

Health and Safety Policy Statement

Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of the

WITHAM FOURTH DISTRICT INTERNAL DRAINAGE BOARD

The Chairman of Witham Fourth Internal Drainage Board recognises and accept his responsibility to ensure, so far as is reasonably practicable, the health and safety of all employees, contractors, visitors and those members of the public who may be affected by the boards activities.

It is the boards aim to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by:

- providing adequate control of the health and safety risks arising from the work activities;
- consulting with employees on matters affecting health and safety;
- providing and maintaining safe equipment;
- ensuring safe handling and use of substances;
- providing information, instruction and supervision for employees;
- ensuring all employees are competent to do their tasks;
- preventing accidents and cases of work-related ill health;
- maintaining safe and healthy working conditions; and
- reviewing and revising this policy as necessary at regular intervals.

The board will endeavour to eliminate any hazards which may result in personal injury, illness, fire, security losses, property damage or harm to the environment.

Signed:



Mr J E Grant
Chairman of the Board

Date: November 2013

Review Date: November 2017

1. Responsibilities

The responsibility for health and safety rests with everyone, from the Chairman of the Board through to each individual member of staff. This section sets out the responsibilities under this policy.

1.1 Overall and final responsibility for health and safety within the business is that of:

The Chairman of the Board

1.2 To ensure health and safety standards are maintained / improved, the following people are responsible for ensuring that all activities under their control are carried out in accordance with the business' health and safety policy, standards and safe working procedures; and in compliance with statutory provisions:

Peter Bateson – Chief Executive

1.3 Employees have legal duties under the Health and Safety at Work etc. Act 1974. In particular, they must:

- co-operate with management on health and safety matters;
- take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work;
- co-operate, so far as is necessary, to enable any duty or requirement imposed on the business by or under any of the relevant statutory provisions, to be performed or complied with;
- not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions;

Failure to comply with these requirements may lead to both disciplinary action being taken by the business and prosecution by the Health & Safety Executive (HSE).

1.4 If a named individual in this policy is absent please refer to the Chief Executive (or in his absence the Engineering Manager) for guidance.

2. Health & Safety Risks Arising From Our Work Activities

Under the Management of Health and Safety at Work Regulations 1999, the business has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the business' policy to ensure that no-one is put at risk from any activities under its control.

- 2.1 Task specific risk assessments will be undertaken by Andrew Carrott in consultation with NFU Mutual Risk Management Services Limited.
- 2.2 Operatives to carry out Site Risk Assessments where necessary before commencing work on site.
- 2.3 The findings of the main risk assessments will be reported to all relevant members of staff.
- 2.4 Action required to remove / control risks will be approved by Andrew Carrott and/or Peter Bateson.
- 2.5 Andrew Carrott will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed the hazards or reduced the risks to an acceptable level.
- 2.6 Assessments will be reviewed annually or when work activity changes, whichever is soonest.

3. Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 the business has a duty to consult employees either directly or through elected representatives on matters relating to health and safety.

- 3.1 Managers and supervisors consult with employees on a daily basis and via regular meetings.

4. Safe Plant & Equipment

Under the Provision and Use of Work Equipment Regulations 1998, The Pressure Systems Safety Regulations 2000 and the Lifting Operations and Lifting Equipment Regulations 1998, the business has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

- 4.1 The Plant Foreman will be responsible for identifying all equipment / plant needing maintenance (e.g. portable electrical appliances, vehicles, etc.). He will also be responsible for ensuring effective maintenance procedures are drawn up and implemented.
- 4.2 The regular testing, inspection and maintenance of telehandlers, and other lifting equipment and pressure systems, including emergency repair work, and safe methods of undertaking this, will be ensured.
- 4.3 Any problems found with plant / equipment should be reported to the Plant Foreman.

- 4.4 Andrew Carrott will check that new equipment meets health and safety standards before it is purchased or hired.
- 4.5 Employees may not use equipment unless they have been trained and authorised.
- 4.6 Always check machinery and equipment before use - do not use anything in a dangerous condition. Any equipment believed to be faulty, worn or hazardous must not be operated. Always check the guards are in place before use.
- 4.7 All machinery & equipment must be stopped before making an adjustment, undertaking maintenance or lubrication - especially if necessary to remove guards for these tasks. All equipment must be isolated before clearing blockages, cleaning or maintenance.
- 4.8 Trailers and trailed equipment must be properly connected to the vehicle and where applicable any trailers should be independently braked and ensure that the brake lines are connected properly and in good working order.

Electrics

- 4.9 The electrical installation will be tested for electrical safety at appropriate intervals by a contractor.
- 4.10 Portable electric appliances will be regularly tested for electrical safety (PAT Testing) by a contractor or inspected by a trained member of staff. Check the condition of electrical equipment before each and every use.
- 4.11 Electrical pressure wash equipment must not be used unless protected by a 30mA Residual Current Device (RCD).
- 4.12 To minimise the risk of an electrical fire:
 - ➔ Trailing leads must be kept to a minimum. Any cables showing damage to the outer insulation should be replaced. Repairs using adhesive tape are not acceptable.
 - ➔ Sockets must not be overloaded and should be switched off when not in use unless essential to keep switched on.

Statutory Inspections

The following require specific statutory checks and maintenance.

Area to be checked	Person / Contractor responsible for check	Interval
Fixed Electrical Installations	Competent Electrical Contractor	5 years or as specified by contractor
Portable or Transportable Electrical Appliances	Competent Electrical Contractor or trained member of staff	12 months or as specified. Staff must also check before use.
Electrical Generators	Competent Person	12 months or as specified
Lifting Equipment (telescopic, forklift truck etc.)	To be regularly tested by an approved engineering surveyor.	As specified on the Written Scheme of Examination
Air Receivers (air compressors etc.)	To be regularly tested by an approved engineering surveyor.	12 months or as specified on the Written Scheme of Examination
Portable Ladders, Step ladders etc.	Competent Person	12 months. Staff must also check before every use.
Welding Extraction Ventilation	Competent Person	14 months
Fire Extinguishers	Contractor	12 months

Safety information, operators' manuals, data sheets and records / registers are retained in the Depot Office.

5. Safe Handling & Use of Substances

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the business has a duty to assess the risks from both hazardous substances that are used (e.g. chemicals, solvents, paints, oil, etc.) and hazardous substances generated from work activities (e.g. dust, fume, vapour, etc.).

- 5.1 Andrew Carrott will be responsible for identifying all substances that need a COSHH assessment. He is also responsible for arranging COSHH assessments and ensuring that all actions identified in the assessments are implemented.
- 5.2 Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

6. Information, Instruction & Supervision

The Health and Safety (Information for Employees) Regulations 1989 require the business to display a poster telling employees what they need to know about health and safety.

- 6.1 A copy of the HSE's Health and Safety Law poster is displayed at all the Board's main premises.
- 6.2 Health and safety advice is available from the HSE, telephone 0845 345 0055.
- 6.3 Supervision of any trainees will be arranged / undertaken / monitored by Andrew Carrott.

Third Parties

- 6.4 Witham Fourth Internal Drainage Board also has a responsibility to all contractors, visitors and members of the public. We undertake to provide a safe working area to the extent that is within our control and to highlight any special hazards which are unlikely to be immediately apparent to the person concerned. The person arranging contractors work or inviting visitors onto the site is responsible for ensuring that the information is provided.
- 6.5 Visitors and contractors are also responsible for the health and safety of anyone who may be affected by their operations, including our staff. They are also responsible for ensuring that equipment supplied by them is properly maintained, guarded, operated by trained workers and does not present a hazard.
- 6.6 The law requires us to take extra precautions to protect children from our work activities. Children are only allowed onto the yard areas if adequately supervised and with prior permission of Andrew Carrott.
- 6.7 Unauthorised persons MUST be excluded from work areas using barriers and/or appropriate signage where necessary. Each case should be judged on its merits at the time. Vehicles must always be driven very carefully around the workplace, as there is always the possibility of pedestrians or animals being present.

- 6.8 Parents or guardians are responsible for children aged under 16 years. Unaccompanied children in work areas should be reported to management, their parent or guardian contacted and arrangements made for their return to care or removal from site.

7. Competency for Tasks & Training

The law requires an employer to provide appropriate information, instruction and training regarding health and safety at work. This is to enable employees to work safely for the benefit of themselves and others.

- 7.1 Induction training will be provided for all employees by Andrew Carrott who will also provide job specific training, together with assistance from experienced workers.
- 7.2 The following tasks must only be carried out by specifically authorised employees, who will normally have successfully completed a special training course. This is because the tasks are either potentially hazardous or legislation demands authorised persons only:
- Plant operation;
 - Using chainsaws;
 - Handling and using chemicals;
 - Work at height; and
 - Manual handling.
- 7.3 Employees operating business vehicles must hold the appropriate class of licence and be specifically authorised, for a particular vehicle, by management.
- 7.4 Training will be identified, arranged and monitored by Andrew Carrott who is also responsible for keeping training records up to date.

If an employee does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter to Andrew Carrott.

8. Accidents, First Aid & Work-Related Ill Health

The board will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

- 8.1 All accidents, cases of work-related ill health and dangerous occurrences are to be reported to your line manager without delay. Details of the incident will be recorded in the accident book. Andrew Carrott is responsible for periodically analysing the accident book for signs of trends.
- 8.2 Andrew Carrott is responsible for undertaking investigations following accidents, dangerous occurrences and work related ill health absence and for acting on investigation findings to prevent a recurrence. Andrew Carrott is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
- 8.3 First aid kits are located at the depot and in all works vehicles.

8.4 Various staff have attended an appointed persons first aid course:

Neil Foster, Foremen and Senior Pumping Station attendants are responsible for ensuring that first aid boxes are regularly stocked with approved first aid materials.

Health

8.5 Report any health concerns immediately to Andrew Carrott. All staff are reminded to keep up to date with Tetanus protection.

8.6 **To avoid ill-health, always wash your hands thoroughly with soap under hot running water before eating, drinking or smoking.** Alternatively use waterless hand sanitisers if soap and hot water is not available.

8.7 **Always cover cuts and broken skin with plasters before work and/or use gloves. Good standards of personal hygiene must be maintained.**

8.8 It is the Board's policy to do everything that is reasonably practicable to reduce the risk of work-related stress. If any employee feels that they are suffering from excessive pressure, anxiety or other symptoms of stress, they should speak, in strictest confidence, to management.

Help and support is available from

The Samaritans, 08457 90 90 90, (24 hours a day)

8.9 No formal Health Surveillance is considered essential for current work activities. However, all employees should monitor their own health and report any concerns to Peter Bateson in confidence, with particular reference to back pain, asthma or stress related matters.

Alcohol & Drugs

8.10 The consumption of excessive alcohol or the use of controlled drugs at work is strictly forbidden. Any person found to be using controlled drugs will be removed for their own safety and that of others, and could be subject to disciplinary proceedings.

8.11 The use of prescribed drugs should be notified to Peter Bateson to ensure job placement is not affected by the use of such drugs (e.g. some antihistamines can make you drowsy, a particular risk while driving or operating machinery).

Manual Handling

8.12 Employees will adopt safe lifting techniques whenever mechanical movement of goods is not possible and should always seek assistance whenever heavy or awkward loads are to be moved manually. In general loads above 25 kg, or a weight which you feel is too heavy for your capacity, must be subject to team lifting. Carrying and lifting of objects should always be done with great care.

NEVER ATTEMPT TO MANUALLY LIFT LOADS ABOVE 25 kg ALONE –

ALWAYS SEEK ASSISTANCE.

8.13 Lifting of heavy items should be carried out using safe lifting techniques (i.e. lift with the legs not the back). Before attempting to lift anything, establish the following:

- The weight of the object
- The centre of gravity (it's balance)
- Sharp edges or projections (gloves required at all times)
- Accessibility of the object (and where it is being moved to)
- Your individual capacity for manual handling

9. Emergency Procedures – Fire & Evacuation

- 9.1 Peter Bateson is responsible for ensuring the Fire Risk Assessment is undertaken and implemented. The Plant and Depot Foreman, Senior Pumping Station Attendants and Office Manager are responsible for regularly checking escape routes at their locations.
- 9.2 Fire extinguishers are maintained and checked on an annual contract.
- 9.3 It is recommended that the emergency evacuation procedures are tested every 6 months.

Smoking

- 9.4 Smoking materials are generally a major cause of fires through careless disposal and must be rigorously controlled. No smoking is allowed on site or in vehicles.

10. Workplace

The Workplace (Health, Safety and Welfare) Regulations 1992, detail the requirements in respect of the workplace, including staircases, floors, ways in and out, toilets and welfare facilities etc. will be kept in a safe and clean condition by cleaning, maintenance and repair.

- 10.1 Employee's co-operation in ensuring such standards is key. Report any concerns to your line manager.
- 10.2 Regular workplace inspections will be carried out by appointed senior staff and lien managers.
- 10.3 Entrances and exits will be well maintained and all flooring and floor coverings will be kept in a sound condition to ensure safe access and egress.
- 10.4 All work areas are to be kept tidy. All materials to be stacked in a stable fashion in designated areas. Spillages are to be cleared up promptly.
- 10.5 Waste is to be regularly cleared and disposed of correctly.
- 10.6 Storage of all materials and equipment must within reason be arranged so that it remains without risk to anyone's health and safety - AND NOT BLOCKING ENTRANCES, EXITS OR ROADWAYS.

Workplace Traffic Management/Transport

The Workplace (Health, Safety and Welfare) Regulations 1992 place duties on employers to secure a safe workplace. Regulation 17 requires that "every workplace shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner" and that "all traffic routes are suitably indicated where necessary for reasons of health or safety".

- 10.7 Road systems will be clearly and logically arranged, allowing adequate space for movement, reversing, turning, loading and off-loading. An assessment will be completed in respect of workplace traffic management to ensure that the site, vehicles, drivers and pedestrians are safe.
- 10.8 The following procedure should be adopted whenever operating vehicles: -
- A "Safe stop" procedure must be used when leaving any vehicle. This means that all power should be isolated, the ignition key removed and the handbrake applied.
 - Vehicle cabs must be kept clear of rubbish which may interfere with the operation of foot pedals.
 - Any vehicle reversing warning light and/or sounder must be kept in good working order.
 - Daily checks will be carried out prior to the use of the vehicle.
- 10.9 Do not use a mobile telephone or hand held radio whilst operating vehicles or machinery. Ensure that you pull over and park up in a suitable location to use a mobile telephone.
- 10.10 Drivers will take regular breaks and will ensure that they comply with all relevant legislation.

Safety Signs

The Health and Safety (Safety Signs and Signals) Regulations 1996 set out the minimum requirements concerning safety signs and signals at work. Where appropriate, road traffic signs should be of a design prescribed in the Highway Code for use on public roads.

- 10.11 An assessment will be made of the safety sign requirements for the premises and suitable signage displayed, where required.

11. Personal Protective Equipment (PPE)

The business has a policy to provide all necessary safety and hygiene clothing to our staff free of charge where identified as a requirement. PPE is provided as a last resort, when the hazard cannot be controlled by other means. This includes gloves, safety footwear, eye protection, hearing protection, high visibility clothing, wet weather clothing etc.

- 11.1 Line Managers are responsible for issuing the protective equipment where identified & ensuring visitors conform to our safety rules.
- 11.2 It is your responsibility to wear the protective equipment provided, store it safely and report any loss or defects to your line manager. We will check compliance & disciplinary action could be taken if you fail to wear the equipment as directed. You could be disciplined leading to dismissal for failing to wear the PPE as directed – or you could be fined up to £5000 by the HSE.
- 11.3 Personal protective equipment must be worn at all times where identified as necessary in the COSHH or risk assessment and/or following your training, irrespective of conditions which may make using such equipment uncomfortable.

Eye Protection

Goggles, glasses or face shields are mandatory for any job, process or area where there is physical, chemical or biological risk of injury to the eyes.

Hand Protection

Gloves must be worn when handling material which could cause physical injury. Rubber or nitrile gloves should be worn when handling chemicals or oils.

Hearing Protection

Hearing protection to be worn when using noisy equipment or in noisy areas.

Foot Protection

Where safety shoes or boots have been provided, they must be worn while at work and where identified as a requirement for the task. Sensible non slip footwear should be worn at other times.

Respiratory Protection

The correct respiratory protection must be worn as necessary. Please note that 'nuisance' dust masks are not sufficient to protect your health.

Miscellaneous

High visibility clothing should be worn by anyone working around moving vehicles.

12. Areas of Risk

There are several situations that may present a risk to health and safety. The main areas of risk are listed below:

- falls from height;
- workplace transport;
- contact with machinery or material being machined;
- struck by moving or falling objects;
- contact with electricity or an electrical discharge;
- slip, trip or fall on same level;
- exposure or contact with hot / harmful substance or biological agent;
- lone working;
- fire and explosion.

To help reduce the risk of injury or exposure, the board has produced Safe System of Work for a variety of the hazardous tasks that are undertaken. All employees should read and follow the guidance detailed in these documents.

13. Monitoring & Reviewing

To ensure that the board's commitment to managing health, safety and welfare in the workplace is actively pursued, Peter Bateson will examine the implementation of this policy by performing regular safety audits and inspections of the premises and work activities. In addition, this policy, together with its associated arrangements, will be reviewed annually or when work activity changes, whichever is soonest.

If you are unsure about any issues raised in this policy, please inform Andrew Carrott or Peter Bateson IMMEDIATELY. Do not take chances.

IF IN DOUBT - ASK !