

Health, Safety and Wellbeing Policy

DANVM Drainage Commissioners
Epsom House Chase Park
Malton Way
Doncaster
South Yorkshire
DN6 7FE

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1. General statement of intent

The Danvm Drainage Commissioners (hereafter referred to as 'the Board') is committed to ensuring the health, safety and well-being of its Employees, Contractors, Administrators, Members of the Public, Board Members and anyone else who may be affected by its operations.

The Board commits to operating in accordance with the Health and Safety at Work (etc) Act 1974, the Management of Health & Safety Regulations 1999 and, all other applicable regulations and codes of practice, so far as is reasonably practicable.

The Administration/Management Team on behalf of the Board will ensure that significant risks are assessed, and suitable and sufficient measures are adopted to allow each Employee and/or Contractor (where applicable) to carry out his/her duties safely and without risk to health. Suitable tools and equipment will be provided for Employees which will be maintained and stored in a safe condition. Safe systems of work will be devised to meet regulatory requirements where documented processes and procedures may significantly bolster and support current Health and Safety Arrangements.

The Board shall strive to achieve continuous improvement in Health & Safety performance through the dissemination of safety information and incident data and subsequent lessons learned.

The Board will provide all necessary resources including time to ensure that all Health, Safety and Wellbeing matters are adequately funded. This will include providing; training, Personal Protective Equipment (PPE), suitable equipment and tooling, maintenance for this equipment, external advice where necessary and any other resource necessary to ensure the Health and Safety and Wellbeing of our Employees.

Each Employee/Contractor will be made aware of his/her responsibility for his/her own Health, Safety and Wellbeing and that of others and the fundamental requirement to fully cooperate at all times with the Board on any initiatives introduced that seek to raise or consolidate existing Health and Safety requirements and/or arrangements. All Employees/Contractors will be given the opportunity to consult with the Administration/Management Team on matters relating to Health, Safety and Wellbeing, or can appoint a representative to do so.

Where necessary the Board will arrange or provide suitable training and support for both Administration/Management Team and Employees, in particular where new work practices or equipment are introduced.

The Board will seek external advice as necessary to keep its Health & Safety Policy, working practices and equipment up to date and in accordance with current legislation.

The ultimate responsibility in all areas of Health and Safety rests with the Board. This duty is of no less importance than any of the responsibilities attached to that position.

Review of the Health, Safety Policy will be made annually. The monitoring of all issues relating to this Policy is the responsibility of the Chief Executive Officer (CEO).

Signed: Ian Benn CEO/Clerk -

Date: 20 February 2019
Ian Benn

Please note that this document is current as of Tuesday 19th February 2019. For the latest version of this uncontrolled document please consult the author

Amendment to section:	Amendment	Date	Amended by
<i>Roles and Responsibilities - Specific Safety Functions and Named Responsibilities</i>	<i>Jake Punton removed</i>	<i>04/10/2019</i>	<i>Ian Benn</i>

2. Roles and Responsibilities

Organisation and Managerial Responsibilities;

The Board is a Public Body, managed on a daily basis by JBA Consulting.

Ian Benn - is responsible for Health and Safety matters within the Board on a day to day basis, supported by the Engineer, Catchment Manager and Lead Operatives. As the competent/responsible person, he will seek external assistance where necessary to ensure that the Board meets both its statutory obligations and the objectives laid down in this Health, Safety and Wellbeing Policy.

The organisation and day to day management of the Boards Employees is delivered through the Boards Administration/Management Team and Lead Operatives who are responsible for ensuring that the Boards Health, Safety and Wellbeing Policy and associated procedures are implemented by all Board Employees.

Day to day management of the Boards operations is also delivered through the Boards Administration/Management Team who are supported by the Lead Operatives.

Employee/Contractor Responsibilities;

Each and every Employee/Contractor has a statutory duty to take reasonable care in relation to his/her own Health, Safety and Wellbeing, and that of any other person who may be affected by his/her acts or omissions.

Therefore, it shall be the duty of all Employees/Contractors whilst at work:

- To take reasonable care for the Health, Safety and Wellbeing of themselves and others, who may be affected by their acts or omissions at work.
- To co-operate with the Board to ensure compliance with all Health & Safety Policies and Procedures.
- To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health, Safety and the Environment.
- To co-operate with the Administration/Management Team when required on such things as accident prevention and all procedures with regard to Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act 1974 and the Environmental Protection Act 1990 and all associated Regulations and Approved Codes of Practice (ACOPs).
- To maintain good standards of housekeeping in Board premises and on Client premises (where applicable).
- To report any accident or incident including near-misses (whether or not personal injury results) through their line management to ensure the Boards Administration/Management Team are informed promptly.
- To report any defects in equipment without delay through their respective Line Management structure or the Boards Administration/Management Team. There should be no attempt to effect repairs that have not been authorised and for which an Employee/Contractor has not been specifically trained to undertake under any circumstances.
- To ensure that no potentially hazardous item, substance or machine is brought on to site or used without the prior knowledge and agreement of the Boards Administration/Management Team.
- To use the correct Personal Protective Equipment (PPE) as identified through the risk assessment process.
- It is a requirement of law that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored and maintained.
- To undergo any Health, Safety, Environmental and Operational Training deemed necessary by the administrators on behalf of the Board.

Staff Consultation;

If an Employee/Contractor becomes aware of any potential breaches of Health & Safety Law, or unsafe working practices, he/she must notify the Boards Administrators immediately.

If an Employee/Contractor feels that Health & Safety Procedures may be improved, for example by use of alternative equipment, he/she will be encouraged to discuss any suggestions with the Boards Administration/Management Team (see below).

Specific Safety Functions and Named Responsibilities;

Andrew Binns and Kevin Binns - Line Management Danvm Employees

Martin Spoor - Catchment Manager - Health and Safety Support and Nominated Representative

Paul Jones - Engineer - Health and Safety Support and Nominated Representative

Ian Benn - CEO/Clerk - Policy and Strategy Delivery

The Board – Policy and Strategy

3. Arrangements

This section defines the Boards arrangements and policies for dealing with its activities.

3.1 Accident Reporting & Investigation

It is the policy of the Board that all accidents, incidents and near misses are reported and recorded.

The main objective of accident, incidents, near misses reporting and investigation is to reduce incidents and prevent future accidents.

It will normally be the responsibility (though not exclusively) of the Board CEO or the Engineer/Asset Manager as Nominated Representatives to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR).

Any accident resulting in more than minor injuries or incident which might have resulted in serious injury will be investigated by the CEO through his nominated representatives. Depending upon the circumstances of the accident, the CEO or his nominated representative may seek the assistance of an external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

A study of the circumstances will help to reduce or remove the causes.

- When the reports are examined over a period of time, it can be seen whether preventative measures have been effective in reducing accidents.
- If these objectives are to be attained, investigation and reporting must be accurate, complete and consistent.
- All accidents and incidents resulting in injury to Employees and/or to any other persons or near misses on the premises or sites that the Board Employees are working on must be reported immediately. This is the responsibility of all Employees. Once an Employee has recorded the incident, they must then bring the incident record to the attention of the Asset Manager, Engineer, or CEO promptly so that they may offer assistance and guidance as needed.
- Where there is more than one person injured in the accident a separate report should be used for each person.
- All relevant questions must be completed for every accident resulting in personal injury.
- Care should be taken in completing the Accident Report Form and whoever completes this should wherever possible should ensure that the injured person reads the entries recorded on his behalf.
- Care should also be taken when stating the nature of the injury, unless a medical certificate has been submitted.

3.2 Alcohol and Controlled Drugs

It is categorically forbidden for Employees or Contractors to enter sites or places of work, to drive a vehicle, use or operate plant and equipment, to assist or supervise in it's use, (whether on or off Board business) in an unfit state due to the influence of alcohol or illegal drugs and other substances. The Board will consider strong disciplinary action (up to and including summary dismissal) for any Employee caught in the possession of illegal drugs on Board or Client property or in a Board vehicle. Any contractor suspected of drug/alcohol offences will be immediately suspended prior to investigation. Confirmation of an offence will mean the immediate cessation of all current works and the removal from the Boards approved supplier list. The offence may also be reported to the enforcing authorities. Employees or Contractors taking medicines or prescribed drugs under the direction of their G.P, Dentist, or Hospital Doctor that may affect their ability to carry out their work duties have a duty of care responsibility and must notify the Boards Administration/Management Team immediately.

3.3 Asbestos

All the Boards Pumping Station Infrastructure (where applicable) has been surveyed for Asbestos with the results documented. Samples have not indicated the immediate presence of Asbestos. However, Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care. Therefore, any site work that requires the breaking of concrete, particularly with regards to Pumping Station Infrastructure, Employees (where applicable) and Contractors will assume any suspicious material is asbestos unless there is conclusive evidence to the contrary. No drilling, breaking or cutting shall be carried out to any material suspected of containing asbestos fibres. Any suspicious material shall be reported to the Boards Administration/Management Team immediately. The Boards Policy is that it will not work on asbestos products.

In the unlikely event that Asbestos is discovered within the Boards infrastructure the HSE will be notified and the Asbestos will then be dealt with through the employment of qualified and competent Contractors.

3.4 CDM Regulations

Construction Design Management (CDM)

The Board recognises the requirements of these regulations and therefore in its role predominantly as a 'client' apply the principles of CDM 2015 to all its working practices.

'A commercial client is any individual or organisation that carries out a construction project as part of a business.'

Commercial clients have a crucial influence over how projects are run, including the management of health and safety risks. Whatever the project size, the commercial client has contractual control, appoints designers and contractors, and determines the money, time and other resources for the project.

For all projects, commercial clients must:

make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way.

These arrangements include:

- appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability*
- allowing sufficient time and resources for each stage of the project*
- making sure that any principal designer and principal contractor appointed carry out their duties in managing the project*
- making sure suitable welfare facilities are provided for the duration of the construction work*
- maintain and review the management arrangements for the duration of the project*
- provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project*
- ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins*
- ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site*

For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), commercial clients must:

notify HSE in writing with details of the project

ensure a copy of the notification is displayed in the construction site office'

<http://www.hse.gov.uk/construction/cdm/2015/commercial-clients.htm>

3.5 Communication with workers

The Board uses a variety of methods to communicate information with Employees and Contractors. As the Board employs more than two people a weekly meeting may be considered to discuss safety issues to disseminate lessons learned from accidents, incidents or near misses. This information is subject to a regular review and updates.

All Board Employees are UK residents and use English as their first language.

Should this change in the future the Board will ensure that there is adequate time to consult with Employees where language and/or literacy may be an issue so they can absorb the information and respond to the Board.

This may include;

- Use of an interpreter; this may be a trained work colleague.
- Translating information and checking that this has been done clearly and accurately by testing it with native speakers.
- Use of pictorial information and internationally understood pictorial signs where appropriate
- Where information has to be in English, use clear and simple materials, and allow more time to communicate issues.

3.6 Confined Space Working

Only Board Employees that have been trained and are competent in "Confined Space Entry" techniques, are allowed to work in confined spaces. All confined space work will be carried out in accordance with the Confined Space Regulations 1997, and the Approved code of practice for confined space entry.

No one will enter a confined space if it is possible to complete the job safely without such entry. Gas testing will be carried out on all confined spaces without exception by the competent person prior to allowing access. The competent person shall carry out any other tests and checks they deems necessary prior to allowing entry to a confined space. The competent person must satisfy the requirements of confined space working and confirm all potential risks related to confined space have been adequately controlled and that they have in place a suitable emergency plan for the evacuation of such confined spaces. In the event of the requirement of any confined space working the Boards Administration/Management Team must be notified.

Lone working in confined spaces is strictly forbidden.

Where confined space working is required safe systems of work will apply at all times.

3.7 Contractors and Sub-Contractors

All Contractors and Sub-Contractors who are working for the Board will comply with the Boards;

1. Health & Safety Policy.
2. Emergency procedures.
3. Hazard/accident reporting procedures.

All accidents and near misses need to be reported and recorded electronically.

All Contractors must be on the Boards Approved List of Contractors before commencing work.

The Boards Engineer, Asset Manager and Employees are responsible for assessing and controlling Contractors and Sub-Contractors working for or on behalf of the Board.

3.8 COSHH Assessments

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by Employees and the Administration/Management Team. An electronic register of hazardous substances shall be maintained. A copy of relevant COSHH Assessment(s) will be communicated to Employees providing instruction for safe use.

3.9 Electricity at Work

All work associated with any electrical system shall be undertaken in strict compliance with the Electricity at Work Regulations.

Only the Boards Mechanical Engineering, Instrumentation, Control and Automation (MEICA) Team or suitably competent and qualified electricians are permitted to work on the Boards infrastructure. This includes all electrical equipment and systems including changing of fuses, carrying out repairs or maintenance of electrical equipment and installation of accessories.

A Permit to Work will be required when live working or testing and must only be carried out by competent and trained persons. **Lone working is not allowed when live work takes place.**

3.10 Environmental Protection

The Board has a policy to comply with the Environmental Protection Act 1990, other associated statutory legislation and Approved Codes of Practice (ACOP). This applies to all those who are employed by the Board or who are involved in its undertakings. Employees are asked to co-operate in the operation of this policy and make a positive contribution to environmental protection by making themselves aware of the Boards Environmental Policy and complying with any control measures put in place. This may include compliance with the requirements of a Site Waste Management Plan where relevant. The policy is displayed on the Boards website.

3.11 Environmental Waste Management & Pollution Control

The Board recognises the importance of meeting its legal requirements and to manage its waste responsibly when carrying out its duties and function as a Water Level and Risk Management Authority. The Board wherever possible will seek to reduce the volume of waste sent to landfill and maximise re-use and recycling where possible.

Waste is unwanted materials, substances, equipment arising from commercial or industrial activities and includes: building and demolition materials; Substances/chemicals (toxic or otherwise); Discarded or broken utensils or equipment; Contaminated soil, materials, plant etc. This **does not** include arisings from drain maintenance.

The Boards Administration/Management Team shall identify potential waste disposal requirements of a project and make adequate provision to ensure its suitably managed disposal in accordance with The Controlled Waste Regulations 1992.

The Boards Administration/Management Team shall determine the nature of the waste for disposal and shall ensure that suitable assessment is undertaken, that appropriate safe working procedures are devised and suitable containment of waste confirmed. Where undertaking removal of waste materials or products, the Boards Administration/Management Team shall ensure that they are registered as a carrier in accordance with the Controlled Waste (The Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations 1998) Where contract carriers, are to be engaged to

remove the waste, the Boards Administration/Management Team shall confirm those appointed are suitably registered to undertake the business and shall confirm the proposed method and location of disposal.

The Board shall:

- Ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- Minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes, where it is cost effective.
- To coordinate each activity within the waste management chain.
- Promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
- Ensure the safe handling and storage of wastes on site
- Provide appropriate training for Employees, on waste management issues.
- Where the site waste is the responsibility of the principal contractor the Board will cooperate with the site rules as applicable.

3.12 Equipment Inspections & Records

Each Employee/Contractor shall carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect. In the case of Employees this will be to their immediate line manager (where applicable) or the Administration/Management Team whereas Contractors will be expected to provide evidence of their own arrangements as required. Employees will carry out periodic inspections of Board equipment and will maintain electronic records of such inspections. For the purposes of record keeping, each item of equipment shall have its own unique reference.

With regards to Board equipment, where an inspection reveals a defect, it will be the responsibility of the Employee to ensure that the equipment is not used until such time as a suitable repair (if appropriate) has been effected. If the equipment is beyond repair it must be discarded, **even if a suitable replacement is not immediately available**, and any work relying on the use of such equipment **must be suspended** until a suitable replacement is available.

3.13 External Health and Safety Consultants

The Board uses JBA Consulting to provide:

- Advice of any new safety legislation or changes in existing legislation.
- Provide general assistance to the Board to aid in the fulfilment of its obligations and duties as set out in statutes.
- Assist, where required or requested, with the initial implementation of the changes required by changes in safety legislation.

3.14 Fire Safety

Fire risk assessments will be carried out at the Boards depot and the pumping stations it currently manages. The risk assessments will consider sources of ignition, sources of fuel and any extra sources of oxygen over and above what is present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to the relevant persons together with the necessary instruction and training.

Means of Escape

In the event of fire occurring, it is vital that Employees and other persons are able to evacuate the premises.

All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Employees will not block or otherwise obstruct exits provided for emergency evacuation.

Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750mm minimum) and Employees must observe any line markers to indicate areas which must be kept clear.

Stairways in buildings must be free from any risk of fire or spread of fire e.g. unauthorised portable heater, combustible material etc.

Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

3.15 First Aid Arrangements

All Board Employees will be trained to a minimum of Appointed Person for first aid. All Employees have a responsibility for maintaining the first aid kits and taking charge after an accident, this includes calling for support in delivering first aid or ambulance if necessary. When working on site, each Employee has a duty to understand the first aid procedures and contact arrangements to be followed, and details will be shared with any Employees/Contractors required to work on site.

3.16 Guidance

The Board commits to operating to the very highest standards of Health, Safety and Quality and will therefore carry out its operations in accordance with best practice as advised by the Health & Safety Executive and also various trade bodies and associations. This best practice will be reviewed on an annual basis and adopted annually or when evidence that significant improvements can be made by adopting sooner. Guidance documents are available to Employees as required.

3.17 Hand Arm Vibration Syndrome (HAV)

Due to work activities undertaken, Board employees have little exposure to vibrating or percussive tools and equipment. However, the Board recognises that anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. Vibration White Finger (VWF) injury which is one of the more common forms of HAVS.

The Board will seek to monitor the small amount of vibration some employees are exposed too through the use of a HAVI System. The Board will ensure that all equipment is regularly reviewed and maintained strictly in accordance with manufacturers' instructions. The Board will also encourage the use of low vibration tools and limit exposure to such tools.

The Board will provide information instruction and training to its Employees on the risks of HAVS and conduct health surveillance where required.

3.18 Health & Safety Records

All records will be kept electronically in the Boards office (Epsom House), such records will include:

- Equipment Inspections
- COSHH Assessments
- Generic Risk Assessments
- Employees Training and Induction Records

In addition to the above general records, the following contract specific records will be maintained for each major contract as required.

- Essential Health and Safety Requirements
- Construction Design Management (CDM) documentation if applicable
- Contract Start-up information
- Copies of Risk Assessments
- Method Statements and Safe systems of work (where applicable).
- Accident Record Book (Electronic)

3.19 Health & Safety Training

The Board will provide training and refresher training as is necessary to ensure, so far as is reasonably practicable, the health and safety of its Employees. During Employees induction and upon any job transfer, safety training will be provided to ensure that the Employees are trained in Health & Safety matters to a level appropriate to their responsibilities.

Induction Training

Every new Employee will receive a safety induction on day one of his/her employment. The training will focus on activities related to their employment i.e. machine usage, environmental requirements and general safety. New Employees will be given instruction and safety training on the equipment they will be required to use whilst discharging their duties. A training record will be kept and maintained. Copies of training records are available for inspection upon request.

3.20 Health Surveillance

All Board Employees are encouraged to report personal health issues promptly. Any problems reported will be dealt with in a professional and confidential manner by the Boards Administration/Management Team. Should the Board have any concerns regarding the well-being of any Employee they may request a referral to a professional occupational health provider. Employees may also request referral in matters relating to work related ill health issues. The Board already monitor Employees through annual health surveillance and will pay for conducting relevant medical surveillance where appropriate.

3.21 Lone Working

Employers are expected to undertake a risk assessment before Employees are allowed to work alone. In the Health and Safety Executive (HSE) guidance document Working alone, a lone worker is defined as someone who works by themselves without close or direct supervision. Employees of the Board often work alone which includes;

- work from a fixed base, such as one person working alone from a pump station
- work away from a fixed base – for example, site workers undertaking drain maintenance;

Section 2 of the Health and Safety at Work Act 1974 places a legal responsibility on employers to:

- prepare a written health and safety policy and bring it to the attention of Employees;
- provide safe systems of work;
- provide a safe working environment for Employees; and
- provide information, instruction training and supervision (ITTS).

The Management of Health and Safety at Work Regulations 1999, made under the Health and Safety at Work Act, are more specific and explicit to employers.

To ensure that all Board Employees can work alone the Board will provide phones and/or devices so that that can be easily contacted and located. Board vehicles are fitted with tracking devices

Contractors are required to present their own lone working arrangements to ensure the safety and management of their Employees.

3.22 Machinery Maintenance

All major maintenance of Board plant and equipment is undertaken exclusively by suitably qualified 3rd parties. This maintenance includes meeting the servicing requirements of any operational equipment. Board personnel are provided training to undertake minor maintenance activities to ancillary equipment only.

3.23 Machinery Operation

All Employees/Contractors who are required to operate machinery or plant will have the appropriate training and be assessed to determine competency. Where required, the individual will hold a current license to operate such machinery or plant. It is Board policy to take disciplinary action against any person found to be operating machinery without the necessary competence.

3.24 Manual Handling Assessments

Employees will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment by the general risk assessment. Where practical, manual handling should be avoided by utilising mechanical means to minimise the risks arising from manual handling.

Manual handling assessments will consider the load to be handled, e.g. tools, equipment, materials etc. its size and weight, the individual, the task and the environment in which the task takes place.

The assessment will also consider the possibility of kinetic lifting techniques to assist the movement of an object and to minimise the risks arising from manual handling.

3.25 Mental Health and Wellbeing

The Board recognises its duty of care to anyone who may be affected or is involved in the delivery of its function. It will therefore take all steps which are reasonably possible to ensure their mental health, safety and wellbeing.

Dealing with problems related to Mental Health and Wellbeing (MHW) in the workplace provide unique challenges for the Boards management. It is an area that requires careful attention and professional support. The Board recognises its duty of care to

Developing an understanding of employee needs, providing health care and support when required, help staff remain effective in the work environment.

Recognising that an employee's personal circumstances can drastically affect their workplace performance, personal health, self-esteem and how they treat others is the first step toward active health care.

This is a complex area of people management especially as individuals can be incredibly diverse in views on items such as politics, religion, etc. It is therefore vital that middle management receive support and training and are able to present a neutral view on items that an employee feels strongly about. The Board will provide health and welfare information, instruction, training and supportive supervision to help cement solid foundations to build upon by seeking to;

1. Identify and tackle root causes of ill health,
2. build a more robust framework to promote good mental health,
3. strengthen the capability of line managers and
4. take an holistic approach to managing mental health and wellbeing in the workplace.

5. Ensure there is no place for bullying and harassment at any level to anyone.

3.26 Method Statements (Safe Operating Procedures)

Work Instructions (Method Statements) will be developed with input from Employees for the Boards operations where it identified that to carry out a task safely, a consistent guidance note should be published. Information from the risk assessments will be used to formulate these documents which will be used in training and disseminated to Employees as appropriate. Work instructions will be reviewed and updated either periodically or when something significant changes or an accident or near miss occurs.

3.27 Noise

Regular exposure to high noise levels can cause deafness and tinnitus. Noise assessments will be carried out whenever it is suspected that noise levels may be above 80db(a), and hearing protection will be provided for all operatives likely to be affected. Information and advice to use hearing protection will be issued.

Where noise levels are at 85db (a) or above, where possible, the Board will take measures to reduce the exposure of noise to its Employees by means other than hearing protection. The wearing of suitable hearing protection shall also be enforced.

3.28 PAT Testing

All portable electrical appliances will be tested in accordance with the regulations, at the recommended intervals, 'as may be necessary to prevent danger'. It is the collective responsibility of Employees and the Administration/Management Team to ensure that all equipment utilised is suitable for the task, including any provided that may be hired.

Each Employee must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to the Administration/Management Team.

3.29 Personal Protective Equipment

The need for Personal Protective Equipment (PPE) will be determined through Risk Assessment and will be provided by the Board to its Employees free of charge. As a minimum this will include Safety Boots, Wellingtons, Coverall/Overalls, Hi-Vis Jackets, Vest, Hard Hat and Ear Defenders and Safety Glasses. The relevant PPE must be worn at all times whilst carrying out work and in compliance with any mandatory requirements of specific sites. Details for the requirement of specialist PPE will be made available to Competent Employees relevant to the works for example Confined Space Working where Breathing Apparatus maybe required. All Contractors are expected to furnish their Employees with suitable and sufficient PPE.

No Employee/Contractor will be permitted to start work without the correct PPE and the necessary information, instruction and training to enable him to utilise specialist equipment correctly thus minimising risks to Safety and Health as far as Reasonably Practicable. Any Employee found to be persistently breaching PPE rules will be subject to the Boards disciplinary procedures. Any Contractor breaching PPE requirements especially with regards to specialist services for example such as Confined Space Work will be rejected from site and removed from the Boards Approved Supplier List with immediate effect.

3.30 Purchase Policy

The Health and Safety at Work Act 1974 imposes duties upon the Board and those providing goods and services to the Board. Health & Safety legislation affects purchasing decisions including the use of Sub-Contractors or out-sourced activities. This also includes the purchase of new or hired equipment, maintenance services and goods; but is not limited to such legislation as The Supply of Machinery (Safety) Regulations (amended in 2011). The Provision and Use of Work Equipment

Regulations (PUWER) 1998 and The Control of Substances Hazardous to Health Regulations. When purchasing or hiring machinery/equipment the Board will make sure it has all the relevant information and instructions on how it works, including the appropriate safety features and certifications of compliance. All suppliers of services will be competent and trained. All users of the equipment will receive suitable training and instruction before being allowed to use equipment. The equipment must be safe, meet all relevant UK and EU supply Directives and be CE marked; it will be maintained in line with current legal requirements, and manufactures/suppliers' guidance or ACOPS ruling at the time of use.

3.31 Risk Assessments

In the first instance the Employee will prepare a generic risk assessment for the task at hand covering the common risks encountered to undertake that task. If necessary, external assistance will be sought to carry out these generic risk assessments from the Boards Administration/Management Team. The significant findings of all risk assessments are documented relayed to all Employees.

The Employee with support from the Administration/Management Team as required will carry out site specific risk assessment for any new site from which the Boards Employees/Contractors are obliged to work. Such assessments will consider the Health, Safety and Welfare of Employee/Contractors and the potential for interaction with Members of the Public on site. For example, if the Board is aware of possible interaction with Members of the Public on site due to works being undertaken near a Public Footpath or Bridleway the Employee would therefore pay particular attention to ensuring that appropriate signage is displayed and employ a Banksperson to monitor the movement of anyone near the site.

All Risk Assessments are documented and can be made available to all interested parties upon request. Employees should be au-fait with risk assessments for the work they carry out.

3.32 Safety Audits and Monitoring

At regular intervals the Boards Administration/Management Team working with the Board Employees (where applicable) will carry out a Health & Safety Audit. The Audit will consider the effectiveness of the Welfare Facilities; Emergency Procedures, Safe Methods of Work etc identified at the outset, and will identify any corrective action required. Where the Boards Administration/Management Team considers it necessary in order to maintain the desired level of Health & Safety, they may seek the assistance of an external Health & Safety Advisor or specialist in carrying out audits and identifying corrective actions.

3.33 Serious or Imminent Danger

These procedures are in line with Regulation 8 of the Management of Health & Safety at Work Regulations 1999.

It is a policy of the Board that no Employee or Contractor will be made to work in dangerous conditions without due regard to health and safety and all Employees should be aware that there are regulations and procedures regarding serious or imminent danger.

Employees are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without adequate controls, safety procedures, training and personal protective equipment being in place to minimise that risk.

The Board authorises any Employee to remove himself/herself to a relative place of safety when he/she has reason to believe he/she is at serious risk or in imminent danger. Work will not resume in that area until the risk has been minimised.

Some emergency events can occur and develop rapidly, thus requiring Employees to act without waiting for further guidance, for example, in a fire or flood. Employees must, on arrival at new sites (where applicable), make themselves familiar with the emergency procedures, escape routes and location of fire-fighting equipment etc. prior to starting work.

Under no circumstances will work activities take priority over safety considerations.

3.34 Transport & Company Vehicle Safety

It is the policy of the Board to only employ drivers who are competent.

A person may only operate Board vehicles if he or she;

1. Has held a full UK license for a minimum of 2 years
2. Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
3. Holds the correct license for the type of vehicle being operated
4. Has been suitably trained and holds a current certificate of competence to operate that vehicle

Drivers/operators must inform the Board immediately of any circumstances that may lead a driver to being unfit for driving and/or operational duties.

Drivers must inform the Administration/Management Team immediately they become aware of any pending prosecution for any driving offence.

3.35 Welfare

In most situations Board Employees will be able to use toilet/washing facilities within the Board's premises. Where this is not practicable due to work location, temporary facilities will be provided if 'partner' or public facilities are also not feasible.

It is the responsibility of individual Contractors to ascertain their welfare requirements and arrangements prior to the commencement of any contract and to clearly establish the location and provision of suitable temporary facilities.

3.36 Working at Height

It is the policy of the Board to comply with the Work at Height Regulations 2005. Work at height will be avoided wherever possible, by seeking to use current technology such as HD Cameras fixed to carbon poles or the use of UAV/Drones. Where work at height cannot be avoided; the Employee is responsible for carrying out a risk assessment and selecting appropriate work equipment to access height and ensuring the appropriate safety measures to prevent falls are implemented. Employees are required to consult the Administration/Management Team when any activity involves working at height.

Only trained and competent Employees will be allowed to work at height and apprentices (if applicable) will be closely supervised.

Where the risk of a fall cannot be eliminated the Board will put in place measures and equipment to minimise the distance and consequences of a fall should one occur.

All Employees have a duty of care not to place themselves or others in danger by encouraging or participating in unsafe working practices especially working at height.

3.37 Young Workers

Risk Assessments must be carried out in compliance with The Management of Health & Safety at Work Regulations 1999 and the Health & Safety (Young Persons) Regulations 1997. In line with the Health & Safety (Young Persons) Regulations 1997, young persons are defined as those full or part-time Employees under the age of 18 years. This includes young persons on job experience working for the Board. **NOTE:** *The Board also extends its duty of care in this area to Employees of up to 21 years of*

age as it is unlikely that young persons at 21 will have received much practical experience especially if they have attended College or a University full time.

There are also special provisions for young people in the Working Time Regulations 1998 concerning limits of hours of work, rest from work and annual holidays.

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. The Boards Administration/Management Team will therefore:

- Assess risks to young workers
- Take into account their inexperience, lack of awareness and immaturity
- Prohibit certain activities where higher risks are identified
- Not allow the young person to operate any machinery or equipment without proper supervision and training
- Provide training to ensure competence before allowing any unsupervised activity to be undertaken
- Provide suitable supervision at all times
- Not employ any person under the age of 18 years for any paid or non-paid employment

Approved by Danvm DC Finance & Policy Committee

At its meeting of 29 March 2019