

**HEALTH AND SAFETY AT WORK ETC
ACT 1974**

**HEALTH AND SAFETY
POLICY**

**GOOLE AND AIRMYN
INTERNAL DRAINAGE BOARD**

APRIL 2010

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SAFETY POLICY STATEMENT

The Board is aware that control of health and safety in its operations and arising out of its work activities is an essential function of good management which leads to efficient operations, the protection of its workforce and the quality of its work.

It is the Boards policy to ensure the health and safety of all of its employees, contractors and visitors in the working environment under its control, and to provide sufficient time, money and any other resources as appropriate to achieve this aim.

The Board is committed to providing, so far as is reasonably practicable, a place of work that is safe and without risk to the health and welfare of all our employees, sub-contractors and any other persons including members of the public. Further, to require all employees and sub contractors to comply with all measures contained in this Policy to ensure their health and safety.

Whilst accepting the responsibilities imposed by the Health and Safety at Work Etc Act 1974, the Management of Health and Safety at Work Regulations 1999, and all relevant Regulations made under them it is the Boards intention to be self-regulating.

This objective can only be realised through clearly defined safety responsibilities and suitable arrangements designed to reinforce the General Statement of Policy.

The specific objectives of the Board are:-

1. TO SAFEGUARD EMPLOYEES AND ENSURE THE USE OF SAFE WORK METHODS AND WORK AREAS AND THEREBY REDUCE INJURIES, ACCIDENTS AND DAMAGE TO PROPERTY.
2. TO MAINTAIN AN UP-TO-DATE KNOWLEDGE OF RELEVANT LEGISLATION, CODES OF PRACTICE AND TECHNICAL DEVELOPMENTS IN CONNECTION WITH THE BOARD'S OPERATIONS.
3. TO ENSURE THAT ALL EMPLOYEES KNOW AND UNDERSTAND THEIR RESPONSIBILITIES TO THEMSELVES AND TO OTHERS IN RESPECT OF HEALTH AND SAFETY MATTERS.
4. TO IDENTIFY HAZARDS AND IMPLEMENT CONTROL MEASURES TO ENSURE THE HEALTH AND SAFETY OF THOSE WHO MAY BE EFFECTED BY THE BOARDS ACTIVITIES AND ITS WORKPLACES.
5. TO ENSURE THAT WORK EQUIPMENT PROVIDED IS SUITABLE AND THAT OPERATIVES HAVE RECEIVED APPROPRIATE TRAINING IN ITS USE.
6. TO MAINTAIN PROPER PROVISIONS FOR FIRE PRECAUTIONS, FIRE FIGHTING AND SYSTEMS FOR EVACUATION IN THE EVENT OF AN EMERGENCY.

7. TO INSIST THAT SAFETY INSPECTIONS ARE CARRIED OUT.
8. TO ENSURE SAFETY SYSTEMS AND PROCEDURES ARE ESTABLISHED AND EFFECTIVELY IMPLEMENTED.
9. TO PROVIDE INDUCTION SAFETY TRAINING FOR ALL NEW ENTRANTS. TO FURTHER IDENTIFY, SYSTEMATICALLY, HEALTH AND SAFETY TRAINING NEEDS FOR ALL LEVELS OF EMPLOYEES AND TO DESIGN TRAINING PROGRAMMES TO MEET THIS CRITERIA.
10. TO PROVIDE SUPERVISION AS APPROPRIATE
11. TO PROVIDE APPROPRIATE MEDICAL AND RELATED FACILITIES TO SAFEGUARD THE HEALTH AND WELFARE OF ALL EMPLOYEES.
12. TO PROVIDE SUCH WELFARE FACILITIES AS ARE REASONABLE, HAVING REGARD TO THE SIZE AND NATURE OF THE BOARD'S OPERATIONS.
13. TO UNDERTAKE RISK ASSESSMENT FOR ALL ACTIVITIES, RECORD THE SIGNIFICANT FINDINGS AND TO INFORM EMPLOYEES OF THE RESULTS.
14. TO ENSURE THE SAFETY OF ANY OTHER PERSONS WHO ARE NOT EMPLOYED BY THE BOARD AND WHO MAY BE AFFECTED BY OUR WORK ACTIVITIES.
15. TO RE-APPRAISE AND UPDATE THE HEALTH AND SAFETY POLICY AS AND WHEN NECESSARY FOLLOWING LIAISON WITH HEALTH AND SAFETY CONSULTANTS. COMMUNICATION OF ANY SUCH CHANGES WILL BE MADE TO ALL EMPLOYEES. IN ANY CASE THIS POLICY WILL BE REVIEWED ANNUALLY.
16. TO APPOINT ONLY COMPETENT CONTRACTORS

Signed:

**Herbert William Eastham Tim - CHAIRMAN OF GOOLE AND AIRMYN
INTERNAL DRAINAGE BOARD**

Date:

ORGANISATION AND RESPONSIBILITIES

MEMBERS OF THE BOARD -	As Elected
BOARD CHAIRMAN -	Herbert William Eastham Tim
CLERK TO THE BOARDS -	Graham Bate
ASSISTANT CLERK TO THE BOARDS -	Richard Bate
DRAINAGE BOARD ENGINEERS -	Graham Bate (Contractor)
FOREMAN -	N/A
DRAINAGE BOARD OPERATIVE -	Self Employed pump attendant - Mr Jedd Blea

ORGANISATION AND RESPONSIBILITIES

The ultimate responsibility for health and safety lies with the Board, but, to be practical, duties have to be delegated. In this respect certain individuals have been allocated specific responsibilities and are required to monitor performance and activities of subordinates to ensure that acceptable standards are maintained. The following list identifies predominant persons within the Board.

Mr Graham Bate & Mr Richard Bate	Drainage Board Administrator
Mr Graham Bate	Engineer

In addition the following persons have specific health and safety duties

Mr Richard Bate	Health & Safety Officer - RIDDOR
Mr Richard Bate	First Aider - Fire Warden - Head Office
Richard Bate / Graham Bate / Appointed Contractors	Risk Assessments
Richard Bate / Graham Bate	Supervision
Lyndsey Fielding	Health and Safety Administrator
Protech Safety Management	Health and Safety Consultant (who may also assist the Board with Risk Assessments at the request of the Drainage Board Administrator)
Contract Services	All other services are contracted out. Contractors must assume their responsibilities as set out in this Policy. Contractors are used for flail mowing, sludging and other drainage maintenance work.

THE CHAIRMAN OF THE BOARD will:-

- a) Accept ultimate responsibility for ensuring that compliance with all statutory responsibilities and the objectives of the Health and Safety Policy are met.
- b) Arrange for funds and facilities, as deemed necessary, for the purpose of maintaining and improving the Health and Safety of IDB facilities and operations.
- c) Monitor the effectiveness of the Policy on a continual basis and institute any necessary changes. The Policy will be reviewed on an annual basis, unless circumstances dictate otherwise.
- d) Set a personal example at all times with respect to health and safety.

THE CLERK TO THE BOARD will:-

- a) Ensure compliance with all statutory responsibilities and that the objectives of the Health and Safety Policy are met.
- b) Monitor the effectiveness of the Policy and, in consultation with the Board, institute any necessary changes.
- c) Promote safe working practices among contractors to the Board.
- d) Maintain an up to date knowledge of legislation and Codes of Practice as they affect the Boards activities. All Statutory Regulations and Codes of Practice must be adhered to and observed on site, as required.
- e) Ensure only competent contractors are appointed.
- f) Identify and ensure that all employees and contractors have received adequate and appropriate training.
- g) Co-operate with and act upon, any requirements of the Health and Safety Executive, Environmental Health Officer or appropriate body, as far as is reasonably practicable.
- h) Instigate liaison with external accident prevention organisations and encourage the distribution of pertinent information throughout the Board.
- i) Liaise with the Health and Safety Advisers, over the full range of their duties and responsibilities, with respect to inspections, audits, reports, recommendations, changes in legislation and advice obtained from other parties. Liaise with the nominated Health and Safety Consultant whenever necessary and meet as necessary to discuss health and safety matters.
- j) Discipline any employee failing to comply with requirements of the policy.
- k) Ensure that contractors are monitored as appropriate with particular regard to Health and Safety
- k) Ensure that there are adequate means of distributing and communicating health, safety and welfare information from the HSE, safety organisations, trade associations and the Health and Safety Consultant, regarding new methods of accident prevention, new legislative requirements and Codes of Practice.
- l) Ensure that plant and equipment provided for work is suitable and that employees have received suitable training for its safe use.
- m) Monitor maintenance of plant and equipment, in association with other nominated personnel.

- n) Undertake periodic safety inspections of the workplace, particularly in operational areas, and bring to the attention of others, any matters where failure to comply with statutory regulations has occurred.
- o) Be responsible for accident reporting procedures, and to liaise with the enforcing authority to ensure the appropriate steps are taken as required by RIDDOR 1995.
- p) Ensure entries have been made in the accident book as appropriate.
- q) Ensure all visitors, and contractors to site, abide by the Board's stated policy with respect to health and safety matters.
- r) Ensure that suitable and sufficient protective clothing / equipment is made available, where appropriate, and that it is used properly and effectively. Also, undertake the inspection of equipment / clothing at regular intervals and monitor the provision of suitable accommodation for PPE when not in use.
- s) Ensure that all employees / contractors fully understand the objectives of the Policy and observe the safety rules and procedures laid down by the Board.
- t) Set a personal example at all times with respect to health and safety.
- u) Ensure that relevant and pertinent Health and Safety information is conveyed to contractors as and when appropriate.

FOREMEN, SUPERVISORS AND CONTRACTORS (as applicable) will: -

- a) Familiarise and co-operate with the requirements of the Internal Drainage Board Health and Safety Policy and actively promote safety on site.
- b) Organise work so that operations or work activities are carried out safely.
- c) Develop responsible attitudes towards Health and Safety and institute an effective Health and Safety culture.
- d) Plan and maintain a tidy working area including access to and from the plant / equipment being used.
- e) Ensure that the plant and equipment to be used is suitable for its intended use.
- f) Ensure that adequate information, training and supervision is provided as appropriate.
- f) Provide the necessary support to enable management and employees to implement all aspects of the Policy.
- g) Ensure that all visitors to site abide by the Board's stated policy with respect to health and safety.
- i) Ensure that any authorised information regarding health and safety matters is effectively communicated to all employees / contractors as appropriate.
- j) Ensure that emergency arrangements are conveyed to employees
- j) Ensure that an effective lone working system is implemented
- k) Assist the management in investigations and reports of all accidents / injuries and / or dangerous occurrences in all areas under their control using prescribed reporting procedures.
- l) Ensure that suitable and sufficient assessments of risk have been undertaken and that the findings have been effectively communicated to all those who may be affected.
- m) Ensure that protective and preventative measures are implemented to control the risks identified.
- n) Ensure that Risk Assessments and Safe Systems of Work are appropriate for the tasks being undertaken and are reviewed as appropriate.
- o) Ensure that all machinery and plant, including power and hand tools, are maintained in a good condition.

- p) Set a personal example at all times with respect to health and safety.
- q) IDB supervisors shall also be responsible for monitoring contractors to ensure that they adhere to their terms with particular respect to Health and Safety.

The HEALTH AND SAFETY OFFICER will:-

Be responsible to the Board for the following:-

- a) Keeping the Board informed in respect of best current practice, equipment development, hazard recognition and changes in legislation.
- b) Liaising with the various regulatory authorities on matters related to health and safety at work, if necessary.
- c) Liaise with the Board and Health and Safety Consultant as appropriate on health and safety matters including training requirements and organising courses and / or placements as necessary.
- d) Circulating information to employees and relevant members of the Board, as and when required.
- e) Liaise with the Foremen, Supervisors and Contractors whenever necessary and meet as necessary to discuss relevant health and safety matters.
- f) Set a personal example at all times with respect to health and safety.

IDB EMPLOYEES:

All employees regardless of their position have a duty to co-operate with the management in matters relating to safety, health and welfare.

Particular emphasis is placed on the following:-

Employees will:-

- a) Carry out all operations and work in the prescribed manner.
- b) Use the correct tools and equipment for the operations or work, including any relevant safety equipment, e.g. PPE.
- c) Report any defects in plant or equipment immediately.
- d) Develop a personal concern for the safety of themselves and others.
- e) Not take short-cuts, which would entail unauthorised and unnecessary risks.
- f) Assist the foreman to inform and help new employees throughout their induction process and as necessary in recognition of their lack of experience; and to ensure they are not unwittingly exposed to hazards associated with the work and operations of the Board.
- g) Report accidents / incidents and near misses which have led or may lead to personal injury or damage to plant or equipment to the appropriate person.
- h) Suggest ways of eliminating hazards.
- i) Co-operate in the investigation of accidents / incidents with the objective of introducing methods to prevent a recurrence.
- j) Set a personal example at all times with respect to health and safety.
- k) Co-operate with management in all statutory duties imposed on them.
- l) Not misuse any item of plant / equipment.
- m) Not interfere with anything which has been provided for the purposes of Health and Safety.
- n) Ensure guards and barriers are in place and in good order, and shall report any identified unsafe condition or system of work immediately to the foreman or in his absence the Clerk.
- o) Adhere to the Board's rules in their place of work.
- p) Take reasonable care for the safety of themselves and other persons who

may be affected by one's acts or omissions at work.

- q) Familiarise themselves with the Health and Safety Policy and conduct their work in a manner which is compatible with its aims.

Whilst the IDB shall not be directly responsible for controlling the employees of appointed contractors, as part of the approval of those appointed contractors, the IDB will look to the contractors to demonstrate that it has rules for its employees and that their employees understand their responsibilities for Health and Safety.

CONTRACTORS WILL BE REQUIRED TO:

- 1 Co-operate with the IDB on Health and Safety
- 2) Demonstrate their competence to the IDB
- 3) Adhere to terms of their appointment with particular reference to Health and Safety including;
 - a) Demonstrate their Health and Safety Policy
 - b) Carrying out suitable and sufficient Risk Assessments
 - c) Establishing suitable measures to control the risks identified whilst adhering to the hierarchy of controls as set put in Regulation 4 and schedule 1 of the Management of Health and Safety at Work Regulations 1999.
 - d) Communicate the findings to the IDB, their own employees, and others who may be affected
 - e) Ensure that adequate Health and Safety measures are implemented
 - f) Ensure that employees are suitably trained
 - g) Ensure that work equipment is suitable
 - h) Ensure that work equipment is maintained and inspected as appropriate
 - i) Ensure that they are appropriately insured
 - j) Ensure the safety of members of the public who may be affected by their undertaking
 - k) Establish effective lone working arrangements
 - l) Establish suitable emergency procedures and first aid provision
 - m) Provide their own safety equipment including PPE

FIRST AIDERS and APPOINTED PERSONS will:-

- a) Ensure that first aid facilities, equipment and appointed persons are identified.
- b) Carry out first aid in accordance with the Health and Safety (First Aid) Regulations 1981.
- c) Ensure that all accidents reported, however slight, are recorded.
- d) Ensure that first aid box stock levels are maintained and that items are replaced prior to passing expiry dates.
- e) Ensure their First Aid training certificates remain valid.
- e) Set a personal example at all times with respect to health and safety.

Contractors will be required to have established arrangements for First Aid.

The FIRE WARDEN will:-

- a) Ensure that fire prevention / fighting equipment, e.g. extinguishers, procedures and notices are readily available and visible.
- b) Carry out fire drills and evacuations as required.
- c) Ensure that records are maintained for all relevant incidents and that management actions are taken to prevent their recurrence.
- d) Set a personal example at all times with respect to health and safety.
- e) Furnish the Fire Authorities with information they may need regarding products, equipment and substances, which may be on site which may be relevant to the Health and Safety of fire fighting.

The HEALTH AND SAFETY CONSULTANT will:-

- a) Liaise with the Board regarding Health and Safety where requested.
- b) Assist with establishing Health and Safety methods and policies where requested.
- c) Be available to discuss with Management and employees with regard to Health and Safety related topics where requested.
- d) Liaise with the various regulatory authorities on matters related to health and safety at work, if necessary.
- e) Assist in the annual review of this Safety Policy.
- f) Not be responsible for the day to day management of risk, supervision of staff or carrying out Risk Assessments.

JOINT CONSULTATION / EMPLOYEE PARTICIPATION

Under the terms of the Health and Safety (Consultation with Employees) Regulations 1996, the employer has a duty to consult with all employees on matters affecting their health and safety. Consultation may be made either directly or through an elected representative.

Proper consultation with employees on health and safety matters can make a significant contribution to creating and maintaining an effective health and safety culture, resulting in positive motivation, awareness and importance being given towards health and safety amongst employees.

At present, Health and Safety information is relayed to employees through the Clerk and Foremen, during normal working hours.

Consultation, co-operation and co-ordination shall exist between the IDB and appointed contractors.

HEALTH AND SAFETY ARRANGEMENTS

PLANNING

The Management of the Board will always consider the Health and Safety implications when making policy decisions.

Although cost will be an element to policy decisions, it will not take full precedence when establishing; working practices, systems of work and the provision of equipment and facilities where it affects Health and Safety.

ORGANISATION

All persons have an individual part to play in ensuring that health and safety is practised in the manner set out in this policy. It is expected that all persons will ensure that matters of potential improvement and / or concern will be raised as appropriate, immediately if necessary.

CONTROL

The Clerk will ensure that all monitoring and recording systems are being maintained.

MONITORING AND REVIEW

The effectiveness of Health and Safety systems will be continuously monitored by IDB Operatives, the Foreman, the Clerk and Engineer and discussed at Board meetings as appropriate.

Any shortcomings identified in Health and Safety systems shall be resolved by the Management to ensure Health and Safety is maintained at all times, notwithstanding Board meetings.

The IDB shall monitor contractors to ensure that they demonstrate their commitment to working with due care to Health and Safety and in accordance with their submitted safe systems of work.

GENERAL ARRANGEMENTS

This section illustrates the arrangements for Health and Safety. Those affected by these arrangements may include; employees, contractors and sub-contractors, whilst at work, and any visitors who may be on site.

Independent appointed competent contractors will be required to have their own Safety Policy and hence arrangements for managing safety. However, co-operation and co-ordination will be necessary between the IDB and those appointed contractors. Furthermore the IDB reserves the right to stop work being carried out on their behalf by an appointed contractor if it considers that Health and Safety standards are unsatisfactory.

It is the responsibility of all employees to observe these arrangements and behave in a safe and reasonable manner whilst at work.

It should be borne in mind that a breach of health and safety legislation by any person is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties i.e. fines and imprisonment.

The Board recognises that it is not possible to prepare in written form for every safety rule laid down by the Board as circumstances may vary depending upon the nature of work. However, all persons are expected to act in a sensible manner and adhere to any reasonable, verbal instruction given.

As indexed in the contents, the following pages are details of arrangements which will be followed where they are applicable and appropriate to the individual IDB.

The IDB may refer to the arrangements and standards set out in this policy when assessing the competence of contractors.

ACCIDENT / INCIDENT REPORTING

All injuries incurred whilst at work that require first aid or medical treatment will be reported to the Clerk and the details recorded in the official, Form B1 510, Accident Book. All accidents, incidents and dangerous occurrences must be reported to the Clerk. Where independent contractors are appointed these records may be duplicated as they will also appear in the contractors accident book.

Immediate reporting by the quickest practicable means of fatalities, major injuries and dangerous occurrences (as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) will be made by the Clerk and / or contractor as appropriate to the Health and Safety Executive, on Form F2508 or F2508A as appropriate.

Accidents and incidents are investigated by the Clerk or in his absence the Supervisor as soon as they occur, particularly those involving lost time at work, using the information on the accident report form and personal interviews with the injured and any witnesses. Suitable judgements shall be made from the investigation and recommendations implemented where necessary.

Any near miss accident which occurs whilst at work must be reported immediately to the IDB Supervisor or the IDB Clerk, who shall in turn, if deemed necessary report it to the HSE in accordance with RIDDOR.

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CHAINSAWS

Chainsaws are potentially dangerous machines which can cause major injury if used by untrained people. Anyone who uses a chainsaw at work should have received adequate training and be competent in the use of a chainsaw for that type of work.

The training should include;

- dangers arising from the chainsaw itself;
- dangers arising from the task for which the chainsaw is to be used; and
- the precautions to control these dangers, including relevant legal requirements.

Training shall only be provided by specialist instructors at organised training courses.

Only IDB operatives who have received suitable training for the safe use of chainsaws shall be permitted to operate chainsaws. Furthermore the only work carried out by IDB operatives using a chainsaw shall be within the scope of the training which has been provided.

Any work which involves the felling of large trees and tree climbing shall only be carried out by persons who have specialist training and competence for this type of work.

For further information please refer to INDG317: Chainsaws at Work and associated AFAG leaflets. All chainsaw operators and Foremen shall make themselves familiar with this documentation in addition to their training.

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CHILDREN

Children under the age of 16 are not allowed on premises outside office accommodation under any circumstances.

Children are not to be carried in any vehicle or item of plant.

Children are prohibited from entering any works site.

Every effort shall be made to prevent children from gaining access to hazardous IDB premises and structures. Hazardous locations shall be securely fenced and where there is evidence that children, adolescents or others are or have entered, remedial action shall be taken as appropriate.

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CONFINED SPACES

The Confined Spaces Regulations 1997

Work in confined spaces may only be undertaken if it is not reasonably practicable to perform the necessary work in any other way, and so far as is reasonably practicable where there is a system of work in place to ensure such work is safe and without risks to health.

In order to comply with this regulation, the employer should undertake a suitable and sufficient assessment of the risks created by the work to be carried out in the confined space and should produce a detailed safe system of work.

The following sub headings list circumstances in which the Confined Spaces Regulations 1997 will be applicable.

Confined Space

This is any enclosed space, where there is a reasonably foreseeable specified risk associated with that enclosed space and includes chambers, tanks, vats, silos, pits, trenches, pipes, sewers, flues, wells, or other similar spaces.

Free Flowing Solids

This is any substance made up of solid particles which has a flowing or running consistency and includes flour, grain, sugar, sand or similar materials.

Specified Hazards

This includes a risk of: serious injury from fire or explosion; increased body temperature resulting in unconsciousness; unconsciousness or asphyxiation resulting from work exposure to gas, fume, vapour or lack of oxygen; drowning from a rising liquid level; and asphyxiation from a free-flowing solid or entrapment in the free-flowing solid which prevents escape to a respirable environment.

Examples of confined spaces

- storage tanks
- silos
- reaction vessels
- enclosed drains
- sewers
- open-topped chambers
- vehicle inspection pits
- vats
- furnace combustion chambers
- ductwork
- building voids
- unventilated or poorly ventilated rooms

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Other examples may include

- Pumping station sump wells
- Certain cloughs

IDB Policy

Under no circumstances shall IDB operatives enter any confined space.

Should confined space entry be needed, then only persons with specialist training and competence shall be permitted to undertake this work. This will most probably therefore be undertaken by specialist contractors who are deemed competent for the work.

Entry into confined spaces shall require detailed Risk Assessment, method statement and be controlled under a Permit to Work System.

Further information may be found in HSE Guidance INDG258: Safe Work in Confined Spaces.

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CONTRACTORS / SUB CONTRACTORS

A contractor is regarded as any person or company who enters into an agreement (verbal or written) with a host employer to carry out services.

Under Section 3 of the Health and Safety at Work Etc Act 1974, the employer has a duty to ensure the health, safety and welfare of all persons, not in his direct employment - and this includes contractors, sub contractors, visitors and third parties. In essence any contractor or sub contractor, working on site will:

- Comply with all relevant statutory legislation, particularly the Health and Safety at Work Etc Act 1974; the Control of Substances Hazardous to Health Regulations 2002; and the Management of Health and Safety at Work Regulations 1999; the CDM Regulations 2007 and any other relevant Health and Safety legislation.
- Undertake a risk assessment prior to embarking on work activities
- Provide safe systems of work, plant and equipment
- Ensure that its employees receive adequate training, information and supervision
- Familiarise themselves, and their personnel, with the work site and any hazards that may be encountered.
- Co-operate in principle with the requirements of the Health and Safety Policy of this organisation.
- Observe Environmental Protection Act 1990 and the Pollution Prevention and Control Act 1999 and the Pollution, Prevention and Control Regulations 2000, as amended.
- Take precautions to protect the work site, all employees and any others that may be affected by their activities.
- Comply with all occupational health and safety legislation, applicable to the work being undertaken.
- Provide their own personnel with suitable PPE, at their expense.
- Keep their employees within the designated working areas and access routes.
- Engage on any contract, only such persons as are skilled, experienced and competent in the performance of their trade.
- Use only plant and equipment which conforms to the Provision and Use of Work Equipment Regulations 1998.

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- Notify the organisation of any hazards and risks they may introduce.
- All contractors shall be required to complete a questionnaire at the tendering stage. Successful contractors will be required to demonstrate competence.

DANGEROUS OCCURRENCES

All dangerous occurrences must be reported to the Clerk and recorded as soon as possible.

If you suspect anything of being dangerous report it to the Safety Officer immediately. All items referred to in RIDDOR under this heading must be reported to the Safety Officer.

DRUG AND ALCOHOL ABUSE AT WORK POLICY

This policy is to be regarded as forming part of the company Safety Policy.

The company has a duty to employees, clients, the public and to statutory requirements.

No employee must report for work while unfit through drugs or alcohol or if alcohol has just been consumed or drugs administered. Possession or consumption of drugs (other than prescribed medications that have been declared safe by a medical practitioner) and alcohol is not permitted whilst at work. Non compliance with these rules will result in dismissal.

Definition of drug abuse:-

Any use of illegal drugs; misuse of prescribed drugs whether unintentional or deliberate including substances such as solvents and glue.

Effects of drug abuse:-

Differing drugs acting on the brain can have nullifying effects with disastrous consequences. Prescribed drugs can combine with alcohol and produce unusual effects on behaviour. Alcohol and depressant drugs are particularly dangerous. Improper use may lead to addiction with all the trauma attached for the individual, family and friends.

Prescribed Drugs:-

Employees shall notify their employer of any prescribed drugs taken which may affect their ability to conduct their work safely.

Assistance:-

If anyone suspects that they may have a drug problem it is essential that they seek help and professional advice themselves. Help can be obtained from or through your own general practitioner or the Employment Medical Advisory Service (EMAS) or by contacting your employer in the strictest of confidence. All contacts, discussions and any subsequent treatments are in the strictest of confidence. Absence due to treatment will be treated as normal sickness.

The consequences of not seeking help will result in immediate disciplinary action.

Trafficking of drugs has to be reported to the Police by law.

Some IDB work may involve substances hazardous to health as well as operation of machinery, thus increasing the importance of ensuring that all operators are completely free of the effects of alcohol and drugs. To report for work under any degree of influence will result in dismissal - there is too much at stake. Do not take risks, if your doctor prescribes drugs of any description you must verify with him that it is safe to work and inform him of the type of work you do and of the existence of

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this policy.

Screening:-

As many lives can be put at risk through alcohol or drug abuse, screening may take place on recruitment and thereafter at random for all duties that demand the guaranteed freedom from drugs and alcohol. This is not a case of persecution but of fulfilling obligations on the various pieces of legislation, e.g. Health and Safety at Work Etc Act 1974, Transport and Workers Act 1992 and Management of Health and Safety at Work Regulations 1999

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ELECTRICAL EQUIPMENT

Relevant legislation covering electricity on site is contained in the Electricity at Work Regulations 1989.

Portable electrical appliances and extension leads and any which may be hired in when required, shall be subject to a visual inspection prior to use and shall be tested by a competent person at appropriate intervals. 240 volt portable appliances should be used in conjunction with a residual current device (RCD) which would be capable of cutting off the supply to the appliance at an earth fault level of 30mA.

When selecting new portable electrical equipment it will be the organisation's policy, wherever possible to choose 110v in conjunction with a step down transformer (SDT) in preference to 240v appliances. Consideration shall also be given to the use of battery powered hand tools where reasonably practicable.

Note: contractors shall be required to use only portable electrical equipment which operates at 110v.

All fixed electrical equipment is subject to an inspection and test at intervals of no greater than five years, as implicated by the current IEE Wiring Regulations.

Any equipment, cable, plug or connection which appears to be faulty is to be reported immediately to the Foreman and decommissioned.

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EMERGENCY / DISASTER PLAN

This is in response to Regulation 8 of the Management of Health and Safety at Work Regulations 1999.

The possible kind of incidents are:-

- a) Fire
- b) Explosion
- c) Exposure to toxic release
- d) Flooding
- e) Aircraft crash
- f) Violent weather conditions

A comprehensive emergency, fire and evacuation document should be prepared. This will give information about what to do in the event of an emergency evacuation, who the nominated competent persons are and gives advice on recommended action, as necessary.

April 2010

FIRE PRECAUTIONS

All fire extinguishers and other fire fighting equipment used, are to be checked on a regular basis, and any defects shall be reported and dealt with immediately. Fire extinguishers are subject to an examination and test annually, which is currently undertaken by a specialist company. All these inspections are recorded.

In the event of a fire the first consideration is the safety of people. It is the responsibility of employees to know where the fire exits and extinguishers are situated, irrespective of their current place of work. Fire exits must be kept clear at all times.

In the event of a fire being discovered:-

- Tackle the fire if competent and if it is safe to do so, but without endangering oneself or others.
- At the earliest opportunity call the Fire Brigade by telephoning 999 and giving precise directions with respect to the site, telephone number of the premises, the location of the fire, how serious it appears and a contact name.
- Vacate the premises via the nearest exit.
- Persons on site should assemble at the designated Assembly Point.
- A roll call will be conducted to ensure all persons are accounted for.
- Persons should not re-enter the building for any reason until advised to do so by either the person responsible for fire precautions on site or a member of the Fire Brigade.

A list of details shall be available providing information on the location of any; chemicals, fuels and combustible / explosive substances, electricity supplies, pressure vessels, gas cylinders, gas supplies, occupancy of people. A plan of the premises should be prepared to assist in the implementation of this.

A competent person, will be the designated person with Fire Safety responsibilities, and will furnish the emergency services on arrival with all information required to deal with the emergency.

Only those competent to use fire extinguishers shall be authorised to use them.

Only suitable fire extinguishers shall be located at IDB premises.

Information on the appropriateness of sited extinguishers shall be clearly displayed.

April 2010

FIRST AID

The Board acknowledges the terms of the Health and Safety (First Aid) Regulations 1981.

Contractors must provide adequate cover at all times with sufficient trained first aid personnel.

First aid boxes and eye wash are located in the Pumping Stations, Workshops and in IDB vehicles as applicable.

The Supervisor shall ensure first aid stock levels are maintained.

First Aid training shall be renewed every three years in accordance with the regulations.

All IDB operatives shall receive first aid training.

IDB Operatives shall report any use of any piece of First Aid equipment to the First Aider and to the Supervisor.

April 2010

GASES AND FLUIDS UNDER PRESSURE

Gases

IDB's do not generally use welding equipment and may only use small quantities of gas in pressurised cylinders.

Argon and many other asphyxiant gases are heavier than air. Therefore special attention must be given to correct maintenance of pipe work and connections.

All gas cylinders must be secured in an upright position at all times, even when nominally empty because if gas bottles receive impact or damage they can be extremely dangerous.

All pipelines must be stored tidily without kinks where they will not present hazards or be prone to damage or excess heat.

All control valves must be turned off after completion of work sessions.

Flammable gas bottles must not be used without flashback protection fitted at the valve end of the pipe work.

Leak detection must be carried out using proprietary fluids or soapy water - never naked flames.

Compressed air - lines shall be stored tidily when not in use. Regular inspection of the lines for signs of wear and cracking shall be undertaken.

Manufacturer's instructions and guidance concerning the maintenance and use of compressed air systems are to be followed at all times.

Pressure Systems and Safety Regulations 2000 - the aim of these regulations is to prevent the risk of serious injury from the release of stored energy as a result of a pressure system, or component failure. In particular the provisions cover the design, construction, installation, repair, modification and use of pressure systems where the contents are 0.5 bar or more above atmospheric pressure or where steam is present at any pressure.

Compressed air cylinders shall be inspected by a competent person at appropriate intervals where applicable.

Hydraulics - hydraulic systems for the operation of implement rams must be regularly inspected for signs of leaks and fractures.

Couplings and non return valves must be maintained in good working order. Any faulty fittings must be replaced immediately.

Any repair or faulty incidences should be reported to the IDB Foremen and in turn to the IDB Clerk.

April 2010

Worn or damaged hydraulic hoses or connectors must be repaired immediately.

Hands / fingers shall not be used to detect leaks. Use a piece of card instead held a few inches from the suspected leak and look for damping on the card. Operatives shall use suitable PPE when detecting leaks, including; face protection and gauntlets. Visual inspections shall be undertaken carefully when hydraulic lines are not under pressure.

Pressure washer – this piece of equipment is potentially extremely dangerous and must only be operated by authorised persons who have had full safety instruction and have read HSE guidance on the use of pressure washers. RCD protection must always be provided to the electrical supply.

Under no circumstances shall water be directed onto electrical equipment or people.

April 2010

GROSS MISCONDUCT

Rules covering gross misconduct

Contractors may be liable to removal from site and Contractors Approved List and Employees may be subject to summary dismissal if he / she are found to have acted in any of the following ways:

1. A serious or wilful breach of the Safety Rules.
2. Unauthorised removal or interference with any guard or protective device.
3. Unauthorised operation of any item of machinery, plant or equipment.
4. Unauthorised removal of any item of first aid equipment.
5. Wilful damage or misuse of or interference with any item provided in the interests of health and safety or welfare at work.
6. Unauthorised removal or defacing of any label, sign or warning device.
7. Misuse of chemicals, flammables or hazardous substances or toxic materials.
8. Smoking in any designated 'No Smoking' area.
9. Smoking whilst handling flammable substances.
10. Horseplay or practical jokes which could cause accidents.
11. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
12. Misuse of compressed air, pneumatic, hydraulic or electrical equipment.
13. Dangerously overloading any item of lifting equipment.
14. Overloading or misuse of any vehicles.
15. Being incapable of work whilst under the influence of drink or drugs.
16. Refusal to obey any reasonable instruction.
17. Working outside an agreed method statement

The above list is by way of an example and is not intended to be an exhaustive list.

April 2010

HAZARD AND RISK ASSESSMENT

Legal requirements under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed at work.

Furthermore the employer must also make a suitable and sufficient assessment of the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him or his undertaking.

Contractors shall be responsible for conducting Risk Assessments for the work which they are appointed to undertake and abide by the above legislation.

Those authorised to undertake Risk Assessments shall be competent to do so.

Health and Safety shall be managed on a day to day basis incorporating Risk Assessment to establish safe working methods.

Although the management of the organisation shall be responsible for ensuring Risk Assessments are undertaken, all employees shall assess their work activities and workplace as part of an ongoing Health and Safety culture, to identify where improvements to Health and Safety systems can be made and to act with due care at all times. Any Health and Safety concerns must be brought immediately to the attention of their supervisor.

Risk Assessments and the effectiveness of established safe systems of work shall be monitored.

Generic Risk Assessments have been prepared for many of the IDB operations. These Risk Assessments shall be used as guidance for establishing control measures for IDB operatives. However, prior to commencing work a task specific Risk Assessments shall be carried out and reference to any available relevant Generic Risk Assessment made. This is to ensure that established control measures are appropriate to the specifics of the task, the environment and to ensure that Health and Safety is always carefully considered prior to commencing work.

Suitable and sufficient task specific Risk Assessments should be completed as and when appropriate and safe working methods established and implemented.

All Health and Safety related issues shall be brought to the attention of the Clerk irrespective of whether the work is being carried out by a contractor or the IDB's own operatives.

All operatives should raise any Health and Safety concerns they may have with their Supervisor and where appropriate this shall in turn be brought to the attention of the IDB Clerk.

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Richard Shepherd (Protech Safety Management) shall be available to assist with Risk Assessments and other Health and Safety related queries at the request of the Board.

All completed Risk Assessments are documented and the controls to be implemented form part of the organisation's Health and Safety Policy. All operatives are to be made familiar with and understand the findings of the Risk Assessments and to comply with the controls set out in these and any associated documents. The Management is to ensure that all persons understand safe working methods and practices.

April 2010

HAZARDOUS SUBSTANCES

The predominant legislation is the Control of Substances Hazardous to Health (COSHH) Regulations 2002. Separate COSHH Assessments will be conducted as appropriate.

As a consequence of the COSHH Regulations, the organisation is to address the main issues, regarding substances, and a number of options for the control of exposure to hazardous substances have been considered and implemented where necessary.

The hierarchy of controls shall be adopted when establishing control measures, including elimination of substances, where possible; substitution by safer alternative substances; isolation of employees from areas where dangerous substances may be in use; other control measures such as providing good ventilation, a reduction in the period of exposure for employees, the prohibition of eating and drinking in the workplace; the use of PPE / RPE, which should be used only as a last resort and training and simple management methods such as good housekeeping.

Operatives are required to follow the above instructions and report any incidents or situations which might give rise to an unnecessary risk.

Many of the hazardous agents which IDB's may encounter include; pesticides, dust and the fumes created by welding operations, oils and lubricants, cooling agents and potentially hazardous gases (e.g. confined spaces). Precautions will be taken to control these at source or, as a last resort, to wear suitable PPE / RPE.

This section also relates to the safe handling and storage of compressed gas cylinders and of flammable liquids / substances, as implicated by the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR). In DSEAR dangerous substances are substances or preparations that are explosive, oxidising or flammable, and therefore applies to LPG.

More detailed documents specific to COSHH may be completed and used in conjunction with relevant HSE Health and Safety guidance.

Asbestos

If asbestos is found, work must stop immediately.

Refer to Working with Asbestos in Buildings, HSE Publication INDG289 issued to all site workers.

April 2010

HEALTH AND SAFETY SERVICES

Communication with the Health and Safety Executive will be undertaken to discuss elements of our business. Their advice and guidance is to be followed in every case. In addition, advice will be sought from a Safety Consultant, as required. Prominent sources of information are:

❖ Local Health and Safety Executive (HSE)

Marshalls Mill
Marshalls Street
Leeds
LS11 9YJ

Tel 0113 283 4200

❖ Employment Medical Advisory Service

Marshalls Mill
Marshall Street
LEEDS
LS11 9YJ

Tel: 0113 283 4200

A.C.A.S.

The Cube
123 Albion Street
Leeds
LS2 8ER

Tel 0113 205 3800

❖ Richard Shepherd

Protech Safety Management
Parkside
Osgodby
Selby
YO8 5HR

Tel 01757 290157

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HOUSEKEEPING

The cleanliness and tidiness of sites and premises is the responsibility of each and every employee and contractor. Accumulation of excess rubbish should not be allowed and adequate waste bins / skips should be available and be frequently emptied for disposal from the site. All materials and equipment should be stored in their designated areas.

All work areas are to be kept clean and tidy.

Spillages are to be cleaned up immediately.

All gangways / walkways and exits should be kept clear of obstructions at all times.

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ISOLATION OF PLANT

The main purpose of safe isolation is to ensure that any item of electrically driven plant being worked upon is securely locked off to prevent any electrical energy being supplied and the plant being re-energised.

Ideally, when an item of electrically driven plant is to be worked on, it should be locked off using a padlock with the key being retained by the person doing the work. A safe written system of work will be introduced to implement this so that this procedure, and only this procedure, is used. The policy will then be reviewed on a regular basis.

For tractors and other self propelled equipment, the engine shall be stopped and the keys removed prior to leaving the operator's cab. A safe stop procedure is provided and shall be followed.

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LADDERS / ACCESS EQUIPMENT

The statutory requirements of the Work at Height Regulations 2005 have been expanded upon with further guidance from the HSE which in summary states that, subject to risk assessment:

- work of a short duration is that which is carried out in one position for a maximum of 30 minutes
- three points of contact should be maintained when working from a ladder or stepladder
- only light work should be carried out (up to 10kg maximum should be carried unless subject to a manual handling assessment)
- overreaching should be avoided — keep belt buckle within ladder styles
- work that involves side loading should not be carried out from a stepladder unless additional control measures are implemented
- the maximum safe side slope should not exceed 16 degrees — but use a suitable levelling device — and the back slope should not exceed 6 degrees (when positioned against a structure, a ladder should have an angle of 75 degrees — or 1 unit out for every 4 units up)
- ladders should be adequately secured; "footing" should only be used to stop a ladder from slipping as a "last resort"
- the top three rungs of a ladder, or the top three steps of a stepladder — including the top step where appropriate — should never be used.

When working at a height a safe system of work must be put into operation to safeguard all operatives and also third parties, who may enter beneath the working area, as well as to ensure the safety of employees.

A task specific Risk Assessment shall be undertaken prior to work at height – only after careful examination of the task may a ladder be used as a means of access for limited work after other methods of access have first been considered.

Suitable access equipment shall be provided and used as appropriate.

Ladders shall not be used except where;

- a) It is safe to do so
- b) Where there are two or more operatives present during the task
- c) Where the task is for a short duration only
- d) Where safer access methods are not practicable

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The general recommendations for the use of ladders are:

- a) Place ladders at a safe angle, one metre out for every four metres high.
- b) Support or tie so they cannot slip.
- c) Place the feet of the ladder on a secure and level base.
- d) Rest the top of the ladder against a solid surface.
- e) Have at least three rungs extending beyond the top of a structure, when in use.
- f) Ensure longer extension ladders (over 18 rungs) have an overlap of at least three rungs. Shorter ones (up to 18 rungs) need a minimum overlap of two.
- g) Ladders should be inspected on a regular basis for wear and tear and possible defects. A register should be kept of all ladders.
- h) Aluminium ladders should never be used near electrical equipment.
- i) Ladders must not be painted or otherwise treated in such a way as to conceal defects.

Where steps are used the main considerations are:

- a) Steps should be level and stable and opened to the extent of the retaining cord.
- b) Should be set at a right angle to the work face, if possible.
- c) The user's knees should be below the top of the steps.

Reference should be made to HSE publication GS 31 Safety in the Use of Ladders, Stepladders and Trestles.

Where necessary scaffold may need to be erected, in this case a competent scaffold company shall be appointed to safely erect a suitable scaffold.

If access platforms or portable rigs are to be used these are the main considerations:

- a) Ensure wheels are locked correctly when the rig is in use.
- b) Ensure the working platform size is within the base dimension.
- c) Outriggers are correctly located and locked in position with the wheels locked.
- d) Outriggers are positioned on safe and stable ground.

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- e) The access equipment is suitable for the task.
- f) The equipment is operated at a safe distance from any overhead power lines.
- g) Care should be taken when moving the rig. All persons, equipment and materials must be removed from the platform and the rig moved by pushing or pulling at the base level.

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LEGISLATION

The Board takes account of all existing legislation and Codes of Practice and implements its requirements into its general arrangements for health and safety, where appropriate. All new legislation introduced is considered, related to the activities of the Board, and implemented at the earliest opportunity, where necessary, and this Policy reviewed to take account of any changes introduced.

Some of the main legislative requirements applicable to this organisation and addressed in its implementation of safety are:-

- Health and Safety at Work Etc Act 1974
- Control of Substances Hazardous to Health Regulations 2002
- RIDDOR 1995
- First Aid at Work 1981
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment Regulations 2002
- Workplace (Health Safety and Welfare) Regulations 1992
- Control of Noise at Work Regulations 2005
- Pressurised Safety Systems Regulations 2000
- Display Screen Equipment Regulations 1992
- Lifting Operations and Lifting Equipment Regulations 1998
- The Work at Height Regulations 2005
- The Fire Safety Order 2005
- The Construction Design and Management Regulations 2007
- The Control of Asbestos Regulations 2006

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LIFTING APPLIANCES AND EQUIPMENT

Lifting equipment complies with the requirements detailed within the Lifting Operations and Lifting Equipment Regulations 1998 and all equipment is inspected and tested at the requisite intervals of six and twelve months by a competent person.

Equipment will not be used beyond the specified end date of the inspection record.

Similarly any attachment / anchorage points for use in conjunction with a lanyard or fall arrest shall be inspected and tested as appropriate.

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LONE WORKING

Working alone shall only take place for operations deemed safe for working alone following Risk Assessment.

Contractors and the self employed shall be required to establish lone working control measures and implement them effectively.

Where possible / necessary the IDB Administrator shall / may assist in the lone working monitoring process.

No persons shall work alone unless they have serviceable portable communication equipment with them at all times. Such equipment should be to hand and not left in vehicles.

IDB operatives shall work in teams of two to eliminate lone working problems wherever possible – co-operation / co-ordination may exist between IDB's where practicable.

Work is pre-planned and the location of where operatives shall be is pre-determined.

The Clerk / Supervisor shall be notified of any changes to work locations and / or times should there be any deviation of the planned schedule.

Teams shall be contacted at each break time by either the Supervisor or the Clerk.

The finish time at the end of the day shall be pre-determined and operatives shall be checked out to ensure they have left work safely.

The effectiveness of Lone Working control strategies shall be monitored and changes made as appropriate.

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PROVISION AND USE OF WORK EQUIPMENT

Only suitable work equipment shall be provided.

Only trained and competent operatives shall be authorised to operate / use the work equipment provided.

Work equipment shall be used only for the purpose for which it was designed and within the limitations specified by the manufacturer.

Work equipment shall be maintained in a safe working order.

Work equipment shall be checked prior to each use and inspected and tested as appropriate and where required.

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MACHINERY AND GUARDING

Any work equipment hired or purchased shall comply with the Provision and Use of Work Equipment Regulations 1998 and the Supply of Machinery (Safety) Regulations 1992 and CE marked.

No adjustments should be made unless they can be made without danger. Machines, generally, are provided with efficient starting and stopping devices, conveniently positioned for the purpose.

It is the duty of the competent person, engaged in any maintenance work, to ensure that all guards have been fitted, prior to running the machines. No machine or item of plant will be run until all guards are in place.

Supervision will ensure that all persons who are likely to use work equipment have received adequate training for that particular equipment. It must also be emphasised that personnel employed on or near moving machinery of any description should not wear loose or badly fitting garments and those with long hair and / or jewellery should also ensure that some means are employed to prevent entanglement with machinery.

New machines become more sophisticated in their controls and performance. In view of this, no person may operate a machine unless they have received the appropriate training and have been authorised in writing.

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MANUAL HANDLING

It is most important that manual handling procedures should be followed at all times, relative to the Manual Handling Operations Regulations 1992. These regulations stipulate that mechanical handling should be practiced wherever possible.

Where work necessitates manual handling a manual handling risk assessment should be undertaken. Suitable written assessments should be completed by a competent person.

Manual handling assessments relate to four distinct areas - the task, the load, the person and the environment and involve not only lifting and lowering but turning, twisting, pushing, pulling and carrying. Techniques in manual handling must be monitored and updated as necessary, to alleviate the problem of injury to personnel. Contractors to the Board shall be responsible for implementing manual handling assessments.

Manual handling training has been provided to IDB operatives and shall be reviewed as appropriate.

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NOISE

The Control of Noise at Work Regulations 2005 places duties upon both the employer and employees with respect to noise in the workplace. Employers are obliged to organise a formal noise assessment in the workplace and to make this information available to employees to ensure they are aware of the dangers of noise induced deafness. Under the Regulations a noise level of 80 dBA and over constitutes a First Action Level at which employees should be provided with and advised to wear ear protection. At 85 dBA and above, the Second Action Level, employees must wear ear protection. Appropriate signs must be displayed for each of these demarcated areas.

Noise assessments will be undertaken on site and the appropriate recommendations implemented. Where recommended, suitable ear protection is issued and worn by employees.

Examples of operations where the operator should wear suitable hearing protection are the use of:-

- petrol mowers
- powered hand tools
- strimmers
- chain saws
- bench saws
- grinding operations
- working near noisy machinery e.g. excavators, tractors etc

April 2010

OFFICE SAFETY

Office staff should ensure that:

- a) All places are kept clean and tidy and that entrances / exits are kept clear.
- b) They report to the Clerk any defects or projections on equipment or furniture which could cause injury or damage to others.
- c) Any spillage should be cleaned up without delay. The person responsible for the spillage should ensure that this is done.
- d) The Board recognises that to conform to Regulation 3 of the Health and Safety (Display Screen Equipment) Regulations 1992, users of DSE should be identified; both users and workstations should be assessed; and identified users should receive adequate training, relative to their duties. The situation on site will be kept under review at all times.
- e) All fire doors should be kept shut, except when in use, and not 'propped' open by wedges.
- f) The accumulation of excess flammable material must not be allowed.
- g) The use of electrical output point adaptors is discouraged. If necessary further output points will be provided.
- h) Trailing leads must be avoided.
- i) Chairs must not be used as access aids to high shelves - suitable steps are provided.

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PASSAGES AND WALKWAYS

Obstruction of passageways is a serious hazard with the risk of personal injury. All passages and walkways should be kept tidy and free of obstructions to allow free passage at all times. Accumulation of packages and flammable material in the stores areas should be kept to a minimum as a precaution against accidents and fire.

Walkways should also be maintained free of slip and trip hazards.

The organisation of materials and stored equipment etc should be such that it does not present a risk to people should they trip and fall as far as is reasonably practicable.

The above is particularly relevant where trips could result in falls from height or into water e.g. at cloughs and pumping stations or where machinery is present.

April 2010

PERSONAL / RESPIRATORY PROTECTIVE CLOTHING / EQUIPMENT

The Board supplies for employees use; gloves, head protection, safety harnesses and lanyards (which are inspected professionally every three months), coveralls and any other PPE identified as necessary to ensure safety and health. The Board may also supply PPE to full time employed contractors, dependant on the contract.

The relevant legislation is the Personal Protective Equipment at Work Regulations 1992 which definitively asks for an assessment to be made in respect of the availability of PPE / RPE and its suitability. Individual PPE / RPE may include:

Footwear:

Approved safety footwear should be worn when advised to do so by the Board.

Head protection:

The wearing of head protection on site is not mandatory, unless overhead work is involved or whenever site rules specify this.

Eye protection:

Safety goggles or spectacles should be worn whenever necessary or when advised to do so by the Board.

Ear protection:

See comments under Noise section.

Hand protection:

Appropriate gloves should be worn whenever necessary or when advised to do so by the Board.

Inhalation of dusts / fumes:

In certain workplaces and in certain activities, such as grinding metals or using paint and pesticides it is necessary to wear suitable masks to offset the hazard of dust or fumes being inhaled. In some instances this may extend to the use of RPE (Respiratory Protective Equipment). When instructed to do so or when conditions dictate, this equipment should be worn.

IDB operatives shall not work with asbestos. Where any operatives suspects asbestos may be present, he shall stop work immediately and contact his supervisor

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General:

References may be made to the following legislation, where necessary:

- i) Personal Protective Equipment at Work Regulations 1992
- ii) Construction (Head Protection) Regulations 1989
- iii) Control of Lead at Work Regulations 2002
- iv) Noise at Work Regulations 1989
- v) COSHH Regulations 2002
- vi) Control of Asbestos Regulations 2006

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SAFE PLACES OF WORK

The provision of a safe place of work, together with an acceptable working environment, is essential for better production and less risk to employees. To this end, employers will ensure that the following standards are maintained, etc:

- a) Suitable and sufficient lighting throughout the place of work.
- b) Safe access / egress of workplaces and safe passageways and walkways.
- c) Safe storage facilities.
- d) Adequate working temperature when indoors.
- e) Sufficient fresh air in enclosed workplaces - ventilation systems.
- f) Suitable welfare facilities (i.e., toilets, rest rooms, eating facilities, changing facilities, etc)
- g) Work equipment is maintained in good repair.
- h) Work equipment is clearly marked as to what it controls and where its point of isolation is.

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SAFE SYSTEMS OF WORK

Safe systems of work shall be developed in accordance with the Management of Health and Safety at Work Regulations 1999.

Careful consideration shall be given to the principles of prevention of accidents and the hierarchy of control measures to be implemented.

Through Risk Assessment as discussed earlier, hazards will be identified and the appropriate control measures established. Such control measures will form safe systems of work and methods for controlling risk and established as the organisation's policy.

The Board, Clerk and Supervisors shall be responsible for ensuring that this process is completed for all work activities and shall ensure that the safe systems of work are clearly understood and followed by all. Clerks, Managers, Supervisors shall of course lead by example and discipline any person who breaches the safety policy.

Contractors shall be responsible for developing and implementing their own safe systems of work. However, the IDB shall require contractors to submit their safe working methods as part of their tender for assessing competence.

Wherever necessary written safe systems of work and method statements are used to instruct personnel on procedures. Permit to Work systems are not generally used.

Safe systems of work shall be as required and shall be monitored on a continual basis to ensure that systems continue to be effective.

Method statements may be required from contractors to establish competence. The Board shall expect that any method statement issued by a contractor will be followed for the works.

Permit to work systems may also be adopted for example; maintenance work to ensure machinery is properly isolated and cannot be re-started and for entry into confined spaces or wherever appropriate in order to control risks and maintain safety.

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SAFETY SURVEYS / INSPECTIONS

Safety surveys / inspections are undertaken on site to ensure arrangements, already set out in this Policy, are effectively being complied with and to highlight any areas where improvement might be necessary. This procedure shall be undertaken on a regular basis by the Supervisor, Clerk or Engineer as appropriate. All such inspections / surveys are documented and discussed at safety meetings.

Contractors shall also be required to supervise and monitor the effectiveness of their Health and Safety arrangements.

April 2010

TRAINING

Training is vital and essential to a successful business, as well as there being a legal requirement, placed on the employer to train, instruct and inform. Employers must methodically and systematically assess on an on-going basis, training needs and improve performance by appropriate methods. Training includes instruction to enable employees to identify hazards, to introduce systems for controlling these identifiable hazards and the recognition of safe working practices.

Where contractors are used they shall be required to ensure all staff are appropriately trained and competent.

Specific aims should be:-

- To provide induction training for all new employees, especially young persons, or existing employees, where applicable. This would include:
 - Fire procedures applicable to the premises.
 - Location of first aid boxes and names and locations of authorised first aiders.
 - Instructions regarding any 'prohibited areas' and 'no smoking' areas.
 - Instructions regarding the use of Personal / Respiratory Protective Equipment, including details of when and where to use it.
 - Instruction relating to their specific place of work.
- To ensure employees are fully trained in the use of any work equipment they may use and for them to receive adequate safety training specific to the job to enable him / her to perform that job without risk, regarding health and safety.
- To ensure that any new equipment to be introduced is assessed for suitability and training requirements before use.
- To see that regular refresher training is provided.
- Adequate training is provided for supervision, at all levels.
- To ensure adequate supervision during periods of training.

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TRANSPORT AND EQUIPMENT

Various types of industrial equipment is used including, excavators, tractors and vehicles etc. All drivers of these machines must have received the necessary training to be authorised to operate them. Re-assessment of driver training will be undertaken at least once during a five year period.

Transport for employees is provided at the Board's discretion. No vehicle or item of property belonging to the Board may be used without specific permission.

Vehicles on Roads

Unless suitable hands free systems can be used safely, then no IDB personnel shall be permitted to use mobile phones whilst driving.

Mobile phones shall only be used when it is safe and legal to do so.

Vehicles provided for use at work will be suitable for their intended use.

Storage compartments will be installed in vehicles to enable the safe carrying and storage of IDB equipment, materials and substances.

Suitable bulkheads will be fitted in vehicles to ensure that items carried cannot cause injury to passengers.

Any hazardous substances shall be secured in such a way that they may not contaminate equipment or make contact with IDB operatives or other road users. A vapour proof barrier will be required if pesticides are to be carried.

No smoking shall be permitted in or in proximity to IDB vehicles and equipment contents.

Only IDB personnel, who hold a valid driving licence appropriate for the IDB vehicles, shall be authorised to drive IDB vehicles.

Only IDB personnel, whose licence permits the towing of trailers, shall be permitted to tow trailers.

Under no circumstances shall IDB operatives be authorised to drive IDB vehicles whilst under the influence of drugs or alcohol.

IDB operatives shall not drive at work for periods beyond that which may affect, by way of fatigue their concentration and in turn the safety of themselves or others.

IDB vehicles shall be maintained in accordance with the manufacturer's recommendations.

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IDB operatives shall make a daily inspection of their vehicle prior to use for obvious signs of damage or other mechanical failure.

IDB operatives shall report immediately to their supervisor any defects identified with their vehicle.

The Highway Code and all road traffic legislation shall be adhered to by all IDB operatives.

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VISITORS

The Board is responsible for all visitors to / on site and to ensure their safety. All Contractors to the Board are requested to co-operate with the policies created for the safety of non-employees. Visitors must report to the Boards Office Reception, where they will be directed thereon. Their contact on site should then identify any hazards which may be found on site, such as machinery, hazardous substances, noise, etc, including the procedure to take in the event of an incident.

As a general rule visitors are not allowed on site unaccompanied.

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WASTE DISPOSAL

There shall be on-premises facilities for the disposal of all waste in designated containers. A registered waste disposal firm will remove materials to an authorised landfill site or else a licensed re-cycling contractor shall be used where appropriate.

Environmental and hazardous waste shall be disposed of appropriately.

April 2010

WORKMANSHIP STANDARDS

It is a legal requirement, under the Health and Safety at Work Etc Act 1974, that all work undertaken has to be carried out in a competent and workmanlike manner to ensure the safety and health of all concerned.

April 2010

WORKING AT HEIGHT

Introduction

Employees in the course of their duties are sometimes required to work at height. The consequences of falling from height could prove to be serious therefore measures must be taken to eliminate or reduce the risks so far as is reasonably practical. Activities that necessitate working at height will have been identified in the relevant risk assessment made for the task in hand.

Control Measures

- a.) Fencing should be considered for regular tasks involving work at height. Installed fencing and hand rails should be of adequate strength and stability. Non-rigid materials must not be used. Refer to appropriate BS EN standards.
- b.) Fixed and mobile ladders should be of sound construction, maintained and properly secured as appropriate.
- c.) Ladders shall only be used where it is safe to do so and where an alternative means of access is not practicable.
- d.) In high risk situations or areas where fixed barriers are unsuitable, fall arrest systems, safety lines or harnesses may need to be considered.
- e.) Employees are to be given adequate information, instruction, training and supervision in order that they can perform a given task safely.
- f.) Areas beneath locations where work at height is being carried out are to be cordoned off and posted with appropriate safety signs.
- g.) Always avoid work at height wherever possible.
- h.) Operatives shall not be permitted on fragile roofs.
- i.) Work at height shall not be undertaken without specific authorisation following a specific risk assessment for the task to be undertaken. Generic Risk Assessments should not be used as a sole means for a safe system of work at height.
- j.) Wherever necessary suitable and appropriate access equipment shall be obtained for the task, or else competent contractors employed.
- k.) Work at height shall be carefully planned and co-ordinated.

Work at height shall wherever reasonably practicable be avoided and an alternative
April 2010

considered.

Example of activities which the IDB operatives may undertake may include; work adjacent to water courses, at pumping stations, near cloughs and other IDB structures, weed screens, changing light fittings, maintenance on tractors or excavators etc. Where any work at height is to be undertaken it shall be properly planned following a task specific risk assessment to establish effective safe working methods.

The IDB's shall endeavour to protect people (including members of the public) from falls from height with permanent edge protection such as suitable fixed guards, fences and hand rails.

For temporary work sites, appropriate 'work equipment' should be utilised to prevent a fall from occurring. Work equipment relating to the prevention of falls includes guard-rails, toe-boards and barriers.

Work equipment also includes working platforms, which are defined as any surface from which work is carried out including roofs, platforms, scaffolds (including tower scaffolds), cradles, mobile elevated working platforms, trestles, gangways, gantries and stairways.

The use of such equipment to prevent falls is known as collective, passive protection, i.e. the equipment protects more than one person at a time and generally does not need any action by the user to work properly.

This type of work equipment will be adopted by the IDB's as and when determined by risk assessment.

Safety lanyards and personal harnesses are also provided together with suitable anchorage points to prevent people falling distances where either; there is no collective protection installed or where the work activity may require a degree of reaching; thus to prevent operatives from falling over or beyond fencing for example.

April 2010

WORKPLACE TRANSPORT

Workplace transport accounts for a large proportion of work related fatalities in industry.

The IDB's operate equipment such as excavators, tractors, land rovers etc.

The risk associated with workplace transport shall be considered within Risk Assessments.

In general control measures should include;

Separation of people from the working area of self propelled machinery and vehicles such as those described above.

Pedestrian operatives must ensure that they maintain a safe distance from all workplace transport when it is in operation. Vigilance will be necessary to ensure that people do not become complacent with the movements of machines.

The IDB's shall provide operatives with high visibility clothing and operatives shall wear them when they are working as pedestrians in proximity to workplace transport or road traffic or wherever there is a risk of being struck by such vehicles.

Where machines are being manoeuvred a banksman shall be used to co-ordinate safe operations – this shall be subject to a task specific Risk Assessment.

Hand signals should be established between pedestrian operatives and drivers which are clearly understood prior to commencing work.

Should a pedestrian operative need to speak to a driver he must first attract the attention of the driver from a safe distance / position and the driver should stop the machine before the pedestrian approaches.

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ZOONOSES

Details of the hazards associated with transmittable diseases are discussed in the COSHH manual.

IACL102 HSE Agriculture health carry cards shall be issued.

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ACKNOWLEDGEMENT

Acknowledged as being received and understood

Print Name:

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April 2010