



Rugeley Town Council and Rose Theatre

Health & Safety Policy

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Contents

1.	Statement of Intent
2.	Organisation Chart
3.	Roles and Responsibilities
4.	Accidents, First Aid and Work Related Ill-Health
5.	Risk Assessments, Safe Systems of Work and Permit to Work Systems
6.	Equipment, Plant and Machinery Safety
7.	Drugs, Alcohol and Smoking
8.	Violence and Aggression
9.	Stress
10.	Work at Height
11.	Hazardous Substances
12.	Personal Protective Equipment
13.	Noise
14.	Driving and Mobile phones
15.	Legionella
16.	Manual Handling
17.	Welfare Arrangements, Housekeeping and Accessibility
18.	Safety Signs and Signals
19.	Young Persons
20.	Display Screen Equipment
21.	New & Expectant Mothers
22.	Managing Contractors and Visitor Safety
23.	Lone Working
24.	Fire Safety
25.	Food Safety and Fitness to Work
26.	Visits from Enforcement Officers
Appendices	Risk Assessment Form CoSHH Assessment Form DSE Workstation Assessment Form Fire Alarm Testing Record Emergency Lighting Testing Record Fire Evacuation Testing Record Means of Escape Check Employee Fire Safety Training Record Showerhead Cleaning and Disinfection Record Good Manual Handling Techniques

1. Statement of Intent

'It is the intention of Rugeley Town Council (The Council) to ensure, so far as is reasonably practicable, the provision of a safe and healthy workplace and working environment for all its employees. All work activities undertaken by The Council shall be performed in a way which will protect the health, safety and welfare of its staff, customers and others affected by its operations.'

For my part, I shall actively promote health and safety through good practice and will support initiatives aimed at preventing injuries, diseases and dangerous occurrences in the workplace. I shall also take all reasonably practicable steps to ensure that The Council provides the resources, assistance and training necessary for all staff to competently fulfil their duties and responsibilities.

The minimum standard we will adopt will be compliance with legal requirements and appropriate codes of practice. However, our aim will be to fulfil the spirit of the law and not just comply with technical requirements. We will assess the risks from our work activities and will operate according to the procedures that best promote health and safety at work. We have appointed VP Safety Consulting to assist us in these duties as our Health and Safety Consultant under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

In return, staff are expected to contribute to and comply with the health and safety arrangements set out in the Health and Safety Policy. You must take all reasonable steps to ensure that you take care of your own safety, your colleagues' safety and that of anyone affected by what you do or fail to do at work. In addition, you must not interfere with or misuse anything provided for your health and safety.

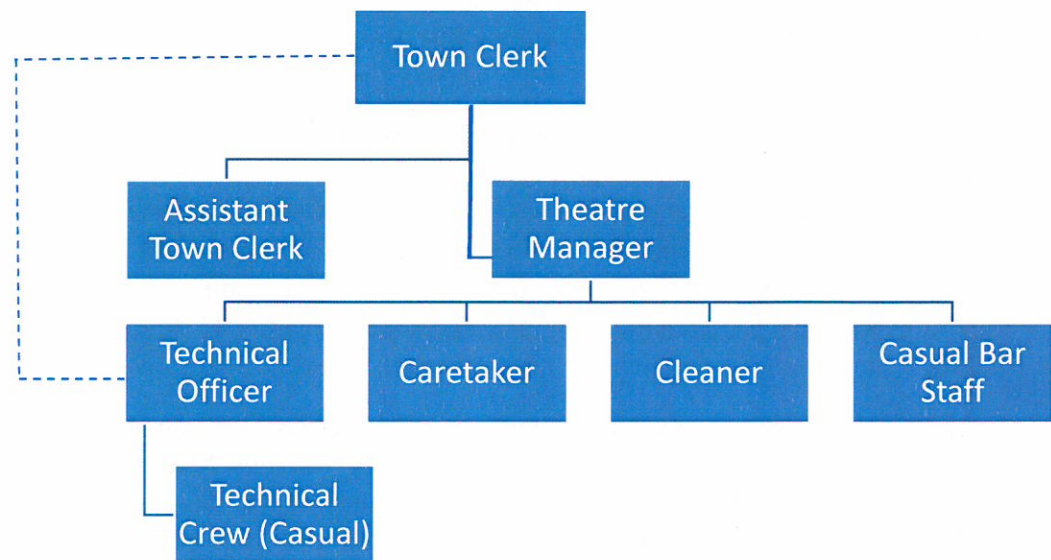
Responsibility for implementing the Health and Safety Policy lies with the Town Clerk. The Chairman will oversee an annual review of this policy and associated procedures to ensure their continued effectiveness. Where necessary to ensure legal compliance and promote continuous improvement, the policy and associated procedures will be amended and clearly communicated.

Signed –

Chairmain, Rugeley Town Council

Date -

2. Organisation Chart



3. Roles and Responsibilities

Each person working for, or on behalf of The Council, has a duty of care for the health and safety of themselves and others.

Councillors/Members of Rugeley Town Council

The Councillors and Members are accountable for the effective resourcing and implementation of the Health & Safety Policy and have responsibility for:

- The provision of an adequate organisational structure to ensure the requirements of the Health and Safety Policy can be fulfilled
- Providing the structure and adequate resources for safety to ensure that legal compliance is achieved
- Monitoring health and safety performance and compliance

Town Clerk

The Town Clerk is ultimately responsible for the effective implementation of the Health & Safety Policy and has responsibility for:

- Ensuring that sufficient resources are allocated to provide the requisite information, instruction, supervision and training for all those they are responsible for and is reviewed as necessary
- Monitoring health and safety performance and compliance
- Ensure that all work carried out on site under their control complies with Council procedures, statutory requirements and codes of practice
- Organise a system to consult with and inform employees and contractors on health and safety matters
- Ensure that investigation or accidents, dangerous occurrences and near misses takes place when they occur and that action to prevent a recurrence is implemented, including updating risk assessments as required
- Ensuring that the appropriate disciplinary procedures are in place for dealing with misconduct of any employee or contractor which endangers their own health and safety or that of others and the effective performance management of employees and contractors who fail to meet the standards expected of them

Assistant Town Clerk

To assist the Town Clerk with the fulfilment of their role and deputise for them during periods of absence.

Theatre Manager

- To manage the day-to-day operation of the theatre and bar area. Overseeing the lighting, sound and other technical aspects of theatre performances run smoothly with health and safety at the forefront of the preparations.
- To ensure that all theatre equipment remains in good working order and maintenance is carried out promptly where required.
- To ensure that all employees, whether permanent or contract, are competent and have received adequate information, instruction, training and supervision.

Employee/Casual Technical Crew/Bar Staff

Under the Health and Safety at Work etc., Act 1974, employees and contractors have a duty of care to themselves and others who may be affected by their acts or omissions. In practical terms, this means that they are required to:

- Comply with health and safety procedures
- Exercise personal care and responsibility towards themselves and others, and co-operate with the Town Clerk in the execution of this Policy
- Make appropriate use of equipment and personal protective equipment
- Report any hazards, accidents or near misses to the Town Clerk or Assistant Town Clerk as soon as possible
- Work in accordance with any training and instruction given to them at all times

Employees Working off-site during events

Where any of the Council's Employees are working at premises belonging to or under the control of another party, (such as during events) the Town Clerk will;

- Advise the third party of the position and, if appropriate, supply him with the Council's Health and Safety policy;
- Obtain the third party's Health and Safety policy;
- Obtain from the third party adequate information, instruction and training requirements on any risks to which The Council employees will be or may be exposed whilst at the third party's premises;
- Ensure that before any employee, temporary employee or sub-contractor of The Council start, they are given guidance and advice in specific factors related to the work to be undertaken.

First Aider's Responsibilities

Competent and trained First Aiders will be appointed by the Council (when necessary) with the objective to preserve life, prevent deterioration and to promote recovery of personnel in an emergency by:

- Answering all emergency calls when on duty (this includes breaks);
- Reporting and recording all accidents/incidents promptly and forwarding original documentation to the relevant department immediately;
- Where accidents are of a serious nature, details of accidents are telephoned through to the relevant authority with immediate effect;
- Replenishing first aid boxes and facilities;
- Taking due care for the safety of themselves and the safety of others;
- Attending any training course provided, in particular the three year refresher certificate;

Fire Marshal's Responsibilities

Competent and trained Fire Marshal will be appointed by the Council with the objective to identify, monitor and review fire safety and to assist in an emergency by:

- Answering all fire calls when on duty (this includes breaks);

- Directing and organising people during a fire evacuation;
- Organising regular fire drills in conjunction with the management team;
- Regularly inspecting workplace premises, fire facilities and evacuation routes;
- Providing feedback on inspections and evacuations;
- Taking due care for the safety of themselves and the safety of others;
- Informing the management team of any fire safety related defects;
- Frequently attending any fire marshals' meeting scheduled;
- Attend any training course provided, in particular the three year refresher certificate.

4. Accidents, First Aid and Work Related Ill-Health

The Council is committed to preventing accidents and cases of ill-health to employees and others who may be affected by its work activities. However, The Council recognises that failures can occur and will investigate all accidents and ill-health to identify the immediate and underlying causes to prevent recurrence.

First Aid Provision

The Town Clerk will ensure that adequate appointed persons and equipment is provided, in accordance with the Health and Safety (First Aid) Regulations 1981 (as amended).

The Town Clerk is responsible for ensuring the location of the first aid kit, accident book and the names of appointed persons are known to all employees. Quarterly checks on provisions are to be made by the appointed persons and any shortfalls addressed.

Accident Reporting

All accidents and incidents are to be recorded in the accident book and notified to the Town Clerk.

The Town Clerk is responsible for investigating accidents and incidents of ill-health, then acting on the findings of the investigation to prevent a recurrence.

Reporting of Accidents/Incidents to the Authorities

All reportable incidents, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported by the Town Clerk with advice from the Health and Safety Consultant (VP Safety Consulting) to the enforcing authority (<http://www.hse.gov.uk/riddor/>) within the relevant timeframes. The following types of work related incident/accident need to be reported:

- Death of anyone related to our work (employees & non-employee).
- Specified Injuries e.g. Fractures (other than fingers, thumbs or toes), amputations, loss of sight etc.
- Any accident resulting in more than 7 days lost from work (Any accident resulting in more than 3 days lost from work – **Reported within The Council**).
- Any non-employee (i.e. customers, visitors and contractors) being taken directly to hospital for treatment.
- Occupational disease e.g. dermatitis, asthma, upper limb disorders, carpal tunnel syndrome etc.
- Exposure to carcinogens, mutagens & Biological Hazards e.g. Occupational Cancers, exposure to a contaminated syringe, dog bite etc.
- Dangerous occurrence, even when no-one is injured e.g. accidental release of any substance which could cause injury to any person; collapse, overturning or failure of any load bearing part of any lifting equipment other than an accessory for lifting; collapse of scaffold, etc.

All records of all reportable accidents, dangerous occurrences and reportable diseases will be kept for at least 3 years. If the report concerns injury or ill-health to a person under the age of 18, then this information will be kept for at least 3 years from the date of their 18th birthday.

Data Protection

The Town Clerk will ensure that the Council will comply with the Data Protection Act 1998, when recording accidents. Individual record sheets will be removed and stored securely (keeping personal information confidential).

Civil Claims

The Council will ensure claims for compensation for injury or damage suffered are handled correctly. Claims for compensation must be acknowledged within 21 days. Therefore it is important that any claim (and subsequent correspondence received) is notified to the Town Clerk and acknowledged without delay.

Where the claim is verbal, ask the person making the claim to put their comments in writing and forward to the Town Clerk, also make a note of any verbal comments and forward in the same manner.

Employees are not to engage in conversation regarding the claim and should never admit liability. If necessary, explain that the matter has been referred to the Town Clerk in accordance with procedures

5. Risk Assessment, Safe Systems of Work and Permit to Work Systems

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, The Council will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

The risk assessments will:

- Identify what the hazards are and identify the people who might be harmed by the hazard;
- Disregard insignificant risks;
- Evaluate the risks from the identified hazards;
- Ensure all aspects of the work activity are reviewed, including routine and non-routine activities and operations;
- Take into account any existing control measures;
- Take account of the way in which the work is organized, and the effects this can have on health;
- Take account of the risks to the public;
- Take account of the need to cover fire risks;
- Identify the period of time which it will be valid for;
- Enable us to prioritise remedial actions;

Risk assessments will be undertaken by The Town Clerk, with assistance from our Health and Safety Consultant, VP Safety Consulting. Approval for the required action to remove or control risks will be given by The Town Clerk.

Dynamic Risk Assessments

Dynamic risk assessment is a continuous process of identifying hazards. The risk is assessed and action taken to eliminate or reduce risk. Dynamic risk assessment will be applied in a changing environment. The dynamic assessment will be conducted by the relevant competent person managing the activity.

The competent person must halt the operation if it is believed that the risk outweighs the control measures applied.

The Town Clerk is responsible for ensuring competent people have been trained in dynamic risk assessing.

Safe Systems of Work

The Council will provide written safe systems of work for all operations and tasks where there is a significant risk of injury; where there is clearly an identifiable need to specify the safe and correct way of doing the work and where, in spite of all reasonable control measures being implemented, significant risk remains.

Employees will be instructed in the safe system of work, as appropriate, and a record of competency kept.

Specific Responsibilities

- The Town Clerk must identify all such processes and planned activities within their area of responsibility and ensure that suitable written systems are produced, employees trained and records kept.
- All Employees must familiarise themselves with the safe systems of work and comply fully at all times whilst carrying out the identified processes.
- All Employees must understand and observe at all times, the system of work; reporting any circumstances which prevent compliance or undermine its effectiveness to The Town Clerk.

Permits-to-Work

It is recognised that certain activities cannot be adequately controlled by a written system of work due to either the one-off nature of the task or the high risk nature of the work. In such instances The Council will implement a Permit-to-Work system to ensure the activity is controlled and monitored at all stages. Contractors working on The Council's premises will also be required to be issued with and subject to an appropriate Permit-to-Work.

A Permit-to-Work system must be initiated for the following activities:

- a) Work at height
- b) Hot work

To ensure the adequacy of controls and effectiveness of the system, Permits-to-Work will be issued, supervised and controlled by The Town Clerk.

6. Equipment, Plant and Machinery Safety

The Council will ensure that all plant and equipment is suitable and without risks to Health and Safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

All employees are required to carry out a visual check of any equipment before it is used. In some cases, this check will need to be documented. The Council will advise when this is the case.

- **Plant and Equipment Maintenance**

The responsibility for identifying all plant and fixed installations and ensuring effective maintenance procedures are drawn up and implemented is that of The Town Clerk. To achieve timely and suitable pre-planned maintenance, repair and refurbishment schedules The Town Clerk will appoint competent contractors to assist The Council.

- **Fixed Electrical Wiring**

The fixed electrical system should be tested by a competent engineer at intervals not exceeding every 3 years. Annual inspections are also recommended.

- **Portable Electrical Equipment**

Portable electrical appliances are tested by a competent engineer at selected intervals in accordance with HSE guidance. Notwithstanding this general inspection/test programme, very high usage common use facilities are inspected/tested every 12 months and replaced as necessary to ensure electrical safety is maintained.

- **Hire Plant and Machinery**

The Town Clerk will ensure that all plant and machinery hired and used by The Council's Employees and Contractors is fitted with adequate guards or other safety devices to conform with current standards and regulatory requirements.

All hired plant and machinery is to be examined to ensure it is in a good sound condition, is safe for use, and has full operating instructions as necessary. Dependant on the plant or machinery requirements, arrangements for inspection and servicing by a competent person will be made with the hiring Council. The Town Clerk will ensure suitable records of inspection or examination are maintained on site for the period of hire.

- **Defects and Problems**

It is recognised that even with the best pre-planned maintenance programmes, problems and defects with plant and equipment will occur from time to time. Accordingly, any problems with plant or equipment should be reported immediately to The Town Clerk.

- **Operation of Plant and Machinery**

Only authorised persons over the age of 18 shall operate any item of plant or machinery, unless under constant close supervision, for the purposes of training.

Operators of plant within The Council are required to undertake an appropriate level of training and records of such training will be kept by the Town Clerk. As part of The Council's assessment of competency all contracted operatives must be able to prove that they have had suitable and sufficient training for the task or operation they are to undertake including the operation of hire-in plant and equipment.

The Town Clerk is to ensure appropriate records of inspection and maintenance are maintained and held with the site safety file readily available for examination by the enforcing authorities and other interested parties.

7. Drugs, Alcohol and Smoking

The Council will take all reasonable steps to ensure the Health and Safety of employees at work is not put at risk by smoking, alcohol, drug or substance abuse recognizing the effects of health, safety and welfare to the user and potential impact on work colleagues and the Council. The Council therefore operates a policy which ensures that employees' health and performance is not impaired at any time they are on Council premises.

The Disciplinary Procedure will be followed in any case where an employee is found to disregard this Policy and/or to be under the influence of or in possession of (for personal consumption) any alcohol or illegal substance whilst at work or on Council premises.

The Council will encourage employees with drug or alcohol abuse or dependency problems to seek help and treatment voluntarily through their own GP.

Employees who suspect an employee to be suffering from drug or alcohol problems will refer the individual to The Town Clerk, who will assist them in finding advice and treatment. In certain circumstances, disciplinary action may be taken against employees who fail to accept or co-operate with a course of treatment.

The Council will endeavour to provide sufficient information, instruction and training to ensure the Health and Safety of persons on Council premises is not affected by smoking, alcohol, drug or substance abuse.

The Council operates a no smoking policy, unless in the designated external smoking area on site. The use of electronic cigarettes and vaping are only permitted by users whilst outside of the building and persons using such devices will not be directed to use the smoking shelter.

8. Violence and Aggression

The Council will take all reasonable steps to ensure the Health and Safety of employees at work is not put at risk by violent, abusive or aggressive behaviour occurring in the work place.

The Council recognises that verbal and physical abuse at work can affect the health, safety and welfare of the victim and can have an impact on other work colleagues. The Council therefore operates a zero tolerance policy which ensures that people on Council premises are not put at risk of bullying in any form.

The Disciplinary Procedure will be followed in any case where an employee is found to be displaying violent or aggressive behaviour towards any person on the Council's premises.

- The Council will endeavour to provide sufficient information, instruction and training to ensure the Health and Safety of persons on our premises is not threatened by violent, abusive or aggressive behaviour by Council employees.
- Line managers will be trained in awareness of bullying in the work place and will be advised of the action necessary when an employee is found to be in contravention of this Policy.

9. Stress

Systems of work that give rise to risk of stress are clearly not safe, and the Council therefore has a legal duty to make improvements, at least "as far as is reasonably practicable" to eliminate or adequately control the risk in accordance with the Management of Health and Safety at Work Regulations 1999.

The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

The Council is committed to protecting the health, safety and welfare of all our employees and recognises that workplace stress is a Health and Safety issue and acknowledges the importance of identifying and reducing workplace stressors.

To achieve this, the Council will:

- Ensure jobs are 'do-able', matching the job with the person in it.
- Strive to identify all workplace stressors and control the risks from stress.
- Monitor stress levels through a combination of sickness absence monitoring and periodic surveys.

Employees requiring advice or who have concerns that they are affected by stress can seek advice from their Line manager who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

10. Work at Height

In accordance with the Work at Height Regulations 2005, all Council activities that involve working at height will be risk assessed and safe working procedures put in place prior to any work commencing. The assessment will consider the appropriate measures necessary to prevent falls from height and where necessary additional protective measures to reduce the consequences of a fall should one occur. The risks associated with objects falling from height will also be considered and suitable controls implemented.

Employees are reminded that they are not to carry out any work at height unless they have been instructed in the safe working procedure and are competent to use any access equipment provided.

The responsibility for identifying and assessing all work at height activities is that of The Town Clerk.

Work at Height – Safe Working Procedure

Ladders

- Ladders properly secured can be used to do light work of short duration, where provision of a scaffold or work platform is unnecessary or impracticable due to workplace or task limitations.
- Ladders must be suitable for use and be to BS/EN 131 industrial standard and in good condition.
- For all work above 3 metres irrespective of task duration, ladders are to be secured by rope or other suitable stabilisation devices such as extended foot supports, used on a flat surface and supported by the stiles. This is to ensure that the ladder does not run sideways or slide away from a wall.
- For short ladders of less than 3 metres, where securing in place is not appropriate or there is no other means, then as a last resort, the ladder must be footed by another employee.
- The top of the ladder must rest against a solid surface and not against fragile materials such as cement sheeting, plastic boarding or guttering etc.
- Where used for access onto a working platform, ladders must protrude at least 1m above that platform.
- Users must never overreach at any time.

Step-Ladders

- Step-ladders provide a free-standing means of access, but they require careful use. They are not designed for any degree of side loading and are relatively easily overturned. Always ensure:
- A good handhold is available.
- The work avoids over-reaching or stretching.
- The top step of a step-ladder should not be worked from unless it has been designed for this purpose.
- The work only requires one hand to be used or you are supported by another employee.

Ladders and step-ladders must be regularly inspected to ensure that they are in good condition and free from defect. A record of inspections will be maintained by The Town Clerk.

Scaffolds / Mobile Access Towers

In accordance with the Work at Height Regulations 2005, all Council activities that involve working at height will be assessed and safe working procedures put in place prior to any work commencing. The assessment will consider the appropriate measures necessary to prevent falls from height taking into account the National Association of Scaffolding Confederation guidance and Association of British Theatre Technicians Code of Practice for the selection and use of temporary access equipment for working at height in theatres 2011.

Employees are reminded that they are not to carry out any work at height unless they have been instructed in the safe working procedure and are competent to use any equipment provided.

These are to be properly constructed complete with safe access and egress (secured steel ladders) in accordance with National Association of Scaffolding Confederation guidance, complete with safe access and egress (secured ladders). All working platforms, including mobile work platforms, are to be fully close boarded, planked or plated and enclosed by suitable guard rails to prevent a fall from height.

During erection and dismantling of scaffolds all employees will wear full PPE, as issued, along with safety harness fall restraint systems. Only employees with suitable training will be authorised for such work and rescue/recovery plans must be in place before work starts.

Pre-use checks are essential to the safe use of mobile access towers. The manufacturer's information should give guidance on the particular scaffold/tower. Significant deformation to any tubular component (frame member, brace, guardrail or stabiliser) is sufficient to condemn the item. In addition to pre-use checks, towers should also be inspected by a competent person before first use, after any substantial alteration (such as re-levelling or change in platform heights) and after any event likely to have affected its stability.

11. Hazardous Substances

The Council will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health (Amendment) Regulations 2004. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits. We will not supply or use those substances prohibited by law.

The responsibility for identifying all substances that need a COSHH assessment and for obtaining the Chemical Safety Data Sheets is that of The Town Clerk.

COSHH assessments will be carried out and any actions identified implemented by The Town Clerk who will also ensure all relevant employees are advised. The COSHH information will also be made readily available to affected employees for reference.

Workplace Exposure Limits (WEL) will not be exceeded at any time. Should a substance in conjunction with exposure time exceed this the substance will not be used and a safer alternative sourced.

The Council will ensure that the exposure of employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled. Where exposure cannot be adequately controlled The Council will provide appropriate personal protective equipment (PPE) free of charge.

The Town Clerk are responsible for ensuring all employees will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health. The Council risk assessments will be reviewed regularly, particularly if there is either a significant change in the work or the validity of one of the original assessments.

A COSHH Assessment form is available in the Appendices.

Asbestos Awareness

Asbestos has been used extensively as a building material from the 1950s through to the mid-1980s. Therefore, it is likely that at some point, you may encounter this material.

Buildings constructed during this time should be surveyed for the presence of asbestos containing materials and an asbestos register kept on site. The register will indicate what areas have been examined for asbestos, the outcome of any samples taken and the exact location it was taken.

The Council office and Theatre has been surveyed and a copy of the asbestos register is available from the Town Clerk. The register must be consulted prior to carrying out any work

that could disturb asbestos (whether previously identified as asbestos containing material or not).

If asbestos has been identified on site, then the Town Clerk will either have to make arrangements for the safe removal of the asbestos or maintain it in a safe condition. This should be documented on the asbestos register and the asbestos labelled in-situ.

If you discover any material that you suspect could be asbestos, call The Town Clerk immediately. If you disturb asbestos or a material that you suspect could be asbestos, leave everything where it is, close off the area (if possible) and call The Town Clerk immediately.

12. Personal Protective Equipment

The Council is committed to complying with the Personal Protective Equipment (PPE) at Work Regulations 1992. Wherever possible, risks will be controlled by means other than PPE, However, it is recognised that PPE is sometimes the only practical control measure, and at other times it is required in addition to other control measures.

Employees may be asked to sign to confirm receipt of PPE. The Town Clerk will be responsible for ensuring staff wear appropriate PPE provided.

All staff have a responsibility to report any defects or problems regarding their PPE to The Town Clerk.

Contractors must supply, maintain and replace their own PPE. The appropriate standard of PPE will be identified and worn in association with both the risk assessment and safe systems of work.

13. Noise

The Council is committed to preventing the risk of damage to employees hearing from their work and to minimising our environmental impact on our neighbours by actively seeking engineering solutions, as far as is reasonably practical, in accordance with the Control of Noise at Work Regulations 2005.

Where engineering or the use of technology is not sufficient to reduce to noise levels to the first action level (average 8 hour noise exposure) of 80db(A) then the Council will provide information instruction and training and suitable hearing protection to all appropriate persons.

Where noise levels exceeds the second action level of 85db(A) then hearing protection zones will be established and the wearing of PPE made mandatory. Appropriate signage will be displayed to remind all employees and to identify the controlled areas.

The Town Clerk is responsible for ensuring an assessment and noise monitoring survey is conducted, as required.

HSE Advice on Audience exposure to Noise (Source: HSE)

Unlike workers, there is no specific legislation setting noise limits for the audience exposure to noise. However, HSE strongly recommends that the A-weighted equivalent continuous sound level over the duration of the event (Event LAeq) in any part of the audience area should not exceed 107 dB, and the C-weighted peak sound pressure level should not exceed 140 dB.

The above sound-level exposure values are for the whole of the audience area. For practical purposes, it is usual for audience sound-level exposure to be monitored close to the front of house sound mixing position. For the largest outdoor and indoor venues, this can be up to 75m from the front-of-stage barrier position where the audience sound-level exposure can be significantly higher than at the front-of-house sound mixing position.

Make sure that during the sound check the difference in sound level between the front-of-house sound mixing position and the front-of-stage barrier – and, where delay / distribution stacks are in use, at the barrier for each delay / distribution stack – is established. This will then allow a guideline sound pressure level for the front-of-house sound mixing position to be determined that will restrict the whole of the audience sound-level exposure to below an Event LAeq of 107 dB, and C-weighted peak sound pressure levels to below 140 dB.

Where practical, the audience should not be allowed within 3m of any loudspeaker. This can be achieved by the use of approved safety barriers and dedicated stewards, wearing appropriate hearing protection. Where this is not practical, the overall music sound levels will have to be modified so that people closer than 3m to the loudspeakers are not exposed to an Event LAeq of more than 107 dB or C-weighted peak sound pressure levels of more

than 140 dB. Under no circumstances should the audience and loudspeaker separation distance be less than 1m.

Where the Event LAeq is likely to exceed 96 dB, advise the audience of the risk to their hearing in advance, e.g. either on tickets, advertising or notices at entry points.

Sources of noise other than music also need to be properly controlled. In particular, the noise from pyrotechnics should be restricted so that at head height in the audience area, noise from pyrotechnics does not exceed a C-weighted peak sound pressure level of 140 dB. Discuss this requirement with the specialist pyrotechnic technicians before the event, as charge density and altitude of deployment may need adjusting to meet this requirement.

14. Driving and Mobile Phones

The Council is committed to reducing the risks which employees may face and create if driving during the course of their work and may provide a suitable vehicle for this purpose. Alternatively, The Council may authorise Employees to use their own vehicles for work purposes.

Authorised Employees who are required to drive for work purposes in their own vehicle must ensure that it always complies with the law, is in a safe and roadworthy condition and is suitable for its purpose. In order for The Council to fulfil its responsibility in a reasonably practical manner, all employees that drive their own vehicles for work purposes are required to:

- Ensure their vehicle is taxed and has a valid MOT certificate (where appropriate).
- Ensure their motor insurance policy includes business use cover for the amount of business mileage they undertake.
- Ensure that the vehicle is serviced according to the manufacturer's specifications
- Present the vehicle's MOT certificate, insurance policy for inspection annually and on request.
- Present their driving licence for inspection annually and on request.
- Report road safety problems, including crashes, incidents, fixed penalty notices, summons and convictions for any offence, including vehicle defects.

The overall responsibility for managing road risk, monitoring the effectiveness of The Council's procedures through periodic checks of vehicle documents, and for maintaining appropriate records is that of The Town Clerk.

It is currently illegal to hold and use a mobile phone whilst driving even if stationary in traffic. It is also illegal to be using a mobile phone on hands free where it affects your care or attention when driving. The general policy therefore is that mobile phones should not be used whilst driving and all those issued with a mobile phone are not obliged to use them whilst driving. The driver should find a safe place to stop the vehicle to make or receive the call. Under no circumstances may text messages be read or written when driving.

15. Legionella

Legionella is a type of bacteria, which is found naturally in the environment. It can be found in water systems, stagnant water and water-cooling systems. Inhalation of airborne water droplets contaminated with legionella bacteria can lead to a condition known as 'legionnaires Disease'. This is a potentially fatal pneumonia-like illness.

Since legionella is widespread in the environment it cannot be prevented from entering water systems. However, good management of water systems reduces the risk of an outbreak occurring.

The Town Clerk manages the testing and maintenance of water systems within the Council.

The Caretaker/Cleaner must ensure:

- Cisterns/water tanks are covered to prevent dirt/vermin entering
- Pipework is lagged to prevent heat loss/gain
- Showerheads and taps are thoroughly cleaned on a regular basis and disinfected monthly
- All outlets have drawn through fresh water, by running all taps, showerheads and flushing toilets once per week

A list of all water outlets should be used to ensure that no area will be overlooked. In circumstances where there has been a significant lapse in the flushing regime, the stagnant and potentially contaminated water from within the shower or tap and associated dead leg should be purged to drain without forming aerosols (airborne water droplets) before the system is put back into use.

The Council has a legal duty to maintain and monitor the water systems to prevent legionella outbreaks. All testing and maintenance records should be kept for at least 5 years.

A template showerhead cleaning and disinfection record can be found in the Appendices.

16. Manual Handling

In accordance with the Manual Handling Operations Regulations 1992, The Council will eliminate the need for manual handling wherever possible. Where elimination is not possible, the risks from manual handling will be assessed and reduced, so far as is reasonably practicable by job design and the provision of mechanical aids etc. Manual handling risk assessments will be carried out by The Town Clerk. Approval for the required action to remove or control risks will be given by The Town Clerk.

Where the provision of mechanical lifting equipment is required, it will be used, maintained and thoroughly examined in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998. Only trained, competent persons will be permitted to use the mechanical lifting equipment and all reasonably practicable measures will be taken to ensure the safety of others that may come into contact with our work activity.

Reference to Good Manual Handling Techniques can be found in the Appendices.

17. Welfare Arrangements, Housekeeping & Accessibility

The Council is committed to providing suitable and sufficient welfare facilities to employees, in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Welfare facilities are also provided on site for performers and visitors. These facilities will be marked with suitable signage to enable visitors and performers to access them.

Employees are encouraged to employ good standards of hygiene at all times. To facilitate this, adequate numbers of clean toilets and washing facilities are provided for the number of staff and visitors required to use them. Toilet paper, hot/cold water, soap and means for drying hands will always be available.

In addition, drinking water and a means to prepare hot drinks and food are provided. The provision of suitable rest areas are also provided. To ensure that a high standard of cleanliness and good hygiene is maintained, the facilities are cleaned daily.

Accessible facilities are fitted with alarm pull cords and grab rails/drop down bars. These are visually checked daily and recorded weekly.

Access and Egress

The Council is committed to providing a safe place of work and a safe means of access and egress within all parts of our workplace, which includes movement in and out of the workplace.

Access and egress includes all of the following:

- Access to and egress from the workplace;
- Routes through working areas;
- Accessibility of storage areas;
- Access to and egress from an individual's workplace;
- Emergency exit routes;
- Any temporary arrangements for access;
- Limitation of access to hazardous or high security areas;
- External pathways and roadways around the workplace;
- Common parts of the building, e.g. Reception, Stairs etc.

The Town Clerk will ensure risk assessments are completed to identify that:

- The workplace shall be organised to ensure pedestrians and vehicles (as appropriate) can circulate in a safe manner;

- All articles or substances do not impede safe access and egress at the workplace and that objects which may restrict safe movement within the workplace are removed immediately;
- Any access restrictions are adhered to so that suitable and safe arrangements for work in confined places and other areas of high risk are guaranteed;
- Objects are not stored in walkways or precariously on top of cabinets / shelves;
- All work equipment when not in use must be stored in its designated storage area;
- Waste items shall not be allowed to accumulate in walkways and floor surfaces shall be capable of being kept sufficiently clean and cleaned as appropriate;
- All access equipment is regularly inspected to ensure that it is maintained in a safe condition;
- Formalised systems of work are designed and implemented in all areas of significant risk;
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed.
- The workplace floors and traffic route surfaces are suitable for their purpose and maintained in a safe condition and suitably indicated where necessary of reasons of Health and Safety;
- The working activities of contractors are monitored so that they do not hinder safe access / egress;
- So far as reasonably practicable The Council will take suitable and effective measures to prevent persons falling a distance likely to cause personal injury and to prevent any person being struck by a falling object.

Pedestrian and Vehicle Separation

The Council will conduct a risk assessment to identify hazards and ensure the safety of both pedestrians and vehicles, such as clear separation between vehicles and pedestrians:

- Where pavements are not provided, pedestrian walkways should be marked out;
- Where vehicle entrances and exits are blind, mirrors should be erected so drivers can see oncoming vehicles or pedestrians;
- Where vehicles and pedestrian routes cross, crossing points should be provided;
- Speed restrictions should be put on site roadways and consideration given to speed bumps;
- Pedestrian and vehicle routes should be well lit during the hours of darkness.

18. Safety Signs and Signals





The Council has a legal obligation to assess the workplace for hazards. If any hazards are identified, signage may be used to warn employees and visitors of any danger and advise of any precautions that should be taken.

The purpose of safety signage is to convey information clearly and quickly by means of shape, colour and symbol. Where there is a specific meaning, text may be added as either part of the signage or as a secondary sign.

Safety signage that you may come across and/or use, should comply with the Health and Safety (Safety Signs and Signals) Regulations 1996. In general, this will be a mix of pictograms and information containing written instruction.

The Council is mindful that employees, performers and visitors may have visual and/or hearing impairment, therefore reasonable adjustments to standard signage will be made where necessary.

Safety signage comes in five basic forms and a colour is specific to each, as follows:

Prohibition Signs (red) – signage prohibiting behaviour likely to increase or cause danger	 No smoking or naked flames
Warning Signs (yellow and black) – signage giving warning of a hazard or danger	 Warning flammable material
Mandatory Signs (blue) – signage indicating that a specific behaviour or action is required	 Fire door Keep shut
Emergency or Safe Condition Signs (green) – information on emergency exits, first aid or rescue facilities	 Fire exit

Fire Fighting Signs (red) – signage providing information about fire-fighting appliances or emergency communications



19. Young Persons

A Young Person is someone between the statutory school leaving age and 18 years old. As such, the Council will consider in its risk assessments any tasks that a young person may be expected to undertake or observe, taking account their physical capability and psychological maturity.

By providing close supervision to young persons, the Council will ensure that they have suitable and sufficient information, instruction and training for any tasks allocated to them.

In all jobs, the Council will ensure that no young person is subject to excessive radiation, noise, vibration, extremes of temperature or toxic substances. For each of these factors, we have adequate controls in place, but these will be closely monitored to ensure that they remain effective.

Young persons will receive a full health and safety induction, where the risks and how they are controlled will be explained in full. Checks will be made to ensure that they have understood what they have been told. Young persons will also be told how to raise any health and safety concerns they may have, without fear of punishment or reprisal.

20. Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations require that suitable and sufficient assessments be undertaken for all display screen equipment (DSE) workstations. The purpose of these assessments is to identify the risks to DSE users and assist in reducing them to a level that is as low as reasonably practicable.

The Council will:

- Ensure that DSE forms are completed for all employees who use DSE at work.
- Review DSE workstation assessments where there is reason to suspect that they are no longer valid; there has been a significant change in the matters to which they relate; or when a DSE user informs you that they are experiencing problems with their DSE workstation or work.
- Plan DSE work in such a way as to allow for short, frequent breaks.
- Provide health and safety information and/or training to ensure employees can use their display screens and workstations safely.
- Take action on any issues raised by employees in their DSE workstation assessments.

Employees must:

- Complete a DSE workstation assessment form at the request of their line manager
- Follow any instructions and/or training given in relation to DSE work
- Report any problems with their DSE equipment or workstation to their line manager
- Immediately inform their line manager if they develop any health conditions that they believe may be caused or aggravated by DSE work.

A DSE workstation assessment template can be found in the Appendices.

21. New and Expectant Mothers

New and expectant mothers when identified should have a specific risk assessment carried out as soon as possible to assess the risks they may be exposed to whilst at work. Regular reviews are also required during the term of the pregnancy and whilst a new mother continues to breastfeed.

Most of the hazards within the Council if managed correctly will pose little or no additional risk to new or expectant mothers. However, this must be clearly identified by the means of risk assessment for each individual case.

The risks at work could involve the following:

- Accidents due to physical changes in the body
- Harm to an unborn child or a breastfeeding child from chemicals or biological agents to which their mother may be exposed in the workplace
- Fatigue (as the pregnancy progresses)

As soon as possible after an employee makes you aware that they are pregnant a risk assessment must be undertaken. The details of the outcome must be recorded and kept alongside the risk assessment. This must be carried out when the Town Clerk receives written confirmation from the employee's doctor/midwife that she is pregnant. A copy of the paperwork should be retained in the individual's personnel file.

The risk assessments should be reviewed every two weeks or whenever the new or expectant mother raises any concerns. Again, details will need to be recorded.

New mothers who have elected to breastfeed their child must continue to have regular reviews to ensure that they are not exposed to any harmful substances, which could be absorbed into their body and passed to their child.

22. Managing Contractors and Visitor Safety

Managing Contractors

The Council recognises that it owes a duty to contractors as well as employees, as stipulated by the Health and Safety at Work Act etc, Act 1974 Section 3 and the Management of Health & Safety at Work Regulations 1999.

The Council will ensure that only competent contractors are selected. All Contractors working on the Council's behalf are assessed to ensure that they are competent and have suitable and adequate Health and Safety arrangements in place to provide safe working practices and control of all significant hazards that may be introduced by their work.

The selection and assessment of the competence of contractors is the responsibility of the Town Clerk. Selected contractors must be able to demonstrate that they are experienced and competent to carry out the required works with regulations and accepted safety standards. Before a contract is awarded an overview of the status of the contractor's Health and Safety management systems must be obtained by reviewing the following documents;

- A completed contractor selection questionnaire
- Relevant risk assessments and method statements for the work to be undertaken
- Supportive evidence of competence

The Council must take into consideration all factors when selecting the contractor for the work. The cost of the works not being the sole factor in contractor selection. The pre-selection of any contractors will take into account Health and Safety requirements when selecting and approving contractors to work for the Council, ensuring contractors:

- Work safely, without endangering themselves or any other people;
- Comply with the Council's Health and Safety requirements;
- Only employ competent staff who have been adequately trained;
- Only employ competent sub-contractors, who are adequately managed;
- Have adequate resources to manage Health and Safety satisfactorily

No contractor will be appointed if they fail to provide adequate risk assessments and method statements for the proposed work.

Once approved, the Council has responsibility for ensuring contractors working on our premises are briefed on our safety rules and supervised to ensure they work in an approved and safe manner.

Any problems/hazards arising from the activities of contractors should be reported to The Town Clerk.

The Town Clerk is responsible for the management and co-ordination of all Council contracts involving building works, engineering service, refurbishment and maintenance works.

Health and Safety considerations will be included from the start when planning work to be carried out by contractors, ensuring that Health and Safety issues are adequately addressed. Managers are responsible for

- Determining the Health and Safety implications of the planned work
- Setting the criteria by which the contractors will be judged, which includes the minimum Health and Safety standards that must be met
- Identifying when the planned work is covered by the Construction (Design & Management) Regulations 2015;
- Seeking advice and guidance as necessary.

Visitor Safety

Visitors to the Rose Theatre will only have access to the theatre, bar and public toilets and these areas will be closely monitored by staff during opening hours.

Theatre Crew and Performers will have additional access to the backstage areas. As such, they will be provided with verbal and written information about emergency procedures.

Office visitors will sign in/out of the premises in the book by the main door. They will be restricted to the main office area/meeting rooms. Access to the Theatre will be restricted, unless accompanied by a member of staff. Verbal and written information about emergency procedures will be provided at the time of arrival.

23. Lone Working

Lone workers should not be exposed to significantly more risks than employees who work together. Precautions should take account of normal working conditions and foreseeable emergency situations e.g. fire, equipment failure, threats of violence, illness and accidents.

In selecting individuals for lone working the Town Clerk must consider whether the individual is medically fit to work alone. Consideration should be given to both routine work and foreseeable emergencies.

The Council must ensure that:

- Lone working risk assessments are completed for each lone working situation
- Lone workers are provided with adequate information, instruction and training regarding lone working procedures and associated security systems
- Suitable means of communicating with lone workers are available
- Suitable measures are in place for dealing with an emergency involving the lone worker
- Safe working procedures are followed, especially with regard to what can/cannot be done whilst working alone

Employees must:

- Comply with all relevant lone working procedures at all times
- Make proper and appropriate use of any security systems provided
- Inform their line manager of any concerns that they have which may affect their ability to work alone in safety
- Follow their instruction/training for dealing with emergency situations
- Know how/where to access first aid supplies

24. Fire safety

Fire safety is of paramount importance, as a major fire can have a devastating impact on the Council, its employees, visitors and the wider community it serves.

The Regulatory Reform (Fire Safety) Order 2005 is the main piece of legislation concerning fire safety in the UK and places emphasis on the building owner/occupier to ensure that they have sought competent advice to adequately assess the risks from fire. The risk assessment should also take into account the HM Government guide 'Fire Risk Assessment: Theatres, cinemas and similar premises'.

As such the Council will ensure that:

- A fire risk assessment is completed annually by a competent person
- Fire evacuation procedures are established
- Employees are fully trained in the fire evacuation procedures and records of the training are kept
- Employees know how to operate the fire alarm
- Employees are aware of the correct procedure for calling the fire brigade
- The emergency fire procedures are displayed
- Good housekeeping standards are maintained
- Regular workplace inspections are carried out to check for fire hazards
- Smoking policies are enforced
- Flammable liquids are stored as per manufacturers' instructions
- Records are kept including:
 - Fire drills
 - Fire alarm testing
 - Fire alarm activations
 - False alarm activations
 - Emergency lighting testing
 - Maintenance of fire fighting equipment
 - Personal Emergency Evacuation Plans (PEEPs)

Employees must be trained in the following:

- The action to take upon discovering a fire
- The action to take upon hearing the fire alarm
- How to activate the fire alarm
- How to call the fire brigade
- The location of all fire exits

- The location of the fire assembly point
- Their role in the evacuation of customers, including disabled persons
- To keep fire exits clear and unobstructed
- The importance of closing fire doors in case of a fire
- To check work areas at the end of a shift and switch off equipment that does not have to be left on
- To report electrical faults immediately to the Town Clerk
- To act promptly and follow fire procedures in the event of a fire

Details of this training should be recorded.

Actions to be taken in the event of a fire

- Raise the alarm
- Call the fire and rescue service
- Close all doors and windows as you leave, if it is safe to do so
- Leave by the quickest route guiding visitors to the nearest exit
- If possible, and without risking your own safety, tackle the fire
- Do not stop to collect personal belongings
- Ensure everyone on the premises is at the fire assembly point

See Appendices section for fire record templates.

Test & Maintenance Requirements

System/ Equipment	Frequency/By whom	Test/Action Required
Fire detection and fire warning systems – including self-contained smoke alarms and manually operated devices	Daily – Caretaker	Check fire alarm panel indicates normal operation
	Weekly – Town Clerk	Test the operation of systems, self-contained alarms and manually operated devices
	6 monthly – Contractor.	The fire detection and warning system are tested every 6 months by a competent contractor
Emergency lighting	Daily – Caretaker	Visual check of each unit to check light is working
	Monthly – Town Clerk	Test the system and if any are found to be defective contact the Contractor
	Annual – Contractor	A full discharge test

Fire Extinguishers	Weekly – Caretaker	Check all extinguishers including hose reels for correct installation and apparent working order
	Annually – Contractor	Full check and test by competent service engineer

25. Food safety & Fitness to Work

Food Safety

The site is registered with the Local Authority as a food premises. Re-registration is not required unless The Council changes premises or increases the frequency or volume of food being stored, handled and served.

The Food Standards Agency's 'Safer Food Better Business (SFBB)' manual is being followed on site. This system gives advice to anyone handling food who has suffered an illness, come into contact with someone who is unwell or travelled to a country where they may be/become/or harbour illness. The Town Clerk is responsible for ensuring that anyone handling food on site, does so to the highest standards of cleanliness and hygiene.

Fitness to Work

If an Employee has a medical condition that could affect their fitness for work, that Employee must inform their Line Manager of the likely impact of the medical condition on their fitness for work. The Employee is not obliged to disclose confidential medical information, however the Council will, where necessary, confer with relevant external experts to confirm whether a Fitness for Work plan is required.

Any person taking prescribed medication must seek the advice of their doctor before working, written evidence of their fitness to work whilst taking medication may be required and held by the appropriate Line Manager and Town Clerk.

26. Visits from Enforcement Officers

Officers from the various Enforcement Agencies that the Council may encounter (e.g. Environmental Health Officers, Fire Officers, Police Officers, etc) have wide ranging powers under the legislation they enforce. These Officers may visit the premises for a number of reasons, including to:

- Undertake a routine inspection
- Investigate an accident (e.g. this may be as a result of a recent RIDDOR reportable accident)
- Investigate a complaint made by a Customer or an Employee

Enforcement Officers may carry out such a visit at any reasonable time (e.g. when the premises are open for business) and they are not required to give prior notice of their visit.

During a visit from an Enforcement Officer the aim of the Town Clerk is to effectively demonstrate that the health and safety systems in place meet the requirements of the law, and that the Council operates a safe environment for its employees, customers, contractors and anyone else who may be affected by our operations.

Procedure

The Town Clerk must deal with all visits from Enforcement Officers and in doing so should:

- Co-operate with the Enforcement Officer and remain courteous and polite at all times
- Request that the Enforcement Officer produce some official identification upon arrival and check this with the Officer's office (via a main switchboard number) if you have any concerns
- Make a note of any items or copies of documents that the Enforcement Officer intends to remove from the premises and request a receipt for those items. (Do not allow anyone to remove original records from the site. Always provide the copy version)
- Where possible, obtain duplicate samples of any articles or substances that the Enforcement Officer removes from the premises (especially in the case of food samples)
- Make a note of any issues raised by the Enforcement Officer, including details of any areas they have photographed

Enforcement Notices

Should an Enforcement Officer issue an Improvement Notice, Prohibition Notice, or similar such notice, a copy should be sent as soon as possible to VP Safety Consulting for further advice.

Requests for Witness Statements and Interviews

Should an Enforcement Officer indicate that they wish to interview you or an employee, in order to obtain a witness statement, you should co-operate with their request. However, in such cases you generally have the right to have the interview conducted in the presence of a person of your choosing. It is, therefore, recommended that you ask for the interview to be rearranged for a later date and then contact VP Safety Consulting for further advice.

Where an Enforcement Officer believes that a crime has been committed they may proceed to caution you. This involves them 'reading you your rights' from the Police and Criminal Evidence Act (PACE) i.e.:

'You have the right to remain silent, however, it may harm your defence if you do not mention when questioned something that you later rely on in Court. Anything you do say may be given in evidence.'

Once you have been cautioned, whatever you say can be used against you in a Court of Law. In such cases, you have the right to have a legal representative present during the interview. Again, it is strongly recommended that you request that the interview be suspended and contact VP Safety Consulting immediately.

In the event of your being cautioned under PACE you should inform the Enforcement Officer that you are not authorised to speak on behalf of the Council (unless such authority has already been granted to you).

Appendices

Rugeley Town Council/Rose Theatre Risk Assessment

Name of Person/s Completing this Assessment: _____

Date: _____










What Are the Hazards? (things likely to cause harm to people)	Who is at Risk? (Employee, Visitor, Child, Contractor etc)	What Are The Risks?	What Control Measures Are Required? (precautions to reduce the risks)	Further Control Measures Required?
<p>What is the overall Risk Rating when the Control Measures are followed?</p> <p style="text-align: center;"> Low Medium High </p> <p>Circle as appropriate</p>				
<p>Risk Rating Scale:</p> <p>L = possible occurrence, but rarely reported as a cause of injury / accident</p> <p>M = occasional occurrence, not unknown as a reported cause of injury / accident</p> <p>H = frequent occurrence, most frequently reported as a cause of injury / accident</p>				
<p><i>This assessment should be reviewed every 12 months and:</i></p> <p>1. Following an accident or incident 2. Prior to introducing new equipment 3. When changes are made to working practices/working environment</p>				
<p>Review / Amendment Dates</p> <p>Signed: _____ Date: _____ Signed: _____ Date: _____</p>				

COSHH Assessment Form

1) General Information

Assessment Number		Assessor		Risk Rating	
Manufacturer/Supplier					
Name/type of product					
Area being used					
Intended use					
End users					

2) Classification of Hazardous properties

Classification	Y/N	Classification	Y/N
 Respiratory sensitisation Carcinogen (cancer forming) Reproductive toxicity		 Oxidising (reacts with other chemicals)	
 Acute toxicity		 Flammable	
 Corrosive - skin corrosion and serious eye damage		 Explosive	
 Irritation (skin, eye, respiratory, sensitisation)		 Hazardous to aquatic life	
 Gases under pressure Liquefied gases		Hazard statement	
		Safety statement	

3) Hazard Form and Route of Entry

Form	Before	During	After	Route of Entry
Gas				
Vapour				
Mist				
Fume				
Dust				
Liquid				
Solid				









4) Potential Health Effects

Describe how the substance will cause harm:

5) Control Measures

Through the application of the hierarchy of control, how will risk be eliminated/reduced when stored, handled used and disposed of? (include any supervisory or training requirements)

Is Health surveillance required? (tick as applicable)	Yes	No

Personal Protective Equipment (P.P.E)	Y/N	Specification
 Face mask		
 Respirator/air fed mask		
 Gloves		
 Footwear		
 Face shield/visor		
 Eye protection		
 Overalls/protective suit		
 Other		

5) Emergency and Disposal

First Aid	
Fire fighting	
Unintentional spill/release	
Disposal	

6) Authorisation

Approved by		Date of Approval	
Review date			

DSE Workstation Assessment Form

Workstation location:	
User's name:	
Date of assessment:	Time of assessment:

This checklist can be used as an aid to risk assessment and to help comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations.

Work through the checklist, ticking either 'yes' or 'no' column against each risk factor:

- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.

Remember the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, for example by giving users health and safety training, and providing for breaks or changes of activity.

1. Display screens				
Risk factors	Yes	No	Things to consider	Action to take
Are the characters clear and readable?			Make sure the screen is clean and cleaning materials are available. Check that text and background colours work well together.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, i.e. free of flicker and jitter?			Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If problems persist, get the set-up checked e.g. by the equipment supplier.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	

1. Display screens continued				
Risk factors	Yes	No	Things to consider	Action to take
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt?			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: <ul style="list-style-type: none"> • Swivel/tilt is absent or unsatisfactory • Work is intensive; and/or • The user has problems getting the screen to a comfortable position 	
Is the screen free from glare and reflections?			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of reflections.	
Are adjustable window coverings provided and in adequate condition?			Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.	
2. Keyboards				
Risk factors	Yes	No	Things to consider	Action to take
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable device).	
Does the keyboard tilt?			Tilt need not be built in.	
Is it possible to find a comfortable keying position?			Try pushing the display screen further back to create more room for the keyboard, hands and wrists.	

2. Keyboards continued

Risk factors	Yes	No	Things to consider	Action to take
Does the user have good keyboard technique?			Training can be used to prevent: <ul style="list-style-type: none">• Hands bent up at wrist• Hitting the keys too hard• Overstretching the fingers	
Are the characters on the keys easily readable?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	

3. Mouse, trackball etc

Risk factors	Yes	No	Things to consider	Action to take
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touchscreens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user?			Most devices are best placed as close as possible, e.g. right beside the keyboard. Training may be needed to: <ul style="list-style-type: none">• Prevent arm overreaching• Tell users not to leave their hand on the device when it is not being used• Encourage a relaxed arm and straight wrist	

3. Mouse, trackball etc continued

Risk factors	Yes	No	Things to consider	Action to take
Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair, if not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (e.g. of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	

4. Software

Risk factors	Yes	No	Things to consider	Action to take
Is the software suitable for the task?			Software should help the user carry out the task, minimise stress and be user friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.	

5. Furniture

Risk factors	Yes	No	Things to consider	Action to take
Is the work surface large enough for all the necessary equipment, papers, etc?			Create more room by moving printers, reference materials, etc elsewhere. If necessary, consider providing new power and telecom sockets, so equipment can be moved. There should be some scope for flexible rearrangement.	

5. Furniture continued				
Risk factors	Yes	No	Things to consider	Action to take
Can the user comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers, etc to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
Is the chair suitable? Is the chair stable? Does the chair have a working: <ul style="list-style-type: none"> • Seat back height and tilt adjustment? • Seat height adjustment? • Swivel mechanism? • Castors or glides? 			The chair may need repairing or replacing if the user is uncomfortable or cannot use the adjustment mechanisms.	
Is the chair adjusted correctly?			The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.	
Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the screen?			Adjust the chair height to get the user's arms in the right position, then adjust the screen height if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a footrest may be needed.	

6. Environment				
Risk factors	Yes	No	Things to consider	Action to take
Is there enough room to change position and vary movement?			<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?			<p>Users should be able to control light level, e.g. by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	
Does the air feel comfortable?			<p>Display screens and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Leafy plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p>	
Are levels of heat comfortable?			<p>Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?</p>	
Are levels of noise comfortable?			<p>Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.</p>	

7. Final questions to users

- Ask if the checklist has covered all the problems they may have working with their display screen equipment
- Ask if they have experienced any discomfort or other symptoms which they attribute to working with their display screen equipment
- Ask if the user has been advised of their entitlement to eye and eyesight testing
- Ask if the user takes regular breaks working away from their display screen equipment

Write the details of any problems raised below:

This assessment should be reviewed if there is reason to suspect that it is no longer valid; there has been a significant change in the matters to which it relates; or the employee concerned informs you that they are experiencing problems with their DSE workstation or DSE work.

Fire Alarm Testing Record

The Fire Alarm must be tested weekly from a different call point each time.

[illegible]

Emergency Lighting Testing Record

This form is for the recording the monthly 'flick test'.

Year _____

Month	Tested by	Fault details (if any)	Action taken	Initial When complete
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Fire Evacuation Record

This should be used to record all planned fire evacuations. False activations may be recorded on this form, but they will need to be marked as such.

Date	Time	Persons taking part in exercise	Remarks

Means of Escape Check

The fire exit routes, self-closing fire exit doors and final exit doors must be checked daily to ensure that they are in working order and free from obstructions.

Year.....

Month.....

Date	Fault details (if any)	Checked by (Print name)	Action taken	Initial When complete
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
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21				
22				
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24				
25				
26				
27				
28				
29				
30				
31				

Employee Fire Safety Training Record

This form is to be used to record details of Employees who have received fire safety training. This record forms part of the Fire Safety section of the Rugeley Town Council Health & Safety Manual, and must be kept in the Fire Log Book.

[illegible]

Showerhead Cleaning & Disinfection Record

To be undertaken by Caretaker/Cleaner – Monthly.

[illegible]

Good Manual Handling Techniques

The following principles should be considered as features of good movement and integrated into lifting and handling practices.

Ensure that items are stored for ease (keeping heavier items around waist height), and safety (store items away from fire exits).

Make use of mechanical aids (if provided), and NEVER overestimate your own ability. If you cannot lift or move a load comfortably get someone else to assist you.

Lifting

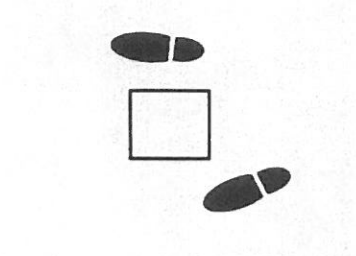


Feet

Place the feet hip width apart. This provides a large base to balance the body.

Put one foot, the lead foot, in front of the other and to the side of the load. This provides a better balance and reduces the risk of stumbling.

The body should be as close to the load as possible.



Knees

Relax the knees and sink down until contact is made with the load. This should be a relaxed, fluent movement with no attempt to keep the back muscles tense and the spine unnaturally straight.



Hands

Tilt the load forward with the lead hand. The lead hand should be the same side as the lead foot. Tilting the load enables the person to gauge the weight of the load and to slip the other hand underneath the load easily.

Grip the load with the palms of the hands and the roots of the fingers. This keeps the load under control and reduces tension in the forearms. One hand should be underneath the load and the lead hand at the opposite side of the load whenever possible.

The upward movement begins by raising the head. This automatically straightens the back at the moment the load is taken.



Arms

Keep the arms close to the body and the elbows tucked in when carrying. This reduces tension and fatigue in the arms and shoulders. The load should be carried well down the body to reduce unnecessary muscular work.

A smooth progressive forwards movement should be incorporated when lifting to give momentum to the load and reduce stress to the body.



Carrying

- Make the load as light, small and stable as possible
- Ensure that the load is capable of being gripped safely
- Ensure that the route to be taken is as safe as possible
- Where the route extends over some considerable distance (e.g. over 10 metres), or the load is such that regular breaks become necessary, plan the route to ensure that a break may be taken, and the load will be set down in a suitable place
- Make good use of lifting aids, where provided

Pushing & Pulling

In some cases it may be easier or necessary to push or pull the load. For example, it may be possible to slide or roll the load along. The following guidelines should be followed when pushing or pulling:

- Check the route for unevenness and ensure there is sufficient clearance to pass obstacles without injuring your hands
- Ensure that you have a secure footing and that the floor/ground is not slippery and is free from debris
- Take extra care on ramps or where the ground slopes
- Position your hands on the load at a height between waist and shoulder level wherever possible
- Make use of the strong leg muscles to exert force. For example, it may be possible to push with your back against the load
- If you regularly push or pull something fitted with wheels (e.g. a trolley or sack truck) ensure that the wheels are maintained in good order