Forest Heath • St Edmundsbury



St Edmundsbury Borough Council and Forest Heath District Council

HEALTH AND SAFETY POLICY (Issue 3)

CONTENTS

INTRODUCTION

POLICY STATEMENT

OBJECT AND INTENT

ORGANISATION

ARRANGEMENTS

This page is intentionally blank

This page is intentionally blank

HEALTH & SAFETY AT WORK POLICY DOCUMENT INDEX

PART	INSTRUCTION	INDEX	Page
1		Introduction	1
2		Policy Statement	3
3		Object and Intent	5
4		Organisation	
		a Responsibilities	7
		b. Committee & Appointments	9
		c. Organisational Chart	11
5		Arrangements	13
	1	SAFE PLACE OF WORK	15
	2	RISK ASSESSMENT	17
	3	ACCIDENT / NEAR MISS / DANGEROUS OCCURRENCE REPORTING	19
	4	FIRE SAFETY ARRANGEMENTS	21
	5	FIRST AID	23
	6	VIOLENCE AT WORK	25
	7	DISPLAY SCREEN EQUIPMENT	27
	8	MANUAL HANDLING	31
	9	ELECTRICAL SAFETY	33
	10	СОЅНН	35
	11	NOISE	37
	12	MACHINERY & PLANT	39
	13	OFFICE SAFETY	41
	14	LONE WORKERS	43
	15	CONTRACTORS	45
	16	PERSONAL PROTECTIVE EQUIPMENT	47
	17	EXPECTANT MOTHERS	49
	18	STRESS	51

19	SMOKING AT WORK	53
20	MOBILE PHONES	55
21	TRAINING	57
22	RECORDS	59
23	DRIVING	61
24	HAND ARM VIBRATION – PURCHASE GUIDANCE	63
25	HOME WORKING	65
26	WORK EXPERIENCE	67
27	OCCUPATIONAL HEALTH	69
28	ASBESTOS	71
29	CONSTRUCTION DESIGN MANAGEMENT	73
30	LEGIONELLA	75
31	WORKING AT HEIGHT	77
32	EVENT SAFETY	79
33	VOLUNTEERS	80
Annex A	RISK ASSESSMENT GUIDANCE	A1-A8
Annex B	RISK ASSESSMENT TEMPLATE	B1-B3
Annex C	VIOLENCE AT WORK GUIDANCE	C1-C5
Annex D	MANUAL HANDLING ASSESSMENT TEMPLATE	D1-D2
Annex E	COSHH ASSESSMENT TEMPLATE	E1-E2
Annex F	GUIDANCE ON PPE (ISSUE /USE/STORAGE)	F1
Annex G	RISKS TO NEW/EXPECTANT MOTHERS	G1-G2
Annex H	INCIDENT ACTION GUIDE	H1
Annex I	SAFETY REQUIREMENTS FOR CONTRACTORS	11-112
Annex J	DRIVING AT WORK GUIDANCE	J1-J7
Annex K	FIRE RISK ASSESSMENT	K1-K3
Annex L	FIRE RISK ASSESSMENT GUIDANCE	L1-L5

Annex V	WORK PERMIT FOR EXTERNAL & INTERNAL ROOF WORK	V1-V2
Annex U	WORK PERMIT FOR HOT WORKS	U1-U2
Annex T	NOTIFICATION OF AN EVENT FORM	T1-T2
Annex S	EVENT SAFETY PLAN	S1-S24
Annex R	GUIDE TO ORGANISING SAFE EVENTS	R1- R16
Annex Q	PERSONAL SAFETY – A GUIDE FOR COUNCILLORS	Q1-Q4
Annex P	WORK EXPERIENCE SAFETY CHECK LIST	P1-P2
Annex O	WORKING AT HEIGHT INFORMATION	01-02
Annex N	WORK EXPERIENCE RISK ASSESSMENT	N1-N2
Annex M	HOME WORKING RISK ASSESSMENT	M1-M4

This page is intentionally blank

This page is intentionally blank $_{\scriptscriptstyle(iv)}$

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
800	Jun 15	CDM	Hosker		Jun 15
009	Jun 15	Annex C - VAW	Hosker		Jun 15
010	Jun 15	Annex K - FRA	Hosker		Jun 15

Amendment:		Amended by: Name Signature Date			
No	Date	Topic	Name (print)	Signature	Date