

Woodham Ferrers & Bicknacre Parish Council*

Health & Safety Manual

General Responsibilities of Contractors and other non Parish Council Employees Working in Parish Council Premises or on Parish Council Projects.

All such persons must comply at all times with the local health & safety rules etc as well as those of their parent organisation. Where the local Parish council requirement is the more onerous, this must take precedence. Failure to comply with this requirement will be deemed to be a serious breach of trust and may result in the contractor's (etc) employee involved being barred from work on Parish council premises.

INSTRUCTIONS FOR THE RECORDING AND REPORTING OF ACCIDENTS AND INCIDENTS

Introduction

This Manual sets out the instructions for the recording and reporting of accidents and incidents and the maintenance of appropriate records.

Maintenance of Records

All Accident & Incident Report Forms will be maintained for minimum 3 years as stipulated by the Department for Work & Pensions. Additionally such records may be required in the event of claims against the Parish Council Accordingly the Parish Council will maintain the following records for a minimum of 40 years:

- Records of all Severity 1 and Severity 2 accidents and incidents;
- Records of all >3 day lost time accidents;

To comply with the requirements of the Data Protection Act, only the Parish Clerk, Chair of the Parish Council, Health & Safety Advisors and Appointed Safety Representatives may retain copies of the form including personal details.

Copies of completed forms held by other persons will have the relevant personal information appropriately obscured. Permanent records will be maintained in an 'electronic' form in which personal information is restricted to authorised users only.

ACCIDENT & INCIDENT REPORT FORM

Woodham Ferrers & Bicknacre Parish Council			
ACCIDENT/INCIDENT FORM NUMBER		Page 1 of 2	
1) DETAILS OF THE ACCIDENT/INCIDENT			
Date of Accident/Incident		Time of Accident/Incident (24hr clock)	
Detailed location (Division/site /post code) of the Accident/Incident			
Type of work undertaken			
Description of the Accident/Incident (attach drawings etc)			
Did the Accident/Incident involve any of the following; (Tick/enter No of days of absence as appropriate.) (Definitions are given in the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations):			
Death of any person		Major Injury of any person	
Hospitalisation		Unconsciousness	
Absence from work		First Aid Treatment	
		Dangerous Occurrence	
		Resuscitation	
		None of these?	
Details of any witnesses			
Name		Name	
Address		Address	
Post Code		Post Code	
Tel		Tel	
2) DETAILS OF ANY INJURED PERSON PUT AT RISK.			
Family/Surname	Forename	Employer	
Address		Address	
Post Code		Post Code	
Tel		Tel	
DOB	Gender (tick box)	Race	Disability (Nature)
	Male		
	Female		
STATUS (tick box)		Contractor	
Parish Council Employee*		Volunteer	
Person under Supervision		Member of Public	
		Other	
* Please insert occupation or job title.			
Details of the injury			
What was the Injury (eg fracture, laceration, burn, stab wound etc)			
What Part of the body was injured?			
If Hospitalised, name of Hospital			
Did the injury result from any of the following (tick as appropriate)			
Contact with moving machinery/material being machined		Slip trip or fall at same level	
Hit by a moving, flying or falling object		Fall from height	
Hit by a moving vehicle		How high was the fall (metres)	
Hit by something fixed or stationary		Trapped by something collapsing	
Injured while handling, lifting or carrying		Drowned or asphyxiated	
Injury caused by sharps		Act of violence or assault	
		Exposed to or in contact with a harmful substance	
		Exposure to fire	
		Exposed to an explosion	
		Contact with electricity or an electrical discharge	
		Injured by an animal	
		Any other factor not covered above	

Report Form Continued: (Page 2 of 2)

Woodham Ferrers & Bicknacre Parish Council				
ACCIDENT/INCIDENT FORM NUMBER			Page 2 of 2	
3) ACCIDENT & INCIDENTS INVOLVING VIOLENCE OR INTIMIDATION: DETAILS OF THE PERPETRATOR(S)				
Family/Surname		Family/Surname		
Forename		Forename		
Contact Address		Contact Address		
Telephone		Telephone		
Prior to the Accident/Incident?		Subsequent to the Accident/Incident?		
Did the Accident/Incident involve violence or intimidation that was (tick box):				
Physical	Verbal	Sexual	Racial	Other (specify)
Additional Comments				
4) OCCUPATIONAL DISEASE				
Name of Disease/Condition		Date of Diagnosis		
Name & Address of Doctor				
Note any special circumstances that could have contributed to the condition				
5) FOLLOW UP ACTIONS				
What actions have been taken to prevent a recurrence?				
Check list of Area Personnel to whom this Accident/Incident must be reported (tick box to confirm)				
Chairperson	Parish Clerk	Area Safety Advisor	Safety Representatives	
6) SIGNATURES				
Role	Name		Signature	
Person completing this form *				
Manager responsible for the work activity (if not the person completing this form)				
* If you are not the injured person, please write your home address and post code together with your occupation or job title here:				
<i>Attach any additional information using blank sheets</i>				
7) SPECIFIC ACTIONS UNDERTAKEN BY THE AREA HEALTH & SAFETY ADVISOR				
Category of Accident/Incident				
Type	Severity	Sub-Type		
External Reporting requirements: Insert date reported (or 'N/A' if not reportable)				
Statutory Authority (state which).				

What Accidents & Incidents must be Recorded & Reported?

The following accidents and incidents will be recorded and reported:

- Deaths
- All injuries to persons from any cause
- Industrial diseases and work related illness
- Violence/intimidation where no injury is incurred. Violence and Intimidation' means a physical contact, verbal or attitudinal (ie non physical, non verbal) assault by a non-employee on an employee or other person; or a hostage situation which may or may not result in actual physical harm to any person.
- Other Incidents including
 - Discovery of explosives, firearms, ammunition or other offensive weapons;
 - RIDDOR Dangerous Occurrences;
 - Fires requiring the attendance of the Emergency Services;
 - Failures of fire or Personal Assault Alarm;
 - Bomb threats;
 - Malicious damage to Parish Council property with significant H&S implications;
 - Infestation of cockroaches, rats, fleas or lice;
 - Vehicle incident with a potential for a road traffic accident.
- Other near hits/miss

DEFINITIONS OF MAJOR INJURIES, DANGEROUS OCCURRENCES, & NOTIFIABLE DISEASES.

Introduction

This Annex defines 'Major injuries', 'Dangerous Occurrences' and 'Notifiable Diseases' as given in the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (RIDDOR). The Health & Safety Advisor can provide guidance and advice on particular cases.

Major Injuries

- Fracture other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;

- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Dangerous Occurrences:

- a) Those accidents & incidents more likely to be encountered in the work of the Parish Council
- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
 - Explosion, collapse or bursting of any closed vessel or associated pipe work;
 - Failure of any freight container in any of its load bearing parts;
 - Plant or equipment coming into contact with overhead power lines;
 - Electrical short circuit or overload causing fire or explosion;
 - Any unintended explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
 - Malfunction of breathing apparatus while in use or during testing immediately before use;
 - Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
 - Unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false work;
 - Explosion or fire causing suspension of normal work for over 24 hours;
 - Accidental release of any substance which might damage health.
- b) Those accidents & incidents **unlikely** to be encountered in the work of the Parish Council but included for completeness:
- Accidental release of biological agent likely to cause severe human illness;
 - Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
 - Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
 - Unintended collision of a train with any vehicle;
 - Dangerous occurrence at a well (other than a water well);
 - Dangerous occurrence at a pipeline;
 - Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
 - A road tanker carrying dangerous substances overturns, suffers serious damage, catches fire or the substance is released;
 - A dangerous substance being conveyed by road is involved in a fire or released;

- Sudden uncontrolled release in a building of:
 - 100 kg or more of a flammable liquid;
 - 10 kg or more of a flammable liquid above its boiling point; or
 - 10 kg or more of a flammable gas; or
 - 500 kg of these substances if the release is in the open air.

Reportable Diseases.

Identification of a 'Reportable Disease' should only be made by an Occupational Health Specialist or a Medical Practitioner. It should also be noted that such diseases may arise during employment with the Parish Council even though the cause could be connected with past employment. A full listing is available in a number of HSE publications including their detailed guide to RIDDOR.

The list includes:

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- lung diseases including occupational asthma, farmers lung, pneumoconiosis, asbestosis, mesothelioma;
- infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis & tetanus;
- other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness, and hand-arm vibration syndrome.

Useful Contact phone numbers

Parish Clerk	Karen Kuderovitch	
Chair of Parish Council		
Police		
Health & Safety Advisor	Allan Kerrigan CMIOSH	0790 361 5017

Accidents, near misses and dangerous incidents are all to be reported and in the case of serious injury, or a Dangerous Occurrence need to be investigated and the findings reported to the Parish Council.

The role of Accident Investigator will be determined by the Parish Council.

Woodham Ferrers & Bicknacre Parish Council-accident/incident investigation form

Re: Accident/Incident Report Form No	
Date of Investigation	
Name of Investigation Leader	
Name of Safety Representative	
Name of H&S Advisor (if present)	

DETAILS OF ACCIDENT/INCIDENT *(See over for details of investigation)*

Date of Accident/Incident	
Time of Accident/Incident	
Category of Accident/Incident	
Personal Injury?	
Reported to HSE?	

Description of the Accident/Incident (refer to original Report Form if nothing to add)

CONCLUSIONS OF INVESTIGATION: CAUSES *(See over for details of investigation):*

Initiating Event	
Contributory Causes	
Root (underlying) Causes	

RECOMMENDATIONS

Recommendation	Date for completion:

SIGNATURE OF INVESTIGATION LEADER

Signature:		Date:	
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DISTRIBUTION

DETAILS OF THE INVESTIGATION		
Factors involved	Y/N	Comments
Environmental:		
• Lighting		
• Access/exits		
• Ventilation		
• Heating		
• Trip hazards		
• Housekeeping		
• Other factors		
Equipment:		
• Defective tools		
• Defective machine guards		
• Local ventilation		
• Other factors		
• Electrical isolation		
• Other factors		
Personal. Prot. Equip		
• Specified		
• Available		
• Worn		
• Suitable		
• Good condition		
• Other factors		
Procedures/supervision:		
• Instructions: available		
• Suitable		
• Understood		
• Followed		
• Adequate training		
• Adequate supervision		
• Other factors		
People Issues		
• Horseplay		
• Malicious damage		
• Alcohol		
• Drugs/medication		
• Excess workload		
• Exceeding authority		
• Exceeding training		
• Other factors		
Additional Comments		

Risk Assessment Forms

Woodham Ferrers & Bicknacre Parish Council				
Work Activity/Location				
Detailed Risk Evaluation (See Model below for determining the risk)				
Nature of Hazard (See separate Arrangements for COSHH, Asbestos etc)	No?	Yes?		Risk
		Severity	Probability	
Access / egress				
Compressed air equipment				
Contagious diseases				
Electrical equipment/supplies				
Falling objects				
Flammable/explosive substances				
Hand tools				
Hygiene issues (ie personal not food)				
Installed plant/ machinery				
Lone/out of hours working				
Musculo-skeletal injury				
Needle stick injury				
Noise				
Occupational asthma/dermatitis				
Ozone (photocopiers, laser printers)				
Portable power tools				
Power washing equipment				
Pressurised plant				
Slip trip & fall hazards				
Stress at work				
Upper limb disorders				
Use of Parish Council/other vehicles				
Vibration				
Violence/intimidation				
Working at height				
Working environment				
Working on/near water				
Workload change of significance				
Any other hazard:				
Identification of Groups who may be harmed (note any Groups particularly at risk)				
Risk Evaluation Model				
Severity of Harm	Probability of Harm			
	1 (Low)	2 (Intermediate)	3 (High)	4 (Immediate)
1 (Slightly)	Minimal	Minimal	Minimal	Moderate
2 (Moderately)	Minimal	Minimal	Moderate	Significant
3 (Very)	Minimal	Moderate	Significant	Intolerable
4 (Fatal)	Moderate	Significant	Intolerable	Intolerable

RESULTS OF ANALYSIS

Existing Protection Systems in Place:

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**Further Protection Measures Required to Reduce Risk
(Including training/informing relevant people & any special measures for particular groups)**

Identified Measures (resources must be concentrated on the most significant risks)	Responsible Person	Date for completion

Comments re Final Risk Evaluation (note re-evaluated risks):

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Name of Assessor		Signature	
Date of Assessment			

Review Programme

Next Review Date	Reviewer		Date review completed
	Name	Signature	

Distribution

Chair	Parish Clerk	Workplace
H&S Adviser		

INSTRUCTIONS FOR THE COMPLETION OF THE PARISH COUNCIL RISK ASSESSMENT FORM

General Introduction

The instructions for completing the Risk Assessment Form are set out as illustrated below:

A STATEMENT OF THE KEY STEP TO BE TAKEN	
Activities to be completed	<i>Additional guidance.</i>
<i>Additional general guidance notes</i>	

Potential hazards may also be identified from: Inspections/surveys; accident/incident reporting and investigation; notification of potential hazards by staff; job/task analysis; & changes in work circumstances.

NB: Don't forget the need for specialist assessment of certain hazards (asbestos etc).

Specific Instructions for Undertaking & Reviewing Risk Assessments.

IDENTIFY THE WORK ACTIVITY/LOCATION	
Identify the specific activity.	<i>Risk Assessments should normally be undertaken for general work activities, eg Operations within Workshops', 'Clearance of river bank at location XYZ' etc.</i>
IDENTIFY ANY SPECIAL GROUPS AT RISK	
Who might be involved?	<ul style="list-style-type: none"> ▪ <i>Parish Council Staff.</i> ▪ <i>Volunteers Staff (field work, workshops etc).</i> ▪ <i>Contractors, Agency workers, Partnership Staff etc.</i> ▪ <i>Members of the Public (including volunteers & visitors).</i>
Of these, are there any special groups at risk? – if so enter in the appropriate box. These groups will need to be given particular consideration in the assessment of the hazard and probability.	<ul style="list-style-type: none"> ▪ <i>Disabled</i> ▪ <i>New and expectant mothers.</i> ▪ <i>Inexperienced staff.</i> ▪ <i>Lone workers.</i> ▪ <i>Visitors.</i> ▪ <i>Young persons (aged under18).</i> ▪ <i>People returning to work after prolonged absence.</i> ▪ <i>Those people who may have difficulty in reading or comprehending written instructions for whatever reason.</i>

NATURE OF HAZARD	
Consider each hazard in turn.	<i>If there are any additional hazards these must be included.</i>
If hazard not present, tick 'No' box.	<i>Don't forget specific hazards (asbestos etc) for which a special assessment will be needed.</i>
For all 'Yes' boxes, continue as below.	

ASSESS THE SEVERITY	
If <u>slightly harmful</u>: enter '1' in the box.	<i>The worst form of harm would be: ill-health leading to minor discomfort (eg headaches, one-off emotional disturbance); or superficial injuries (eg minor cuts and bruises; eye irritation from dust etc).</i>
If <u>moderately harmful</u>: enter '2' in the box.	<i>The worst form of harm would be: ill-health leading to permanent minor disability or more significant discomfort (eg deafness, dermatitis, asthma, work-related upper limb disorders, regular emotional disturbance, disturbed sleep patterns etc); or more serious injuries (eg lacerations; burns, concussion, serious sprains, minor fractures – which could be reportable under RIDDOR).</i>
If <u>very harmful</u>: enter '3' in the box.	<i>The worst form of harm would be permanent major disability or a major injury (eg amputations, major fractures; poisonings; multiple injuries; occupational cancer, other severely life shortening diseases, severe emotional disturbance, sleep deprivation, threats with intent to kill, severe depression etc).</i>
If <u>fatal</u>: enter '4' in the box.	<i>The activity could result in death from injury or acute (fatal) disease.</i>

ASSESS THE PROBABILITY (ie CHANCE OR LIKELIHOOD) THAT THE HARM MIGHT BE INCURRED BY AN INDIVIDUAL	
If <u>low probability</u>: enter '1' in the box.	<i>Where the probability of the hazard being experienced by anyone is extremely remote to the point where it can be generally ignored (unless the hazard is assessed as 'fatal').</i>
If <u>intermediate probability</u>: enter '2' in the box.	<i>Where the risk is judged to be reasonably foreseeable (eg needle stick injury in Community Volunteer Work).</i>
If <u>high probability</u>: enter '3' in the box.	<i>Where the risk is judged to be quite evident (eg trailing cables in a workplace, poorly stored equipment which could topple over).</i>
If <u>immediate probability</u>: enter '4' in the box.	<i>Where the chance of the hazard being experienced is almost certain (eg unguarded machine tools or an unguarded power take off from an agricultural tractor).</i>
<p><i>In assessing the probability, the following factors should be born in mind:</i></p> <ul style="list-style-type: none"> ▪ <i>The number of personnel exposed (NB, the individual is as important as the group).</i> ▪ <i>The frequency and duration of exposure to the hazard (bearing in mind that even short duration exposure to a significant hazard will still be unacceptable);</i> ▪ <i>The failure of services (eg electricity and water) etc;</i> ▪ <i>The failure of plant and machinery components and safety devices;</i> ▪ <i>Unforeseen staff shortages (is there a need for minimum levels of supervision);</i> ▪ <i>Exposure to the elements;</i> ▪ <i>The potential for unsafe acts (unintended errors or intentional violations of procedures) by anyone (eg from a lack of knowledge or training, personal capability, horseplay etc);</i> ▪ <i>The consequences of unplanned events (eg flooding whilst working near water).</i> 	

FOR EACH HAZARD EVALUATE THE CURRENT RISK	
Use the matrix given in the form to evaluate the level of risk.	<i>eg an activity being associated with a hazard which is moderately harmful ('2' marked in the severity column) and a low probability of causing the harm ('1' marked in the probability column) would be designated as being of 'minimal' risk.</i>
Enter the appropriate level of risk (minimal, moderate, significant, or intolerable) in the appropriate column	
EXISTING PROTECTION SYSTEMS	
Record any protective systems already in place	<i>eg safety devices, use of protective equipment etc.</i>

IDENTIFY FURTHER PROTECTION SYSTEMS (NB in this case, the wording underlined in the second column is mandatory)	
If the risk is <u>Intolerable</u>:	<i><u>New work must not commence and work already in progress must be stopped immediately until further permanent protective systems have been put in place to reduce the level of risk to at least the 'moderate' level.</u></i>
If the risk is <u>Significant</u>:	<i><u>New work must not commence until further permanent protective systems have been put in place. Work already in progress must stop immediately. It may recommence following the introduction of temporary control measures (eg specific temporary procedures, barriers etc). The temporary measures must be agreed by the relevant stakeholders (ie the Parish Council, and the Health & Safety Advisor). The objective must be to reduce the level of risk to at least 'moderate' and the period of such work must not exceed 21 days. Work beyond this time period must only continue following the implementation of permanent control measures. It is likely that significant resource may be needed to provide an acceptable level of protection in these cases.</u></i>
If the risk is <u>Moderate</u>:	<i><u>Action must be taken to reduce risk to a level that is 'as low as reasonably practicable' (ie "tolerable"). Risk reduction measures must be implemented within a defined time period. Where the risk is associated with extremely harmful consequences further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.</u></i>
If the risk is <u>Minimal</u>:	<i><u>No additional protective controls are required. However it is still prudent to consider if there are any further cost effective protective measures which could be implemented to reduce the risk yet further.</u></i>

	<i>Monitoring is required to ensure that the protective measures in place are maintained.</i>
Focus resources on the higher levels of risk	<i>Noting the specific constraints relating to 'significant' and 'intolerable' risk, identify what further measures can be applied to reduce the risk (see below for hierarchy of protection systems).</i>
Identify who is responsible	<i>ie for individual additional protection systems (measures) and the date for completion.</i>

HIERARCHY FOR FURTHER PROTECTION SYSTEMS (In order of application)	
<p>Can the hazard be eliminated?</p> <p>If not proceed to the next step.</p>	<ul style="list-style-type: none"> ▪ <i>Does the work actually need to be done?</i> ▪ <i>Can the work be done in a different way (Beware introducing new hazards)?</i>
<p>Are there physical means of reducing the risk?</p> <p>If none proceed to the next step.</p>	<ul style="list-style-type: none"> ▪ <i>Can the hazard and the individual be physically 'separated' (eg machine guarding, safety rails, reception windows, ventilation etc)?</i> ▪ <i>Take advantage of technological solutions aimed at reducing risk.</i> ▪ <i>Local instructions must be clear as to the requirement to work with the protective devices in place.</i> ▪ <i>Note that this measure does not include Personal Protective Equipment (PPE - see below).</i>
<p>What procedural systems can be put in place to reduce the risk?</p> <p>If none proceed to the next step.</p>	<ul style="list-style-type: none"> ▪ <i>Introduce additional/improved workplace instructions.</i> ▪ <i>Retraining/additional training (especially if new instructions).</i> ▪ <i>Additional supervision.</i> <p><i>NB In assessing the resultant level of risk account must be taken of the likelihood of the consequence of any non compliance with those instructions.</i></p>
<p>What Personal Protective Equipment (PPE) may be necessary?</p>	<ul style="list-style-type: none"> ▪ <i>Subject to the caveat below, the use of PPE to protect individuals is a final approach to protection.</i> ▪ <i>PPE includes any item of personal equipment designed to reduce or eliminate harm.</i> ▪ <i>It includes respiratory protection (face masks), hard hats, safety foot wear, protective gloves, protective aprons, eye protection etc.</i> <p><i>(NB the caveat re PPE as a 'last option' is in its use in the workplace as a routine additional layer of defence (or indeed in some circumstances as a statutory requirement). In certain circumstances the use of PPE would be expected to be a normal requirement irrespective of the level of risk, for example, safety shoes in workshops.)</i></p>
COMMENTS RE FINAL RISK ASSESSMENT	

Reconsider the assessment against the additional protection systems identified	<ul style="list-style-type: none"> ▪ <i>Have they been successful in reducing the risk and if so to what level.</i> ▪ <i>Note that work must not be undertaken if the risk remains significant or higher.</i>
SIGNATURES, REVIEW DATES & DISTRIBUTION	
Signature/dates	<i>The form must be signed & dated by the person undertaking the assessment.</i>
Review date	<i>A date one year after the assessment must be entered.</i>
Distribution	<i>Copies must be distributed as shown.</i>

Additional Instructions for Reviewing Assessments and Maintaining Records

REVIEWING ASSESSMENTS	
Periodic Reviews	<ul style="list-style-type: none"> • <i>Every 12 months to ensure that the arrangements are still 'fit for purpose'.</i> • <i>These must be linked to the nature of the risk concluded after all previously identified additional protective measures have been put in place.</i>
Changes in the work/activity	<ul style="list-style-type: none"> • <i>If, in the meantime, the nature of work changes significantly, review the assessment.</i> • <i>This does not mean that a re-evaluation is required every time an inconsequential change is introduced.</i>
Other reasons	<ul style="list-style-type: none"> • <i>Review whenever there are reasons to believe the assessment is no longer valid (eg the identification of previously unidentified hazards, recommendations of accident investigations etc).</i>
<i>The review must be recorded (in the space provided in the Risk Assessment Form) where no changes are identified or by completing a new assessment form where changes are required.</i>	

RECORDING ASSESSMENTS	
Routine recording	<i>Risk Assessments must be kept for the duration of the work to which they apply as a minimum.</i>
Additional recording*	<i>The person undertaking the Risk Assessment must consider if there are any reasons why retention of the Risk Assessment should be maintained for a period in excess of the duration of the work to which it applies. If so, the appropriate local arrangements for retention must be made.</i>
<i>*Note: Risk Assessments may be required to assist in future investigations or claims/actions taken against the Parish Council in later years.</i>	

**THE PARISH COUNCIL BIOLOGICAL HAZARD RISK ASSESSMENT
FORM.**

Compiled by			
Signed		Date compiled	
Location			
Nature of hazard			
Urine/Faeces/Vomit/Sweat/Saliva			
Semen/Breast Milk			
Blood/blood stained fluid			
Infection/contagion			
Infestation			
Other (please specify)			
Route of contamination			
Inhalation			
Skin			
Ingestion			
Splash to eyes or in mouth			
Injection			
Other (please specify)			
First Aid Measures (NB medical assistance may be required)			
Inhalation		Nil required	
Skin contact		Wash with soap and water	
Splash to eyes or in mouth		Rinse with copious amounts of water	
Ingestion		Rinse mouth with water	
Injection		Encourage bleeding, Wash with soap and water.	
Infestation, infection etc		Seek prompt medical attention	
People at Risk			
Who might be exposed?			
Any sensitive groups at special risk?			
Likelihood of exposure?			
Precautions /Control Measures			
Review Programme			
Next Review Date	Reviewer		Date review completed
	Name	Signature	
Distribution			
Chair	Clerk	H&S Adviser	Workplace

- **First Aiders:** A First aid assessment will be undertaken by the Parish Council to determine the need for trained First Aiders.
 - This should ensure that sufficient numbers of adequately trained personnel are available.
 - Training will be undertaken using an HSE approved Course and the First Aiders must hold a valid certificate of competence in First Aid. When arranging training, the training organisation will be informed of the particular needs of the Parish Council so that the training can be tailored to these specific needs. Training records will be maintained by The Clerk*.
 - First Aiders may be drawn from volunteers within the workplace.
 - Suitable local provision must be made to cover planned and unplanned absences of first-aiders (which may include the Appointed Person providing temporary short-term cover).

Monitoring Contractors' Performance

- Contractors must undertake work safely at all times. All employees have the right to stop any work being undertaken by a contractor in an unsafe manner.
- Through liaison and consultation with relevant Contractors a suitable and sufficient system of monitoring Contractors' performance will be established on a case by case basis. As a minimum this will include the provision of information to the Parish Council by the Contractor in respect of all accidents, dangerous occurrences etc reported to the HSE by the Contractor, together with any action taken by the HSE against the Contractor, in respect of the work undertaken as part of the contract.
- Routine site inspections and audits, assessment of documentation and procedures and review of safety (including accident & incident) data will be undertaken by the Parish Council or an appointee of the Parish Council.
- Issues of poor health & safety performance and serious health & safety failures by Contractors will, as appropriate, be brought to the attention of: the Parish Council full committee.

The following issues must be taken into account when considering the suitability of a proposed Contractor at the tendering stage.

- The quality of their safety management procedures and policies. Does the intended contractor have in place a current Health & Safety Policy (it is a legal requirement for any company employing 5 or more people).
- What is their knowledge of Health & Safety legislation applicable to their area of work (in particular risk assessment).
- Regarding their health & safety performance:
 - What is their recent performance as measured by the numbers of injuries and dangerous occurrences reported to the HSE over the previous 5 years?
 - Have any statutory notices been issued in the previous 10 years by the HSE/Local Authorities or the Environment Agency?

- Have there been any prosecutions for breaches of Health & Safety or Environment legislation?

In all cases, these must relate to the Contractor (and any sub-contractors) and (if applicable) their parent company.

Failure to provide satisfactory answers to any of these questions will raise a serious question mark over the competence of the Contractor.

COSHH

. As a general rule, when using any substance consideration must be given, before proceeding, to the following principles:

- Does this substance have to be used at all;
- Is there a substitute substance (or process) which is less hazardous.

The Supplier may be able to advise on alternatives.

Where activities are undertaken in a similar manner in more than one place, a 'generic' risk assessment may be undertaken to apply to all relevant circumstances (provided that a review of local circumstances is made to ensure that it is applicable without modification and the relevant people are made aware of its requirements).

Use of Proprietary Products

- Proprietary products (eg paints and solvents) accompanied by an explicit H&S advice on the packaging.
- Such materials must always be used in accordance with the supplier's instructions.
- Where there are no packaging etc instructions/advice available then proprietary substances must not be used.
- Proprietary substances must not be mixed except in accordance with the suppliers' instructions (eg the use of paint thinners).
- The only operational requirement is to ensure that the necessary information (protective and First aid measures) are brought to the attention of those persons handling/using the substances.
- The Parish Council will be responsible for ensuring that the Competent Person (COSHH) is informed of the products used and provided with copies of any relevant data sheets.

Use of or Exposure to Non-proprietary products.

- Specific assessments are required where:
 - The work activity produces fumes, dust etc which are not covered by the supplier's advice (in normal work exposure to fumes should be rare but exposure to wood dust may be encountered, for example in workshops);
 - Material is stored in bulk quantities. (Storage of hazardous materials will be minimised consistent with reasonable usage/supply requirements; in some cases, eg petrol, special regulatory requirements apply – Health & Safety Advisor will provide specific guidance upon request.)

- Material has been spilt or otherwise dispersed: to ensure the safe cleaning and disposal of such spillages (except where the supplier's safety data sheets (or similar) have provided specific instructions for handling spillages – in this case those specific instructions must be followed.) This requirement may be particularly applicable to materials such as toners where handling is normally in enclosed packaging. Where however the packaging is breached or the material is dispersed during dispensing, a COSHH assessment will be required if such spillages/dispersion are not covered in the accompanying instructions. (Note 'H-filter' vacuums are required to safely clean toners because of the small particle size and the associated hazards.)
- In the above cases the Competent Person (COSHH) will conduct a COSHH risk assessment.

Training

People using hazardous materials must be suitably instructed/trained in the correct usage. The Parish Council must check that materials are being used in accordance with the proprietary product instructions or the locally produced risk assessment whichever is relevant.

Specific Instructions for Undertaking & Reviewing COSHH Assessments.

DETAILS OF PERSON COMPLETING THE ASSESSMENT AND THE SUBSTANCE ASSESSED	
Personal details	<i>Enter relevant details.</i>
Substance	<i>Enter trade name and/or chemical name.</i>
NATURE OF MATERIAL AND ITS HAZARD	
General details	<i>Tick the appropriate boxes re 'toxic' etc. If 'Other', enter detail.</i>
Physical properties	<i>Enter basic information (eg 'yellow liquid', 'acrid odourless' etc).</i>
Potential hazards	<i>Tick relevant boxes.</i>
HEALTH EFFECTS & FIRST AID	
Effect	<i>Enter brief comment (eg 'shortness of breath', 'blistering' etc).</i>
First Aid	<i>Enter the key steps (eg 'wash with cold water').</i>
PEOPLE AT RISK	
Who might be exposed	<i>Identify who is at risk.</i>
Any sensitive groups...?	<i>Identify any groups who may be at particular risk, eg new and expectant mothers, young people, and those with respiratory, skin or sensitisation conditions.</i>

PRECAUTIONS/CONTROL MEASURES	
Inhalation ... Health Surveillance	<i>Identify control measures and enter relevant details (eg 'use surgeons mask at all times'). Enter 'none' if that is applicable.</i>
Fire Precautions ... Static Electricity Considerations	<i>Enter any relevant precautions (or 'none' if that is applicable).</i>
<p><i>Details of the hierarchy of precautions are given in the instructions re the general Risk Assessment form . As a general rule, when using any substance consideration must be given, before proceeding, to the following principles:</i></p> <ul style="list-style-type: none"> <i>Does this substance have to be used at all;</i> <i>Is there a substitute substance (or process) which is less hazardous.</i> <p><i>The Supplier may be able to advise on alternatives.</i></p>	
ADDITIONAL COMMENTS	
<i>Enter any additional comments.</i>	
REVIEWING ASSESSMENTS	
Review Date	<i>Enter the next routine review date (one year after the assessment date).</i>
DISTRIBUTION	
Distribution	<i>Copies must be distributed as shown.</i>
PRECAUTIONS/CONTROL MEASURES	
Inhalation ... Health Surveillance	<i>Identify control measures and enter relevant details (eg 'use surgeons mask at all times'). Enter 'none' if that is applicable.</i>
Fire Precautions ... Static Electricity Considerations	<i>Enter any relevant precautions (or 'none' if that is applicable).</i>
<p><i>Details of the hierarchy of precautions are given in the instructions re the general Risk Assessment form . As a general rule, when using any substance consideration must be given, before proceeding, to the following principles:</i></p> <ul style="list-style-type: none"> <i>Does this substance have to be used at all;</i> <i>Is there a substitute substance (or process) which is less hazardous.</i> <p><i>The Supplier may be able to advise on alternatives.</i></p>	
ADDITIONAL COMMENTS	
<i>Enter any additional comments.</i>	
REVIEWING ASSESSMENTS	
Review Date	<i>Enter the next routine review date (one year after the assessment date).</i>
DISTRIBUTION	
Distribution	<i>Copies must be distributed as shown.</i>

Additional Instructions for Reviewing Assessments and Maintaining Records

REVIEWING ASSESSMENTS	
Periodic Reviews	<ul style="list-style-type: none"> • Every 12 months to ensure that the arrangements are still 'fit for purpose'. • These must be linked to the nature of the risk concluded after all previously identified additional protective measures have been put in place.
Changes in the work/activity	<ul style="list-style-type: none"> • If, in the meantime, the nature of work changes significantly, review the assessment. • This does not mean that a re-evaluation is required every time an inconsequential change is introduced.
Other reasons	<ul style="list-style-type: none"> • Review whenever there are reasons to believe the assessment is no longer valid (eg the identification of previously unidentified hazards, recommendations of accident investigations etc).
<p><i>The review must be recorded (in the space provided in the Risk Assessment Form) where no changes are identified or by completing a new assessment form where changes are required.</i></p>	

RECORDING ASSESSMENTS	
Routine recording	COSHH Assessments must be kept for the duration of the work to which they apply as a minimum.
Additional recording*	The person undertaking the COSHH Assessment must consider if there are any reasons why retention of the Assessment should be maintained for a period in excess of the duration of the work to which it applies. If so, the appropriate local arrangements for retention must be made.
Maintaining Records	<p>The Competent Person (COSHH) will retain records as follows:</p> <ul style="list-style-type: none"> • Any special assessments undertaken; • Relevant Product Data sheets; • References to packaging instructions (ie identifying the product, including any identification code & Supplier, and the date (year) supplied).
<p><i>*Note: COSHH Assessments may be required to assist in future investigations or claims/actions taken against the Parish Council in later years.</i></p>	

Electricity at Work

HSE GUIDANCE ON USER CHECKS, TESTING & INSPECTIONS

Table extracted from HSE INDG 236

(Maintaining Portable electrical Equipment in Offices and other Low Risk Environments.)

Equipment/environment	Formal visual inspection	Combined inspection and testing
Battery operated: (less than 20 volts).	No	No
Extra low voltage: (less than 50 volts AC) eg telephone equipment, low voltage desk lights.	No	No
Information technology: eg desktop computers, VDU screens.	Yes, 2-4 years	No if double insulated – otherwise up to 5 years
Photocopiers, fax machines: NOT hand-held. Rarely moved.	Yes, 2 - 4 years	No if double insulated – otherwise up to 5 years
Double insulated equipment: NOT hand-held Moved occasionally eg fans, table lamps, slide projectors.	Yes, 2- 4 years	No
Double insulated equipment: HAND-HELD eg some floor cleaners.	Yes, 6 months - 1 year	No
Earthed equipment (Class 1): eg electric kettles, some floor cleaners.	Yes, 6 months - 1 year	Yes 1 – 2 years
Cables (leads) and plugs connected to the above. Extension leads (mains voltage).	Yes 6 months – 4 years depending on the type of equipment it is connected to.	Yes, 1 - 5 years depending on the type of equipment it is connected to.

Footnote: Where a range is given, older equipment should be inspected / tested at the shorter intervals.

INSTRUCTIONS FOR UNDERTAKING MANUAL HANDLING RISK ASSESSMENTS

Definition of 'Manual Handling' & General Introduction

- Manual handling activities include the lifting, carrying, pulling or pushing of any object.

Avoid Manual Handling

- Where reasonably practical, manual handling activities which could pose a hazard must be avoided (by design of the activity; finding alternative methods of working; or using appropriate lifting equipment).
- Movement of heavy furniture (desks, cupboards, filing cabinets etc) or heavy items of equipment (large photocopiers, items of heavy plant and machinery etc) must normally be undertaken by persons (eg contractors) who have been suitably trained by their employer. Area employees should only undertake such activities in emergency situations (eg to save life).
- Repetitive manual handling tasks (even of relatively light loads) must be avoided where reasonably practicable.

Requirements for Manual Handling Assessments

The following decision tree (based on HSE guidance) will be used by line management (in association with the local Safety Representatives and the people undertaking by the work activity) to determine when assessments are required. Detailed and additional guidance can be obtained from the Health & Safety Advisor.

- Where the tasks do not involve a risk of injury (eg involving relatively light objects that are easily grasped, do not require repetitive or awkward handling, or do not require carrying such objects for more than 10 m without resting), **no additional assessment is required**. HSE guidance (simplified) for fit and healthy people is that this would apply to objects that weigh as follows:

	<i>Standing with object held close to the body</i>	<i>Standing with object held at arms length</i>	<i>Sitting</i>
<i>Women</i>	$\leq 7\text{kg}$	$\leq 3\text{kg}$	$\leq 3\text{kg}$
<i>Men</i>	$\leq 10\text{kg}$	$\leq 5\text{kg}$	$\leq 5\text{kg}$

(Larger weights apply in certain circumstances)

- Where this does not apply, but the tasks are of a relatively simple nature (eg normal office duties etc), a simple basic assessment is required. Annex 1.1 sets out the Area's '*Basic Manual Handling Assessment Form*' and associated instructions for use by line management.
- For more complex tasks, or where the loads are such that the risk of injury is greater, a fuller assessment is required. Annex 1.2 sets out the Area's '*Full Manual Handling Assessment Form*' and associated instructions for use by line management.

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ANNEX1.1: INSTRUCTIONS FOR UNDERTAKING BASIC MANUAL HANDLING ASSESSMENTS

THE Woodham Ferrers & Bicknacre Parish Council BASIC MANUAL HANDLING ASSESSMENT FORM (Page 1 of 1)			
Work Activity/Location			
Personnel involved			
Any groups at special risk			
Overall evaluation of risk of injury		Low	Medium
FURTHER PROTECTION MEASURES REQUIRED TO REDUCE RISK (Including training/informing relevant people & any special measures for particular groups)			
Identified Measures (resources must be concentrated on the most significant risks)		Responsible Person	Date for completion
Comments re Final Manual Handling Evaluation (note re-evaluated risks):			
Name of Assessor		Signature	
Date of Assessment			
Review Programme			
Next Review Date	Reviewer		Date review completed
	Name	Signature	
Distribution			
Chair	Clerk	Workplace	
H&S Adviser			

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INSTRUCTIONS FOR UNDERTAKING FULL MANUAL HANDLING ASSESSMENTS

FULL MANUAL HANDLING ASSESSMENT FORM (Page 1 of 2)				
Work Activity/Location				
Personnel involved				
Any groups at special risk (see also below)				
DETAILED MANUAL HANDLING EVALUATION				
Issue to Consider?	No?	Yes?	Problems Identified	Remedial Action
<u>Do the tasks involve:</u>				
▪ Loads held away from trunk				
▪ Twisting				
▪ Stooping				
▪ Reaching upwards				
▪ Large vertical movements				
▪ Long carrying distances				
▪ Strenuous pushing/pulling				
▪ Unpredictable load movement				
▪ Repetitive handling				
▪ Imposed work rate				
<u>The loads, are they:</u>				
▪ Heavy				
▪ Bulky/unwieldy				
▪ Difficult to grasp				
▪ Unstable/unpredictable				
▪ Intrinsically harmful (eg sharp)				
<u>The working environment:</u>				
▪ Any posture constraints				
▪ Poor floors				
▪ Variations in levels				
▪ Hot/cold/humid conditions				
▪ Strong air movements				
▪ Poor lighting				
<u>Does the job:</u>				
▪ Require unusual individual capacity				
▪ Hazard those with a health problem				
▪ Hazard those who are pregnant				
▪ Call for special information or training				
<u>Any other issues</u>				
Overall evaluation of risk of injury				

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The Manual Handling Assessment Form (Page 2 of 2)

THE Parish Council FULL MANUAL HANDLING ASSESSMENT FORM (Page 2 of 2)			
RESULTS OF ANALYSIS			
Existing Protection Systems in Place:			
FURTHER PROTECTION MEASURES REQUIRED TO REDUCE RISK (Including training/informing relevant people & any special measures for particular groups)			
Identified Measures (resources must be concentrated on the most significant risks)	Responsible Person	Date for completion	
Comments re Final Manual Handling Evaluation (note re-evaluated risks):			
Name of Assessor		Signature	
Date of Assessment			
Review Programme			
Next Review Date	Reviewer		Date review completed
	Name	Signature	
Distribution			
Chair	Clerk	Workplace	
H&S Adviser			

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OUTDOOR WORKING

It is Woodham Ferrers & Bicknacre Parish Council policy that the hazards arising from working outdoors (including on or near water) are minimised as far as is reasonably practicable. The objective of this procedure is to ensure a coherent approach to such systems across the Parish Council Area

Scope of the application.

This procedure applies to all work activities undertaken by Parish Council employees and volunteers in respect of working outdoors.

The Specific Requirements.

- Appropriate outdoor clothing is used
- Suitable safety devices are immediately available in the event of an emergency (especially with work on or near water).
- Suitable protective clothing is available in respect of biological hazards.
- Suitable welfare arrangements are available (including refreshments, toilets and washing).

All these aspects must be addressed at the Project Assessment stage.

General Risk Assessment

The Parish Council must ensure, through local rules and instructions, that all work outdoors is subject to a suitable & sufficient general Risk Assessment (. This must be undertaken at the project assessment stage. The assessment will identify:

- Any specific precautions (special clothing, safety devices etc) to be taken (see below).
- Any persons who may be particularly affected by outdoor working (NB special care should be taken in respect of any individuals with particular allergies (eg wasp stings)).
- Any particular training requirements (eg associated with working on or near water, on farms etc).

Outdoor clothing

- Suitable clothing to protect against the elements (eg warm/waterproof clothing, protection against sunburn etc).
- Special footwear (Wellington boots, boots with adequate grip soles when working in muddy areas etc).
- High-visibility jackets if working near roads.
- Change of clothing.

Any such identified clothing will be provided prior to commencement of the work.

Safety devices etc

- When working on or near water (of appropriate depth) lifebuoys and lines are immediately available. Rescue craft should be considered when working in deep open water.
- Fire extinguishers are immediately available in circumstances where there is a risk of fire.
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- First aid materials are readily available.
- Suitable means are available for contacting the emergency services and that suitable access is available for those services.

Protective clothing

Through local rules and instructions, that appropriate protective clothing identified in the risk assessment is available and worn when work takes place:

- On or near water (rivers, streams, ponds, lakes etc) – particularly gloves and the covering of any open wounds.
- With livestock and in certain other locations where there is a special risk of contact with biological hazards (eg Weil's disease, tics etc). This may include gloves, the insistence on wearing normal clothing at all times to prevent exposure of the skin to parasites etc.
- On farmland which may carry particular risk of exposure to biological and chemical hazards (herbicides, pesticides etc).
- With some vegetation which carries a risk of abrasions from thorns etc – appropriate clothing should be worn to guard against this.
- On construction sites which requires specific use of protective clothing (eg hard hats) as a matter of law.

Toilets, washing and general hygiene.

- Suitable arrangements are be made for access to toilet facilities and clean water & soap for washing hands.
- All cuts and abrasions etc are covered by waterproof dressings.

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