



Scope

This Health and Safety Manual defines the Health and Safety Policy, the organisation and the arrangements made by:

Attleborough Town Council
Town Hall Square
Attleborough
NR17 2AF

at its sites as required by Section 2(3) of the Health and Safety at Work etc Act 1974.

HEALTH & SAFETY POLICY
CONTENTS

Introduction

Section 1: Health and Safety Policy Statement

Section 2: The Town Council's Organisation and
Responsibilities

Section 3: Arrangements for Health and Safety

Section 4: Appendices

Section 5: Town Council Health and Safety Procedures

Section 6: Town Council Health and Safety Forms

INTRODUCTION

This Town Council Policy Statement on Health and Safety, of Attleborough Town Council, is issued in accordance with Section 2(3) of the Health and Safety at Work Act 1974.

The prevention of accidents and ill health is one of the most important functions of the Chief Executive Officer of the Council, Managers, Senior Groundsman and employees because:

We do not want any employee or other person to suffer as a result of our work.
We intend to comply with all health and safety legislation.
We recognise that accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the Town Council and demonstrate a lack of efficient management.

This document has, therefore, been prepared to define the way that this Town Council intends to manage health and safety and to meet the requirements of Section 2 (3) of the Health and Safety at Work Act 1974 which requires an Employer to prepare a statement of general policy with respect to the health and safety of employees and the organisation and arrangements set up to carry out the policy.

It has been drawn up taking into account the general duties of the Health and Safety at Work Act 1974 which are simply summarised as follows: (Note that this is not a legal interpretation of the Act).

The Employer must ensure, in so far as is reasonably practicable, the health and safety at work of his employees by providing:

- A safe system of work
- Safe plant and equipment
- Safe means of handling, transporting, etc articles and substances
- Adequate training, instruction, information and supervision
- A safe place of work with safe access to and egress from the place of work
- A safe and healthy environment
- Adequate welfare facilities
- Arrangements for joint consultation where Safety representatives have been appointed

The Employer must also ensure that the way his work is carried out does not, so far as is reasonably practicable, affect the health and safety of persons other than his employees e.g. other contractors, visitors, public.

If the Employer controls a site or premises where other persons are required to work he must ensure, so far as is reasonably practicable, that the site or premises, or anything on the site or premises does not present a risk to their health and safety.

Persons who manufacture, supply etc. any articles and substances for use at work, or erect or install any plant or equipment, have duties to ensure the health and safety of those who will use etc the article or substance etc.

Employees must look after their own health and safety and ensure that they do not endanger others. They must also co-operate with the Employer to assist in meeting the statutory requirement.

No person must recklessly or wilfully interfere with anything provided for health and safety.

Failure to comply with these duties or to breach any of the specific regulations for Health and Safety can lead to prohibition or improvement notices which will interfere with the progress of work and prosecution of the Town Council and employees with fines and possible imprisonment for certain offences.

Note that the arrangements refer to appropriate legislation and guidance which must be applied to our work. Further information and advice on these requirements is available from the ~~Chief Executive Officer~~ Clerk to the Council.

1. HEALTH AND SAFETY POLICY STATEMENT

Attleborough Town Council will provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Adequate provisions for health and safety are essential to working life and the prevention of injury and losses are not only vital to the Town Council's efficiency and success, but also in the best interest of all our employees and their families.

We therefore, aim to:

- a. Ensure that all employees are fully aware, through training, of their own individual responsibilities for safety and of the safety rules and procedures which are relevant to their own jobs. To this end this document will be available to all employees and all amendments will be notified to all employees on issue.
- b. Maintain necessary and up to date knowledge and information and developments concerned with safety and health at work.
- c. Ensure that legal requirements are met.
- d. Ensure new methods, machinery and procedures are examined to identify possible hazards so that protective measures may be taken.

We cannot stress too much the importance of co-operation from the workforce and the need for good communications at all levels in the Town Council.

Maintain necessary, up to date knowledge, information and developments concerned with safety and health at work including continually looking to improve.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in this document. Neglect of health and safety requirements will be regarded as seriously as any other disciplinary offence.

The policy will be kept up to date, particularly as the Town Council changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed, when necessary and at least yearly.

Signed:

~~Chief Executive Officer~~ Clerk to of the Council
~~Gina Lopes~~

Dated: 13th May 2019

Formatted: Normal, Indent: First line: 0 cm, Don't hyphenate

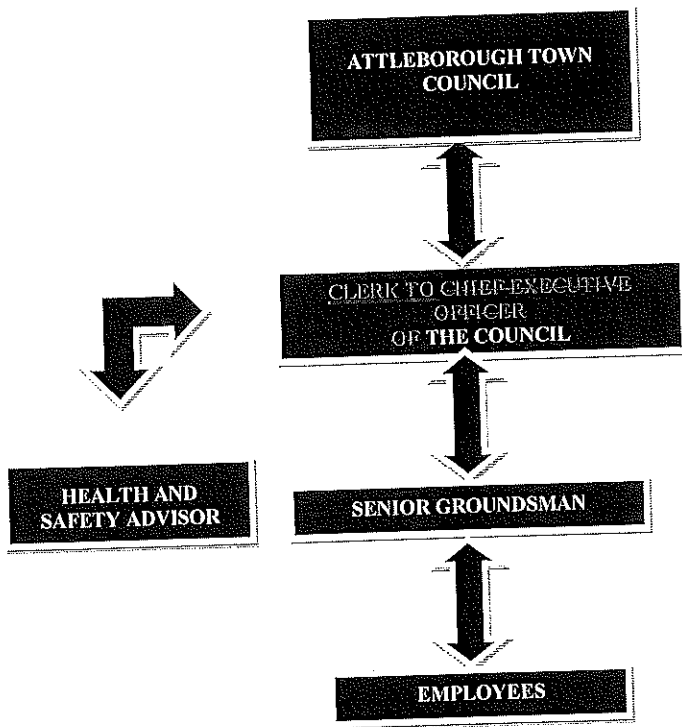
SECTION 2

The Town Council's Organisation & Responsibilities For Health and Safety

- 2.0 Organisation Chart for Health and Safety Management
- 2.1 Attenborough Town Council
- 2.2 Chief Executive Officer of the Council
- 2.3 Senior Groundsman
- 2.4 The Employees
- 2.5 Health and Safety Advisor
- 2.6 Management Review
- 2.7 Consultation with Employees
- 2.8 Safety Meetings
- 2.9 Constitution

2. THE TOWN COUNCIL'S ORGANISATION & RESPONSIBILITIES FOR HEALTH AND SAFETY

2.0 Organisational Chart for Health and Safety Management



ATTLEBOROUGH TOWN COUNCILS' ORGANISATION FOR DEALING WITH HEALTH AND SAFETY

2.1 The Town Council

The Town Council has overall and final responsibility for Health and Safety.

The Council is responsible for:

- a) Ensuring the formulation of the Council's Health, Safety and Environmental Policy and a Management System to enable the Council to manage Health and Safety.
- b) Assist in reviewing the Town Councils Safety Policy and Town Council at regular intervals.
- c) Ensuring contact is maintained with outside consultative bodies and the Town Council's arrangements for health and safety are properly laid down.
- d) Keeping informed of all changes in legislation, statutory regulations or codes of practice likely to affect the Town Council and to indicate how these changes are to be implemented and monitored throughout the Town Council.
- e) Ensuring that all relevant information concerning safety and accidents within the Town Council is circulated to the relevant employees and that any recommendations are appropriately considered.
- f) Ensuring adequate financial resources are provided so the Town Council can meet its statutory obligations.
- g) Setting a personal example at all times.
- h) To be proactive upon the advice and recommendations provided by the Town Council's Health and Safety Advisor or the Chief Executive Officer.

The Town Council is also responsible for ensuring that all machinery, plant, equipment and materials purchased comply with all legal requirements. The Council must be advised if problems exist or will arise in meeting legal requirements.

2.2 The ~~Chief Executive Officer of Clerk to the Town Council, Gina Lopes~~

The ~~Chief Executive Officer of Clerk to the~~ Council must ensure that all Safety and other related documentation is maintained, up to date and in an orderly manner, that all major injuries, notifiable accidents and dangerous occurrences are recorded and reported in accordance with legal requirements to the enforcing Authorities.

The ~~Chief Executive Officer of Clerk to the Council the Town Council's~~ responsibilities are amplified below:

- a) Responsible for industrial Health and Safety within the Town Council and the implementation of the Policy and that all documentation is readily available.
- b) Ensure that there is an effective policy for industrial Health and Safety within the Company.
- c) Should evaluate all risks in the Town Council relating to accidents at work, health risks at work, loss or damage to Town Council property and risks to the public through Town Council activity.
- d) Ensure the periodical inspection, maintenance and testing of plant and machinery, including the inspection and checking of new machinery before commissioning.
- e) Ensure the Town Council has compiled the relevant Risk and COSHH Assessments, ensuring that the findings are brought to the attention of relevant personnel.
- f) Ensure that all working areas are laid out, to ensure safety of staff as well as any visitors. Adequate welfare facilities are in place, including supplies of protective clothing readily available and they are worn.
- g) All insurance liability and losses are periodically assessed including adverse trends and arrange for all necessary insurances.
- h) Ensure that adequate finances are available to sustain a proactive Health and Safety Programme.
- i) Regularly review the Health and Safety Policy, at least annually with the assistance of the Health and Safety Advisor, or when the Town Council's activities change, and to comply with new legislation.
- j) Ensure that the Town Council has in place procedures; also all employees receive adequate induction training, continuous training and specific job training.
- k) Monitor and review all procedural documentation to prove its effectiveness, i.e. maintenance programmes, statutory inspections, asbestos registers, written work procedures, operational procedures, COSHH and Risk Assessments.

2.2 ~~The Chief Executive Officer of the Clerk to the Council Town Council, Gina Lopes (cont.)~~

Formatted: Font: Bold

- l) Ensure all visitors are given the Health and Safety rules relevant to their visit.
- m) Ensure that responsibilities are properly assigned, accepted at all times and personnel are adequately supervised.
- n) Advise the Town Council of any amendments or changes in the law and discipline any persons not complying with Town Council polices or procedures.
- o) Ensure that mandatory requirements appertaining to the Town Council's activities are complied with, act upon any beneficial recommendations brought to her attention by an employee, or where the Risk Assessments identifies necessary changes required to improve work practices.
- p) Draw up and implement safe systems of work and the provision and use of appropriate protective equipment.
- q) Ensure that fire awareness training is carried out and emergency procedures are in place.
- r) Review the Town Council's accident and near miss statistics to identify improvements to allow continued improvement.
- s) Liaise closely with the Enforcing Authority and Health and Safety Advisor, as well as, appraise and correct the Town Council's safety performance.
- t) Arrange, attend and supply material for the safety meetings.
- u) Set an example by wearing the appropriate Personal Protective Equipment.
- v) Ensure all Contractors who carry out work for the Town Council are aware of their responsibilities and they are monitored.

2.3 The Senior Groundsman

The Health and Safety responsibilities of the Senior Groundsman are amplified below:

- a) Fully familiarise themselves with the Town Council Health and Safety Policy, Risk and COSHH Assessments etc.
- b) Ensure that personnel they are responsible for are supervised and have received suitable training.
- c) Ensure that all employees, who are in his control, know what to do in the event of fire and to know the location of, and how to use fire equipment where necessary.
- d) Report all accidents or near misses and assist when requested to do so in their investigation.
- e) Maintain a good system of housekeeping within the area of their control, ensuring that all means of escape in case of fire and other safety equipment is kept free from any obstruction.
- f) Ensure that all safety rules are observed and that protective equipment is worn or used where appropriate.
- g) Carry out inspections on equipment and report any defect and if in his authority he will ensure that the relevant repairs are carried out.
- h) Ensure that all personnel under their control know the whereabouts of first aid facilities and of the nearest person trained in first aid.
- i) Ensure that all safety devices are always fitted, properly adjusted, maintained and used.
- j) Immediately report to management any hazardous conditions and promote safe working practices among Town Council personnel.
- k) Consider promptly any representation about Health and Safety from personnel under their control.
- l) Assist in compiling Risk Assessments, and ensure that the employees are informed of the findings.

2.4 The Employees

The responsibilities of the employees are listed below:

- a) Take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- b) With regard to any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate so far as is necessary to enable that duty or requirement to be performed or complied with.
- c) Be familiar with and conform to the Town Council's Health and Safety Policy, Procedures, follow the requirements of the Risk Assessments and Town Council rules at all times.
- d) Report to management any illness, medical condition or prescribed drugs which may affect their ability to work safely, so the Town Council can take the necessary steps to ensure their safety or anyone else's.
- e) Use/wear appropriate personal safety clothing and equipment for the task in hand, ensure it is inspected prior to use, report any damage or defects and obtain replacements.
- f) Conform to all instruction given by the Chief Executive Officer of the Town Council or the Senior Groundsman in the interest of Health and Safety at work.
- g) Report all accidents however minor immediately to management, so this can be entered into the accident book.
- h) Report all hazards and hazardous situations to the Chief Executive Officer of the Town Council or the Senior Groundsman and do not use any damaged or defective equipment.
- i) In the interest of Health and Safety, employees should make any beneficial recommendations to the Chief Executive Officer of the Town Council or the Senior Groundsman.
- j) Every employee must be aware of the correct emergency action to be taken in the event of a fire.
- k) Always store materials and equipment safely and do not block fire exits or walkways.
- l) Obey all rules and procedures when visiting client's sites.
- m) Shall not be under the influence of alcohol or any drugs and will refrain from any horseplay.
- n) Use any equipment or carry out a task in accordance with any instructions or training given.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare in pursuance of any of the relevant statutory provisions. Works safety rules and safety equipment has been introduced in furtherance of this aim and failure to use these will be subject to the disciplinary procedures.

2.5 Health and Safety Advisor

The Town Council has appointed a Health and Safety Advisor as the competent person to advise the Town Council on Health and Safety issues, thereby assisting the Town Council to comply with the Management of Health and Safety at Work Regulations 1999.

Should a Health and Safety query be raised that cannot be handled successfully by ~~the Chief Executive Officer of the Council~~ Clerk to the Council the individual can contact the Health and Safety Advisor direct. Any suitable information and advice will be provided Tel: 01953 607093 456194. Or Milne Marketing on 01953 607093.

Upon request Milne Marketing will:

- Provide assistance to Management to compile and develop Health and Safety documentation and procedures.
- Carry out Health and Safety training where identified as necessary.
- Carry out Health and Safety inspections as agreed.
- When requested investigate major accidents or liaise with Clients and enforcing authority on our behalf.
- Provide continuing advice on current and future Health and Safety Legislation and best practise.
- Provide a monthly newsletter.

2.6 Management Review

The ~~Chief Executive Officer of the Council~~ Clerk to the Council will undertake periodical reviews of the Health and Safety Policy, organisation and arrangements, to ensure their continuing suitability and effectiveness, and that the policy objectives are being met. The results of internal Health and Safety checks, audits and records are used in these reviews. The Policy will be reviewed at least once a year.

The principal language used throughout the organisation for Health & Safety documentation shall be English. Where necessary, the Town Council shall provide translations to meet the needs of their employees and others, or a translator will be provided.

Information

Information and advice to enable the Town Council to meet its legal duties can be obtained from a range of sources and is not limited to the following:

- Milne Marketing Ltd, our Health and Safety Advisors, including their Monthly Newsletter
- HR Peninsula
- HSE
- Publications and Research
- ACOPs and Guidance

2.7 Consultation with Employees

Within the clearly defined function and responsibilities of management there is a duty for the ~~Chief Executive Officer of Clerk to the Council the Council~~ to communicate with employees, this will enable the effective implementation of the Health and Safety General Policy, Statement of Intent and Procedures, communication and consultation will take place between management and employees.

~~The Town Council employs a non-unionised workforce.~~ Under the Health and Safety (Consultation with Employees) Regulations 1996 there needs to be consultation on all matters of Health and Safety with the whole workforce or with elected employee's representatives, known as a Responsible Employee for Safety (RES). It is the duty of each Representative of Employees Safety to further the cause of accident prevention in their department/branch. This can be done partly by noting unsafe practices as well as supporting the ~~Chief Executive Officer of the Council Clerk to the Council~~ in informing fellow employees of the hazards and controls in place with the objective of improving safety practices within the Company.

2.8 Safety Meetings

The prime function of the Safety Meetings is to consult, advise and act as a two-way channel of communication through which suggestions can flow from employees to management and vice versa. The ultimate object is to reduce safety hazards and thereby reduce accident levels to the absolute minimum throughout the year.

The aim is to create a medium for joint consultation between employer and employee Representatives, to enable both parties to co-operate effectively in setting up and developing the strategy for Health and Safety within the organisation. To assist and advise as necessary, management in the implementation of Health and Safety rules, Town Council procedures and safe systems of work.

Subjects to be kept under constant review:

1. Legal obligations of the Company
2. Legal obligations of the Employees
3. Health and Safety Objectives and Targets
4. Safety Rules and Regulations
5. Housekeeping
6. Safety plans for new equipment
7. Work methods
8. Accident statistics
9. Accident investigations
10. Protective equipment
11. Safety guards on machines and portable equipment
12. First aid arrangements
13. Fire precautions

SECTION 3
Arrangements for Health and Safety

- 3.1 Safe Working Practices
- 3.2 General
- 3.3 Plant and Equipment
- 3.4 New Equipment
- 3.5 Machinery
- 3.6 Machinery Safety
- 3.7 Lifting Appliances
- 3.8 First Aid
- 3.9 Accident and Near Misses Investigation
- 3.10 Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)
- 3.11 Fire
- 3.12 Liquefied Petroleum Gas (LPG)
- 3.13 Housekeeping
- 3.14 Environmental Protection 1990
- 3.15 Skips
- 3.16 Smoking Policy
- 3.17 Safety Inspections/Checks
- 3.18 Health Surveillance
- 3.19 Discipline
- 3.20 Safety Checks
- 3.21 Vehicle Safety
- 3.22 Contractors, Visitors and Others
- 3.23 Advice and Consultancy
- 3.24 Training
- 3.25 Welfare Facilities
- 3.26 Workplace
- 3.27 Traffic Routes and Walkways
- 3.28 Signs
- 3.29 New Hazards
- 3.30 Safe System of Work
- 3.31 Permit to Work
- 3.32 Drugs and Alcohol
- 3.33 Design for Health
- 3.34 Electrical Equipment
- 3.35 Violence
- 3.36 Noise
- 3.37 Working at Heights
- 3.38 Risk Assessments
- 3.39 Personal Protective Equipment
- 3.40 Manual Handling
- 3.41 Visual Display Unit (VDU)
- 3.42 Asbestos
- 3.43 Dangerous/Hazardous Substances in the Workplace
- 3.44 Other Important Hazards
- 3.45 Documentation
- 3.46 Monitoring and Review

3. Arrangements

3.1 Safe Working Practices/Procedures

Specific information on safety matters will be set down in instructions for particular tasks or processes. However, many principles of safe working practices are common to any situation and the following rules are to be observed throughout the Town Council's premises. The Town Council has compiled various written procedures to ensure safe working practices by personnel and it is important that these are fully complied with. The written procedures can be found in Section 5 of this manual, personnel should refer to these prior to carrying out various tasks. It is the responsibility of Management to ensure that personnel are informed of these procedures and to compile any additional written procedures.

3.2 General

- a) It is the duty of all employees to be conversant with and to observe and obey all notices, signs and regulations concerning safety and welfare, applicable to their occupation and place of work at any particular time.
- b) It is the duty of all persons to comply with any statutory regulations concerning their work, such as the Personal Protective Equipment Regulations 2002, the Control of Substances Hazardous to Health 2002, the Electricity at Work Regulations 1989, the Health and Safety at Work Act 1974, the Provision and Use of Work Equipment Regulations 1998, the Management of Health and Safety at Work Regulations 1999, etc.
- c) Where protective equipment is provided for use in specified circumstances, whether under statutory regulations or not, all employees engaged in such processes must use the protective equipment at all times. Clothing and hairstyles at work must be suitable for the wearer's occupation and not likely to cause danger.
- d) Where written procedures exist for a job function, they must be implemented in accordance with Town Council rules.
- e) No employee shall leave any goods, boxes, parcels, tools or any item in or on a designated walkway, corridor, staircase or other entrance or exit.
- f) All cables and hoses shall be routed safely, kept to a minimum and walkovers shall be used where necessary.
- g) Before any inspection cover is removed, or other ~~low-level~~ low-level hazard created, it must be surrounded by a protective barrier of suitable size, strength and visibility to protect any persons from danger.

3.3 Plant and Equipment

In so far as is reasonably practicable, all plant and equipment used must be safe and without health risks and be:

- a) Of good construction
- b) Of suitable and sound materials
- c) Of sufficient strength and suitability for its intended purpose
- d) So used and maintained that it remains safe and without health risks

3.4 New Equipment

In the case of all new machinery, it is the responsibility of the Town Council, to ensure that the equipment is installed and safe to use before being used by employees.

It is of the utmost importance that the procedures for the installation of such machinery and equipment are complied with, to ensure that all safety provisions are operating effectively and to provide a safe system of work, including the provision of adequate training for all persons required to maintain, supervise and use or operate the equipment or machinery.

Whenever a new type of machine is being introduced the procedures are that:

- a) The supplier's handbook or comprehensive written instructions shall be provided with the machine or equipment, including relevant details of all modifications and improvements.
- b) The Town Council will supervise and check the installation and understand the method of operation.
- c) The Town Council will be fully informed on the safety provisions and see them functioning satisfactorily.
- d) The Town Council will ensure that the Senior Groundsman and Operators to be employed on the machine/equipment are given full instructions and training in all operating and safety procedures. These procedures must be taken into consideration when drawing up the training programmes and work specifications.
- e) On no account should persons be asked to operate any equipment before receiving the necessary instructions or training.
- f) Employees will not use any defective equipment. Any equipment discovered to be defective will be removed from service immediately and shall not be used until it has been repaired or replaced as necessary.
- g) The Town Council has a regular maintenance programme including as necessary, inspection, testing, adjustments, and lubrication and cleaning at suitable intervals and keeping records of inspections etc.

3.5 Machinery

- a) All equipment is to be checked by the operator prior to use in accordance with the Approved Code of Practice and the Town Council's Safe System of Work as set out by the Company.
- b) No employee shall use any machine or items of equipment until they have been authorised and trained to do so, also that instruction has been received in the correct use and safety procedures.
- c) Where personnel are working alone, arrangements must be made to monitor them i.e. personal safety device or use of a mobile phone for use in an emergency.
- d) Before maintenance work is carried out, machines must be rendered safe and in-operative by isolation from power sources, clearly marked with warning notices both at power source and control panel to prevent other employees attempting to start the equipment; lock off devices must be used where provided to prevent re-energising of the power source by a third party.
- e) Operating instructions, whether written or verbal, concerning the use of machinery must be strictly followed.
- f) All machine guards must be in place before equipment is used. Any defects relating to guards and other safety equipment must be reported to management immediately.
- g) The Maintenance Engineer will ensure all guards and safety devices are in place, that the equipment is function tested prior to allowing this to be used by any employee.

3.6 Machinery Safety

It is the duty of all Employees before using any machinery to check that:

- a) They know how to stop the machine before starting it.
- b) All guards are in place, not broken and fully functioning.
- c) The area around the machine is clean, tidy and free from any obstruction.
- d) The ~~Chief Executive Officer of the Council Clerk to the Council~~ or the Senior Groundsman are to be informed immediately if you think a machine is not working properly and to cease using the equipment/take it off site and store safely until repaired if applicable-
- e) You are wearing appropriate protective clothing and equipment, such as safety glasses.

Employees are not permitted to:

- a) Use a machine unless you have been trained and authorised to do so.
- b) Attempt to clean a machine in motion, switch it off, isolate and immobilise.
- c) Use a machine or appliance which has a danger sign or tag attached. Danger signs should be removed only by an authorised person, who is satisfied that the machine or process is safe.
- d) Wear dangling jewellery, loose clothing, rings or leave long hair in a style which could get caught in moving parts.
- e) Distract people who are working on machines.

Formatted: Indent: Left: 0 cm, Hanging: 1.25 cm, Outline numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1 cm + Tab after: 2 cm + Indent at: 2 cm, Tab stops: 1.25 cm, List tab + Not at 2 cm

It is the duty of the Town Council to:

- a) Ensure guards and other safety devices are regularly checked and maintained.
- b) Be alert for anyone tampering with or getting around safety guards or devices.
- c) Ensure that persons cannot access moving or dangerous parts of the machine.
- d) Ensure control switches are clearly marked and understood by all users.
- e) Ensure the guards are robust.
- f) If maintenance workers need to remove guards or other safety devices, ensure they are protected by some other means.
- g) Ensure that equipment is suitably isolated when carrying out any maintenance, cleaning or adjustments.
- h) Only authorised persons operate, maintain and clean machinery.
- i) Identify risks from electrical, hydraulic or pneumatic power supplies.
- j) Check that emergency cut-off switches e.g. mushroom head push buttons, are coloured red and within easy reach.
- k) Train operators to work machines safely and provide them with protective clothing/equipment.
- l) Safety check the plant before first use and after any modifications.
- m) Ensure machinery will meet the requirements of the Factory Inspectorate and/or Insurance Companies and the Provisions and Use of Work Equipment Regulations.
- n) Ensure personnel carry out necessary safety checks on equipment prior to use and maintain records of these checks.

3.7 Lifting Appliances

- a) No employee shall use any lifting appliance without having received full instruction and authority.
- b) No employee shall use any lifting appliance in excess of the safe working load. Every precaution shall be taken to ensure that such mechanised movement is carried out with regard to the safety of other employees and visitors and due warning given of approaching loads overhead.
- c) Employees shall not use lifting appliances or other mechanical equipment to elevate or transport any person unless such equipment is specifically designed for the purpose.
- d) Lifting Operations will be properly planned by authorised, trained and competent personnel, for routine lifts, the slinger/signaller will take charge, plan and supervise the work, for complex lifting operations an appointed person will take charge, and ensure a Risk Assessment, a lifting plan has been compiled and everyone involved in the lift have been briefed.

3.8 First Aid

First aid boxes are located in the Main Office, Kitchen, each company vehicle and each shed, the names and locations of trained and qualified First Aiders will be displayed on suitable notices to inform all personnel.

Formatted: Highlight

The Town Council will ensure that:

- a) First aid boxes are suitably equipped; the First Aiders will ensure they are restocked as necessary and that any sterile dressings and eye wash bottles are not out of date.
- b) There are clear instructions for summoning outside medical help.
- c) There is sufficient number of trained First aiders, to cover any absenteeism i.e. holidays.
- d) An accident record book is in the reception area. The personnel details recorded in the book are only to be made available to all with a responsibility for Health and Safety and kept in accordance with the Data Protection Act.
- e) Serious injuries will be treated by a GP, paramedic and/or taken to hospital for treatment.
- f) Employees are responsible for reporting all accidents no matter how trivial to management, which will then be recorded in the Accident Book, stating date, time, name of patient, location and nature of injury and place occurred.

3.9 Accident and Near Misses Investigation

All accidents and near misses will be investigated by the Town Council to establish their cause and to ensure that all necessary steps are taken to avoid a recurrence. Investigations shall cover all the circumstances relating to the accident or the near miss and eye-witness accounts shall be obtained where possible.

3.10 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

The Town Council shall ensure that all major injuries and notifiable accidents are recorded and notified in accordance with legal requirements. The HSE will be contacted online at hse.gov.uk to complete a written report.

3.11 Fire

The Town Council takes its fire safety duties seriously; therefore, we have formulated this policy to help us comply with our legal obligations to staff and visitors under the *Regulatory Reform (Fire Safety) Order*. This includes the provision of a safe place to work where fire safety risks are minimised.

Employees Responsibilities

All employees and visitors have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

Communication

The Town Council will keep staff informed of any changes that are made to our fire safety procedures and Fire Risk Assessments. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

Arrangements

- a) A Fire Risk Assessment has been undertaken which will be reviewed annually and is available from the Town Council. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- b) The fire evacuation procedures will be practiced at least once every six months and records maintained.
- c) Training will be provided as necessary to any staff given extra fire safety responsibilities such as Fire Marshals/Wardens.
- d) It is our policy that selected members of staff will be trained in the use of fire extinguishers.
- e) All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.
- f) Where necessary emergency lighting will be provided to enable all personnel to evacuate safely in times of darkness.
- g) Emergency lighting will be periodically inspected and tested.
- h) All escape routes will be clearly signed and kept free from obstructions at all times.
- i) Appropriate fire fighting equipment to be located at convenient and easily accessible points and that they are maintained in good working order at all times by approved Contractors appointed by the Company.
- j) If any employee notices defective or missing equipment, they must report it to the ~~Chief Executive Officer of Council~~ Clerk to the Council
- i) _____

Formatted: Indent: Left: 0 cm, Hanging: 1 cm, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

3.11 Fire (cont.)

- k) Alarm systems will be tested regularly. Staff and visitors will be told when a test is scheduled.
- l) Any other safety systems will be checked regularly to ensure correct operation, where necessary.
- m) Fire doors are clearly marked, free of obstructions and **not wedged open.**
- n) During times when persons are employed on the premises, doors affording a means of exit in the proximity, shall not be locked or fastened in such a manner that they cannot immediately be opened.
- o) Fire plans are to be displayed in prominent positions throughout the building.
- p) Any procedures/processes involving welding, cutting or burning must not be carried out without first taking all practical steps to reduce the probability of a fire.
- q) The storage of flammable and combustible material must be kept to a minimum and controlled to minimise the risk of a fire.
- r) The Town Council will ensure that there are sufficient numbers of Fire **Wardens Marshalls** in place who will assist with evacuation.
- s) All employees know the necessary action to take in the event of fire or evacuation the Assembly Point is clearly marked and are located
- t) The Town Council will identify and control ignition sources and 'No Smoking' rules must be obeyed.
- u) The Town Council will make sure that any risk of arson is minimised i.e. unauthorised access to site.

Formatted: Highlight

It is the duty of employees to prevent the spread of fire by:

- a) Checking equipment prior to use
- b) **Never wedging open fire doors**
- c) Familiarising themselves with procedures for fire evacuation and alarm
- d) Reporting any fire hazards or shortcomings in the fire safety arrangements
- e) Maintaining good standards of housekeeping

Formatted: Highlight

3.12 Liquefied Petroleum Gas (LPG)

Hazards

LPG is stored in cylinders and bottles as a liquid under pressure. Leakage will release large volumes of flammable gas, which may create an explosive atmosphere. Highly flammable liquids give rise flammable and explosive vapours at their surface at temperatures below 320c and in greater quantities as temperature rises. In both cases, the risks are of fire and explosion.

Handling Precautions

Never:

- Drop or throw cylinders
- Lift cylinders by the valve assembly
- Store cylinders with other flammable materials
- Smoke in the vicinity of LPG or highly flammable liquids

The Town Council shall ensure that:

- Cylinders are stored upright with valves closed, plugs and caps in place and in a designated area.
- Stock is kept to a minimum.
- A suitable fire extinguisher is kept within easy reach of storage area.
- All safety devices are fitted and working correctly.

Employees will ensure that:

Before connecting a regulator/hose to a cylinder always ensure the main valve is closed, threads are clean and undamaged, correct size of spanner and screwdriver. When connecting the regulator, never over tighten the connection; do not use a jointing compound. All faults are reported to the Clerk to the Council ~~Chief Executive Officer of the Council~~.

To be used in a well-ventilated area, protect burner from draughts, remove combustible material, check equipment is in a good condition, jets are clear, set regulator to light and reset for operating pressure, check controls operate easily and access to valve remains clear, obey suppliers operating instructions.

3.13 Housekeeping

It is the duty of all employees to ensure that good housekeeping practices are adhered to, i.e:

- a) Portable equipment put away after use.
- b) Place wastes in bins provided and ensure they are emptied regularly.
- c) Walkways are kept clear of waste, equipment and stock etc.
- d) All hoses and cable are routed safely and use any walkovers provided.
- e) Keep lids on containers when not in use and return to stores.
- f) Clear up any spillages using the appropriate materials.
- g) Maintain a tidy working area.
- h) Equipment, materials and substances will be stacked and stored safely.

3.14 Environmental Protection 1990

The design specification, installation and control of Town Council plant and processes shall be regulated to ensure that, as far as reasonably practicable, the generation of emissions into the atmosphere is minimised and that disposal of waste materials shall be organised so as to prevent environmental pollution.

It is the duty of every employee to ensure that plant or processes are operated so as not to give rise to excessive emissions of smoke, dust, fumes and liquids, etc and to report without delay to the Town Council any undue or accidental emissions in order that remedial action may be taken. It is also the duty of every employee to ensure that no hazardous substances are allowed to enter the drainage system.

3.15 Skips

The Town Council shall ensure the safe use of skips, which are provided from an approved contractor who is registered and will comply with the Environmental Protection Act 1990 and any supporting legislation. The safe filling of skips shall ensure that no hazardous substance or material likely to cause fire or any other risk to employees or persons is placed in the skip. The Town Council will ensure this is monitored and measures will be in place to ensure that they are not subject to arson and positioned clear of any building which would provide an increased fire risk.

3.16 Smoking Policy

In order to enable employees to work in a smoke-free environment and to comply with the impending legal requirement to create a smoke-free workplace, the Town Council's business premises are designated "no smoking". Smoking is prohibited in all areas of the Town Council's premises at all times, including the area immediately outside the entrance to the premises and in Town Council vehicles that may be shared or where other employees may be passengers.

The Town Council's prohibition on smoking applies not only to employees but also to visitors to the workplace including clients and customers.

If you wish to smoke, you must do this in your own time, either outside your normal hours of work or during breaks in the designated area(s).

- a) Employees shall also bear in mind that whilst on any customer's/client's site they shall obey the No Smoking Policies of those companies.
- b) Also where a wide range of regulations and circumstances require smoking to be banned i.e. Petrol Forecourts when refuelling your vehicle or as a matter of hygiene.
- c) Personnel shall not smoke in any Town Council vehicles.

Failure to comply with the above rules is a disciplinary offence and will be dealt with in accordance with the Town Council's disciplinary procedure. Where smoking creates a clear Health and Safety hazard, then such behaviour constitutes potential gross misconduct and could render the employee liable to summary dismissal.

3.17 Safety Inspections/Checks

The Town Council shall arrange in-house or statutory inspections. These inspections will include checks on fire fighting equipment, safety guards, plant, equipment, boilers, fuel tanks, electrical services, extraction system, housekeeping and safety devices, etc. Employees will be requested to carry out varied inspections and checks. Copies of the forms can be found in Section 6 of this manual. All personnel engaged in this will receive training. All records will be kept in the Main Office.

3.18 Occupational Health Surveillance

The Town Council has an Occupational Health surveillance programme in place to detect early signs of work-related ill health among our employees exposed to certain health risks; and acting on the results, to comply with the legislation, we use a range of specific techniques. Health surveillance needs to be provided under four conditions, all of which must apply:

- a) There must be an identifiable disease or adverse health condition linked to the work concerned.
- b) There must be one or more valid techniques available to detect early indications of the disease or condition.
- c) There must be a reasonable likelihood that the disease or condition may occur under the particular conditions of work.
- d) The surveillance must be likely to protect employees at risk, such as hearing tests or lung function testing or when working with asbestos, undergoing medical examinations.

~~The Town Council also provides Hearing Tests, Face fit Testing and Lung Function Testing.~~

Formatted: Strikethrough

Records of Occupational Health Surveillance will be kept at our Main Office for at least 2140 years.

3.19 Discipline

Employees failing to observe safety rules and procedures are subject to normal disciplinary action.

3.20 Safety Checks

Checks on safety standards are to be made in all areas at regular intervals and reports are kept by management.

- Ladders/Steps
- Lifting Equipment
- Guards and Safety Devices or Work Equipment
- Checking Levels of Noise
- Testing and Examining Personnel Protective Equipment Apparatus every three months
- Assessments must be carried out and recorded for COSHH, Risk and Fire
- Fire alarm
- Emergency Lighting
- Fire Extinguishers
- Fixed and Permanent Electrical Wiring Systems
- Portable Appliance Testing

3.21 Vehicle Safety

The Town Council recognises its duty to ensure all employees and other personnel's safety whilst using Town Council vehicles and will carry this out to the best of their ability. The Town Council has a framework to manage such road risks, for implementing initiatives to improve safety of journeys carried out by our employees. We will consult regularly with employees about safe journey issues, we will endeavour to keep up to date regarding best practise, road risk management and continually update procedures. Road risks will be recorded; analysed and relevant investigations shall be carried out to identify the causes of any near misses, bumps, scrapes and injury crashes resulting from employees driving for the Company.

- a) Employees must allow plenty of time to leave for all journeys including time for regular breaks.
- b) Where possible and sensible, employees shall use alternative modes of transport, i.e. train.
- c) Drivers will not be required to drive when it is unsafe, i.e. they are tired.
- d) Where necessary for long journeys, suitable overnight accommodation shall be provided at the managements' discretion.
- e) The Town Council will ensure all employees and contractors, using Town Council vehicles or vehicles hired for the Company; have ~~their driving ability assessed as well as~~ regular checks on their licences.
- f) Driver training will be provided for employees whose ability is well below the standard required.
- g) ~~Regular reviews shall be conducted as to~~ It is expected that the employee ~~is's~~ fitness to drive, i.e. their eyesight is good and they do not drive under the influence of alcohol or drugs.
- h) Drivers will regularly be informed about Town Council procedures and safe systems of work in conjunction with road safety.
- i) It is the duty of every employee who may be authorised to drive any vehicle owned by the Town Council, to ensure that the vehicle is in a safe condition, the load is secured and the vehicle is not overloaded before starting any journey and to complete any vehicle records that may be required.
- j) Every driver must be acquainted with such instruction and regulations concerning the safe and correct use of that particular vehicle before starting any journey.
- k) Where a Town Council vehicle is allocated for the use of a member or employee whether on a temporary or permanent basis, employees are responsible for ensuring that the vehicle is serviced in accordance with the manufacturer's instructions and maintained in a safe and roadworthy condition. Any major defect or persistent problem must be reported without delay.
- l) Regular inspections must be carried out before vehicles are used, i.e. Town Council cars etc. This check is detailed on the check sheet and is intended to ensure that a minimum standard road worthiness is maintained.

3.22 Contractors, Visitors and Others

The Town Council will ensure that we engage competent contractors. All contractors are responsible to our Town Council for their working practices and safety whilst carrying out work. The Town Council will monitor all Contractors, subsequently failure to comply with our Policy for Health and Safety, instructions, site rules and procedures regarding Health and Safety, shall result in the work being stopped until this has been rectified and repeated non-compliance could result in a termination of their Services. All contractors will be provided with a copy of the safety guidelines for contractors and must sign as received before starting work.

All Contractors working on our premises will ensure the following:

- a) Provide relevant Risk, COSHH Assessments and Method Statements which detail the safe working procedures to be followed.
- b) Report any accidents or near misses to the Company.
- c) Provide records of training for personnel.

Visitors

They will register their presence by reporting to Reception. Short-term visitors to the Town Council are to be escorted throughout their visit. Longer-term visitors shall sign in and out of the visitor's book and will be given a safety briefing by a member of management on arrival.

Temporary Workers

Temporary workers require safety information to enable them to function in a safe environment. It is our policy to provide information for temporary workers and a copy of Appendix B and the fire instructions are to be handed to every temporary worker on arrival prior to them taking up work with the Company.

Young Persons

While there is no requirement for the Company to carry out a separate risk assessment specifically for a young person, the ~~Chief Executive Officer~~ **Clerk to the Council** will review the risk assessments and take into account the specific factors for young people, before a young person starts. The Council will take into account the young person's maturity and the physical demands of the task, as well as any hazardous substances they may come into contact with.

Formatted: Strikethrough

~~When assessing a young person's physical capability, the Council will determine "Can a still developing young person be expected to lift the weights an older, more experienced employee can?" The risk assessment will be amended if there any significant changes.~~

Formatted: Strikethrough

The Risk Assessment must be brought to the attention of the young person and anyone supervising them, they are available from the Risk Assessment Manual located in the Main Office. The Company will ensure the young person understands what is expected of them, checking they understand and are able to remember and follow instructions.

All persons under the age of 18 years old shall be adequately supervised and trained.

New and Expectant Mothers

If an employee is pregnant and has notified us as such, then the ~~Chief Executive Officer-Clerk to the Council~~ will review the current workplace risk assessment which should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, manual handling, use of physical, chemical or biological agents), the Council will take into account any written advice by their health professional, i.e. GP/Midwife. Where new hazards have been identified and control measures are required, then the Council will amend the risk assessments and, where necessary, will conduct a specific risk assessment for that employee. Where hazards are identified, we will take action to remove, reduce or control the risk. Where there is any remaining risk and this cannot be reduced to an acceptable level to ensure her Health and Safety and that of her unborn child, then the Council will:

- Temporarily adjust her working conditions and/or hours of work, where this is not possible or feasible
- Offer suitable alternative work at the same rate of pay, where this is not available or feasible
- Suspend her from work on paid leave for as long as necessary to protect her Health and Safety and the unborn child

The Council will regularly monitor the work~~load~~-being undertaken by new and expectant mothers during pregnancy, throughout the development stage and the 6 months after birth, as well as when the mother advises of any changes to her medical condition, as advised to her by the GP or midwife, subsequently they will review the risk assessment and amend as necessary, informing the employee of the findings.

3.23 Advice and Consultancy

The local inspectors are located at:

Health and Safety Executive
Rosebery Court
2nd Floor
St Andrew's Business Park
Norwich
Norfolk NR7 0HS

Tel: 01603 828000
Fax: 01603 828055

Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

Tel: 0845 3009923
Fax: 0845 3009924

E-Mail: riddor@natbrit.com
Internet: www.riddor.gov.uk
Or the HSE website: www.hse.gov.uk

Advice and Consultancy Provided by:

Milne Marketing Ltd
Unit 6, Philip Ford Way
Silfield Road
Wymondham
Norfolk
NR18 9AQ

Tel: 01953 607093

Hospital: Norwich and Norfolk University Hospital 01603 286286

3.24 Training

The Town Council recognises the importance of training and supervision to ensure a safe, healthy workplace and that safe working practices are observed. This is most likely to be required by new employees, trainees and young persons. When a process is changed significantly or when new machinery or processes are introduced, the Town Council shall ensure that its employees are provided with adequate Health and Safety training and shall take into account their capabilities as regards Health and Safety when entrusting tasks to them.

In order to secure the Health and Safety of all employees, the Town Council will provide induction training for all new employees which will incorporate an element of Health and Safety training.

Every employee will receive an induction training checklist with their starter pack, which will be given to them by the Town Council's responsible person who will explain all the points on the checklist.

All training will be recorded on the Personal Training File and kept by the Town Council's responsible person. If the employee is relocated to another department, the training file will be transferred to the new department.

New Employees

New employees will upon engagement receive basic induction training including:

- a) A tour of the Workshops, Offices, etc.
- b) The Town Council Health and Safety Policy, as well as the Fire, Risk and COSHH Assessments.
- c) Arrangements for first aid, fire and evacuation.
- d) Names of personnel responsible for Health and Safety.
- e) An introduction to work colleagues and Senior Groundsman.
- f) Safe use of machinery which is appropriate to their employment.
- g) Use of personal protective equipment.
- h) Employees responsibilities, including safe working practices, the need to obey Town Council rules, the importance of reporting defects to equipment, as well as accidents or near misses and the safe use of personal protective equipment.

Additional Training

Additional training will be provided to appropriate employees when:

- a) There are significant changes of processes.
- b) There are significant changes of working procedures.
- c) New risks are identified.
- d) New machinery or equipment is introduced.
- e) They have transferred to a different area of the workplace or have taken on new or different responsibilities.
- f) Refresher training is required either statutorily or because skills decline through lack of regular use or where management determines the need.

Personal Protective Equipment

An important area of training is in the safe use of personal protective equipment. This is because the protection given will be reduced or redundant if the users are unable to use or maintain it properly. Therefore, the Town Council shall give training on the following;

- a) Why personal protective equipment is needed.
- b) The proper use of personal protective equipment.
- c) Any factors which might affect the protection provided by the personal protective equipment, e.g. wearing other personal protective equipment at the same time, poorly fitting personal protective equipment and damage to the personal protective equipment.
- d) How to inspect and if necessary test the equipment before use.
- e) How to carry out basic maintenance, e.g. cleaning.
- f) When it should be repaired or replaced.
- g) Its limitations.
- h) The importance of reporting defects.

Training ~~will~~ may include the following; this is not an exhaustive list but merely a guide for:

Formatted: Strikethrough

Induction Training
Manual Handling
Use of Substances
Compiling, reviewing and monitoring of COSHH, Risk and Fire Risk Assessments
Fire Extinguisher
Fire ~~Wardens~~ Marshall
Personal Protective Equipment
Abrasive Wheels and Discs – both for use and changing of wheels and discs
Display Screen Equipment
Ladders
Steps
First Aid
Pesticides
Diggers
Brush Cutters
Lawn Mowers
Tractors with Grass Cutters
Digging Graves

The above and aforementioned will be implemented into the Town Council's Health and Safety Systems of the Work Place. Any specific assessments recorded and recommendations will be kept on file thereby monitoring the progress of same, to enable the compliance to the above regulations.

The Town Council is responsible for arranging specific training for employees to meet the requirements when mandatory training is necessary.

3.25 Welfare Facilities

The Town Council recognises its duties in connection with the provision of welfare facilities to be provided for employees, this includes readily available sanitary conveniences and washing facilities, which are adequately ventilated and lit, kept in a clean orderly condition, which are inspected regularly to ensure they are well maintained. Separate rooms containing sanitary conveniences are provided for men and women which are clearly marked, the washing facilities provided have clean hot and cold water as well as hand soap, towels. An adequate supply of wholesome drinking water is readily accessible, changing rooms are also provided to accommodate the clothing of any person at the Town Council which is not worn during working hours, and for Special clothing worn by a person at work, but which is not taken home and will allow for the drying of wet clothing.

3.26 Workplace

Workrooms shall have enough space to allow people to get to and from workstations and to move within the room with ease. The Town Council will ensure that every workplace must, so far as is reasonably practicable, has a supply of fresh air or purified air so as to ensure safety and absence of health risk, and plant used for supply purposes must, where necessary, contain effective devices for giving visible or audible warning of failure.

During working hours, so far as is reasonably practicable, temperature at any indoor place of work must be reasonable, having regard to the purpose of the workplace. For every place of work outdoors, the Town Council must, where necessary provide protection from adverse weather.

Suitable and sufficient lighting is provided, in the case of artificial lighting where there would be a risk to a person's health or safety from failure of primary artificial lighting, suitable and sufficient secondary lighting must be provided.

All workstations shall be arranged so that each task can be carried out safely and comfortably and suit the needs of the individual employee including any employees with disabilities. Suitable seating shall be provided where the task can or must be done sitting down.

The Town Council shall ensure fixed heating systems are maintained in such a way that the products of combustion do not enter the workplace. Any heater which provides the heat by combustion should have a sufficient air supply to ensure complete combustion.

Where Changes in level occur, i.e. such as a step between floors and which is not obvious they will be conspicuously marked.

Windows, Skylights & Ventilation that are capable of being opened, closed or adjusted shall not put anyone at risk to their Health and Safety or positioned as such to expose any person in the workplace at risk, including when being cleaned.

3.27 Traffic Routes and Walkways

All employees who drive plant vehicles and tractors on behalf of the Town Council must be aware of the vehicle routes within the Town Council premises. Vehicle routes and pedestrian routes will be demarcated where possible, where it is reasonably practicable they have been separated in the interest of safety.

Adequate signage, lighting and “obscure” mirrors are provided where necessary and will be maintained and serviced to ensure that they remain in a suitable condition.

Both vehicle operators and pedestrians have a responsibility to act safely at all times.

Only authorised personnel are permitted to use, shunt, refuel or drive Town Council vehicles.

Vehicles will be assisted by relevant, competent persons to position the vehicle in the appropriate area, whether it be, (a) waiting to be loaded, (b) waiting to be unloaded.

Under no circumstances are employees permitted to drive / use visiting vehicles unless in an acute emergency whereby (eg) the normal driver has been rendered unable to drive.

Signs, barriers and rails shall be erected to prevent anyone on site from crossing vehicle routes at dangerous points or being struck by oncoming vehicles.

All personnel working in the yard and any visitors to this area shall wear high visibility jackets or waistcoats together with any other Personal Protective Equipment required for the task.

Formatted: Highlight

Vehicles shall not be permitted to use routes which are inadequate or unsuitable and to avoid reversing where possible, where reversing cannot be avoided then vehicles shall be under the guidance of one of the Town Council’s trained banks person/signaller.

3.28 Signs

The Town Council will ensure that where certain hazards are identified from our work activities, suitable pictogram signs, which includes warning, mandatory, prohibition, fire safety or equipment signs will be clearly display in various locations, so they are understood by all of our employees, contractors and visitors, who will obey them at all times.

3.29 New Hazards

Before any new plant or process is introduced, it is to be fully investigated by the management to ensure that any hazards are adequately guarded against. Specialist advice should be obtained when necessary.

Specific work instructions, hazard sheets and manufacturers guidance for individual tasks are readily available.

3.30 Safe Systems of Work

Procedures essential to safe working on machinery, electricity, pipework systems, bulk, compressors, and confined space work shall specify: isolation of power circuits and control valves via personnel tagging system, lock off tag system, devices shall be used where practicable.

Formatted: Highlight

3.31 Permit-To-Work

The Town Council has in place this system to control potentially hazardous work, i.e. working in confined space or any hot work, to ensure that the work is carried out safely and there are clear lines of communication between site/installation management and operators and those involved in the work. The key features of our permit-to-work systems include the following;

- Clear identification of the nominated persons who authorise particular jobs (and any limits to their authority) and who is responsible for specifying the necessary precautions
- The Training and instruction in the issue, use and closure of permits
- Monitoring and auditing to ensure that the system works as intended
- Clear identification of the types of work considered hazardous
- Clear and standardised identification of tasks required to be under a Permit to Work, Risk Assessments and Method Statements
- Duration and supplemental or simultaneous activity and control measures

The responsible person for issuing these is the ~~Chief Executive Officer of the Council Clerk to the Council along with the Head Groundsman/Caretakers where applicable.~~

3.32 Drugs and Alcohol

It is the responsibility of each employee to report to the Town Council the taking of any medication which may affect their ability to work safely.

Drugs prescribed for hay fever or pain can cause drowsiness and loss of concentration which could result in a serious injury, especially if operating machinery or driving any vehicles or plant.

It is the responsibility of the Company/management to be vigilant to the abuse of drugs or substances such as solvents (glue sniffing can result in a serious injury at work). Be on the lookout for vulnerable people.

The Town Council will not tolerate the consumption of alcohol whilst on duty by any employee. Any employee found to be drinking alcohol or intoxicated while on duty will be subject to the Town Council's Disciplinary Procedure.

3.33 Design for Health

It is the responsibility of the Town Council to ensure:

- a) Seats and benches are a sensible height and lifting aids to reduce back injuries.
- b) Seats of suitable design for the user with a back rest supporting the small of the back, where appropriate.
- c) Machine controls and instruments are designed and arranged for best control and posture.
- d) Adequate space for easy movement and safe machine adjustment.
- e) Hand rails and guard rails where people might fall are in place.
- f) No glass except 'Safety Glass' in spring doors and on busy gangways.
- g) Neat and tidy storage of tools and equipment.
- h) Furniture placed so that sharp corners do not present a hazard to passers-by.

3.34 Electrical Equipment

Periodical checks of electrical installations and equipment are carried out by nominated and approved contractors.

All employees and other users are to check electrical equipment prior to use. If any defects are subsequently found, these are to be reported to the relevant personnel.

- a) Fixed and permanent electrical wiring systems shall be checked regularly
- b) Portable electrical appliances to be checked annually or as required to comply with Electricity at Work Regulations 1989.

Only equipment which complies fully with the requirements of the Electricity at Work Regulations 1989 will be permitted to be used by the Town Council's employees.

Any equipment for use in areas with potentially explosive atmospheres will be maintained in accordance with British Standard 5345.

Employees shall not bring any electrical equipment on to our premises or to site unless authorised by Management, and it shall be inspected and tested by our contractors prior to use.

When Residual Current Devices (RCDs) are used they will be tested regularly by operating the test button, before the equipment to which they are connected is operated. They should normally be tested at least daily or, if used less than once a day, every time they are used.

Portable Tools:

- a) Where possible will be 110v double-insulated or all insulated and earthed from all metal parts.
- b) Have connections all intact, no missing covers, bare conductors or damaged cable.

3.35 Violence

The Town Council has a legal and moral obligation; it is committed to maintaining a safe, healthful and efficient working environment where employees, customers and visitors are free from the threat of workplace violence. The Town Council does not tolerate any type of workplace violence committed by or against employees, subcontractors, customers or visitors. Any employee deemed to have committed such acts will be subject to disciplinary action. Non-employees engaged in violent acts towards our employees or subcontractors will be reported to the proper authorities.

A violent act or threat of violence is defined as any direct/indirect action or behaviour that could be interpreted, in light of known facts, circumstances and information, by a reasonable person, as indicating potential to harm, endanger or inflicting pain or injury on any person or property. Reports or incidents will be handled confidentially, all parties involved in a situation, will be counselled and the results of the investigations will be discussed with them appropriately.

3.36 Noise

The Control of Noise at Work Regulations came into effect in April 2006. It is the Town Council's intention to prevent or reduce risks to Health and Safety arising from exposure to noise at work as far as is reasonably practicable in line with the above regulation and to monitor the situation on an on-going basis.

The Town Council recognises that, by contrast to broken bones etc, hearing once it is lost, in most cases is lost forever. Deafness resulting from long exposure to noise is irreversible. The problem is made worse by the fact that the condition develops gradually and imperceptibly.

The Town Council shall:

- Assess the risk to our employees from Noise at Work.
- Take necessary action to prevent or reduce the noise exposure that produces those risks, using an action plan for controlling noise.
- Will provide hearing protection where noise cannot be reduced by another method, where exposure will exceed the upper exposure levels or when any employee requests hearing protection or where noise exposure is between the lower and upper exposure action values (see below for details).
- Ensure that legal limits on noise are not exceeded.
- Adopt throughout the Town Council a low noise purchasing policy.
- Provide employees with information, instruction and training.
- Provide hearing tests where there is a risk of hearing damage, where employees are likely to be regularly exposed above the upper exposure action values, or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly at risk.
- Hearing checks shall be carried out by an occupational health professional. This will be arranged by the ~~Chief Executive Officer of the Council~~ Clerk to the Council and records shall be kept.

Formatted: Strikethrough

The Nature of the Hazard

Take careful notes of the following:

- a) Hearing gradually worsens with age.
- b) Excessive noise accelerates the process - whether from work, on the road, at a nightclub or in the home.
- c) Most hearing loss is irrecoverable.

Protection from Hazards

- a) Wear ear defenders wherever the sign is displayed i.e. hearing protection zone.
- b) Take care of hearing protectors and use them whenever required.
- c) Report any defective hearing protective equipment immediately.
- d) Co-operate with the Town Council's Noise Control Policy (see below).
- e) Control of access to these areas

Co-operating with the Town Council's Noise Control Policy

- a) Report any noise hazards you observe, e.g. signs missing/equipment faulty, excessive noise not already protected against.
- b) Set a good example yourself - by conforming to the rules on noise and wearing ear protectors when required.
- c) Not adding to the noise level - by operating machinery incorrectly - by excessive banging.
- d) Be available for any hearing tests where there is a risk of hearing damage.

The Values

Lower Exposure Action Values

Daily or weekly exposure of 80dB(A)
Peak Sound Pressure of 135dB(A)

Upper Exposure Action Values

Daily or weekly exposure 85dB(A)
Peak Sound Pressure 137dB(A)

The Values that cannot be exceeded

Daily or weekly 87dB(A)*
Peak Sound Pressure 140dB(A)*

*Taking into account any reduction in exposure provided by hearing protection.

CONCLUSION: The best safeguard against hearing loss, a process which goes on at work, at play, on the road and at home, is the persons own awareness of the risk.

3.37 Working at Heights

The Town Council will ensure that all employees and the public are protected when working at height activities are taking place, special regard shall be taken to avoid damage to property and injury to persons. The Town Council complies with all relevant statutory requirements, i.e. Working at Height Regulations. The relevant personnel must check any documentation available prior to carrying out working at height activities, i.e. method statements, permits to work, risk assessments, as well as inspecting all equipment, ladders, steps, mobile steps or tower scaffolds before use.

The Town Council shall assess all tasks which involve working at height and where reasonably practicable shall avoid the need to work at height. Where work has to be carried out at height, adequate measures shall be taken to prevent personnel from falling and where there is a risk of injury. Measures shall include minimising the distances and consequences should a fall occur where the risk of a fall cannot be eliminated.

The following criteria shall be adopted whilst working at height:

- a) Risk Assessments are completed for all working at height tasks.
- b) All tasks involved with working at height will be planned and organised.
- c) The Town Council shall take into account weather conditions, so as not to put personnel at risk.
- d) All employees working at height shall be trained and competent.
- e) Work equipment shall be regularly inspected and records kept.
- f) The Town Council shall ensure all work at height is carried out in a safe manner.
- g) The Town Council shall ensure where there is a risk of materials falling, this is adequately controlled.
- h) Where employees are working near or on fragile materials and there is a risk of falling through this material, the work shall be adequately controlled.

Ladders

These shall be used for a short duration work as well as a means of access, where it is not reasonably practicable to use safer equipment, i.e. tower scaffolds etc. or as a means of access where it is not reasonably practicable to install a permanent staircase. Where these are used the Town Council shall ensure they are a suitable type for the work, industrial grade/not industrial grade.

The Town Council will ensure the following in connection with the use of ladders.

Folding Step Ladders to:

- Be visually inspected prior to use.
- Be of adequate strength for the purpose used and properly maintained.
- Have a firm and level footing when standing on loose materials.
- Check all four feet are in contact with the ground.
- Steps to be fully opened and stable prior to use, that any locking devices are engaged.
- Only use steps for their intended purpose, avoid work that imposes side loadings where this cannot be achieved prevent the steps from tipping over by tying or use a more suitable type of access equipment.
- Do not overload steps, do not stand on the top 3 rungs including the step forming the very top of the stepladder unless there is a suitable handhold.
- Keep duration of use to a maximum of 30 minutes.
- Keep a safety zone around the area of use, If necessary, erect barriers
- Maintain 3 point of contact at the working position.

Ladders to:

- Be checked by the user prior to use.
- Have no rungs missing and have all rungs properly fixed to stiles.
- Be stood on a firm level footing, not on loose materials.
- Be equally supported on each stile when not in use.
- Preferably be secured near its upper and lower end and if impracticable to secure it, the ladder must be prevented from slipping when in use by a person positioned at the foot of the ladder.
- Be secured as necessary to prevent from slipping either outwards or sideways, if this cannot be achieved use a proprietary stability device provided.
- Be used only if there is sufficient space at each rung to provide a foothold.
- All ladders not capable of repair shall be destroyed and a suitable replacement provided.
- Shall not be painted.
- Refer to the Risk Assessment for Working at Heights.
- Use only for short durations; less than 30 minutes.
- Always stay within the stiles of the ladder, grip the ladder and face the ladder rungs while climbing or descending – don't slide down the stiles
- Maintain three-point contact with the ladder where you cannot maintain a handhold, other than for a brief period (e.g. to hold a nail while starting to knock it in, starting a screw etc.), you will need to take other measures to prevent a fall or reduce the consequences if one happened.
- Do not overload the ladder. Check the pictogram or label on the ladder for information
- Do not work within 10 metres horizontally of any overhead power line unless it has been made dead or is protected with insulation, use a non-conductive ladder i.e. fibreglass for electrical work
- Set the ladder at 75° or 4 to 1 ratio.
- Do not throw tools or objects down to ground level from the ladder.
- Do not use the top three rungs of a ladder.
- Do not use them in strong or gusting winds.
- Do not rest ladders against weak upper surfaces (e.g. glazing or plastic gutters).
- Do not stand ladders on moveable objects such as pallets, bricks forklifts, excavator buckets, mobile elevated work platforms or vans etc.
- Use effective spreader bars or effective stand-offs where necessary.
- Ladders used for access should project at least 1 metre above the landing point, they should be tied to provide a secure handhold.

All ladders will be inspected and examined regularly and the finding of this examination will be recorded. Ladders shall be identified with a reference number and used in conjunction with the Ladder Register, any new ladders or stepladders purchased will be of EN131 professional standard and we will ensure they will come with the correct instruction manual and stickers.

Working at Height PPE/Training

Employees who are competent and trained can only work at height if they are fit. Certain medical conditions or medication, alcohol or drug abuse will exclude them from working at heights.

Suitable training and refresher training shall be carried out for the relevant personnel and records of training will be maintained.

All personal protective equipment must be suitable and worn at all times - see Risk Assessments. Fall arrest and fall restraint systems must be inspected prior to use and formally inspected at least every 6 months. Suitable storage facilities must be provided to ensure all personal protective equipment is kept clean and free from damage.

All anchor points must be suitable and capable of withstanding the load of a person falling and personnel working at heights must not attach lanyards to fragile structures, i.e. gutters, drain pipes etc.

Working at Height Emergencies

Emergency call out operations may occur, only the Town Council's competent trained person will carry out the task. Whilst the nature of the work may seem to require immediate attention, the Town Council will ensure that safety is not compromised. On arrival to the site of the emergency, the employee who is in attendance shall assess the situation and nature of the work and confirm with management the agreed safe method of work to ensure suitable plant, equipment, any other safety systems or devices are used to maintain their safety as well as anyone else's and that the Town Council is compliant with all Statutory Regulations, i.e. Working at Height, at all times and personnel will not take any unnecessary risks.

The Town Council will ensure that all employees and the public are protected when working at height procedures are taking place, special regard shall be taken to avoid damage to property and injury to persons. The Town Council complies with all relevant statutory requirements i.e. Working at Height Regulations.

3.38 Risk Assessments

The Town Council will assess the significant risks to Health and Safety of all our employees and any other persons who could be affected by our work activities, this also includes Contractors, The General Public and Temporary Staff engaged for specific work, the findings will be brought to the attention of our employees and any other relevant persons, by our Clerk of the Town Council. Outside assistance may be obtained to assist with these, our employees have a duty to read and adhere to all the control measures we introduce to protect them or anyone else.

General Procedure for Risk Assessment:

- Identify the hazards and activities.
- Assess the risks i.e. what is the nature and extent of the risk?
- Are existing control measures or precautions adequate?
- Is there full compliance with the law?
- Are any further precautions required?
- Record the findings, and arrangements to be implemented if necessary

Copies of the assessments are available from the main office, various aspects of Health and Safety legislation impose a statutory duty upon the Town Council to make suitable and sufficient assessments of the degree of risk associated with our employees work.

An example of regulations requiring assessments to be completed include:

- a) The Workplace (Health, Safety and Welfare) Regulations
- b) The Management of Health and Safety at Work Regulations
- c) Electricity at Work Regulations
- d) The Personal Protective Equipment Regulations
- e) The Manual Handling Regulations
- f) The Display Screen Equipment Regulations
- g) The Control of Substances Hazardous to Health Regulations
- h) The Provision and Use of Work Equipment Regulations
- i) The Control of Noise at Work Regulations
- j) Lifting Operations and Lifting Equipment Regulation
- k) The Control of Asbestos Regulation
- l) Working at Height Regulations
- m) Dangerous Substances and Explosive Atmospheres Regulations
- n) Control of Vibration Regulations

The above is merely a guide for reference purpose.

Should an employee at any time identify any activity for which they have not seen an assessment for, they must report it immediately to the ~~Chief Executive Officer of the Council~~ Clerk to the Council or the ~~Senior Head~~ Groundsman, so where necessary an assessment can be completed.

Reviews of the Risk Assessments shall be carried out at least annually, or where there have been significant changes i.e. in Legislation, if we have new employees, introduce new equipment working conditions, processes, after an accident or near miss etc., all findings will be brought to the attention of the relevant personnel, the ~~Chief Executive Officer of the Council~~ Clerk to the Council is responsible for this.

3.39 Personal Protective Equipment (PPE)

PPE will be issued on a personal basis, suitable for the individual and the task to be carried out, if in doubt see the specific Risk and COSHH Assessments for details of PPE required, a record of PPE issued will be kept. Whilst the Town Council provides PPE at no charge to employees, we expect employees to maintain it and when not in use, that it is stored correctly i.e. not left lying on work benches etc. employees will not draw, paint or place any unauthorised stickers or deface any PPE provided. Employees must inspect PPE prior to use and any defective PPE shall be replaced immediately, this can be obtained from the stores. The Town Council will display the necessary significant signs/notices in relation to the work being carried out in that area. Any visitors will also be required to wear necessary PPE, when in a specific location, will be advised by their host, i.e. hearing protection in the hearing protection Zones.

3.40 Manual Handling

The ~~Chief Executive Officer of the Council~~ Clerk to the Council is responsible for the carrying out of an assessment of any manual handling operations.

The assessment will take account of:

- The tasks
- The loads
- The working environment
- Individual capability
- Any other relevant factors

Appropriate steps will be taken by the ~~Chief Executive Officer of the Council~~ Clerk to the Council to reduce the risk of injury to those employees carrying out manual handling operations to the lowest level practicable.

The ~~Chief Executive Officer of the Council~~ Clerk to the Council shall ensure manual handling activities are avoided where reasonably practicable.

The Town Council will ensure that employees are provided with the weight and centre of gravity of any load where possible.

All employees will receive training in manual handling activities.

Employees will carry out manual handling tasks in a safe manner; they will not lift beyond their own capabilities and shall use any equipment provided. Also they will comply with any work instructions or Risk Assessments in relation to manual handling.

3.41 Visual Display Unit (VDU)

The Town Council will assess ~~work stations~~ workstations and ensure that equipment and furniture is suitable and commensurate with good practice. Any individual who experiences excessive tiredness or eye strain after working with VDU's should report the matter to a ~~Chief Executive Officer of the Council~~ Clerk to the Council

The Town Council will authorise payment to employees for eye tests and a contribution towards any corrective spectacles, if found necessary, in accordance with the requirements of current legislation and Town Council procedures.

3.42 Asbestos

The Town Council will:

- a) Take reasonable steps to find out if there are materials containing Asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in
- b) Presume materials contain Asbestos unless there is strong evidence that they do not
- c) Make and keep up-to-date, a record of the location and condition of the Asbestos-containing materials, or materials which are presumed to contain Asbestos
- d) Assess the risk of anyone being exposed to fibres from the materials identified
- e) Prepare a plan, that sets out in detail, how the risks from these materials will be managed
- f) Take the necessary steps to put the plan into action
- g) Periodically review and monitor the plan and the arrangements to act on it, so that the plan remains relevant and up-to-date
- h) Provide information on the location and condition of the materials to anyone who is liable to work on, or disturb them
- i) There is also a requirement on others to co-operate, as far as is necessary, to allow the duty holder to comply with the above requirements

The Town ~~Council Hall/public toilets~~ Asbestos Survey and Management Plan is available from the ~~Office at the Town Hall~~ ~~Chief Executive Officer of the Town Council~~. ~~The Chapel asbestos Survey is kept at the Queens Road Chapel.~~

Employers must keep a register, health record of all **NNLW** with asbestos for each employee exposed to this which will include:

Formatted: Font colour: Red, Highlight

- The nature and duration of work with asbestos, as well as the estimated exposure for each worker
- The dates of the worker's medical examination

This register must be kept for 40 years by the Town Council

Any work with Asbestos shall be carried out in accordance with Town Council Procedures and statutory duties, i.e. by employing an approved removal contractor.

All areas where Asbestos is present shall be suitably marked with an appropriate warning label and the employees informed of their location and condition of the materials, including anyone who is liable to work on or disturb them.

3.43 Dangerous/Hazardous Substances in the Workplace

All processes shall be kept under constant review to ensure that they are not being operated at levels likely to cause health hazards to employees and/or the general public. This will apply especially to new processes or changes in existing processes when a careful check shall be made. Whenever there is an element of doubt, it is the duty of the Town Council to obtain specialist advice, i.e. the Health and Safety Advisor. ~~The Chief Executive Officer of the Council Clerk to the Council~~ will ensure all substances which may be hazardous to health have had COSHH Assessments carried out, and all users informed of the findings, records of these are maintained and kept in the Main Office. Employees are to refer to the COSHH assessments prior to using a dangerous substance and adhere to the guidance within. If an employee considers using a substance which may be harmful and cannot locate the COSHH Assessment, then they do not use the substance and they shall contact the ~~Chief Executive Officer of the Council Clerk to the Council~~ who will ensure this is addressed. The Town Council will ensure Health and Safety data sheets and COSHH assessments are available for perusal. See Appendix F.

The Town Council will ensure where possible to:

- Find safer alternatives i.e. eliminate its use or substitute it for something less hazardous, where possible.
- Control the risk at source.
- Select safer working methods.
- Maintain good housekeeping standards.
- Provide suitable training to all personnel who may come into contact with these substances.
- Issue suitable Personnel Protective Equipment and ensure it is inspected, tested and replaced in accordance with the manufacturer's guidance.
- Provide Health Surveillance.

Labelling

Containers will be clearly labelled with their contents. Packaging and labelling should comply with the Classification labelling and Packaging of Substances and Mixtures Regulation. All damaged labels will be replaced and personnel will not decant substances into unsuitable or unlabelled containers.

Storage

Storage of substances will be in accordance with manufacturer's guidance, any such areas will be clearly marked, made secure and accessible only by authorised employees.

All employees shall be fully informed, instructed and trained in the risks when handling substances and the necessary safe guards prior to using, handling or storing hazardous substances such as:

- Mastics
- Industrial Solvents
- Adhesive
- Cleaning Chemicals etc.

Personal Hygiene

Employees must maintain standards relating to personal hygiene bearing in mind their contact with various substances during a normal working day and will remove any contaminated clothing.

Spillage and Disposal of Waste

Any spillage will be quickly cleared away using a safe method with the spill kits provided.

The manufacturer's instructions concerning disposal of containers and materials are to be followed. Certain types of dangerous waste are defined as "Hazardous waste", if any of these are being removed from site the Town Council will ensure their safe carriage via a registered waste contractor and the Town Council will maintain records of this.

Fumes, Vapour, Mists, Gas and Dusts

The accumulation of fumes, vapours, mists, gasses or dusts in the working environment can be minimised by effective ventilation. If it is necessary for employees to work in a dusty environment, protective clothing and equipment will be provided which will include the relevant respiratory protective equipment that will control the exposure to below the work place exposure limit after engineering methods have been tried at source.

Face Fit Testing

Where personnel have to wear tight fitting respirators, due to potential exposure of any dusts, mists, fumes, vapours or gases and these have to be worn in conjunction with the other controls the Town Council has in place, we will arrange for face fit testing to ensure that the employee has the correct device. Testing will take place every two years or sooner if any employee significantly gains or loses weight, they undergo substantial dental treatment, there are any facial changes or the employee is using a different respirator. Records of this testing will be kept in the main office.

Fluids Pressure Systems under Pressure

The Town Council has all records of statutory inspections, maintenance and work procedures for reference.

Dangerous Substances and Explosive Atmosphere Regulations (DSEAR)

The flammable storage areas have the potential for being explosive atmospheres; an assessment has been carried out to classify these areas into zones to determine the type of electrical equipment that can be used in these areas, as well as any other specific measures that need to be in place, also each area needs to be marked with 'Ex' signs at their entry points, all personnel will be informed of the findings.

Legionella

The Town Council has carried out an assessment of the water systems on site in relation to Legionella to determine if conditions on this site will encourage the bacteria to multiply and if there are susceptible people at risk, this includes a written scheme for preventing or controlling the risk. We have appointed a competent person with sufficient authority and knowledge of the installation to help take the measures needed for Compliance. The Assessment is kept in the Main Office.

Formatted: Highlight

3.44 Other Important Hazards

Compressed Air

The Council uses equipment which has a compressed air system. Employees will be warned of the dangers of air driven tools during their induction training but are reminded not to skylark with compressed air. ~~The Chief Executive Officer of the Council Clerk to the Council/Head Groundsman~~ will endeavor to provide the relevant documentation to meet the Town Council's statutory requirements.

Formatted: Strikethrough

Boilers

The responsible person is to ensure that any boilers within his control are serviced in accordance with current regulations.

Formatted: Highlight

Any manufacturers' instructions on how to operate boilers and associated plant safely will be made conveniently available to attendants (e.g. by attaching copies to the plant itself). Instructions and training should cover both normal operating conditions, and action necessary in the event of an emergency or breakdown.

Where pipework associated with boilers and similar plant will become hot enough to cause injury, it will be adequately lagged.

Suitable precautions will be taken where employees must enter confined spaces for maintenance or other work.

Maintenance

Engineering procedures are in place to control hazards. Work and maintenance procedures are available from management.

Manual Handling

All employees are to carry out manual handling tasks in a safe manner. Employees are only to lift or move equipment that they consider to be within their capabilities. Before lifting operations are commenced they must be assessed for the most suitable method i.e.; lift by one person, lift by more than one, lift by mechanical means. The Town Council never requires an employee to lift more than they are capable of.

Gas Cylinder Storage

~~A suitable storage facility is provided on hard standing clear of any entrances to buildings or the boundary fence, gas cylinders will be made secure, full and empty kept separate, stored upright with the valves turned off and will not be lying in any water. An area of 1 meter will be kept clear of combustible materials and vegetation. The appropriate warning sign will be displayed and personnel will not smoke near this area, oxygen cylinders will be stored at least 3 meters clear of the other cylinders.~~

Formatted: Strikethrough

Power Operated Tools

Power operated tools must only be used by operatives trained and authorised in their use, they must be inspected by the user prior to being used.

Power tools should only be used for those jobs for which they were designed and should be properly maintained and kept in good condition, as per the manufacturer's recommendation. It is important that proper connections are made to energy supplies whether electric, compressed air, hydraulics etc.

Hired Equipment

Any equipment, tools or access equipment etc., that has to be hired in will be obtained from our approved hire Company, who will provide a handbook or instructions for use, as well as ensuring that it is in suitable condition, that all inspections are carried out and it is fit for purpose. Where it doesn't fit any of this criteria it will be returned and not used. Employees will not misuse this equipment. All persons who have to use this equipment will receive training, a Risk Assessment will be compiled and all users will be informed of the findings. The Town Council will carry out any necessary inspections as per manufacturer's recommendations; these will be assigned to the authorised competent person.

Overhead Power Lines

The Town Council will ensure vehicles entering this area do not have the capability to elevate or come into contact with the powerlines, they will contact the service provider for advice and will where safe and after consultation erect a goal post type barrier, which drivers of high or tipping/elevating vehicles can use to gauge heights as well as display warning signs, notifying all drivers of elevating or tipping vehicles their locations, including and necessary precautions to be taken. A minimum of 15 meters must be maintained between power lines and any equipment. Where work needs to be carried out close to power line the Town Council shall arrange for them to be temporary disconnected by the service provider. Only trained, authorised persons shall carryout work near overhead powerlines.

~~Underground Cables~~

~~If any work is likely to be carried out near buried cables the Town Council shall obtain information as to their location and a competent person will confirm this using appropriate equipment and, where possible, dig trial holes.~~

Formatted: Strikethrough

~~No powered equipment shall be used within 0.5 metres of any buried service this includes any pick axes. Only trained, authorised personnel shall carryout work near underground cables.~~

Formatted: Strikethrough

Pesticides

These are kept on site in a secure location on each unit allowing access by the Town Council's trained, authorised personnel who have attended the PA1 and 6 courses, records shall be maintained of amounts on site and used.

Working in Direct Sunlight

The Town Council realises that work in the summer may present the risk of sunburn so personnel must keep covered and will be encouraged to wear suitable sunscreen creams and hats where possible, the work will be organised to avoid engaging in activities outside during the hottest times of the day. Drinking water is provided to keep personnel hydrated.

Leptospirosis

Due to the nature of our business, employees may be at risk from Leptospirosis, and the Town Council will ensure their safety by having the following measures in place,

- Personnel are to be trained
- The Town Council will identify the tasks that poses an increased risk of contracting the disease
- Assessing the risk, introducing suitable control measures, which will be enforced and monitored
- Providing suitable washing facilities
- Ensuring our employees are not exposed to un necessary risks
- Providing suitable PPE and leptospirosis cards
-

Vibration

Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. Identifying these at an early stage is important.

The Town Council will take action to prevent the health effects from becoming serious for their employees. This will be achieved by complying with the Control of Vibration at Work Regulations 2005. In this they will start to implement vibration assessments on their tools and hand fed machines in line with the guidance currently available from the Health and Safety Executive. An annual Occupational health assessment will be conducted for all relevant employees.

This will involve:

- Making a list of equipment that may cause vibration and what sort of work it is used for.
- Collect information about the equipment from the equipment handbooks
- Making a list of employees who use the vibrating equipment and which jobs they do.
- Note as accurately as possible the amount of time in contact with the vibrating equipment.
- Asking employees which equipment seems to have high vibration and about any other problems experienced whilst using the equipment.
- Recording all relevant information to determine actions and the exposure limitations required for each tool and piece of equipment.

Biological Hazards Sharps (Needle and Syringes)

When clearing work areas, be aware of sharps i.e. in false ceilings, above doors and in wall voids. Employees are to be made aware of and will receive appropriate training in the management of sharps within the Town Council.

The safety procedure is the minimum acceptable level that is to be followed:

- Always wear gloves when investigating compartments or areas and carry out an initial visual inspection using a torch if necessary
- Carefully investigate suspect rubbish before touching. Do not move hands along objects
- Rubbish containing sharps should not be handled
- Seek immediate medical advice if cut or injected

Formatted: Highlight

3.45 Documentation

The following documents and information is held at the Main Office and are available for scrutiny at all times:

General Statements on Health and Safety Policy and organisational structure.

1.
 - a) Safety rules and training programmes, First Aid arrangements, etc.
 - b) Statutory regulations affecting the site and any other machinery in use by the Company.
 - c) General fire procedures.
 - d) Method statements.
 - e) Permits to work.
 - f) Both D and E will be provided when demolition work, hot work, welding, cutting, confined space work or high level work is being carried out on site.
 - g) Procedures and Forms in section 5 and 6 of this Manual.
2. Accident Book.
3. Record of accident documentation.
 - a) ~~Social Security, Factory Inspectorate, Insurance Company.~~
4. Safety Control:
 - i. External:
 - a) Checks on air compressors, cylinders, etc.
 - b) General Certificate of Insurance.
 - c) Lifting Equipment and ancillaries.
 - d) Records for Electrical Equipment both fixed and portable, to comply with the Electricity at Work Regulations.
 - e) Fire detection and fire fighting equipment.
 - f) Records of noise assessments.
 - ii. Internal
 - a) Record of all persons completing official safety courses, i.e. Health and Safety Courses.
 - b) Record of results of regular checks on noise, fire drills and general safety etc.
 - c) Record of all issues, purchases, replacements and repair of all Personal Protective Clothing and Equipment.
 - d) Record of substances pertaining to the Control of Substances Hazardous to Health 2002.
 - e) Accident Records.
 - f) Maintenance Records of all Equipment.
 - g) Risk Assessments.

Formatted: Strikethrough

3.46 Monitoring and Review

The Town Council is fully committed to a system of safety inspections, monitoring, reviews and audits.

The overall responsibility for monitoring the effectiveness of this Health and Safety Policy is with the ~~Chief Executive Officer of the Council. Clerk to the Council~~. They will ensure the policy is being adhered to by all operatives and also by operatives of any sub-contractors used. This is done via tool-box talks and also regular inspections of workplaces and work equipment etc.

A formal recorded system of inspection, monitoring and review, is established to enable all tiers of management to assess control measures and identify problem areas.

These include regular inspection reports completed by the ~~Chief Executive Officer of the Council. Clerk to the Council~~ or the ~~Head~~ Senior Groundsman.

These arrangements are supplemented by independent inspections by the Safety Consultants, Senior Management ~~at Milne Marketing and they~~ will review these reports and all subsequent corrective actions are reviewed by the ~~Chief Executive Officer of the Council. Clerk to the Council~~

As part of a continuous improvement programme, regular meetings will be held by the ~~Chief Executive Officer of the Council. Clerk to the Council~~ to assess performance and set objectives.

The policy is reviewed annually by the ~~Chief Executive Officer of the Council. Clerk to the Council~~

A review of this policy may occur if there are changes in relevant Health and Safety legislation, or following an accident or incident, or simply to reflect changes in industry best practise.

Appendix A

Amendment List

First Issue Log

| Document | Date Issued | Date Incorporated | Approved By |
|--------------------------|----------------------------|----------------------------|--------------|
| Health and Safety Policy | 20 th July 2016 | 20 th July 2016 | Town Council |

Revision/Amendment Log

| Document | Date Issued | Date Reviewed | Date of Re-Issue | Page Number | Approved By |
|-----------------------------------|-----------------|-----------------|------------------|---|---------------------|
| Health & Safety Policy | 20/07/16 | 10/07/17 | 10/07/17 | General Statement Appendix A HSF135A & B HSF138 A & B HSF Contents List | Town Council |
| Health & Safety Policy | 20/07/16 | 09/07/18 | 07/08/18 | General Statement Section 3.18, 3.22 & 3.37 Appendix A | Town Council |
| Health & Safety Policy | 20/07/16 | 24/04/19 | 24/04/19 | Updates made by ATC to personnel | Town Council |
| <u>Health & Safety Policy</u> | <u>20/07/16</u> | <u>21/09/20</u> | <u>21/09/20</u> | | <u>Town Council</u> |
| <u>Health & Safety Policy</u> | <u>20/07/16</u> | <u>12/10/21</u> | <u>12/10/21</u> | | <u>Town Council</u> |
| <u>Health & Safety Policy</u> | <u>20/07/16</u> | <u>4/11/22</u> | <u>4/11/22</u> | : | <u>Unsigned</u> |
| <u>Health & Safety Policy</u> | <u>20/07/16</u> | <u>11/04/24</u> | | | |
| | | | | | |
| | | | | | |

Appendix B

Action on Discovering a Fire

All staff must make themselves familiar with this drill.

1. Raise the alarm.
2. Call the Fire and Rescue Services from the nearest telephone.
3. Clear the building/area of people as quickly and calmly as possible.
4. Check thoroughly that all persons have left the building/area.
5. If possible without risk, attack the fire using the fire fighting equipment provided. If the fire is of an electrical nature, use the gas or powder extinguishers, or if of some other nature, use the water extinguishers. If appropriate, i.e. if it is a fire in one of the machines, then turn electricity off at supply.
6. Go to your nearest assembly point and report for the roll call.

Please make sure that you are fully aware of this fire drill.

Appendix C

Essential Health & Safety Advice to Temporary Workers

1. Our policy is to provide and maintain safe and healthy conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the Health and Safety of other people who may be affected by our activities.
2. Temporary workers require safety information to enable them to function in a safe environment. It is our policy to provide information for temporary workers and a copy of this Appendix, together with the fire instructions for the site, are to be handed to you on arrival prior to taking up work with the Town Council. A copy of the Town Council Health & Safety Policy statement is held in the rest room for- your perusal.
3. All employees, including temporary workers are responsible for ensuring that no risk is created on the Town Council premises due to uncleanliness, poor stacking and storage of equipment or the blocking of gangways and fire escape routes. Everyone is to take particular note of safe working practices within their working area.
4. All employees have the responsibility to co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
5. Whenever an employee notices a Health and Safety problem which they are not able to correct themselves, they must immediately report the problem to the management. Consultation between management and employees is provided for by the Town Council. All employees are entitled and encouraged to make representation to them on any Health and Safety matter in a proactive fashion.
6. Contractors are responsible to the Town Council for their working practises and safety whilst carrying out work on the Town Council premises. They will however, be responsible for notifying the Town Council of any task which might endanger the Town Council's employees or visitors to the building.
7. Short term visitors to the Town Council premises are to be escorted throughout their visit. Longer term visitors are to be given a safety brief by a responsible person on arrival.

Appendix D

Responsible Persons

| | |
|--|--|
| Overall and final responsibility for Health and Safety in the Town Council is: | Attleborough Town Council |
| Responsible persons for the Health and Safety Policy being implemented and carried out is: | Attleborough Town Council |
| Compiling and reviewing Risk Assessments: | Chief Executive Officer of the Council Town Clerk |
| Compiling and reviewing COSHH Assessments: | Chief Executive Officer of the Council Town Clerk |
| Compiling and reviewing Fire Risk Assessments: | Chief Executive Officer of the Council Town Clerk |
| Compiling, implementing and reviewing procedures: | Chief Executive Officer of the Council Town Clerk |
| Reviewing documentation records at least annually, or when there are any changes: | Chief Executive Officer of the Council Town Clerk |
| Monitoring Asbestos: | Attleborough Town Council and Chief Executive Officer of the Council Town Clerk |
| Consultation between management and employees: | Attleborough Town Council and the Chief Executive Officer of the Council Town Clerk |
| Carrying out safety inspections: | Chief Executive Officer of the Council Town Clerk & Senior Head Groundsman |
| Carrying out accident investigations: | Attleborough Town Council and the Chief Executive Officer of the Council Town Clerk |
| Monitoring of plant and equipment: | Chief Executive Officer of the Council Town Clerk |

| | |
|---|---|
| | <u>Clerk</u> |
| Arranging Eye Sight Test (Visual Display Screens): | Chief Executive Officer of the Council <u>Town Clerk</u> |
| Arranging Hearing Test: | Chief Executive Officer of the Council <u>Town Clerk</u> |
| Vehicle Safety: | Chief Executive Officer of the Council <u>Town Clerk</u> |
| Reporting accidents internally and via the RIDDOR system: | Chief Executive Officer of the Council <u>Town Clerk</u> |
| Controlling contractors on site: | Attleborough Town Council and the Chief Executive Officer of the Council <u>Town Clerk</u> |
| Arranging Noise Assessments: | Chief Executive Officer of the Council <u>Town Clerk</u> |

Appendix D

| | |
|--|--|
| Health Surveillance: | <u>Chief Executive Officer of the Council Town Clerk</u> |
| Issuing permits to work: | <u>Chief Executive Officer of the Council Town Clerk</u> |
| Checking fire exits: | <u>Chief Executive Officer of the Council Town Clerk</u> |
| Checking fire alarm: | <u>Chief Executive Officer of the Council Town Clerk</u> |
| Checking emergency lighting: | <u>Chief Executive Officer of the Council Town Clerk</u> |
| Arranging fire drills: | <u>Chief Executive Officer of the Council Town Clerk</u> |
| Waste disposal: | <u>Chief Executive Officer of the Council Town Clerk</u> |
| Safe stacking and storage: | <u>Chief Executive Officer of the Council Town Clerk</u> |
| Marking/keeping gangways clear: | <u>Chief Executive Officer of the Council Town Clerk</u> |
| General cleanliness/tidiness of works: | <u>Chief Executive Officer of the Council Town Clerk</u> |
| Checking ladders: | <u>Chief Executive Officer of the Council Town Clerk</u> |
| Arranging Induction training: | <u>Chief Executive Officer of the Council Town Clerk</u> |
| Safety training: | <u>Chief Executive Officer of the Council Town Clerk</u> |

Appendix E

| STATUTORY INSPECTIONS/ PERIODIC CHECKS AND TESTS | SERVICE PROVIDER | PERSON RESPONSIBLE |
|--|-------------------------|---------------------------|
| Forklift & Lifting equipment (every 6/12 months) | | |
| Ancillary Lifting Equipment (every 6 months) | | |
| Fixed & Permanent wiring systems Tested - Retest Date- | | |
| Asbestos Survey/ Survey Date: | | |
| Asbestos Management Plan Management Plan Date: | | |
| Portable Appliance testing as necessary | | |
| Fire Extinguishers (Annually) | | |
| Fire Alarms | | |
| Emergency Lighting | | |
| Local Exhaust Ventilation (LEV) (every 14 months) | | |
| Gas heating system (Annually) | | |
| Town Council vehicles (serviced as required) | | |
| Town Council vehicles MOTS (Annually) | | |
| Compressed Air (every 12 months) | | |

Appendix F

| Document(s) / Form(s) | Location |
|---|-------------|
| Health and Safety Policy Manual | Main Office |
| Health and Safety Procedures and Forms Manual | Main Office |
| Risk Assessment Manual | Main Office |
| Fire Risk Assessment Manual | Main Office |
| Noise Assessment Manual | Main Office |
| | |
| Material Safety Data Sheets | Main Office |
| COSHH Assessment Manual | Main Office |
| Accident Book | Main Office |
| | |
| Permits to Work | Main Office |
| Safety Committee Meeting Minutes | Main Office |
| Inspection Records | Main Office |
| Statutory Through Inspection and Tests | Main Office |
| Health Surveillance Records | Main Office |
| | |
| Training Records | Main Office |
| Manufacturers Guidance Sheets | Main Office |
| Personal Protective Equipment Issue Record | Main Office |
| Asbestos Register | Main Office |
| Lifting Equipment Records | Main Office |

Appendix G

TRAINING SCHEDULE

| NAME | ACTIVITY | | | | | | | | | | | |
|------|--------------------|-----------------|-------------------|---|--------------------|-------------|-------------------------------|-------------------------|--------------------------|---------|-------|-----------------------|
| | Induction Training | Manual Handling | Use of Substances | Compling, reviewing and monitoring of COSHH, Risk and Fire Risk Assessments | Fire Extinguishers | Fire Warden | Personal Protective Equipment | Abrasive Wheels & Discs | Display Screen Equipment | Ladders | Steps | Mobile Tower Scaffold |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

(HSF21A)

Appendix H

RELEVANT LEGISLATION

Health & Safety at Work Act 1974
Management of Health & Safety at Work Regulations 1999
Electricity at Work Regulations 1989
Health & Safety (First Aid) Regulations 1981
Health & Safety (Information for Employers) Regulations 1989
Health & Safety (Consultation with Employees) Regulations 1996
Safety Representatives & Safety Committee Regulations 1977
Health & Safety (Display Screen Equipment) Regulations 1992
Health & Safety (Safety Signs & Signals) Regulations 1996
Workplace (Health, Safety & Welfare) Regulations 1992
Provision and Use of Work Equipment Regulations 1998
Control of Asbestos Regulations 2012
Manual Handling Operations Regulations 1992
Personal Protective Equipment Regulations 2002
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
Lifting Operations and Lifting Equipment Regulations 1998
Control of Substances Hazardous to Health 2002
Work at Heights Regulations 2005
Control of Vibration at Work Regulations 2005
Control of Noise at Work Regulations 2005
Regulatory Reform (Fire Safety) Order 2005
Dangerous Substances in Explosive Atmosphere Regulations 2002
Corporate Manslaughter & Homicide Act 2008
Disability Act 2003
Smoke Free (Permission and Enforcement) Regulations 2007
Smoke Free (Signs) Regulations 2007
The Fire Safety (Employees' Capabilities) (England) Regulations 2010

Appendix I

FIRST AIDERS

| List of Competent First Aiders | | |
|--------------------------------|------------|----------------|
| NAME | DEPARTMENT | DATE OF EXPIRY |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Location of First Aid Kits

| Location: | Department: | Person responsible for up-keep of this first aid kit: |
|--------------------------|-------------|---|
| <u>Kitchen Town Hall</u> | | <u>Caretaker</u> |
| <u>Office</u> | | <u>Caretaker</u> |
| <u>Compound</u> | | <u>Head Groundsman</u> |
| <u>Company car</u> | | <u>Head Groundsman</u> |

Formatted: Indent: Left: 0 cm, First line: 0 cm

Section 5

Health & Safety Procedures

Health & Safety Procedures Contents

| | |
|---------|--|
| HSP1 | General Safety Rules |
| HSP8 | Risk Assessments |
| HSP9 | Accident Reporting and Investigation Procedure |
| HSP13 | Working Alone |
| HSP15 | Display Screens |
| HSP16 | VDU-Spectacles Procedure |
| HSP18 | AIDS and HIV |
| HSP19 | Alcohol and Drugs |
| HSP24 | Young Persons |
| HSP25 | Induction of New Employees |
| HSP44 | RIDDOR |
| HSP46 | Contractors on Site Policy |
| HSP58 | CDM Regulations |
| HSP84/5 | Procedure for New and Expectant Mothers |
| HSP93 | Violence at Work Policy |
| HSP95 | Managing Stress in the Workplace |
| HSP142 | Employing a Young Person and Children |

Section 6

Health & Safety

Forms

Health and Safety Forms Contents

| | |
|---------|--|
| HSF1 | Risk Assessment Form |
| HSF1B | COSHH Assessment Form |
| HSF1C | Risk Assessment Form-Manual Handling |
| HSF2 | Near Miss Report |
| HSF16 | DSE Assessment |
| HSF17 | Office Risk Assessments |
| HSF21 | Personal Training File |
| HSF22 | Department/Branch Induction Training |
| HSF23 | Sub-Contractors Health & Safety Performance Records |
| HSF25 | Ladder Register |
| HSF38 | Register of Approved Contractors |
| HSF39B | Pre-Qualification Questionnaire for Contractors |
| HSF41 | Machine Guarding Checklist |
| HSF45 | Defect Report Sheet |
| HSF135A | Accident Investigation |
| HSF135B | Accident Investigation |
| HSF138B | Weekly Safety Tour Sheet – Offices |
| HSF138C | Weekly Safety Tour Sheets - Works |
| HSF147 | Town Council Vehicle Check List |
| HSF154 | Risk Assessment Acceptance Form |
| HSF156 | Personal Protective Equipment (PPE) Issue/Reissue Record |
| HSF186 | Employment Medical Questionnaire |
| HSF192 | Site Inspection Sheet |



DATA PROTECTION POLICY

Legal background:

Attleborough Town Council is committed to protecting the rights and freedoms of data subjects and the safe and secure processing of their data, in accordance with the Data Protection Act and the General Data Protection Regulation 2018 (GDPR). There has been an update to the 2018 legislation which, whilst it doesn't alter the 2018 Regulation intent, the "Fundamental rights and freedoms" which are currently defined in this legislation as retained EU rights, will be repealed at the end of 2023 by the Retained EU Law (Revocation and Reform) Act 2023. In order to ensure relevant rights and freedoms are still taken into account after the end of this year, this instrument amends the definition of "fundamental rights and freedoms" to refer to an alternative source of fundamental rights and freedoms, namely those under the European Convention on Human Rights (ECHR), which have been enshrined in the UK's domestic law under the Human Rights Act 1998. This will provide certainty for organisations which are subject to data protection legislation and will establish a clear set of fundamental rights and freedoms to refer to. See the link to more information. <https://www.gov.uk/government/publications/the-data-protection-fundamental-rights-and-freedoms-amendment-regulations-2023>

1 Introduction

The Council holds personal data about our employees, clients, suppliers, customers, and other individuals for a variety of business purposes.

This policy sets out how we seek to protect personal data and ensure that our employees understand the rules governing their use of the Personal Data to which they have access in the course of their work.

In particular, this policy requires staff to ensure that the Data Protection Officer (DPO) is consulted before any significant new data processing activity is initiated to ensure that relevant compliance steps are addressed.

The Council is committed to acting responsibly in ensuring continued and effective implementation of this policy and expects all its employees to share in this commitment. Any breach of this policy will be taken seriously and may result in disciplinary action.

2 Definitions

| Purpose | Description |
|---------|-------------|
|---------|-------------|

| | |
|-------------------------------------|--|
| Business | <p>The purposes for which personal data may be used by us: Personnel, administrative, financial, regulatory, payroll and business development purposes.</p> <p>Business purposes include the following:</p> <ul style="list-style-type: none"> • Compliance with our legal, regulatory and corporate governance obligations and good practice; • Gathering information as part of investigations by regulatory bodies or in connection with legal proceedings or requests; • Ensuring business policies are adhered to (such as policies covering email and internet use); • Operational reasons, such as recording transactions, training and quality control, ensuring the confidentiality of commercially sensitive information, security vetting, credit scoring and checking; • Investigating complaints; • Checking references, ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences, administration and assessments; • Monitoring staff conduct, disciplinary matters; • Marketing our business; and • Improving services. |
| Personal Data | <p>Personal data means any information relating to an identified or identifiable natural person (data subject); and identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.</p> <p>Personal data we gather may include: individuals' phone number, email address, educational background, financial and pay details, details of certificates and diplomas, education and skills, marital status, nationality, job title, CV and photo or film images.</p> |
| Special Categories of Personal Data | <p>Special categories of data include information about an individual's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership (or non-membership), physical or mental health or condition, criminal offences, or related proceedings, and genetic and biometric information any use of special categories of personal data should be strictly controlled in accordance with this policy.</p> |
| Data Controller | <p>Data controller means the natural or legal person, public authority, agency, or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by law.</p> |
| Data Processor | <p>Processor means a natural or legal person, public authority, agency or other agency or other body, which processes personal data on behalf of the</p> |

| | |
|-----------------------|---|
| | controller. |
| Processing | Processing means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure, or destruction. |
| Supervisory Authority | This is the national body responsible for data protection. The supervisory authority for our organisation is the Information Commissioners Office (ICO). |

- 3 Scope

This policy applies to the processing of personal data wholly or partly by automated means (i.e. by computer) and to the processing other than by automated means (i.e. paper or photographic records) that form part of filing system or are intended to form part of a filing system.

This policy supplements our other policies relating to internet and email use. We may supplement or amend this policy by additional policies and guidelines from time to time.

Who is responsible for this policy?

The Clerk has overall responsibility for the day-to-day implementation of this policy. Please contact the Clerk for further information about this policy if it is required.

4 Principles

The Council will make every effort possible to comply with these principles. The Principles are:

- Lawful, Fair, and Transparent
Data collection must be fair, for a legal purpose and we must be open and transparent as to how the data will be used.
- Limited for its Purpose
Data can only be collected for a specific purpose.
- Data Minimisation
Any data collected must be necessary and not excessive for its purpose.
- Accurate
The data we hold must be accurate and kept up to date.
- Retention
We cannot store data longer than necessary.
- Integrity and Confidentiality
The data we hold must be kept safe and secure.

- Accountability and Transparency

The Council will ensure accountability and transparency in all our use of personal data and we will record how we comply with each principle. Our employees are responsible for keeping a written record of how all the data processing activities they are responsible for comply with each of the principles. The written record will be kept up to date and will be approved by the Data Protection Officer (DPO).

All our employees are responsible for understanding their particular responsibilities to ensure we meet the following data protection obligations:

- Fully implement all appropriate technical and organisational measures;
- Maintain up to date and relevant documentation on all processing activities;
- Conducting Data Protection Impact Assessments; and
- Implement measures to ensure privacy by design and default, including:
 - Data minimisation;
 - Pseudonymisation;
 - Transparency;
 - Allowing individuals to monitor processing and
 - Creating and improving security and enhanced privacy procedures on an ongoing basis.

5 Our Procedures

Fair and Lawful Processing

We will process personal data fairly and lawfully in accordance with individual rights under the first principle. This generally means that we will not process personal data unless the individual whose details we are processing has consented to this happening.

Lawful Basis for Processing Data

We will establish a lawful basis for processing data. It is the responsibility of each employee to check the lawful basis for any data they are working with and ensure all of their actions comply the lawful basis. At least one of the following conditions will apply whenever we process personal data:

- Consent

We hold recent, clear, explicit, and defined consent for the individual's data to be processed for a specific purpose.
- Contract

The processing is necessary to fulfil or prepare a contract for the individual.
- Legal Obligation

We have a legal obligation to process the data (excluding a contract).
- Vital Interests

Processing the data is necessary to protect a person's life or in a medical a situation.
- Public Function

Processing necessary to carry out a public function, a task of public interest or the function has a clear basis in law.

- Legitimate Interest

The processing is necessary for our legitimate interests. This condition does not apply legitimate interest. Deciding which condition to rely on if there is a good reason to protect the individual's personal data which overrides the legitimate interest.

Deciding which Condition to Rely On

In making an assessment, we will first establish that the processing is necessary. This means the processing will be a targeted, appropriate way of achieving the stated purpose.

We recognise that that more than one basis may apply, and we will rely on what will best fit the purpose.

We will consider the following factors:

- What is the purpose for processing the data?
- Can it reasonably be done in a different way?
- Is there a choice as to whether or not to process the data?
- Who does the processing benefit?
- After selecting the lawful basis, is this the same as the lawful basis the data subject would expect?
- What is the impact of the processing on the individual?
- Are we in a position of power over them?
- Are they a vulnerable person?
- Would they be likely to object to the processing?
- Are we able to stop the processing at any time on request, and have we factored in how to do this?

As part of our commitment to the first principle we shall document this process to show that we have fully considered which lawful basis best applies to each processing purpose, and fully justify these decisions.

We will also ensure that individuals whose data is being processed by us are informed of the lawful basis for processing their data, as well as the intended purpose. This will occur via a privacy notice. This applies whether we have collected the data directly from the individual, or from another source.

Any employee who is responsible for making an assessment of the lawful basis and implementing the privacy notice for the processing activity, must have this approved by the DPO.

6 Special Categories of Personal Data

What are special categories of personal data?

Previously known as sensitive personal data, this means data about an individual which is more sensitive, so requires more protection.

This type of data could create more significant risks to a person's fundamental rights and freedoms, for example by putting them at risk of unlawful discrimination.

The special categories include information about an individual's:

- race;
- ethnic origin;

- politics;
- religion;
- trade union membership;
- genetics;
- biometrics (where used for ID purposes);
- health; and/or
- sexual orientation.

In most cases where we process special categories of personal data, we will obtain the data subject's explicit consent to do this unless exceptional circumstances apply, or we are required to do this by law (e.g. to comply with legal obligations to ensure health and safety at work). Any such consent will clearly identify what the relevant data is, why it is being processed and to whom it will be disclosed.

The condition for processing special categories of personal data will comply with the law. If we do not have a lawful basis for processing special categories of data that processing activity will cease.

7 Responsibilities

The Council's responsibilities are:

- To analyse and document the type of personal data held;
- To check procedures to ensure they cover all the rights of the individual;
- To identify the lawful basis for processing data;
- To ensure that the consent procedures are lawful;
- To implement and review the procedures to detect, report and investigate personal data breaches;
- To store data in safe and secure ways; and
- To assess the risk posed to individual rights and freedoms should data be compromised.

The responsibilities of individual members of staff are:

- To fully understand their data protection obligations;
- To check that any data processing activities they are dealing with comply with our policy and are justified;
- To not use data in any unlawful way;
- To not store data incorrectly, be careless with it or otherwise cause us to breach data protection laws and our policies through their actions;
- To ensure that the data used is accurate and consent has been given if applicable;
- To comply with this policy at all times; and
- To raise any concerns, notify any breaches or errors, and report anything suspicious or contradictory to this policy or our legal obligations without delay.

Responsibilities of the Data Protection Officer

- To keep the Council updated about data protection responsibilities, risks and issues;

- To review all data protection procedures and policies on a regular basis;
- To arrange data protection training and advice for all staff members and members;
- To answer questions on data protection from staff, Members and other stakeholders;
- To respond to individuals who wish to know which data is being held on them by us;
- To check with and approve third parties that handle the Council's data any contracts or agreement regarding data processing;
- To ensure all systems, services, software and equipment meet acceptable security standards;
- To check and scan security hardware and software regularly to ensure it is functioning properly;
- To research third -party services, such as cloud services the Council is considering using to store or process data;
- To approve data protection statements attached to emails and other marketing copy;
- To address data protection queries from clients, target audiences or media outlets; and
- To co-ordinate with the staff who undertake marketing activities to ensure all marketing initiatives adhere to data protection laws and the Council's Protection Policy.

Accuracy and Relevance

We will ensure that any personal data we process is accurate, adequate, relevant, and not excessive, given the purpose for which it was obtained. We will not process personal data obtained for one purpose for any unconnected purpose unless the individual concerned has agreed to this or would otherwise reasonably expect this.

Individuals may ask that we correct inaccurate personal data relating to them. If they believe that information is inaccurate, they should record the fact that the accuracy of the information is disputed and inform the DPO.

Data Security

We will keep personal data secure against loss or misuse. Where other organisations process personal data as a service on our behalf, the DPO will establish what, if any, additional specific data security arrangements need to be implemented in contracts with those third-party organisations.

Storing Data Securely

- In cases when data is stored on printed paper, it shall be kept in a secure place where unauthorised personnel cannot access it.
- Printed data shall be shredded when it is no longer needed.
- Data stored on a computer shall be protected by strong passwords that are changed regularly.
- Data stored on CDs or memory sticks will be encrypted or password protected and locked away securely when they are not being used.
- The DPO will approve any cloud used to store data.
- The DPO will approve any third-party applications that are used to store information.
- Servers containing personal data will be kept in a secure location, away from general office space.
- Data will be regularly backed up in line with the Council's backup procedures.
- All servers containing sensitive data will be approved and protected by security software.

- All possible technical measures will be put in place to keep data secure.

Data Retention

We will retain personal data for no longer than is necessary. What is necessary will depend on the circumstances of each case, taking into account the reasons that the personal data was obtained, but should be determined in a manner consistent with our data retention guidelines.

Transferring Data Internationally

There are restrictions on international transfers of personal data. We will not transfer personal data abroad, or anywhere else outside of normal rules and procedures without express permission from the DPO.

8 Rights of Individuals

Individuals have rights to their data which we will respect and comply with to the best of our ability. We will ensure individuals can exercise their rights in the following ways:

Right to be Informed

- Providing privacy notices which are concise, transparent, intelligible, and easily accessible, free of charge, that are written in clear and plain language, particularly if aimed at children.
- Keeping a record of how we use personal data to demonstrate compliance with the need for accountability and transparency.

Right of Access

- Enabling individuals to access their personal data and supplementary information.
- Allowing individuals to be aware of and verify the lawfulness of the processing activities.

Right to Rectification

- We will rectify or amend the personal data of the individual if requested because it is inaccurate or incomplete.
- This will be done without delay, and no later than one month.

Right to Erasure

- We will delete or remove an individual's data if requested and there is no compelling reason for its continued processing.

Right to Restrict Processing

- We will comply with any request to restrict, block, or otherwise suppress the processing of personal data.
- We are permitted to store personal data if it has been restricted, but not process it further. We will retain enough data to ensure the right to restriction is respected in the future.

Right to Data Portability

- We will provide individuals with their data so that they can reuse it for their own purposes or across different services.
- We will provide it in a commonly used, machine-readable format, and send it directly to another

controller if requested.

Right to Object

- We will respect the right of an individual to object to data processing based on legitimate interest or the performance of a public interest task.
- We will respect the right of an individual to object to direct marketing, including profiling.
- We will respect the right of an individual to object to processing their data for scientific and historical research and statistics.

Rights in Relation to Automate Decision Making and Profiling

- We will respect the rights of individuals in relation to automated decision making and profiling.
- Individuals retain their right to object to such automated processing, have the rationale explained to them, and request human intervention.

9 Privacy Notices

When to supply a privacy notice.

A privacy notice will be supplied at the time the data is obtained if obtained directly from the data subject. If the data is not obtained directly from the data subject, the privacy notice will be provided within a reasonable period of having obtained the data, which mean within one month.

If the data is being used to communicate with the individual, then the privacy notice will be supplied at the latest when the first communication takes place.

If disclosure to another recipient is envisaged, then the privacy notice will be supplied prior to the data being disclosed.

What to include in a privacy notice?

Privacy notices will be concise, transparent, intelligible, and easily accessible. They will be provided free of charge and will be written in clear and plain language, particularly if aimed at children.

The following information will be included in a privacy notice to all data subjects:

- Identification and contact information of the data controller and the data protection officer;
- The purpose of processing the data and the lawful basis for doing so;
- The legitimate interests of the controller or third party, if applicable;
- The right to withdraw consent at any time, if applicable;
- The category of the personal data (only for data not obtained directly from the data subject);
- Any recipient or categories of recipients of the personal data;
- Detailed information of any transfers to third countries and safeguards in place;
- The retention period of the data or the criteria used to determine the retention period, including details for the data disposal after the retention period;
- The right to lodge a complaint with the ICO, and internal complaint procedures;
- The source of the personal data, and whether it came from publicly available sources (only for data not obtained directly from the data subject);
- Any existence of automated decision making, including profiling and information about how those decisions are made, their significances and consequences to the data subject; and

- Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences for any failure to provide the data (only for data obtained directly from the data subject).

10 Subject Access Requests

What is a subject access request?

An individual has the right to receive confirmation that their data is being processed, access to their personal data and supplementary information, which means the information, which should be provided in a privacy notice.

How we deal with subject access requests.

We will provide an individual with a copy of the information the request, free of charge. This will occur without delay, and within one month of receipt. We endeavour to provide data subjects access to their information in commonly used electronic formats.

If complying with the request is complex or numerous, the deadline can be extended by two months, but the individual must be informed within one month. Extension of the deadline must be approved by the DPO.

We can refuse to respond to certain requests, and can, in circumstances of the request being manifestly unfounded or excessive, charge a fee. If the request is for a large quantity of data, we can request the individual specify the information they are requesting. This can only be done with express permission from the DPO.

Once a subject access request has been made, an employee must not change or amend any of the data that has been requested. Doing so is a criminal offence.

Data portability requests.

We shall provide the data requested in a structured, commonly used, and machine-readable format. This would normally be a CSV file, although other formats are acceptable. We will provide this data either to the individual who has requested it, or to the data controller they have requested it be sent to. This shall be done free of charge and without delay, and no later than one month. This can be extended to two months for complex or numerous requests, but the individual must be informed of the extension within one month and express permission must be sought from the DPO first.

11 Right to Erasure

What is the right to erasure?

Individuals have a right to have their data erased and for processing to cease in the following circumstances:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected and / or processed;
- Where consent is withdrawn;
- Where the individual objects to processing and there is no overriding legitimate interest for continuing the processing;

- The personal data was unlawfully processed or otherwise breached data protection laws;
- To comply with a legal obligation; and/or
- The processing relates to a child.

How we deal with the right to erasure.

We will only refuse to comply with a right to erasure in the following circumstances:

- To exercise the right of freedom of expression and information;
- To comply with a legal obligation for the performance of a public interest task or exercise of official authority;
- For archiving purposes in the public interest, scientific research, historical research, or statistical purposes;
- For public health purposes in the public interest; and/or
- The exercise or defence of legal claims.

If personal data that needs to be erased has been passed onto other parties or recipients, we will contact them and inform them of their obligation to erase the data. If the individual asks, we will inform them of those recipients.

The right to object.

Individuals have the right to object to their data being used on grounds relating to their particular situation. We will cease processing unless:

- We have legitimate grounds for processing which override the interests, rights, and freedoms of the individual; and/or
- The processing relates to the establishment, exercise, or defence of legal claims.

We will inform the individual of their right to object at the first point of communication, i.e. in the privacy notice. We will offer a way for individuals to object online.

The right to restrict automated profiling or decision making.

We will only carry out automated profiling or decision making that has a legal or similarly significant effect on an individual in the following circumstances:

- It is necessary for the entry in to or performance of a contract;
- Based on the individual's explicit consent; and otherwise authorised by law.

In these circumstances, we will:

- Give individuals detailed information about the automated processing;
- Offer simple ways for them to request human intervention or challenge any decision about them; and
- Carry out regular checks and user testing to ensure our systems are working as intended.

12 Third Parties

Using third party controllers and processors.

As a data controller and data processor, we will have written contracts in place with any third-party data controllers and/or data processors that we use. The contract shall contain specific clauses which set out

our and their liabilities, obligations, and responsibilities.

As a data controller, we shall only appoint processors who can provide sufficient guarantees under GDPR and that the rights of data subjects will be respected and protected.

As a data processor, we will only act on the documented instructions of a controller. We acknowledge our responsibilities as a data processor under GDPR and we will protect and respect the rights of data subjects.

Contracts

Our contracts shall comply with the GDPR contractual clauses and where applicable, the requirements set out by the ICO. Our contracts with data controllers and/or data processors will set out the subject matter and duration of the processing, the nature and stated purpose of the processing activities, the types of personal data and categories of data subject, and the obligations and rights of the controller.

At a minimum, our contracts will include terms that specify:

- Acting only on written instructions;
- Those involved in processing the data are subject to a duty of confidence;
- Appropriate measures will be taken to ensure the security of the processing;
- The controller will assist the processor in dealing with subject access requests and allowing data subjects to exercise their rights under GDPR;
- The processor will assist the controller in meeting its GDPR obligations in relation to the security of processing, notification of data breaches and implementation of Data Protection Impact Assessments;
- Delete or return all personal data at the end of the contract;
- Submit to regular audits and inspections, and provide whatever information necessary for the controller and processor to meet their legal obligations; and
- Nothing will be done by either the controller or processor to infringe on GDPR.

13 Criminal Offence Data

Criminal record checks.

Any criminal record checks are justified by law. ~~Criminal record~~ [Disclosure and Barring Service \(DBS\)](#) checks cannot be undertaken based solely on the consent of the subject. We cannot keep a comprehensive register of criminal offence data. All data relating to criminal offences is considered to be a special category of personal data and will be treated as such. The DPO must approve a criminal record check before it is carried out.

14 Audits, Monitoring & Training

Data Audits

Regular data audits to manage and mitigate risks will inform the data register. This contains information on what data is held, where it is stored, how it is used, who is responsible and any further regulations or retention timescales that may be relevant. We will conduct regular data audits as defined by the DPO and normal procedures and will on occasions request an audit to be carried out by the Information Commissioners Office.

These audits will provide an assessment of whether the Council is following good data protection

practice and will look at whether the Council has effective controls in place alongside fit for purpose policies and procedures to support its data protection obligation. The resulting report will be presented to the full Council and will make recommendations on how to make improvements, if necessary.

Monitoring

Each member of staff and Councillor shall observe this policy and comply with it at all times. The DPO has overall responsibility for this policy. Attleborough Town Council will keep this policy under review and amend or change it as required. Any breach of this policy shall be notified to the DPO.

Training

Each member of staff will receive adequate training on provisions of data protection law specific for their role. If a member of staff moves roles or responsibilities, new GDPR training, relevant to the new role or responsibilities will be provided.

15 Reporting Breaches

Any breach of this policy or of data protection laws will be reported as soon as practically possible. As soon as it becomes aware of a breach, Attleborough Town Council has a legal obligation to report any data breaches to the Information Commissioner's Office within 72 hours.

All members of staff have an obligation to report actual or potential data protection compliance failures.

This allows us to:

- Investigate the failure and take remedial steps if necessary;
- Maintain a register of compliance failures; and
- Notify the Information Commissioner's Office of any compliance failures that are material either in their own right or as part of a pattern of failures.

Failure to comply.

We take compliance with this policy very seriously.

Any member of staff who fails to notify of a breach or is found to have known or suspected a breach has occurred but has not followed the correct reporting procedures will be liable to disciplinary action, which may result in dismissal.

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
01953 456194 enquiries@attleboroughtc.org.uk www.attleboroughtc.org.uk



Document Retention and Disposal Policy

Approved:

Date of Review: 1st April 2027

1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 1.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method.
- 1.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.

- Out of date distribution lists.

1.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

1.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations.

3. Roles and Responsibilities for Document Retention and Disposal

3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.

3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.

4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

- Facilitate an audit or examination of the business by anyone so authorised.
- Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
- Verify individual consent to record, manage and record disposal of their personal data.
- Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

4.3 To facilitate this the following principles should be adopted:

- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
- Documents that are no longer required for operational purposes but need retaining should be placed at the records office.

4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

5.1 Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?

- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

5.3 Documents can be disposed of by any of the following methods:

- Non-confidential records: place in waste paper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office.

5.4 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- the Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

6. Data Protection Act 1998 – Obligation to Dispose of Certain Data

6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

- a) from the data, or
- b) from those data and other information, which is in the possession of, or is likely to come into the possession of, the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.

- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

- 7.1 In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.
- 7.2 As a general rule, hard copies of scanned documents should be retained for three months after scanning.
- 7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
- *Local Council Administration*, Charles Arnold-Baker, 9th edition, Chapter 11
 - Local Government Act 1972, sections 225 – 229, section 234
 - SLCC Advice Note 316 Retaining Important Documents
 - SLCC Clerks' Manual: Storing Books and Documents
 - *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. List of Documents

- 9.1 The full list of the Council's documents and the procedures for retention or disposal are listed overleaf. This is updated in accordance with any changes to legal requirements.

List of Documents for Retention or Disposal

| Document | Minimum Retention Period | Reason | Location Retained (Clerks office unless otherwise shown) (NRO = Norfolk Records Office) | Disposal |
|---|------------------------------|----------------------------------|---|--|
| Minutes Including Committees and Annual Parish Meetings | Indefinite | Archive | NRO | Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority |
| Agendas | 1 year | Management | | Bin |
| Acceptance of Office Forms | Term of office plus 4 years. | Management | | Confidential waste |
| Register of members interests | Term of office plus 4 years. | Management | | Confidential waste |
| Accident/incident reports | 20 years | Potential claims | | Confidential waste |
| Scales of fees and charges | 6 years | Management | | Bin |
| Receipt books of all kinds | 6 years | VAT | | Bin |
| Bank statements including deposit/savings accounts | 6 years | Audit | | Confidential waste |
| Bank paying-in books | 6 years | Audit | | Confidential waste |
| Cheque book stubs | 6 years | Audit | | Confidential waste |
| Quotations and tenders | 6 years | Limitation Act 1980 (as amended) | | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Paid invoices | 6 years | VAT | | Confidential waste |
| Paid cheques | 6 years | Limitation Act 1980 (as amended) | | Confidential waste |

| | | | | |
|--|--|---|-------------------------------|--------------------|
| VAT records | 6 years generally but 20 years for any VAT on rents | VAT | | Confidential waste |
| Audit Submissions and Reports | 6 years | Audit | | Confidential waste |
| Timesheets | Last completed audit year 3 years | Audit (requirement) Personal injury (best practice) | | Bin |
| Wages books/payroll | 12 years | Superannuation | | Confidential waste |
| Insurance policies | 21 years | Must be retained in the event of any public liability claims being made. | NRO | N/A |
| Certificates for insurance against liability for employees | 40 years from date on which insurance commenced or was renewed | The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management | | Bin |
| Play Area equipment inspection reports | 21 years | Potential claims | | Bin |
| Investments | Indefinite | Audit, Management | NRO | N/A |
| Title deeds, leases, agreements, contracts | Indefinite | Audit, Management | Ward Gethin Archer Solicitors | N/A |
| Surveys of Parish Facilities | Indefinite | Archive | NRO | N/A |
| Information from other bodies e.g. circulars from county associations, NALC, principal authorities | Retained for as long as it is useful and relevant | | | Bin |

| | | | | |
|--|--|---|-----|-----|
| Local/historical information including photographs and programmes of events arranged by the Parish Council and Parish Council newsletters. | Indefinite – to be securely kept for benefit of the Parish | Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information). | NRO | N/A |
| Magazines and journals | Retain for as long as they are useful and relevant. | | | Bin |

The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.
Bin if applicable.

| | | |
|---|------------|--|
| Documents from legal matters, negligence and other torts | | |
| Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods. | | |
| Negligence, Defamation & Contracts | 6 years | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Leases | 12 years | Confidential waste. |
| Sums recoverable by statute | 6 years | Confidential waste. |
| Personal injury | 3 years | Confidential waste. |
| To recover land | 12 years | Confidential waste. |
| Rent | 6 years | Confidential waste. |
| Breach of trust | None | Confidential waste. |
| Trust deeds | Indefinite | N/A |

| Record-keeping | | | | |
|--|---|-------------------|--|--|
| <p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> ✓ A list of files stored in cabinets will be kept ✓ Electronic files will be saved using relevant file names | <p>The electronic files will be backed up periodically on a portable hard drive and also in a cloud-based programme.</p> | <p>Management</p> | | <p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p> |
| <p>General correspondence</p> | <p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.</p> | <p>Management</p> | | <p>Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p> |

| | | | | |
|--|--|--|--|--|
| Correspondence relating to staff | If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years | After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council. | | Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Documents relating to staff applications (unsuccessful applicants) | Until appointment confirmed. | | | Confidential waste |

| Planning Papers | | | | |
|---------------------------------|--|---------------------|-----|-----|
| Applications, Appeals and Trees | Only whilst current. Available on Breckland website. | | | Bin |
| | | | | Bin |
| | | | | Bin |
| Local Development Plans | Retained whilst in force | Reference | | Bin |
| Local Plans | Retained whilst in force | Reference | | Bin |
| Neighbourhood Plans | Indefinite – final adopted plans | Historical purposes | NRO | N/A |