



# SALTASH TOWN COUNCIL

## **HEALTH AND SAFETY GENERAL POLICY 2020 OFFICE AND OTHER LOW RISK AREAS**



## OVERVIEW

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Our health and safety general policy provides us with the means to manage health and safety in an efficient and effective way and includes:

### **General Policy and Implementation of Policy**

In this section we state our objectives for, and commitment to, managing health, safety and welfare. We also describe how the policy will be implemented.

### **Organisation and Responsibilities**

To ensure that we are all aware all our responsibilities this section outlines our organisational structure for managing health and safety. Responsibilities are assigned to all levels of management and the individual responsibilities of all employees are described therein.

### **Procedures**

In this section we outline the procedures that we will use to implement statutory requirements and to achieve the objectives of our policies.

### **Monitoring, Checking and Recording**

Checklists for monitoring and carrying out workplace inspections are located in Section E of our policy.

Other records and forms are located in Sections G and H. These forms once completed are our proof that we have been diligent in carrying out our policy and procedures further ensuring compliance with current health and safety legislation good practice.

### **Document Control**

The issue status of pages in our documents is identified in the bottom left hand corner of each page. When updates or changes are required, only the pages requiring amendment will be changed. Each change is recorded in the Amendment Record found at the front of our Health and Safety General Policy.

The date on the Policy Statement reflects the date the policy was last reviewed.

# HEALTH AND SAFETY GENERAL POLICY

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## AMENDMENT RECORD

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Amendment Reference	Section	Page No	Amendment Details	Amendment Date	Requested By
HS/0/____					

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## AMENDMENT RECORD

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Amendment Reference	Section	Page No	Amendment Details	Amendment Date	Requested By

# **SECTION A:**

## **GENERAL POLICY AND IMPLEMENTATION**



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## GENERAL POLICY STATEMENT

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At Saltash Town Council our policy is to ensure, so far as is reasonably practicable, the health and safety of our employees and anyone else who may be affected by our work activities. The minimum standard we will adopt will be compliance with legal requirements and appropriate codes of practice. However, our aim will be to fulfil the spirit of the law and not just comply with technical requirements. We will assess the risks from our work activities and will operate according to the procedures that best promote health and safety at work.

We accept our responsibilities for health and safety and are committed to giving health and safety equal importance with other business matters. We will ensure that the resources necessary to achieve the objectives of this policy are made available. Our employee's cooperation is critical to enable us to fulfil our statutory duties and the objectives of this policy. To promote co-operation, procedures for consulting with employees on matters of health, safety and welfare are part of the general policy of the company.

Work equipment will be provided and maintained to ensure its safe operation. If employees are required to operate any work equipment they will be provided with appropriate training. Where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment (PPE) will be provided as a last resort and instruction in its use and maintenance given.

All materials and work equipment will be stored in a safe manner. Safe access to and egress from our premises will be maintained, in order to protect employees and others.

Suitable facilities for welfare at work will be provided and maintained, as will arrangements to enable employees and others affected by our undertaking to obtain first aid.

The signatory below has ultimate responsibility for health and safety within Saltash Town Council and will nominate a competent person for health and safety. Other responsibilities for health and safety matters have been assigned as appropriate and are described in the relevant organisation and procedures sections of the policy.

The Policy Holder will oversee an annual review of this policy and associated procedures to ensure their continued effectiveness. Where necessary to ensure legal compliance and promote continuous improvement, the policy and procedures will be amended. Any amendments will be brought to the attention of all employees and other interested parties.

### Policy Holder:

Signed Name: .....

Signed Title: .....

Date: .....

Review Date            July 2021



## ENVIRONMENTAL POLICY STATEMENT

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We believe that we are responsible for achieving good environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

Our policy is to: -

- wholly support and comply with the requirements of current environmental legislation;
- minimise our waste and then reuse or recycle as much of it as possible;
- minimise energy and water usage in our premises, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable;
- operate and maintain company vehicles with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate;
- apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community;
- as far as possible purchase products and services that do the least damage to the environment and encourage others to do the same;
- assess the environmental impact of any new processes or products we intend to introduce in advance;
- ensure that employees understand our environmental policy and conform to the standards it requires;
- address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned;
- update our Environmental Policy annually in consultation with employees and other interested parties affected by our undertaking.



## IMPLEMENTATION OF POLICY

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Our policies will be implemented by:

- taking health and safety into account when planning all our business activities;
- providing and maintaining work equipment and systems of work that are carefully designed and monitored;
- ensuring that health and safety standards are complied with when using, handling, storing and transporting articles and/or substances;
- ensuring that employees are provided with adequate and sufficient information, instruction, training and, where necessary, supervision to enable them to work safely;
- ensuring that high standards of housekeeping are maintained within the workplace and in other premises or sites where we are working and that a safe means of access and egress are maintained at all times;
- ensuring that, where its use is identified as a last resort by risk assessment, personal protective equipment (PPE) is provided and used;
- ensuring that specific arrangements are entered into when engaging contractors so that our policies and procedures can be adhered to by them;
- ensuring that adequate arrangements and facilities for welfare and first aid are provided;
- ensuring that employees and our contractors comply with relevant legislation and co-operate with those responsible for enforcing it;
- maintaining a system for the recording and investigation of all accidents/incidents;
- ensuring that the responsibilities of employees and contractors with regard to health and safety are specified clearly and documented.

Saltash Town Council adopted the principles of the 'Deming four-step management PDCA method' used throughout business for the control and continuous improvement of all our processes and services.

We ensure that every improvement within Saltash Town Council's own internal management system(s) follow the internationally agreed steps of the cycle, namely:

**PLAN** – We establish the objectives and processes necessary to deliver results in accordance with the expected output – be that a deliverable, target or goal.

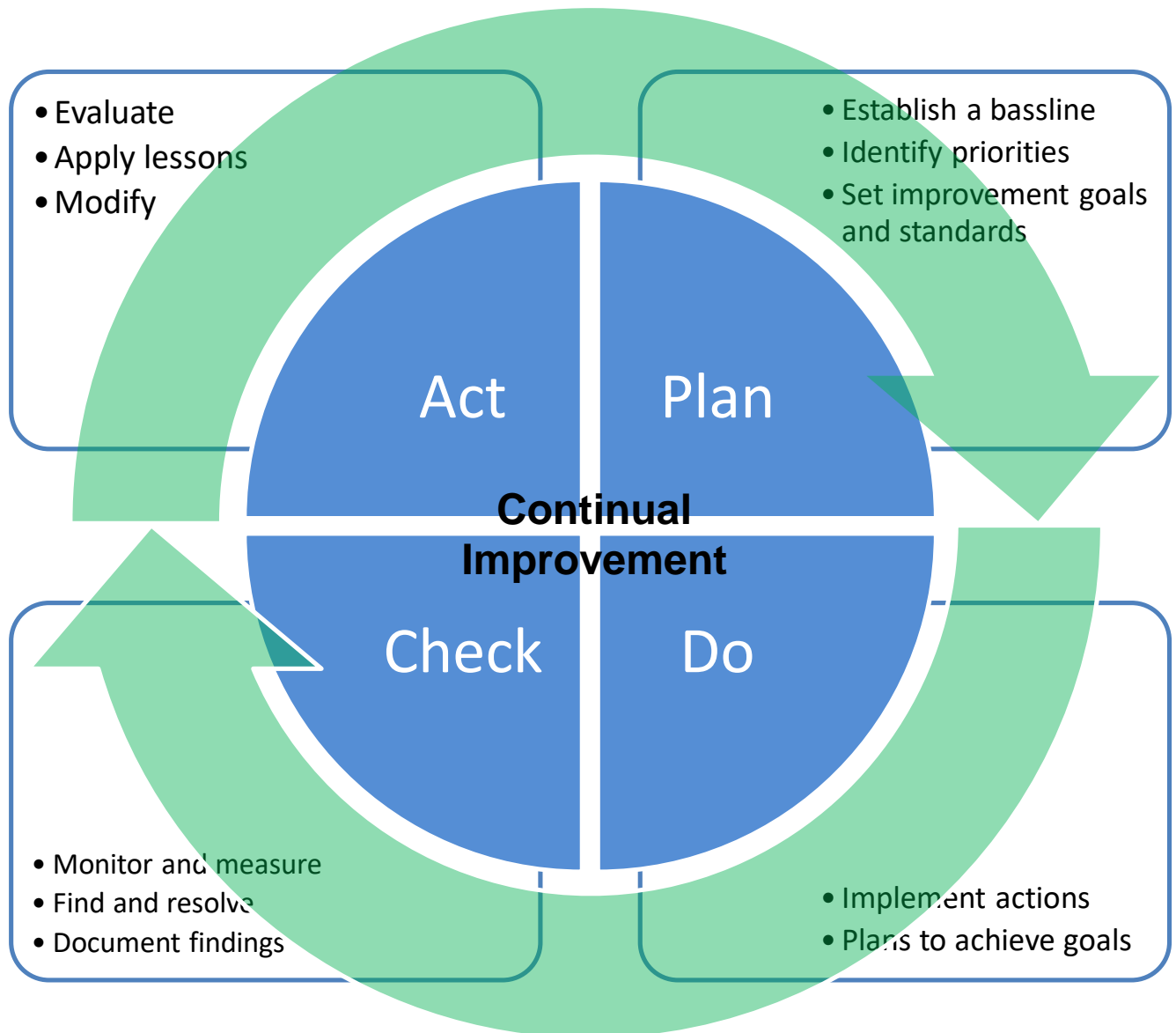
**DO** – Having planned our objectives, we then implement them and follow the agreed processes and procedures in order to produce a quality product.

**CHECK** – Throughout the planning and finalisation of the product, we carefully analyse the ongoing results (measured and collected in 'DO' above) and compare these against the expected results (targets or goals from the 'PLAN') to see if there are any differences. We look for any deviations and improvements that might have been made during the implementation of the 'PLAN'.

**ACT** – The results of the 'CHECK' stage are then carefully analysed to see if any further steps can be taken to refine and improve the 'PLAN'.

We also use the results of this PDCA cycle to further improve future products, processes and deliverables.

Demonstration of the continued success of our Health and Safety Management System is then achieved via regular audits and reviews.



The system adopted by Saltash Town Council to achieve quality in performance with accountability is based on the following four main items or activities:

1. **Health and Safety Policy** – the Policy (as the primary control document) which defines the policy, processes, responsibilities, procedures etc. that are to be used;
2. **Appointed Person** – the appointment of an Individual within a defined organisational structure, who is responsible for operating the system and ensuring that the Health and Safety and its associated documentation is fully and effectively implemented;

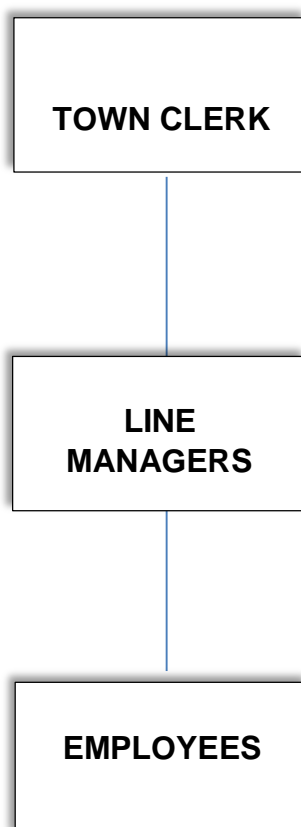
3. **Documented Processes and Procedures** – the use of documented processes and procedures to define all activities which could lead to variability of execution with consequent loss of performance or safety if not rigorously controlled;
4. **Management System reviews** – regular reviews of the Health and Safety Policy (and its supporting documentation) together with auditing its effective implementation to ensure that the most suitable and effective methods and procedures are still prescribed and used.



# **SECTION B:**

## **ORGANISATION AND RESPONSIBILITIES**

## HEALTH AND SAFETY MANAGEMENT STRUCTURE



## INDIVIDUAL RESPONSIBILITIES

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### GENERAL RESPONSIBILITIES OF ALL EMPLOYEES

At Saltash Town Council we take seriously your health, safety and welfare and that of any others affected by our undertaking. We have set high standards which are described in our policies, procedures and safe systems of work. We will strive to achieve the standards set by providing the resources necessary to do so. Achieving our safety culture also requires the co-operation of all of our employees.

The Line Manager who authorises work to be carried out will ensure that those that will be carrying out the work are adequately trained, instructed and informed to enable them to do so safely and to avoid risks to their health. Where necessary, we will provide supervision, particularly in the case of young persons and inexperienced employees. Monitoring responsibilities are described in Section E. In addition to any specific responsibilities we will also carry out safety inspections of the working environment under our control in order to maintain our standards.

All employees must follow the arrangements described in our policies, procedures and safe systems of work. You should only operate work equipment that you are trained and authorised to use, ensuring that all guards and safety devices are in place and use any personal protective equipment (PPE) issued to you as a control measure. If you have any concerns about health and safety matters, you should tell us immediately or follow the consultation procedure described in Section C.

We may want you to be involved in our risk assessment process. If so, we would ask you to co-operate with those leading the process.

We would remind you that all employees have duties under Sections 7 and 8 of the Health and Safety at Work Act to: -

- take reasonable care of their own health and safety and that of anyone affected by what they do;
- co-operate with their employer to enable them to comply with their statutory duties;
- refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare.

Failure to comply with your legal duties may result in the enforcing authority taking action against you.

## **SPECIFIC RESPONSIBILITIES**

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### **TOWN CLERK**

Responsibilities include:

- administering the Safety Policy, or appointing a senior member of staff to do so;
- carrying out an annual review of the Policy;
- ensuring that any inspection, testing and certification is carried out to comply with relevant Regulations applicable to our operation;
- carry out risk assessments in areas of specific responsibility;
- bringing to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
- ensure Line Managers carry out risk assessments within areas of specific responsibility;
- ensuring that risk assessments are reviewed regularly;
- ensuring that risk assessments are undertaken on any new or proposed activities or processes;
- ensuring that employees are adequately trained in proper and safe working methods and are aware of any hazards;
- reprimanding any member of staff failing to discharge satisfactorily, the responsibilities allocated to them;
- instituting appropriate reporting, investigation and costing of injury, damage and loss; promoting action to preclude recurrence and initiate analysis to discover accident trends;
- ensuring that all employees are aware of the fire procedures and first aid facilities;
- setting a personal example.

## **SPECIFIC RESPONSIBILITIES**

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### **LINE MANAGERS**

Responsibilities include:

- carry out risk assessments in areas of specific responsibility;
- bringing to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
- ensuring that risk assessments are reviewed regularly;
- ensuring that risk assessments are undertaken on any new or proposed activities or processes;
- identifying training requirements of individuals;
- ensuring that employees are adequately trained in proper and safe working methods and are aware of any hazards;
- reprimanding any member of staff failing to discharge satisfactorily, the responsibilities allocated to them;
- carrying out safety inspections in those areas under their control;
- ensuring that suitable written records are kept and maintained of such inspections;
- completing accident reports for all accidents involving injury, damage or lost time. Reports to be completed as soon as possible after the incident;
- ensuring that all employees are aware of the fire procedures and first aid facilities;
- setting a personal example.

## **SPECIFIC RESPONSIBILITIES**

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### **EMPLOYEES**

Responsibilities include:

- being familiar with the Safety Policy and implementing it at all times;
- complying with any risk assessments which have been undertaken;
- operating only items and equipment for which you have been trained, deemed competent and authorised to use;
- reporting any industrial injury, industrial disease, or any incidents which could result in personal injury or property damage, to the Line Manager;
- using the correct tools and equipment for the job. Using the safety equipment and protective clothing (P.P.E.) which is made available and issued when required;
- developing a concern for safety personally and for others, particularly new employees;
- avoiding improvisation;
- suggesting ways of eliminating hazards;
- co-operating with us in maintaining a safe working environment and making your contribution to reducing accidents;
- taking care of property entrusted to you, refraining from horseplay, the abuse of welfare facilities and the misuse of equipment;
- keeping tools and equipment in good condition;
- reporting to your line manager any defects in equipment. Ensuring that equipment is in a safe and secure state when unattended;
- obeying our safety rules;
- setting a personal example.

## SUMMARY OF RESPONSIBILITIES

### OVERALL RESPONSIBILITY

The Policy Holder has overall and final responsibility for health and safety within our operations and will ensure we have effective policies for health and safety and will delegate specific responsibilities to ensure that all requirements of current legislation are satisfied.

### SPECIFIC RESPONSIBILITIES

Responsibility	Name
<u>Policy Implementation</u>	
Review:	
Health and Safety Budget/Funding:	Town Clerk
Insurance Provision:	Town Clerk
Instruction in Safe Working Practices:	Town Clerk
Training:	LINE MANAGER
Office Safety Inspections:	LINE MANAGER
Person responsible for Disciplinary Procedures:	LINE MANAGER
Person responsible for issue of PPE:	SERVICE DELIVERY MANAGER
<u>Equipment Maintenance and Inspection</u>	
Contractors and other Services:	
Lifting Equipment:	SERVICE DELIVERY MANAGER
First Aid Provision:	LINE MANAGERS
<u>Fire</u>	
Equipment:	SERVICE DELIVERY MANAGER
Evacuations:	
Computer Equipment:	
Housekeeping:	SERVICE DELIVERY MANAGER
Accident Recording:	ALL EMPLOYEES
Accident Investigation and Reporting:	SERVICE DELIVERY MANAGER
Visitors (Inc. Contractors):	SERVICE DELIVERY MANAGER
<u>Risk Assessments</u>	
General:	SERVICE DELIVERY MANAGER
Fire:	
Hazardous Substances (COSHH):	SERVICE DELIVERY MANAGER
Manual Handling:	SERVICE DELIVERY MANAGER
PPE:	SERVICE DELIVERY MANAGER
DSE:	SERVICE DELIVERY MANAGER
Working at Heights:	SERVICE DELIVERY MANAGER
Lone Working:	SERVICE DELIVERY MANAGER
Pregnant Employees:	SERVICE DELIVERY MANAGER
Young Persons:	SERVICE DELIVERY MANAGER

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Responsibility	Name
<u>Services</u>	
Gas and Gas Appliances:	SERVICE DELIVERY MANAGER
Electricity and Electrical Equipment:	SERVICE DELIVERY MANAGER
Water Supply (Legionellosis):	SERVICE DELIVERY MANAGER
Waste:	SERVICE DELIVERY MANAGER



## RESPONSIBILITIES OF CONTRACTORS

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We are responsible to engage competent contractors, manage and control them whilst they are on our premises. The responsibilities described below apply to all contractors engaged to work on our premises.

Contractors are responsible for ensuring that all persons under their control are aware of the following: -

- fire procedures;
- first aid arrangements;
- welfare arrangements;
- the requirements of any risk assessments and method statements they are required to comply with;
- areas where personal protective equipment (PPE) must be used;
- any permit to work systems.

It is our responsibility to inform contractors of any known hazards to which persons under their control may be exposed while working on our premises. The Line Manager engaging contractors is responsible for providing this information.

It is the responsibility of a contractor to provide us with risk assessments and method statements, which should describe how the work will be carried out without exposing any person to risks to their health or safety. The requirements of these documents must be adhered to.

We reserve the right to submit contractors' risk assessments and method statements to external health and safety consultants for evaluation.

A contractor must ensure that any equipment brought on to our premises is fit for the purpose and in a good state of repair.

All portable electrical appliances used by contractors on our premises must be battery operated or operate at 110 volts supplied through a centre-tapped transformer. Where appliances are not available in battery or 110 volts versions the use of 240 volts equipment will be permitted, so long as such equipment is used with a residual current device operating at 30 mA/30ms.

Contractors will be required to provide evidence that any portable electrical appliances will be inspected and tested at a frequency (decided by risk assessment principles) and as stipulated by current HSE guidelines.

We reserve the right to order off our premises any contractor not complying with our Health and Safety General Policy or procedures.

## **RULES FOR VISITORS**

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### **INTRODUCTION**

The following rules are designed to control all visitors to our premises, including contractors engaged to work on the premises. For health, safety and security reasons it is important that visitors should not be permitted to wander freely around the premises. In the event of a fire it is imperative that we know who is in the building at the time and that all persons can be accounted for. We will do this by maintaining a record of the name, time of arrival and departure and whereabouts of all visitors. Our procedures for the control of visitors are outlined below.

Any employee receiving a visitor should ensure that: -

- the visitor enters their details in the 'Visitors' Record Book' on arrival and signs out on departure;
- the visitor remains in the reception area until they are collected by their host;
- any incident involving a visitor must be reported without delay. Injuries should be recorded in the Accident Book;
- the visitor reads and complies with the Fire Procedures.

### **VISITOR RULES**

#### **PARKING**

You must ensure that your vehicle is left in an approved parking area. Vehicles must not obstruct fire escape routes, private or public access and other vehicles.

#### **RECEPTION AREA**

Please remain in the reception area until you are collected by your host.

You will be accompanied while you are on the premises, unless we authorise you to enter the premises unaccompanied.

#### **SECURITY**

You must not remove anything from the premises without permission.

#### **HEALTH AND SAFETY**

Do not enter any area of the premises until you have received the permission from your host.

You must report any accident, injury or dangerous occurrence to your host immediately. You will be required to enter the details of any injury in our Accident Book

## **FIRE**

Please follow the Fire Procedure and Instructions.

If you are working unaccompanied, please familiarise yourself with the locations of the fire exits and manual call points.

## **SMOKING**

To comply with current legislation and company policy, you are not allowed to smoke inside any of our premises.



# **SECTION C:**

## **PROCEDURES**

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## ACCIDENT/INCIDENT REPORTING PROCEDURE

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We accept our duty under the current edition of the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)** to report certain injuries and incidents to the enforcing authority. The purpose of this procedure is to ensure that this duty is fulfilled and that all accidents are investigated.

### ACCIDENT/INCIDENT RECORDING

Any employee injured during the course of their work or any other person affected by our undertaking must report it and it will be recorded into our Accident Book, which is kept in the reception area. The completed page of the book will then be removed and given to the Line Manager who is responsible for ensuring that completed reports are kept secure. We will also record any accidents where an employee has been incapacitated for more than three consecutive days. 'Near Miss's' incidents will also be recorded, and we will use the information to assist us in risk and safety management. The injured employee or person can request a copy of the page from the Accident Book for their records.

### ACCIDENT INVESTIGATION

The Line Manager will investigate accidents/incidents and if appropriate complete a copy of our Accident/Incident Report Form. If deemed appropriate control measures necessary to prevent recurrence will be identified and actioned.

### REPORTING UNDER RIDDOR

The Line Manager is responsible for reporting to the Incident Contact Centre (ICC) any injury, disease or dangerous occurrence covered by RIDDOR.

### INCIDENT CONTACT CENTRE (ICC)

All accidents/incidents will be reported online using one of seven reporting forms provided or the ICC telephone service which is available for reporting **fatalities and specified injuries only**.

Online reporting accessed via:  
**[www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)**

Telephone:       **0345 300 9923**

Please note the telephone service is available Monday to Friday, 08:30 am to 17:30 pm. For out of hours reporting information visit the above web address.

It is our policy that verbal or other communication regarding accidents/incidents to any third party will be at the discretion of the Town Clerk. Any request for information by pertinent and relevant parties must be addressed to him in writing and he will make our official response. This statement relates to both reportable and non-reportable accidents/incidents.

## ASBESTOS MANAGEMENT

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For our properties constructed prior to 2000, we will ensure a risk assessment of the possible existence of asbestos containing materials is undertaken by a competent person and in accordance with the current version of the Control of Asbestos Regulations. We will ensure that the findings of such risk assessments are acted upon as necessary

A survey of our premises has been carried out. Please refer to the asbestos survey or other relevant information for advice on areas that contain Asbestos Containing Materials (ACM).

There are no health risks to employees, contractors and/or others working in or visiting our premises, so long as these presumed ACM remain in good condition and are not disturbed. However, if the ACM are abraded, drilled or worked on with power tools the dust generated may contain asbestos fibres and then there will be risks to employees or any others exposed. To ensure that risks from work on presumed ACM are reduced to the lowest reasonably practicable level we will adopt the following procedures:-

- Where Asbestos Containing Materials are known to be present we will ensure a suitable Asbestos Management Plan is prepared- including condition monitoring at periods not exceeding 6 months.
- an Asbestos Register listing the locations and conditions of all known and presumed ACMs will be maintained;
- the Asbestos Register will be brought to the attention of any employee, contractor or others who need to disturb, work on or near to a known or presumed ACM;
- Where there is a need to repair / remove any Asbestos Containing Material we will take advice and where necessary employ the services of a HSE Licenced Asbestos Contractor.
- before any work on or near to a known or presumed ACM can commence a risk assessment will be carried out and a method statement written. The risk assessment and method statement will identify how the work will be carried out without exposing any person to risks from asbestos fibres. Where necessary, arrangements will be made for a sample of the ACM to be taken and analysed;
- we will not allow work on an ACM to start until the controls described in the risk assessment and method statement have been implemented;
- the employee or contractor who will be carrying out the work MUST receive suitable training. They will be informed about the hazards and the precautions they need to take to ensure their health and safety;

Any employee observing damage to any ACMs should report this to the Line Manager immediately.

## **COMMUNICATING HEALTH AND SAFETY TO NON-ENGLISH-SPEAKING EMPLOYEES**

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We recognise that there may be occasions when we employ employees who do not have English as their first language and that this may adversely affect the Health, Safety and Welfare of the employee, contractor and or others affected by their actions.

Where we employ a non-English speaking employee an assessment will be completed to determine their level of understanding of the English language and their ability to follow written and/or verbal instructions.

In many cases the level of understanding will be no different from other employees and no further action will be required.

In cases where there is a limited level of understanding of the English language, we will ensure that suitable additional controls are in place to ensure that the employee can undertake their duties without exposing themselves and/or others to undue risk.



## CONSULTATION WITH EMPLOYEES

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We accept our duty under the current edition of the Health and Safety (Consultation with Employees) Regulations to consult employees on health and safety matters, particularly with regard to:

- any measures that may substantially affect employee's health and safety;
- our arrangements for obtaining the assistance of a competent person to assist us manage health and safety effectively;
- information about risks to your health and safety and any preventative measures in place;
- the planning and organisation of any health and safety training that you will need to ensure you work safely;
- any health and safety consequences of the introduction of new technologies into the workplace.

We have elected to consult with employees directly.

You will be provided with such information to enable you to participate fully and effectively in the consultation process. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These may include, but will not be limited to, the following: -

- conversations with individuals;
- staff meetings/team meetings;
- information displayed on notice boards;
- letters attached to payslips, e-mails, memos etc.

We will be consulting you through Representatives of Employee Safety (RES). The names of your RES can be found on the following page and will be displayed on the notice board.

The RES will be provided with: -

- any training they need in order to understand and fulfil their duties as described in the regulations;
- time off, with pay, to fulfil their duties as described in the regulations;
- any information they need in order to fulfil their duties under the regulations;
- copies of correspondence from enforcing authorities and copies of any records that we are required to keep by the current edition of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

We encourage all employees to take an active interest in health and safety matters and welcome positive suggestions for improvement. If you would like to raise a matter for discussion you should bring this to the attention of the Line Manager/ Supervisor or RES.



## DISPLAY SCREEN EQUIPMENT (DSE)

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The term 'display screen equipment' (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder. This also includes laptops, tablets and smart phones.

We accept our duty under the current edition of Display Screen Equipment Regulations, as amended, to assess the risks to the health and safety of our employees from the use of DSE. We have chosen to fulfil this duty by requiring all persons who use DSE, for however short a period, to complete a DSE Self-Assessment Questionnaire. The Manager will evaluate the DSE Self-Assessment Questionnaires and if appropriate remedial action will be taken.

We will provide without charge a DSE eyesight test when requested by an employee deemed a DSE User and/or a full eyesight test if deemed necessary by a competent health professional.

Where an eyesight test identifies that a "DSE User" requires special corrective appliances to work with DSE, we will meet the costs associated with providing a basic frame and the prescribed lenses or contribute to the cost of providing the DSE User with their own preferred special corrective appliances. If this applies to you, you should advise the person responsible for DSE of your requirements.

We recommend that if you use DSE for long periods, you break up the time spent working with DSE by working away from the screen for 10 minutes after 60 minutes of continuous use.

If you experience visual difficulties, headaches or pains in the upper limbs or shoulders when working with DSE you should bring this to the attention of the Manager immediately.

## DRIVING COMPANY VEHICLES

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To ensure the safety of the driver of our company vehicles and any other person/s that could be affected by the use of the vehicle we will operate the following procedures:

- we will ensure that all company vehicles will be suitable for their intended purpose;
- all company vehicles will be serviced according to manufacturers' recommendations and service log books will be maintained. where required, vehicles will hold a current MOT test certificate and will be presented for testing as legally required;
- the driver of the company vehicle is responsible for the completion of a Weekly Vehicle Check sheet for that vehicle;
- we will ensure that our company vehicles are driven by employees holding a current, full licence for the type of vehicle that they are authorised to use;
- before being allowed to drive a company vehicle. Driving licences will be Checked, via the DVLA web site. Ongoing checks will be carried out as required.
- we do not expect employees to take risks whilst driving. Journeys should be planned in advance, allowing sufficient time to drive within speed limits and according to traffic and weather conditions;
- some prescription drugs and medicines may carry a warning that they should not be taken when driving vehicles. Any driver prescribed such medication must inform the Line Manager immediately and must not drive until they have stopped taking the medication;
- drivers are instructed to obey the Highway Code at all times;
- drivers must comply with any controls in appropriate risk assessment/s or safe working systems and are instructed specifically that they must "not" use a mobile phone whilst driving, unless it is a hands-free device;
- drivers are responsible for paying any fines for driving or parking offences committed while they are in charge of a company vehicle;
- the driver of a company vehicle must inform the Line Manager about any prosecution for any driving offence;
- drivers are advised and reminded that drinking alcohol during the working week may take blood alcohol levels above the legal limit. If this is the case drivers must not drive the vehicle until they consider that their blood alcohol level is within the legal limit.

**Driving a company vehicle without authorisation or whilst under the influence of alcohol or illegal drugs are serious breaches of our health and safety rules. They will be considered as gross misconduct, which could lead to summary dismissal.**

## ELECTRICAL SAFETY

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Electricity has the potential to kill. The danger is increased because you cannot see or smell it. Electrocution can also cause burns and the shorting of conductors which can cause fire and/or explosion.

We acknowledge our duties under the current edition of the Electricity at Work Regulations to take precautions against the risk of death or personal injury from electricity in our work activities. Our objectives are to eliminate the risk or reduce it to an acceptable level by adopting the following:

### **Fixed (Permanent Installation)**

Any modifications or extensions to the fixed electrical installations within our premises will be designed by a professionally qualified competent person/s. All designs will comply with the current edition of the Institution of Engineering and Technology Regulations for Electrical Installation (IET Regulations). We will ensure that we obtain from the manufacturer or supplier details of power requirements and bring this to the attention of employees and any other interested party.

Any maintenance work will be carried out by a competent person/s to the standard recommended by the current edition of the IET Regulations.

### **LIVE WORK, EXCEPT WHERE IT IS UNAVOIDABLE FOR THE PURPOSES OF TESTING AND CERTIFICATION, IS PROHIBITED.**

Any competent person/s that carries out electrical maintenance work will be required to provide a risk assessment/s and method statement for the work involved.

Electrical switchgear and control equipment will be kept clean and free from obstruction at all times.

The fixed electrical installation will be periodically inspected and tested at least every five years by a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA).

### **Portable Electrical Appliances**

For the purpose of this procedure a portable electrical appliance is defined as any item powered electrically and supplied via an electrical lead and plug.

Employees who use electrical portable appliances are responsible for visually inspecting the work equipment, plugs and lead prior and during use.

Any employee finding any damage to the portable electrical appliance must bring this to the attention of the Line Manager.

Our portable electrical appliances will be inspected and tested at a frequency (decided by risk assessment principles) and as stipulated by current HSE guidelines.

## FIRE SAFETY

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We recognise that a fire in our premises is a significant risk to the health and safety of anyone using the premises and to fire fighters, our neighbours and others outside. We are committed to doing all that is deemed reasonably practicable to prevent fire within our undertaking. Suitable fire precautions will be adopted, and employees will be instructed in fire prevention and the safe evacuation of the premises.

We will: -

- assess the risks from fire at our premises and implement appropriate control measures;
- ensure that where we have a visitor's book, all visitors sign the book on arrival, and again on departure;
- ensure good housekeeping to minimise the risk of fire;
- provide a means of detection and giving warning in case of fire;
- inspect and/or test fire safety equipment at appropriate intervals;
- provide and maintain safe means of escape in the event of a fire;
- maintain all fire detection, firefighting equipment and installations;
- implement a procedure for the action to be taken in the event of a fire;
- train employees in fire safety, including the carrying out of practice fire evacuation;
- keep records of all fire safety matters;
- ensure that all visitors are made aware of the fire precautions and emergency arrangements;
- comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005;
- identify people with any disability or impairment who may require assistance in the event of a fire;
- where applicable, consult with other occupiers of the premises on fire safety matters;
- identify and control high fire risk activities;
- appoint and train fire marshals;
- train employees in assisting clients/visitors/customers to a safe place during emergency evacuation;

- assess any functions or special events for increased fire risk;
- display the fire procedures in prominent positions;
- designate a fire assembly point.



## **FIRE AND EMERGENCY EVACUATION PROCEDURE**

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### **ON DISCOVERING A FIRE**

1. Any person discovering a fire should sound the alarm or shout “**FIRE: Get Out**”.
2. The person discovering the fire must telephone the emergency services by dialling 999.
3. When the exchange operator answers, ask for FIRE SERVICE and give the telephone number:
4. When connected to the Fire Service state: -

This is: SALTASH TOWN COUNCIL .....

Address: (SUPPLY THE ADDRESS YOU ARE CALLING FROM)

THE GUILDHALL, 12 Lower Fore Street, Saltash PL12 6JX  
LIBRARY – Callington Road, Saltash PL12 6DX  
LONGSTONE DEPOT – Longstone Park, Saltash PL12 6DX  
WATERFRONT OFFICE: Jubilee Green, Saltash  
CHURCHTOWN CEMETERY – Farm Lane, Saltash PL12 4AP

Repeat the Telephone Number: and state “**We have a fire**”.

5. Do not replace the receiver until this information has been correctly acknowledged.

### **ON HEARING THE ALARM**

6. Evacuate the building by the nearest available exit and proceed to the evacuation assembly point as indicated on the Fire Action Notice.
7. If safe to do so, close doors and windows behind you as you leave.
8. On arrival at the assembly point, give your name to the person taking the roll call.
9. If applicable, the Line Manager will collect the Visitors Book on the way out if it is safe to do so, and hand it to the person taking the roll call.
10. **DO NOT** re-enter the premises until told it is safe to do so by the Senior Fire Officer or another Responsible Person.

**END ALL TELEPHONE CALLS IMMEDIATELY**  
**DO NOT STOP TO COLLECT PERSONAL BELONGINGS**  
**WALK - DO NOT RUN**  
**DO NOT TAKE RISKS**



## **FIRE INSPECTION AND MAINTENANCE PROCEDURES**

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We recognise if our fire detection or other warning systems were to fail then lives and property could be put at risk. The following inspections and tests will be carried out to ensure that the fire detection and warning system function when required:

### **ON INDUCTION**

Ensure that all employees have been made aware of the fire evacuation procedure, including how to raise the alarm in a fire emergency.

### **DAILY**

Check that the “Power On” indicator on the Fire Alarm Control Panel is showing.

Check that the fault indicator is not showing or warning sounder operating.

Immediately report any faults to the Line Manager who will arrange for a competent person/s to inspect and make good any fault.

### **WEEKLY**

Each week test in sequence the manual call point/s within the premises by using the key provided to sound the alarm.

Ensure that the alarm operates and that the appropriate zone is indicated on the Control Panel. This will usually require two persons.

Immediately report any faults to the Manager who will arrange for a competent person/s to inspect and make good any fault.

### **MONTHLY**

Test the emergency lighting by using the key provided or by isolating the trip switch (labelled ‘Emergency Lighting’ or by switching off the electrical supply. All emergency lights should come on.

Check that all fire exit doors open easily without the use of a key.

Check that fire escape routes are not obstructed.

Check that fire extinguishers are present, mounted appropriately and not obstructed.

### **QUARTERLY**

Remove mains supply to the Fire Alarm Control Panel and check that the battery can supply the alarm sounders.

Immediately report any faults to the Line Manager who will arrange for a competent person/s to inspect and make good any fault.

## **TWICE YEARLY**

Servicing and preventative maintenance will be carried out by a competent person with specialised knowledge of fire warning and automatic detection systems.

Conduct an unannounced practice Fire Evacuation by setting off the alarm.

Record the time taken for all persons present to reach the fire assembly point (this should usually take around 2 minutes).

After the practice evacuation, hold a briefing session with employees and management to discuss any problems encountered or lessons learned.

## **ANNUALLY**

We will arrange for competent persons to: -

- clean the smoke detectors to ensure correct operation and freedom from false alarms. (N.B. special equipment is required for cleaning smoke detectors);
- service all fire extinguishers;
- carry out emergency lighting and fire alarm battery discharge tests;
- we will record all inspections and tests into the Fire Log.

## **FIRE INSPECTION AND MAINTENANCE PROCEDURES MANUAL SYSTEM**

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We recognise that if warning systems were to fail then lives could be put at risk. The following inspections and tests will be carried out to ensure that the warning system and equipment will function when required to.

### **ON INDUCTION**

Ensure that all employees have been made aware of the fire procedure, including how to raise the alarm verbally.

### **MONTHLY**

Test the emergency lighting by using the key provided or by isolating the trip switch (labelled 'Emergency Lighting' or by switching off the electrical supply. All emergency lights should come on.

Check that all fire exits open easily without the use of a key.

Check that the fire escape routes are not obstructed.

Check that fire extinguishers are present, mounted appropriately and not obstructed.

### **TWICE YEARLY**

Conduct an unannounced practice fire evacuation by the Line Manager/Supervisor raising the alarm verbally by shouting 'Fire'.

Record the time taken for all persons present to reach the fire assembly point (this should usually take around 2 minutes).

After the practice evacuation, hold a briefing session with employees and management to discuss any problems encountered or lessons learned.

### **ANNUALLY**

We will arrange for competent persons to: -

- clean the smoke detectors to ensure correct operation and freedom from false alarms. (N.B. special equipment is required for cleaning smoke detectors);
- service all fire extinguishers;
- carry out emergency lighting battery discharge tests;

We will record all inspections and tests into the Fire Log

## FIRST AID

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We accept our duty under the current edition of the First Aid at Work Regulations to provide suitable arrangements to enable injured employees to obtain first aid. We recognise that prompt action can save lives or prevent the condition of an injured person from deteriorating.

We are responsible for assessing our first aid requirements and for ensuring that we employ enough trained First Aiders and/or Appointed Persons.

Signs stating the names of the First Aiders/ Appointed Persons and the locations of the first aid boxes will be displayed. The First Aiders/ Appointed Persons are responsible for ensuring that the contents of first aid boxes are checked regularly and replenished as required.

## OBTAINING FIRST AID

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### **WORKPLACE FIRST AIDERS** as nominated and trained below:

All employees of Saltash Town Council are trained first aiders.

### **FIRST AID BOXES** Locations as indicated below:

All sites have First Aid boxes.

**In the event of an injury always obtain first aid.**

**All injuries, however minor, should be recorded in the  
Accident Book**

# First aid

## **GAS SAFETY**

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Gas leaks have a high potential for fire and/or explosion and gas accumulating in a confined space can cause asphyxiation. Also, poorly maintained gas appliances can produce carbon monoxide, which is toxic.

We accept our duties under the current edition of the Gas Safety (Installation and Use) Regulations to ensure the health and safety of our employees and others when gas is used. In order to fulfil these duties, we will follow, so far as it is reasonably practicable to do so, the Approved Code of Practice (ACoP) and Guidance to the regulations.

In particular, we will ensure that: -

- any competent person/s engaged to work on our gas installation or gas appliances is registered with the Gas Safe Register™ and qualified to the appropriate part of the ACoP;
- rooms where gas appliances are used will be provided with adequate ventilation;
- a Register of all gas appliances on our premises will be maintained;
- all gas appliances on our premises will be serviced and tested annually by a Gas Safe Register™ registered gas fitter.

Any person engaging a contractor to work on our gas installation and/or appliances should carry out checks to ensure that the contractor is Gas Safe Register™ registered and that individual gas fitters are carrying a Gas Safe Register™ identification card or working under the direct supervision of a person carrying the appropriate card.

## **ACTION IN THE EVENT OF AN EMERGENCY**

**If you think you smell gas:**

**DON'T turn electric appliances or switches on or off.**

**DON'T smoke.**

**DON'T use naked flames.**

**DO turn off the gas supply to the meter.**

**DO open doors and windows to get rid of the gas.**

**CALL the emergency number 0800 111 999.**

## **IF IN DOUBT, EVACUATE**



## HAZARDOUS SUBSTANCES

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A hazardous substance is any substance, natural or man-made, in solid, liquid, powder, dust, gas, fume or vapour form that can cause injury or ill health.

We accept that we have a duty under the current edition of the **Control of Substances Hazardous to Health Regulations (COSHH)** to eliminate or, so far as is reasonably practicable, control the risks to health of any person from hazardous substances used in or arising from our work activities.

We will;

- identify work activities that produce hazardous substances;
- maintain an up-to-date inventory of all substances used within the undertaking;
- obtain and maintain a library of suppliers' material safety data sheets (MSDS) for all substances listed in the inventory;
- carry out and record COSHH Assessments, communicate the risks and control measures along with appropriate information to employees and others that may be exposed to the substances;

We will: -

- review our COSHH assessments every 2 years, or sooner if substances or activities they are used or exposed to significantly change;
- ensure employees are trained how to use hazardous substances safely;
- eliminate or substitute with safer substances to reduce the risks to exposed employees and others;
- provide employees with suitable personal protective equipment (PPE) and train them in its use, where risks from exposure to hazardous substances cannot be reduced to acceptable levels by other means;
- ensure that local exhaust ventilation (LEV) provided to control exposure to hazardous substances is examined every 14 months by a competent person, with records kept;
- identify when atmospheric monitoring and/or health surveillance are needed and ensure that, when needed, such monitoring and surveillance are carried out, with records kept (see below);

Responsibilities for undertaking COSHH assessments are identified in the organisation and responsibilities section of this Policy.

Persons engaging contractors to work on our premises are responsible for obtaining from them MSDS and COSHH assessments for any substances to be used.

Where atmospheric monitoring is carried out, either in order to complete a satisfactory assessment, or to monitor the effectiveness of controls, or as a legal requirement, records will be kept as follows: -

- general area monitoring results will be kept for five years;
- personal monitoring results will be kept for forty years.

### **Infection control**

To control the spreading of a virus we use distancing within the work place and good hygiene, where practicable.

We advise employees to report any symptoms they might have with relation to COVID-19 such as:

1. High temperature (we will be measuring temperatures);
2. New continuous cough (if you usually have a cough, it may be worse than normal);
3. Loss or change to your sense of smell or taste (you may not be able to taste or smell anything or things smell or taste different to normal).

Where possible we have replaced hand dryers and roller towels with disposable paper towels. We have signs and posters to remind employees of the need for good personal hygiene and the need for frequent hand washing.

Employees are responsible for using the controls identified in the COSHH assessments to which they are exposed. If you consider that the controls identified in a COSHH assessment are not sufficient to reduce the risks to your health, you should inform the Line Manager immediately.

## HEALTH SURVEILLANCE

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We acknowledge that some of our work activities may have the potential to cause work-related illnesses. Therefore, we will take all reasonably practicable steps to monitor our employees' health. The aim will be to detect early signs of the onset of work-related illnesses so that suitable actions can be taken to prevent illnesses developing.

Possible work-related conditions arising from our activities may include: -

- contact or allergic dermatitis resulting from exposure to some substances;
- repetitive strain injuries (RSI) and work-related upper limb disorders (WRULD) resulting from the use of computing equipment or other work activities and processes.

### INFORMATION AND TRAINING

We will give sufficient information, instruction and training to ensure employees understand the hazards to health posed by any identified work activities and the importance of the control measures provided. Information will also be given on how to report to the Line Manager/Supervisor any health problems that may be attributed to work activities. This may be reported verbally by the employee or when (if deemed appropriate) any specific health questionnaires we initiate.

### OCCUPATIONAL HEALTH SERVICES

When necessary we will engage the services of a competent occupational health service provider to give advice and guidance in the area of any specific health surveillance. The service provider may if deemed appropriate carry out initial and/or regular health examinations to employee/s and give guidance upon symptoms to be observed so that any work-related illness can be identified at an early stage and steps taken to cure the condition or prevent it getting worse. Guidance will also be given on suitable control measures.

## LIFTING OPERATIONS

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We acknowledge our duties under the current edition of the Lifting Operations and Lifting Equipment Regulations to ensure that our lifting equipment is safe and that lifting operations are planned to prevent injuries to employees and others. To achieve these objectives, the following arrangements will be followed: -

- the choice of any new lifting equipment will be a decision of the Line Manager/Supervisor;
- before purchasing any lifting equipment, the intended purpose will be identified, and a specification drawn up;
- all new lifting equipment will be purchased with the appropriate EC declaration of conformity;
- if second hand lifting equipment is purchased this will be subject to a thorough examination for defects before being put into operation;
- all lifting equipment will be marked with its safe working load (SWL);
- all lifting equipment will be examined annually and lifting accessories every six months by a competent person. The Line Manager will keep records of examinations;
- employees will be provided with instruction on the use of the lifting equipment;
- young persons will not be allowed to operate lifting equipment, except as part of their training and then only under direct supervision.

## LONE WORKING

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Lone working may expose employees and others affected by our undertaking to certain risks. Our intention is either to entirely remove the risks or, where complete elimination is not possible, to reduce them to an acceptable level.

We will ensure, so far as is reasonably practicable, that if employees are required to work alone or unsupervised for significant periods of time that they are protected from risks to their health and safety. Measures will also be taken to protect other persons affected by our undertaking if affected by lone working.

Assessments of the risks of working alone will confirm whether the work can be done safely by one unaccompanied employee. This will include the identification of risks from, means of access and/or egress, work equipment, substances, environment and atmosphere, etc.

We will give particular consideration to: -

- the remoteness or isolation of workplace/s;
- any problems of communication;
- the possibility of interference, such as violence or criminal activity from other persons;
- the nature of injury or damage to health and anticipated "worst case" scenario.

Employees and others affected by our undertaking will be given all necessary information, instruction, adequate and sufficient training and supervision to enable them to recognise the risks whilst working alone. Employees will be required to follow our safe working procedures.

Employees are required to co-operate with instructions given by a Line Manager and report any concerns they may have to them.

## MANUAL HANDLING

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Manual handling is the name given to activities involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. We recognise that such activities have the potential to cause injuries and ill health. Therefore, wherever possible we will eliminate manual handling tasks by arranging for loads to be lifted and moved by mechanical means.

Where it is not reasonably practicable to lift or move loads by mechanical means, activities will be assessed, work equipment will be provided as required to reduce risks. Employees will be provided with training in manual handling techniques.

We will carry out manual handling assessments as required. From these risk assessments, safe systems of work will, where appropriate, be developed and brought to the attention of employees and others exposed to those risks.

Employees are responsible for using work equipment provided to reduce risks from manual handling activities and must not carry out any manual handling activities they consider to be beyond their capability.

Any employee who considers that a manual handling activity is beyond their capability should bring this to the attention of the Line Manager.

We will ensure that risk assessments and method statements are obtained from any contractor/s who works on our premises.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

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Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment.

We will determine where, when and what PPE needs to be used when we conduct risk assessments.

Where it is not reasonably practicable to control exposure to hazards to our employees by any other means we will provide suitable PPE as a last resort without charge.

If employees are required to use PPE we will ensure that they are instructed in its use; are given information on how to obtain replacements, maintain and store it safely (this may be in writing). Note: PPE damaged through natural wear and tear will be replaced without charge. However, if PPE is damaged through negligence or loss then disciplinary action may be taken against the employee. Employees will be required to sign to acknowledge receipt for any PPE supplied to them.

PPE will be selected to be compatible and, wherever possible, employees will be consulted during the selection process.

**Failure to wear PPE as identified in risk assessments or as instructed by us is a serious breach of our health and safety rules. It will be considered as gross misconduct, which could lead to summary dismissal.**

If problems are experienced using any PPE supplied, then this must be reported to the Line Managers immediately.

If there are area/s within the workplace where PPE must be used these area/s will be identified with an appropriate mandatory sign.

The Line Manager is responsible for enforcing the use of PPE in areas under their control.

All PPE remains the property of Saltash Town Council and must be returned when leaving the Town Council.

When working on our premises any contractor is responsible for identifying the need for PPE, providing their employees with PPE and enforcing its use.

We reserve the right to exclude from our premises any contractor/s not using PPE.

## RISK ASSESSMENT

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We accept our duty under the current edition of the Management of Health and Safety at Work Regulations to carry out risk assessments for all work-related activities. We recognise that the purpose of risk assessment is to identify significant risks in order to ensure that they are eliminated or reduced to the lowest reasonably practicable level.

Our objectives are to: -

- identify significant risks to the health and safety of our employees and others affected by our undertaking;
- ensure that controls are sufficient to reduce risks to the lowest levels practicable;
- review risk assessments every 12 months or sooner if there is any reason to suspect that an assessment is no longer valid;
- carry and record an individual risk assessment for each young person, (16-18 years of age) we employ;
- carry out and record an individual risk assessment for an employee that informs us she is pregnant. An initial assessment will be recorded and reviewed monthly throughout the pregnancy and any period whilst she is breast feeding after return to work.

Responsibility for carrying out risk assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed. The competent person/s that carry out the assessments are responsible for bringing the significant findings and controls to the attention of employees and others exposed the risks.

Employees are responsible for using the controls described in the risk assessments.



## STRESS

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We recognise that, whilst a degree of stress can be a positive force at work, excessive pressures can have a negative effect on health and performance.

We acknowledge that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as: -

- job design and lack of control of workload;
- working environment;
- relationships with others at work;
- communication arrangements.

We also recognise that there may be problems outside the workplace that will cause an individual employee to suffer from the negative effects of stress, and that these may affect an individual's health and performance within work. In this situation, undue negative stress may occur as a result of work-related and non-work-related factors.

We aim to: -

- ensure, so far as is reasonably practicable, that excessive stress is eliminated from the work environment, and that the necessary risk assessments are completed and acted upon in the case of workplace stressors;
- provide suitable support mechanisms for employees from the negative effects of stress;
- encourage a working environment where employees who feel they are suffering from the negative effects of stress can approach management in confidence, in order that necessary support mechanisms can be put in place;
- encourage a culture where stress is not seen as a sign of weakness or incompetence;
- ensure adequate rehabilitation of employees returning to work after periods of absence;
- provide information and adequate and sufficient training for employees in general on the effects of stress at work, effective communication, handling difficult situations, time management and employee relations.

## **SUBSTANCE ABUSE**

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We acknowledge that we have a legal responsibility to safeguard the health, safety and welfare of all our employees and others affected by our undertaking this includes those who may be exposed or affected by alcohol and drug abuse in the workplace.

We reserve the right to initiate drug and alcohol screening/testing on all or part of the work force routinely, occasionally or on a random basis.

Drinking and drug problems will be treated as a health problem rather than an immediate cause for dismissal or disciplinary action if assistance/advice is sought. If employees seek assistance/advice in relation to a drinking or drug problem, they will not be discriminated against in any way.

Therefore, if employees have a drink or drug problem, we will advise them to seek help at an early stage. The Line Manager can be contacted during working hours and any discussions will be treated in the strictest confidence, subject to the provisions of the law.

### **OUR COMPANY RULES**

We require employees to attend work in a fit and appropriate state with no impairment from the effects of alcohol.

Alcohol consumption during working hours is strictly prohibited and may result in summary termination of employment.

We reserve the right to initiate disciplinary action and arrange for alcohol testing on an employee in the following circumstances:

- after an accident or incident, where there is suspicion that the employee has been drinking alcohol;
- an employee suspected of reporting for work or working with alcohol in their bloodstream (e.g. from the previous day or evening's drinking);
- if we witness evidence of erratic behaviour from an employee which may put the health and safety of other employees or other persons affected by our undertaking at increased risk.

### **OUR COMPANY RULES**

We require employees to attend work in a fit and appropriate state with no impairment from the effects of drug misuse. Being unfit for work due to drug misuse or using drugs at work is prohibited and grounds for summary termination of employment.

We reserve the right to initiate disciplinary action and refer employees for drug testing in the following specific circumstances:

- if help is refused and/or impaired performance continues;
- after an accident/incident, where there is suspicion of drug misuse;
- if we witness evidence of erratic behaviour from an employee which may put the health and safety of other employees or other persons affected by our undertaking at increased risk.

**N.B.** Possession/dealing in drugs will be reported immediately to the Police.

## TRAINING

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We recognise that as well as being a legal requirement, the provision of adequate and sufficient training is an essential part of ensuring that our employees know how to work safely and avoid risks to their health. We will operate in the true spirit of legislation by ensuring:

All new employees receive a health and safety induction when they start work for us (this will usually be on the first day). This will cover, but will not be limited to, the following: -

- fire and emergency procedures;
- first aid arrangements;
- welfare arrangements;
- procedure for consulting employees on health and safety;
- procedure for raising health and safety concerns;
- procedure for accident and incident reporting;
- our Health and Safety Rules.

Following Induction, employees will receive instruction about the activities that they will be required to perform. At this stage training needs will be identified by the Line Manager. Where training needs are identified a training programme will be agreed with the employee.

The Line Manager is responsible for ensuring that suitable training records are kept.

## WORKING AT HEIGHT

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We will take reasonable steps to provide a safe working environment for employees required to carry out work activities at height (even changing light bulbs or retrieving articles from raised storage areas etc.).

We will provide any reasonably practicable, preventative and/or protective measures to prevent employees from falling whilst working at height or any articles and/or materials falling within the workplace. We will also liaise with any other interested party involved in or who could be affected by the work at height activity.

Employees and any other interested party involved in the work activity must co-operate in the implementation of this procedure.

We will, in consultation with employees: -

- carry out an assessment of the risks involved in work at height and take steps to eliminate or control them;
- provide all the necessary work equipment to allow safe access to and egress from the place of work;
- provide suitable work equipment (when appropriate) to enable the materials and/or articles used in the course of the work activity to be safely lifted to, and stored at, the workplace;
- arrange for the regular inspection of all work equipment required for working at height, particularly where there is a statutory requirement to do so.

We will provide any information, instruction and training that an employee may require to carry out work at height.

## WORK EQUIPMENT

---

For the purpose of this procedure work equipment includes all machines, equipment and tools used by employees in the course of their work, whether owned by us or obtained on loan or hire.

We accept our duties under the current edition of the Provision and Use of Work Equipment Regulations (PUWER) and will take all reasonably practicable steps to ensure that the work equipment used by employees is suitable for its intended purpose and will not put their health and safety at risk.

We will select work equipment considering the conditions under which it will be used and the risks to which it may expose the employee. The selection of work equipment will take account of the following: -

- the purpose for which it is to be used;
- its suitability for the intended purpose;
- any statutory requirements for the type of equipment;
- the location where it is to be used;
- the employees that will be required to operate it;
- maintenance requirements;
- risks associated with its use and maintenance.

Where specific risks are identified, use of the work equipment will be restricted to those employees given the task of using it. Employees will be provided with any information, instruction and training that they need to use work equipment safely.

We are responsible for ensuring that work equipment is inspected at suitable intervals and maintained and that suitable records are kept. This includes ensuring that any statutory examinations are completed on time. Where the need for maintenance is identified, the work will be subcontracted to an approved competent contractor.

We are responsible for ensuring that work equipment is operated only by employees who have been authorised to do so and who are adequately and sufficiently trained and competent in the use of the work equipment. We are also responsible for withdrawing damaged work equipment from use until it has been repaired or replaced.

If any work equipment is obtained on hire, the Line Manager hiring it is responsible for obtaining operating instructions from the hire company and for ensuring that the equipment is presented for maintenance as directed by the hire company.

Employees are responsible for using work equipment in accordance with the training they have received.

Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for such adjustment and employees are adequately and sufficiently trained to carry out the adjustment.

Employees must not use damaged work equipment. If found damaged work equipment must be removed from service and must be reported to the Line Manager immediately.

Specific requirements regarding the use of portable electrical appliances can be found in the procedure for "Electrical Safety".

## WORK RELATED VIOLENCE

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We accept the Health and Safety Executive's definition of work-related violence i.e. a violent incident is:

*"any incident in which a person is abused, threatened or assaulted in circumstances relating to work."*

We consider that work-related violence is unacceptable, and our aim is to reduce to the lowest reasonably practicable level, the likelihood of employees being exposed to violence and aggression while at work.

We will identify work activities where there is the potential for work-related violence and will ensure that risk assessments consider the hazards of violence and aggression. This will include work activities involving direct contact with members of the public or involving the handling of expensive work equipment and/or desirable materials.

Where employees may be exposed to risks of work-related violence, we will inform them of the findings of our risk assessments, and we will seek to reduce these risks to the lowest reasonably practicable levels by implementing engineered and procedural control measures. Where we identify that training and instruction will help to reduce risks, employees will be provided with adequate and sufficient training. This will include, but will not be limited to: -

- how to identify potential incidents of violence before they happen;
- how to prevent incidents from developing;
- appropriate behaviour for providing non-confrontational services to public;
- actions to take in the event of a violent incident.

If employees feel that they are losing control of a situation or that the other person is becoming aggressive, they should try to withdraw and obtain assistance. The type of assistance provided will depend on the situation.

If the Line Manager considers that it is the best way to calm a situation, an aggressive person will be asked to leave our premises.

If it is believed that an aggressor is in possession of an offensive weapon, then the police will be called immediately (preferably unknown to the aggressor). Employees should not attempt to disarm an assailant unless personal injury is imminent. Employees should not pick up an object to use as a weapon except in self-defence.

Employee's safety and that of members of the public are paramount and entirely outweigh the value of any money or property that could be stolen. Employees are not expected to foil a raid or to try to prevent theft, if doing so would put any person's life in danger.

All incidents involving work-related violence or aggression must be recorded on a "Violent Incident Report Form". This applies to incidents where there are no injuries as well as to those where injuries occur.



Where injuries occur as a result of work-related violence, these must also be recorded as described in the Accident/Incident Reporting Procedure, which will include the reporting of any injuries covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Where work related violence involves physical assault, the police will be informed. However, it is acknowledged that there may be circumstances in which an injured person does not wish to press charges or make a statement against another person.

All incidents of work-related violence or aggression will be investigated by the Manager and a report produced. As part of the investigation procedure, appropriate risk assessments will be reviewed.

If a review identifies that changes to existing controls and/or additional controls are needed to prevent recurrence, these will be implemented with any changes will be brought to the attention of all interested parties.

We appreciate that being abused or assaulted can be very distressing and we will support our employees as much as possible. As soon as an employee feels able to, we will discuss the incident to see if there are lessons that we can learn. We will provide the employee with information on victim support schemes and, if appropriate, they will be offered confidential counselling. If they remain away from work following a violent incident, we will keep in regular contact and offer any support that we can.

# **SECTION D:**

## **FURTHER GUIDANCE**

## GUIDANCE NOTES

---

The current edition of the Health and Safety at Work Act requires us to provide systems of work that are, so far as is reasonably practicable, safe and without risks to health. These systems must take account of: -

- our organisation for safety;
- the co-ordination of the work of those involved;
- training, instruction and supervision;
- layout of work equipment;
- methods to be used; and,
- general conditions of work.

This duty is expanded by the current edition of the Management of Health and Safety at Work Regulations, which require us to carry out risk assessments to identify hazards, evaluate risks and implement suitable control measures.

Moorepay, our health and safety consultants provide us with access to Guidance Notes that can assist in the preparation of safe systems of work. If you would like information on the Guidance Notes available, you should contact the Manager.

### **Acknowledgement by Moorepay**

Some of our Guidance Notes contain information reproduced with the kind permission of the Health and Safety Executive (HSE) and the Foods Standards Agency (FSA).

### **Warning from Moorepay**

**Some of our Guidance Notes contain references to BS/EN numbers. These numbers change when a standard to which they refer is updated or replaced. Therefore, if you will be relying on compliance with a BS/EN standard as a means of fulfilling your health and safety duties, we recommend that you check with BSI ([www.bsi-global.com](http://www.bsi-global.com)) that the BS/EN numbers quoted are still current.**

# **SECTION E:**

## **MONITORING**

## MONITORING PROCEDURES

---

We recognise the need for regular safety inspections and will ensure that these are undertaken and recorded.

The following will ensure that areas under their control are inspected at the frequency shown:

<b>Name</b>	<b>Area/Activity</b>	<b>Frequency</b>
Town Clerk	Policy/ Insurances	Annually
Line Managers	Training	Annually
Line Managers	Office	Annually

## MONITORING CHECKLIST

NAME:

TITLE: Manager

DATE:

		YES / NO
<b>HEALTH AND SAFETY MANAGEMENT</b>		
1.	Has the Health and Safety Policy been reviewed in the last 12 months?	
2.	Are all liabilities insured adequately?	
3.	Are sufficient funds available for health and safety purposes?	
4.	Has the enforcing authority visited in the last 12 months?	
5.	If yes to 4, have all requirements made by the enforcing authority been complied with?	
6.	Are there any proposed changes to the business that have implications for health and safety?	
7.	Have there been any changes in personnel that require health and safety responsibilities to be reassigned?	
8.	Are you satisfied with our performance with regard to health and safety?	
9.	Are all risk assessments current?	
10.	Has adequate and enough training been undertaken for employees and/or reviewed or as per risk assessments?	
<b>RISK ASSESSMENTS</b>		
1.	Are there any risks that are not controlled?	
2.	Have risk assessments been completed for all activities?	

---

OBSERVATION	ACTION REQUIRED	DATE CLOSED	SIGNED

## MONITORING CHECKLIST

NAME:

TITLE: MANAGER

DATE:

		YES / NO
<b>RISK ASSESSMENTS</b>		
1.	Are there any risks that are not controlled?	
2.	Have risk assessments been completed for all work activities?	
3.	Is there an Inventory of substances used?	
4.	Is the Substance Inventory up-to-date?	
5.	Have Material Safety Data Sheets (MSDS) been obtained for all substances on the Inventory?	
6.	Have COSHH assessments been recorded for all substances?	
7.	Are the procedures for dealing with spillages written down?	
8.	Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?	
9.	Are employees wearing the protective equipment correctly?	
10.	Are there any changes, which need to be considered as part of the assessments?	
11.	Have the risks and controls been communicated to employees and others affected by the risk?	
<b>TRAINING</b>		
1.	Have all employees received suitable training covering their duties?	
2.	Have all employees been made aware of all known hazards and the precautions to be taken in connection with their work?	
3.	Have all employees been made aware of their legal responsibilities to:	
3.1	Carry out their duties in a safe and proper manner?	
3.2	Make full and proper use of all safety equipment, devices etc. provided?	
3.3	Report immediately any unsafe conditions, defective plant, equipment etc.?	
<b>CONTROL OF CONTRACTORS</b>		<b>YES / NO</b>
1.	Are outside contractors working in a manner that does not cause potential harm to staff?	
2.	Have you inspected the equipment used by the contractor and are you satisfied with its condition?	
3.	Is there any information that you need to provide to the contractor?	
4.	Are arrangements operating to appoint and monitor contractors?	
5.	Are all staff who engage contractors aware of our policy and procedures?	
6.	Have there been any recorded accidents involving injury, ill health, or near misses including contractors' activities?	



OBSERVATION	ACTION REQUIRED	DATE CLOSED	SIGNED

## MONITORING CHECKLIST

NAME:

TITLE:

DATE:

OFFICE INSPECTION		YES / NO
1.	Are all fire doors free from obstruction to allow the door closers to operate?	
2.	Are the emergency exits free from obstruction and kept unlocked when the premises are occupied?	
3.	Are all fire extinguishers wall mounted and kept free from obstruction?	
4.	Have all employees been instructed and trained in fire evacuation procedures?	
5.	Are the first aid facilities adequate and are all the employees aware of the arrangements for first aid?	
6.	Are toilet and washing facilities regularly cleaned and kept in a tidy condition?	
7.	Are soap and drying facilities provided?	
8.	Are adequate seating facilities provided?	
9.	Are adequate facilities provided for employees to deposit personal clothing?	
10.	Are all floors, passages and stairs free from obstruction and maintained in good condition?	
11.	Is there adequate space between fixtures and fittings to allow employees and others to pass safely?	
12.	Are all passageways, corridors etc. kept clear and free from obstruction?	
13.	Is there a thermometer placed in a suitable position?	
14.	Is a reasonable working temperature achieved and maintained?	
15.	Are there any trailing cables which could cause a person to trip and fall?	
16.	Are portable electric heaters so positioned as not to be at risk?	
17.	Are all electrical leads and cables in good condition?	
18.	Are plugs fitted securely to cables?	
19.	Are all portable electrical appliances regularly inspected by a competent person?	
20.	Are all storage racks and/or shelving secure?	
21.	Are free standing racks, cupboards and filing cabinets secured and in a stable condition?	
22.	Are all items of stock stored correctly?	
23.	Is there adequate means provided to gain access to the racking?	
24.	Are there adequate facilities provided for the storage and disposal of waste?	
25.	Have all employees received adequate and sufficient training, instruction covering their duties?	
26.	Have employees been made aware of any known risks or precautions?	
27.	Are employees aware of security procedures?	
28.	Have all employees been made aware of their legal responsibilities to:	
28.1	Carry out their duties in a safe and proper manner?	
28.2	Report any unsafe condition or defective equipment?	

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OBSERVATION	ACTION REQUIRED	DATE CLOSED	SIGNED

# **SECTION F:**

## **RULES COVERING HEALTH AND SAFETY AT WORK**

## EMPLOYEE RULES

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### 1. WORKING PRACTICES

Employees must: -

- report to management immediately any fault or damage to work equipment;
- use all substances, chemicals, liquids etc. in accordance with written instructions;
- dispose of all waste in the correct manner;
- return all work equipment and articles etc. to their designated safe storage area when not in use.

You must not: -

- use equipment unless you have been adequately and sufficiently trained and authorised to do so.

### 2. WORKING CONDITIONS/ENVIRONMENT

You must: -

- make proper use of any work equipment or facilities provided to control working conditions and environment;
- keep all areas clear and in a clean and tidy condition;
- dispose of all refuse, scrap and waste materials using the facilities provided;
- clear up any spillage of liquids immediately.

### 3. PROTECTIVE CLOTHING AND EQUIPMENT

You must: -

- use all items of protective clothing and/or equipment provided;
- store and maintain protective clothing and equipment in the approved manner.

You must not: -

- misuse or wilfully damage any item of protective clothing or equipment provided.

#### **4. FIRE PROCEDURES**

You must: -

- comply with the emergency procedures;
- report any use of firefighting equipment.

You must not: -

- obstruct any fire escape route, firefighting equipment or fire doors;
- interfere with or misuse any fire equipment provided.

#### **5. VEHICLES**

You must not: -

- drive or operate any vehicle for which they do not hold an appropriate driving licence or permit
- if your licence has not been checked via the DVLA web site;
- carry unauthorised passengers;
- use our vehicles for unauthorised purposes;
- drive or operate vehicles whilst suffering from a medical condition or illness that may affect your driving or operating ability;
- drive or operate any vehicle whilst under the influence of alcohol, intoxicants or non-prescribed drugs;
- smoke in our vehicles.

#### **6. WORK EQUIPMENT**

You must not: -

- Use and/or operate work equipment for which you have not been trained;
- interfere with any aspects of the work equipment provided for your safety such as guards, emergency stop controls etc.;
- operate work equipment whilst under the influence of alcohol or drugs (prescribed or otherwise);
- operate work equipment that is faulty or not operating correctly;

You must: -

- wear any Personal Protective Equipment (PPE) that has been issued to you for use whilst using or operating the work equipment;
- inform Management immediately of any fault or damage to the work equipment;
- comply with any risk assessment or safe working procedure provided for the work equipment.

## **7. ACCIDENTS/INCIDENTS**

You must: -

- seek medical treatment for any injury you may receive, no matter how slight. Upon returning from treatment you must report the accident;
- report all accidents/incidents as soon as it is practicable;
- notify any accident/incident in which damage is caused to property or equipment.

## **8. PERSONAL HEALTH**

You must: -

- report any medical condition that could affect the safety of yourself or others;
- co-operate with us in the implementation of medical and occupational health provisions.

## **9. PERSONAL HYGIENE**

Your general appearance and manner of dress must conform to our standards.

You must: -

- ensure personal hygiene by utilising the facilities provided;
- protect open wounds with the appropriate dressings;
- report any infections immediately.

## **10. FIRST AID DRESSING**

Cover all cuts and sores with a waterproof plaster or dressing.

## **11. SMOKING**

Smoking is not allowed inside the premises.

## **12. JEWELLERY**

You must not wear jewellery in areas where contact with moving parts of work equipment is possible.

## **13. SHOES**

Wear suitable footwear that will protect your feet. These should be flat or low-heeled, slip resistant and provide adequate upper protection.

## **14. LIFTING and CARRYING**

Do not lift if too heavy. Remember - back straight, knees bent.

Never stand on boxes, chairs or equipment to reach. Use appropriate access equipment.

## **15. WORK AREAS**

You must: -

- keep work areas and aisles clear of obstructions likely to cause trips and falls;
- return work equipment to the correct storage area.

## **16. RULES COVERING GROSS MISCONDUCT**

You may be liable to summary dismissal if you are found to have acted in any of the following ways: -

- a gross breach of the preceding safety rules;
- unauthorised removal of any item of first aid equipment;
- wilful damage to, misuse of, or interfere with, any item provided in the interests of health and safety or welfare at work;
- unauthorised removal or defacing of any label, sign or warning device;
- misuse of chemicals, flammable or hazardous substances or toxic materials;
- smoking in any external designated 'No Smoking' area;
- horseplay that could cause accidents;
- false statements or in any way deliberately interfering with evidence following an accident/incident or dangerous occurrence;
- seriously overloading any item of lifting equipment;



- non-compliance with any controls provided in the pursuit of safety;
- failure to comply with risk assessment requirements.

# **SECTION G:**

## **EMPLOYEE RECOGNITION**

## **HEALTH AND SAFETY EMPLOYEE RECOGNITION**

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We accept our responsibilities to ensure your health safety and welfare. The policies and procedures that you need to follow to prevent accidents and ill health are outlined in our Health and Safety General Policy. Where more specific guidance is required, this is contained in our safe systems of work. You will receive instruction in the safe systems of work that relate to the work activities that you perform.

As an employee Saltash Town Council, I have access to the Health and Safety General Policy and understand, accept and will comply with its contents as part of my contract of employment.

I understand that this Health and Safety General Policy may be altered from time to time and that I will be kept informed of any changes therein.

Signature.....

Print Name.....

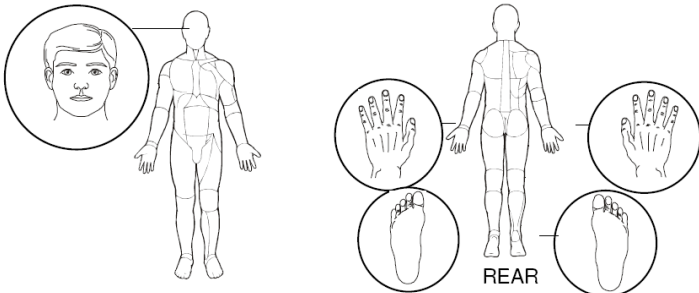
Date.....

PLEASE RETURN COMPLETED FORMS TO YOUR LINE MANAGER

# SECTION H:

## FORMS

## ACCIDENT/INCIDENT REPORT

<b>ACCIDENT/INCIDENT REPORT</b> <i>Data Protection Act Compliant (when completed)</i>																																																														
1.	Address/Site																																																													
2.	Contact																																																													
3.	Injured person's Surname:			Forename/s																																																										
4.	Injured person's Address:																																																													
5.	Nat Ins No:		Age		Employee No																																																									
6.	Position/Role:																																																													
7.	Role at time of accident																																																													
8.	Exact location of accident:																																																													
9.	Date and time of accident	Date:		Time:																																																										
10.	Date and time of ceasing work due to injury.	Date:		Time:																																																										
11.	State precise nature of injury: <i>(If eye or limb state left or right)</i>																																																													
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12.	Accident reported to:	Date:		Time:																																																										

<b>ACCIDENT/INCIDENT REPORT</b> <i>Data Protection Act Compliant (when completed)</i>				
13.	Entry made in Accident Book BI 510?		RIDDOR Reportable?	
14.	Enforcing Authority informed by telephone? (Major Injury/Fatality <b>ONLY</b> )		RIDDOR Reported on?	
15.	Was first aid given on site? (If so, what?)		Did IP attend Hospital? (which Hospital)  Overnight stay necessary?	
16.	Was the injured person authorised to be at the place of the accident for the purpose of his/her work:			
17.	State what the injured person was doing at the time:			
18.	How was the accident caused? (Give a full description of what happened including circumstances leading up to the accident)			
19.	What action has been taken to prevent recurrence?			
20.	What machinery was involved (if any)?			
21.	Are machinery/equipment maintenance records available and where?			
22.	What PPE was being worn at the time of the accident:			

*Data Protection Act Compliant (when completed)*

*Data Protection Act Compliant (when completed)*

I confirm that this is a true and accurate account to the best of my knowledge of the information recorded as above.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_ Name (CAPITALS): \_\_\_\_\_

See the reverse of this form for a sketch (if required) *Tick if completed*

## COMPANY VEHICLE CHECKLIST

Date:	Driver:
Make:	Model:
Reg. No.:	Odometer reading:

	Record any defects, faults or damage or state satisfactory
Fuel/Oil Leaks	
Brakes	
Tyres	
Wheels	
Steering	
Lights	
Indicators	
Wipers	
Washers	
Horn	
Mirrors	
Bodywork	

Oil Level	
Coolant Level	
Screen Wash Level	
Tyre Pressures	
First aid kit	
Hi Vis vest	
Hazard warning triangle	

If No Defects Found (please tick)	Driver's Signature:
-----------------------------------	---------------------

Action To Be Taken:
Line Manager's Signature:



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## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS SUBSTANCE INVENTORY

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Name of Substance	Form	Pack Size	Use	Supplier	Data Sheet on file?	Assessment Complete	Date

## EMPLOYEE TRAINING RECORD

Work Equipment Process/Activities	Training given (describe)	Training Started	Date deemed Competent	Trainers signature	Employee's signature	Date

## FIRE LOG

FIRE ALARM TESTS				FIRE ALARM TESTS				SERVICING OF FIRE APPLIANCES	
Date	Call Point (No) Location	In Order Y/N	Action Taken	Date	Call Point (No) Location	In Order Y/N	Action Taken	Date	Signature of Company
					EMERGENCY	LIGHTING	TESTS	FIRE	DRILLS
								Date	Evacuation Time



## VIOLENT INCIDENT REPORT FORM

<b>Date of incident</b>	<b>Location</b>	<b>Time</b>												
<b>Name</b> <b>Address</b>  <b>Position</b>  <b>What were you doing at the time of the incident?</b>														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"><b>DETAILS OF ASSAILANT(S) (IF KNOWN)</b></td> <td></td> </tr> <tr> <td><b>Name(s)</b></td> <td><b>Name(s)</b></td> </tr> <tr> <td><b>Address(es)</b></td> <td><b>Address(es)</b></td> </tr> <tr> <td><b>Age</b></td> <td><b>Age</b></td> </tr> <tr> <td><b>Male/Female</b></td> <td><b>Male/Female</b></td> </tr> <tr> <td><b>Other Details</b></td> <td><b>Other Details</b></td> </tr> </table>			<b>DETAILS OF ASSAILANT(S) (IF KNOWN)</b>		<b>Name(s)</b>	<b>Name(s)</b>	<b>Address(es)</b>	<b>Address(es)</b>	<b>Age</b>	<b>Age</b>	<b>Male/Female</b>	<b>Male/Female</b>	<b>Other Details</b>	<b>Other Details</b>
<b>DETAILS OF ASSAILANT(S) (IF KNOWN)</b>														
<b>Name(s)</b>	<b>Name(s)</b>													
<b>Address(es)</b>	<b>Address(es)</b>													
<b>Age</b>	<b>Age</b>													
<b>Male/Female</b>	<b>Male/Female</b>													
<b>Other Details</b>	<b>Other Details</b>													
<b>WHAT HAPPENED?</b> (Give an account of the incident, including relevant events leading to incident)														
<b>SKETCH</b>														
<b>OUTCOME</b> (Injury? Verbal Abuse? Anti-Social behaviour? Damage to person/other property?)														
<b>Time lost</b>  <b>Legal Action</b>  <b>Police Informed?</b>														
<b>SIGNED .....</b>														
<b>DATE .....</b>														

**VISITORS' RECORDS**

Date	Arrival Time	Name	Vehicle Reg. No.	Badge No.	Visiting	Signature Confirming Reading of Visitors' Rules	Departure Time

