

1.19 **Pregnant Females**

The Council recognises that all work involving pregnant women and nursing mothers will need to take into account their physical and psychological capacity.

Employees are reminded that they have a duty to advise the Town Clerk as soon as they know they are pregnant.

1.20 **Risk Assessment**

We will carry out suitable and sufficient assessments of the risks to the health and safety of our employees and to others who might be affected by our work activities.

1.21 **Smoking At Work**

Smoking is not permitted anywhere within the Council buildings or on Council premises

1.22 **Stress Management**

The Council recognises that stress is an increasing factor in our daily lives.

We will endeavour to increase general awareness of stress and ways to combat workplace stress.

We will take action to prevent workplace stressors and monitor and evaluate stress indicators in our employees.

Where an employee feels under stress he/she should make the Town Clerk aware of the situation.

1.23 **The Indoor Environment**

It is our policy to provide a working environment that is safe and comfortable.

1.24 **Trees & Open Spaces (including play areas & cemeteries)**

The Council are responsible for numerous trees situated around the town and acknowledge its responsibility to ensure they are well maintained.

Trees are of great benefit to the Town and the overall risk to human safety is extremely low, however the Council does have a duty of care and will undertake a balanced and proportionate approach to tree safety.

- Independent Inspection – The Council on a regular basis will arrange for all trees under their control to be assessed by a suitably qualified person with expertise in tree management. The Council will react accordingly to the recommendations with regards to tree maintenance.
- Visual Inspection – Depending on the recommendations of the expert report the Council will undertake regular visual inspections at appropriate intervals. The interval will be dependent on condition, location and size of the tree.

All inspections will be documented.

Play areas are inspected for safety;

- 6 Monthly inspection by external independent person following which a report is provided
- Weekly documented visual inspection by the Council's Premises Officer

Cemeteries will be inspected regularly for safety and tidiness. All inspections will be documented.

1.25 **Visitors and Hall Users**

Our policy regarding the control of visitors on our premises is that:

- We must be aware that any visitor is on the premises.
- Visitors are the responsibility of the Council whilst on the premises.
- Hall hirers have a responsibility for the safety of their own attendees and should be aware of the safety and evacuation information provided to them in the Hirers Pack
- Hall hirers should detail any safety concerns to the Town Clerk who will investigate and take appropriate action

All visitors must comply with any instructions given to them.

1.26 **Work Equipment**

We will, so far as is reasonably practicable, ensure that all work equipment is safe and without risk.

To minimise the risk of injury from work equipment we will:

- Carry out risk assessments of all equipment in use and all new or second hand equipment purchased.
- Ensure that all maintenance procedures are kept up-to-date.
- Provide suitable training.

1.27 **Young Persons**

We will pay special regard to the needs of any young persons by risk assessing the tasks we are asking them to do and take into account their inexperience and immaturity.

2.0 **APPENDIX**

2.1 **Arrangements**

- Overall and final responsibility for health and safety is that of The Councillors of Uppingham Town Council
- Day to day responsibility for ensuring the policy is put into practice is delegated to the Town Clerk
- Our nominated Competent Person is WPS Insurance Brokers
- Employees should report any health and safety concerns to the Town Clerk
- The Town Clerk will be responsible for ensuring any risk assessments as required by Regulations are undertaken.
- Action required to reduce or control the risks will be approved by Town Clerk or where appropriate, the Council Members.
- The Town Clerk will be responsible for ensuring that employees are made aware of the findings of the risk assessments and any control measures identified.
- Any defects in plant, equipment, buildings or systems should be reported to the Town Clerk
- The Health and Safety Law Poster is displayed in the entrance hall

3.1 **Arrangements**

- Job training will be co-ordinated by the Town Clerk
- The training plan will be reviewed at least annually
- Training records are kept in the Town Clerk's office
- The first aid box is kept in the Members Room
- The Accident Book is kept in the Members Room

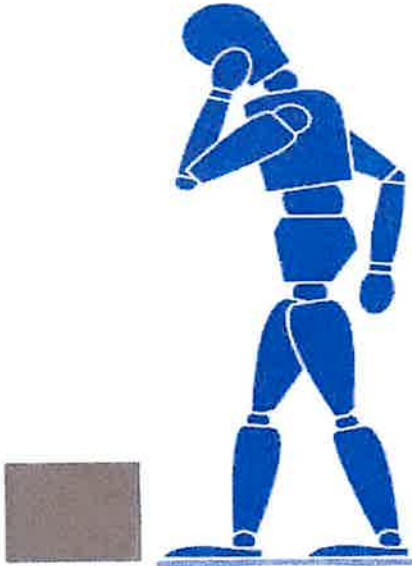
- All accidents should be reported to the Town Clerk
- the Town Clerk will conduct the accident investigation
- Emergency escape routes are checked weekly by the Caretaker
- Fire safety checks are carried out weekly by The Caretaker
- The fire alarm is tested weekly by The Caretaker

Manual Handling

PRINCIPLES OF GOOD HANDLING TECHNIQUE

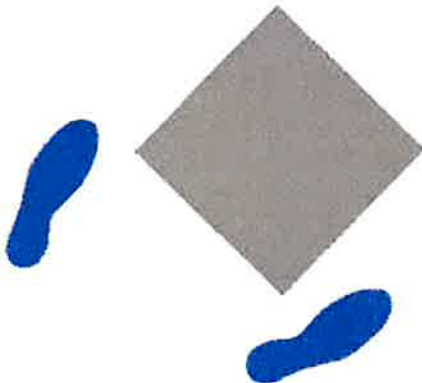
1 Planning

Plan the lift, consider where the load is to be placed, the distances involved, are there any obstructions such as closed doors? is assistance required?, can handling aids or equipment be used?



2 Feet

The feet should be positioned apart (shoulder width), one foot ahead of the other in the direction of the intended movement



3 Knees

Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles

4 Back

The back should be straight - not necessarily vertical (15 - 20°) from vertical is alright, keeping the natural curve of the spine. It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

5 Arms

The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing the same direction as the hips.



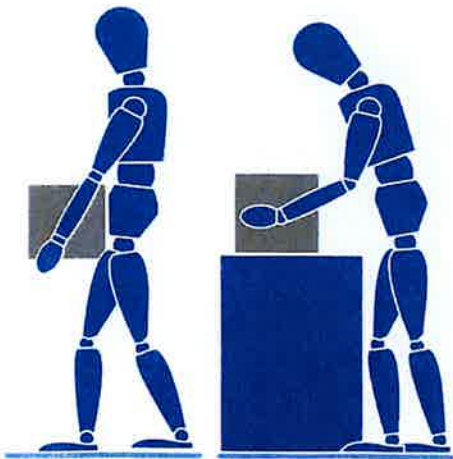
6 Hands

Ensure a firm grip on the load using the roots of the fingers and the palm of the hand. Holding the load this way is also less tiring than keeping the fingers straight.

7 Head

Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

8 Moving the load



- Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.
- Lift smoothly
- Move the feet not the trunk when turning to the side, i.e., don't twist.
- Put the load down and then slide the load into the required position if necessary.

9 Team Handling

Handling by two or more people may make possible an operation that is beyond the capability of one person, or reduce the risk of injury to a solo handler.



Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, handling techniques which allow the use of relatively strong leg muscles rather than those of the back are preferable, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind, however, that such techniques impose heavy forces on the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.

Display Screen Equipment (DSE)/Visual Display Unit (VDU)

Some practical tips:

Getting comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Keying In

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.

- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Posture and breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation)
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.

Ladders and Stepladders

This guidance is to help you:

- know when to use a ladder;
- decide how to go about selecting the right sort of ladder for the particular job;
- understand how to use it;
- know how to look after it; and
- take sensible safety precautions.

When is a ladder the most suitable access equipment? As a guide, **only** use a ladder or stepladder:

- in one position for a maximum of 30 minutes;
- for 'light work' - they are not suitable for strenuous or heavy work. If a task involves you carrying more than 10 kg (a bucket of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment;
- where a handhold is available on the ladder or stepladder;
- where you can maintain three points of contact (hands and feet) at the working position;

On a **ladder** where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On **stepladders** where a handhold is not practicable you will need to consider whether it is safe to work or not.

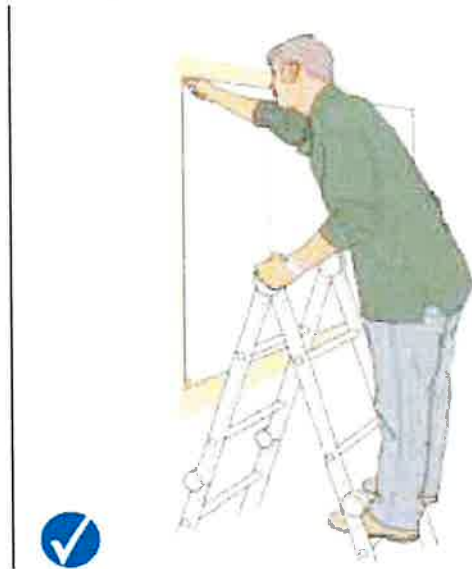
Is it a safe place to use a ladder or stepladder? As a guide, **only** use a ladder or stepladder:

- on firm ground or spread the load (e.g. use a board);
- on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination;

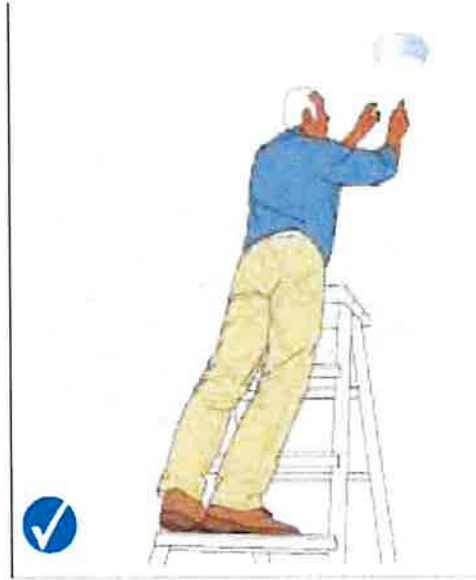
Never stand ladders or stepladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, vans, stacks of paper or boxes etc. If the ladder or stepladder won't reach, you need to use a more suitable type of access equipment.

Safety in use: On a stepladder **do not**:

- overload it – you and anything you are carrying should not exceed the highest load stated on the stepladder;
- use it in locations where the restraint devices cannot be fully opened. Any locking devices must also be engaged;
- use the top two steps of a stepladder, unless a suitable handrail is available on the stepladder;
- don't use the top three steps of swing-back or double-sided stepladders, where a step forms the very top of the stepladder.



Correct – two clear rungs. Don't work any higher up this type of stepladder.



Correct – 3 clear rungs, do not work any higher on this type of stepladder

When using stepladders, avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete), by having the steps facing the work activity. Where side-on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point, or you should use a more suitable type of access equipment.



Incorrect – steps side on to work activity



Correct – steps facing work activity

Where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:

- the height of the task;
- a safe handhold still being available on the stepladder;
- whether it is light work ;
- whether it avoids side loading;
- whether it avoids overreaching
- whether your feet are fully supported; and
- whether you can tie the stepladder.

Consider tying a **stepladder** where possible and helpful to the task (e.g. side-on working or where two free hands are needed). Stepladders should not be used for access to another level unless they have been designed for this.

Is the ladder or stepladder safe to be used?

You must check that the ladder or stepladder is in a safe condition before using it (a daily pre-use check). As a guide, **only** use ladders or stepladders that:

- have no visible defects.
- have a current detailed visual inspection (look for an inspection label).
- are suitable for work use. Use Class 1 or EN 131 ladders or stepladders at work because domestic (Class 3) ones are not normally suitable for use at work;
- have been maintained and stored in accordance with the manufacturer's instructions.

Also, you must always use a non-conductive ladder or steps for any necessary live electrical work.

Pre-use checks

Look for obvious visual defects before using a ladder or stepladder. Check that:

- all the ladder feet are fitted;
- the feet are in good repair (not loose, missing, splitting, excessively worn, secure etc);
- the feet are clean - the feet should be in contact with the ground. Ladder feet should also be checked when moving from soft/dirty ground (e.g. dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to ensure the foot material and not the dirt (e.g. soil, embedded stones or swarf) is making contact with the ground;
- all the screws, bolts and hinges are secure;
- on a stepladder, that the "spreaders" on the ladder can be locked into place.
- There are no other obvious signs of damage such as cracks.

If you find a problem, **DO NOT USE** the ladder. It should be repaired (if practicable) or destroyed.

Storage

When storing ladders and stepladders, store them in a well-ventilated area to prevent sagging and warping. Store straight ladders in flat racks or on wall brackets, don't hand them from the rungs. Store step ladders in the closed, vertical position.