



Health, Safety and Wellbeing Policy

Swale & Ure Drainage Board

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Swale & Ure Drainage Board

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1. General Statement of Intent

The Swale and Ure Drainage Board (hereafter referred to as 'the Board') is committed to ensuring the health, safety and wellbeing 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 & 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 & Safety Arrangements.

The Board shall strive to achieve continuous improvement in Health & Safety performance.¹

The Board will provide all necessary resources including time to ensure that all Health & Safety matters are adequately funded. This includes, training, personal protective equipment, adequate equipment/tools, maintenance for this equipment, external advice where necessary and any other resource necessary to ensure Health & Safety.

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 & 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.

Ultimate responsibility in all areas of Health & 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 and Wellbeing Policy will be made annually. The monitoring of all issues relating to this Policy is the responsibility of the Chief Executive Officer (CEO).

CEO to the Board

Ian Thornton

¹ Because the Board has no direct Employees, all references in this policy to Employees can be taken as: references to Employees of JBA Consulting. References to 'the Board' ensuring that procedures are in place shall normally rely on JBA Consulting although making that arrangement does not remove the Board's overall responsibility.

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2. Roles and Managerial Responsibilities

Organisation and Managerial Responsibilities;

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

The Chief Executive has overall responsibility for Health & Safety matters but may delegate day to day issues as required. As the 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 Policy.

Day to day management of the Board's operations is the responsibility of the Boards Engineer who will report to the CEO immediately any concerns regarding safety issues within the Board's District.

Employee/Contractor Responsibilities;

Every Officer and/or 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 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 at all times.
- To report any accident or incident including near-misses (whether or not personal injury results) to the Board's Officers.
- To report any defects in equipment without delay through their respective Line Management structure or the Board's 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.
- To ensure that no potentially hazardous item, substance or machine is brought onto site or used without the prior knowledge and authority of their immediate Supervisor.
- To use and if applicable wear any item of Personal Protective Equipment. 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 Board.

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Employees Consultation;

If an Officer / Contractor becomes aware of any potential breaches of Health & Safety law, or unsafe working practices he/she must notify the Engineer or CEO immediately.

If an Officer / 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 management.

Safety Functions & Responsible Persons

Policy and Strategy	The Board
Policy and Strategy Delivery	Boards Engineer
Cooperate with all essential Health & Safety requirements	Officers and Contractors
Health & Safety support	JBA Consulting

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3. Arrangements

This section defines the Board's arrangements and policies for dealing with its activities.

3.1 Accident Reporting and Investigation

It is the policy of the Board that **all** accidents, incidents and near misses are reported and recorded as required by law and regulation.

Any accident resulting in more than minor injuries or incident which might have resulted in serious injury will be investigated/reported by the CEO² 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.

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 its use, (whether on or off Board business) in an unfit state due to the influence of alcohol or illegal drugs and other substances. Severe disciplinary action will be taken if an Employee or Contractor is caught in the possession of illegal drugs on Board or Client property or in Board vehicles. Employees 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 their immediate Manager.

This Section applies to all Board Contractors

3.3 Asbestos

It is not envisaged that any employee or contractor shall come into contact with asbestos whilst undertaking duties or requirements relating to their function. Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care. Should the presence of Asbestos Containing Materials (ACMs) be suspected during the undertakings of any employee or contractor they will be reported to the CEO immediately who will seek advice and support forthwith.

3.4 CDM Regulations

Construction Design Management (CDM) Regulations 2015

The Board recognises the requirements of these Regulations and in its role predominantly as a 'Client' makes every endeavour to comply.

3.5 Communication with Workers

² It will normally be the responsibility (though not exclusively) of the Board's CEO or the Engineer/Asset Manager in respect of any accident or occurrence for which notification is required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR).

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The Board uses a variety of methods to communicate information with Employees and Sub-Contractors. Where required, meetings are held with Employees to discuss safety issues and disseminate lessons learned from accidents, incidents or near misses. Information is also passed to Employees through notices via email. Where required, previous information is subject to 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 issues so they can absorb the information and question any item to which they need further clarification or guidance.

3.6 Confined Space Working

Whereas it is highly unlikely employees or contractors will need to work in confined spaces the Board would ensure Only persons that have been trained and are competent in "Confined Space Entry" techniques would be allowed to work in confined spaces. Any confined space work would be carried out in accordance with the Confined Space Regulations 1997, and the Approved Code of Practice (ACOP) for confined space entry.

3.7 Contractors and Sub-Contractors

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

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

(Unless the Contractor's own policy and procedures are more stringent)

Contractors are wholly responsible for supplying competent Employees to undertake the work they have been contracted for. Failure to comply with this requirement compromises the Board's ability to fulfil its function safely and may lead to the immediate termination of a contract without any scope for compensation as well as the Contractor being removed from the Board's approved supplier list.

- All accidents and near misses need to be reported and recorded.
- The Board's Health & Safety Policy Statement can be found on the Board's website.
- All Contractors must be on the Board's approved list of Contractors before commencing work.
- The Board's Engineer, is responsible for assessing and controlling Contractors and Sub-Contractors
- working for or on behalf of the Board.

3.8 COSHH Assessments

In the undertaking of its duties, any materials and/or substances the Board seek to use, which may be hazardous to health, must be subject to a formal COSHH Assessment carried out by the Competent Person or his nominated representative. An electronic register of hazardous substances shall be kept containing all relevant Manufacturers Safety Data Sheets. A copy of relevant COSHH Assessment(s) will be communicated to the operative(s) providing instruction for safe use if applicable.

3.9 Display Screen Equipment

Working with Display Screen Equipment (DSE) is recognised as being a major cause of injury and ill health. The Board will carry out Risk Assessments and provide information, instruction and training to its entire DSE user Employees. Employees must carry out the recommendations of the Risk

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Assessment and must report instances of injury or ill health suspected of being caused by DSE work to the person responsible for Health & Safety at their earliest convenience.

3.10 Electricity at Work

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

Only suitably competent and qualified electricians are permitted to work on the Board's 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.

3.11 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 Board's 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 Board's website.

3.12 Environmental Waste Management and 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:

Arisings from drain maintenance, building and demolition materials; Substances/chemicals (toxic or otherwise); Discarded or broken utensils or equipment; Contaminated soil, materials, plant etc.

The Board's Maintenance Contract identifies "exceptional arisings" as waste for disposal off site. Where undertaking removal of waste materials or products, the Engineer or Asset Manager shall ensure that the Contractor is 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 Engineer or Asset Manager shall confirm those appointed are suitably registered to undertake the business and shall confirm the proposed method and location of disposal.

The Board's Contractors 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.

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- 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.

3.13 Equipment Inspections and Records

Contractors should carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect within their systems. Contractors will be expected to provide evidence of their arrangements as required. The Boards Engineer will review electronic records of contractor equipment following the failure or breakdown of equipment. For the purposes of record keeping, each item of equipment should have its own unique reference marking. Markings should be maintained so that they are always clearly discernible. It is a Board requirement that a Contractors name and contact number is clearly visible on its equipment whilst undertaking works on behalf of the Board.

Contractors should be able to readily provide details and certificates of any equipment that needs to be calibrated for its safe or effective operation.

3.14 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.

3.15 Fire Safety

In the event of a fire in the Board's Pumping Station, the Engineer is the Responsible Person (RP). Alternatively, in his absence a hierarchy of responsibilities will be first to the Asset Manager and secondly to the CEO.

When working in the drainage district the Asset Manager is to ensure that all Fire Safety Procedures are implemented if they happen to be required or apply and are communicated to both Employees and Contractors.

Means of Escape (Board defined or named offices)

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 stored within 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.

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3.16 First Aid Arrangements

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, Contractors are expected to provide their own first aid arrangements and should be able to produce details of training and support given to their employees.

3.17 Guidance

The Board commits to operating to the very highest standards of Health, Safety Quality, and Environmental 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.

3.18 Health and Safety Records

All records will be kept electronically in the Board's offices and made available to authorised personnel as required. 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 & 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

3.19 Health and Safety Training

The Board will provide training and refresher training as is necessary to ensure, so far as is reasonably practicable, the Health & 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 consist of fire safety, arrangements for first aid, manual handling, electrical safety, machine usage, and display screen equipment use (where necessary), environmental and general safety. New Employees will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties. This may require attending training undertaken by 3rd parties. All training records will be kept and maintained in our online system. Copies of training records are available for inspection upon request.

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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 Senior Management. Should the Board have any concerns regarding the wellbeing of any Employee they may request a referral to a professional occupational health provider. and or on request of an Employee in matters relating to work related ill health issues. The Board will monitor officers through annual health surveillance and will pay for conducting relevant medical surveillance where appropriate.

3.21 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 Board's 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 Employees 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.

3.22 Lone Working

Employers are expected to undertake a Risk Assessment before Employees are allowed to work alone. In the Health & 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 in an office
- work away from a fixed base – for example, site workers undertaking drain maintenance;

The law and lone working

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

- prepare a written Health & 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.

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

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To ensure that all Board Employees can work alone (other than caveats noted elsewhere in this document) the Board will provide specialist phones and/or devices so that they can be easily contacted and located. All Board machinery is also fitted with vehicle tracking devices.

Contractors are required to present their own lone working arrangements to ensure the safety and management of their Employees. However, Contractors must ensure that their Employees specifically do not enter into confined spaces, work on live panels or electrical components or work at height.

3.23 Machinery Operation

The Board requires that any Contractors who 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. Contractors must ensure that their Employees are suitably qualified.

3.24 Machinery Maintenance

The Board do not at present own any mobile machinery.

Contractors should be able to provide their own arrangements (available on request) on how they manage and maintain their own equipment.

Contractor plant and equipment must be suitably maintained and fitted with Prolec Height restrictors (or similar) and wire watchers for any works underneath overhead power lines. Tractor and flail combinations that are used for hedge cutting must be appropriately guarded as noted in the relevant HSE guidance note; Safe use of rotary flail hedge cutters - Agriculture Information Sheet No 21 (Revision 1).

3.25 Manual Handling Assessments

The Board's Administrators 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.

3.26 Work Instructions / Method Statements

Work Instructions (Method Statements) will be developed with input from Employees for the Board's 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 Employees likely to be affected. Information and advice to use hearing protection will be given.

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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 will be the responsibility of the Engineer or Asset Manager to ensure that all equipment provided is suitable for the task, including any provided that may be hired.

Each Employee / Contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to his/her Line Manager.

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 free of charge to its Employees. The relevant PPE must be worn at all times whilst carrying out work and in compliance with any mandatory requirements of specific sites. Details of the correct PPE will be made available to Employees within the Risk Assessments and Method Statements (if required) relevant to the works. No Employee/Contractor will be permitted to start work without the correct PPE and the necessary information, instruction and training to enable them to utilise the equipment correctly and without risks to safety and health. This will be the responsibility of the Engineer for Employees with Contractors taking responsibility on sites under their control. Persons found to be persistently breaching PPE rules will be subject to disciplinary procedures which may include ejection from site.

3.30 Purchase Policy

The Health & 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

The Risk Assessment is seen as the key Health & Safety document. It is vital that these capture hazards, who may be harmed and how. The Board have in place a number of generic Risk Assessments covering the common risks encountered in the Board's normal undertakings. The significant findings of the Risk Assessments will be relayed to all Employees and Contractors.

The Management Team or Designated Person required will carry out site specific Risk Assessments on any new site which the Board's officers / Contractors are obliged to work. Such assessments will consider the Health & Safety of officers / Contractors and the public on site.

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Contractors will be expected to have compiled their own Risk Assessments which may need to be bolstered by method statements or safe systems of work to ensure hazards are suitably mitigated.

3.32 Safety Audits and Monitoring

The Board will ensure that an annual Health & Safety Audit is carried out. 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 CEO considers it necessary in order to maintain the desired level of Health & Safety, he may seek the assistance of an external Health & Safety Advisor in carrying out Audits and identifying corrective actions. This section of the policy will be reviewed as required and especially following an incident or near miss where subsequent investigation highlights shortcomings in current arrangements.

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 & Safety and all Employees should be aware that there are regulations and procedures regarding serious or imminent danger.

Management, Employees and Contractors 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 sufficiently to allow the works to be undertaken safely.

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, 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 and Company Vehicle Safety

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

Driver approval and competence

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

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

Drivers/Operators must inform the Administration/Management Team 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.

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All drivers will be asked to present their driving licenses annually to the office where these will be checked electronically through DVLA. All Contractors will be made aware of this section of the Board's Health & Safety Policy and the requirement to comply in offering only Competent Personnel to deliver any service.

3.35 Welfare

It is the responsibility of the Contractor to establish adequate welfare facilities or the location of suitable temporary or public facilities.

Portable facilities will need to be considered on a case by case basis and as far as is reasonably practicable.

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. Where work at height cannot be avoided a Risk Assessment including the selection of appropriate work equipment to access height whilst ensuring the appropriate safety measures to prevent falls are implemented will be produced.

- only trained and competent Employees will be allowed to work at height.
- where the risk of a fall cannot be eliminated measures will be put in place measures (specialist 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.

Lone working at height is strictly prohibited for any Employee or Contractor.

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. The Regulations define Young Persons as those full or part-time Employees under the age of 18 years. This includes Young Persons on job/work experience working for the Board.

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.

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 university full time.

Young Persons are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. The responsible person will therefore:

- assess risks to Young Persons
- take into account their inexperience, lack of awareness and immaturity
- prohibit certain activities where higher risks are identified
- not allow a 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

Swale & Ure Drainage Board

Health, Safety and Wellbeing Policy – August 2023

Sign Off Sheet

I have read and understood the contents of this Safety Policy.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Safety Policy and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date[illegible]