift safely			X =			
			X =			
			X =			
			X =			
			X =			
			X =			
			X =			
			X =			
			X =			
			X =			
					New Score	X =
					Target Date	Completion Date
THE ENVIRONMENT - are there: • Constraints on posture • Poor floors • Variations on levels • High or low temperatures • Strong air movements • Poor lighting conditions			X =			
			X =			
			X =			
			X =			
			X =			
			X =			
			X =			
			X =			
			X =			
			X =			
					New Score	X =
					Target Date	Completion Date

Hazards involved with Activity/Process	YES/NO	Existing Safety Measures/Controls	Score See Table Below	Additional controls required	Responsibility (Name)	Signature on Completion
INDIVIDUAL CAPABILITY • Does the job: • Require unusual capability • Call for special training • Hazard to those with health problem • Hazard to those who are pregnant			X =			
			X =		Target Date	Completion Date
			X =			
			X =		New Score	X =

Risk Rating Model	1 Trivial injury	2 Slight injury	3 Serious injury	4 Major injury or death
1 Most unlikely	1 Minimal	2 Minimal	3 Low	4 Low
2 Unlikely	2 Minimal	4 Low	6 Medium	8 Medium
3 Likely	3 Low	6 Medium	9 High	12 High
4 Most likely	4 Low	8 Medium	12 High	16 High

Rating Band	Action
1 – 2 = Minimal Risk	Maintain Control Measures
3 – 4 = Low Risk	Review Control Measures
6 – 8 = Medium Risk	Improve Control Measures
9 – 12 – 16 = High Risk	Improve Control Measures immediately / Consider stopping work

Date	Assessor	Signature	Managers Name & Signature	Date
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Comments:

Assessment review date: (1 year from last review date unless process changes or other wise stated)

Review Date	Assessor	Signature	Date	Remarks

ST EDMUNDSBURY BOROUGH COUNCIL and FOREST HEATH DISTRICT COUNCIL
FIRE RISK ASSESSMENT
 (To be used in conjunction with annex L)

Department	Section	Location

Activity/Process	Persons at risk	1	2-5	6-10	+10
	Employees				
	Others				
	Disabled				

Location of supplies
Hydrants/water supply – Gas supply - Electric Supply –

Sources of ignition					
	Code		Code		Code
Smokers		Engines/boilers		Static electricity	
Naked flames		Machinery		Metal impacts	
Fixed/portable heaters		Electric Equipment		Arson	
Hot processes		Hot surfaces		Other...	
Cooking		Friction		Other	

Sources of Fuel					
	Code		Code		Code
Flammable liquids (paints, adhesives, solvents)		Paper, card, stock stored files		Waste in shredder waste	
Flammable chemicals		Plastics rubber foam		Internal construction	
Flammable gas		Furniture fixtures + fittings		Other – Parked vehicles	
Compressed gas		Textiles		Other	
Wooden hems		Packaging		Other	

Sources of oxygen					
	Code		Code		Code
Ventilation system		Chemicals		Oxygen Supplies	

Code	Definition
1	Fully satisfactory – meets all requirements, no improvement required
2	Adequate – Some improvement possible and recommended
3	Less than adequate – Significant improvement required, action must be taken
4	Unsatisfactory – Immediate action required
N/A	Not applicable – condition or circumstances not present or applicable

Annex K to Health & Safety Policy

Control measures in place					
Extinguishers	Code		Code		Code
Water		Foam		CO ²	
Dry powder		Hose reel		Fire blanket	
Other					

Other control measures:
Fire detection:
Fire warning
Means of escape (inc.disabled person) (Temporarily no disabled access until 06/09)
Sprinkle system/fixed suppression system / dry or wet risers
Maintenance & testing
Fire procedures and training
Fire Checks:

Risk rating after control measures: (see bottom of page)		
(Likelihood X Severity)	X	=

Additional controls required <u>recommended</u>	Responsibility (name)	Target date	Completion date	Initials

Assessor		
Date	Name (Caps please)	Signature
Manager		
Date	Name (Caps please)	Signature

Review Dates & Signatures			
1 st review			
2 nd review			
3 rd review			

Likelihood	Severity of injury	Rating	Action required
1. Most unlikely	1. Trivial injury	1 & 2 Minimal risk	Maintain control measures
2. Unlikely	2. Slight injury	3 & 4 Low risk	Review control measures
3. Likely	3. Serious injury	6 & 8 Medium risk	Improve control measures
4. Most likely	4. Major injury	9, 12 & 16 high	Improve controls immediately & consider stopping work

Continuation of additional controls

Additional controls required <u>recommended</u>	Responsibility (name)	Target date	Completion date	Initials

Continuation of additional controls

Additional controls required recommended	Responsibility (name)	Target date	Completion date	Initials