**Uppingham Town Council**

**Health and Safety Policy**

**As revised October 2021**

Town Hall

49 High Street East

Uppingham

Rutland

LE15 9PY

**Uppingham Town Council**

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**Uppingham Town Council**

**Health and Safety Policy**

**1. Statement of Intent**

***Uppingham Town Council*** places great importance on its responsibilities indischarging its duties, as required by The Health and Safety at Work, etc Act 1974 and other legislation, re the management of the health, safety and welfare of all employees and all other persons who may be affected by the Council’s acts or omissions, and to provide safe places of work and maintain safe systems.

We will continually monitor to improve our safety procedures, and respond to and comply with changes in Health and Safety legislation.

We will encourage our employees and contractors to stop and question work methods which may affect their health and safety.

We will ensure that our employees will receive adequate and appropriate training, information and supervision from competent people to maintain their health, safety and welfare.

We will, so far as is reasonably practicable, not endanger the environment by any activities of Uppingham Town Council, and minimise waste.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and if necessary, revised with legislative or organisational changes.

**Name:** Steve Rozak **Position:** Uppingham Town Council Mayor

**Signed:** **Date:**

**Name:** Sharon Coe **Position:** Uppingham Town Clerk

**Signed:** **Date:**

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**Uppingham Town Council**

**2. The Organisation**

**Management Structure**

The chief officer of the Council is the Town Clerk, who will manage the Council’s activity so as to comply with all Health and Safety requirements.

The Town Clerk is responsible to the Council as a whole, not to any individual councillor. The Council, as a whole, bears overall responsibility for Health and Safety.,

**Obligations and Responsibilities**

Uppingham Town Council recognises that they have their own obligations and responsibilities, and that others also have obligations and responsibilities, under the Health & Safety at Work etc Act 1974, which affect:

* Employees and self-employed.
* Contractors and agency workers.
* Hirers and organisations using Uppingham Town Council premises.
* Visitors.
* Members of the public.
* Volunteers.

Uppingham Town Council will, so far as is reasonably practicable, discharge its duty to:

1. Provide safe and well-maintained plant and equipment and safe systems of work.
2. Provide safe systems to handle, transport and store materials and substances.
3. Ensure competent people are deployed to provide information, instruction, supervision and training.
4. Provide safe places to work, with safe access and methods of moving throughout the site.
5. Provide a safe working environment by controlling, for example, levels of noise, temperature, ventilation and light.
6. Provide adequate welfare facilities, such as water, washing and toilets, and first aid.
7. Not endanger those who directly or indirectly work for us or any member of the public.
8. Use safe suppliers of equipment, materials and substances.
9. Consult with employees and advise them of their legal duties and responsibilities.

Employees will, so far as is reasonably practicable discharge their duties to:

1. Take reasonable care for their own health and safety, and for the health and safety of others who may be affected by their acts or omissions.
2. Co-operate fully with anyone who is responsible for carrying out

duties regarding health and safety in order to help them carry out their tasks.

1. Not intentionally or recklessly interfere with, or misuse, anything provided for the purposes of health, safety or welfare.
2. Report any defects that may affect Health and Safety at work, such as damaged guards or damaged personal protective equipment (PPE).
3. Use The Town Council’s equipment safely.
4. Immediately report any accident or near-miss involving people, equipment,property, or damage to the environment, to the Town Clerk.

**Obligations of Others**

The following parties have obligations to Uppingham Town Council:

* Contractors, agency workers and visitors, who must operate in a safe manner and follow the Town Council’s Health & Safety polices.
* Designers, manufacturers, importers, suppliers and installers of equipment, who must provide safe equipment, with information and instruction for its use.

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**Uppingham Town Council**

**Contractors**

1. Will report to the Town Clerk’s office or make alternative meeting arrangements before work commences.
2. Shall comply with Uppingham Town Council’s Health and Safety procedures.
3. Must provide evidence of public liability insurance, method statements and specific risk assessments before arriving on site.
4. Will provide people who are competent in the work to be done, including the holding of valid, relevant Certificates of Competence as legally required for specific equipment.
5. Must use safe procedures so as not to harm themselves or others.
6. Must report any accident or near misses to Uppingham Town Council.

**Visitors**

1. All visitors will report to the Town Clerk’s office or make alternative meeting arrangements.
2. Shall be informed of any relevant Health and Safety procedures.
3. Must wear any provided PPE.
4. Shall be accompanied by a member of staff and shown the relevant welfare facilities.

**Notices that must be displayed**

* A copy of the signed and dated Health and Safety ‘Statement of Intent’
* Certificate of the employer’s liability insurance.
* A completed Health and Safety Information to Employees poster.
* Fire evacuation procedures (including diagram showing fire emergency exits) and where the Fire Assembly Point is located.
* Where the First-Aid posts are, and a list of the First Aiders.

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**Uppingham Town Council**

**Emergency telephone contact numbers**

LOCAL HEALTH CENTRE Uppingham Surgery 01572 823531

NEAREST A&E Peterborough City Hospital 01733 678000

CORBY URGENT CARE CENTRE Cottingham Rd Corby 01536 202 121

 NN17 2UR

UPPINGHAM TOWN HALL 01572 822681

 Our of hours: Sharon Coe xxxxx xxxxxx

RIDDOR Incident Contact Centre 0845 300 9923

 www.riddor.gov.uk

ENVIRONMENT AGENCY Emergency hotline 0800 807060

GAS EMERGENCIES 0800 111999

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**Uppingham Town Council**

**3. Arrangements**

**Health & Safety: The nominated person**

Uppingham Town Council’s **nominated person** for Health & Safety is the Town Clerk, Sharon Coe.

The Uppingham Town Clerk will report to and communicate with the Uppingham Town Councillors to ensure together that health, safety and welfare standards are achieved and maintained.

**Fire Arrangements**

The arrangements below ensure compliance with The Regulatory Reform (Fire Safety) Order 2005.

The **nominated person**, as required by the Order is the Town Clerk, Sharon Coe.

Annual fire risk assessments must be made, with control measures and emergency procedures for all specific risks.

Fire prevention equipment will be regularly checked and recorded by competent specialist contractor.

Training will be provided in the use of fire equipment and the procedures to be taken in the event of a fire.

In the event of a fire

* Raise the alarm.
* Use a fire extinguisher if it is safe to do so.
* Call the emergency services if the fire cannot be controlled immediately.
* Assist others to evacuate.
* Assemble at the signed Fire Assembly Point.
* Never re-enter a building until the fire officer says it is safe to do so.

**First Aid**

Where practicable all employees will receive training in First Aid.

Names of qualified first aiders

* Bill McLaren

A list of First Aiders will displayed on the notice board

First Aid boxes are located, and signed, in the following areas:

* Office.
* Kitchen.

Portable boxes must be available including eyewash sachets for all employees that work by themselves away from the first aid located areas. Stocks must be maintained and replaced.

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**Uppingham Town Council**

**Accident Procedures**

In the event of a **serious** accident: **Dial 999** (and also inform the Uppingham Town Clerk immediately).

All accidents must be recorded in the Accident Book, form B1510 and promptly reported to the Uppingham Town Clerk, whowill conduct an accident investigation as appropriate, and identify and implement new control measuresand procedures where required.

**Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):**

*One-Stop Reporting for work related incidents,* bythe nominated person,Uppingham Town Clerk

Report to the **Incident Contact Centre** (ICC)

1. **Phone** (for deaths and specified injuries only): 0845 300 9923

|  |  |  |
| --- | --- | --- |
| o | **Email:** | riddor@natbrit.com |
| o |  **Website:** | www.riddor.gov.uk |
|  |  |  |  |

All of the below must be reported by the nominated person, Uppingham Town Clerk

* Deaths, specified injuries and dangerous occurrences must be reported ***immediately, without delay***.
* Any accident when an employee loses 7 days or more, must be notified within 15 days.
* Notifiable disease, once confirmed by a Doctor, must be notified within 15 days.

**Consultation with Employees**

* Health and Safety tool box talks are given in the workplace as necessary.
* Information is provided on the Health and Safety notice boards.
* There are regular recorded consultation Health and Safety meetings.

**Contractors and Sub-Contractors**

All contractors and sub-contractors must complete and sign the ‘Contractors Safety Rules’ and provide copies of their insurance details before work can commence.

Only competent contractors and sub-contractors will be employed. Contractors who work on any Council premises will be controlled and monitored to reduce the risks that may affect the Council’s employees, their own employees, and any visitors or members of the public.

Uppingham Town Council will ensure contractors and their sub-contractors follow CDM Regulations 2015 (Construction Design and Management) and all other relevant regulations.

Arrangements will be made for communications with contractors or sub-contractors whose first language is not English including induction in their native language or working alongside a native speaking worker who can speak in English.

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**Uppingham Town Council**

**Disabled Persons**

Uppingham Town Council aims to provide full and fair opportunities for the employment of disabled applicants and to ensure through training and practical assistance where required, their continued employment and opportunity for promotion. Employees who become disabled will be offered every possible opportunity to maintain their position or offered retraining where appropriate.

The Town Council health and safety arrangements have been prepared to ensure a safe and healthy environment for all its employees. It recognises that employees who require extra equipment, facilities or assistance (either routinely or in an emergency) will require such needs to be addressed.

Disabled employees will be encouraged to be fully engaged in health and safety matters.

**Induction for New Employees**

Induction training will be given to all new employees (to include fulltime, part-time and casual self-employed) in order to ensure their health, safety and welfare while at work and that employees do not harm themselves by their acts or omissions.

**Lone Workers**

Lone workers must not be put at any more risk than other employees.

Uppingham Town Council will:

* Assess the specific hazards and risks;
* Ensure good communication procedures are in place for individual’s personal safety.
* Check a lone worker has returned safely to their base or home.
* Ensure procedures are in place in the event of an emergency.
* Ensure procedures include lone working on 3rd-party sites in addition to Council premises
* Proactively consider the requirements of contractors and visitors who are working alone on Uppingham Town Council premises.

**New and Expectant Mothers**

New and expectant mothers are vulnerable people and risk assessments of their work must be carried out during this period of time. Training, instruction and information will be given as necessary.

However, Uppingham Town Council can only carry out this duty when the employee has informed the Council that they are a new or expectant mother.

**Non-Employees (Third Parties)**

Uppingham Town Council will arrange for all visitors and contractors to report to the Town Clerk’s office or make alternative meeting arrangements on arrival. Visitors and contractors must agree to follow Uppingham Town Council safety rules, and sign out on their departure.

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**Uppingham Town Council**

**Temporary Staff**

Uppingham Town Council will take the necessary measures to ensure the health and safety of any temporary and casual staff in its employment.

All temporary staff must receive induction training before taking up their duties. If specific safety training and qualifications are required, this must be completed before the relevant activity commences.

Any issues or concerns connected with temporary or casual staff should be reported to the Uppingham Town Clerk so that remedial action can take place.

**Temporary Agency Staff**

There must be good communications, co-ordination and co-operation between the Agency and Uppingham Town Council.

The Agency must be aware of the work to be undertaken, in order that they can provide staff with an acceptable level of competency and skills in the required work. The agency must be informed of existing risks in the workplace.

Induction training will be provided for all Agency staff and this may include information in different languages.

Where regular non-English-speaking Agency staff are used and there is a potential language barrier, safety notices and health and safety policies may be required in a readily understood language.

**Visitors**

Uppingham Town Council accepts its responsibility to ensure the health and safety of all personnel who come directly or indirectly into contact with its organisation or the consequences of our activities. The site operates a visitor signing in and out system.

This policy requires the full co-operation of all concerned.

**Young Persons**

Young Persons are defined as vulnerable and require a high level of supervision.

* A **young person** is anyone under eighteen years of age.
* A **child** is anyone who has not reached the Minimum School Leaving Age (MSLA).

The law on working time defines a **young worker** as below 18 years of age and above the MSLA.

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**Uppingham Town Council**

**Training**

Uppingham Town Council will provide employees with suitable training to enable them to carry out their duties safely and without risk to their health. Such training will be provided on induction and periodically throughout employment to take account of changes, which may result from new technology, new procedures and regulations, or any other factors. It is the employee’s duty to attend identified training requirements.

**Display Screen Equipment (DSE)**

Employees who use a VDU for spells of an hour or more at a time on a daily basis require documented DSE risk assessments, including training and information to ensure their working conditions do not cause them harm. Employees are required to co-operate with the recommendations of these assessments.

**Emergency Procedures** **in the event of fire or other emergencies**

These will be displayed on notice boards, and information will be given to visitors on arrival.

All contractors and subcontractors must be made aware of and follow the Town Council’s site emergency procedures.

**Head Protection**

When a hard hat is used it must not in itself cause an additional hazard.

Hard hats must be used:

* By everyone on sites where building works occur overhead.
* On sites where materials are likely to fall from above.
* When instructed on client’s sites.

When head protection is required the rules must apply to everyone including visitors and contractors.

**Housekeeping**

Poor housekeeping is a major cause of accidents, and in particular slips and trips as well as providing fuel for fires. In the event of a fire, poor housekeeping can slow down the means of escape and increase the risk of injury. Fire exit routes must not be blocked.

The Town Council is committed to providing a ‘Safe Place of Work’, including good housekeeping and supervision.

It is important that all employees keep their areas of work clean and clear.

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**Managing Health & Safety Risks (Risk Assessment)**

A Risk Assessment is carried out in order to identify hazards and carry out suitable and sufficient assessments of all significant risks to which employees and others may be exposed. These assessments will be communicated to the workforce, together with the details of control measures to be taken to reduce risks.

**A hazard** is anything that may cause harm, such as chemicals, electricity, wet floors, materials left onfloors, damaged ladders/steps unprotected, pits, and others.

**The risk** is the chance (likelihood), high or low, of someone being harmed by these and other hazards,together with an indication of how severe the harm could be.

The five basic steps to a Risk Assessment

1. Identify the hazard.
2. Identify who might be at risk and how.
3. Evaluate the existing controls - introduce appropriate new controls.
4. Record the findings.
5. Review.

Under no circumstances should work involving significant risks to health or safety be commenced before the appropriate training and information has been received and understood.

**Manual Handling**

It is recognised that manual handling injuries are a major cause of lost time at work.

Wherever it is practically possible, the need for hazardous manual handling activities will be avoided. The Town Council will provide manual handling training for all employees, with regular refresher training.

Where it is practical to do so, manual handling aids and mechanical handling will replace manual handling.

Where manual handling cannot be avoided, risk assessments will be carried out, together with training and instruction as required.

The elimination or reduction of manual handling will be taken into account during the design or purchasing of new systems and equipment.

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**Uppingham Town Council**

**Mobile Phones**

The inappropriate and unsafe use of mobile phones is not permitted while at work.

The inappropriate use of mobile phones whilst driving is against the law and increases the risk of accidents to the driver, other road users and members of the public.

To comply with the law, switch off the mobile phone before starting the vehicle and only switch it back on when the vehicle is parked safely with the ignition off, unless the mobile phone is connected to a hands-free system. However, using a hands-free system may result in prosecution in the event of an accident.

The Town Council will permit their employees the occasional use of mobile phones for urgent domestic purposes while at work, but will not allow the use of mobile phones to interfere with or compromise safety.

**Noise**

Uppingham Town Council will take all reasonable precautions to protect employees from noise that may be harmful to health and cause damage to hearing.

Where practicable, exposure to noise above the legal limits will be reduced at source with the use of engineering controls.

* Hearing protection will be provided for levels 80dB(A) and above.
* Hearing protection will be provided and must be used for levels 85dB(A) and above.

**Vibration**

The Town Council will assess vibration risks to health by identifying equipment which may cause Hand Arm Vibration Syndrome (HAVS) and Carpal Tunnel Syndrome (CTS) and will:

* Ensure employees are **not** exposed above the daily Exposure Limit Value (ELV) 5 m/s² A(8)
* Put in controls where the daily Exposure Action Value (EAV) exceeds 2.5 m/s² A(8)

Information, instruction and training will be provided, plus health surveillance if required.

**Personal Protective Equipment (PPE)**

There may be situations when the Town Council is unable to introduce controls other than by providing PPE with the following information:

* Mustbe used as instructed. (Training will be provided in the safe use of PPE.)
* Must be correctly maintained, cleaned, stored, inspected and recorded.
* Damaged PPE equipment must not be used, and must be reported to the Uppingham Town Clerk.

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**Uppingham Town Council**

**Asbestos and Asbestos-Containing Materials (ACMs)**

No work can be started on any Uppingham Town Council property before information on any known ACMs has been provided and permission given for work to proceed.

* All Contractors will sign the Town Council Asbestos Agreement before working in any area where they may be exposed to disturbed ACMs.
* All employees and contractors will be informed of the risks from exposure to asbestos and be made aware of the location of asbestos on Town Council premises.
* All employees and any person liable to be exposed to asbestos fibres at work require mandatory training, and must as a minimum attend an Asbestos Awareness training course. This includes maintenance workers and others who may come into contact with or who may disturb asbestos (e.g. plumbers, cable installers) as well as those involved in asbestos removal work.
* Any employee or contractor who discovers asbestos in a broken or poor condition must inform the Uppingham Town Clerkimmediately.
* If any work has to be carried out on ACMs, the Town Council will implement measures designed to minimise exposure, including safe systems of work and the training of employees. If contractors are employed, they will be required to supply method statements for their work at the tender stage.
* Safe handling and disposal will be carried out by contractors who are licensed and registered to handle, transport and dispose of ACMs.
* When working on a 3rd-party’s site where there is reason to expect the presence of ACMs, information and plans identifying the presence of ACM’s must be obtained before the commencement of work.

**Authorisation of Specific Equipment**

Only persons who have been authorised by the Uppingham Town Clerk may use or operate any equipment that requires valid and relevant qualifications and Certificates of Competence. Alternatively, the user must be being trained and supervised by a qualified competent person.

The above applies to but is not restricted to:

* Gas
* Electricity
* Working at Height, Mobile Elevated Working Platform (MEWP) and scissor lifts.

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**Uppingham Town Council**

**Confined Spaces**

It is acknowledged that Health and Safety hazards may arise when entry into confined spaces is required.

Only persons authorised by Uppingham Town Council will allow others entry to a confined space, and it must be ensured that any risks to employees or contractors are reduced to a minimum.

Emergency procedures must be in place before authorised entry to a confined space is granted.

**Construction Work**

Uppingham Town Council is committed to ensuring that any construction work carried out at its premises is done without risk to the health and safety of its employees and others.

The procedures used will ensure that:

* work complies with the Construction (Design and Management) Regulations 2015 (CDM)
* the work is planned in accordance with relevant standards or statutory provisions
* employees are provided with the necessary information relating to any risks arising out of the work, the preventative and protective measures to be taken, and the procedures required in the event of serious or imminent danger.

All demolition work will follow the CDM Regulations 2015 procedures including the identification of existing hazards including, but not exclusive to, electricity, gas, foul drainage and any asbestos-containing materials before work commences.

The facilities for the health, safety and welfare for all employees, contractors and others will be in place before any demolition or construction begins.

The Town Council will ensure that no construction/demolition starts until an adequate health and safety plan covering the work has been prepared and approved, including method statements and risk assessments.

**Electricity**

* Electricity presents unique hazards in the workplace and if not properly managed can have disastrous consequences. The Electricity at Work Regulations 1989 accordingly place duties on the employer.
* The Town Council’s policy is to employ external competent contractors for the installation, maintenance, repair and testing of all electrical equipment. Only authorised competent employees, may change fuses or install plug-in equipment.
* Authorisation, safe systems of work and specific risk assessments must be in place before commencement of any maintenance on electrical equipment which may have the potential to expose persons to live electricity.
* Statutory IEE periodical testing will be carried out for all fixed electrical wiring and equipment, with retesting as determined on the NICEIC Certificates issued on completion.
* All portable appliances will be tested (PAT) at an appropriate interval as identified by risk assessment.
* Underground electric cables present significant risks and care must be taken when contractors are using excavation equipment. Contractors must provide evidence that they have checked for underground cables before excavations take place.
* Employees, contractors, subcontractors and their employees must follow safe isolation and lock off procedures.

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**Uppingham Town Council**

**Engineering and Maintenance of Equipment**

There will be regular inspections and maintenance of machinery and plant to ensure there are no safety defects. Any defects must be reported immediately to the Uppingham Town Clerk. Unsafe machinery or plant must not be used, and must be isolated until it has been satisfactorily repaired.

Records and reports must be kept of all testing, inspections and maintenance that are legally required, such as for lifts/hoists/lifting equipment and their attachments.

**Gas**

Uppingham Town Council will:

* use registered Gas Safe engineers for the installation of all gas appliances, pipework, flues, chimneys and fittings.
* use Gas Safe registered engineers for annual Gas Safe inspections and the maintenance of all gas installations.

Portable and transportable gas appliances are inspected and tested as often as is required (the frequency will depend on the amount of usage, the appliance’s condition and the environment it is used in).

**Maintenance of Plant and Machinery**

Uppingham Town Council will take all reasonable steps to ensure the safety of all its employees

working on machinery and plant as well as ensuring the safety of others who may be affected. The

Town Council will liaise with suppliers to ensure that any new machinery is designed and supplied to

work in a safe manner and will inform and train employees accordingly, as well as ensuring the supply of instruction manuals with safe maintenance procedures.

Employees (including contractors) must report any machinery and plant with defective safety systems and guards to their employer and, if appropriate, their site clients. Only those staff trained and

authorised to carry out maintenance work should do so.

Before commencing any maintenance work, employees and contractors must ensure all moving machinery has stopped, stored energy is released or controlled, ignition keys are removed and isolation or lock-off systems are in place.

**Machinery and Guarding**

No equipment must be used with damaged guards, safety sensors or cut-out switches. Any damaged

guards, safety sensors and cut-out switches must be repaired or replaced before use. No safety guards, safety sensors or cut-out switches are to be removed or deactivated, except for maintenance by authorised employees/contractors.

Any employee who tampers with equipment or bypasses any safety device or system will be dealt with under the Town Council’s disciplinary procedure. **NEVER** put defective equipment away without informing management. All employees have a responsibility in making sure all machinery is operated safely.

**Statutory Inspections**

Certain items of equipment require regular inspection and/or testing. Uppingham Town Council will ensure that a competent person who is experienced and qualified in the use and examination of such equipment carries out these inspections, which include, but are not restricted to, fixed electrical equipment, portable appliance testing (PAT), gas installations, air receivers, lifts, fire extinguishers and fire prevention equipment.

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**Uppingham Town Council**

**Vehicle Operations**

Uppingham Town Council will comply with all current legislation covering the operations of any vehicles used.

* Employees have a duty to understand current legislation (Highway Code)
* All drivers must have driving licence(s) appropriate for the vehicles being driven.
* Speed limits should always be strictly adhered to.
* High Visibility jackets will be made available to all employees, and must be used at all timeswhen there is a risk of danger from vehicle contact, when working in public areas or on the public highway/paths/verges, or to comply with any 3rd-party site requirements.
* Any Uppingham Town Council personnel using their own vehicle for work purposes must ensure the vehicle is fit for use, including business use insurance.

Any vehicle accident, however minor, must be reported to the Town Council office. Employees involved should, whenever possible:

* Gather and record information, time, weather and road conditions, witnesses and third party details, and take photographs.
* Seek to determine the cause of the accident.
* Complete the Council’s Accident Report Form.

The relevant insurance company must be informed as soon as possible, and any corrective actions implemented.

**Working at Height**

Working at height must always be avoided whenever possible.

When this is not practicable but regular access for maintenance or operations is required, fixedladders and guarded walkways to all areas of plant/buildings will be provided where reasonably practicable.

In other situations where elevated access is required, an appropriate means of access must be used following risk assessment.

Ladders must not be used where heavy materials or equipment are to be delivered to an elevated working area.

* Warning signs will be used on buildings with fragile roofs.
* Specific assessments of the risks and the controls to prevent falls from a height must be made before access is granted to those carrying out maintenance on roofs.
* Specialist competent erectors of scaffolding will always be used.

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**Uppingham Town Council**

**4. Welfare**

**Washing and Toilet Facilities**

Uppingham Town Council will make provision for the health, safety and welfare of all employees so far as is reasonably practicable by providing:

* Sufficient washing facilities and sanitary conveniences, with the expectation employees maintain high standards of personal hygiene.
* Drinking water.

**Personal Hygiene**

It is important that all employees and non-employees recognise the dangers to health associated with contaminated substances. This includes the transmission of disease when cleaning up in public places including bodily fluids, syringes, needles and vermin.

Risk assessments will establish where there is a need for training, instruction and information on personal hygiene and appropriate Personal Protective Equipment (PPE).

**Tetanus Immunisation**

Tetanus can affect anyone working with soil or animal manure. Tetanus is a bacterium in the soil and animal manure, which enters the body through an open wound. Tetanus is preventable but can be a serious and fatal bacteria when not prevented by vaccination.

Every employee and worker should be encouraged to visit their doctor to make sure their Tetanus Immunisation is up to-date.

**Aids**

The Town Council recognises the need for employee confidentiality when disclosure is made and will encourage those who are HIV positive to seek advice and support.

Although the risk of infection to other employees is very low, information on how to minimise any risk will be given to all employees who might be exposed to blood following an accident.

**Alcohol and Drugs**

The Town Council has a duty to provide a safe place of work, and this can be put at risk when misuse of alcohol or drugs affects the employee’s health, conduct and relationships with others.

If an employee has over indulged in alcohol and drugs they will be subjected to the disciplinary procedures and may be dismissed without compensation.

**Smoking**

It is against the law to smoke in:

* Any enclosed public places
* Workplaces, other than in a designated area outside.

As such, the Town Council prohibits employees and contractors from smoking (including E-cigarettes) in any Council property. Failure to comply could lead to disciplinary action or dismissal.

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**Hours of Work**

It is recognised that prolonged working hours can lead to stress, illness and accidents. Uppingham Town Council will comply with all statutory requirements re working hours.

**Stress**

Whilst a degree of stress can be a positive motivation at work, excess pressures can have a negative effect on health and performance at work.

The Town Council is committed to promoting good health at work, and it is therefore a focus to recognise any negative effects that stress may have on individual members of staff and provide suitable support mechanisms.

Through the risk assessment process, the Town Council will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them as far as is reasonably practicable.

**Lighting**

A safe and well-lit working environment is essential to the health, safety and well-being of employees and others who may be affected on the Council’s premises. All reasonable steps will be taken to ensure that lighting is adequate and appropriate for the task being undertaken.

**Temperature**

The Town Council acknowledges that problems can arise within the natural and artificially-created environment. PPE will be provided to protect those employees from the effects of the cold when working outside where it is difficult to maintain minimum temperatures.

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**5. Environment**

**Waste Disposal**

* Uppingham Town Council will, so far as is reasonably practicable, prevent the pollution of soil, water and air by following Environment Agency guidelines.
* The effective control of waste can make a significant contribution to good housekeeping and the prevention of fire.
* The Council’s policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements, with particular attention to hazardous substances, including chemical and asbestos waste.
* Recycling initiatives will be taken where reasonably practicable, in order to help protect the environment and make better use of resources.
* Adequate facilities will be available on all sites for the safe storage of waste materials prior to disposal.
* Only licensed Waste Carriers will be used to transport waste. Appropriate documentation for transferred waste must be obtained before any waste leaves the site.
* The full co-operation of all employees is required to make this policy effective.
* The Town Council will follow the Environmental Agency five-point plan to minimise the risk of illegal waste management:
* The Town Council will explore ways to reduce the amount of hazardous/controlled waste it produces.

**6. The Control of Substances Hazardous to Health (COSHH)**

No substance can be considered completely safe. All reasonable steps will be taken to ensure that any exposure of substances hazardous to health to employees is prevented, or at least controlled to within statutory limits.

Controls to prevent exposure will be through designing suitable processes where reasonably practicable. PPE will be provided where suitable processes cannot adequately regulate exposure.

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