

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 24th FEBRUARY 2022

Item 11 – Policy Reviews: Health & Safety Policy and Data Protection Policy

Purpose

Following approval of a schedule of Policy Reviews, to determine whether the Health & Safety Policy and Data Protection Policy need reviewing prior to 2023.

Background

On 13th January 2022, the Committee considered and approved a schedule of Policy Reviews to ensure effective delivery within the resources available. The aim was to prioritise policy reviews in order to ensure they are carried out in a timely fashion while not hindering the delivery of the Council's projects and services (Minute 75).

However, the Committee when considering the item wished to determine whether the Health & Safety Policy and the Data Protection Policy were fit for purpose and could be scheduled for review in 2023 or whether they needed review and updating in 2022. Therefore, the Committee also resolved "that the current Health & Safety Policy and Data Protection Policy be submitted to the next meeting of the Committee for review".

The Health & Safety Policy is attached at Appendix 1.

The Data Protection Policy is attached at Appendix 2.

Recommendations

1. That the Health & Safety Policy be scheduled for review in February and March 2023; with an updated version submitted to Policy & Resources Committee for approval by April 2023; and
2. that the Data Protection Policy be scheduled for review in April and May 2023; with an updated version submitted to Policy & Resources Committee for approval by June 2023.

Reasons

1. The Health & Safety Policy was considered fit for purpose and there were no issues with its implementation.
2. The Data Protection Policy was considered fit for purpose and there were no issues with its implementation.



BRAUNSTONE TOWN COUNCIL

HEALTH AND SAFETY
POLICY STATEMENT

Adopted 30th APRIL 2018

| | | | |
|----------------|-----------------|---------------------|--------------------------------|
| DATE ADOPTED | 30th April 2018 | FREQUENCY OF REVIEW | 3 years or legislative changes |
| REVISED DATE/S | | | |

BRAUNSTONE TOWN COUNCIL

HEALTH AND SAFETY POLICY STATEMENT

C O N T E N T S

Contents

| | |
|--|-----------|
| 1. PURPOSE..... | 4 |
| 2. GENERAL STATEMENT | 4 |
| 3. ROLES AND RESPONSIBILITIES | 5 |
| 4. ACCIDENTS | 5 |
| REPORTING & RECORDING ACCIDENTS | 6 |
| 5. EMPLOYEE CONSULTATION | 6 |
| 6. FIRE & EVACUATION PROCEDURES..... | 7 |
| FIRE PREVENTION | 7 |
| EVACUATION PROCEDURE | 7 |
| GAS LEAK ACTION | 8 |
| 7. FIRST-AID | 8 |
| 8. CONTRACTORS/VISITORS | 9 |
| FIRE & EVACUATION PROCEDURES | 9 |
| PERMIT TO WORK | 9 |
| 9. CO-OPERATION IN SHARED WORKPLACES | 11 |
| BRAUNSTONE CIVIC CENTRE | 11 |
| LICENSED BAR FACILITIES | 11 |
| THORPE ASTLEY COMMUNITY CENTRE | 11 |
| 10. PERSONAL PROTECTIVE EQUIPMENT | 12 |
| 11. RISK ASSESSMENTS | 12 |
| 12. TRAINING..... | 13 |
| INDUCTION TRAINING | 13 |
| ONGOING TRAINING | 13 |
| 13. WORKPLACES (HEALTH, SAFETY & WELFARE) | 13 |
| 14. ASBESTOS | 14 |
| 15. DISPLAY SCREEN EQUIPMENT | 15 |

| | |
|--|-----------|
| 16. FOOD HYGIENE..... | 16 |
| 17. HAZARDOUS SUBSTANCES | 16 |
| COSHH | 16 |
| SPILL CONTROL..... | 17 |
| 18. HEIGHTS | 17 |
| 19. LEGIONELLOSIS | 17 |
| 20. LONE WORKING | 18 |
| 21. MACHINERY | 19 |
| 22. MAINTENANCE AND BUILDING WORK..... | 19 |
| PRESURE SYSTEMS | 20 |
| 23. MANUAL HANDLING | 20 |
| 24. NOISE AT WORK | 21 |
| DECIDING WHETHER AN ASSESSMENT IS NEEDED | 21 |
| 25. PLANT, MECHANICAL AND ELECTRICAL EQUIPMENT | 21 |
| ELECTRICAL EQUIPMENT | 22 |
| 26. PLAY EQUIPMENT | 23 |
| 27. RADIATION | 23 |
| 28. STRESS AT WORK | 24 |
| 29. TRIP AND OTHER DANGEROUS HAZARDS | 24 |
| 30. VEHICLES | 24 |
| 31. APPENDIX 1 ASSESSING RISK | 26 |
| 32. APPENDIX 2 BRAUNSTONE TOWN COUNCIL RISK ASSESSMENTS | 31 |
| 33. APPENDIX 3 HEALTH & SAFETY RESPONSIBILITIES | 32 |

BRAUNSTONE TOWN COUNCIL

HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

This is the Health & Safety Policy Statement of Braunstone Town Council

1. PURPOSE

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions

2. GENERAL STATEMENT

The health and safety of our employees is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide them with the necessary information, instruction and training to achieve this aim.

Appropriate preventive and protective measures are and will continue to be, implemented following the identification of work related hazards and assessment of the risks associated with them.

We recognise the importance of employer/employee consultation on matters of health and safety and the value of individual consultation prior to allocating specific health and safety functions.

We also accept our responsibility for the health and safety of other persons who may be affected by our activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out in this policy and in associated risk assessments and safety documents and records.

Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them (see Appendix 3 for details of the Council's advisors).

The objectives of this safety statement can only be achieved through the support and co-operation of employees and all other persons who use our premises e.g. members of the public (hirers, customers, users), Councillors, contractors and visitors.

The contents of this policy statement is informed by statutory guidance and good practice issued by the Health & Safety Executive and the Council's Insurers. The Policy will be kept up to date to reflect the changes in the nature of the activities and the size or complexity of the organisation/establishment. We will review its effectiveness at least annually and a formal review will be undertaken every three years.

3. ROLES AND RESPONSIBILITIES

Overall and final responsibility for health and safety matters rests with the Council's Policy & Resources Committee, who review and revise this policy as necessary at regular intervals. The Corporate Governance Sub-Committee has oversight of the systems and processes which ensure the Council undertakes its responsibilities in accordance with the law.

Day to day responsibility for ensuring this policy is put into practice is delegated to the Executive Officer & Town Clerk.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

| Service Area | Responsible Manager |
|--------------------------------|--------------------------------|
| Braunstone Civic Centre | Resources & Facilities Manager |
| Community Development | Community Services Manager |
| Corporate Management | Executive Officer & Town Clerk |
| Parks & Open Spaces | Community Services Manager |
| Planning & Environment | Executive Officer & Town Clerk |
| Thorpe Astley Community Centre | Resources & Facilities Manager |

All employees have to:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Supervision of **trainees/work experience** will be arranged, undertaken and monitored by the Line Manager / Supervisor of the service.

PART 1 – APPROACH TO MANAGING HEALTH AND SAFETY

4. ACCIDENTS

Health and Safety at Work etc Act 1974
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
(RIDDOR)

If someone has been hurt or fallen ill at work it's important to take care of them straight away, and make any dangerous conditions safe.

Reporting accidents and ill health at work is a legal requirement. The enforcing authorities use the information to see the big picture of where injuries, ill health and accidental losses are occurring, and to advise on preventive action.

Reporting and Recording Accidents

Braunstone Town Council recognises its **duty to report and record all accidents** at work.

Details of all accidents involving employees or members of the public shall be recorded on an **Accident Report Form** and submitted to the Responsible Manager.

Individual employees are responsible for reporting accidents and potential accidents/near misses that occur at work on the mandatory Accident Report Form, which is available from Centre Receptions, on General Share, from the Executive Officer & Town Clerk's Office or from your Line Manager.

The Executive Officer & Town Clerk will record all accidents/near misses in an **Accident Book** and will be responsible for reporting 'Lost Time' accidents. All accidents and cases of ill health as a result of an accident at work are to be recorded in the accident book. The book is kept by the Executive Officer & Town Clerk.

The Responsible Manager will ensure that **accidents and work related causes of sickness absences are investigated** and that the causes are analysed to assist in formulating preventative measures and will report to the Council's Officer Management Team and Health & Safety Consultative Group. The Responsible Manager will ensure the agreed preventative measures are implemented.

The Executive Officer & Town Clerk is responsible, where required by law, for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

5. EMPLOYEE CONSULTATION

Health and Safety (Consultation with Employees) Regulations 1996
Safety Representatives and Safety Committees Regulations 1977

Each Staff Team:

- Administration
- Cleaning & Premises
- Community Centres Duty Officers
- Customer & Information Services and Community Services & Engagement
- Parks & Open Spaces (Grounds Staff)

will appoint a representative for consultation in respect of Health & Safety matters.

Consultation with employees is provided at:

- Health & Safety Consultative Group
- Service Team Meetings

- One to one meetings with individual staff members

Members of the Health & Safety Group are attached at Appendix 3.

6. FIRE & EVACUATION PROCEDURES

Fire Prevention

Dangerous Substances and Explosive Atmospheres Regulations 2002
Regulatory Reform (Fire Safety) Order 2015

Each year many people suffer burns caused by the flammable materials they work with. The wide variety of flammable substances found in the workplace ranges from the obvious, e.g. heating fuel, petrol, paint thinners and welding gases to the less obvious, e.g. packaging materials, dusts from wood, flour and sugar. For a fire to start, fuel, air and a source of ignition are needed. Controlling these can prevent fires.

The Responsible Manager is responsible for ensuring the **fire risk assessment** is undertaken and implemented, including appropriate provision of fire exits, alarms and extinguishers.

Safety Checks at the Council's Community Centres will be carried out under the direction of the Resources & Facilities Manager as follows:

- a) Centres Staff (Cleaning & Premises, Customer Services, and Duty Officers) are responsible for ensuring that the foyers, corridors and exit routes are free from obstructions at regular intervals during their shift;
- b) Centres Staff will test alarms every week and undertake emergency evacuation on a quarterly basis;
- c) Cleaning & Premises Operatives will check and that firefighting equipment and extinguishers are maintained and checked on a quarterly basis.

Safety Checks at the Council's Parks Premises will be carried out under the direction of the Deputy Executive Officer and Community Centres Manager, with Senior Ground staff responsible for ensuring that:

- a) exit routes are free from obstructions on a regular basis throughout the day;
- b) alarms are tested every week and undertake emergency evacuation on a quarterly basis;
- c) that firefighting equipment and extinguishers are maintained and checked on a quarterly basis.

Evacuation Procedure

Community Centres Reception staff must wear **lapel badges** at all times so that they can be identified by visitors to the Centre.

Fire action notices are positioned around all of the Council's premises to inform staff and visitors of the action to be taken in an emergency.

Community Centres Reception staff are required to ensure the evacuation of the premises giving assistance to disabled and sensory impaired persons. Evacuation

should be completed in a calm manner - do not run. Staff are advised not to attempt to re-enter the premises for any reason after the alarm has sounded.

At both Braunstone Civic Centre and Thorpe Astley Community Centre, Reception staff must ensure that a 999 telephone call to the appropriate Emergency Service is made immediately.

At other premises, the person discovering the fire should ensure that a 999 telephone call to the appropriate Emergency Service is made immediately.

In the event of a fire, employees are requested to leave the premises by the nearest available exit:

- Braunstone Civic Centre – Assemble on the KINGSWAY CENTRAL RESERVATION
- Thorpe Astley Community Centre – Assemble near the FAR RIGHT CORNER OF CAR PARK

In the event of an evacuation due to fire, on arrival the Fire Brigade should be directed to the FIRE BOXES, which contain information on the premises, such as gas cut off points, etc. The Fire Boxes are located in the Interview Room at the Civic Centre and the Reception/Office at the Thorpe Astley Community Centre and the Mossdale Meadows Workshop.

Gas Leak Action

Notices advising what to do in the event of a gas leak are displayed in Civic Centre kitchens and boiler room and at the Thorpe Astley Community Centre in the boiler room and Reception/Office.

7. FIRST-AID

The Health and Safety (First Aid) Regulations 1981

First aid means treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available. Through this initial management of injury or illness suffered at work, lives can be saved and minor injuries prevented from beginning major ones.

All Community Centres and parks and grounds staff are required to attend a “First Aid at Work Appointed Person Course”.

The Civic and Community Centres’ Reception staff must wear lapel badges at all times to ensure that they can be identified by visitors to the Centre.

First Aid Boxes are held at the following locations:-

- | | |
|---------------|------------------------------------|
| Civic Centre | - General Office - Licensed Bar |
| Thorpe Astley | - Reception Desk/Office |

Community Centre

Parks & Grounds - Staff Break Room
- Pick-up Trucks

The appointed persons/first aiders are listed at Appendix 3.

Centres Staff (Customer Services and Duty Officers) are responsible for advising hirers of the Community Centres accommodation of the identity of First Aiders and the location of First Aid boxes (BTC 5). Cleaning & Premises Staff are responsible for checking the contents of First Aid boxes in accordance with the Council's procedures (ZM 7)

The Deputy Executive Officer & Community Services Manager is responsible for advising Sports Clubs/User Groups at the Council's parks of the Council's requirements regarding First Aid (BTC 54). Senior Grounds persons are responsible for checking the contents of First Aid Boxes in accordance with the Council's Procedures (ZM 7).

8. CONTRACTORS/VISITORS

Fire & Evacuation Procedures

Fire action notices are positioned around all of the Council's premises to inform visitors of the action to be taken in an emergency. The Centres Reception staff are responsible for ensuring that visitors, regular users and hirers of accommodation at the Council's Community Centres are aware of the Emergency Procedures (BTC 51) and for advising Contractors of the Council's Emergency Procedures and Health & Safety requirements (BTC 52).

The Licensed Bar Contract places responsibility upon the Licensee for ensuring that his/her employees are aware of the Council's Emergency Procedures.

The Deputy Executive Officer & Community Services Manager is responsible for ensuring that Sports Clubs using the Council's facilities at Shakespeare Park, Holmfield Park and Mossdale Meadows are advised of the Council's Emergency Procedures (BTC 54).

Permit to Work

The Centres Reception staff/Parks & Grounds staff are responsible for issuing 'Permits to Work' to Contractors (BTC75). A permit must be drawn up for any potentially hazardous activity requiring control procedures in order to achieve safety. Permits are not required for activities which are part of normal routines, the safety of which is covered by other means such as written work instructions or for very simple safe activities.

It is often advisable to use a permit procedure when, to achieve safety, there is a need to co-ordinate the activities of separate participants, i.e. Staff and Contractors. Careful judgement must be exercised to ensure that permits are issued only when necessary

as indiscriminate use would overload the system and lower the effectiveness of the permit.

Examples of the need for a Permit are:-

- a) Hot Work – Hot work includes welding, flame cutting, brazing, grinding or any activity likely to produce heat or sparks. Permits are not required for safe areas designated for such work such as welding bays in maintenance workshops.
- b) Confined spaces – A confined space is an area that is substantially enclosed. A permit to work is required in all circumstances involving this type of work. A safety person who is familiar with the premises, the activity and who has been briefed as to the action to take in the event of a problem arising is to be present at all times a person is within the confined space. The area must be isolated of all the services to the enclosed space and consideration must be given to the activity being carried out. For instance hot work may require special extraction and or breathing apparatus. The temperature of and the time duration a person may be in the enclosed space should be considered and specified on the Permit to Work. If fumes are known to have existed they must be tested to be clear before entry is allowed.
- c) Work at Height – Any work involving access to roofs and or trenches must be covered by a Permit to Work. Work within premises where there is a risk from falling objects that would endanger personnel or equipment should also be covered by a Permit to Work.
- d) Chemical or Highly Flammable Areas – A permit is to be used where electrical equipment is to be used in chemical areas where highly flammable chemicals are present. For example – drills.
- e) Electrical Systems – A Permit to Work will be required where there is a hazard to personnel working which cannot be covered by normal isolation practices or safe systems of work.
- f) Safety and Emergency Systems – Where there is a hazard to personnel working which cannot be covered by normal isolation practices or safe systems of work.
- g) Lone Working – Where a person is to work alone within an area of premises away from other personnel who can reasonably be communicated with then a Permit to Work is to be issued. The person and checkers are to be briefed on the procedure for lone working.
- h) Asbestos – An assessment of the potential risk must be undertaken before work commences. Provide information on the location and condition of material to anyone who is liable to work on or disturb it.

9. CO-OPERATION IN SHARED WORKPLACES

Braunstone Civic Centre

The Resources & Facilities Manager is responsible for the co-operation of Health & Safety matters with the occupiers of these premises.

Licensed Bar Facilities

The Contractor shall at all times comply with the requirements of the Health and Safety at Work Act and the Management of Health & Safety at Work Regulations 1992 and of any other Acts Regulations or Orders pertaining to the health and safety of employees

The Contractor shall identify risks to the health and safety of employees and others and provide the Resources & Facilities Manager with Risk Assessments, particularly in connection with the following:-

- (1) Food Safety (General Food Hygiene) Regulations
- (2) Food Safety (Temperature Control) Regulations
- (3) Pressure Systems and Transportable Gas Containers Regulations
- (4) Manual Handling Operations Regulations

The Contractor shall have regard to the Council's Safety Policy. Whilst on premises owned by the Council the Contractor shall ensure that his employees comply with the Council's Health & Safety Policy.

The Contractor or a competent deputy duly authorised by the Contractor to act on his/her behalf must be present at the Location and shall be available to the Council's Management and member of staff on duty (Duty Officer or Customer & Information Services Advisor) in person at all times during which the Service is provided. The Contractor or a competent deputy must wear lapel badges (bearing the words "Bar Manager") at all times so that they can be identified by the Council's employees and visitors for the purposes of customer safety and the preservation of order.

The Executive Officer & Town Clerk shall be empowered to suspend the provision of the Service in the event of non-compliance by the Contractor with health and safety matters. The Contractor shall not resume provision of the Service until the Executive Officer & Town Clerk is satisfied that the non-compliance has been rectified. In respect of any such period of suspension the default provisions as set out in the Contract shall apply.

Thorpe Astley Community Centre

The Resources & Facilities Manager is responsible for co-operation on Health & Safety Matters with occupiers of rooms provided for the Police and National Health Service. The Resources & Facilities Manager is responsible for co-operation on Health & Safety Matters with the pre-school provider.

The Police, National Health Service and Pre-school prover will have regard to the Council's Health & Safety Policy. Whilst on premises owned by the Council, the

occupiers of the Police and National Health Service rooms and the Pre-school provider must ensure that their employees comply with the Council's Health & Safety Policy.

The Executive Officer & Town Clerk shall be empowered to suspend the occupation of these rooms, in accordance with the Licence, until any non-compliance has been rectified.

10. PERSONAL PROTECTIVE EQUIPMENT

The Responsible Manager will be responsible for ensuring that a Personal Protective Equipment Assessment is completed to ensure that appropriate information, equipment, instruction and training is issued.

BTC 48 (Community Centres Cleaners)
BTC 46 (Parks & Grounds)
BTC 11 (Risk Assessment)

The Cleaner & Premises Operatives (Community Centres) and Senior Grounds persons (Parks & Grounds) will be responsible for completing periodic reviews (BTC 46 Parks & Grounds, BTC 10 Community Centres) to ensure that Personal Protective Equipment is compatible with the wearer, in hygienic condition, in effective working order and that adequate storage facilities have been provided.

11. RISK ASSESSMENTS

Risk assessments will be undertaken by the Responsible Manager. Where technical expertise is required and/or there are serious/significant risks being assessed, the Responsible Manager will commission qualified experts to advise and undertake the assessment.

Guidance on undertaking a Risk Assessment is set out at Appendix 1.

The findings of the risk assessments will be reported to the:

- Health & Safety Consultative Group; and
- Council's Officer Management Team.

Action required to remove/control risks will be approved by the Executive Officer & Town Clerk.

The Responsible Manager will be **responsible for ensuring the action required is implemented** and will check that the implemented actions have removed/reduced the risks.

Risk Assessments will be reviewed every 3 years or when the work activity changes, whichever is soonest. The Council's current Risk Assessments, including the review date, are set out at Appendix 2.

12. TRAINING

Induction training

Induction training will be provided for all employees by the Line Manager who will ensure that all new employees complete the Induction Checklist set out in the Employee's Handbook.

Where specific jobs require special training, the Responsible Manager will make arrangements for this to be undertaken, which can be by a work colleague or by attendance on a training course.

Ongoing Training

Training will be identified, arranged and monitored by the Line Manager who will also make arrangements for the following refresher training to be completed on an annual basis:

Parks & Grounds Staff Only
(Annual prior to grass cutting season)
- Assessment Forms (BTC 21)

- Tractor Action Video
- Training Guide (BTC 20)
- Power Take Off Shafts (BTC 19)
- Prevention of Tractors averting Leaflet (BTC 22)

All Employees

- Fire Extinguishers 'What you need to know' Video and Assessment (Annually)
- First Aid Video and Assessment (annually)

Training records are kept by the Personal Assistant and Administrative Officer, who is also responsible for ensuring that any changes to the Council's Health and Safety Procedures are made to the 'Master File' and copies distributed to all relevant members of staff.

13. WORKPLACES (HEALTH, SAFETY & WELFARE)

The Service Manager is responsible for ensuring that a periodic review is undertaken in their services to check working conditions and ensure safe working practices are being followed (NALC - Workplace Risk Assessment Form).

The Cleaner & Premises Operatives (Community Centres) and the Senior Grounds persons (Parks & Grounds) are responsible for regular Fire Check Lists (BTC 45), Internal Inspections (ZM Form 7), Cleansing Specifications (BTC 12), Work Equipment and Maintenance Schedule (BTC 60), Completing IWS Legionellosis checks and monitoring Log Books, etc. The Council's requirements for good housekeeping and the maintenance, repair and servicing of equipment is set out in the Centres and Parks & Grounds Health and Safety Inspection Regime Folders.

The Senior Grounds persons are responsible for all regular external inspections (ZM Form 8).

The Deputy Executive Officer & Community Services Manager is responsible for ensuring that any conditions attached to the Public Entertainments Licence are complied with.

Centres Staff (Customer Services, Duty Officers and Cleaner & Premises Operatives) and the Senior Grounds persons are responsible for ensuring that all Health & Safety Weekly Report Sheets are completed in a timely manner BTC 50 (Civic Centre and Thorpe Astley Community Centre) and BTC 44 (Parks & Grounds).

The Council recognises its responsibility to protect non-smokers from discomfort caused by tobacco smoke. Employees are therefore prohibited from smoking in all of the Council's buildings and vehicles as follows:

- a) Offices, function rooms and all areas at the Civic and Community Centres.
- b) All Town Council vehicles
- c) The Council's Parks' properties and Workshop

All Managers and Supervisors are responsible for implementing this policy and ensuring that sufficient no smoking signs are displayed.

The Cleaner & Premises Operatives and the Senior Grounds persons are responsible for ensuring that break rooms/kitchens/eating facilities (as appropriate) are kept clean to a suitable hygiene standard.

Members of the Health & Safety Consultative Group will keep the Council's Risk Assessments under review to reflect changes in activities, etc.

All Employees have a duty to familiarise themselves with the Risk Assessments (see Appendix 2) relevant to their work and adopt the procedures and working practices contained within them.

PART 2 – DEALING WITH RISKS TO HEALTH AND SAFETY

14. ASBESTOS

The Control of Asbestos Regulations 2012

Asbestos is the largest single cause of work related fatal disease and ill health in Great Britain. Almost all asbestos related deaths and ill health are from exposures several decades ago, but where people work with asbestos, or come into contact with it during repair and maintenance work they are at risk. Working with asbestos should be avoided if possible, but if not, it must be done safely.

Asbestos can be found in buildings from 1950 to 1999 in many forms. It may also be found in some vehicle brake pads and clutch linings.

The Control of Asbestos at Work Regulations 2002 (CAWR) introduces an explicit duty to manage asbestos in non-domestic premises, to manage the risk of exposure to

asbestos or asbestos containing material (ACM). The duty to manage requires those in control of premises to:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- Prepare a plan setting out how the risks from the materials are to be managed;
- Take the necessary steps to put the plan into action;
- Review and monitor the plan periodically; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

The Responsible Manager is responsible for ensuring that a copy of the Council's 'Asbestos Risk Assessment' is issued to Employees/Contractors who carry out any type of maintenance, repair or refurbishment work. Suitable guidance notes (Health & Safety Leaflet C300) must also be provided.

15. DISPLAY SCREEN EQUIPMENT

Health and Safety (Display Screen Equipment) Regulations 1992

Using a computer or other kinds of display screen equipment (visual display units) can give rise to back problems, repetitive strain injury, or other musculoskeletal disorders. These health problems may become serious if no action is taken. They can be caused by poor design of work stations (and associated equipment such as chairs), insufficient space, lack of training or not taking breaks from display screen work. Work with a screen does not cause eye damage, but many users experience temporary eye strain or stress. This can lead to reduced work efficiency or taking time off work.

Guidance Notes are displayed in the General Office at the Braunstone Civic Centre and the Reception/Office at the Thorpe Astley Community Centre (FS327 A2).

The Responsible Manager is responsible for ensuring that all relevant employees:

- i. are given the necessary training (ZM 28/29),
- ii. complete a display screen risk assessment (BTC 63),
- iii. implement any necessary control measures to eliminate or reduce the identified risks.

Where applicable, staff will be able to arrange eye tests at appropriate intervals, for which reimbursement of the cost can be claimed from Braunstone Town Council.

16. FOOD HYGIENE

Centres Staff (Customer Services and Duty Officers) are responsible for ensuring that Community Groups are issued with Food Safety Guidance leaflets (BTC 51).

The Deputy Executive Officer & Community Services Manager is responsible for ensuring that Sports Clubs using the Council's parks facilities are issued with Food Safety Guidance Leaflets (BTC 54).

The Licensed Bar Contractor provides a function/catering package at the request of customers. The Contract between the Council and Licensed Bar Contractor requires the Licensed Bar Contractor to comply fully with The Food Premises (Registration) Regulations 1991, the relevant provisions of The Food Act 1984, and with all Regulations made thereunder, including The Food Hygiene (Market Stalls and Delivery Vehicles) Regulations 1966 as amended, or any other statutory enactment relating to food/hygiene for the time being in force.

17. HAZARDOUS SUBSTANCES

Control of Substances Hazardous to Health Regulations 2002 (COSHH)
Classification, Labelling and Packaging Regulations 2008 (CLP)
Control of Lead at Work Regulations 2002

Thousands of people are exposed to all kinds of hazardous substances at work. These can include chemicals that people make or work with directly, and also dust, fume and bacteria which can be present in the workplace. Exposure can happen by breathing them in, contact with the skin, splashing them into the eyes or swallowing them. If exposure is not prevented or properly controlled, it can cause serious illness, including cancer, asthma and dermatitis, and sometimes even death.

COSHH

COSHH safety notices and Guidance Procedures are displayed at the chemical store, Shakespeare Park, Workshop, Mossdale Meadows and cleaners store at both Community Centres (BTC 16).

The Responsible Manager will be responsible for **identifying substances** which need a COSHH assessment

Staff who use hazardous substances will be responsible for undertaking COSHH assessments.

The Cleaner & Premises Operatives and the Senior Grounds persons are responsible for notifying their Responsible Manager of any hazardous substances for use in order that the Product Data Sheets can be obtained and Risk Assessments of the substance and appropriate control measures can be identified (BTC Forms 47, BTC Forms 49/1 – Civic Centre and 49/2 Thorpe Astley Community Centre)

The Responsible Manager will be responsible for ensuring that all **actions identified** in the assessments are implemented.

The Line Manager will be responsible for ensuring that all of their relevant employees are informed about the COSHH assessments.

The Responsible Manager will check that new substances can be used safely before they are purchased. Assessments will be reviewed every 3 years or when the work activity changes, whichever is soonest

Safety Data Sheets from suppliers are maintained in folders in the Civic Centre General Office, the Reception/Office at the Thorpe Astley Community Centre and chemical store, Shakespeare Park.

The Senior Grounds persons and Assistant Grounds person are required to obtain certificates of **competence for the safe use of chemicals**.

The Senior Grounds persons and Assistant Grounds person are responsible for ensuring that the **chemical application book** is completed and warning sign used whenever chemicals are applied.

Spill Control

The Responsible Managers are responsible for ensuring that all staff are aware of procedures in the event of a spillage of hazardous substances and for ensuring that stocks of spill control equipment are maintained at the Civic Centre, Chemical Store, Shakespeare Park and Garage, Mossdale Meadows (BTC 15).

18. HEIGHTS

Provision and Use of Work Equipment Regulations 1998
Lifting Operations and Lifting Equipment Regulations 1998
Construction (Design & Management) Regulations 2015

Falls from a height account for around 70 fatalities and 4000 major injuries every year. One of the main causes is falls from ladders. To help prevent falls from height we consider the risks to workers, ensure they are trained and have suitable and safe equipment for the tasks, and ensure they are properly managed and supervised. We will also ensure that sufficient protection measures (e.g. suitable and sufficient personal protective equipment) are in place while they are working at height.

19. LEGIONELLOSIS

As legionella bacteria are commonly encountered in environmental sources they may eventually colonise manufactured water systems and be found in cooling tower systems, hot and cold water systems and other plant which use or store water. To reduce the possibility of creating conditions in which the risk from exposure to legionella bacteria is increased, the Council recognises that it is important to control the risk by introducing measures which:

- Do not allow proliferation of the organisms in the water systems; and

- Reduce, as far as is reasonably practicable, exposure to water droplets and aerosols.

Integrated Water Services (IWS) has been commissioned to undertake Risk Assessments in accordance with The Prevention or Control of Legionellosis Approved Code of Practice (Health & Safety at Work Act 1974).

The IWS Assessment and Management Plan are available for inspection in the Executive Officer & Town Clerk's office. The Assessment contains three sets of recommendations:-

- i. Measures to improve management and records
- ii. Remedial Action on Systems: the Responsible Manager is responsible for ensuring all 'high risk' improvements detailed in the IWS assessments is implemented.
- iii. Health & Safety Controls: the Responsible Manager will ensure all Controls detailed in the assessment are implemented, which includes:-
 - Little used outlets should be flushed for a minimum of two minutes (weekly)
 - Hot Water Outlets (where no Thermostatic Mixing Valve (TMV) fitted) and pre TMV hot water should reach 50°C within 1 minute of full flow operation water outlets and the cold feed to TMVs should be less than 20°C within two minutes of full flow operation. Output from calorifiers at least 60°C, return at least 50°C (Monthly)
 - Shower heads and hoses should be removed, dismantled and cleaned using a shower head descaler (quarterly)
 - Complete Representative Outlet Temperature Monitoring Log. All domestic cold water storage tanks (cisterns) should be inspected for cleanliness once per year, cleaning and disinfection will be required if found to be dirty or contaminated (Annually)
 - Temperatures of all domestic cold water storage tanks should be checked six monthly. Inlet (at ball valve) and storage temperature should be less than 20°C. (Six Monthly)

Additional assets should be monitored and inspected in line with the recommendations of the water hygiene risk assessment.

The Responsible Manager will be responsible for arranging any necessary remedial action highlighted in the IWS Log.

Routine Monitoring Records will be retained for at least 5 years and annual summary report forms will be lodged with the Responsible Manager in a timely manner.

20. LONE WORKING

Braunstone Town Council has a specific Lone Working Policy & Procedure, which is designed to raise awareness of the risks presented by lone working, to identify the responsibilities each person has in this situation, and to give guidance on how to manage such risks.

In accordance with the Lone Working Policy & Procedure, the Service Manager is responsible for completing risk assessments, maintaining procedures and implementing improvements when necessary.

Controls on lone working is incorporated in the 'Our Controls' Column of the Council's Risk Assessments, which are issued to all lone workers.

As a condition of their terms of employment all members of staff are expected to respond to emergency call outs from lone workers when required. The Resources & Facilities Manager is responsible for updating the Key holders/Callout list and distributing a copy to each member of staff whenever amendments are made.

21. MACHINERY

Management of Health and Safety at Work Regulations 1999
Provision and Use of Work Equipment Regulations 1998

Vibration from work with powered hand held tools, equipment or processes can damage the hands and arms of users causing 'hand-arm vibration syndrome'. This is a painful, irreversible condition which includes 'vibration white finger' and the effects can be impaired blood circulation, damage to the nerves and muscles, and loss of ability to grip properly.

Back damage can be caused by vibration from a vehicle or machine passing through the seat into the driver's body through the buttocks – known as whole body vibration. Whole body vibration can also be caused by standing on the platform of a vehicle or machine, so vibration passes into the operator through their feet.

The Service Manager is responsible for ensuring that an assessment is carried out in respect of all new machinery and equipment (NALC - Work Equipment Risk Assessment-64).

The Service Managers and Supervisors are responsible for maintaining the Work Equipment Inventory and Maintenance Schedule (BTC 60, 61 & 62).

Staff are advised to report any faults immediately to their Manager/Supervisor.

The use of the Council's equipment is restricted to only the trained operatives and staff as set out in the Work Equipment Maintenance Schedule (BTC 60, 61, & 62).

22. MAINTENANCE AND BUILDING WORK

Construction (Design & Management) Regulations 2015
Construction (Design and Management) Regulations 1994
Lifting Operations and Lifting Equipment Regulations 1998
Provision and Use of Work Equipment Regulations 1998
Confined Spaces Regulations 1997

It's easy to overlook these activities because they happen now and again, and it's often a contractor or service agency doing the work. Sometimes people are in places where no one normally goes e.g. the roof or electrical switchboard. They may be fault finding, trying to repair something quickly – often outside the routine. Not surprisingly there are many accidents. Falls from heights, e.g. ladders, are the most common cause of serious injury.

All contractors should be qualified and competent and issued with a permit to work, which is detailed under the section Contractors/Visitors.

Pressure Systems

Pressure Systems Safety Regulations 2000

The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG 2009)

Transportable Pressure Vessels Regulations 2001

Pressure cookers, boilers, steam heating systems, gas cylinders and air compressors are common examples of equipment and systems containing a fluid under pressure. They can cause death or injury to people, and serious damage to property, if the contents are released unintentionally. There are about 150 incidents of this kind every year. They mainly happen when equipment fails through poor design, incorrect filling or maintenance or when the method of work is unsafe, or someone makes an operating mistake.

All contractors working on pressure systems should be qualified and competent and should be issued with a permit to work, which is detailed under the section Contractors/Visitors.

23. MANUAL HANDLING

Manual Handling Operations Regulations 1992

Management of Health and Safety at Work Regulations 1999

Manual handling is transporting or supporting loads by hand or using bodily force. Many people hurt their back, arms, hands or feet lifting everyday loads, not just when the load is too heavy. More than a third of all over three day injuries reported each year to HSE and to local authorities are the result of manual handling. These can result in those injured taking an average of 11 working days off each year.

'Upper limbs' refers to the neck, shoulders, arms, wrists, hands and fingers. Upper limb disorders (sometimes called repetitive strain injury (RSI)) can happen in almost any workplace where people do repetitive, or forceful manual activities in awkward postures, for prolonged periods of time. These can cause muscular aches and pains, which may initially be temporary, but if such work is not properly managed, and the early symptoms are not recognised and treated, can progress to a chronic and disabling disorder. Cumulative damage can build up over time causing pain and discomfort in people's backs, arms, hands and legs. Most cases can be avoided by providing suitable lifting equipment that is regularly maintained, together with relevant training on both manual handling and using the equipment safely.

Line Managers and Supervisors are responsible for ensuring that the staff that report to them receive appropriate training (BTC 56)

New employees will be required to complete a Manual Handling Risk Assessment checklist (ZM Form 5). Line Managers and Supervisors should also ensure that Risk

Assessments are completed (ZM Form 5) and implementing controls to reduce the risk of injury.

The Resources & Facilities Manager is responsible for ensuring that appropriate guidelines are followed when the Q Stage System is erected and dismantled (BTC 14).

24. NOISE AT WORK

The Control of Noise at Work Regulations 2005

Noise at Work Regulations 1989

High levels of noise at work can cause hearing loss. This can take many years to become serious. Young people can be damaged as easily as the old and premature deafness is even worse. Sufferers often first start to notice hearing loss when they cannot keep up with conversations in a group, or when the rest of their family complains they have the television on too loud. Deafness can make people feel isolated from their family, friends and colleagues.

Deciding whether an assessment is needed

A preliminary decision on whether an assessment is needed can usually be reached without making detailed noise measurements.

As a rough guide, an assessment of daily personal exposure (Lep,d) will usually be needed wherever people have to shout or have difficulty being heard clearly by someone about 2 metres away, or they find it difficult to talk to each other.

Whenever it is decided that a more detailed assessment is needed the Line Manager / Supervisor will complete Form FS 181.

25. PLANT, MECHANICAL AND ELECTRICAL EQUIPMENT

Provision and Use of Work Equipment Regulations 1998

Lifting Operations and Lifting Equipment Regulations 1998

Supply of Machinery (Safety) (Amendment) Regulations 2011

Work equipment covers an enormous range spanning process machinery, machine tools, office machines, lifting equipment, hand tools, ladders and pressure washers. Important points include: selecting the right equipment for the job, making sure equipment is safe to use and keeping it safe through regular maintenance, inspection and if, appropriate, thorough examination, training employees to use equipment safely and following manufacturers' or suppliers' instructions. Accidents involving work equipment happen all the time – many serious, some fatal.

Braunstone Town Council is committed to ensuring that all equipment is suitable for its intended use.

Employee Safety Representatives will be consulted in connection with the use of new machinery and equipment.

The Responsible Manager will:

- a) be responsible for ensuring effective maintenance procedures are drawn up;
- b) be responsible for ensuring that all identified maintenance is implemented;
- c) will check that new plant and equipment meets health and safety standards before it is purchased;
- d) maintain the register of all plant, mechanical and electrical items and ensuring that all inspection and maintenance regimes are complied with, to include:-
 - Description of Equipment
 - Location
 - Restricted Users
 - Supervisor Responsible
 - Inspection Maintenance Regime
 - Service Engineers
- e) arrange for periodic inspections of portable items (BTC60, 61 and 62)
- f) ensure all persons are adequately trained in using electrical equipment (BTC 55 and 57)
- g) ensure the use of residual current devices especially if equipment is used outside

The Senior Grounds persons will be responsible for identifying all **parks equipment/plant** needing maintenance. Any problems found with parks plant/equipment should be reported to Senior Grounds persons.

The following are responsible for advising that equipment should be subject to periodic inspection:

- a) Centres Reception staff are responsible for advising the Regular Users/Hirers that their equipment should be subject to periodic inspection (BTC 51),
- b) Deputy Executive Officer & Community Services Manager are responsible for advising Sports Clubs/Users of the Council's parks facilities that their equipment should be subject to periodic inspection (BTC 54),
- c) Responsible Managers are responsible for advising Contractors that they must provide proof of electrical testing before their equipment is used on Council property (BTC 52).

Electrical Equipment

Electricity at Work Regulations 1989

Electricity can kill. Most deaths are caused by contact with overhead or underground power cables. Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be the only ones at risk. Poor electrical installations and faulty electrical appliances can lead to fires which can also result in death or injury to others.

User checks on **electrical equipment** can be made by the person using the equipment. Aspects to look for should include damage to the plug, cable or equipment casing, use of tape to join wiring, overheating, and whether the item has been exposed to conditions for which it is not suitable, e.g., a wet environment. Formal visual inspections and changing plugs or altering electrical equipment must be completed by a qualified electrician.

Any items that have not been registered in the inventory and checked must not be connected to the Council's electricity supply.

Any faults should be reported immediately to the Supervisor responsible for the maintenance and the equipment taken out of use immediately.

26. PLAY EQUIPMENT

The Deputy Executive Officer & Community Services Manager is responsible for ensuring that all play equipment is subject to a detailed inspection by independent specialists at least annually – ROSPA (Playsafety Ltd) The Old Barn, Wicklesham Lodge, Faringdon, SN7 7NP. Tel: 01367 244600.

These detailed inspections should be supplemented with more frequent inspections by the Council's own staff, Senior Grounds persons and Assistant Grounds person. A brief visual inspection is carried out on a daily basis to check for any obvious vandalism, wear and tear, broken glass, dog fouling etc. A more detailed inspection should be undertaken monthly (ZM Form 9). All inspections should be formally recorded.

Any equipment found to be unsafe should be immobilised and taken out of use. In some cases it may be sufficient to cordon off the area, in others it may be necessary to remove the item completely to ensure the safety of users. DIY repairs should not be carried out unless they are endorsed by the original manufacturer or installer. The Senior Grounds persons are responsible for ensuring that repairs are carried out by a competent person. Where a safety surface has been installed, more regular inspection and maintenance may be required to ensure that it remains in good condition.

27. RADIATION

Ionising Radiation Regulations 2017

Management of Health and Safety at Work Regulations 1999

Various kinds of radiation, both ionising and non-ionising, may affect us.

1) Non-ionising radiation:

- UV radiation (e.g. from the sun) can damage the skin and lead to skin cancer
- Lasers can cause burns and damage the eye

2) Ionising radiation:

- Naturally occurring radon gas from the ground
- Radiography or thickness measuring gauges

Excess doses of ionising radiation can cause burns, sickness and can have other adverse health effects.

The Responsible Manager will be responsible for ensuring that jobs at risk of the effects of radiation are **risk assessed** and all **actions identified** in the assessments are implemented.

28. STRESS AT WORK

Management of Health and Safety at Work Regulations 1999

Many people argue about the definition and sometimes even the existence of 'stress'. However, research has shown that whatever you choose to call it, there is a clear link between poor work organisation and subsequent ill health. The Health & Safety Executive defines stress as "*the adverse reaction people have to excessive pressure or other types of demand placed on them*".

Stress at work can be tackled in the same way as any other risk to health – by identifying the hazards, assessing who is at risk and the level of risk, deciding how to manage the risk and putting the plans into action.

In order to reduce stress in the organisation, Line Managers and the staff they are responsible for should keep in regular contact. Responsible Managers should ensure they hold regular team meetings and one to one meetings with individual members of staff, providing for an opportunity for all to raise any issues of concern and explore a way to resolve them.

The Town Council has an approved Absence Management Policy which is designed to reduce sickness absence by addressing the causes. Any member of staff who is absent from work, even for one day, should complete a return to work form and have a conversation with their Line Manager about the reasons for absence and whether any support or action can be taken to prevent future reoccurrences.

29. TRIP AND OTHER DANGEROUS HAZARDS

Workplace (Health, Safety and Welfare) Regulations 1992

The most common cause of injuries at work is the slip or trip, resulting in falls which can be serious. It's a particularly important subject since members of the public use our premises. Measures to prevent such injuries are often simple, cheap and lead to other benefits.

Centres and Grounds staff are responsible for regular visual checks of their respective premises to ensure there are no trip hazards, sharp objects or obstructions.

Where any member of staff discovers spillages, wet surfaces, broken objects, damaged furniture or equipment, they must take every step to initially make the area safe and where the member of staff can deal with the danger safely, they must do so. Otherwise it should be immediately reported to the appropriate responsible officer.

30. VEHICLES

Workplace (Health, Safety and Welfare) Regulations 1992
Provision and Use of Work Equipment Regulations 1998

Construction (Design & Management) Regulations 2015

Every year about 70 people are killed and about 2500 seriously injured in accidents involving vehicles at the workplace. Being stuck or run over by moving vehicles, items falling from vehicles, or vehicles over turning are the most common causes. Braunstone Town Council uses vehicles in its public places, which includes the workplace, and examples include vans, tractors and mowers. Often there is significantly more danger from vehicles on parks and open spaces and at depots than on the public highway since the operating conditions are different.

All staff using vehicles should have the relevant licence and receive appropriate training and must operate and use the vehicle in accordance with the manufacturer's instructions and solely for the purpose intended by Braunstone Town Council.

APPENDIX 1 – ASSESSING RISK

Management of Health and Safety at Work Regulations 1999 (risk assessment)

The law requires organisations with five or more employees and organisations which manage public places to have a written health and safety policy statement and do risk assessments – careful examinations of what could cause harm to people, and record the significant findings.

Controlling dangers in work and public places is no different from tackling any other task:

1. recognise potential problems (assess the risk),
2. analyse the problem (find out more about the risk),
3. deciding what to do (identify mitigation measures/controls),
4. put the solution into practice (implement identified measure/controls).

UNDERTAKING A RISK ASSESSMENT

The Health & Safety Executive provide the following guidance on undertaking a Risk Assessment:

Hazards

- Walk around your workplace and look for significant hazards which could result in harm to several people
- Ask your employees/their representative what they think
- Look at manufacturers' instructions and accident and ill health records
- Consider whether any of the hazards covered in this leaflet exist in your workplace

Who might be harmed and how?

- Think about groups of people doing similar work
- Pay special attention to vulnerable groups e.g. young people, people with disabilities, lone workers
- Don't forget those who may not be in your workplace all the time e.g. cleaners, contractors, people you share your workplace with or members of the public who may be harmed by your activities

Aim to make the risk small

For the hazards listed, do the existing precautions:

- Meet the standards set by legal requirements?
- Comply with a recognised industry standard?
- Represent good practice?
- Reduce risk as far as reasonably practicable?

Have you provided adequate information, instruction or training and adequate systems or procedures? If so, the risks are adequately controlled, but you need to indicate the precautions you have in place.

If risks remain, write an 'action list' of what else you need to do, giving priority to higher risks or those which could affect most people. Try to either get rid of the risk or control it so harm is unlikely.

Record your findings

If you have fewer than five employees, you do not have to write anything down, but it is helpful. If you have more than five employees, you must write down your significant hazards and conclusions and tell your employees about your findings. Keep your written record for future reference.

Review your assessment and revise if necessary

It is good practice to review your assessment from time to time to make sure that precautions are still working. Set a date for reviewing the assessment.

IDENTIFYING RISKS

Below are examples of risks and some of the questions which should be explored when assessing these risks. These risks and the assessment questions are adapted examples, which have been identified by the Health & Safety Executive, they are not exhaustive.

Accidents – dealing with them

- Do we have at least the minimum first aid provision at our workplace? As an employer we must provide first aid equipment and facilities appropriate for the circumstances in your workplace. The minimum would be a suitably stocked first aid box and a person appointed to take charge of first aid arrangements.
- Do we know whether we might need to provide more than the minimum?
- Do we know which accidents and ill health cases to report, including who should do it, when and how? Employers, the self-employed and people in control of work premises all have duties.
- Do we know what accidents cost – and that insurance policies do not cover all the costs?

Asbestos

- Do we know whether there is asbestos in our premises? It is often found in roofs and exterior walls, boilers, vessels and pipework, ceilings, interior walls and panels, flooring materials, air conditioning systems, domestic appliances, brake/clutch linings, fire blankets, etc.
- In undertaking building work, maintenance and repair of premises, are we likely to disturb asbestos?
- Are we familiar with the rules about removing asbestos? In most cases, such work requires the use of a contractor licensed by HSE to work with asbestos.
- Do we know how to find someone licensed to do this work?
- Do we know whether there is asbestos in any of the materials we work with?

Computers and display screen equipment

- Is there regular use of display screens as a significant part of the work?
- Does anyone use a keyboard, mouse or other input device?
- Are people complaining of discomfort, aches and pains?

Electricity

- Does anyone do electrical work? Only those with appropriate technical knowledge and experience should be allowed to do this.
- Is our electrical equipment suitable for its working environment e.g. waterproof or dustproof?
- Do we dig near buildings or installations? Knowing the proper precautions for avoiding underground cables is essential.
- Do we work near or under overhead powerlines? There are essential safety precautions to follow.

Equipment

- Do we use ladders or other equipment for working at heights? For example, it may often be safer to use an access tower or mobile elevating work platform than a ladder.
- Do we have machinery of any kind? Are the parts that could cause injury guarded? Do we have the right controls, especially for starting and stopping, clean, or clear blockages in a safe way, and carry out preventative checks, maintenance and inspection?
- Are hand tools used, e.g. screwdrivers, knives, hand saws, meat cleavers, hammers?
- Do we have lifting equipment such as pulley blocks, cranes, and lift trucks? Most lifting equipment will require regular thorough examination by a competent person.

Fire or explosion prevention

- Do we keep or use flammable substances?
- Do we use or store gas in cylinders (e.g. propane)? A small amount of released gas can fill a large area with a potentially explosive mixture.
- Do we work with flammable dusts? They can explode.
- Do we work with plastic foams or polyester wadding? Some types will ignite easily, burn fiercely and give off dense black smoke.
- Do we spray flammable paints? Vapours are heavier than air and collect at low level
- Do we know the dangers of putting flammable liquids on fires to make them burn more intensely?
- Do we use oxygen, e.g. in cylinders, for welding?

Hazardous Substances

- Do we use chemicals at work (including cleaning materials)?
- Do we know suppliers of hazardous substances have to provide information to users, including safety data sheets and proper labelling?
- Is there dust and fumes present in your workplace?
- Do we have any water systems which could be colonised by legionella?
- Do we work with animals or their products? These may cause skin or respiratory sensitisation or be infected with bacteria or viruses.

Heights – working at

- Do we carry out simple maintenance or cleaning tasks that require working at heights?

- Do we have the most appropriate equipment for the task? It may often be safer to use an access tower or mobile elevation work platform rather than a ladder.
- Do we know what work is done at height and how it is performed? For example, does anyone ever have to work on the roof, or on or near fragile surfaces?
- Are our employees trained in the use of the particular equipment they use for working at height?

Maintenance and building work

Includes responsibility for contractors, service engineers, etc. who undertake work for Braunstone Town Council

- Does anyone ever have to work on the roof, at a height or on fragile materials?
- Does anyone have to fault find and repair machinery or equipment when it breaks down?
- Is there a tank, pit, silo or similar confined space into which someone might go – and would we know if they did?
- Have we found out whether there is any asbestos in our building or plant which could be disturbed during maintenance or alterations?

Noise in the workplace

- Is anywhere so noisy that people have to shout to each other at normal speaking distance to make themselves heard? If so, there is likely to be a danger to hearing.
- Does anyone go home with ringing in their ears? Also a sign of a noise problem.
- Are tools or equipment used which make loud, explosive noises, e.g. a cartridge operated fixing tool?
- Do people wear ear protection in some areas? Noise control may need checking to make sure it is working well enough.

Pressure systems

- Do we have any pressure systems or equipment that contain a fluid under pressure?
- Do we know that most pressure systems have to be designed, installed, maintained and periodically examined so as to prevent danger?
- Are we aware that it's our job to choose a competent person to carry out examinations of the pressure systems?

Radiation

- Do people in spend a lot of time working outdoors?
- Do we have equipment which gives off ultra violet radiation e.g. for curing plastics or inks?
- Do we work with lasers?
- Do we work in an area where levels of radon are higher than average?
- Are any radioactive sources used at our premises by a specialist contractor, or do we transport them?
- Is X-ray equipment used?

Slips, trips and falls

- Do we have floors which are, or can become, slippery, e.g. when wet?
- Does spillage or contamination occur and is it dealt with quickly?
- Do people use unlit areas such as paths or yards in the dark?
- When temporary work such as maintenance or alterations take place, could it introduce slipping and tripping hazards such as trailing cables?
- Do we use the right methods and materials for cleaning floors?

Sprains, strains and pains

- Does the work include strenuous lifting, carrying, pushing, pulling, reaching or repetitive handling?
- Does the work have repetitive finger, hand or arm movements, which are frequent, forceful or awkward?
- Does the work involve twisting, squeezing, hammering or pounding?

Stress at work

- Do we have a high staff turnover, low productivity or low morale?
- Are there examples of bullying, changes in behaviour, staff working late or increased sickness absence?
- Do our employees seem happy to come into work?
- Are we aware that there are individual differences in vulnerability to stress and that situations outside work can also affect the ability to cope with excessive pressure at work?

Vibration

- Does anyone work with powered hand held tools such as angle grinders, needle guns, chipping hammers or concrete breakers?
- Does anyone doing this work get tingling or numbness in the fingers or hands?
- Does anyone often drive off road machinery such as tractors, dumper trucks or excavators or unsuspended vehicles such as fork lift trucks?

Vehicles and Plant

- Do we have vehicles in operation at our workplace? If so what kinds of vehicles are they?
- Do we know who is allowed to drive or operate them? They should be trained and competent.
- Do our drivers know which routes around the workplace they are allowed to use?
- Do vehicles have to do reversing manoeuvres?
- How are loading and unloading operations carried out?
- Are pedestrians separated from vehicle movements as much as possible?
- Are all vehicles properly maintained?
- Do we actively control driving behaviour?

APPENDIX 2 – BRAUNSTONE TOWN COUNCIL RISK ASSESSMENTS

| Circulation to Staff | Last Updated | Admin | Com Centres | Parks | Cleaners | Volunteers |
|--|--------------|-------|-------------|-------|----------|------------|
| Asbestos | 03/04/16 | ✓ | ✓ | ✓ | ✓ | |
| Building Condition – General | 08/02/17 | ✓ | ✓ | ✓ | ✓ | |
| Car Parks – General | 08/02/17 | | | ✓ | ✓ | |
| Cash Handling and Transport | 28/01/16 | ✓ | ✓ | | | |
| Cleaning Duties – General | 08/02/17 | | | ✓ | ✓ | |
| Community Centres / Village Halls | 08/02/17 | ✓ | ✓ | | ✓ | |
| Contractors – Use of | 08/02/17 | ✓ | | ✓ | | |
| Display Screen Equipment / Computer Screens | 08/02/17 | ✓ | ✓ | | | |
| Erecting Fencing | 08/02/17 | | | ✓ | | |
| Family Fun Day/Community Event | 02/05/17 | ✓ | | ✓ | | |
| Fire | 02/05/17 | ✓ | ✓ | ✓ | ✓ | |
| Firework Displays and Bonfires | 02/05/17 | ✓ | ✓ | ✓ | | |
| Football Posts and Installation | 02/05/17 | | | ✓ | | |
| Halls – Use and Hire of | 02/05/17 | ✓ | ✓ | | ✓ | |
| Handling Sharps (Hypodermic needles) | 02/05/17 | ✓ | ✓ | ✓ | ✓ | |
| Hedge Cutting –use of Tractor Mounted Rotary Flail | 08/02/17 | | | ✓ | | |
| Hedge Trimming | 02/08/17 | | | ✓ | | |
| Herbicides – Use of | 02/08/17 | | | ✓ | | |
| Icy Surfaces – General | 11/04/18 | | | ✓ | | |
| Ladders / Stepladders – Use of | 02/05/17 | ✓ | ✓ | ✓ | ✓ | |
| Leaf Blowing | 02/08/17 | | | ✓ | | |
| Litter Picking | 02/08/17 | | | ✓ | ✓ | |
| Litter Picking (Franklin Park Working Group) | 28/01/16 | | | ✓ | | ✓ |
| Lone Working / Violence at Work (TA, Parks, CC) | 02/05/17 | ✓ | ✓ | ✓ | ✓ | |
| Manual Handling General | 02/05/17 | ✓ | ✓ | ✓ | ✓ | |
| Mowing / Strimming | 02/05/17 | | | ✓ | | |
| Offices | 02/08/17 | ✓ | ✓ | | | |
| Open Spaces & Parks – General | 02/08/17 | | | ✓ | | |
| Outdoor Working | 02/08/17 | | | ✓ | | |
| Play Equipment – Basic Maintenance | 02/08/17 | | | ✓ | | |
| Playing Fields – General | 02/08/17 | | | ✓ | | |
| Ponds and Water | 02/08/17 | | | ✓ | | ✓ |
| Speed Activation Sign | 02/08/17 | ✓ | | ✓ | | |
| Spraying and Storing Pesticides | 02/08/17 | | | ✓ | | |
| Storage of Chemicals | 02/08/17 | | | ✓ | ✓ | |
| Storage of Petrol | 02/08/17 | | | ✓ | | |
| Stress at Work | 02/08/17 | ✓ | ✓ | ✓ | ✓ | |
| Tree Maintenance | 02/08/17 | | | ✓ | | |
| Vehicles – Use of | 02/08/17 | | | ✓ | | |
| Working at Height | 02/08/17 | ✓ | ✓ | ✓ | ✓ | |
| Working on the Highway | 02/08/17 | | | ✓ | | |

APPENDIX 3 – HEALTH & SAFETY RESPONSIBILITIES

KEY PERSONNEL

| Responsibility | Responsible Body/Person |
|--|---|
| Overall and final responsibility | Policy & Resources Committee <i>Chair: Councillor Nick Brown</i> |
| Compliance Oversight | Corporate Governance Sub-Committee <i>Chair: Councillor Nick Brown</i> |
| Ensuring policy is implemented and compliance with legal obligations | Executive Officer & Town Clerk <i>Darren Tilley</i> |

MANAGEMENT RESPONSIBILITIES

The following Managers are responsible for ensuring health and safety standards are maintained and improved in their service and are members of the Health & Safety Consultative Group:

| Responsibility | Responsible Manager |
|--|--|
| Braunstone Civic Centre and Thorpe Astley Community Centre | Resources & Facilities Manager <i>Lydia Assi</i> |
| Community Development and Parks & Open Spaces | Community Services Manager <i>Pauline Snow</i> |
| Corporate Management and Planning & Environment | Executive Officer & Town Clerk <i>Darren Tilley</i> |
| Licensed Bar Contractor | Licensed Bar Manager <i>Jo Abbott</i> |

EMPLOYEE REPRESENTATIVES

The following are Employee Representatives for Health & Safety matters in their service and are members of the Health & Safety Consultative Group:

| Service | Representative(s) |
|---|----------------------------------|
| Administration | <i>Kim Cusack</i> |
| Cleaning & Premises | <i>Amanda Mead</i> |
| Community Centres Duty Officers | <i>Emma Browne / Julie Grant</i> |
| Customer & Information Services and Community Services & Engagement | <i>Kath Rainer</i> |
| Parks & Open Spaces (Grounds Staff) | <i>Ian Kennett</i> |

LIST OF APPOINTED FIRST AIDERS

| Service | Qualified First Aiders |
|---------------------------------------|--|
| Community Centres & Customer Services | <i>Angela Bailey, Emma Browne, Julie Grant, Alan McIlmoyle, Amanda Mead, Kath Rainer, Paula Smith, & Ann Wistance.</i> |
| Parks & Open Spaces | <i>Phil Jepson, Ian Kennett & David Sibson</i> |

ADVISORS

The Health and Safety Law poster is displayed:

- Braunstone Civic Centre: by the Photocopier in the General Office
- Mossdale Meadows Workshop: in the staff break room
- Thorpe Astley Community Centre: in the staff office

Health & Safety leaflets are issued by the Health & Safety Executive.

Health and safety advice is available from:

| Area of Health & Safety | Organisation/Person |
|------------------------------------|---|
| Enforcement – National | Health & Safety Executive 900 Pavilion Drive Northampton Business Park Northampton NN4 7RG Tel: 0300 003 1647 |
| Enforcement – Local | Blaby District Council, Council Offices Narborough, Leicester, LE19 5EP Tel: 116 2750555 |
| First Aid Training | SkillBase First Aid The Coach House, Desford Hall, Desford, LE9 9JJ Tel: 0330 335 1234 |
| Insurance & Risk | Jim Nicholson, Risk Services Consultant WPS Insurance Brokers & Risk Services Spargo House, 10 Budshead Way, Plymouth, PL6 5FE. Tel: 01752 675454 |
| Legionellosis | Integrated Water Services Wood End Lane, Fradley, Lichfield WS3 8NF Tel: 01543 445700 |
| Playgrounds | Playsafety Ltd (ROSPA) The Old Barn, Wicklesham Lodge, Faringdon SN7 7NP Tel: 01367 244600 |
| Staffing & Employment | Chris Moses Personnel Advice & Solutions Ltd 5b Carre Street, Sleaford, Lincolnshire, NG34 7TW Tel: 01529 305056 |



BRAUNSTONE TOWN COUNCIL

DATA PROTECTION
POLICY

Adopted 30th APRIL 2018

| | | | |
|----------------|-----------------|---------------------|--------------------------------|
| DATE ADOPTED | 30th April 2018 | FREQUENCY OF REVIEW | 3 years or legislative changes |
| REVISED DATE/S | | | |

BRAUNSTONE TOWN COUNCIL

DATA PROTECTION POLICY

CONTENTS

| <i>Item</i> | <i>Page No.</i> |
|---|------------------------|
| 1. PERSONAL DATA..... | 3 |
| 2. COUNCIL DUTIES..... | 3 |
| 3. PERSONAL DATA COLLECTED | 3 |
| 4. PERSONAL DATA RECORDS | 4 |
| 5. PERSONAL DATA PROCESSING | 4 |
| 6. LEGAL REQUIREMENTS | 5 |
| 7. SHARING PERSONAL DATA..... | 5 |
| 8. IDENTIFYING HOW LONG PERSONAL DATA IS KEPT | 6 |
| 9. INDIVIDUAL RIGHTS | 6 |
| 10. TRANSFER OF DATA ABROAD | 7 |
| 11. CHANGES TO THIS POLICY | 7 |
| 12. CONTACT DETAILS..... | 7 |

BRAUNSTONE TOWN COUNCIL

DATA PROTECTION POLICY

General Data Protection Regulation

This is the Data Protection Policy of Braunstone Town Council

1. PERSONAL DATA

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

2. COUNCIL DUTIES

Braunstone Town Council needs to collect and process data for the purposes of undertaking its duties and responsibilities and providing public services to customers, residents and hirers.

The Town Council also needs to collect and process data to operate as a body corporate and an employer; such data includes personal data relating to Councillors, staff and other role holders within the Town Council.

3. PERSONAL DATA COLLECTED

The following identified the personal data collected by the Town Council:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where hirers pay for activities, such as use of a community facility or sports pitch, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- Website data - activity information (including user behaviour data):
 - Information from synching with other software or services
 - Interaction with social media (functional and/or marketing) and what information is available?
 - Information about payments
 - Access to social media profiles
 - Demographic information

- Information collected automatically from use of the service? e.g.
 - Device information (nature of device and/ or identifiers)
 - Log information (including IP address)
 - Location information (how is location collected/inferred)
 - Device sensor information
 - Site visited before arriving
 - Browser type and or OS
 - Interaction with email messages
- Information from other sources?
 - Referral or recommendation programmes
 - Publicly accessible sources
- Information from cookies or similar technologies (incl. in-app codes) (including whether session or persistent)
 - Essential login/authentication or navigation
 - Functionality – remember settings
 - Performance & Analytics – user behaviour
 - Advertising/retargeting
 - Any third party software served on users
 - Other
- Nature of any outbound communications with website users
 - Email
 - Telephone (voice)
 - Telephone (text)

4. PERSONAL DATA RECORDS

The council will comply with data protection law. This says that the personal data the Council holds must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly set out and not used in any way that is incompatible with those purposes.
- Relevant to the purposes identified and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes required.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect personal data from loss, misuse, unauthorised access and disclosure.

5. PERSONAL DATA PROCESSING

We use personal data for some or all of the following purposes:

- To deliver public services including to understand customer/hirer needs to provide the services requested and to understand what we can do for our customers, hirers and residents and inform them of other relevant services;
- To confirm identity to provide some services;
- To contact the customer by post, email, telephone or using social media;
- To help us to build up a picture of how we are performing;

- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek views, opinions or comments;
- To notify residents and stakeholders of changes to our facilities, services, events and staff, councillors and role holders;
- To send communications which have been requested and that may be of interest to the individual concerned. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

6. LEGAL REQUIREMENTS

The council is a public authority and has certain powers and duties. Most personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometime when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services.

We will always take into account the individual's interests and rights. Our Privacy Policies set out individual rights and the council's obligations in detail.

We may also process personal data if it is necessary for the performance of a contract, or to take steps to enter into a contract. An example of this would be processing data in connection with the hire of a room at a community centre or the use of sports facilities.

Sometimes the use of your personal data requires the individual's consent and we will first obtain that consent for the proposed use.

7. SHARING PERSONAL DATA

The Town Council will implement appropriate security measures to protect personal data.

Our Privacy Policy provides information about the third parties with whom the Council will share personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible directly for the manner in which they process and protect your personal data.

It is likely that we will need to share personal data with some or all of the following (but only where necessary):

- Our agents, suppliers and contractors.
- Other local authorities, statutory bodies or public service providers.

8. IDENTIFYING HOW LONG PERSONAL DATA IS KEPT

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Town Council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

9. INDIVIDUAL RIGHTS

Individuals have the following rights with respect to their own personal data:

- i. The right to access personal data the Council holds
- ii. The right to correct and update the personal data
- iii. The right to have personal data erased
- iv. The right to object to processing of personal data or to restrict it to certain purposes only
- v. The right to data portability
- vi. The right to withdraw consent to the processing at any time for any processing of data to which consent was obtained
- vii. The right to lodge a complaint with the Information Commissioner's Office.

When exercising any of the rights listed below, in order to process the request, the Town Council may need to verify the individual's identity for security reasons. In such cases the Council will ask for proof of identity before these rights can be exercised.

Individuals can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

10. TRANSFER OF DATA ABROAD

Any personal data transferred to countries or territories outside the European Economic Area (EEA) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

11. CHANGES TO THIS POLICY

The Town Council we keep this Policy under regular review and it will be reviewed at least every 3 years.

12. CONTACT DETAILS

Please contact us if you have any questions about our Data Protection Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Customer Services, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP.

Tel: 0116 289 0045

Email: enquiries@braunstonetowncouncil.org.uk