

# West Suffolk Joint Health and Safety Panel

Forest Heath &amp; St Edmundsbury councils

**West Suffolk**  
working together

<b>Title:</b>	<b>Agenda</b>						
<b>Date:</b>	<b>Monday 16 February 2015</b>						
<b>Time:</b>	<b>4.00 pm</b>						
<b>Venue:</b>	<b>Council Chamber, Forest Heath District Council Offices, College Heath Road, Mildenhall</b>						
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Tony Simmons <b>Vice-Chairman</b> Lance Alexander</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>St Edmundsbury Borough Council</u> (3) (Employers' Side)</th> <th style="text-align: left;"><u>Forest Heath District Council</u> (3) (Employers' Side)</th> <th style="text-align: left;"><u>Staff Representatives</u> (6) (Employees' Side)</th> </tr> </thead> <tbody> <tr> <td>Patrick Chung Derek Redhead Frank Warby</td> <td>Rona Burt Andy Drummond</td> <td>Phil Clifford David Cowley Nigel Dulieu Paul Goodspeed Vacancy</td> </tr> </tbody> </table>	<u>St Edmundsbury Borough Council</u> (3) (Employers' Side)	<u>Forest Heath District Council</u> (3) (Employers' Side)	<u>Staff Representatives</u> (6) (Employees' Side)	Patrick Chung Derek Redhead Frank Warby	Rona Burt Andy Drummond	Phil Clifford David Cowley Nigel Dulieu Paul Goodspeed Vacancy
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Patrick Chung Derek Redhead Frank Warby	Rona Burt Andy Drummond	Phil Clifford David Cowley Nigel Dulieu Paul Goodspeed Vacancy					
<b>Substitutes:</b>	Vacancy                      John McGhee                      Vacancy						
<b>The membership of this Panel needs not to be politically balanced.</b>							
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.						
<b>Quorum:</b>	Four Members; to comprise a minimum of one Member from each Authority and two Staff Representatives						
<b>Committee administrator:</b>	<b>David Long</b> Committee Administrator & SEBC Scrutiny Support <b>Tel:</b> 01284 757120 <b>Email:</b> <a href="mailto:david.long@westsuffolk.gov.uk">david.long@westsuffolk.gov.uk</a>						

# Agenda

Page No

## Procedural Matters

**1. Apologies for Absence**

**2. Substitutes**

Any Member who is substituting for another Member should so indicate together with the name of the relevant absent Member.

**3. Minutes**

**1 - 4**

To confirm the minutes of the meeting held on 10 November 2014 (copy attached).

## Part 1 - Public

**4. Minutes of the meeting of the Joint Health and Safety Group held 20 January 2015**

**5 - 8**

Report No: **HSP/JT/15/001**

**5. Health and Safety Policy : Amendments - Issue 3**

**9 - 20**

Report No: **HSP/JT/15/002**

**6. Accidents/Incidents involving Employees and Members of the Public from 1 April 2014 to 31 December 2014**

**21 - 22**

Report No: **HSP/JT/15/003**

**7. Christmas Fayre Debriefing**

Health and Safety Manager to give an oral report

**8. Driving**

Health and Safety Manager to give an oral report

**9. Health and Safety Training**

Health and Safety Manager to give an oral report.

**10. First Aid**

Health and Safety Manager to give an oral report.

**11. Health and Safety - Update**

Health and Safety Manager to give an oral report

**12. Date of next meeting**

The Panel has already approved Monday 15 June 2015 at 2.00pm at West Suffolk House as the date, time and venue of its next meeting

**Part 2 – Exempt**

**NONE**

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# West Suffolk Joint Health and Safety Panel



**Minutes** of a meeting of the **West Suffolk Joint Health and Safety Panel** held on

**Monday 10 November 2014 at 4.00 pm** at the **Conference Chamber, West Suffolk House**, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

**Chairman** Tony Simmons  
**Vice Chairman**

Forest Heath District Council  
Rona Burt  
Andy Drummond

St Edmundsbury Borough Council  
Derek Redhead  
Frank Warby

Officers  
Martin Hosker  
Nigel Dulieu  
Tony Edwards  
Chloe Hunt

1. **Substitutes**

No substitutions were declared.

2. **Apologies for Absence**

Apologies were received from Councillor Patrick Chung (St Edmundsbury Borough Council).

3. **Minutes**

The minutes of the meeting held on 16 June 2014, were confirmed as a correct record and signed by the Chairman.

4. **Declarations of Interest**

Members' declarations of interest are recorded under the item to which the declaration relates.

5. **Minutes: Joint Health and Safety Group**

The Joint Panel received and noted Paper F167 (previously circulated) which incorporated the minutes of the Joint Health and Safety Group meeting held on 2 September 2014.

**6. Accidents/Incidents involving Employees and Members of the Public: 1 April 2014 to 30 September 2014**

The Joint Panel received and noted Report F168 (previously circulated) which included, at Appendix A, statistics relating to incidents involving employees and incidents involving members of the public from 1 April 2014 to 30 September 2014 for both Forest Heath District Council and St Edmundsbury Borough Council. Appendix A contained, where available, comparative data for the previous two financial years.

The Health and Safety manager drew relevant issues to the attention of the Joint Panel, including providing details on the type and location of incidents/accidents experienced by employees and members of the public during the reporting period. Figures for absence due to stress and depression had reduced from those reported for the year 2012-2013.

The Joint Panel considered the report and asked a number of questions to which responses were provided.

**7. Health and Safety Training**

The Health and Safety Manager informed the Joint Panel that an 'e-learning platform' was due to be launched across West Suffolk and Anglia Revenues Partnership. This would provide online module training in the following areas: fire safety, display equipment, fire safety, manual handling and risk assessment. The platform would automate reminders to staff and managers.

**8. Emergency Evacuation Wardens**

A review had recently been carried out to update the Emergency Evacuation Wardens in both West Suffolk House and the District Offices in Mildenhall. The system needed to take into account that staff worked flexibly across both buildings. West Suffolk House had 17 zones with 3 wardens per zone. The District Offices in Mildenhall had been divided into seven zones. As the Customer Access team on the first floor would have a permanent presence, they would be responsible for three of these zones. A practice was due to take place in the coming weeks.

**9. Drugs and Alcohol Update**

The Health and Safety Manager reported that over 170 tests had been undertaken over the past 2 years. Out of these tests, 11 had been 'non negative' for cannabis and 2 for alcohol. In addition four agency workers had 'non-negative' results and one agency worker had refused to take the test and therefore had not been taken on.

**10. Christmas Fayre Safety Plan**

The Health and Safety Manager outlined arrangements to be made for the management of this event which was to be held between Thursday 17 and Sunday 30 November 2014.

Park and Ride would again be provided at Claas at Saxham throughout the four days, Park and Walk facilities would also be provided at Olding Road and West Suffolk College during the weekend and visitors could arrive by train and walk to the event.

The Joint Panel reviewed a map which detailed the designated zones, the two emergency rendezvous points and gave the locations for the CCTV cameras and first aid points, as well as the CCTV cameras. High risk areas for crowd management had also been identified and the Health and Safety Manager explained the process by which staff would estimate the crowd and assess the level using a traffic light system. Although the numbers attending in 2013 had increased, the crowd level had never exceeded Green; this could be due to the additional opening on Thursday evening. Hotspots would be constantly monitored by staff and at certain trigger levels, procedures such as using barriers to provide a one way system would be implemented.

There would be a firework display on Thursday evening at the bottom of Abbey Gardens but it was not anticipated that this would cause any problems with crowds.

A recent meeting with the Chief Inspector of Police had recently taken place where the Safety Plan had been scrutinised. Although the UK Threat Level was severe, it was considered that the threat for this particular event would be low.

#### 11. **Health and Safety News: Updates**

The Health and Safety Manager gave a verbal update to the Joint Panel.

#### 12. **Dates of Future Meetings**

The Joint Panel agreed the following dates of future meetings:

- Monday 16 February 2015 at 4.00pm at Forest Heath District Council offices
- Monday 15 June 2015 at 2.00pm at West Suffolk House

The Meeting concluded at 4.59 pm

**Signed by:**

**Chairman**

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# **West Suffolk Joint Health and Safety Panel 16 February 2015**

**Minutes of the Meeting of the Joint Health and Safety  
Group held on 20 January 2015  
(Report No: HSP/JT/15/001)**

Attached are the minutes of the above-mentioned meeting for the information of the Panel.

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## Joint Health & Safety Group

**DATE:** 20 January 2015, 10.00pm at FDHC Offices, Mildenhall.

**PRESENT:** Nigel Dulieu, Martin Hosker, Tony Edwards, David Cowley, Andrew Catchpole, Paul Goodspeed, Phil Clifford, David Green, John Smithson, Lance Alexander, Anne Cusack.

**APOLOGIES:** Philip King, Chloe Hunt, Jason Baldwin, Natasha Brocket.

**ADDITIONAL DISTRIBUTION:** None

	<b>Item</b>	<b>Points Raised</b>	<b>Action</b>
<b>1.</b>	Apologies & Introductions	1.1 Apologies as above	All
<b>2.</b>	Minutes of Last Meeting	2.1 There were no other outstanding items from the previous meeting.	All
<b>3.</b>	Health & Safety Statistics	3.1 MH went through statistics for the period of 1 August 14 to 31 December 14.  3.2 MH will continue to monitor, investigate and implement actions where necessary to reduce the likelihood of similar incidents / accidents in the future.	All
<b>4.</b>	Driving	4.1 MH informed the group that from 8 June 15, the photo card licence counterpart will no longer be issued by the DVLA. Therefore we are investigating how we will check Driving Licences in the future.  4.2 MH informed the group that during the lead up to Christmas the Council had undertaken random alcohol breath tests in support of the national drink drive campaign and was happy to report that all tests were 0.0.	MH
<b>5.</b>	H & S Policy	5.1 MH said due to the restructure at Head of Service level and subsequent change of appointment titles a number of policies needed to be amended.	MH
<b>6.</b>	Stress	6.1 MH hi-lighted an article that had recently been in the EADT, he went on to explain in detail the current statistics.	All
<b>7</b>	Xmas Fayre	7.1 MH gave a verbal debrief to the group on the Xmas Fayre on the following points: <ul style="list-style-type: none"> <li>• Over 120,000 people attended the Fayre over the 3.5 days</li> <li>• Training of stewards</li> <li>• Car parks</li> <li>• Park &amp; Ride</li> </ul>	MH/AC

		<ul style="list-style-type: none"> <li>• Police support</li> <li>• Security</li> <li>• St John ambulance</li> <li>• Incidents</li> <li>• Liability insurance</li> <li>• Infrastructure</li> <li>• Traffic Management Plan</li> <li>• Future structure of the fayre</li> </ul>	
<b>8</b>	H & S Training	<p>8.1 MH informed the group that an IOSH managing safely course will take place 27, 28 April &amp; 11, 12 May 2015.</p> <p>8.2 MH reminded the group that the online Health and Safety training modules are now live.</p>	All
<b>9</b>	H & S Updates	<p>9.1 AC went through the following updates from outside of the Councils:</p> <ul style="list-style-type: none"> <li>• CDM in force from 6 April 15</li> <li>• H &amp; S Fines to increase dramatically</li> <li>• HSE inspection of waste &amp; recycling services due to start again in 15/16</li> <li>• HSE looking into the Glasgow waste truck incident</li> <li>• Birmingham Council fined as waste truck reversed into colleague and crushed leg</li> <li>• Part time casual worker trapped and killed when vehicle he was driving overturned on the Yorkshire Moors</li> <li>• Drill guards, 3 Companies fined</li> </ul>	All
<b>10</b>	Any other business	<p>10.1 Any other business</p> <p>None</p>	All

**Dates of next meetings:**  
**West Suffolk Joint Health & Safety Panel (WSJHSP)**  
4.00pm 16 February 2015 (FHDC Offices)

**Joint Health & Safety Group – (JHSG)**  
12pm Tuesday 12 May 2015 at (WSH GFR12)

## West Suffolk Joint Health and Safety Panel



<b>Title of Report:</b>	<b>Amendments to the Joint Health and Safety Policy</b>	
<b>Report No:</b>	<b>HSP/JT/15/002</b>	
<b>Decisions plan reference:</b>		
<b>Report to and date/s:</b>	<b>West Suffolk Joint Health and Safety Panel</b>	16 February 2015
<b>Portfolio holder:</b>	Stephen Edwards Portfolio Holder for Resources, Governance & Performance <b>Tel:</b> 01638 660518 <b>Email:</b> Stephen.edwards@forest-heath.gov.uk	David Ray Portfolio Holder for Performance & Resources Tel: 01359 250912 <b>Email:</b> david.ray@stedsbcc.gov.uk
<b>Lead officer:</b>	Martin Hosker BEM Health and Safety Manager <b>Tel:</b> 01284 757010 <b>Email:</b> martin.hosker@westsuffolk.gov.uk	
<b>Purpose of report:</b>	To agree amendments to the Health and Safety Policy.	
<b>Recommendation:</b>	<b>That the Panel be <u>RECOMMENDED</u> to approve the amendments to issue 3 of the Joint Health and Safety Policy as contained in Appendix A to D of Report No: HSP/JT/15/002</b>	
<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<b>Consultation:</b>	The policy amendments were recommended for approval by the Joint Health & Safety Group on 20 January 2015.	
<b>Alternative option(s):</b>	N/A	

<b>Implications:</b>			
Are there any <b>financial</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>staffing</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>ICT</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>legal and/or policy</b> implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 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.	
Are there any <b>equality</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Legal non compliance	High	The H&S Policy is reviewed periodically and annually, and then amended to reflect changes to the organisation and health and safety legislation.	Low
<b>Ward(s) affected:</b>		All	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		N/A	
<b>Documents attached:</b>		<b>Appendix A</b> - Instruction 4 – Fire Safety Arrangements <b>Appendix B</b> - Instruction 28 – Asbestos <b>Appendix C</b> - Instruction 29 – Construction Design Management <b>Appendix D</b> - Instruction 30 – Legionella Bacteria	

**1. Key issues and reasons for recommendation(s)**

**1.1 Accidents/incidents**

1.1.1 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 the compliance of the policy.

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

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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.



<b>Red</b>	–	Water	-	For wood, paper, textile and other solid material fires
<b>Black</b>	–	CO2	-	For liquid and electrical fires
<b>Cream</b>	–	Foam	-	Liquid fires
<b>Blue</b>	–	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 Operations**

4.5 The Head of Operations 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 <https://stedmundsbury.britsafelearning.com> (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 <https://stedmundsbury.britsafelearning.com>.

## INSTRUCTION 28

**ASBESTOS**

## References:

- A. Health and Safety at Work Act 1974
- B. Control of Asbestos Regulations (CAR) (as amended)
- C. Property Services Asbestos Policy (as amended)
- D. Construction (Design and Management) (CDM) Regulations (as amended)

**Introduction**

28.1 This Policy has been designed to be read in conjunction with the asbestos policy held by property services and the the Control of Asbestos Regulations, which requires employers to manage the risks to health arising from asbestos on their premises.

28.2 Many Council buildings will have asbestos containing materials (ACMs) in the building fabric, as they were in common use until the mid-1980s. Where these materials are in good condition and remain undisturbed they do not present a risk to health. When asbestos is disturbed or damaged, fibres may become airborne and can be inhaled. This can happen when work is carried out on or near ACMs, especially if they are broken, sawn, drilled, or sanded, or are in a poor state of repair.

28.3 Because of their excellent heat resistance, chemical inertness, and mechanical strength asbestos products were once widely used in the building industry. For instance, within Council owned property, asbestos has been found in:

- Thermal insulation - on pipes and boilers;
- Insulation boards - for fire protection, as thermal and acoustic insulation on walls, ceilings and structural steelwork;
- Sprayed coatings - for fire protection on structural steelwork;
- Ropes and yarns - as a sealing material or for filling gaps;
- Asbestos cement - in wall claddings, partitions, roofing, or guttering.

**Responsibilities****Property Services**

28.4 The Head of Operations is responsible for managing asbestos in the fabric of buildings by:

- Ensuring records of asbestos in the fabric of Council buildings are maintained and this is available on the intranet pages;
- The record (the asbestos register) is the result of a survey carried out by a licensed asbestos contractor and includes an assessment of the condition of the materials;
- The survey results are updated at least annually and amended whenever asbestos is newly discovered, or when it is repaired or removed;
- Ensuring appropriate warning labels are attached to ACMs to identify the hazard, there may be circumstances where labelling is considered inappropriate, but the agreement of the building manager, property services and the health and safety manager should be sought in such cases;

- Planning for repairs, refurbishments, and maintenance should include consideration of the possibility of disturbing previously undiscovered asbestos during the course of the work. In some cases, an asbestos survey will need to be carried out as part of the planning process, especially where any demolition work is contemplated;
- Ensuring safe removal or encapsulation of asbestos;
- Ensuring asbestos waste is disposed of correctly;
- Ensuring relevant employees and contractors have the relevant training.

## **Building Managers**

28.5 Building managers are responsible for:

Ensuring they are aware of the location of known ACMs in their buildings (the asbestos register is available on the intranet at <http://sharepoint/Asbestos>).

- Ensure that staff and contractors are aware of the presence of asbestos, so that those intending to work near it can take proper precautions to avoid accidental damage or disturbance;
- Planning for repairs, refurbishments, and maintenance should include consideration of the possibility of disturbing previously undiscovered asbestos during the course of the work. In some cases, an asbestos survey will need to be carried out as part of the planning process, especially where any demolition work is contemplated;
- Notifying Property Services where they suspect asbestos containing materials have been found and the health and safety manager should be consulted if there is doubt over identification;
- Checking for damage to, or deterioration of, asbestos within the building is reported without delay so that remedial action can be taken;
- Ensuring contractors abide by this policy.

## **Contractors**

28.6 Prior to starting work all contractors must:

- Report to the building manger prior to the start of work;
- Check the Councils' asbestos register;
- Check for asbestos labels within the immediate area of work;
- Check for asbestos hidden in ducts and behind panels;
- React to the procedure below if asbestos is disturbed or suspected.

## **Immediate action on finding hidden ACMs or accidental damage to ACMs**

28.7 If, despite taking every precaution, ACMs are discovered during the course of work, or known ACMs are damaged, the following actions must be taken:

- Stop work immediately;
- Prevent anyone entering the area;
- Avoid spreading asbestos fibres, any clothing contaminated with dust or debris should be removed and placed in a plastic bag;
- Report the problem as soon as possible to the person in charge of the project, Property Services and the health and safety manager.

## CONSTRUCTION DESIGN MANAGEMENT

References:

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

### Introduction

29.1 The Construction (Design and Management) Regulations (the "CDM Regulations") impose additional duties on the Councils as regards good design and good safety management of construction projects, these apply to:

- New building construction and installation of new services;
- Alteration, maintenance and renovation of a building, including services;
- Site clearance;
- Demolition and dismantling of structures;
- Temporary works.

29.2 The Regulations are divided into 5 parts:

- Part 1 – Applies to all construction work;
- Part 2 – Covers general managerial duties;
- Part 3 – Covers additional duties for projects that are notifiable to the HSE (projects over 30 working days or involving more than 500 person work days);
- Part 4 – Covers construction sites;
- Part 5 – Covers Civil Liability.

29.3 This Policy Statement covers a summary of the responsibilities and duties of the Councils for compliance with the legislation.

### Responsibilities

29.4 The Client (excluding domestic clients) will be the Head of Operations unless designated differently and they are to:

- Check competence and resources of all appointees;
- Ensure there are suitable management arrangements for the project welfare facilities;
- Allow sufficient time and resources for all stages.
- Provide pre-construction information to designers and contractors;

Additional duties under part 3 of the Regulations: Public consultation in progress

- Appoint CDM co-ordinator\*;
- Appoint principal contractor\*;
- Make sure that the construction phase does not start unless there are suitable welfare facilities and a construction phase plan is in place;
- Provide information relating to the health and safety file to the CDM co-ordinator;
- Retain and provide access to the health and safety file.

(\* There must be a CDM co-ordinator and principal contractor until the end of the construction phase).

29.5 CDM co-ordinators (part 3 of the Regulations) are to:

- Advise and assist the client with his/her duties;
- Notify HSE;
- Co-ordinate health and safety aspects of design work and cooperate with others involved with the project;

- Facilitate good communication between client, designers and contractors;
- Liaise with principal contractor regarding ongoing design;
- Identify, collect and pass on pre-construction information;
- Prepare/update health and safety file.

#### 29.6 Designers are to:

- Eliminate hazards and reduce risks during design;
- Provide information about remaining risks.

#### Additional duties under part 3 of the Regulations:

- Check client is aware of duties and CDM co-ordinator has been appointed;
- Provide any information needed for the health and safety file.

#### 29.7 Principal contractors (part 3 of the Regulations) are to:

- Plan, manage and monitor construction phase in liaison with contractor
- Prepare, develop and implement a written plan and site rules (Initial plan completed before the construction phase begins)
- Give contractors relevant parts of the plan
- Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- Check competence of all appointees
- Ensure all workers have site inductions and any further information and training needed for the work
- Consult with the workers
- Liaise with CDM co-ordinator regarding ongoing design
- Secure the site

#### 29.8 Contractors are to:

- Plan, manage and monitor own work and that of workers;
- Check competence of all their appointees and workers;
- Train own employees;
- Provide information to their workers;
- Comply with the specific requirements in Part 4 of the Regulations;
- Ensure there are adequate welfare facilities for their workers.

#### Additional duties under part 3 of the Regulations:

- Check client is aware of duties and a CDM co-ordinator has been appointed and HSE notified before starting work;
- Co-operate with principal contractor in planning and managing work, including reasonable directions and site rules;
- Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work;
- Provide any information needed for the health and safety file;
- Inform principal contractor of problems with the plan;
- Inform principal contractor of reportable accidents, diseases and dangerous occurrences.

#### 29.9 Workers / everyone are to:

- Check own competence;
- Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work;
- Report obvious risks.

## LEGIONELLA BACTERIA

### References:

- A. Health and Safety at Work Act 1974.
- B. Control of Substances Hazardous to Health (COSHH) Regulations (as amended)
- C. The Control of Legionella Bacteria in Water Systems Approved Code of Practice (as amended)

### Introduction

30.1 Legionnaires' Disease or Legionellosis is the term used for infections caused by Legionella pneumophila and other related bacteria. Legionella bacteria are only dangerous in respirable form and generally only to susceptible individuals where inhalation of the bacteria in aerosols or water droplets may cause severe pneumonia and, in extreme cases, death.

30.2 Legionella bacteria are widespread and found naturally in many aquatic environments, where they feed on algae and organic matter in sludge, sediment and silt. They tolerate a range of temperatures, although below 20°C and above 50°C they are dormant and above 60°C they will not survive.

30.3 When Legionella bacteria enter man-made water systems they may proliferate under favourable conditions. If water droplets are then created and dispersed into the atmosphere then people in the vicinity may be at risk of inhaling the bacteria. To eliminate or reduce the risk, control measures must be in place to prevent the proliferation of the organism in water systems, and to minimise the generation of water droplets and aerosols.

30.4 This Policy Statement sets out the arrangements for controlling Legionella in the Council's water systems, plant and specialist equipment, in accordance with Reference C.

### Duty holders

#### Domestic hot and cold water systems

30.5 The control and management of Legionella in hot and cold water systems is a corporate responsibility and the role of Statutory Duty Holder rests with the Head of Operations. Reference C allows the Duty Holder to obtain assistance from a competent contractor, and the Councils have engaged a specialist water treatment contractor.

#### Specialist departmental systems or equipment

30.6 Where departments possess and operate specialist water systems or equipment, which are independent of the domestic water supply and which present a potential Legionella exposure risk, then the departmental manager must take on the responsibilities of the Duty Holder, summarised below, and suitable arrangements must be in place to manage the risks. Specialist advice is available and departments who require assistance in fulfilling their duties should contact one of Assistant Surveyors in Property Services or the health and safety manager.

## Responsibilities

30.7 The Head of Operations and managers with specialist water systems are classed as the “Duty Holder” and are therefore to ensure:

- That suitable formal risk assessments are carried out, with suitable and sufficient documentation of findings, including schematics detailing the water systems under their control;
- Ongoing reviews and reassessment of Legionella exposure risk are undertaken at least biannually;
- That a risk minimisation programme, a prioritisation action plan and a mechanism for escalating remedial work where risk assessment and monitoring data indicate a risk;
- The implementation and management of the programme;
- The development of formal procedures for inspection, maintenance, treatment, cleaning and disinfection of hot and cold water systems according to the guidance set out in Reference C.
- That staff have the appropriate training;
- Suitable records are maintained.

30.8 Where risk assessment identifies a significant risk, the duty holder will arrange for the system to be disinfected immediately, either thermally or by chemical means. The system will then be monitored to ensure the efficacy of the treatment regime. If necessary, the regime will be modified until the risk of exposure to Legionella is reduced to acceptable limits.



## St Edmundsbury Borough Council & Forest Heath District Councils

### Summary of EMPLOYEE accidents April 2014 - March 2015

	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Contact with moving machinery		1						1					2
Hit by moving object		2	2		2		2						8
Hit by moving vehicle								1	1				2
Hit something fixed or stationary	1												1
Manual Handling	3	1	1	1	2	1		1	2				12
Slipped, Tripped or Fell	2	2	1	2	1	2		1	3				14
Exposed to a harmful substance							1						1
Injured by an animal	1												1
Violence at work/ verbal abuse against staff	2	3	12	10	1	2		4	1				35
Another kind of accident	1		1	4		2	1	1					10
Technique													0
Dangerous occurrence	1	1	1	1				1					5
Disease													0
Near Miss/ Dangerous Condition	1		1	6	1			1					10
Trapped													0
Cut			1	1	1		1						4
Road Traffic Accident													0
<b>Total accidents</b>	<b>12</b>	<b>10</b>	<b>20</b>	<b>25</b>	<b>8</b>	<b>7</b>	<b>5</b>	<b>11</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>105</b>

### Total Number of Days Lost from April 2014 - March 2015

	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Contact with moving machinery													0
Hit by moving object													0
Hit by moving vehicle													0
Hit something fixed or stationary													0
Manual Handling	4	15	8		6	7							40
Slipped, Tripped or Fell	1	21	1	13		6		5					47
Another kind of accident				9									9
<b>Total days</b>	<b>5</b>	<b>36</b>	<b>9</b>	<b>22</b>	<b>6</b>	<b>13</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>96</b>

# St Edmundsbury Borough & Forest Heath District Councils

## Summary of Public Accidents April 2014 to March 2015

LOCATION	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Abbey Gardens				1		1		1					3
East Town Park				1			1						2
West Stow Country Park							1						1
Newmarket Guineas		1				1							2
West Suffolk House					1		1	1	1				3
All Car Parks	1				1		1						2
Nowton Park		1											1
Skate Park Bury		1				1							2
River Lark				2									2
Parkway								2					2
Bury Town Centre/market						1			1				2
The Apex			1		1	1	1	1	1				6
Mildenhall Bus Station			1										1
Bury Bus station									1				1
Haverhill Offices	2												2
Xmas Fayre								7					7
Street/Open Spaces/Footpath						1		1					2
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>6</b>	<b>5</b>	<b>13</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43</b>

General Incident							1						1
General Accidents				1	1	2	2						6
Slips, Trips, Falls, Bumps	1	1	1	1				9	1				14
Fatality								2					2
Equipment failure						2							2
Dangerous Occurrence	1	1					1	1	1				4
Violence on our premises		1				1			1				3
Near Miss	1				1	1							3
Hit by falling object				2									2
Ill health			1		1		1	1	1				5
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>6</b>	<b>5</b>	<b>13</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43</b>