



Our People

Your safety

SAFETY POLICY

**EPPING FOREST DISTRICT COUNCIL
CIVIC OFFICES
323 HIGH STREET
EPPING, ESSEX
CM16 4BZ**



INVESTOR IN PEOPLE



**Epping Forest
District Council**

Contents

Introduction	3
General Statement of Policy	4
Organisation	5
The Management of Health and Safety in EFDC	5
Corporate Safety Service Team	5
Safety Personnel	5
Responsibilities of Corporate Safety Team Representatives	6
Directorate Safety Teams	6
Responsibilities of Directorate Safety Team Representatives	7
Communication	7
Co-operation & Care	7
Arrangements for Health and Safety	8
Management of Health and Safety at Work	8
Safety Training	8
Workplace Audits	8
Work Equipment	9
Electricity at Work	9
Manual Handling Operations	10
Personal Protective Equipment	10
Display Screen Equipment	11
Control of Hazardous Substances	11
Noise	12
Vibration	12
Working at Height	12
Asbestos	13
Lone Working	13
Fire Safety	14
Fire Detection Equipment	14
Fire Fighting Equipment	14
Fire Exits	14
Fire Doors	15
Smoking	15
Emergency Evacuation Procedure	15
Driving at Work	16
First Aid	16
Accident Investigation & Reporting	17
Contractors	18
Safety Rules	19
Additional safety documentation	23
Appendix A – list of Corporate Safety Team representatives	24

Introduction

This Safety Policy is written not only to comply with the Council's obligation under the Health and Safety at Work etc Act 1974, but also with the express intention of making the workplace a safer place.

The Council recognises its obligations under the legislation and will take all reasonable steps to ensure that the work environment is a safe and pleasant place to be.

As members of staff we all have individual responsibilities as well. We must all take reasonable care for each other's health and safety as well as our own and we must co-operate with the Council in its duty to provide a safe way of working.

We must never intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

It is vitally important for you to read this document and its attachments.... the next life you save could be yours.

Epping Forest District Council...

Making the workplace a safer place.

General Statement of Policy

It is the policy of Epping Forest District Council to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. Epping Forest District Council's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All staff shall be provided with such equipment, information, instruction, training and supervision as is necessary to implement the policy and achieve the stated objective.

Epping Forest District Council recognises and accepts its duty to protect the health and safety of all visitors to the Authority's premises, sites and landholdings, including contractors and temporary workers, as well as any members of the public who might be affected by its operations.

While the management of Epping Forest District Council shall do all that is within its powers to ensure the health and safety of its staff, it is recognised that health and safety at work is the responsibility of each and every individual associated with the authority. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person. The person with overall and final responsibility for health and safety in Epping Forest District Council is the Chief Executive.

The management of Epping Forest District Council shall provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their line manager in the first instance.

An effective health and safety programme requires continuous communication between staff at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardize the well being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Safety Officer. Accident records are crucial to the effective monitoring and revision of this policy and must therefore be accurate and comprehensive.

Epping Forest District Council's health and safety policy shall be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy shall be updated at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed overleaf.

Signed

Glen Chipp
Chief Executive

Date: October 2014

Organisation

The Management of Health and Safety in EFDC

Whilst the Chief Executive has overall responsibility for health and safety, others too have responsibilities. The Director of Resources shall be responsible for all matters of this policy in the absence of the Chief Executive. Each Director is responsible for the day to day implementation of the arrangements for health and safety within their directorate. In practice this duty (but not the responsibility) may be delegated to other staff, however, all staff must be made aware when such a delegation has taken place.

Managers are responsible for ensuring that the skills and qualifications necessary for ensuring health and safety at work are identified for all posts and that appropriate information, instruction supervision and training is arranged for post holders.

Managers are responsible for ensuring that all work activities are risk assessed and that significant risks are identified and adequate control measures put in place to eliminate or reduce the risk to an acceptable level.

Managers are responsible for ensuring that health and safety concerns within their area are addressed.

Corporate Safety Team

The management of Epping Forest District Council sees communication between staff at all levels as an essential part of effective health and safety management. Consultation shall be facilitated by means of a Corporate Safety Team consisting of representatives from all directorates and staffside and chaired by the Chief Executive. The Corporate Safety Team shall meet every three months or as often as is deemed necessary. A list of Corporate Safety Team representatives may be found at Appendix A.

The purpose of the Corporate Safety Team is to consider the business of the Directorate Safety Teams, provide a forum in which information may be disseminated and address staff questions on health and safety issues. In addition these meetings will provide an opportunity to assess the continuing effectiveness of this policy.

Minutes of the CST meeting shall be distributed to CST members and Directors. They shall also be published on the Council's Intranet.

Safety Personnel

The person with overall and final responsibility for health and safety in Epping Forest District Council is the Chief Executive.

The person responsible for overseeing, implementing and monitoring the policy is the Safety Officer, Wendy Gains. The Safety Officer shall be the focal point for all safety initiatives and shall be available to give advice, assess safety documentation, arbitrate on H&S questions and to interpret legislation and guidance. The Safety Officer shall be the Authority's primary interface with the Health and Safety Executive (HSE).

Responsibilities of Corporate Safety Team Representatives

Corporate Safety Team Representatives shall be responsible for:

- Representing their Directorate at the Corporate Safety Team meetings or arranging for a deputy when unavailable
- Chairing the Directorate Safety Team meetings and distributing the minutes
- Liaising with their Director, Assistant Directors, Managers and Directorate Safety Representatives on Health and Safety matters within the Directorate
- Co-ordinate health and safety audits within the Directorate
- Raising and reporting health and safety concerns

Directorate Safety Teams

Each directorate shall have a Directorate Safety Team which shall consist of a representative number of staff from that Directorate. The DST meetings shall be chaired by a Directorate representative on the Corporate Safety Team and shall report to the Corporate Safety Team.

Each DST shall work to the following agenda:

Review of last Corporate Safety Team minutes;
Review of safety audits;
Review of new legislation;
Review of accidents;
Feedback from exercises;
Legal proceedings;
Information from the HSE;
Identify/review safe working practices;
Workgroup session analysing one working practice/role;
Identification of performance review targets;
Any other business.

Minutes of DST meetings shall be distributed to DST members, the Director and Assistant Directors and the Council's Safety Officer. The minutes shall also be made available to all staff in the Directorate.

Responsibilities of Directorate Safety Team Representatives

Directorate Safety Team Representatives shall be responsible for:

- Representing staff in their area at the Directorate Safety Team meeting
- Liaising with Managers, staff and the Corporate Safety Team Representative on health and safety matters within their area
- Assisting with safety audits within the Directorate
- Raising and reporting health and safety concerns
- Assisting with accident investigations and identifying and recommending corrective action to prevent recurrence.

Communication

The management of Epping Forest District Council shall endeavour to communicate to staff their commitment to safety and to ensure that staff are familiar with the contents of the authority's health and safety policy. Epping Forest District Council communicates with its staff orally, in the form of directions and statements from supervisors, in writing, by this policy statement, by safety articles in District Lines and by example.

Co-operation & Care

We must build and maintain a healthy and safe working environment, therefore co-operation between staff at all levels is essential.

All members of staff are expected to co-operate with safety personnel and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

All members of staff have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by their acts or omissions at work.

Arrangements for Health and Safety



Management of Health and Safety at Work

It is the policy of Epping Forest District Council to comply with the law as set out in the Management of Health and Safety at Work Regulations 1999.

Suitable and sufficient assessments shall be made of the risks to the health and safety of staff and other people arising from the work activities of Epping Forest District Council. The assessments shall be recorded, and reviewed and revised as necessary. The results of risk assessments shall be communicated to relevant staff.

Where necessary, risk assessments will be made relevant to the particular needs of new and expectant mothers, young people, persons on work experience, temporary workers and such other groups as from time to time are identified.

Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation is trained to perform his or her job effectively and safely. It is the opinion of the management of Epping Forest District Council that if a job is not done safely then it is not done effectively.

All members of staff shall receive induction training and shall be trained in safe working practices and procedures prior to being allocated any new role. Training shall include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions shall be held as often as is deemed necessary and shall provide another opportunity for staff to express any safety fears or concerns they might have about their work. Each Director has the responsibility for the provision of safety training. Safety training shall be co-ordinated by the Safety Officer in consultation with the Learning and Development Adviser, Human Resources.

Workplace Audits

It is the policy of Epping Forest District Council to comply with the law as set out in the Workplace (Health, Safety & Welfare) Regulations 1992.

Regular audits of the workplace shall be conducted by the Safety Officer and the directorate safety teams. In addition specific areas shall be audited whenever there are significant changes in the nature and / or scale of our operations.

Workplace audits shall also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary. The results of the audits shall be reported to the DSTs and where necessary the Corporate Safety Team.

Work Equipment

It is the policy of Epping Forest District Council to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

Epping Forest District Council shall endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. The risk assessment process shall be used to this effect.

All members of staff shall be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well being of persons in or around the workplace shall be restricted to authorised persons.

Where identified as necessary by risk assessment or legislation, all work equipment shall be inspected and/or certificated at suitable intervals by a competent person to ensure that health and safety conditions are maintained and that any deterioration can be detected and remedied in good time. A record of inspection/certification will be maintained.

All work equipment shall be maintained in good working order and repair. All members of staff have the responsibility to visually inspect all work equipment before they use it and to report any defects to their manager immediately. Defective equipment must not be used and must be replaced or quarantined pending repair by a competent person. All members of staff shall be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment shall be clearly marked with health and safety warnings where appropriate.

Electricity at work

It is the policy of Epping Forest District Council to comply with the law as set out in the Electricity at Work Regulations 1989 (including latest amendments) which apply to all electrical systems both fixed and portable, and where appropriate, the Electricity Safety, Quality and Continuity Regulations 2002.

Epping Forest District Council shall ensure that all electrical installations and appliances are inspected and/or tested at appropriate intervals to ensure their continued safety.

A register of fixed installations and portable and transportable appliance inspections and tests shall be retained centrally by Facilities Management, a division of Corporate Support Services. An inventory of appliances shall be maintained by each Director who must notify Facilities Management of any changes.

All members of staff have the responsibility to visually inspect all portable appliances before they use them and to report any defects to their manager immediately. Defective equipment must not be used and must be replaced or quarantined pending repair by a competent person.

Manual Handling Operations

It is the policy of Epping Forest District Council to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations shall be avoided so far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation shall be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment shall be reviewed if there is any reason to suspect that it is no longer valid. Where appropriate and reasonably practicable, mechanical aids and personal protective equipment will be provided to reduce the risk of injury.

Members of staff expected to perform manual handling operations as part of their duties will be provided with suitable training in accordance with the regulations.

All possible steps shall be taken to reduce the risk of injury to the lowest level possible.

Personal Protective Equipment

It is the policy of Epping Forest District Council to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All members of staff who may be exposed to a risk to their health and safety while at work shall be provided with suitable, properly fitting and effective personal protective equipment where those risks cannot be eliminated or controlled by other methods.

All personal protective equipment provided by Epping Forest District Council shall be properly assessed prior to its provision and be maintained in good working order. A record of issue of personal protective equipment shall be maintained.

All members of staff provided with personal protective equipment shall receive comprehensive training and information on the use, maintenance and purpose of the equipment.

All members of staff have a responsibility to use personal protective equipment as instructed and in accordance with the manufacturer's guidance, to look after the personal protective equipment provided to them and to report any defects to their manager.

Epping Forest District Council shall endeavour to ensure that all personal protective equipment provided is used properly by its staff.

Display Screen Equipment

It is the policy of Epping Forest District Council to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

Epping Forest District Council shall conduct health and safety assessments of all DSE workstations to ensure that they meet the requirements set out in the Schedule to the Regulations. Assessments shall be reviewed periodically, whenever there is a substantial modification to the workstation and if there is any reason to suspect that the assessment may no longer be valid. The risks to users of DSE shall be reduced to the lowest extent reasonably practicable.

DSE users' work shall be arranged to allow periodic breaks from DSE use. Eyesight tests shall be provided for DSE users at intervals recommended by the Council's eye care service provider or as necessary if the user experiences difficulties in reading their screen.

Where necessary, DSE users shall be provided with corrective spectacles.

All DSE users shall be given appropriate and adequate training on the health and safety aspects of this type of work and shall be given further training and information whenever the organisation of the workstation is substantially modified.

Control of Hazardous Substances

It is the policy of Epping Forest District Council to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002(as amended).

A COSHH assessment shall be conducted for all work that may potentially expose staff or other persons to hazardous substances. The assessment shall be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process. No new substance shall be introduced into the workplace without a COSHH risk assessment being carried out.

Epping Forest District Council shall ensure that exposure of staff to hazardous substances is minimised and adequately controlled in all cases.

All members of staff who shall come into contact with hazardous substances shall receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments shall be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Noise

It is the policy of Epping Forest District Council to comply with the law as set out in the Control of Noise at Work Regulations 2005.

Epping Forest District Council shall conduct noise assessments where necessary and eliminate or reduce, so far as is reasonably practicable, employees' exposure to noise above actionable levels.

Where exposure to noise above actionable values cannot be eliminated or reduced, warning signs will be displayed and members of staff will be provided with suitable hearing protection and training in line with the policy on personal protective equipment.

Assessments shall be reviewed periodically or when there is reason to presume they are no longer valid.

Where noise levels exceed the upper action value, members of staff must wear suitable hearing protection in accordance with the regulations.

Health Surveillance will be provided to members of staff who are likely to be exposed to noise levels above the upper action value or who are considered to be at risk for any reason.

Vibration

It is the policy of Epping Forest District Council to comply with the law as set out in the Control of Vibration at Work Regulations 2005.

Epping Forest District Council shall identify work processes that regularly expose employees to vibration and take steps to reduce the vibration and exposure so far as is reasonably practicable.

Health Surveillance will be provided to members of staff who are likely to be exposed to vibration levels above the exposure action value (levels that might cause illness) or are considered to be at risk for any other reason.

Working at Height

It is the policy of Epping Forest District Council to comply with the law as set out in the Work at Height Regulations 2005.

Work at height will be avoided where possible. Where it cannot be avoided, work equipment or other measures to prevent falls will be provided. Where the risk of fall cannot be eliminated, work equipment or other measures to minimize the distance and consequences of a fall will be used.

Where work equipment or other measures are provided, staff will be provided with sufficient information, instruction, supervision and training to ensure its correct use.

Asbestos



It is the policy of Epping Forest District Council to comply with the law as set out in the Control of Asbestos Regulations 2012.

An Asbestos Register for non-residential properties under the control of Epping Forest District Council shall be maintained centrally by Facilities Management, a division of Corporate Support Services. An Asbestos Register for housing stock under the control of Epping Forest District Council shall be maintained by the Housing Directorate. Where asbestos is known to be present, it will be removed or maintained in such a condition so as not to expose employees and other persons to risks to their health and safety.

The asbestos register shall be consulted before any invasive building works are undertaken and steps taken to prevent the release of asbestos fibres where the presence of asbestos is known or suspected.

All members of staff who may come into contact with asbestos shall receive comprehensive and adequate training and information to enable them to undertake their work without risk.

Contract managers will provide contractors with information from the asbestos register relevant to their work.

Tenants will be provided with all necessary information regarding the type, location and management of asbestos in property they occupy so that they may avoid accidental disturbance and exposure to asbestos.

Lone Working

Epping Forest District Council recognises that there may be risks to the health and safety of staff who work alone.

Risk assessments will be undertaken to identify activities where lone working presents an unacceptable risk to individuals. In these circumstances staff shall not work alone.

Procedures shall be put in place to ensure lone working is managed without risks to staff and to ensure lone workers may summon assistance if needed.

Members of staff shall be provided with sufficient information, instruction, supervision and training to ensure the risks of working alone are minimized.

Fire Safety

It is the policy of Epping Forest District Council to comply with the law as set out in the Regulatory Reform (Fire Safety) Order 2005.

Epping Forest District Council has different fire and evacuation policies and procedures for each of its sites. These take account of the site's fire risk assessment and of special fire hazards in specific areas of the workplace and, where appropriate, have been compiled with the assistance of the local fire service or competent fire risk assessors.

All members of staff within the authority have a duty to report immediately any fire or smoke and to raise the alarm in their workplace in accordance with the local procedures. Any potential fire hazards must be reported to their manager immediately.

All members of staff have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Managers are responsible for keeping their operating areas safe from fire, and ensuring that their members of staff are trained in proper fire prevention practices and emergency procedures.

Fire Detection Equipment

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If the alarm sounds it is the responsibility of all members of staff present to evacuate the building and assemble at the designated assembly point.

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the workplace. Members of staff are not expected to tackle a fire themselves unless it would pose no threat to their personal safety to do so, they have been trained in the use of fire extinguishers and only after first raising the alarm. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

Fire fighting equipment should not be removed from its station except for use. Any missing fire fighting equipment should be reported as soon as possible.

Fire Exits / Escape Routes

Fire exits are located at strategic points throughout the workplace. Exit doors, corridors and stairwells must never be blocked or used as storage space or locked when the building is occupied.

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure. Lifts also have emergency lighting installed although they should not be used in the case of an emergency evacuation.

Fire Doors

Fire doors, designed to slow the spread of fire and smoke throughout the workplace, have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

Smoking

It is the policy of Epping Forest District Council to comply with the Smokefree legislation introduced as part of the Health Act 2006. Smoking is prohibited in all areas of the workplace except those outdoor areas which have been specifically designated as smoking areas. Smoking areas should at all times be kept fire safe. Combustible materials must never be stored or allowed to accumulate in areas where smoking is permitted. Smoking is prohibited in Council vehicles.

Emergency Evacuation Procedure

In the event of the evacuation alarm being activated, or in any other emergency situation (such as a bomb scare), all staff must leave the building by the nearest available exit and assemble at the designated assembly point. The person activating the alarm must notify the responsible person of the reason for activation.

Any person unable to evacuate the building unaided must advise their area evacuation officer and await assistance in their nearest safe refuge (usually the stairwell).

As part of the evacuation system in the Civic Offices recorded announcements may be made, all staff must comply with those announcements immediately.

Members of staff responsible for contractors or visitors must ensure they are aware of and follow the evacuation procedures.

Practice evacuations shall be conducted to ensure employee familiarity with emergency evacuation procedures. The frequency of practice evacuations shall be determined by the fire risk assessment for the premises.

Driving at Work

Epping Forest District Council will do all that is reasonably practicable to control the risks of driving at work and to ensure that vehicles that are provided for work activities are fit for purpose and maintained to a high standard. Members of staff are reminded that where they provide their own vehicles for work use, they must maintain them to a similar standard and in accordance with road traffic law.

All members of staff driving at work must have a full driving licence valid for the classes of vehicles they will drive. Epping Forest District Council will check driving licences periodically.

Members of staff who provide their own vehicles for work use must ensure they have a valid MOT certificate for the vehicle if it is more than three years from the date the vehicle was first registered. They must also ensure that they have valid insurance for the vehicle and that the insurance is valid for business use. Epping Forest District Council may check MOT and insurance documents periodically.

Members of staff who drive at work may find further guidance in the Epping Forest District Council's Drivers Handbook.

Epping Forest District Council will do all that is reasonably practicable to reduce the risks to pedestrians from moving vehicles on Council sites. Members of staff are required to co-operate by adhering to the signs, road markings and related management instructions which govern driving, parking and pedestrian access at Council premises. Failure to comply may lead to disciplinary action in accordance with the Council's disciplinary procedures and/or suspension of access to car parks at Council premises for a limited period or indefinitely.

First Aid

It is the policy of Epping Forest District Council to comply with the Health and Safety (First Aid) Regulations 1981.

Each facility will have an adequate number of trained first aiders and will maintain adequate first aid provision, details of which shall be communicated to staff and displayed locally. Adequate resources will be determined by risk assessment.

A first aid room is located on the first floor of the Civic Offices, room number 1.17, near Human Resources. It is not normally staffed. First aid may be obtained by contacting any of the qualified first aiders listed on notice boards throughout the offices.

Defibrillators are located in the Civic Offices and at North Weald Airfield. Lists of first aiders trained to use the defibrillator are displayed on notice boards throughout the Civic Offices.

Accident Investigation & Reporting

It is the policy of Epping Forest District Council to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Epping Forest District Council sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident or near miss an internal accident report form shall be drawn up by the line manager immediately and an accident investigation undertaken.

In the case of major injury, accidents where an employee is unable to undertake their normal duties for more than seven days, dangerous occurrences etc, the Council has a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to inform the Health and Safety Executive (HSE) as soon as practicable. Accidents will normally be reported to the HSE by the Safety Officer or, in her absence by Paula Maginnis, Assistant Director, Human Resources, or Jim Nolan, Assistant Director, Environment & Neighbourhoods.

All accidents and dangerous occurrences must be reported as soon as possible to ensure compliance under RIDDOR. Similarly, if a member of staff has time off work as a result of a workplace accident, this must be reported to the Safety Officer as soon as possible. The member of staff's return to work should also be reported.

Serious accidents must be reported to the appropriate Director and one of the following members of staff as soon as possible:

- | | | |
|---|--|---|
| 1 | Safety Officer,
Wendy Gains | ext 4084
Mobile 07789 372134
Fax 01992 564075 |
| 2 | Assistant Director, Human Resources,
Paula Maginnis | ext 4536 |
| 3 | Assistant Director, Environment & Neighbourhoods,
Jim Nolan | ext 4083
Mobile 07789 372151 |

Reporting of serious accidents outside office hours may be achieved by contacting the Council's Standby Officer on 01992 564000. They will contact the Safety Officer or Assistant Director, Environment and Neighbourhoods, who will liaise with the HSE.

The completed report shall then be submitted to and analysed by the Safety Officer who shall attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

A follow up report shall be completed after a reasonable period of time examining the effectiveness of any new measure adopted.

The Safety Officer will compile and maintain a database of accident records. The database will serve as the record required under the Social Security (Claims & Payments) Regulations 1979.

Contractors

Where Contractors are employed, Epping Forest District Council will take all reasonable steps to ensure that Contractors are competent to undertake the assigned work. Epping Forest District Council acknowledges their responsibilities to ensure that Contractors working on their behalf do so in accordance with all relevant health and safety legislation.

Contractors shall be required to comply with all relevant health and safety legislation and with this policy.

Epping Forest District Council and Contractors shall co-operate to ensure so far as is reasonably practicable that none of their operations expose the staff of either organization or other people to risks to their health and safety.

Safety Rules



General

1. All members of staff should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All members of staff shall immediately report any unsafe practices or conditions to the relevant Line Manager, Assistant Director or Director.
3. No person shall be allowed to remain at work whilst under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise.
4. Horseplay, practical joking or any other act which might jeopardise the health and safety of any other person is forbidden.
5. Any person whose levels of alertness and / or ability are reduced due to illness or fatigue shall not be allowed at work if this might jeopardise the health and safety of that person or any other person.
6. Members of staff shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water line in a manner not within the scope of their duties.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other staff or other persons.
8. No member of staff should undertake a job which appears to be unsafe.
9. No member of staff should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
10. All injuries and dangerous occurrences must be reported to the Safety Officer.
11. Staff shall take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their manager.
12. Work shall be well planned and supervised to avoid injuries through the handling of heavy materials or from using equipment.
13. No member of staff shall use chemicals without the information, training and protective equipment required to work with those chemicals safely.
14. Suitable clothing and footwear shall be worn at all times. Personal protective equipment shall be worn wherever appropriate.
15. No unauthorised persons (including children) shall be allowed in the workplace.

Working Environment

1. It is the responsibility of all members of staff to keep their work area tidy.
2. Any spillage must be cleaned up immediately.

Walkways

1. Walkways, passageways and stairways must be kept clear of obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
3. Trailing cables are a trip hazard and must not be left in any walkway or passageway.
4. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

Tool and Equipment Maintenance

1. Machinery and tools are only to be used by qualified and authorised personnel.
2. It is the responsibility of all members of staff to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be taken out of use and replaced or repaired by a competent person.
3. All tools must be properly and safely stored when not in use.
4. No tool shall be used without the manufacturers recommended shields, guards or attachments unless suitable alternatives identified through risk assessment are in place.
5. Approved personal protective equipment must be properly used where appropriate.
6. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or others' safety.
7. Members of staff are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Personal Protective Equipment

1. Members of staff must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
2. Members of staff who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their manager.

Manual Handling

1. The lifting and moving of heavy or awkward to handle objects should be undertaken using mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges appropriate gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillages which could cause trips or slips.
5. Members of staff should not attempt to lift or move a load which is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
7. When lifting an object off the ground staff should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

Electrical Equipment

Before using any electrical equipment, a visual inspection of the equipment must be carried out. With the equipment isolated from the electricity supply, look for the following:

- Damage, e.g. cuts, abrasions (apart from light scuffing) to the cable covering.
- Damage to the plug, e.g. the casing is cracked or the pins are bent.
- Non-standard joints including taped joints in the cable.
- The top outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. The coloured insulation of the internal wires should not be showing.
- Equipment that has been used in conditions where it is not suitable, e.g. a wet or dusty workplace.
- Damage to the outer cover of the equipment or obvious loose parts or screws.
- Signs of overheating (burn marks or staining), including to electrical sockets.
- Out of date Portable Appliance Test labels.

Do not use any electrical equipment you suspect may be damaged. Take it out of service and report it to your Line Manager.

For further advice or guidance, contact Facilities Management.

Additional Safety Documentation



Where necessary, in addition to this policy each member of staff shall either be issued with the following documents or issued with a written note of where to find them:

- a copy of supplementary safety policy specific to their directorate or work area;
- a copy of all safe working guides, COSHH assessments, risk assessments and noise assessments which are applicable to their job;
- instructions for the safe use of any plant, machinery or equipment they might be expected to use;
- a list of all items of protective equipment which is to be issued to them and instructions in its correct use;
- if applicable, their DSE users assessment;
- specific information on any permit to work systems which apply to them;
- a copy of the fire and evacuation procedure;
- guidance in manual handling;
- the accident reporting procedure and the location of accident report forms;
- a list of qualified first aiders;
- a copy of the lone workers guidance;
- a copy of the no lone visits list (where identified as necessary by their Director);
- copies of Corporate Safety Team and Directorate Safety Team minutes;
- a copy of the driver's handbook;
- the register of portable electrical appliances.

Appendix A



The following personnel are the Corporate Safety Team representatives for each directorate and staffside:

Name	Directorate
Adrian Petty	Communities
David Barrett	Communities
Roger Bond	Communities
Jerry Godden	Governance
Tom Carne	Governance
Darren Goodey	Neighbourhoods
Edward Higgins	Resources
Ian Almond	Staffside (Unison)
Gerry Greenwold	Staffside (Unison)