

# 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 15 June 2015</b>		
<b>Time:</b>	<b>2.00 pm</b>		
<b>Venue:</b>	<b>Room GFR14, West Suffolk House, Western Way, Bury St Edmunds</b>		
<b>Full Members:</b>	<p><b>Chairman</b> To be elected</p> <p><b>Vice-Chairman</b> To be appointed</p> <p><u>St Edmundsbury Borough Council</u> (3) (Employers' Side)</p> <p>Bob Cockle and 2 Members to be notified</p>	<p><u>Forest Heath District Council</u> (3) (Employers' Side)</p> <p>3 Members to be notified</p>	<p><u>Staff Representatives</u> (6) (Employees' Side)</p> <p>Natasha Brockett Nigel Dulieu Tony Edwards Paul Goodspeed Chloe Hunt John Smithson</p>
<b>Substitutes:</b>	Vacancy	Vacancy	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>	<p><b>David Long</b> Committee Administrator &amp; 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></p>		

# Agenda

Page No

## Procedural Matters

**WHILST THESE AGENDA PAPERS ARE NOT COVERED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985, IN RESPECT OF THOSE ITEMS WHICH ARE LISTED AS CONTAINING EXEMPT/CONFIDENTIAL, MEMBERS OF THE PANEL ARE REQUESTED TO TREAT THEM AS SUCH**

### Part 1

**1. Substitutes**

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

**2. Election of Chairman and Appointment of Vice-Chairman 2015/2016**

The approved Terms of Reference for the West Suffolk Joint Health and Safety Panel requires that if the Chairman is a representative of the Employers' Side the Vice-Chairman should be a representative of the Employees' Side and vice-versa. The Panel is requested to **ELECT** a Chairman and **APPOINT** a Vice-Chairman in accordance with this arrangement.

**3. Apologies for Absence**

**4. Minutes**

**1 - 4**

To confirm the minutes of the meeting held on 16 February 2015 (copy attached).

### Part 1 - Public

**5. Terms of Reference**

**5 - 8**

The Panel's Terms of Reference were approved by the Cabinets of St Edmundsbury Borough Council on 28 March 2012 and Forest Heath District Council on 29 May 2012. Amendments were made in May 2014. The Panel is requested to **REVIEW** its Terms of Reference and make any recommendations to respective Cabinets if considered appropriate.

Report No : **HSP/JT/15/004**

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<b>6. Minutes of the Meeting of the Joint Health and Safety Group held on 12 May 2015</b> Report No: <b>HSP/JT/15/005</b>	<b>9 - 12</b>
<b>7. Accidents/Incidents involving Employees and Members of the Public from 1 April 2014 to 31 March 2015 : Summary</b> Report No : <b>HSP/JT/15/006</b>	<b>13 - 18</b>
<b>8. Amendments to the Joint Health and Safety Policy - Issue 3</b> Report No : <b>HSP/JT/15/007</b>	<b>19 - 46</b>
<b>9. Drugs and Alcohol - Bailes v First Bristol Ltd.</b> Health and Safety Manager to give an oral report	
<b>10. First Aid</b> Health and Safety Manager to give an oral report	
<b>11. Health and Safety Training</b> Health and Safety Manager to give an oral report	
<b>12. Health and Safety - Update</b> Health and Safety Manager to give an oral report	
<b>13. Date of next meeting</b> The Panel has previously met on three occasions each municipal year.	

Members are asked to **APPROVE** Monday 2 November at 4.00pm as the date and time 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 16 February 2015 at 4.00pm** in the **Council Chamber, Forest  
Heath District Council Offices**, College Heath Road, Mildenhall, IP28 7EY

Present: **Councillors**

**Chairman** Tony Simmons

Forest Heath District  
Council  
Rona Burt  
Andy Drummond

St Edmundsbury  
Borough Council  
Patrick Chung  
Derek Redhead

Officers

Phil Clifford  
David Cowley  
Nigel Dulieu  
Paul Goodspeed

**Substitutes attending:**  
None

13. **Apologies for Absence**

Apologies for absence were received from Councillor Frank Warby and Lance Alexander.

14. **Substitutes**

No substitutions were declared.

15. **Minutes**

The minutes of the meeting held on 10 November 2014, were confirmed as a correct record and signed by the Chairman.

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

The Joint Panel received and noted Report HSP/JT/15/001, which incorporated the minutes of the Joint Health and Safety Group meeting held on 20 January 2015.

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

The Joint Panel considered Report HSP/JT/15/002, which contained amendments to reflect the new structure (*reference to Head of Property and Waste Services changed to Head of Operations*) to Issue 3 of the Joint Health and Safety Policy as set out in Appendix A to D to the report:

Appendix A – Instruction 4 (Fire Safety Arrangements)

Appendix B – Instruction 28 (Asbestos)

Appendix C – Instruction 29 (Construction Design Management)

Appendix D – Instruction 30 (Legionella Bacteria)

Current legislation required the organisation to have a health and safety policy, which was periodically reviewed for suitability. There was also a legal requirement for employees to co-operate with their employer so far as was necessary to enable the employer to comply with his duties under the legislation, which included the compliance of the policy.

The Panel considered the report and with the vote being unanimous, it was

**RESOLVED:**

That the amendments to Issue 3 of the Joint Health and Safety Policy, as contained in Appendix A to D of Report HSP/JT/15/002, be approved.

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

The Joint Panel received and noted Report HSP/JT/15/003, which provided statistics relating to accidents/incidents involving employees and members of the public from 1 April 2014 to 31 December 2014 for both Forest Heath District Council and St Edmundsbury Borough Council.

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. The quarterly update also included, where available, comparative data for the previous two years financial years.

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

**19. Christmas Fayre Debriefing**

The Health and Safety Manager debriefed the Joint Panel on the Christmas Fayre event held between 27 and 30 November 2014. The Fayre attracted over 120,000 people over the three-half days. Over 300 stallholders were spread over different venues around the town, including Angel Hill; Abbey Gardens; Athenaeum; Apex; Hatter Street; Cathedral; Moyse's Hall; Charter Square and the Cornhill/Butter Market.

The Fayre was a well-planned event with an organising group made up of all areas of the community, chaired by the Market Development Officer who was the Event Manager. A review would be carried out to highlight health and safety aspects of the Fayre and make recommendations to ensure future events continued to be safe.

The Health and Safety Manager then provided a summary of the events held in each of the zones, including stewards; car parks; park and ride; police support; security; infrastructure; electrical supply; trip hazards; traffic management plan and first aid (St John's Ambulance).

## 20. **Driving**

The Health and Safety Manager reported that as from 8 June 2015, the photocard licence (paper counterpart) would no longer be issued by the DVLA. The DVLA was developing new digital enquiry services, to be launched later in the year, which would allow organisations and businesses (such as employers and car hire companies) to view information they could currently see on the driving license counterpart. Driving licence information via these services would only be made available to those who had a right to see it and with the knowledge of the driving licence holder.

Finally, on the lead up to Christmas the Council undertook a number of random breathalyser tests to support the National Drink Drive Campaign. The Health and Safety Manager was pleased to report that out of the operational drivers and office based staff tested, no levels of alcohol were found.

## 21. **Health and Safety Training**

The Health and Safety Manager reported on the following training events:

- (i) An IOSH Managing Safely Course had been arranged for 27-28 April 2015 and 11-12 May 2015; and
- (ii) The on-line health and safety training modules on the Intranet had been re-launched. The on-line training now included the following modules:
  - General Health, Safety and Environment Awareness
  - Stress Management Awareness
  - Driving for Work Awareness
  - Display Screen Equipment Training
  - Display Screen Equipment Risk Assessment
  - Manual Handling Training
  - Fire Training

The training had been rolled out across West Suffolk and ARP with 74% of staff having completed the courses.

## 22. **First Aid**

The Health and Safety Manager reported that a public defibrillator was about to be installed at West Suffolk House, Bury St Edmunds. Training would be provided to custodians and volunteer first aiders on its use.

## 23. **Health and Safety - Update**

The Health and Safety Manager reported as follows:

- (i) New Approved Codes of Practice were issued during September, November and December 2014 on:
  - Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
  - Provision and Use of Work Equipment Regulations 1998 (PUWER)
  - Confined Spaces Regulations 1997
  - Use of Work Equipment Regulations 1998
- (ii) The Health and Safety Executive (HSE) had published the draft Construction Design and Management Regulations (CDM) 2015, which would come into force on 6 April 2015.
- (iii) Health and Safety fines would increase drastically under tougher guidelines. The Sentencing Council announced that the review of guidelines was taking place in part due to concerns that some sentences imposed for these offences had been too low, particularly in relation to large organisations convicted of the most serious health and safety and food safety offences.
- (iv) Launched in October 2010, the "three-year intervention with local authority waste and recycling services" initiative sought to assess the role of local authorities when procuring and managing municipal waste and recycling contracts, or delivering in-house waste and recycling services. 14% of local authorities were found to be non-compliant in relation to managing and procuring waste services; and 59 enforcement notices had been issued. The HSE now intended to repeat the three-year programme of inspection interventions in 2015/16.

## 24. **Date of next meeting**

The Joint Panel had previously agreed the following date for its future meeting:

Monday 15 June 2015, at 2.00pm at West Suffolk House.

The Meeting concluded at 5.08pm

**Signed by:**

**Chairman**



**HSP/JT/15/004**



## **West Suffolk Joint Health and Safety Panel: Terms of Reference**

### **1. Overview**

- 1.1 The Panel's membership will be drawn from Councillors and staff of both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC).
- 1.2 The Panel will consider both authorities' health and safety arrangements and provide guidance to support the development of executive action by officers of both authorities, including policy guidance.
- 1.3 To provide a group of Members who can develop an enhanced level of understanding of health and safety matters.
- 1.4 To make recommendations to the Cabinets and/or officers of both authorities about policies and actions required to develop and maintain effective health and safety arrangements.

### **2. Constitution**

- 2.1 The West Suffolk Joint Health and Safety Panel shall comprise 12 Members. Three Councillors from both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC), to be the 'employers' side'. Six members of staff from across the two authorities to be the 'employees' side', drawn from the officer Joint Health and Safety Group.
- 2.2 A substitute Member from each authority on the employer's side and two substitutes from the employees' side to provide a total of six full members and two substitute members on each 'side' shall be permitted.
- 2.3 It shall be the Health and Safety Manager's duty to attend and advise the Panel.
- 2.4 The Panel shall appoint a Chairman and Vice-Chairman from its members. When the Chairman is a Member of one side of the Panel, the Vice-Chairman shall be a Member of the other side.

- 2.5 The Panel may invite attendance of any person whose particular knowledge or experience may assist the Panel in its considerations. Such attendance shall be in a consultative capacity and only for the period during which the relevant subject is under consideration.

### **3. Terms of Reference**

- 3.1 The Panel shall keep under review all matters relating to the health, safety and welfare of the Councils' employees, and to the protection of other persons against risks arising out of the work activities of the employees and of persons working under contract.
- 3.2 To review and monitor the Joint Health and Safety Policy and recommend amendments to the Officers and/or Cabinet of both authorities in accordance with their respective schemes of delegation. Specifically, the Panel will work directly with the Health and Safety Manager to review and implement revisions to the operational instructions and annexes contained in Part 5 of the Policy ("Arrangements") under his/her delegated authority to make such changes.
- 3.3 Without prejudice to the foregoing terms, items for particular consideration may include:-
- (a) the study of accidents and diseases, and in particular those notifiable to the Health and Safety Executive;
  - (b) considering and making recommendations in respect of items submitted by the staff Joint Health and Safety Group;
  - (c) consideration of reports and information from the Inspectors of the Health and Safety Executive;
  - (d) consideration of reports submitted by Safety Representatives;
  - (e) the development of safety procedures and safe systems of work;
  - (f) recommending and monitoring the effectiveness of employee safety training;
  - (g) the presentation of publicity on safety matters; and
  - (h) inspecting or arranging for an inspection of any particular area or activity.

#### **4. Arrangements and Procedures**

- 4.1 Meetings shall normally be held three times a year but, exceptionally, the Chairman may decide, after consultation with the Health and Safety Manager, to convene an extraordinary meeting at any time or to cancel a scheduled meeting due to lack of business to transact. Meetings to alternate between a venue in SEBC and FHDC or as agreed by the Panel.
- 4.2 Agendas shall be prepared by the Democratic Services Section, after discussion with the Health and Safety Manager, and shall be made available at least five days before the meeting.
- 4.3 The quorum for the Joint Health and Safety Panel shall be four, comprising at least two employee representatives, and two Members, one from each authority.
- 4.4 Voting shall be by a show of hands and simple majority.
- 4.5 The report from the Joint Health and Safety Panel to the respective Cabinets shall be by way of presentation of the minutes or in a format agreed by the Cabinet.

Version approved by FHDC's Cabinet: 1 April 2014

Version approved by SEBC's Cabinet: 20 May 2014

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**West Suffolk Joint Health and  
Safety Panel  
15 June 2015**

**Minutes of the Meeting of the Joint Health and Safety  
Group held on 12 May 2015**

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

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## Joint Health & Safety Group

**DATE:** 12 May 2015 West Suffolk House GFR12.

**PRESENT:** Nigel Dulieu (Chair), Martin Hosker, Tony Edwards, Andrew Catchpole, Phil Clifford, John Smithson, Anne Cusack.

**APOLOGIES:** Philip King, Chloe Hunt, Jason Baldwin, Natasha Brocket, David Cowley, Paul Goodspeed, Phil Clifford, Lance Alexander, David Green .

**ADDITIONAL DISTRIBUTION:** None

	Item	Points Raised	Action
1.	Apologies & Introductions	1.1 Apologies as above	All
2.	Minutes of Last Meeting	2.1 There were no other outstanding items from the previous meeting.	All
3.	Around the table	<p>3.1 TE asked if the mobile phone policy was going to be reviewed as in the future operational staff will have IT tablets fitted into vehicles.</p> <p>MH confirmed:</p> <ul style="list-style-type: none"> <li>• The mobile phone policy will remain the same</li> <li>• A review will take place prior to the roll out of these tablets to ensure the relevant policies and procedures are put into place to ensure that the tablet and its operation does not distract the driver.</li> <li>• New policies and procedures will then be communicated to staff.</li> </ul>	(MH)
4.	Health & Safety Statistics	<p>4.1 MH went through statistics for the period of 1 January 15 to 31 March 15.</p> <p>4.2 MH will continue to monitor, investigate and implement actions where necessary to reduce the likelihood of similar incidents / accidents in the future.</p>	MH
5.	H & S Policy	<p>5.1 MH went through in detail the amendments to the H&amp;S Policy namely:</p> <ul style="list-style-type: none"> <li>• 007 – H&amp;S Cover &amp; Index</li> <li>• 008 – Instruction 29 – CDM</li> <li>• 009 – Annex C – VAW</li> <li>• 010 – Annex K – Fire Risk Assessment</li> </ul>	MH

6.	Drugs & Alcohol	<p>6.1 MH went through a recent case that had been in court regarding Drugs and Alcohol (Bailes v First Bristol Ltd).</p> <p>MH confirmed that the Councils policies and procedures were correct and this type of claim could not be made against either Council.</p>	All
7	Health & Safety Updates	<p>7.1 AC covered the following H&amp;S updates:</p> <ul style="list-style-type: none"> <li>• Glasgow bin lorry crash – no criminal charges against driver or Council but will be a Public enquiry to look at 3 things in particular, fitness to drive, the vehicle and the safety of the route.</li> <li>• Proposed H&amp;S fines from the Sentencing Council.</li> <li>• HSE Stats 2013-14.</li> <li>• Fee for intervention (FFI)</li> <li>• Highway Code.</li> <li>• The owner of an inflatable slide that blew away at a car boot sale causing injury to children and adults.</li> <li>• Bristol Council – fined £25K.</li> </ul>	MH/AC
8	Any other business	<p>8.1 TE said that the member of staff back after TB.</p> <p>8.2 As there was no other business ND closed the meeting.</p>	TE

**Dates of next meetings:**  
**West Suffolk Joint Health & Safety Panel (WSJHSP)**  
2.00pm 15 June 2015 (WSH)

**Joint Health & Safety Group – (JHSG)**  
2pm Wednesday 26 August 2015 (West Stow)



## West Suffolk Joint Health and Safety Panel 15 June 2015



<b>Title of Report:</b>	<b>Accidents/Incidents involving Employees and Members of the Public from 01 April 2014 to 31 March 2015: Summary</b>	
<b>Report No:</b>	<b>HSP/JT/15/006</b>	
<b>Decisions plan reference:</b>		
<b>Report to and date/s:</b>	<b>West Suffolk Joint Health and Safety Panel</b>	15 June 2015
<b>Portfolio holder:</b>	Stephen Edwards Portfolio Holder for Resources & Performance Tel: 01638 660518 <b>Email:</b> Stephen.edwards@forest-heath.gov.uk	Ian Houlder Portfolio Holder for Resources & Performance Tel: 01284 810074 <b>Email:</b> ian.houlder@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 receive and note a summary of recent accidents and incidents attached as Appendix A to this report.	
<b>Recommendation:</b>	<b>The Panel are requested to <u>NOTE</u> the summary of Employee Accidents and Accidents Involving Members of the Public for the period 1 April 2013 to 31 March 2015.</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"/>	
<i>The key decision made as a result of this report will be published within <b>48 hours</b> and cannot be actioned until <b>seven working days</b> have elapsed. This item is included on the Decisions Plan.</i>		
<b>Consultation:</b>	<ul style="list-style-type: none"> <li>• The accident statistics were discussed at the Joint Health &amp; Safety Group on 12 May 2015</li> </ul>	
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	

<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"/> <ul style="list-style-type: none"> <li>It is a legal requirement under health and safety legislation to maintain a safe working environment for all staff and users of our facilities. Reporting of injuries under RIDDOR is a requirement of the Health and Safety at Work etc Act 1974. The main purpose of the regulations is to generate reports to the HSE and to Local Authorities (enforcing authorities) alerting those to serious accidents or incidents, so they can be investigated and action taken to prevent reoccurrence.</li> </ul>	
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	Medium	Monitor, investigate accidents/incidents, reviewing procedures to reduce future incidents	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> - Statistics relating to Employee Accidents and Accidents involving Members of the Public during the period 01 April 2014 to 31 March 2015.	

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

### **1.1 Accidents/Incidents**

- 1.1.1 Accident /incident reports are completed every time there is an accident or incident at work involving a member of staff, or a member of the public on our premises.
- 1.1.2 These incident reports are read by the Health and Safety Manager to identify accident trends, if any, and to put in place measures to mitigate further injury.
- 1.1.3 RIDDOR reports have to be submitted to the Health and Safety Executive (HSE) whenever there is:
  - (i) death;
  - (ii) a serious injury;
  - (iii) amputation;
  - (iv) loss of sight, permanent or temporary;
  - (v) someone is taken to hospital and is admitted for more than 24 hours;
  - (vi) a member of staff is not seriously injured, but spends more than 7 days off work as a result of that injury;
  - (vii) illness that resulted from exposure to a biological agent, or its toxins or infected material; and
  - (viii) acute illness or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.

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# St Edmundsbury Borough Council and 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	1	1	1	15
Slipped, Tripped or Fell	2	2	1	2	1	2		1	3	4	1		19
Exposed to a harmful substance							1				1		2
Injured by an animal	1										1	1	3
Violence at work/ verbal abuse against staff	2	3	12	10	1	2		4	1	4	4	4	47
Another kind of accident	1		1	4		2	1	1		1	1	2	14
Technique													0
Dangerous occurrence	1	1	1	1				1		2			7
Disease													0
Near Miss/ Dangerous Condition	1		1	6	1			1				4	14
Trapped													0
Cut			1	1	1		1				1		5
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>12</b>	<b>10</b>	<b>12</b>	<b>139</b>

## Total Number of Days Lost for 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					2	1	43
Slipped, Tripped or Fell	1	18	1	13		6		5		10	16	6	76
Another kind of accident				9						3	1		13
<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>13</b>	<b>19</b>	<b>7</b>	<b>132</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				1		3
West Stow Country Park							1						1
Newmarket Guineas		1				1					1		3
West Suffolk House					1		1	1	1				4
All Car Parks	1				1						3		5
WSH Car parks							1					1	2
Nowton Park		1											1
Chalkstone Centre HH											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		1	2	9
Mildenhall Bus Station			1							2			3
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>2</b>	<b>7</b>	<b>3</b>	<b>55</b>

General Incident							1				3	1	5
General Accidents				1	1	2	2						6
Slips, Trips, Falls, Bumps	1	1	1	1				9	1		3	2	19
Fatality								2					2
Equipment failure						2							2
Dangerous Occurrence	1	1					1	1	1				5
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	2	1		8
<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>2</b>	<b>7</b>	<b>3</b>	<b>55</b>

## West Suffolk Joint Health and Safety Panel 15 June 2015



<b>Title of Report:</b>	<b>Amendments to the Joint Health and Safety Policy</b>	
<b>Report No:</b>	<b>HSP/JT/15/007</b>	
<b>Decisions plan reference:</b>		
<b>Report to and date/s:</b>	<b>West Suffolk Joint Health and Safety Panel</b>	15 June 2015
<b>Portfolio holder:</b>	Stephen Edwards Portfolio Holder for Resources & Performance Tel: 01638 660518 <b>Email:</b> Stephen.edwards@forest-heath.gov.uk	Ian Houlder Portfolio Holder for Resources & Performance Tel: 01284 810074 <b>Email:</b> ian.houlder@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>	The Health and Safety Manager has delegated authority to make amendments to this part of the Policy in consultation with the Panel.	
<b>Recommendation:</b>	<b>That the amendments to Issue 3 of the Joint Health and Safety Policy as contained in Appendix A to D of Report HSP/JT/15/007 be endorsed.</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"/>	
<i>The key decision made as a result of this report will be published within <b>48 hours</b> and cannot be actioned until <b>seven working days</b> have elapsed. This item is included on the Decisions Plan.</i>		

<b>Consultation:</b>		<ul style="list-style-type: none"> <li>The policy amendments were recommended for approval by the Joint Health &amp; Safety Group on 12 May 2105.</li> </ul>	
<b>Alternative option(s):</b>		<ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>Implications:</b>			
Are there any <b>financial</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>staffing</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>ICT</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>legal and/or policy</b> implications? <i>If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>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.</li> </ul>	
Are there any <b>equality</b> implications? <i>If yes, please give details</i>		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> – H&S front cover <b>Appendix B</b> - Instruction 29 – Construction Design Management <b>Appendix C</b> – Annex C – Violence at Work (VAW) <b>Appendix D</b> – Annex K – Fire Risk Assessment	



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

**1.1 Health and Safety Policy**

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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Forest Heath • St Edmundsbury



## **St Edmundsbury Borough Council and Forest Heath District Council**

### **HEALTH AND SAFETY POLICY** (Issue 3)

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#### **POLICY STATEMENT**

#### **OBJECT AND INTENT**

#### **ORGANISATION**

#### **ARRANGEMENTS**

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## Health & Safety Policy Amendment Sheet

Amendment:			Amended by:		
No	Date	Topic	Name (print)	Signature	Date
001	Jan 15	Fire Safety	Hosker		Jan 15
002	Jan 15	Asbestos	Hosker		Jan 15
003	Jan 15	CDM	Hosker		Jan 15
004	Jan 15	Legionella	Hosker		Jan 15
005	Jan 15	Person Safety	Hosker		Jan 15
006	Apr 15	H&S Index	Hosker		Apr 15
007	Jun 15	H&S Index	Hosker		Jun 15
008	Jun 15	CDM	Hosker		Jun 15
009	Jun 15	Annex C - VAW	Hosker		Jun 15
010	Jun 15	Annex K - FRA	Hosker		Jun 15



## INSTRUCTION 29

### 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 [including assembly on site of prefabricated element to form a structure](#) and installation of new services;
- Alteration, maintenance and renovation of a building, including services;
- Site clearance [or preparation of a site](#);
- Demolition and dismantling of structures;
- Temporary works.

29.2 The Regulations are divided into ~~5-5~~ parts:

- Part 1 – Applies to all construction work;
- Part 2 – ~~Covers general managerial duties; Client 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); Duties of Principle Designer, Designers, Principle Contractor & Contractors~~
- Part 4 – ~~Covers c~~Construction sites;
- Part 5 – ~~Covers Civil Liability. General~~

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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 including~~ domestic clients) will be the Head of ~~Operations Waste Management and Property Services~~ unless designated differently and they are to:

- ~~Check competence and resources of all appointees; Provide information relating to the health and safety file to the CDM co-ordinator~~ Principle Designer and contractor;
- ~~Ensure that a construction phase plan is drawn up by the Principle Contractor~~
- ~~Ensure that the Principle designer has prepared a health & safety file~~
- ~~Check that the contractor has the necessary skills, knowledge, experience & organisational capability to carry out the work safely~~
- Ensure there are suitable management arrangements for the project welfare facilities;
- Allow sufficient time and resources for all stages.
- Provide pre-construction information to [Principle](#) designers and contractors;

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

- Appoint ~~CDM co-ordinator\*~~; [in writing a Principle Designer](#)
- Appoint [in writing a p](#)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;~~
- [Notify HSE if the project is to last more than 30 working days having more than 20 contractors working simultaneously or exceeds 500 person days](#)
- [If no Principle Designer or contractor is appointed by the client then the client takes on those responsibilities.](#)

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(\* There must be a ~~CDM co-ordinator~~ [Principle Designer](#) and principal contractor until the end of the construction phase).

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29.5 ~~CDM co-ordinators~~ [Principle Designer](#) (part 3 of the Regulations) are to:

- Advise and assist the client with his/her duties;
- Co-ordinate health and safety aspects of design work and cooperate with others involved with the project;
- Facilitate good communication between client, designers and [Principle contractors](#);
- Liaise with principal contractor regarding ongoing design;
- ~~Identify, collect and pass on~~ [Create a pre-construction information File](#);
- ~~Prepare, update~~ [and create the health and safety file.](#)

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- 29.6 Designers are to: [Check that the client is aware of their duties](#)
- Eliminate hazards and reduce risks during design;
- Provide information about remaining risks.
- [Additional duties under part 3 of the Regulations:](#)
- [Provide](#) any information ~~that is needed~~ [required enabling](#) for the [creation of the](#) health and safety file.
- [When it is complete to liaise with the Principle Contractor.](#)

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

- Plan, manage and monitor construction phase in liaison with [the Principle Designer and all](#) contractors
- 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~~ [Principle Designer](#) regarding ongoing design
- Secure the site

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29.8 Contractors are to:

- Plan, manage and monitor own work and that of workers [under their control](#);
- Check competence of all their appointees and workers [under their control](#);
- ~~Train own employees; Not employ or appoint a person who has not obtained the necessary skills, training & experience.~~
- Provide information to their workers [under their control](#);
- 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~~ [Principle Designer](#) has been appointed and [if required](#) 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.

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29.9 Workers / everyone are to:

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- 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.

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## **VIOLENCE AT WORK**

### **Physical Environment, Main Offices**

As funds permit, the Local Authorities will move towards a situation where staff at office locations will work within a “haven” from which clients will be excluded (Clients being defined as members of the public for whom the Authority provides a service). Whilst the councils strive to be accessible to the public they also have a responsibility to ensure the safety of their employees.

All future building projects involving interview rooms and/or reception areas should consider the following;

- A desk / counter at a suitable height and width to prevent anyone from leaning over and touching the member of staff;
- A canopy above the reception desk/counter which would restrict someone trying to jump over the desk/counter
- Toughened / safety glass
- Panic alarms (see separate guidance)
- Loose items, which could be used as missiles/weapons by irate members of the public e.g. hot drinks, fire extinguishers, brochure holders, hole punches. These should be either relocated e.g. on the staff members side of the counter where they would not be accessible to the member of public or fixed securely.
- Good lighting
- Comfortable temperatures
- Appropriate reading material/display boards
- Working practices are to ensure that waiting times are kept to a minimum and an explanation is given for delays.
- CCTV may need to be considered.

### **Interview rooms should have the following features:**

Two doors, one for the public opening into the reception area and one for the staff which will allow them to escape into the “haven” and which can easily be locked behind them.

A desk / counter at a suitable height and width to prevent anyone from leaning over and touching the member of staff.

Chairs for use by the staff must glide smoothly over the floor to allow staff freedom of movement if they feel threatened, items which could potentially be used as a weapon should not be kept within the interview rooms;

Doors should be fitted with vision panels to allow visibility into the room.

### **Panic Alarms**

Interview rooms and reception counters will be fitted with panic buttons, which will sound in the staff area. Where appropriate, arrangements will be made for a member of staff to seek further assistance when the panic alarm is sounded.

All panic buttons will be positioned strategically so staff can easily activate them if required on the underside of tables and reception desks out of sight of the public. These alarm will sound remotely in appropriate areas where it is likely that there will be staff able to assist.

Staff within the premises must be trained to respond to activation of the panic alarm and provide appropriate assistance.

The response time from activation of the alarm should not exceed 30 seconds.

## **Testing**

All panic buttons will be tested weekly. A record of the testing will be entered in the logbook provided for this purpose. The Office Manager or nominated person (normally the custodian/caretaker) at each office will be responsible for seeing that this testing is carried out. Occasional drills will be carried out by the Health & Safety Manager to gauge the response of staff to the sounding of the panic alarm. Where necessary, training will be given to ensure that staff can differentiate between panic alarms and other alarms.

## **Physical environment, other work places**

There are many other places where staff work other than the main offices, i.e. Museums, Parks, Depots, the Bus Stations, Car Parks, Public Halls and Public Conveniences.

The Health & Safety Manager will be consulted about all proposals for construction and alteration of such places and the safety of staff, bearing in mind the risks involved.

Specific working procedures for these places will be devised by managers and discussed and agreed with the Health & Safety Manager.

## **Meeting clients in our offices**

Reception - receptionists are the first point of contact between staff and visitors to our offices, and therefore, must:

- Familiarise themselves with the names and addresses on the Register. (See Page C-3)
- Obtain the name and preferably the address of all persons seeking an interview with a member of staff.

When the **receptionist** is aware that the person in reception is one of the following then, they must warn the officer coming to reception.

- On the Register. (See Page C-3)
- Under the influence of alcohol or drugs.
- Angry.

## **Conducting Interviews**

There are separate guidelines for the use of each interview room/reception area. Officers should be issued with a copy of and familiarise themselves with the guidelines for any area in which they may be asked to work.

Officers must not bring clients into offices themselves. The security door system is installed to prevent the public from entering this working area.



There will be occasions when despite their best efforts to provide clients with care and consideration, the degree of verbal abuse being received by staff exceeds their personal tolerance threshold. Under these circumstances staff are permitted to terminate interviews (face to face or on the telephone). Termination of interviews under these circumstances must be reported to a senior officer in writing.

### **Meeting clients away from the offices**

The Local Authorities accept that visiting clients in their homes, on building sites or in any of the other numerous situations in which staff find themselves, is inherently more risky than meeting them in the relatively controlled environment of its offices. In recognition of this fact, all staff that carry out this type of work should be given a full day's training undertaken by an experienced consultant.

In addition, the following procedures will apply to all staff whenever they leave the offices to meet a client:

- Mobile phones - Although a mobile phone is of no use if a VAW incident is in progress, it does however enable staff to keep their work place informed of progress and changes to itinerary. Additionally, if they should be trapped in their car, this would enable them to summon help. All staff will be offered this facility when they are meeting clients away from their office base.
- Itinerary logging - All departments will operate a log system to keep track of staff out of the office on site or home visits. A duty officer will be appointed who will be responsible for regularly checking that staff have not gone missing. In particular, the duty officer will ensure that all staff are accounted for at the end of each working day.
- Departments will make such additional arrangements as are appropriate where staff regularly carry out home or site visits out of hours.
- No officer will visit, unaccompanied, a name or an address which appears on the Register.
- Whenever there is a matter to be discussed that is likely to cause distress or resentment, careful consideration will be given for the need of a two persons visit.

### **The Register**

The Councils maintain a Register of names and addresses of members of the public who pose a threat to staff. The purpose of this Register is to disseminate information known only to one group of staff throughout the Authorities (including ARP), so that staff are aware of the potential dangers when meeting these people.

The Health & Safety Manager will update the Register on a regular basis, with advice from the Data Protection Officer on how the register should be managed.

The Register consists of the names and addresses of and reported information about people who fall into one of the following categories:

- They have assaulted an officer of the Councils or a member of their family.
- They have threatened to assault an officer of the Councils or a member of their family.
- We have received information from a reputable source (usually the police) that extreme care should be taken when dealing with them.
- They have made unfounded allegations of a serious nature against an officer of the Councils.
- They have caused damage to property.

Every entry on the Register must be backed up by a written report signed or countersigned by a senior officer (normally on General Reporting Form ~~SM1~~). The Health & Safety Manager (or ~~his deputy~~~~the Senior Personnel Officer~~ in his absence) is the only person authorised to make additions to the Register.

Access to the information held on the Register is restricted to those who need to see it. ~~Two levels of access are provided:~~

- ~~• Computerised version — All managers of staff who meet the public plus officers nominated by them can access details held on the system.~~
- ~~• Hard Copy — Printed copies of names and addresses are to be provided for all officers who are likely to meet individuals that present a risk.~~

When amendments are made to the Register, ~~the Health & Safety Manager those that have access to the register will automatically be notified.~~will inform all managers, whose staff meet the public, by means of an e-mail message providing them with details of the amendments and asking them to print out new hard copies for distribution to their staff immediately. ~~All such managers must maintain a distribution list and account for each list copied; old copies must be destroyed in a confidential manner~~

NOTE: No hard copies of the register are to be made.

The register will be reviewed annually, to determine which names if any should be ~~removed,~~removed and the relevant managers consulted.

## **Incidents and Incident Reporting**

If it is believed by a member of staff that a member of the public poses a threat and is being redirected from one department to another, it is imperative that the staff in that department are forewarned of such a threat by the quickest possible means (by face to face or telephone).

If it is believed that the member of the public concerned poses a potential threat to Council staff in the future and their name is not already on the Register, the Health & Safety Manager should be notified immediately by telephone.

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

The Police must be summoned if a member of staff is physically attacked.

If the incident is serious, e.g. a physical assault is involved or the member of staff is traumatised, the section head should immediately inform the Health and Safety Manager who will advise on the support to be provided to the member of staff involved. The Authorities will provide professional counselling in appropriate cases.

The Crown Prosecution Service will normally prosecute offenders where there is sufficient evidence. Following serious incidents, where the CPS takes no action, the case will be referred to the Head of Legal Services. Provided that there is sufficient evidence, which may lead to a reasonable chance of success, the Authority will undertake a private prosecution on behalf of the member of staff who has been assaulted. To assist in this process, the Health & Safety Manager will normally arrange for the taking of statements from staff and witnesses, in addition to any statements taken by the Police.

## **Internal recommended safe working practices**

A senior member of staff shall be told of any interview with a potentially violent person or when the subject matter could cause distress or resentment. Consideration should be given to the person most suitable to conduct the interview and the need to have a colleague present.

Although a member of public may appear to be aggressive (in which case the interview should not be started until the person is calmer) this can be relieved by providing a helpful response.

Staff should be aware of “early warning” signs of violent behaviour. Should violence become imminent the officer should alert colleagues by using the panic button and/or leave the room and report to a senior member of staff. If an act of violence is committed without warning, colleagues must be made aware of the situation immediately by whatever means is appropriate, e.g. panic button, shouting.

If the panic alarm is activated or a colleague obviously needs help, response should be immediate and assistance called for. Remember, even if you cannot offer physical support, your very appearance may be enough to defuse the situation; you should also raise the alarm and alert other staff.

## **External recommended safe working practices**

When a home or site visit is required and the interviewee is known to be potentially violent or the subject matter is so contentious it is likely to cause distress and resentment, the interviewer should be accompanied by a colleague.

It is NOT suggested that this should be the norm because a one to one interview is likely to be more effective and the presence of a second person could be counter productive. It may be feasible, in contentious situations, for the person to be offered an interview in an office where better control measures are in place.

Departments should maintain a log of staff on home or site visits during office hours, showing the time of appointment, the name and address of the interviewee and expected time of return. Consideration should be given to appointing a “duty officer” to make sure that, all staff are accounted for during office hours.

Staff conducting home visits after office hours should notify the “duty officer” or adopt the “Guardian Angel” system as per instruction 14 lone workers.

## **Visiting or inspecting premises**

All staff should follow the following guidelines when visiting or inspecting premises:

- Ensure your whereabouts is known;
- Park your car out of immediate sight;
- If the interviewee is aggressive from the outset, do not enter the property, conduct the interview on the doorstep or suggest that you return later;
- When inside allow the interviewees to proceed you into rooms, specifically invite him/her to do so;
- If there is a dog then ask the interviewee to lock it up;
- State your intentions clearly;
- Do not speak in jargon; make sure that you are understood;

- Do not continue taking notes if the interviewee becomes aggressive;
- Do not attempt to pacify an aggressive interviewee, Leave immediately without explanation.

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

Department	Section	Location (Address)

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

Control measures in place:					
Extinguishers	Code		Code		Code
Water		Foam		CO <sup>2</sup>	
Dry powder		Hose reel		Fire blanket	
Other					

Other control measures:
Fire detection:
Fire warning
Means of escape (including disabled persons)
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	=

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

Assessor		
Date	Name (Caps please)	Signature
Person Responsible		
Date	Name (Caps please)	Signature

Review Dates & Signatures			
1 <sup>st</sup> review			
2 <sup>nd</sup> review			
3 <sup>rd</sup> 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



<u>Copy/s issued to for action (Name)</u>	<u>Date issued</u>	<u>Serial numbers</u>	<u>Signature</u>

Continuation of additional controls

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

Continuation of additional controls

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