



**AXE BRUE, PARRETT AND NORTH SOMERSET
LEVELS INTERNAL DRAINAGE BOARDS**

**GOVERNANCE
HEALTH & SAFETY POLICY**

Version 3.0

Approved by the Boards:		
Axe Brue IDB	October 23	 Chairman
Parrett IDB	October 23	 Chairman
North Somerset Levels IDB	October 23	 Chairman

To be reviewed every 12-months

HEALTH & SAFETY POLICY

INTRODUCTION

The Law (Health & Safety at Work Act 1974) requires that every company has a statement of Policy and the organisation and arrangements to bring the Policy into practice. This document sets out the general Health & Safety Policy that describe the organisation and arrangements which the Somerset Drainage Board Consortium (SDBC) uses to manage Health & Safety on a day to day basis.

This document has 4 main Sections:

1. Statement of General Health & Safety Policy

This sets out the overall way that the Consortium Boards will approach the Health & Safety arrangements for the organisation.

2. Management Arrangements

This sets out the general arrangements for managing Health & Safety and describes the strategy behind the approach used. It includes such general matters as external advice, audit and review, incident reporting and staff consultation. It also sets out the review periods.

3. Organisational Responsibilities

This Section identifies the reporting arrangements and linkages of staff and others carrying out Health & Safety activities. It is followed by detailed lists of individual responsibilities. Any new responsibilities identified in policy or procedures documents must be added to the appropriate staff responsibilities lists with cross- references so that Staff are aware of their responsibilities. This is the responsibility of anyone who modifies or updates relevant documents.

4. Health & Safety Policies

This section sets out the policies agreed by the Boards. These are generally here because the Management Board of the Consortium Board need to agree a level of response, especially where there is no specific law on a matter and a judgement is required.

SECTION 1

STATEMENT OF GENERAL HEALTH & SAFETY POLICY

1.0 STATEMENT OF GENERAL HEALTH & SAFETY POLICY

1.1. The Boards recognise that high standards of Health, Safety and Welfare are an integral part of efficient business management and contribute to the operational efficiency and effectiveness of the Organisation.

1.2. For such standards to be achieved, adequate financial and physical resources will be made available to ensure continuing development of the competence of Employees, the provision of any necessary expert advice and provide a safe and healthy working environment. Health & Safety is a management responsibility of equal importance to production and quality, thus managers will pursue progressive improvements in Health & Safety performance by establishing and maintaining control, communicating the necessary information and encouraging co-operation between individuals and groups, thereby ensuring a positive Health & Safety culture is promoted and developed.

1.3. Equally, it is recognised that Employees have a duty of care to themselves and others by avoiding hazards, preventing accidents and co-operating with the organisation by complying with all instructions and recommendations. This is essential if the aims and objectives of this policy are to be achieved.

1.4. The Organisation will ensure so far as is reasonably practicable that:

1.4.1. Safe and healthy conditions of work are provided and safe-working methods adopted.

1.4.2. Statutory requirements are the minimum standards to be observed in all activities.

1.4.3. Adequate Information, Instruction, training and supervision will be provided to ensure that all Employees understand the potential hazards present in their work and the precautions to be taken to eliminate or minimise these hazards.

1.4.4. All accidents will be investigated to identify the immediate and underlying or hidden causes so that action can be taken to prevent a reoccurrence and identify where improved preventative measures are needed.

1.4.5. Employees at all levels are encouraged to participate in the development of Health & Safety arrangements and put forward their ideas for further improvements.

1.5. This Policy will be updated as a result of periodic reviews to make sure it remains relevant and effective. All Employees will be informed about changes to this Policy.

1.6. Any Employee who wilfully disregards the Health & Safety Policy will be subject to disciplinary procedures.

SECTION 2

MANAGEMENT ARRANGEMENTS

2.0 MANAGEMENT ARRANGEMENTS

2.1 The organisation structure outlined in this document clearly establishes that primary responsibility for implementing policy rests with management at all levels according to the level of control.

2.2 This responsibility will be accomplished as follows and includes:

Outline Health & Safety management arrangements:

2.3 The Consortium Management Committee set the Health, Safety and Welfare policies of the Consortium Boards under delegated powers. These policies are then developed into systems and procedures by senior staff that provide guidance and instruction to all staff.

2.4 The organisational responsibilities (Section 3) set out who and what role is undertaken by staff in the organisation

2.5 In accordance with current practice the Boards will use a Risk Assessment approach in identifying hazards to staff and contractors and how they can be dealt with

2.6 Works or activities of a routine nature but significant risk will have safe systems of work developed and available. Non routine tasks or projects will be the subject of specific risk assessment procedure

2.7 The successful operation of these arrangements rely on competent and experienced staff. These are developed through supervised operation, training and the provision of guidance and information.

Health & Safety Co-ordination and Assistance

2.8 Those Staff with responsibilities for co-ordinating Health & Safety will be suitably trained.

2.9 Professional Safety Advisers employed by the company will give additional advice and support when necessary. They have authority to cause local management action to be taken or have work stopped in any situation, which in their opinion involves a risk of imminent serious personal injury.

Auditing and Review

2.10 The Consortium Boards recognise that auditing and reviewing its Health & Safety management systems are essential elements in ensuring that the necessary compliance and improvements of Health & Safety standards and performance are being achieved.

2.11 The Chief Executive will ensure at periodic intervals that such audits and reviews are undertaken and where deficiencies are identified take the necessary action to rectify them.

Review Timetable

Section	Period	By whom
Policy	Annually	SDBC Management Committee
Procedures	Annually	H&S Co-ordinator
Records and forms	Annually	H&S Co-ordinator
Generic risk assessments	Annually	Area Supervisors & Line Managers
Health & Safety Audit	Every 3 to 5 years depending on incident record.	Internal Auditors

Consulting with Board Members and Staff:

2.12 Staff will be encouraged to discuss any Health & Safety issues with the Chief Executive, their Line Manager and appropriate Board Committee as necessary.

2.13 There are no formally recognised Trade Unions within the Consortium Boards. However, should Employees require to be officially represented in consultation with a Board or the Consortium on matters of Health & Safety, they may elect a 'Representative of Employee Safety' sufficient to cover all work places.

2.14 The Boards recognise their duties under the Health & Safety Consultation with Employees Regulations 1996 and the Company undertakes within its procedures to include consultation with Employees on the following matters:

2.14.1 Notification to Employees of any measures in the workplace, which may substantially affect their Health & Safety. This includes the provision of both induction training and ongoing training to keep persons aware.

2.14.2 Notification to all Employees of who is appointed as the 'competent person' to advise the Employer of Health & Safety issues together with the representative of the Employees appointed to represent the view of the Employees.

2.14.3 Notification to Employees of the risk identified by the Risk Assessments for the works together with both the preventative and protective measures.

2.15 Emergency procedures to include procedures for evacuation will also be advised to all Employees.

2.16 Representatives of Employee safety elected under the Health & Safety Consultation with Employees Regulations 1996 will be provided with relevant training to enable them to undertake their task.

2.17 The key development from our consultation process is the full participation of the Employee to actively participate in joint problem solving of Health & Safety issues. In this manner, Health & Safety will become a shared issue, handled through a process of common agreement and trust, evolving from the consultation process. This

does not mean that management will delegate their Health & Safety management responsibilities to the workforce - Managers must still manage Health & Safety.

2.18 Should Employees not elect a representative, the Board will consult staff individually or in groups as necessary on matters of Health & Safety.

Summary:

2.19 Information provided will be enough to allow our Employees to understand:

2.19.1 What the likely risk and hazards are arising from their work together with any changes that are made to their work procedures.

2.19.2 The measures in place, or will be introduced, to reduce them.

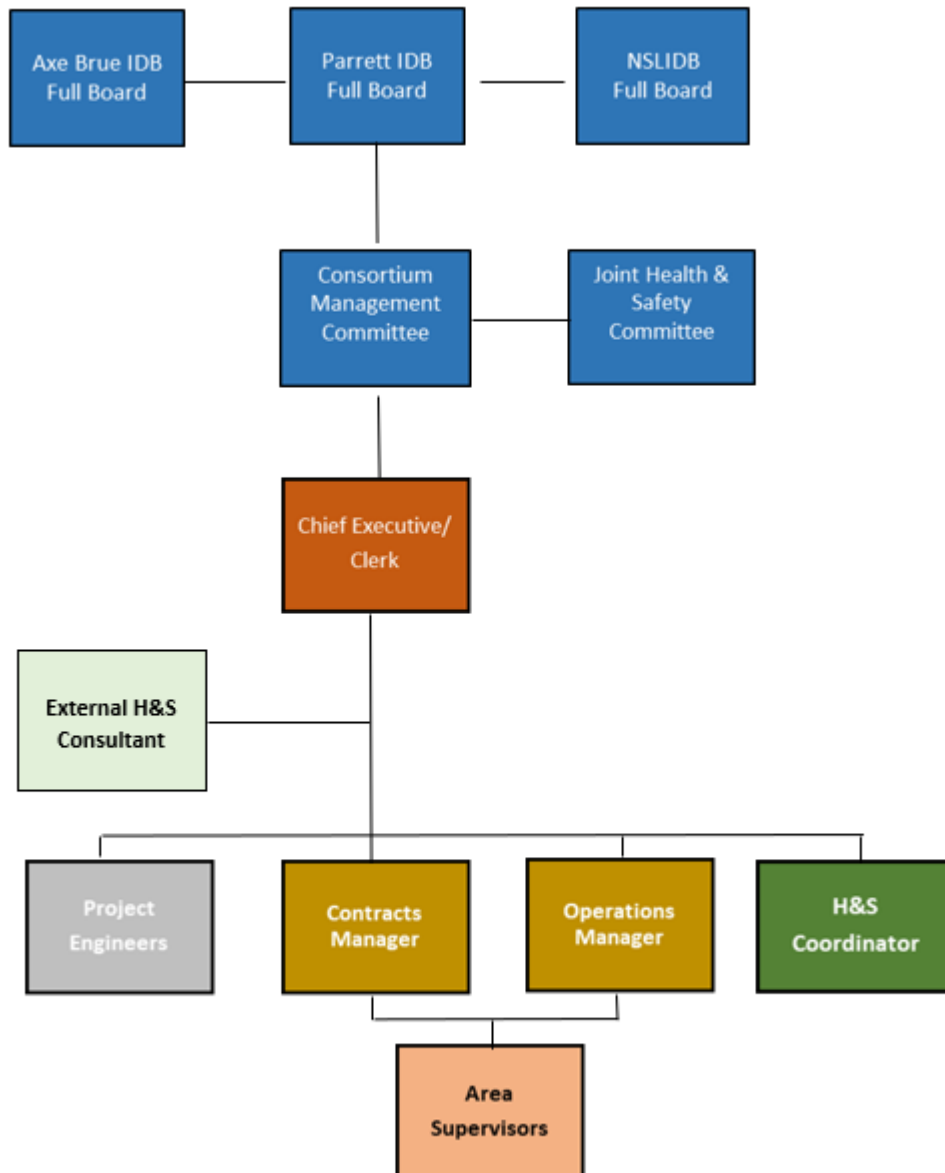
2.19.3 What Employees should do when encountering risks and hazards.

2.19.4 All staff are required to read the relevant parts of the Health & Safety Policy on joining a Consortium Board or when it is revised. Specific training will be given on Health & Safety topics as required. A small library of appropriate documentation will be kept in the office. The following will be displayed in prominent places:

2.19.4.1 The current Employers Liability Insurance Certificate

2.19.4.2 The poster "Health & Safety Law - What you should know".

SOMERSET DRAINAGE BOARDS CONSORTIUM – HEALTH & SAFETY MANAGEMENT ORGANISATION



SECTION 3

ORGANISATIONAL HEALTH & SAFETY RESPONSIBILITIES

3.0 ORGANISATIONAL HEALTH & SAFETY RESPONSIBILITIES

Axe Brue, Parrett and North Somerset Levels IDB Board Members

3.1 The Boards are responsible for ensuring that an adequate H&S Policy is in place and that this Policy is effectively and fully implemented and funded.

3.2 Members will also ensure that staff are adequately equipped, trained and supervised. Members will discuss and decide policy and issue instructions regarding implementation to line-management accordingly through the Joint Health & Safety Committee.

3.3 The Boards recognise that competence is a combination of skill, experience and knowledge such that specific tasks can be done to recognised standards on a regular basis. Where appropriate, workers will attend recognised training courses with approved providers.

Chief Executive

3.4 The Chief Executive has the overall responsibility for co-ordinating and monitoring Health & Safety and Welfare standards and will:

3.4.1 Keep the other senior staff informed of any necessary improvements to the Health & Safety Management System by ensuring that sound Policies and Procedures are formulated so that realistic safety performance standards can be achieved and maintained.

3.4.2 Be assisted and advised upon those matters by obtaining expert advice where necessary.

3.4.3 Ensure that Policy and Procedures are clearly understood and effectively pursued. Embed a safety culture within the organisation and foster an understanding in all Employees that Health & Safety is an integral element of efficient business management, contributing to the operational efficiency and effectiveness of the Consortium and Boards by reducing accidents, damage and financial loss.

3.4.4 Ensure adequate information, instruction and training is provided at all levels so that sufficient knowledge exists for implementation of procedures and preventative measures.

3.4.5 Ensure that the management of Health & Safety within the Consortium and Boards is periodically audited so that high standards of Health & Safety performance are maintained in offices and on sites. Also identify areas where improvement is required and respond accordingly.

3.4.6 Ensure adequate planning, preparation and operational time, financial and physical resources are allowed for all work in order to ensure its organised and safe completion.

3.4.7 Ensure that Risk Assessments are carried out for all relevant tasks, activities and operations required under various pieces of legislation.

3.4.8 Chair safety review meetings with the Consortium safety advisors, Engineers, Area Supervisors, and any other relevant person present and ensure the preparation and distribution of Minutes of said meetings.

3.4.9 Ensure that Employees are consulted on matters affecting their Health, Safety and Welfare. This will be achieved through direct contact with supervisors and managers.

3.4.10 Ensure the duties of all the Boards are being fulfilled.

Supervisors, Line Managers & Project Managers

3.5 Supervisors, Line Managers & Project Managers are to be conversant with, and ensure proper implementation and compliance of, the Safety Management Systems and procedures. Where applicable they are to:

3.5.1 Liaise with the Boards Engineers, colleagues, contractors, safety advisors and any other relevant person regarding safety and welfare facilities to be provided on site, etc.

3.5.2 Evaluate work activities to identify hazards and implement any necessary protective systems and measures to ensure safe and healthy working conditions are maintained.

3.5.3 Establish and maintain control, promote co-operation, ensure communication of any necessary instructions and information, which leads to positive improvements in Health & Safety performance standards on site.

3.5.4 Ensure that persons have sufficient knowledge and are competent to undertake the work tasks safely.

3.5.5 Set a personal example by wearing appropriate PPE and following site rules when on site.

3.5.6 Ensure only safe plant, tools, equipment and instruments are provided for use.

3.5.7 Monitor and review work activities to ensure that safe work methods and conditions are being achieved.

3.5.8 Control and co-ordinate the work of Contractors on-site.

3.5.9 Ensure that all relevant documentation is provided to site staff including statutory notices, certificates, etc. Monitor the maintenance of all relevant site safety records.

3.5.10 Ensure that all statutory requirements are met following fatality, dangerous occurrence, major injury, three-day injury and any other reportable/notifiable occurrence.

3.5.11 Conduct the day to day implementation of the Policy and bringing

conflicts and problems to the Chief Executive's attention, including the resourcing of Health & Safety matters and selection of Contractors.

3.5.12 Line Managers and Senior Management will identify training needs and evaluate the outcome of the training measured against the stated objectives. Any deficiencies in training delivered to be identified and improvements to the training to be put in place to achieve the required performance standards

Health & Safety Co-ordinator:

3.6 The Health & Safety Co-ordinator is responsible for:

3.6.1 Ensuring the Office's Health & Safety files are kept up to date.

3.6.2 Ensuring that an adequate level of Health & Safety Training is maintained throughout the Organisation.

3.6.3 Ensuring that the Building has a current Fire Risk Assessment in-place and that it is sufficient and suitable.

3.6.4 Ensuring that adequate standards of Health, Safety and Welfare are maintained by carrying out regular checks of the workplace and ensuring any necessary remedial action is taken.

3.6.5 Liaising with the enforcing authority and action any notices issued or advice given during a visit.

3.6.6 Undertaking regular testing of Fire Alarms, Emergency Lighting, Fire Extinguishers, etc., and ensure that a Fire Evacuation Drill is carried out at regular intervals.

All Employees:

3.7 All Employees are to comply with the Health & Safety Policy and Procedures at all times and to take reasonable care of their own Health & Safety. They are to:

3.7.1 Co-operate with management in developing and comply with the Safe Systems of Work (SSOW) and have personal awareness towards preventing injuries at work either to themselves or to others.

3.7.2 Wear and take care of any Personal Protective Equipment provided and report any defects, damage or loss immediately.

3.7.3 No Employee shall intentionally interfere with or misuse anything provided for Health, Safety and Welfare. These acts would be deemed to be a gross breach of safety requirements and may lead to summary dismissal.

3.7.4 Report to their line management immediately any hazards or conditions which develop, including any defects in plant, machinery or other equipment or materials.

3.7.5 Comply with the Health Safety and Welfare responsibilities that are defined within their terms and conditions of employment and / or specific Job Descriptions.

3.7.6 Continue with personal development by reading and understanding information obtained from within the organisation or from the industry generally on safe working practices.

3.7.7 Attend training sessions as identified with their line manager through the appraisal process.

Contractors:

3.8 All Contractors acting on behalf of the Board will:

3.8.1 Be responsible for ensuring site Health & Safety standards, including the correct use of personal protective equipment (PPE), tools, plant and machinery.

3.8.2 Operate to standards at least equivalent to those operated by the Consortium and Boards.

3.8.3 Ensure that all operatives work safely and that they are familiar with method statements and safe working practices.

3.8.4 Look after their own Health & Safety and that of others who may be affected by what they do or fail to do.

3.8.5 Inform the engineer or Clerk of any deficiencies in safety arrangements immediately if they consider injury likely to occur.

3.8.6 Not misuse or interfere with anything provided for their Health & Safety, including PPE.

3.8.7 Where other persons are exposed to the same hazards as Employees, then the Consortium will ensure that they have the same level information and instruction. This provision does not relieve other Employers of their statutory obligations and responsibilities.

SECTION 4

HEALTH & SAFETY POLICIES

4.0 HEALTH & SAFETY POLICIES

Accident Reporting, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and Near-Misses:

4.1 The Board will record and investigate all Incidents {Accidents and/or Near-Misses) involving staff, visitors or members of the public on site or in other workplaces in accordance with statutory requirements and industry practices.

4.2 In support of the Boards' recording and reporting requirements, and as an integral part of the Organisations' Safety Culture, the Board will utilise the lessons-identified from Accidents and Near-Misses to draw upon conclusions from its safety information in order to implement safety reforms.

4.3 Near miss incidents that could have caused harm to people, property or the environment give useful information to help prevent accidents occurring. Reporting levels are usually very low but any information whether reported formally or anecdotally can be useful. The Board undertakes to record, analyse and action outcomes of near misses that occur to Board Staff or on Board Sites as part of the overall review of incidents.

4.4 A culture where Supervisors encourage Employees to report any incident that could have caused injury will have a beneficial effect. Supervisors will investigate fully, involving the Employee. The lessons learnt will be reported to the H & S Co-Ordinator and forwarded to the Clerk for action. This 'no blame' culture will not only enable those who manage Employees to show their interest in them, but that getting work done the safe way is a Board priority and benefits everyone.

4.5 The Accident and Near Miss Reporting Procedure covers the details of this.

Alcohol and Drugs

4.6 Alcohol, illegal drugs and some over the counter or prescription drugs used by Employees and Contractors (including supervisory and management staff) can affect mental and physical performance, making tasks that would normally be safe become difficult or dangerous and therefore adversely affect their safety and that of others.

4.7 Therefore, it is the policy of the Consortium Boards, that any person known, or strongly suspected of, being under the influence of alcohol or drugs must be referred to their Line Manager or Supervisor, who must arrange for them to be removed from site.

4.8 If proven, any person reporting for work in an unfit condition through alcohol or drug misuse may face disciplinary action.

4.9 Over the counter and prescription drugs can cause problems. Anyone who is aware that the medication they are taking could affect their ability to work safely should discuss the matter with their line manager or supervisor. The situation should

be managed under a task risk assessment as appropriate. It is noted that common treatments for colds and flu can be some of the most problematic.

Animals

4.10 There are three groups of animals that may cause problems on site. These are:

4.10.1 Animals brought to site

4.10.2 Livestock and other farm animals

4.10.3 Wildlife

4.11 No animals shall be brought onto Board construction sites or premises or carried in Board plant or vehicles.

4.12 The rural nature of the Boards work will mean that Employees may be exposed to the risk of injury from agricultural animals. Livestock, especially when with young livestock can be unpredictable. The risks associated with injury from livestock and wildlife is to be the subject of a generic Risk Assessment. If in doubt about accessing a particular field then the farmer is to be contacted in the first instance. If there is any remaining doubt then the visit must be aborted until the conditions have changed.

4.13 Some people are allergic to bees, wasps or other insect bites or stings. They may go into anaphylactic shock which can be fatal. If a person is stung and shows any abnormal symptoms, immediate medical assistance must be sought by calling the emergency services.

Asbestos

4.14 Asbestos fibres can cause fatal cancers in humans. The fibres are needle like and easily become airborne and inhaled. Even a small exposure may be fatal in the longer term. Smokers are particularly at risk of developing asbestos related lung cancers.

4.15 The Boards currently own two fixed premises where asbestos may be present; Bradbury House and Podimore Pumping Station. The Boards acknowledge the severe dangers posed by this substance and all work involving asbestos in any form will be carried out in accordance with the Control of Asbestos Regulations 2012 and Approved Code of Practice.

4.16 The Board will undertake presumptive Asbestos Surveys of both sites to determine the presence of any ACM's on site and where they are, their condition, and whether they are likely to be disturbed. The information will be retained on the Asbestos Register to be held at each site, for use by staff, consultants and contractors undertaking works or investigations at either site. Any suspected ACM is to be clearly labelled. Where Asbestos is presumed to be present and is in good condition, an annual maintenance check will be done and a written record kept in each site asbestos file.

4.17 All other locations where the Board will undertake works will be subject to the standard hazard and risk assessment procedures to identify asbestos at that location. Any asbestos identified is to be treated in accordance with the current Approved Code of Practice. Only licensed specialist contractors are to carry out work involving the

removal of asbestos materials.

4.18 Work in areas where asbestos has been removed will not be allowed to continue until written confirmation has been received that the statutory monitoring and clearance tests are complete and it is safe to commence work.

4.19 An Asbestos register and Management Plan has been put in place to support this policy.

Control of Substances Hazardous to Health (COSHH)

4.20 The Board recognises its duty to look at any substances which may impact of the health of our Employees or other people. This includes those substances used by, created by or used by adjacent premises that may impact on our Staff.

4.21 A number of regulations impose requirements for the safe handling and use of substances, which are known to be a risk to health. The most widely applicable regulation is The Control of Substances Hazardous to Health Regulations 2002 (COSHH) which is supported by an Approved Code of Practice.

4.22 A COSHH Register will be held to inform and control all hazardous substances. An assessment is to be undertaken to screen for substances hazardous to health. The assessments relates to the exposure of staff, contractors, and members of the public who will come into the proximity of SDBC activities with hazardous substances.

4.23 The COSHH Register is to contain details of the hazard compiled from the Material Safety Data Sheets, storage details and the precautions to be taken in its use.

4.24 Any new substance purchased or specified for use by the organization in the office or on site is to be recorded and hazard assessed using the COSHH assessment process.

4.25 The implementation of COSHH procedures by contractors working for the Boards will form part of the CDM procedures. Where the work is not classified as construction (eg weed cutting), supervising officers should monitor the contractors for the use of any hazardous substances and halt work if adequate information of safe working methods cannot be provided or applied to improve a hazardous situation.

Chainsaws

4.26 Only Staff or Contractors who hold vocational training certificates and use the recommended PPE for the task they are undertaking, are permitted to operate chainsaws for the Boards work.

Confined Spaces

4.27 Any place, in which, by virtue of its enclosed nature and where activities being undertaken or the conditions within, where there arises a reasonably foreseeable specified risk, is defined as a confined space.

4.28 The Boards recognise the potential dangers caused by Confined Spaces and will put in place procedures and Safe Systems of Work to minimise these risks. It shall be considered whether the work can be carried out without accessing the confined space, where the workplace is viewed as such. The work will be subject to risk assessment, where this is not possible.

4.29 For confined space work, only competent persons may be involved. A register of confined spaces will be populated to support this policy if this type of work is to go ahead.

Construction (Design and Management) Regulations 2015

4.30 The Boards recognise that their responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that its responsibilities as a Client, Designer, Contractor or Sub-contractor during construction projects and related works are fully met.

4.31 The CDM Regulations 2015 and Approved Code of Practice sets out the definitions of the type of work and the Boards will follow the regulations and guidance.

4.32 The Boards will strive to be an informed and intelligent Client allowing sufficient time and budget for the Designers, Co-ordinators and Principal Contractors to properly undertake their duties.

4.33 At times when the Boards staff are acting in any of the above 4 capacities, sufficient training and resources shall be made available to allow this situation to occur. The Boards will develop management systems that ensure the different CDM roles can be delivered in a proper manner.

4.34 The law requires a specific risk assessment to be carried out. Should any concerns be discovered, especially if any symptoms are present, then remedial action must be taken.

Driving for Work and Workplace Transport

4.35 One of the biggest risks of being hurt in everyday life is in a road traffic accident. Whilst at work this is no different. The Consortium Boards require that all vehicles are to be driven within the requirements of the traffic laws and Highway Code.

4.36 Staff driving their own vehicles on Consortium or Board business will be required to ensure that their vehicles are adequately insured and maintained. They must also ensure that they have a valid and appropriate driving licence for the vehicle.

4.37 All company vehicles will be safe and suitable for their purpose, every authorised driver must check their vehicle at the beginning and end of each shift to ensure that it is safe to use and shall report all defects as soon as possible to their manager. Training will be provided where necessary.

4.38 A vehicle log book will be used to record vehicle checks and maintenance schedules.

4.39 All activities involving workplace transport and vehicle movement will be subject to a risk assessment and method statement. The Boards will develop Safe Systems of Work where appropriate.

4.40 Staff using vehicles for work will be given adequate training as identified in the risk assessment or Safe System of work, and only staff deemed competent will be allowed to carry out such tasks.

- 4.41 Safe driving practices will be adopted and include but are not limited to:
- 4.41.1 Discouraging long hours of driving. The use of hire cars and public transport will be supported where appropriate
 - 4.41.2 Ensuring that workloads are managed so that adequate time is allowed for journey
 - 4.41.3 Ensuring that staff only drive if they are fit to do so (including considerations such as medication, drugs, fatigue and eyesight)
 - 4.41.4 Staff are not permitted to use mobile phones whilst driving unless they have a hands free system in place. Use of mobiles phones should be avoided so far as possible even when going hands free is an option, drivers are encouraged to stop in a safe place and switch off engines before making or receiving calls.

Electrical Equipment

- 4.42 All electrical equipment must comply with the Electricity at Work Regulations 1989, the IEE Regulations, other regulations and Approved Codes of Practice.
- 4.43 All installations, whether permanent or temporary, fixed equipment and portable electric tools and equipment must be inspected and tested at periodic intervals. A record of the tests and inspections will be kept in a logbook.
- 4.44 Any installation or other electrical work must be carried out by a fully trained and competent electrician.

External Health & Safety Advisors

- 4.45 Health & Safety advice and support is to be obtained from adequately qualified external consultants as required.

Fire Safety

- 4.46 The Regulatory Reform (Fire Safety) Order 2005 is the current legislation governing the control of risk from fire in premises. It requires that a Responsible Person in the organisation must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.
- 4.47 The Boards will endeavor to control the associated risks and to comply with the legal requirements relating to fire safety, as contained within the relevant legislation.
- 4.48 The Responsible Person will carry out and maintain Fire Risk Assessments
- 4.49 The Responsible Person is responsible for the management of fire precautions and will:
- 4.49.1 Ensure the provision of fire-fighting equipment in buildings
 - 4.49.2 Liaise with the Fire Authority
 - 4.49.3 Organise fire evacuation drills, the inspection of the means of escape and fire-fighting equipment

4.49.4 Arrange fire safety training and induction for office staff as required.

4.49.5 Carry out and maintain records of regular testing of equipment.

4.50 The Boards will ensure there are a sufficient number of fire marshals at every premises in order to implement the emergency evacuation procedures and will ensure that such staff are trained within this role.

First Aid

4.51 The Board will provide such equipment, facilities and trained personnel as are required under the Health & Safety (First Aid) Regulations 2013 to meet the needs identified in an assessment of First Aid Needs. All training will be refreshed within every three year period and all staff will be informed of the arrangements put in place.

4.52 First aid kits will be available in the Office and in official vehicles and machinery where they are identified as necessary. Kits will include items such as sterile dressing, bandages and safety pins. Personal medication, ointments or pills must not be kept in first aid kits. Contents will be as per the list in the lid.

4.53 The Assistant Clerk will undertake an assessment of First Aid needs and arrange appropriate training and the provision of the necessary equipment. A register of certified staff and a register of first aid equipment will be produced to ensure staff and equipment are up to date. This is to be held by the Assistant Clerk.

4.54 The assessment identifies a low risk environment in our offices at Highbridge but a higher level of risk exists for our staff working outside, especially on active sites. The assessment should be redone if younger or disabled staff become employed or new office arrangements occur.

4.55 Tablets and other orally administered medication should not be included or administered without the advice of a doctor or trained paramedic, though staff may carry supplies for personal use.

Gas Cylinder Storage and Use

4.56 SDBC recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that the health and safety risks associated with the storage and use of gas cylinders are adequately controlled.

4.57 Gas Cylinders are to be in outside buildings in a metal cage and out of direct sunlight. They should only be transported on a trolley with restraining chains. Gas bottles should be:

4.57.1 Kept clean – grease/lubricants will form an explosive mixture if in contact with oxygen

4.57.2 Shut off after use

4.57.3 Used only by trained staff

Herbicides and Pesticides

4.58 Herbicides and Pesticides must not be used without specific written permission from the Environment Agency and only subsequently authorised for use by the Chief Executive or Director of Operations. Only operatives who hold the necessary certificates of competence will be allowed to undertake work using Herbicides or Pesticides.

4.59 When not in use, all herbicides/pesticides will be securely stored at all times. These will be recorded on the COSHH register where needed.

4.60 When using Herbicides or Pesticides, the member of staff will adhere to the Safe System of Work that is in place at all times.

Slips, Trips and Falls

4.61 Good housekeeping will reduce the potential for slip, trip and fall accidents. The Board will follow a policy of tidy uncluttered offices and a clean healthy working environment, including heating and ventilation.

4.62 On site housekeeping is important for a range of reasons and includes the segregation of new and waste products, ease of access, safer routes to walk and for the movement of plant and machinery. The condition of perimeter fencing and gates must be kept in good order, this is especially important where there is public access near.

4.63 Risk assessments, processes, methods and controls will be developed, implemented and clearly communicated to all involved. All risk assessments must consider the hazards that could result in slips and trips and, where identified, measures must be taken to eliminate, reduce or control the risks involved.

4.64 Periodic visits and monitoring of work areas, traffic routes and sites will be carried out to ensure that the applicable controls are maintained.

Ladders and Step Ladders

4.65 All ladders must be provided and used in accordance with the Working at Height Regulations 2005.

4.66 Ladders must only be used where a task has been assessed as low risk and is of short duration.

4.67 Ladders must not be used if the type of work cannot be carried out safely from a ladder (eg carrying large items or for work requiring both hands)

4.68 Prior to each use and on a regular basis, all ladders and step ladders will be inspected, the results of such inspections will be recorded on the ladder register. The Ladder Register is to be maintained in order to identify and provide inspection routines.

4.69 Where a defect is noted or a ladder is damaged, it will be taken out of use immediately. Ladders are to be removed to storage or made inaccessible at the end of each working day to ensure that unauthorised use, particularly by children, is prevented.

LOLER

4.70 The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) cover the specific use of equipment for lifting and the practical management of lifting operations. All lifting equipment held by the Boards is to be registered in the LOLER Register and subjected to routine inspection.

4.71 This Regulation ensures that all lifting operations are properly planned, lifting equipment is used safely and is thoroughly examined at suitable intervals.

4.72 Risks from lifting operations will be assessed for each lifting operation. The lifting operation will be planned and supervised by suitably qualified staff (or contractor) with practical and theoretical knowledge of lifting operations.

4.73 The lifting equipment used will be of adequate strength for the intended load and steps will be taken to ensure that the lifting equipment will not collapse or overturn when working.

4.74 Lifting equipment will be thoroughly (or in accordance with the time intervals specified in an examination scheme by a competent person) examined by a competent person every 12 months (6 months if involving people) and clearly marked with a safe working load. Accessories i.e. ropes, slings, strops and harnesses will be examined every 6 months, each item having its own identifying marks and date of inspection. Any lifting equipment/accessory will be thoroughly examined before further use if subjected to severe shock load.

4.75 A representative of Somerset Drainage Boards will check to ensure that all the necessary Test Certificates are up to date and available for inspection at the workplace if required. A weekly inspection register must be kept up to date, signed by a competent person and should be available at the workplace. Most high risk Drainage Board work using equipment on site is covered by Safe Systems of Work documents designed for staff and contractors.

Lone Working

4.76 The Boards recognise that Lone Working is often part of the work that is carried out by employees: therefore a Lone Working Procedure has been put in place to ensure that Employees are safe throughout their working day. There is also a management system for the people who are required to work out of normal working hours.

4.77 Board Members and other specified landowners, when requested to do so, may undertake water level control activities. These individuals must also follow a system of Lone Working when undertaking Board activities.

Management of Contractors

4.78 Contractors are subject to the same overall working conditions as the Boards and will comply with all relevant statutory requirements, codes of practice and guidance notes.

4.79 Where contractors have no requirement in law to have a Health & Safety Policy because they employ less than 5 people in total, they will be required through contract terms to sign up to the Board's 'Contractors Code of Practice'

4.80 Contractors will be vetted prior to selection to ensure their approach to Health, Safety & Welfare and competence is acceptable. They will be required to confirm when submitting their tenders or estimates that they have examined, understood and will comply with the Health & Safety requirements in the conditions of contract in the tender documents.

4.81 Failure, after warning, to comply with company standard conditions will be regarded as a breach of contract and the Board may cease to utilise that contractor.

Manual Handling

4.82 Back injury is a major health risk to all Employees and the Boards will pursue a policy compliant with regulation and pursuit of good practice.

4.83 Due to the nature of the work, manual handling cannot be avoided and there is frequently a need to physically move loads. Nobody should attempt to move or lift a load when they feel it is beyond their capability. Everybody should, wherever reasonably practicable, use mechanical aids.

4.84 Copies of the relevant Regulations (The Manual Handling Operations Regulations 1992), will be kept on site or available from the Office and information on the requirements of the Regulations and the Boards Health & Safety Consultants will provide recommendations contained in advisory literature.

4.85 Employees will be provided with lifting aids where reasonably practicable.

Members of the Public

4.86 The Boards have a duty of care towards the safety of members of public and visitors to the Board sites or offices. The Occupiers Liabilities Acts (1957 and 1984) and Health & Safety at Work Act 1974 are the basis for this duty. The Boards will assess the level of risk posed to these groups and will seek to minimize those risks. The Board will not actively seek to minimize the risks from watercourses as these are natural hazards except where structures are created by the Boards.

4.87 The Boards offices will be safe for its staff and visitors. The boards operate no dangerous processes or activities within its offices that require specialist skills. The Boards will restrict and control visitors within its offices. Visitors will be supervised by members of staff.

Mobile Phones

4.88 Staff undertaking work away from the main office are required to have access to a mobile phone at all times for emergency and safety purposes. The Boards will reimburse the member of staff for expenses associated with the provision of this equipment.

4.89 Where staff will be making and receiving a high number of calls, the Board will provide a contract phone.

4.90 Members of staff should not take or receive calls on mobile phones whilst driving in motion unless the vehicle is equipped with hands free operation. The legislation on the operation of phones whilst driving must always be followed.

4.91 Extensive use of mobile phones is discouraged and the use of landline is preferred for long calls.

Noise

4.92 The Boards will comply with the Noise at Work Regulations 2005.

4.93 A Risk Assessment of all noisy procedures in to be conducted in order to ensure adequate assessment and provision of protective measures are in place. The Board will follow an approach that seeks to reduce levels of noise by taking reasonably practicable measures.

4.94 The Board will avoid the purchase, hire or use of noisy equipment wherever possible.

4.95 Where there will be high levels of noise, control measures will be put in place to protect the hearing of Employees and visitors. There may be designated Ear Protection Zones and ear protection must be worn and appropriate signs posted.

4.96 The Boards will provide Employees and members with ear defenders or plugs when necessary for all noisy work. It is the responsibility of Contractors, Employees and visitors to ensure that they are worn.

4.97 Contractors will be responsible for complying with noise control and mitigation regulations.

Occupational Health and Wellbeing

4.98 The Board has a positive attitude towards managing health risks. All new Employees have pre-employment checks carried out (See Pre Employment Health Questionnaire)

4.99 The Boards will seek to promote a programme of good health development in accordance with the reasonable wishes of its staff.

Office Equipment

4.100 The Boards will purchase, hire or use office equipment that meets the needs of the tasks being undertaken, the physical capabilities of the member of staff undertaking it, and that which provides a healthy and safe working environment.

Personal Computers and Other Display Screen Equipment

4.101 Somerset Drainage Boards are committed to complying with the statutory requirements of the Health & Safety (Display Screen Equipment) Regulations 1992 as amended by the Health & Safety (Misc Amendments) Regulations 2002. It is therefore the Boards Policy to ensure that all Employees are aware of the main requirements of this legislation and that risk assessments are undertaken.

4.102 These regulations apply to the use of Display Screen Equipment and Workstations, both of which terms are defined in the Regulations. The Regulations require every employer to perform a suitable and sufficient analysis of those workstations, which are used in their undertaking or have been provided for other persons who are not Employees. The aim of the assessment is to enable the

Employer to reduce the risks identified to the lowest extent reasonably practicable.

4.102.1 A User is an Employee who habitually uses display screen equipment as a significant part of their normal work (ie for more than 2 hours a day).

4.102.2 The Boards will ensure that

4.101.2.1 Anyone identified as a user under the Display Screen Equipment Regulations are able to claim back the cost of eye tests at the frequency recommended by their optician. The Board will assist with the finance of basic corrective appliances. If anything other than the basic frame is required they must be purchased privately.

4.101.2.2 Users will be trained in the risks associated with the use of PCs and will be provided with any appropriate equipment required.

Personal Protective Equipment PPE

4.103 The Board will provide Personal Protective Equipment to its staff. Staff are under an obligation to wear the equipment provided in the required circumstances. The policy of the Consortium Boards is that hard hats will be worn when working near plant and where there is a risk of head injury due to falling material or mobile equipment.

4.104 The following personal protective clothing and equipment will be provided at no cost to the Employee:

4.104.1 Hard Hat to EN397. The date stamped on the hat is the date of manufacture. Hats should be replaced in accordance with the manufacturer's instructions and always if they show any signs of wear or damage.

4.104.2 Boots with protective toecaps and soles

4.104.3 Waterproof jackets and trousers

4.104.4 Overalls/work trousers

4.104.5 Gloves as appropriate

4.104.6 High Visibility Waistcoats EN471 Class 2 (2 stripes around the body and over the shoulder hoops) and/or Jacket Class 3. These must be kept clean to maintain their visibility characteristics.

4.105 Where work is identified as having a risk not covered by the PPE normally provided (e.g. a contaminated site with noxious fumes), the Board will acquire appropriate PPE and staff will not attend site until they have been trained in its use.

4.106 Employees are expected to look after their equipment and to ensure that it is serviceable before each use. Damaged items should not be used but replaced if their effectiveness is compromised. Due to the independent and mobile nature of the Drainage Board work employees are expected to provide clean and secure storage for equipment.

4.107 PPE (to the appropriate standard) may be obtained from the Health & Safety

Co-ordinator or Supervising Officer.

4.108 All items of clothing and equipment provided for personal use must be used correctly and for the intended purpose. Full training will be provided.

Rhyne Management

4.109 Practical activities relating to Ryne management are considered high risk and are therefore subject to specific Safe Systems of Work documentation. These Safe Systems of Work are also to be shared with contractors.

Risk Assessments

4.110 Risk assessments are now the standard methodology for determining the likelihood of harm occurring to a person or persons when undertaking work activities and developing the necessary control measures.

4.111 Regulation 3 of the management of Health and Safety at Work Regulations require that every Employer shall make a suitable and sufficient assessment of:

4.111.1 The risks to the Health & Safety of his employees to which they are exposed whilst they are at work and

4.111.2 The risks to the Health & Safety of persons not in his employment arising out of or in connection with the conduct of him or his undertaking for the purpose of identifying the measures he needs to comply with the requirements and prohibitions imposed on him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.

4.112 Many risk assessments for frequent or known activities are translated into procedures and/or Safe Systems of Work. These are tried and tested ways of working safely based on the experience of many. Usually there is a requirement to add in very specific information that relates to the people, task, location, prevailing conditions or other variables.

4.113 The Board recognises this duty and will arrange for site and task specific risk assessments to be carried out as appropriate for works undertaken by Board members, employees and appointed volunteers as well as the assessment of risk imposed on members of the public by Board activities.

4.114 **Dynamic Risk Assessments** are only to be carried out in emergency circumstances or when the situation on site is radically different from that which was expected. Safety in these circumstances depends primarily on the competence, skill and experience of those involved and puts much of the responsibility for decision making on them.

Safe Systems of Work

4.115 The Consortium Boards have devised a series of Safe Systems of Work. These standard systems will be used by Employees for routine operations and made available to contractors in the development of their organisations safety culture to the specific work they carry out for a Board and for adaption.

4.116 When worked is assessed, if there are any problems they will be identified by or to Employees and any mitigating measures will be taken and records kept

accordingly. Where Employees are less experienced or in training they should be appropriately supervised or supported. If any person notes problems with the systems they must bring them to the attention of their line manager or supervisor.

4.117 Specific procedures and guidance will also be provided where the hazards and risks that may arise from specialist work activities have been identified.

Services

4.118 The results of hitting an underground service can be fatal as well as costly. The Consortium Boards will implement a policy of providing the optimum level of information on services to its Employees or contractors as part of a safe system of work to minimise the risks from overhead and underground services. The use of new technology will be implemented wherever reasonably practicable.

Storage of Highly Flammable Materials (including Petrol)

4.119 Petrol will be stored in small amounts and only one day's supply will be kept on site or in the yard and only in standard approved containers.

4.120 All other highly flammable materials are to be stored in the appropriate containers. There should not usually be a need to store other highly flammable materials for prolonged periods.

4.121 Diesel is to be stored in sound, appropriately marked containers. Only one week's supply will be kept on any site to reduce the risks unless stored in a tank that is bunded or protected to the above standards.

Stress

4.122 Work related stress is the result of a process where work demands of various types and combinations exceed the persons capacity and capability to cope. It is influenced by and also influences life outside of the workplace and so is very difficult to manage effectively. Well designed, organised and managed work helps to maintain and promote individual health and well-being.

4.123 The Boards acknowledge the potential for stress related problems to affect its staff and has put in place management systems to reduce the risk and provide supportive help where the issue is identified.

Training and Induction

4.124 Training is of key importance in the management of Health and Safety. The Consortium Boards will be supportive of providing training to Employees where it assists them to safely undertake designated tasks and work.

4.125 All new staff will undergo induction training and be made aware of their Health & Safety responsibilities. An induction checklist will be completed to ensure that this is carried out.

Vibration

4.126 Vibration can have health consequences on the whole body as well as individual limbs.

4.127 The Control of Vibration at Work Regulations 2005 requires employers to protect their workers from excessive vibration. This can be achieved by a strategy based on assessment of workers exposure to vibration and subsequent implementation of control measures to eliminate or reduce any exposure.

4.128 Under regulations 5 and 6, the Board is required to make a suitable and sufficient assessment of the risk from vibration. The board is also required to eliminate the vibration at source or, where this is not reasonably practicable, to reduce the vibration to as low a level as reasonably practicable.

4.129 The Board will, where it is reasonably practicable, avoid the use of equipment that exposes staff to damaging vibration. Where this is not possible it will restrict exposure times to recognised limits.

4.130 Suitable information, instruction and training will be provided to those expected to carry out and supervise works affected by these regulations. Monitoring and medical records will be kept where necessary.

Violence

4.131 The Boards recognise that staff members are in regular contact with members of the public including landowners, and as such may be at risk from violence or threatening behavior. Members of staff will be informed of these hazards and how to handle them, and a hostile persons register will be used.

4.132 The Lone working procedure and Solo-Protect devices contribute to the safety of our staff which is of paramount importance.

Weil's Disease, Lyme's Disease and other Common Infections of the Outdoors.

4.133 The Boards recognise that working on rhynes can expose people to certain diseases, common diseases and their associated precautions are:

4.133.1 **Weil's Disease or Leptospirosis** spread by rats, mice, farm animals and dogs. The infection is from the animals urine and can survive in soil or water for several months. Entry is through broken skin, or the mucus membrane of the eyes, nose or mouth. Symptoms are similar to those of flu. Those who are potentially exposed need to be aware and notify their GP of the potential risk as early treatment is most effective for this life changing or even fatal disease. Prevention is the best management option. The Boards will therefore encourage good personal hygiene and covering of all wounds whilst at work. All staff and members who visit or work on rhynes will be issued with information.

4.133.2 **Lyme's Disease** spread by tick bite. If a bite becomes inflamed after two or three weeks then this may be an indication of Lyme's Disease and medical advice should be obtained. Antibiotics taken at this stage can cure the infection. Prevention is the best management option. Staff who work in areas such as heathland, grassland or woodland where ticks are known to be present are advised to wear light coloured clothing (so ticks can be easily seen), long sleeved shirts and long trousers tucked into socks. A post visit check of people and pets is also advised, The Boards provide information about prevention and symptoms to staff and members.

4.133.3 **Tetanus** can enter the body through broken skin, especially deep cuts

and burns. Most people in the UK have had vaccinations in childhood that gives immunity and so death from this disease is now very rare. However, anyone receiving a deep wound is advised to seek medical advice. Any symptoms of muscle stiffness must be treated immediately. The Boards provide information about prevention and treatment to staff members.

Welfare Arrangements

4.134 The following Regulations and statutory guidance will be used to set the required standards for welfare at all workplaces, subject to the test of being reasonably practicable.

4.134.1 The Workplace (Health, Safety and Welfare) Regulations 1992 and ACOP

4.134.2 Construction (Design and Management) Regulations 2015 and ACOP

4.135 **Offices:** The Boards will seek to provide welfare facilities that exceed the minimum statutory requirements.

4.136 **Depots:** The Board depots are for storage of plant and equipment and not work activities therefore no welfare facilities are provided.

4.137 **Mobile workplaces and temporary work sites:** Arrangements are made in consultation with staff after considering what is appropriate at each place of work.

Working at Height

4.138 The Boards will avoid work at height where reasonably practicable. However where work at height has to be carried out, suitable equipment or other measures will be required (of contractors) or be supplied (for work done by staff or members) to prevent falls. If the board or its contractors cannot eliminate the risk of a fall then it will require or use work equipment or other measures to minimize the distance and consequences of a fall should one occur.

4.139 Those involved in the work at height will be trained and competent. Equipment for the work at height is to be appropriately inspected and the risks from falling objects will be properly controlled.

Work Equipment and Plant

4.140 The Provision and Use of Work Equipment Regulations (PUWER) 1998 require that the risks to people's Health & Safety from equipment that they use at work are prevented or controlled. These Regulations cover the safe use of all work equipment in all workplaces including on site, in offices and whilst driving. The Regulations require that the risks to people's Health & Safety, from equipment they use at work, are prevented or controlled.

4.141 The Boards will provide equipment that is:

4.141.1 Suitable for use and for the purpose and conditions in which it is used.

4.141.2 Maintained in safe condition for use so that people's Health & Safety is not put at risk.

4.141.3 Inspected in certain circumstances to ensure that it is and continues to be safe for use.

4.141.3.1 Inspections will be carried out by competent persons.

4.141.3.2 Records will be kept until the next inspection.

4.142 Plant and equipment hired by the Boards are hired only from reputable companies who can demonstrate a satisfactory maintenance, service and testing procedure.

4.143 Details of items of plant and equipment owned by the Boards are conducted by Insurance Engineers as arranged by the Technical Supervisor.

4.144 The Boards will only allow Employees to operate equipment that they have received adequate training, instruction and information for the particular equipment. Any person who uses any machinery or plant for Consortium Boards work must be able to produce a valid training certificate or the employer should confirm their competence.

4.145 Details of all plant and equipment owned by the Board are kept in the office, these include:

4.145.1 Serial number

4.145.2 Description

4.145.3 Record of inspection and maintenance

4.145.4 Test certificate (duplicate to be kept with the equipment)

4.145.5 Record of repair

4.145.6 Location.

Working Near Water

4.146 Working near deep and sometimes fast flowing water is an integral part of Consortium Boards work. The Consortium Boards recognise the dangers associated with this work and ensure that working in these conditions all practicable measures are undertaken and all the necessary equipment and training is provided. Special considerations should be given to:

4.146.1 Frozen and so slippery banks

4.146.2 Muddy and so slippery banks

4.146.3 Grassy and so slippery banks

4.146.4 Soft banks liable to sinking of part of the plant in use

4.146.5 Tracks and rollers on plant which can act as skis on banks

4.146.6 Existing assets such as steps, handrails etc and their condition

4.146.7 Lone working

4.147.8 Emergency planning

Working on Soft Ground

4.148 Working on very soft ground (silt/mud/peat) is an integral part of Consortium Boards work. The Consortium Boards recognise the dangers associated with this work and ensure that when working in these conditions all reasonably practicable measures are undertaken and all the necessary equipment and training is provided.

4.149 Whatever the conditions, a Risk Assessment is needed. For contractors, many of them used to working in this area and on this challenging land, this is the norm and so the risk will not be considered significant to them. A balance needs to be agreed on any Programme of Work in respect of the level of hazard and risk and what needs to be done to manage the situation safely.

Young People or Persons

4.150 A young person (aged under 18), whether an Employee, volunteer or work experience student has the same rights and protections as any other person affected by the work of SDBC. Young persons are separately identified within the MHSW Regulations under Regulation 19 due to the additional risks to which they may be exposed due to their lack of experience, absence of awareness and physical or psychological capacity. The Boards will carry out additional assessments of risk when employing young persons both over and under school leaving age.

4.151 The Consortium Boards also recognise that young people who are not Employees or work experience, do not fully understand the dangers associated with the type of work and will take active steps to keep unauthorised young persons away from the dangers of the work or control structures. This will include, when necessary, fencing, making the area safe, removal of plant and machinery from site and being vigilant of other people coming into the work area.

Additional Induction Procedure for New Employees Under 18 Years of Age

4.152 Inform them that they must not operate any plant, give signals to any crane driver, use any power tools or equipment unless being trained under the direct supervision of a competent person.

4.153 The Government, through its educational system currently seeks to place young people for work experience with industries where a student aspires to seek employment. Should a young person or school approach the Board to enquire about work experience, this will be referred to the Clerk/Chief Executive Officer. If the Board agrees to have a young person for work experience, a visit will be made by a representative from the school to see what types of work can be done safely by a young person. Risk Assessments will need to be compiled with a young person in mind. Also agreement for the provision of PPE will need to be agreed. The Schools Service will set up insurance to cover the work experience and the Board's insurers will need to be notified of the arrangement.

Infectious diseases

4.154 The Boards recognise that there is a responsibility to safeguard the health of its employees, contractors and members of the public so far as possible when it comes to

the control of infectious diseases.

4.155 At all times any advice provided by the UK Health Security Agency or contained within Legal Regulations will be applied to the Boards activities.

4.156 Risk Assessments specific to the Consortium Boards will be carried out in relation to infectious diseases and these will be reviewed regularly.