

HEALTH & SAFETY POLICY AND PROCEDURES EMPLOYEE HANDBOOK

CENTRAL SWINDON NORTH PARISH COUNCIL

Pinetrees Community Centre
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CENTRAL SWINDON NORTH PARISH COUNCIL

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SECTION 1: INTRODUCTION

This policy outlines the commitment of Central Swindon North Parish Council to meeting our legal duties and providing, as far as is reasonably practicable, the required standard or above for the Health, Safety and Welfare of the Council and the people affected by our council activities.

It outlines details of:

- Our organisation;
- The Health and Safety structure of our organisation;
- Responsibilities within the Council for implementing our management system;
- Responsibilities of Personnel outside the Council;
- Safety arrangements and procedures;
- Arrangements for auditing, monitoring and reviewing the Health and Safety systems.

We have examined the way in which we carry out our council activities in line with the responsibilities placed on the Council by the Health and Safety at Work Act 1974 (HASWA), established industry standards, nationally issued guidance and codes of practice.

The policy will be reviewed on an annual basis or more frequently if required, to ensure that it is current and reflective of our arrangements and legal requirements. The Health and Safety Policy Statement will be displayed in a prominent position.

Central Swindon North Parish Council will exceed their standards for Health, Safety and Welfare within the work environment by engaging our employees through delegating responsibilities to managers, supervisors and any other personnel that have been given suitable and sufficient information, instructions, training and supervision.

All employees working for Central Swindon North Parish Council understand their responsibilities for Health and Safety. Compliance and performance will be measured during management appraisals and Council audits, this will be documented and kept on file with [Head of Operations](#).

We support a 'don't walk by' culture and encourage everyone to be an ambassador of safety for the Council. We will continue to monitor and review our council activities to ensure we maintain and improve the Health and Safety of the Council.

Competent Health and Safety advice is provided by Avensure Ltd to support our responsible personnel. Specialist advice and services will also be sought if required, and we will consult with our employees as deemed necessary.

For more in depth or specific information, please contact [Head of Operations](#) who is the overall Responsible Person in charge of Health and Safety.

HEALTH AND SAFETY POLICY STATEMENT

Central Swindon North Parish Council are committed to, and accept our moral and legal duties for ensuring, so far as is reasonably practicable, the Health, Safety, Welfare and Wellbeing for all our employees within the work environment.

We take safety seriously and we will set clear action plans to continually improve our performance. Everybody in the Council must 'play their part' so if you see something that is unsafe, 'don't walk by', take appropriate action.

In particular we will:

- Provide adequate control of the Health and Safety risks arising from our work activities;
- Consult with our employees on matters affecting their Health and Safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling, storage and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks, and give them adequate training;
- Ensure sufficient resources are provided to meet the needs of the Health and Safety Policy;
- Prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions;
- Review and revise this policy as necessary at regular intervals.

To assist us in complying with our legal duties, all employees are required to cooperate with Central Swindon North Parish Council, to ensure that they promote a positive safety culture and that their acts or omissions do not cause harm to themselves or others. Any dangerous activity will be subject to disciplinary action for breach of the Council rules.

Central Swindon North Parish Council also recognise our duty of care to ensure that the Health and Safety of visitors, contractors and the general public is not affected as a result of coming into contact with our premises and activities. These persons will be given the relevant information and instruction prior to visiting the premises/working with us and ensure that their activities are controlled and monitored in such a way as to identify health and safety failings early, so as not to cause harm to our employees or themselves.

All sections within this policy have been approved by **Parish Clerk** and are reviewed annually, or earlier if there is a significant change within the council.

Date

Review Date.....

Name: **Andy Reeves**

Signed

Position: **Parish Clerk**

ENVIRONMENTAL POLICY STATEMENT

Central Swindon North Parish Council recognises the need to control environmental issues through a planned, systematic approach through an Environmental Management System (EMS), by reducing our global environmental burden. We aim to look at our direct effect on the surrounding environment, the disturbance that our work activities have on the people in the surrounding vicinity and the wider effect of our activities on global resources.

Central Swindon North Parish Council aim to suitably control the environmental effects of our work activities by protecting and improving the environment through good management and adopting best practice wherever possible. This includes a commitment to develop a culture of continual environmental improvement and wherever possible, adopting greener alternatives.

We will:

- Assess the environmental impact of council operations and continuously seek to improve environmental efficiencies of our operations, including buildings and work practices;
- Raise staff awareness through the provision of suitable information and training on environmental issues and encouraging participation in environmental matters;
- Comply fully with relevant environmental legislation, codes of practice and regulations;
- Commit the necessary financial resources to fulfil the environmental policy;
- Endeavour to use sustainable materials and products that are reusable or can be recycled in order to minimise waste;
- Reduce energy consumption, and where possible, work with suppliers who themselves have sound environmental policies;
- Where necessary, ensure that all waste (*including hazardous*) is transported and disposed of in an environmentally acceptable manner, in accordance with statutory duty of care requirements.

We will regularly monitor performance and compliance with the Environmental Policy, and carry out an annual review of its content and amend where necessary. Central Swindon North Parish Council will communicate the Environmental Policy to all employees and sub-contractors, to ensure that we work together to reduce our environmental burden. Upon request, it will also be available to customers and the general public.

Date

Review Date.....

Name: Andy Reeves

Signed

Position: Parish Clerk

ORGANISATION

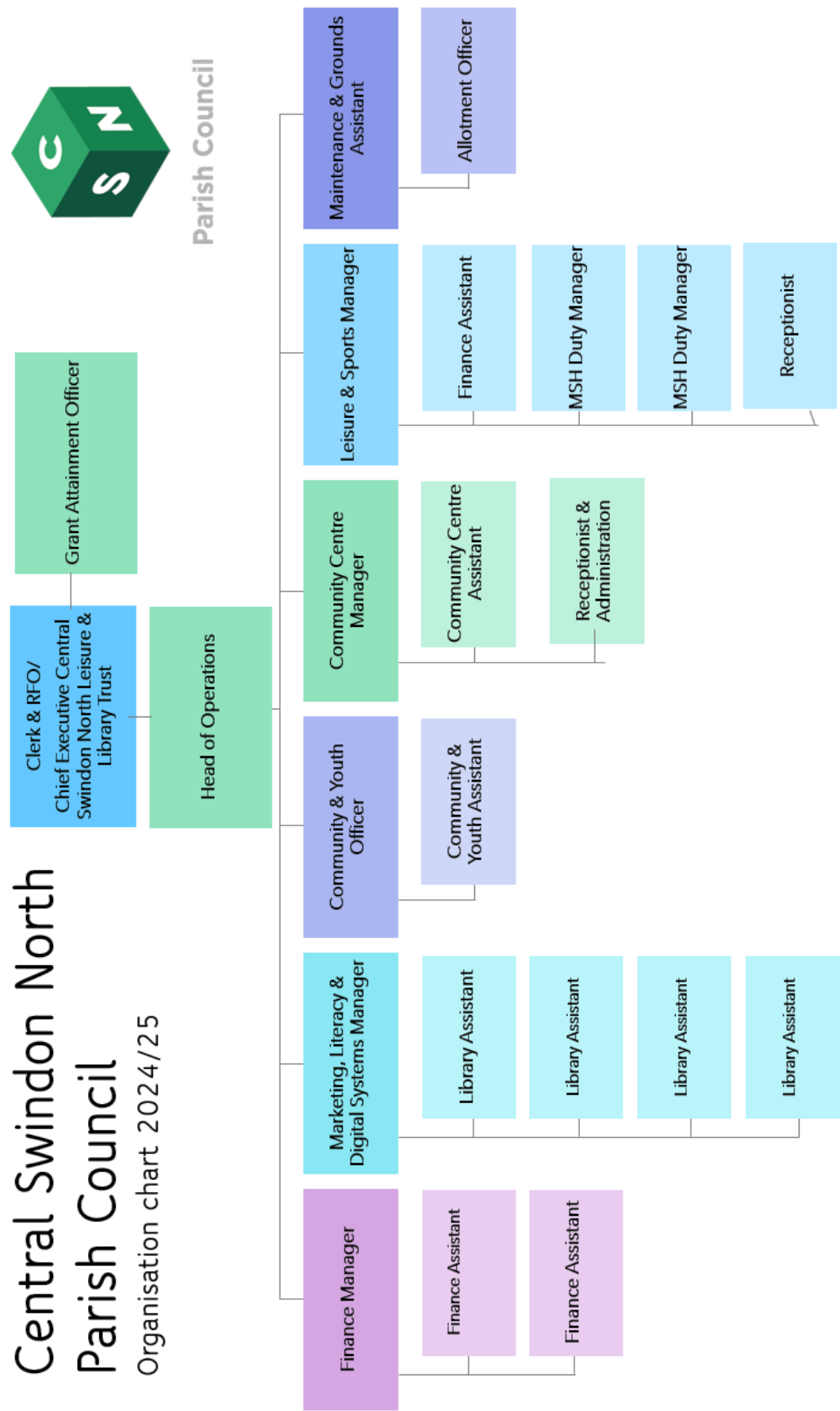
Central Swindon North Parish Council recognises our legal duties to safeguard the Health, Safety and Welfare of all the people our council affects, as well as the environment. **Parish Clerk** has overall responsibility for this task. We have looked at how our workplace operates as well as the factors that may affect our operations. We shall continue to monitor, review and act on our findings in our commitment to continuous improvement of our Health and Safety procedures.

General Responsibilities

As part of our responsibilities for Central Swindon North Parish Council we will:

- **Parish Clerk** and management team will actively encourage and demonstrate by example, a commitment to promoting a positive Health and Safety culture;
- Fully involve all staff in our Health and Safety procedures and consult at all levels to ensure good two-way communication;
- Ensure adequate cover for Employers' Liability Insurance is in place and display the certificate in our workplace;
- Ensure that the Health & Safety Policy and Welfare Management System is kept up to date;
- Review the Health, Safety and Welfare Management System on a regular basis or if there is a need to address any issues, at any time;
- Establish good reporting procedures and maintain a record of significant findings, in addition to the legal requirements to record and monitor our procedures;
- Provide and liaise with an appointed Health and Safety Representative and have access to Health and Safety advice, in order to ensure we work within the current legislation;
- Make sure that the risk management systems are in place and effective. We will consider these in identifying risks, evaluating their potential consequences and determine an effective method of eliminating or controlling personnel, and where the risks cannot be eliminated, action will be taken to minimise the impact;
- Make sure that the whole of the Health and Safety requirements of the Council are addressed and that individuals are aware of their own responsibilities;
- Ensure that this policy will be supported by supplementary written procedures, arrangements and guidance;
- Ensure that any work sub-contracted by our Council shall, in all cases, be suitably planned and those commissioned for the work are vetted for competence, in order to ascertain that it can be demonstrated the work meets statutory requirements, and the contractors are competent to undertake the work safely. Where necessary, as part of this, Contractors will be required to provide suitable risk assessments and method statements;
- Provide the necessary support and assistance (interpreters, appropriate signage, etc.), should we employ or utilise the services of anyone who is non-English speaking;
- Employees have a legal duty to take reasonable care for the Health and Safety of themselves and other persons who may be affected by their acts or omissions and to fully engage in the environmental policy.

ORGANISATIONAL CHART



SECTION 2: RESPONSIBILITIES

Responsibilities of Parish Clerk

Parish Clerk has overall responsibility under the Health and Safety at Work Act 1974 for health and safety matters within the Council and in particular will:

- Take an active role around health and safety matters by promoting a positive work culture and acting promptly where deficiencies are identified;
- Ensure that resources are widely available for the successful implementation of the Health and Safety Policy;
- Delegate responsibilities to appointed, competent persons who will manage the Health, Safety and welfare arrangements within the Council;
- Ensure agendas for meetings incorporate Health and Safety matters, to ensure that the policy requirements detailed above, are fulfilled;
- Regularly review the Health and Safety standards and practices within the Council and ensure that at least annually or more frequently, this Health and Safety policy is reviewed and reflects any relevant changes (council activities or legislation and guidance);
- Take an active role within the investigation procedure for serious accidents, incidents and cases of ill health. We will ensure that serious incidents are reported in accordance with RIDDOR, and will seek assistance from Aversure where necessary;
- Parish Clerk has the ultimate responsibility for ensuring that all contractors carrying out maintenance and or construction work on the premises, are passed through the selection process, whereby we will require evidence of their competence and other supporting documentation (risk assessments, method statements, Health and Safety policy, accident reporting procedure, etc.).

Responsibilities of Head of Operations

The person identified as the overall responsible person for overseeing the day-to-day activities and maintaining high standards of Health and Safety within Central Swindon North Parish Council is **Head of Operations**.

They will:

- During meetings, inform **Parish Clerk** of any Health and Safety issues or concerns that have the potential to affect the Council, our employees or others who may come into our Council;
- Following meetings, they will consult with employees and any other relevant persons on Health and Safety matters through team meetings, memos, toolbox talks or on the noticeboards;
- Consider arrangements if/when purchasing materials and equipment outside the EU to ensure that the relevant Product Safety Legislation and Labelling requirements are complied with thorough manufacturer instructions, maintenance schedule and Safety Data Sheets;
- Ensure that the premises are maintained in a safe and sound condition by carrying out or, outsourcing testing, inspection and maintenance as applicable. This may include:
 - *Fixed electrical installations;*
 - *Portable Appliance testing;*
 - *Fire alarm tests;*
 - *Facilitate Fire evacuation drill;*
 - *Fire extinguishing media checks;*
 - *Emergency lighting checks;*
 - *Carry out a first aid needs assessment;*
 - *Housekeeping;*
 - *Combustible waste;*
 - *Access and Egress to premises.*
- Make suitable arrangements for supervision and monitoring of employees (and sub-contractors) so far as is reasonable, taking into consideration the level of risk from the work activities and the competence within the workforce;
- Ensure so far as is reasonably practicable, work equipment and PPE (Personal Protective Equipment) is supplied to employees, and any other persons who enter our workplace and may be affected by our activities. These will be assessed for suitability and where necessary, maintained;
- Ensure that our external Health and Safety advisory service, Avenure, and any other specialist advisors as required, are informed of:
 - Any dangerous occurrence, incident or work-related illness which caused or had the potential to cause serious injury or ill health;
 - Any proposed changes to the council (premises location, activities or management structure);
 - Any potential new hazards brought to attention that may need to be assessed within the current risk assessments;
 - Any notification of health and safety failings from enforcing authorities through correspondence or visits;

- Where further assistance is required **Head of Operations** will contact Avenure or a specialist advisor, to ensure that the relevant risk assessments for Central Swindon North Parish Council are suitable and sufficient and communicated appropriately to all employees (and sub-contractors).

Responsibilities of Managers and Supervisors

All Managers and Supervisors are required to:

- Read and understand Central Swindon North Parish Council Health and Safety Policy and comply with the arrangements identified in this document;
- Understand the importance of a positive Health and Safety culture by leading by example and enforcing health and safety rules;
- Co-operate with Central Swindon North Parish Council to fulfil our various statutory requirements;
- Ensure compliance of the Council's requirements under health, safety and environmental legislation.
- Monitoring on a daily basis that high standards of housekeeping are maintained, with gangways and exits remaining clear and unobstructed, and kitchens/toilets are in a clean condition;
- Ensure that the no smoking policy is strictly applied;
- Ensure that risk assessments are acted upon and that the results are shared with employees undertaking those activities;
- Report to **Parish Clerk** any health and safety concerns, which they are not able to resolve.

Responsibilities of all Employees

All employees have legal duties under the Health and Safety at Work Act 1974. These duties are:

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work;
- To co-operate with the management to enable the employer to carry out legal duties or any requirements as may be imposed;
- Not to intentionally or recklessly interfere with, or misuse any item provided in the interest of Health, Safety and Welfare.

In order to fulfil these duties, employees at Central Swindon North Parish Council will:

- Upon receiving of any health and safety information, familiarise themselves with the procedures relating to their work activities;
- Abide by the requirements set out in the Policy and Risk Assessments and raise any issues with their Manager;
- When working with Council vehicles, machinery/equipment, materials or substances, ensure that they are used in accordance with the manufacturers guidance and follow the information, instruction and training provided by Central Swindon North Parish Council. This includes:
 - Following the Safe System of Work and not misusing equipment/machinery
 - Not to knowingly use defective equipment and report immediately to the superior if any defects are found
 - Wearing suitable PPE that has been provided, and ensure maintenance is carried out including reporting loss or damage.
- Report any colleagues who are not complying with the safety arrangements to their manager. This includes safety concerns, accidents or near misses;
- Not to work under the influence of alcohol or drugs.

All employees of Central Swindon North Parish Council are aware that any activity carried out which places colleagues or others in danger, or those who breach their legal requirements under health and safety legislation is a criminal offence and following further investigation, action may be taken against the individual by the Council or an Enforcing Authority.

SECTION 3: ARRANGEMENTS

Risk Assessment / Risk Management

Central Swindon North Parish Council recognises that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all significant risks arising from work activities are adequately managed.

Central Swindon North Parish Council will endeavour to comply with the relevant legal requirements, as contained within the relevant legislation, other applicable legislation and guidance notes issued by the Health and Safety Executive.

In particular, the following rules and procedures will be applied in relation to these areas or work activities:

Central Swindon North Parish Council will institute a programme of hazard identification and risk assessment of all its activities in order to eliminate, reduce or control, so far as is reasonably practicable, any harm or danger to employees or other affected persons.

- All risk assessments will be fully documented and recorded;
- All risk assessments will be reviewed annually (or sooner if an accident should occur or there is a change in the work process);
- All Risk Assessments will be monitored on a regular basis at a frequency determined by, and stated within, the assessment;
- All relevant employees or other persons will be informed of the significant findings of risk assessments that relate to their work activities or otherwise affect them.

DEFINITIONS

Hazard - something that has the potential to cause harm.

Risk - is the likelihood of the harm being realised. The risk, therefore, reflects both the likelihood that harm will occur and its severity. It will generally be recorded as insignificant, low, medium or high.

CONTROL MEASURES

Where work activities, items or areas with significant risks are identified, the risk assessment will contain details of the measures that must be applied or actions that must be taken in order to eliminate, reduce or control the risks in question and therefore allow the activity etc. to be carried out safely.

These required measures or actions are referred to as 'control measures'.

The following principles will be applied to adopting control measures:

- Avoiding the risks altogether;
- Evaluating the risks which cannot be avoided;
- Combating risks at source;
- Adapting the work to the individual;
- Adapting to technical progress;
- Replacing the dangerous with the non-dangerous or less dangerous;
- Developing a coherent overall prevention policy;
- Giving collective protective measures priority over individual protective measures;
- Giving appropriate instructions to employees.

REVIEW AND REVISION

The risk assessments must be kept up-to-date and be reviewed and modified, where necessary. If changes take place which mean that the current risk assessment is no longer valid or that it can be improved, the assessment must be reviewed. In all cases, risk assessments will be reviewed on a regular annual basis.

All significant findings of risk assessments and subsequent monitoring must be recorded. The records must include:

- The significant hazards identified in the assessment - those which might pose serious risk to workers or others who might be affected by the work activity if they were not properly controlled;
- The levels of risk associated with the hazards;
- The existing or required control measures;
- The people who may be affected by the risks or hazards, including any groups of employees who are at special risk;
- Decisions taken as a result of the assessment.

The person responsible for Risk Assessment and Management is **Head of Operations**.

Safe Systems of Work and Working Procedures

Central Swindon North Parish Council recognises that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that safe systems of work and/or safe working procedures are developed, understood and followed.

In particular, the considerations that will be applied in relation to the preparation and development of safe systems of work and safe working procedures will include:

- The work or tasks being carried out;
- The associated potential hazards;
- Any existing instructions or procedures;
- Who is doing the work;
- The skills and abilities of the people;
- The level of control and supervision required;
- The tools or equipment that are required;
- The personal protective equipment required;
- The associated training requirements;
- Any isolation or locking-off requirements;
- Any permit to work requirements;
- Other activities being carried out;
- Communication requirements;
- Emergency planning;
- Handover procedures upon completion;
- Monitoring requirements;
- Review and updating requirements.

The following rules and procedures will be followed in relation to this area:

- All safe systems of work and safe working procedures will be developed by the relevant manager / supervisor in conjunction with **Head of Operations**;
- All safe systems of work and safe working procedures will be brought to the attention of all employees and other persons that they affect;
- Regular monitoring of compliance with, and the effectiveness of, all safe systems of work and safe working procedures will be carried out;
- All safe systems of work and safe working procedures will be reviewed and amended, where necessary, on an annual basis or when significant changes in the activities or other matters to which they relate occur;
- All safe systems of work and safe working procedures will be reviewed and amended, where necessary, following an accident or incident arising from the related activities, or when the results of monitoring reveals problems of compliance or effectiveness.

The person responsible for our Safe Systems of Work arrangements is **Head of Operations**.

Information, Instruction and Training

The need for effective communication between all parties in the workplace is recognised by Central Swindon North Parish Council.

To enable them to carry out their work activities, Central Swindon North Parish Council will ensure that its employees are provided with adequate information and suitable instructions.

Information and instruction will be provided in a form which takes account of any language difficulties or disabilities.

Information relevant to the safety of all will be communicated where the workplace is shared.

- Central Swindon North Parish Council will not require any employee to perform any work activity or task unless he/she has received suitable and adequate information, instruction and training, or is working under the supervision of a trained and competent employee;
- Central Swindon North Parish Council acknowledges the importance of providing information, instruction and training to all new staff as soon as is practicable after commencement of employment;
- Central Swindon North Parish Council recognises that instruction and training may also be necessary for existing employees to act as a reminder and to accommodate any changes in their work practices or Environment;
- Central Swindon North Parish Council accepts the responsibility of ensuring that all temporary employees are also given basic health and safety information, instruction and training appropriate to their work activities and environment;
- The training needs for all employees (or groups of employees) and their related work activities will be evaluated, and the results of the evaluation will form the basis of a training matrix;
- Training need's assessments will be reviewed periodically, and the training matrix updated as required;
- Records will be kept of all training provided to employees and any relevant outcomes.

At all workplaces where employees are located, all relevant safety information will be provided. This will include:

- HSE law poster
- Fire safety instructions
- Names of Fire Wardens and First Aiders
- Employer's Liability Insurance Certificate
- Health and Safety Policy
- Environmental Policy
- Other safety instructions relevant to that workplace

The person responsible for overseeing Information, Instruction and Training is [Head of Operations](#).

Consultation

Central Swindon North Parish Council recognises that communication is a two-way process.

Head of Operations or an appropriate supervisor will call regular meetings in which all onsite employees will be briefed as to what is required of them on a day-to-day basis and also, should an emergency arise, what steps should be taken.

At such meetings, in addition to the technical aspect of the work activities, safety will be discussed, and controls developed and handled on an equal level of priority with other elements of the council meeting.

Details of these meetings and discussions will be documented.

The consultation will involve not only giving information to employees but also listening to and taking account of what employees say before any Health and Safety decisions are made.

In order to communicate effectively, we will ensure that employees understand the meaning and purpose of the policy, vision, values and beliefs, which underline it.

Designated Managerial/Supervisory staff (as applicable) will establish lines of communication with other organisations/persons that may be affected by Central Swindon North Parish Council's activities. This may be through the use of signage, verbally, in writing or a combination of these methods.

Likewise, Managerial/Supervisory staff (as applicable) shall expect that other organisations/persons will communicate health & safety or organisational issues that may affect Central Swindon North Parish Council's staff welfare & Health and Safety.

The person responsible for overseeing our consultation arrangements is **Head of Operations**.

Health Surveillance

Certain substances and materials that may pose risks to health are sometimes required to be used by Operatives. Activities or work in environments which may equally affect the operative's health may additionally be carried out.

Workers may suffer from ill health caused or made worse by work, which Central Swindon North Parish Council recognises. For example, this may be due to:

- Work-related stress;
- Musculoskeletal disorders (MSDs), Including work-related upper limb disorders (WRULDs) and back injuries;
- Occupational dermatitis etc.

Reporting of any suspected work-related ill health through Managerial/Supervisory staff (as applicable) is encouraged for employees, so that action can be taken to manage the situation.

The person responsible for overseeing our Health Surveillance arrangements is **Head of Operations**.

Accident Reporting and Investigation

Central Swindon North Parish Council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all accidents and incidents are reported and investigated.

In particular, the following rules and procedures will be applied in relation to this area by Central Swindon North Parish Council and its employees:

All employees are required to report all accidents to **Head of Operations** as soon as possible.

For these purposes, an accident is defined as any unplanned event which may give rise to injury, ill health, property or plant damage or any other potential loss, including near misses. All accidents involving injury must be recorded in the accident book or equivalent form of recording. This record can be made by the relevant first aider, injured person or another suitable person e.g. manager, colleague or another appointed person.

- All accidents must be recorded by the appropriate manager on the Accident Report Form. The completed accident report form must be forwarded to **Head of Operations** for further analysis or investigation;
- All accidents must be investigated by the appropriate manager and recorded on the Accident Investigation Form;
- If the accident or incident is reportable under RIDDOR the required notification procedures as detailed below must be followed by the nominated person/s within then;
- Where an accident investigation reveals matters that are required to be implemented in order to prevent a recurrence, the required action must be taken immediately by the appropriate manager;
- Where an investigation reveals that immediate action is required to prevent a recurrence but circumstances dictate that it is not possible or feasible, any required interim measures to ensure the safety of the persons affected must be taken (e.g. disconnection of equipment).

The person responsible for overseeing our Accident Reporting and Investigation arrangements is **Head of Operations**.

Fire Safety and Other Emergencies

Central Swindon North Parish Council will endeavour to control the associated risks and to comply with the legal requirements relating to fire safety and other emergencies, as contained within the relevant Legislation.

The following rules and procedures will be applied in relation to this area and associated work activities:

- The Council will take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of all employees and other persons that may be affected by its activities;
- Risk assessments will be completed for all premises occupied by the Council for the purpose of identifying the general fire precautions required to be implemented;
- The significant findings of the assessments and details of any groups of persons identified as being especially at risk will be recorded and brought to the attention of relevant employees and other affected persons;
- All relevant risk assessments will be subject to periodic review at a frequency prescribed by the assessment or when they are no longer valid or significant changes have occurred;
- Where dangerous substances may be present in or on premises, the risk assessment will take account of any relevant special hazards with a view to eliminating or reducing the risks so far as is reasonably practicable;
- All premises will be equipped with appropriate fire-fighting equipment and with fire detectors and alarms where considered to be necessary, as determined by the risk assessment;
- All non-automatic fire-fighting equipment will be easily accessible, simple to use, and their location will be indicated by signs.
- Suitable and sufficient emergency routes and exits in order for employees and any other persons to evacuate as quickly as possible;
- All emergency routes and exits will lead to a place of safety and will be indicated by signs;
- All emergency exits and the routes to emergency exits from premises must be kept clear at all times. All emergency exit doors will open in the direction of escape and allow easy and immediate opening. All emergency exit doors must remain unlocked and unfastened at all required times;
- All emergency exits and routes requiring illumination will be provided with suitable emergency lighting;
- All fire alarms will be maintained in efficient working order, good repair, serviced at required intervals and tested at regular intervals, as determined by the risk assessment. A suitable record of such tests will be kept and maintained;
- Fire drills / emergency evacuations will take place at required intervals. A suitable record of such drills shall be kept and maintained;
- All employees will be provided with suitable and sufficient instruction and training on the appropriate precautions and actions required to be taken by them in case of fire or other emergencies. This training will be provided at induction and repeated periodically and/or when required;
- All visitors to Council premises, including contractors, will be provided with suitable information and will be required to record their details in a register, including times of arrival and leaving.

Central Swindon North Parish Council will appoint one or more suitable 'Competent Persons' for every premise, who will be responsible for ensuring that all preventative and protective measures for fire and other emergencies are in place. All such appointees will be provided with adequate information, training and other resources in order to carry out his/her role and duties effectively.

Central Swindon North Parish Council will appoint a sufficient number of fire marshals at every premise in order to implement and manage the emergency evacuation procedures. Duties of fire marshals will be as detailed below.

The Council will prepare and publish a Fire / Emergency Plan for all Council premises as detailed below.

Fire / Emergency Plan

Any person discovering a fire shall raise the alarm and then notify the fire marshal or appropriate Manager/Supervisor. The Fire Marshal or Manager/Supervisor shall ensure that the relevant emergency services are phoned giving the following information:

- Name of person making call Site address;
- Telephone number;
- Nature of incident (if known);
- The Fire Marshal shall remove the visitors book/staff register and vacate the premises by the nearest available exit.

All personnel should vacate the premises calmly and quickly by the nearest available emergency exit and assemble at their nominated point.

Once at the assembly point employees must report to the fire marshal who will conduct a roll call to establish complete evacuation or any missing persons.

The person responsible for overseeing our Emergency arrangements is **Head of Operations**.

First Aid

Central Swindon North Parish Council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring the provision of adequate numbers of trained first aiders and adequate first aid equipment and facilities.

In particular, the following rules and procedures will be applied in relation to this area:

- The Council will ensure that adequate and appropriate equipment, facilities and personnel are provided at all workplaces to enable first aid to be given to employees and other persons if they are injured or become ill at work;
- The level of provision of first aid facilities at each workplace will be determined by an assessment of the particular circumstances and risks involved;
- When carrying out an assessment to determine the level of provision of first aid facilities the factors that will be considered will include:
 - Any significant risks present as identified within a risk assessment;
 - Any specific risks present e.g. hazardous substances, dangerous machinery;
 - Areas where different levels of risk have been identified;
 - Records of accidents or ill health;
 - Numbers of employees;
 - Employees with special needs or disabilities;
 - Special site location issues;
 - Shift work or out-of-hours working;
 - Employees who travel or work alone;
 - Employees on sites occupied by other employers;
 - Work experience trainees;
 - Access by members of the public.
- Suitable and sufficient first aid boxes will be provided in all workplaces and work situations;
- All first aid boxes will be stocked in accordance with the outcomes of the first aid assessment; Where no significant risks or other factors are revealed by the assessment, boxes will contain a minimum stock of the items recommended by HSE guidance;
- First aid boxes will be located in conveniently accessible positions in workplaces and these locations will be clearly marked;
- The Council will ensure the appointment of suitable and adequate appointed persons and first aiders for every workplace;
- The numbers of appointed persons and first aiders in each workplace will be determined by the first aid risk assessment and in accordance with HSE guidance;
- A list of current first aiders and appointed persons will be displayed on all Council notice boards or otherwise brought to the attention of employees;
- All appointed persons and first aiders will receive suitable and sufficient training in accordance with HSE guidance and will receive appropriate refresher training as and when required;
- The duties of appointed persons and first aiders will be as indicated below.

Duties of First Aiders

- To ensure the first aid facilities are available and boxes are stocked according to the issued instructions;
- To maintain records in all of the cases that they treat;
- To inform Head of Operations of any matter relating to the provision of first aid that they deem necessary;
- To carry out the duties of an Appointed Person as appropriate;
- To maintain a current first aid certificate;

Duties of Appointed Persons

- To take charge of situations where someone is injured or falls ill;
- To ensure a first aider is summoned (if available);
- To call an ambulance and/or other emergency service;
- To give any emergency first aid treatment to the level for which they have been trained;
- Maintain the First box and replenish as necessary.

The person responsible for overseeing our First Aid arrangements is Head of Operations.

Materials, Equipment and General Deliveries

Central Swindon North Parish Council ensures that, whenever necessary, large deliveries are made at a time of day when it will cause the minimum of disruption.

Should contractors be performing work on the premises the same consideration is expected of them, this necessary precaution will preserve local traffic flow and also in regard to access/egress from/to their homes by local residents and other councils.

Arrangements will be made to permit free passage for emergency vehicles onto the site/premises. Whenever possible, suppliers will stagger their delivery times, so as to prevent a build-up of vehicles at any particular time.

Use of vehicles by suppliers, contractors, or others will be kept to a minimum, so as to ensure that as much of the materials as possible are moved onto site by one vehicle, rather than by multi-visits.

Whilst work is being performed on the premises by contractors, storage of work materials will be confined as far as possible to a particular room or area within the premises, so that there will be a concentration of stored items, rather than a spread of work material over the entire building or work site.

It is intended that this will keep disruption of the employees, other contractors and/or members of the public down to a minimum.

Consideration will be given to the building itself, together with furniture, work equipment and personnel items when work is in progress.

The person responsible for overseeing our delivery arrangements is **Head of Operations**.

Manual Handling

The main injuries associated with manual handling include:

- Musculoskeletal disorders (MSDs) e.g. back strain, slipped discs;
- Hernias;
- Lacerations, crushing of hands or fingers;
- Repetitive strain injuries e.g. tenosynovitis;
- Bruised or broken toes or feet;
- Various sprains and strains.

The following rules and procedures will be applied in relation to this area and associated work activities:

- Central Swindon North Parish Council will, wherever possible or feasible, avoid the need for potentially hazardous manual handling by providing mechanical means or other working systems;
- Where it is not possible or feasible to avoid potentially hazardous manual handling, suitable and sufficient risk assessments of the tasks involved will be carried out, with a view to reducing the risk of injury by the implementation of control measures;
- All manual handling assessments will be designed to look at all of the following areas:
 - The tasks involved;
 - The individual capacities required
 - The loads involved;
 - The working environment involved;
 - Other factors (PPE).
- Suitable records will be kept of all manual handling assessments, which will be brought to the attention of all relevant employees.
- Suitable and sufficient instruction, training and supervision will be provided in the correct handling and lifting techniques to all employees involved in manual handling tasks.
- Suitable and sufficient required personal protective equipment will be provided to all employees involved in manual handling.
- Employees will not be required to lift or move any loads that are beyond their individual capabilities.
- Employees will be encouraged to seek assistance when lifting or moving loads from other employees when required.
- The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

The person responsible for overseeing our manual handling arrangements is [Head of Operations](#).

Workplace Transport

The main hazards/issues associated with transport and vehicles include:

- Collisions with pedestrians;
- Collisions between vehicles;
- Reversing of vehicles;
- People falling from vehicles;
- Overloading of vehicles;
- Overturning vehicles.

The following rules and procedures will be applied in relation to this area and associated work activities:

- All activities involving workplace transport and vehicle movement will be subject to risk assessment and subsequent action, as detailed within the Risk Management section of the policy;
- Workplace vehicle transport systems will be developed with the following aims and objectives:
 - Ensuring that vehicles and pedestrians are kept safely apart;
 - Providing suitable pedestrian crossing points on vehicle routes;
 - Providing suitable vehicle parking;
 - Avoiding sharp or blind bends;
 - Ensuring that vehicle routes are sufficiently wide for all vehicles using them;
 - Ensuring firm and even floor surfaces on all routes;
 - Ensuring that floor and other signage is provided and maintained;
 - Considering the adoption and enforcement of speed limits;
 - Considering the need for barriers in high risk areas;
 - Considering the need for speed humps;
 - Considering the need for fixed mirrors at blind bends;
 - Ensuring that loading / unloading operations can be carried out safely;
 - Ensuring that reversing manoeuvres are kept to a minimum;
 - Considering the feasibility of one-way systems;
 - Ensuring good levels of lighting in all areas;
 - Provision of banksmen or other means of controlling any necessary reversing operations;
 - Carrying out regular safety checks of traffic routes using an appropriate checklist.
- All Council vehicles will be safe and suitable for their purpose including:
 - Proper maintenance according to a pre-planned maintenance programme;
 - Provision of safety features (e.g. seat belts, horns, lights, reflectors, reversing lights and reversing alarms);
 - Provision of guards on dangerous parts of vehicles;
 - Suitable driver protection from adverse weather and environmental conditions (eg noise, vibration, fumes);
 - Protection from overturning or falling objects;
 - Daily driver safety checks using an appropriate checklist.
- Every authorised driver must check his / her vehicle at the beginning and end of each shift to ensure that it is safe to use and shall report all defects as soon as possible to their manager;

- Only personnel authorised and qualified to the appropriate standards will be permitted to operate any vehicle owned or leased by Central Swindon North Parish Council;
- Drivers will be subject to comprehensive selection and training procedures relevant to their vehicle including:
 - Checks on previous experience and training;
 - Tests of competence;
 - Provision of required induction training;
 - Provision of regular refresher training.
- Records will be kept of all driver training with copies of relevant licences, certificates or authorisations;
- All drivers shall report any accident / incident irrespective of any injury / damage to their manager / supervisor as soon as practicable;
- All lift truck drivers and other employees or other persons present around high-risk traffic routes must wear high visibility vests or jackets;
- All drivers must ensure that all loads are safely secured before moving a vehicle;
- Any driver operating on public roads must comply with the Road Traffic Act and regulations;
- All delivery drivers must remain in the rest room, other safe area or cab during loading/unloading operations.

The person responsible for overseeing Workplace Transport is **Head of Operations**.

Driver Safety and Security

The statistics released annually by the HSE and information in the media, is recognised by Central Swindon North Parish Council who acknowledges the risks from driving when at work. Controlling the health, safety and welfare of their employees whilst driving either Council or self-owned vehicles used for work, is a responsibility of Central Swindon North Parish Council.

The hazards and problems associated with driving include:

- Fatigue due to excessive driving hours;
- Distractions during driving;
- Driving without care or attention;
- Driving without a valid licence or insurance;
- Driving when disqualified or under the influence of alcohol or drugs;
- Exceeding speed limits due to unreasonable demands;
- Loading and unloading of vehicles;
- Failing to report accidents or offences;
- Driving in adverse weather conditions;
- Unsafe conditions of vehicles;
- Overloading or unsafe loading of vehicles;
- Theft from vehicles and associated violence.

Drivers must be in control of their vehicle at all times, this is Council policy. Even for the shortest period when in control of a vehicle, no electronic devices are to be used. Means of communication including mobile phones are to be used only if the vehicle has stopped in a safe place with the handbrake applied.

- Drivers must be fit to drive. It is forbidden for any employee who is under the influence of drugs, alcohol or any substance likely to cause a danger to themselves or others to drive. A Supervisor or Manager should be immediately informed, should any member of staff feel unfit to drive for any reason;
- Only those employees who hold a current valid driving licence for the vehicle type they plan to drive are authorised to do so;
- A copy of all drivers full UK driving licence will be held on file in order for authority to drive Council vehicles/on Council council to be given;
- It will be required of authorised drivers to notify the Council of driving convictions and offences. For all drivers, council use insurance must be in place;
- The required Road Tax and MOT (if applicable) will be held and a register kept and held on file for all Council vehicles;
- Council vehicles will be subject to maintenance and servicing, in accordance with manufacturer's instructions. Additionally, regular checks will be carried out on the roadworthiness of all Council vehicles;
- Instructions on how to carry out these checks will be issued to employees and they will be reminded to undertake them;

- Driving without the correct glasses or contact lenses (where required), when fatigued, when under the influence of alcohol or drugs, or if suffering from any illness or taking any medication that may affect their ability to drive safely, will be highlighted to employees as circumstances when they must not drive;
- Central Swindon North Parish Council employees should, as far as possible, avoid the use of mobile phones when driving in order to avoid the disturbance of their concentration;
- Central Swindon North Parish Council will not put any pressure on its employees to answer calls whilst driving;
- Calls should be made prior to the start of the journey or when the journey has concluded;
- If calls need to be taken or made during a journey, employees will only do so when they are parked in a safe area and the engine switched off.

The person responsible for overseeing driver safety is **Head of Operations.**

Slips, Trips and Falls

Central Swindon North Parish Council will ensure that areas and operations which involve a high risk of slip, trip and fall accidents will be eliminated, so far as is reasonably practicable.

Central Swindon North Parish Council will designate a senior member of staff to oversee and implement the necessary control measures.

Central Swindon North Parish Council will look in detail at the design of work areas and traffic routes and ensure regular maintenance.

Risk assessments, processes, methods and controls will be developed, implemented and clearly communicated to all involved. All risk assessments must consider the hazards that could result in slips and trips and, where identified, measures must be taken to eliminate, reduce or control the risks involved. When carrying out risk assessments, account must be given to access of areas by members of the public and possible vulnerable groups (e.g. older people and disabled).

Central Swindon North Parish Council will ensure there are periodic visits and monitoring of work areas and traffic routes by the Responsible Person and carry out checks on site so as to ensure that the applicable controls are maintained.

Central Swindon North Parish Council will ensure that our staff are kept safe by identifying the risks and providing the necessary training for which the appropriate records will be kept.

Other measures that Central Swindon North Parish Council will include:

- Selecting floor surfaces must include consideration of the slip resistant qualities and general suitability to the areas in question and the activities or processes carried out;
- Spillage procedures must ensure the rapid clean-up of any spillages or contamination by designated personnel without further endangering employees and other persons. Where floors are greasy a suitable cleaning agent must be used;
- Warning signs and barriers must be erected during the removal of spillages;
- Levels of lighting must be provided and maintained in all areas and walkways;
- Suitable footwear will be provided for employees, taking into account the conditions, the work and the individual, where necessary;
- Trailing leads must be avoided in all working areas and walkways;
- All accidents and incidents involving slips and trips must be recorded and investigated fully, with consideration being given to the underlying causes and required improvements to prevent a recurrence. Employees must report all spillages immediately to their Manager/Supervisor together with any building defects or other problems that are causing floors to be wet, slippery or uneven.

The person responsible for overseeing our slips, trips and falls policy is [Head of Operations](#).

Stress

The likelihood of an employee having or contributing to an accident, becoming a hazard to himself/herself as well as to others, may significantly be increased by an employee who is severely stressed.

Central Swindon North Parish Council will review the impact of stress at work and acknowledges they have a responsibility to control the health, safety and welfare of its employees. The HSE's management standards for stress shall be applied in order to manage stress in the workplace.

Primary sources of stress at work are covered by these:

Demands - workload, work patterns and the work environment

Control – how much say the employee has in the way they do their work

Support – the encouragement, sponsorship and resources provided by the employer, management and fellow employees

Relationships – includes promoting positive working, the avoidance of conflict and dealing with unacceptable behaviour

Role – whether the employee understands their role and conflicting roles are avoided

Change – how change is managed and communicated.

The symptoms of stress in individuals and in groups should be looked for by management and supervisory staff who should have a good awareness of this. Additionally, any employee strongly suspecting a fellow employee or themselves are being affected by stress must refer this to the appropriate Manager who will arrange for the person to be assessed or monitored.

Central Swindon North Parish Council employee's work performance and workload will regularly be reviewed under this policy. Every chance to air views and grievances at these reviews will be offered.

The person responsible for overseeing our stress policy is [Head of Operations](#).

Display Screen Equipment

Cases of Musculoskeletal Disorders (see separate section within this Policy) and eye problems have been linked to the use of Display Screen Equipment (DSE).

The main health problems associated with the use of display screen equipment include:

- Aches and pains in the hands, wrists, arms, neck, shoulders or back;
- Eyestrain or similar visual problems;
- Headaches;
- Stress and fatigue;
- Skin irritation or rashes.

Central Swindon North Parish Council will identify all “Users” in accordance with current legislation – those employees who use DSE for a significant part of their working day (usually in excess of 1 hour).

For all “Users”, a suitable assessment of the risk will be carried out. As far as is reasonably practicable, any risks identified will be reduced.

Adequate training and information in the correct set up and use of DSE will be received by all “Users” on a regular basis.

Central Swindon North Parish Council will make a contribution to the basic price of spectacles provided specifically for the use of DSE and eye tests will be provided upon request.

Any user who works at home or away from the Council’s premises will receive adequate information on the correct set up and use of DSE. This information should enable the person to complete their own DSE risk assessment, which once done, must be returned to their Managerial/supervisory staff (as applicable).

Any risks identified will be reduced to as low as is reasonably practicable.

The person responsible for overseeing our DSE arrangements is **Head of Operations**.

Personal Protective Equipment (PPE)

Central Swindon North Parish Council recognises PPE will be selected following a risk assessment identifying its need. The use of PPE is part of Central Swindon North Parish Council's strategy to control risk.

PPE shall be provided free of charge, to all personnel requiring it to carry out their allocated tasks. The selection will be based on the PPE's ability to afford the best protection.

It will be ensured, by Central Swindon North Parish Council, that suitable and adequate quantities of PPE are available at all workplaces and used appropriately.

Personnel shall report any loss or damage of PPE. Employees will utilise issued PPE fully and correctly.

PPE will be personally issued to the individual.

Other considerations include:

- Central Swindon North Parish Council acknowledges that, as a means of hazard elimination, the use of PPE is the last consideration;
- Where it has been established that PPE is the only means, or is required to supplement other control measures, Central Swindon North Parish Council will ensure that adequate supplies of suitable PPE are available and maintained;
- Each department will maintain a list of all tasks requiring PPE and specify the standard of the PPE required;
- Registers of PPE will be kept, including details of any inspection, maintenance or replacement requirements and relevant records;
- Where appropriate, all PPE will conform to the applicable British Standard, and/or the relevant 'Certificates of Approval' issued by the Health and Safety Executive, or will be required to have the appropriate CE marking;
- Where required, suitable and sufficient storage accommodation will be provided for PPE when not in use;
- All employees required to wear PPE will receive suitable and adequate information, instruction and training in its use, maintenance, cleaning and storage and the relevant risks it will avoid or limit;
- All employees required to wear PPE must use it in accordance with the training and instructions provided;
- All employees must report any defects to PPE or loss to **Head of Operations**.

The person responsible for overseeing our PPE arrangements **is Head of Operations**.

Visitors

Visitors are asked to sign in and out of our buildings as it is good practice and the register forms an essential part of the roll call during an emergency evacuation. Visitors will be under the supervision of one of our members of staff/will be provided with information via signage that will assist them in remaining safe during their visit.

Contractors undertaking work within the premises will be subject to our contractor control arrangements.

The person responsible for overseeing our Visitor arrangements is Head of Operations.

Contractors

Central Swindon North Parish Council and any appointed contractors have responsibilities under health and safety law. We will only use contractors who we have considered suitable to ensure the protection of all persons whose activities affect.

We will work with the contractors to ensure that everyone knows their roles and responsibilities in taking all necessary precautions and control measures to reduce the risks of workplace dangers where work activities are carried out.

We will identify and assess risks and implement control measures required to deal with them.

We will work with the contractor to ensure that processes, methods and controls will be clearly communicated to all involved.

We will ensure there are periodic inspections by the Responsible Person to carry out checks on site, so as to ensure that a consistently high level of technical expertise, good practice and the necessary Health and Safety controls are maintained.

We will ensure that our staff and customers are kept safe by identifying the risks and making sure that the works are separated from non-essential personnel where required.

We will request copies of the necessary training to evidence competence for the task from the Contractor.

We will consider:

- The scope of the works;
- The suitability of the contractor and their personnel;
- Responsibilities under the CDM regulations;
- The planning and design of the works;
- Certification and outside bodies such as Local Authorities;
- Who will be responsible for the work;
- The roles and responsibilities for the work and the personnel;
- What measures are required to control the risks;
- What equipment will be used;
- The methods of work;
- Emergency procedures;
- Controls in place to stop the work if there are serious health and safety concerns;
- Monitoring and reviewing work in progress;
- Investigations for near misses and accidents;
- Reporting procedures.

We recognise that the above measures are not exhaustive and will be reviewed on specific activities and projects.

The person responsible for overseeing our Contractors arrangements is **Head of Operations**.

Lone Working

A Lone worker is defined as 'a person who works by themselves without close or direct supervision'.

Examples of lone workers would include:

- People who work in isolation in premises or areas of premises;
- People who work outside normal working hours (e.g. security, cleaners, maintenance staff);
- Mobile workers.

Employees working alone is not generally prohibited. In cases where specific legislation requires more than one person to be involved in the operations or activity and circumstances where either the location or the nature of the work is unsuitable to a lone worker in some specific instances we will ensure that lone working does not take place.

If it is the case lone working is likely to occur as part of an employees working conditions, this must be established and confirmed.

Prior to the lone work commencing, risk assessments must be carried out and control measures put in place. Communication, as an element of remote supervision should be included as part of the method of work. Only employees who display a high level of competence in their given tasks should be involved in lone working.

Certain cases of lone working are not permissible, and the worker will require physical supervision, included are young people undergoing training and other potentially vulnerable staff.

The person responsible for overseeing our Lone Working arrangements is **Head of Operations**.

Violence and Aggression in the Workplace

Central Swindon North Parish Council has strict rules and codes of conduct to ensure that all persons, work colleagues, visitors and members of the public are treated with equal respect and consideration.

We actively encourage reporting of all forms of harassment, aggression or violence in the workplace and make sure our managers and supervisors are adequately trained to recognise any signs of such issues. They will oversee and implement the necessary control measures.

Where necessary Central Swindon North Parish Council will provide counselling or occupational health services support.

It is necessary to have an easy channel of communication for people to make the senior management aware of any issues regarding workplace aggression and violence.

In particular, the following rules and procedures will be applied in relation to this area and associated work activities:

- An assessment of the risks relating to work related violence faced by employees must be carried out for all relevant work activities or situations;
- Management and employees at all levels will be encouraged to take work related violence seriously. It must not be accepted as “part of the job”;
- The Council will adopt suitable measures to minimise exposure of employees to work related violence;
- All employees who could be affected by work related violence must receive adequate and suitable information, instruction and training to assist them in recognising signs of aggression and situations that could result in violence and how to avoid or deal with them;
- The Council will implement and monitor a system for the reporting and investigation of any incidents of work-related violence;
- Where work-related violence is due to physical violence, mental abuse or threatening behaviour by management or a fellow employee the Council will fully investigate the feasibility of taking legal and/or disciplinary proceedings against any perpetrators as appropriate;
- All employees are required and encouraged to report to their manager / supervisor any incidents of work-related violence regardless of the circumstances;
- Employees who have been victims of, or otherwise affected by, work related violence will receive all support, counselling, legal advice or other assistance from the Council as is necessary to assist them in their recovery.

The person responsible for overseeing our Violence and Aggression policy is **Head of Operations.**

New or Expectant Mothers

An employee is required to notify Central Swindon North Parish Council (in writing) that she is pregnant, has given birth within the previous six months, or is breastfeeding.

A certificate from a registered medical practitioner or a registered midwife showing that she is pregnant is required to be provided to Central Swindon North Parish Council by the employee.

In the event that an employee notifies Central Swindon North Parish Council that she is pregnant, and on return to work following birth, we will undertake a specific risk assessment of her work taking into account HSE guidance and any particular information which the employee has provided.

Reviews of the assessment at regular intervals by Managerial/Supervisory staff (as applicable) or as/when the employee requests it, will be carried out.

Suitable facilities for pregnant and breastfeeding mothers to rest while at work will be provided by Central Swindon North Parish Council.

Some activities involve risks to new or expectant mothers at work e.g. use of chemicals, exposure to vibration, risk of specific infections, exposure to lead, heavy lifting, etc. As a result, additional risk control measures which are implemented on notification of pregnancy should be informed to the employee and anyone else who would need to know and be observed by all parties. These control measures will be the outcomes of a specific risk assessment for the employee, which will take into account such considerations as the impact of their pregnancy on them, the nature of the work and physiological changes during the period they are pregnant.

Recommendations arising from the assessment are implemented promptly and the assessment is reviewed every 3 months or as required.

If a new or expectant mother has a medical certificate stating that night work could adversely affect her health, we will offer alternative day time work or if such work is not available, will suspend her from work on paid leave.

The person responsible for overseeing our New or Expectant Mothers policy is **Head of Operations**.

Young Persons

Ensuring the safe working environment of young people, particularly those under 18, is an accepted responsibility of Central Swindon North Parish Council.

Central Swindon North Parish Council will undertake a risk assessment in accordance with current legislation before employing a young person.

Central Swindon North Parish Council will make arrangements for the protection at work of all young persons from any risks to their health & safety which are a consequence of their lack of experience or absence of awareness of existing or potential risks, or the fact that they have not yet fully matured.

A young person will not be employed by Central Swindon North Parish Council for work that:

- Involves a risk of accidents, which they are unlikely to recognise because of their lack of experience
- Training or attention to safety
- Is beyond their physical or psychological capacity
- Involves a risk to their health from extreme heat, noise or vibration;
- Exposes them to substances chronically harmful to human health, e.g. toxic or carcinogenic
- Substances, or effects likely to be passed on genetically or likely to harm any unborn child
- Exposes them to night work, which is not normally permitted between 22.00 and 06.00 but may be varied in writing to 23.00 to 07.00 hours
- Exposes them to radiation.

In the following special circumstances, the restrictions do not apply:

- As a requisite for training (e.g. NVQ, SVQ, In-House, Apprenticeships)
- Where supervision by a competent person will be provided to the young person, and
- Where reduction of the risk to the lowest level that is reasonably practicable is achieved.

Central Swindon North Parish Council will obtain parent or guardian consent before employing a young person below the minimum school leaving age and provide the local authority with relevant information on the individual so that he/she can be issued with an employment permit.

The person responsible for overseeing our Young Persons policy is **Head of Operations**.

Drugs and Alcohol Misuse

The health and safety of staff, employees and others effected by Central Swindon North Parish Council's work or in Central Swindon North Parish Council premises, could be adversely impacted by alcohol or drug misuse by their employees or contractors.

Therefore, alcohol and/or drugs are prohibited in the workplace and whilst representing Central Swindon North Parish Council as a matter of policy.

A report must be made to the appropriate supervisory or management representative in the event that any persons are known to be, or strongly suspected of being affected by alcohol and/or drugs. Arrangements will be made for the person under the influence to be removed from the workplace.

Substance abuse is divided into three main categories:

- Alcohol Dependence/Excessive Consumption;
- Taking or possession of illegal drugs;
- Solvent abuse (inhalation of glues or gases).

Substance dependency is a condition where an employee's consumption of alcohol/drugs/solvents continually or repeatedly interferes with his/her health, attendance or work performance.

If any employees feel there may be an issue with any of the above in relation to themselves or colleagues, they will inform [Head of Operations](#).

The person responsible for overseeing our Drugs and Alcohol policy [is Head of Operations](#).

Smoking at Work

With no exceptions, smoking is prohibited throughout the entire workplace. Any Council vehicles are also inclusive of this. Employees, contractors, or visitors are covered by this policy.

To smoke or permit smoking in a smoke-free area is an offence. Should anyone be seen smoking in a smoke-free area this should be reported to Managerial/Supervisory staff (as applicable).

On clear display at or near the entrances to smoke-free premises, public spaces and within vehicles are 'No Smoking' signs of the appropriate size and containing the information required by the relevant regulation.

Designated smoking areas are to be reinstated at certain Parish locations. These areas must be situated away from public areas. Both smokers and vapers will be required to use these designated areas.

The person responsible for overseeing our Smoking policy is [Head of Operations](#).

Homeworking

The definition of a homeworker is 'any person who carries out work at their home on behalf of, authorised by or with the consent or knowledge of Central Swindon North Parish Council and its management'.

In particular, the following rules and procedures will be applied in relation to this area and associated work activities:

- Work activities carried out at an employee's home will be subject to risk assessment in the same way as if the work was carried out at Council premises;
- All equipment provided by Central Swindon North Parish Council for use at home will be inspected and maintained in accordance with the relevant legal requirements and Council policy;
- The employee will be responsible for the maintenance of the building structure and equipment, fixtures and fittings within their home that they own, including the domestic electrical system;
- All display screen equipment provided by Central Swindon North Parish Council for use at home will be subject to a system of analysis and inspection;
- All homeworkers will be provided with suitable and adequate information, instruction and training relevant to the work activities carried out by them at home;
- All homeworkers will be provided with adequate first aid provisions in accordance with an assessment of the nature of the work activity and the risks involved;
- All homeworkers are required to report all accidents and incidents involving work activities carried out at their home to their manager / supervisor;
- Managers / supervisors of homeworkers are responsible for ensuring their health, safety and welfare, including making regular contact by telephone or other means of communication.

The person responsible for overseeing our Homeworking arrangements is **Head of Operations**.

Working at Height

Under the working at height regulations employers are required to:

- Make effective use of safe places of work already provided;
- Where they cannot eliminate the risk of a fall liable to cause personal injury, use equipment or other measures to minimise the distance and consequences of a fall should one occur;
- Avoid employees working at height where it is possible;
- Use work equipment or other measures to prevent falls where working at height cannot be avoided.

To identify the risks of work at height and develop processes to eliminate or control the risks, Central Swindon North Parish Council will carry out a risk assessment. Additionally, Central Swindon North Parish Council will ensure that all work at height is adequately planned, organised, supervised and carried out in a safe manner.

It will be ensured by Central Swindon North Parish Council that everyone involved in working at height is competent (or being trained and supervised by a competent person). In order for an employee to carry out his or her work in a safe manner when working at height, Central Swindon North Parish Council will provide any information, instruction and training necessary.

Inspection and maintenance of work at height equipment (including places of work) at the statutory intervals determined by the environment and frequency of use, will be done by persons appointed by Central Swindon North Parish Council. All personal protective equipment provided to maintain safety when working at height (i.e. harnesses and lanyards), will be inspected at the required frequency and any defects noted during those inspections. Prior to or during use, where discovered, these will be reported by operatives and will be attended to immediately.

Immediately before they use it, employees must inspect the equipment provided and ensure any defective equipment is exchanged or repaired before use.

Prevention of falls will be the first priority if work is to be undertaken at height.

Central Swindon North Parish Council will take account of the working conditions when selecting work equipment, as well as the distance to be negotiated and the distance and potential consequences of a fall.

For the event of an emergency or a rescue needing to be facilitated, Central Swindon North Parish Council will ensure that arrangements are in place.

For employees that work on constructions sites the following information will be adhered to by them:

- Scaffolding or mobile towers erected by competent persons and complying with the relevant legislation; or
- Mobile Elevating Work Platform; or
- Podium or deck type platform; or
- Step ladders and ladders (Subject to criteria set out in the section on ladders and step ladders).

The person responsible for overseeing our Working at Height arrangements is **Head of Operations**.

Working at Height - Ladders and Step Ladders

Only where the use of more suitable work equipment is not justified, will ladders be used. Factors such as risk and short duration of use or, because of existing features within the workplace, which cannot be altered, which make ladders the only possible suitable equipment, are examples of reasons for this.

Unless a risk assessment shows that this is the only reasonably practicable and final option, no work will be conducted from ladders. Central Swindon North Parish Council will make every attempt to eliminate the use of ladders and step ladders as an option for working at height.

Where it is decided that ladders are the only option, only if a risk assessment shows the following, will they be used:

- That the task is low risk;
- That the operative can maintain three points of contact;
- Ladders are clearly identifiable and subject to regular inspections;
- Ladders are industrial use class 1 or EN131;
- That the task is of short duration (under 30 minutes);
- Ladders can be set at an angle not exceeding 75 degrees (1 out to 4 ratio).

To reduce the risks to a minimum, additional control measures will be introduced (if practicable). Ladder stays, stand offs or other proprietary ladders or ladder securing devices will contribute to such measures.

Persons using ladders will be familiar with the hazards associated with the use of this equipment and will have attended training in the use of ladders and any associated accessories.

Only when the risk assessment determines that their use has a low risk and is of a short duration (less than 30 minutes), and where other equipment cannot fit due to space restrictions, will step ladders be used. For work whilst the operative is on the steps, priority will be given to selecting work equipment with a working platform and some type of edge protection or rail. In the first instance, podium steps or similar design equipment will be considered.

To enable the work to be carried out from no higher than the third tread from the top, we will ensure step ladders will be of sufficient height and only used on a firm and level base.

Prior to each use and on a regular basis, all ladders and step ladders will be inspected, which shall be recorded.

The person responsible for overseeing our Ladders policy is [Head of Operations](#).

Lifting Equipment

A wide range of equipment is incorporated and categorised as “lifting equipment”. For example, lifts in buildings, hoists, cranes, vehicle mounted tail lifts, excavators, forklifts, cradles, pulley blocks, etc.

Suitability for the task must be assured for all lifting equipment prior to use.

Adequate information from the installer or supplier of lifting equipment on its safe and proper use will be obtained by Central Swindon North Parish Council.

Thorough examination and inspection in accordance with the relevant standards, for any lifting appliance or lifting equipment provided or delivered to a workplace, must be completed for this appliance or lifting equipment and it must have been tested.

All lifting equipment including lifting accessories, are identified on a schedule which is used to ensure that each item has received the maintenance and inspection required.

At the workplace copies of inspection certificates, register entries etc. must be available.

On a daily basis, when in use, the equipment will be subject to recorded inspections by the operator and on a regular basis dependant on its use and environment.

Equipment weight capacity must not exceed the safe working load of that lifting equipment or be used in a way or for a purpose for which it is not intended. This equipment must only be used by employees trained in the use of all such apparatus.

Equipment is clearly marked with its 'safe working load' (SWL). As appropriate, equipment is also signed to indicate its prohibition for the carriage of persons or where applicable, is marked to indicate the maximum number of persons which it is designed to carry.

Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion.

Equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturers' instructions. Equipment is also subject to periodic thorough examination and testing to a schedule, meeting the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) and an inspection report is issued. Equipment must also be examined on assembly. Improvements identified through inspections are undertaken as required.

Pre-use inspections are carried out by operators of lifting equipment and the results recorded. Defective equipment is taken out of service whilst awaiting repair or replacement.

The person responsible for overseeing our Lifting Equipment arrangements is **Head of Operations**.

Mobile Elevating Work Platforms

Only competent employees who hold relevant proof of training and have undergone familiarisation training by the plant hirer, are permitted to operate Mobile Elevating Work Platforms (MEWPs).

Employees will be attached to the proprietary fixing point by a harness and fixed length restraint lanyard when Cherry Picker type MEWPs are used.

An employee operating a Scissor Lift type MEWP should fix harnesses to the attachment point when operating the machine over rough ground, and while the platform ascends and descends, to prevent being thrown out. Whilst working within the confines of the platform when it is in a static position there is no requirement to be harnessed to the Scissor Lift.

The person responsible for overseeing our Mobile Elevating Work Platforms policy is **Head of Operations**.

Mobile Towers

To provide a safe place of work for employees required to use mobile tower scaffolds, all reasonable steps will be taken by Central Swindon North Parish Council.

Only competent persons with the relevant proof of training, in accordance with the mobile towers instruction manual, will erect and use this equipment.

Prior to use, these persons will be required to inspect the individual components and the tower as a whole. In addition, it will be inspected after every occasion that the tower is erected. It shall also be subject to inspection if the tower remains static for more than 7 days.

Records will be retained at the place of work until completion and thereafter for three months at head office. All inspections will be recorded.

To prevent falls of persons or materials from the workplace or of the tower itself, the Council will ensure that the necessary preventative and protective measures are put in place and will liaise with any other persons involved in the work activity. Throughout the process and likewise during dismantling, the safety of the personnel erecting the tower must be maintained. Central Swindon North Parish Council will ensure that mobile towers selected are appropriate for the work and that the methods of erection and dismantling provided are the most suitable method possible, when selecting this equipment for use.

The person responsible for overseeing our Mobile Towers policy is **Head of Operations**.

Welfare Facilities

Availability of suitable and sufficient welfare facilities at all workplaces for all employees, contractors and visitors will be facilitated. This should include:

- Drinking water;
- Toilet facilities;
- Washing facilities;
- Facilities for rest, preparing/eating meals, including means for boiling water.

At all facilities, a satisfactory standard will be upheld, with regard to:

- Temperature;
- Ventilation;
- Cleanliness/hygiene;
- Accessibility;
- Lighting.

The person responsible for overseeing our Welfare arrangements is **Head of Operations**.

Hazardous Substances/CoSHH

(Control of Substances Hazardous to Health)

A Hazardous Substance is any material, substance or process to be used or likely to be encountered which could be a hazard to the health of employees or others.

Risk assessment(s) related to the use of products or the creation of by-products, to identify whether those substances are hazardous to health, shall be carried out by Central Swindon North Parish Council. A workplace/job specific Control of Substances Hazardous to Health (COSHH) assessment will be produced if necessary. To ensure the health and safety of personnel affected by the use of substances hazardous to health and the protection of the environment, appropriate control measures must be identified and implemented. To provide collective protection and/or personal protection, such control measures may seek to eliminate/substitute the substance.

General Precautions

The following general precautions apply to the use, handling and transporting of chemicals and other hazardous substances:

- Products must never be allowed to come into contact with, for example the eyes and skin;
- Personal protective equipment and clothing must be worn, if required;
- Always observe good industrial hygiene practices;
- Do not swallow materials or use in areas where food is being consumed;
- Inhalation of chemical vapours or dust should be avoided;
- Adequate ventilation must be provided;
- Suitable respiratory protection must be worn, if required;
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleaners and barrier creams;
- Store all products in ventilated areas away from extremes of temperatures;
- Clean up spillages instantly and dispose of waste using suitable containers;
- Except for transport in closed packages, materials must only be handled by authorised personnel;
- Ensure the correct equipment for handling the products is made available;
- Any person using or handling chemicals and other hazardous substances who shows symptoms which may possibly have been caused by exposure to the product should immediately be removed from the area and medical advice sought. Reference should always be made to the relevant COSHH assessment and material safety data sheet.

The person responsible for overseeing our COSHH policy is **Head of Operations**.

Noise

Control of Noise at Work legislation requires employers to reduce and control the exposure to noise to their employees. By assessing the risk and taking account of exposure levels set within the Regulations, this is achieved.

The main problems associated with occupational noise include:

- Noise induced hearing loss;
- Temporary and permanent threshold shift;
- Tinnitus;
- Stress;
- Injuries arising from distracted attention.

Either a daily or weekly exposure based on 8 hours is applicable under the exposure levels - dB (A) in a working day, the maximum noise (peak sound pressure) - dB (C):

Lower Exposure Action Value

Personal Noise exposure (daily or weekly) – 80 dB (A) Peak sound – 135 dB (C). To establish potential risk and where hearing protection is required to be made available, assessment is required.

Upper Exposure Action Value

Personal Noise exposure (daily or weekly) – 85 dB (A) Peak sound – 137 dB (C). Where this is not successfully controlled despite noise reduction (ideally through mechanical means), then control through mandatory use of appropriate hearing protection is required.

Exposure Limit Value has additionally been set:

Personal Noise exposure (daily or weekly) – 87 dB (A) Peak sound – 140 dB (C). Even taking account of the protection afforded by hearing protection, this must not be exceeded.

Suitable and sufficient risk assessment for all activities where it is believed that there is a risk of employees being exposed above the lower action value of 80 decibels, will be carried out by Central Swindon North Parish Council.

Where it is practicable to do so, Central Swindon North Parish Council will eliminate or control noise at source. Central Swindon North Parish Council will provide its employees with suitable and sufficient hearing protection selected according to the noise risk to which the employees are exposed, where noise elimination or appropriate control is not considered practicable.

Central Swindon North Parish Council will:

- Ensure suitable ear protection is supplied for the conditions of exposure;
- Workplace Management and Supervisors will ensure compliance with any noise levels;
- Ensure plant and equipment is selected and maintained to minimise noise levels;
- Ensure that all employees, contractors and visitors receive such information as is necessary to warn them of the risk. Furthermore, ensure that they will obey any instructions and warning notices with regard to the wearing of hearing protection in areas where a risk exists;

- Ensure adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard.

The measures that Central Swindon North Parish Council provides under the regulations should be adhered to by employees, who have a duty to comply. These measures include:

- Not to misuse or interfere with hearing protection and report any defects to the employer
- To use any controls as determined by the risk assessment
- To wear any hearing protection provided when exposed at or above the Upper Exposure Limits or where mandatory areas have been designated.

The person responsible for overseeing our Noise policy is **Head of Operations**.

The Control of Vibration

Employers are required to make a suitable and sufficient assessment of the risks posed by either hand/arm and/or whole-body vibration under current legislation on the Control of Vibration at Work. In the first instance, employers must introduce control measures to eliminate the vibration at source or, where this is not reasonably practicable, reduce the vibration to as low a level as reasonably practicable.

The common early symptoms associated with exposure to vibration include:

- Tingling and numbness in the fingers;
- Loss of sense of touch;
- Loss of grip strength;
- Pain in the wrist (carpal tunnel syndrome);
- White and red colouration in the fingers (vibration white finger);
- Back pain.

Exposure action and limit values

- For hand-arm vibration the exposure values, assuming an 8 hour working day, are: Exposure action value: $2.5 \text{ m/s}^2 \text{ A(8)}$ - Exposure limit value: $5.0 \text{ m/s}^2 \text{ A(8)}$;
- For whole-body vibration the exposure values, assuming an 8 hour working day, are: Exposure action value: $0.5 \text{ m/s}^2 \text{ A(8)}$ - Exposure limit value: $1.15 \text{ m/s}^2 \text{ A(8)}$.

Avoiding the risk wherever possible is the basis of the risk assessment. However, the following steps will be taken if the job cannot be done without exposure to vibration equipment:

- **Select** - Select equipment that produces the least possible vibration or by using remote control equipment, removes the operative from the source of the vibration;
- **Provision** - Consider other equipment that can be used in conjunction with the vibrating equipment that reduces the risk of injuries caused by vibration, for example foul weather protection for cold and damp;
- **Maintain** - Good maintenance can reduce vibration levels considerably; instruction in basic maintenance such as the replacement of blunt drills or chisels should be provided to all operatives;
- **Limitation** - Ensure that appropriate rest periods are taken and limits/durations are set on tasks;
- **Train** - Make operatives aware of the risks and the precautions, for example gripping tools properly;
- **Inform** - Up to date information on the vibration risks should be provided;
- **Review** - Review the use of vibrating equipment as technological advances are made available.

The person responsible for overseeing our Vibration policy is [Head of Operations](#).

Legionella

The presence of legionella bacteria in water systems can, under certain circumstances, result in the potentially fatal legionnaires disease in employees and other persons who breath in the contaminated water droplets.

Central Swindon North Parish Council has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the relevant Legislation.

These arrangements include:

- An assessment of the risk of Legionnaires' disease and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor;
- Appointment of a responsible person internally with authority and responsibility for day-to-day implementation of the universal precautions and testing specified in the Health and Safety Executive's Approved Codes of Practice (ACoPs) and any precautions specified in the risk assessment;
- The retention of records of all applicable maintenance and testing which are held onsite and readily available with a copy of the risk assessment and details of the competent person who conducted it;
- Monitoring by the responsible person to check the records and confirm that the precautions have been implemented.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the responsible person should report this immediately to the HS responsible person (where this is not the same individual) and additional resources, water treatment contractors or plumbing specialists will be employed as necessary to resolve the causes.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

An additional risk management plan and the necessary notification requirements are in place where any cooling towers are present.

The person responsible for overseeing our Legionella arrangements is [Head of Operations](#).

Electricity

The use of electricity in the workplace is widespread and represents a significant risk of personal injury and fire.

Unless employees hold the relevant qualifications and have been authorised, no Central Swindon North Parish Council employee is to undertake electrical work on any equipment or system within the workplace.

In the event of faults or hazards related to electrical equipment or installation, this should be reported to Managerial/supervisory staff (as applicable) for action.

Electrical installations are subject to inspection, testing and where required maintenance, which Central Swindon North Parish Council will ensure is carried out.

Central Swindon North Parish Council ensure that any permanent or temporary (if required) electrical installations are on record and in date, managers responsible for premises will obtain certification.

As suggested by associated guidance or specified by the Central Swindon North Parish Council's insurance Council, in accordance with whichever is the shortest period, Periodic Portable Appliance Testing (PAT) will be carried out for all electrical equipment.

Visual inspection of any electrical equipment under their control by personnel is required and intended to identify defects, which should be reported for corrective action.

In the event of an employee having problems powering equipment through such issues as a lack of integrated plug sockets, the employee should not remedy this in isolation by using extension leads, but report the situation to a Supervisor or Manager.

The person responsible for overseeing our Electricity arrangements is **Head of Operations**.

Control of Gas in Premises

Regular inspection by Central Swindon North Parish Council will ensure that its gas equipment and storage is regularly checked and maintained in accordance with supplier advice and guidance. Only a competent contractor/individual should carry out this work. Documentation related to such work will be kept on record.

The person responsible for overseeing our Gas in premises arrangements is **Head of Operations.**

Food Safety

A Food Safety Policy is required for our food handling activities. This must be developed alongside this Health and Safety Policy. Guidance on food safety within our premises is available from the Local Environmental Health Department.

Food preparation safety falls under the requirements of this Health and Safety Policy. This requirement covers housekeeping, cleaning, layout of the food preparation area, the equipment in use and the condition of floors and surfaces etc.

All employees have a responsibility to ensure that a high degree of personal hygiene is maintained particularly when preparing food for service user consumption.

All employees have a duty to ensure a high degree of housekeeping is maintained but the person identified below has the duty to ensure this is carried out.

The person responsible for overseeing Food Safety is **Head of Operations**.

Control of Waste Materials

All waste materials, accrued as a result of work being performed on the site, within the premises, or its boundaries will be disposed of in line with Central Swindon North Parish Council legal duties.

We will designate a senior member of staff to oversee and implement the necessary control measures. Processes, methods and controls will be clearly communicated to all involved.

We shall ensure that any waste produced by our Council or being created on our behalf by contractors, is placed in suitable applicable waste bins, or sealed skips, in a compound whenever possible so as to prevent this from being accessed by vermin, or vandals, who may otherwise spread it beyond this control and cause an environmental hazard.

Hazardous wastes will be controlled and dealt with using our CoSHH systems and safe means of disposal will be utilised.

The person responsible for overseeing our Waste arrangements is **Head of Operations**.

Bomb Threat Procedure

A bomb threat can generally be defined as a threat, usually verbally or written to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.

Typical examples include:

- A bomb threat call directly to the building
- A bomb threat call received elsewhere and notified to us by the police;
- The discovery of a suspicious item in the building;
- The discovery of a suspicious item or vehicle outside the building;
- The discovery of a suspicious item elsewhere notified to us by our customers neighbours or police.

The decision to evacuate will normally be taken by the relevant person, but the Police will also advise. In exceptional cases, the Police may insist on evacuation, although they will always do so in co-operation with the relevant person.

Bomb Threat Plan

- On finding a suspicious object/package or receiving a bomb threat, employees should immediately inform the relevant person. The Police will be notified along with the relevant person, who will continue to liaise with the Police. The suspicious object/package must not be approached, and no attempt made to move it unless a safe visual inspection is requested by the Police.
- Following Police direction to evacuate the building.
- On hearing the fire alarm follow the standard fire evacuation procedure by evacuating the building by the nearest safest route unless otherwise directed. Do not use the lifts.
- Assemble in Council/office groups at the designated assembly point, unless otherwise directed by the Police or the on-site team. Each Council's fire marshal should check and account for all their staff and report to the fire marshal at the assembly point.
- If you have visitors in your Council at the time the alarm is sounded ensure that the visitor follows the evacuation procedure and accompanies you to the assembly point.

If an evacuation has to be carried out in response to a bomb threat, the normal evacuation procedure should be used as far as practicable to facilitate the effective evacuation of the building and avoidance of confusion during emergency actions required under differing conditions.

Fire Action Notices are displayed throughout the building. You should familiarise yourself with these instructions so that in the event of the alarm sounding you know what to do.

As a matter of routine, the corridors, landings and staircases should be kept clear of objects such as briefcases, bags, boxes, parcels, etc. These can cause unnecessary suspicion or serious concern in the event of a bomb threat being received.

The above procedure is designed to help you in the event of a bomb threat, but the most important aspect of all is to stay calm and obtain as much information as possible.

Control of an incident

- If a team member receives a telephone bomb threat, they should remain calm and:
Obtain as much information as possible from the caller about the bomb, ask the caller:
 - When is it set to go off?
 - Why are you doing this?
 - How big is it?
 - What kind of Bomb is it?
 - Who are you?
 - Where is it located?
- Record the exact time of the message given.
- Note the caller's voice, sex, accent, mannerisms etc.
- Attempt to ascertain if the call originates from a call box
- Inform the following immediately
 - The police by dialling 999.
 - The main reception desk who will inform the Property Manager on duty.
 - The most senior member of your own staff available at the time.
- The fullest possible details of the telephone call should be recorded and provided to the police and the Property Manager for the building, i.e.
 - Sex?
 - Child?
 - Slow or Excited? Disguised?
 - Accent?
 - Intoxicated?
 - Any background noises?
 - Speech Impediment?
 - Age?

Re-Entry Procedure

When the building has been searched and confirmation that nothing has been discovered likely to cause alarm, such as a suspicious object having been found and dealt with by the appropriate authority, customers will be informed to re-enter the building if they wish but at their own risk. On re-entering your premises, it is suggested that everyone check their own work area carefully. Persons should report any suspicion of unidentified objects to their manager who should then notify the Property Manager. If necessary, the mandatory evacuation procedure can be repeated.

You must appreciate that in large buildings it is extremely difficult, if not impossible, to have staff covering all of the building at all times. We rely on the co-operation of all our customers to implement these procedures. These procedures have been designed and circulated to inform and guide customers. In addition to this, improve the security and control of the premises.

However, each customer must accept that responsibility for their own premises and staff that rests within them. The Police and relevant person(s) will endeavour to pass on as much information as possible with regards to any threat that is made. However, ultimately the decision to evacuate and re-occupy the premises must remain with our customer.