



HYTHE AND DIBDEN PARISH COUNCIL

The Grove, 25 St. John's Street, Hythe, Hampshire SO45 6BZ

Serving the communities of Dibden, Dibden Purlieu and Hythe

To: Members of the Personnel Committee

Mr J Binns
 Mr E Davey (Chairman and Ex Officio)
 Mr C Harrison
 Mrs M McLean (Ex Officio)
 Mr M Short
 Mr D Poole
 Remainder of Council – for information

1 July, 2018

Members of the Personnel Committee

You are hereby summoned to attend the Personnel Committee meeting to be held in The Community Centre, Brinton Lane, Hythe, SO45 6DU on Friday 13th July, 2018 at 10.00am.

Yours faithfully

[Stephanie Bennett](#)

Stephanie Bennett
 Clerk to the Council

A G E N D A

1. **ELECTION OF CHAIRMAN**
2. **APOLOGIES**
3. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
 - a. To note any declaration of interest made by Members in connection with an Agenda item. Members to specify the nature of the interest;
 - b. To receive any written requests for dispensations for disclosable pecuniary interests;
 - c. To grant any requests for dispensation as appropriate
4. **MINUTES**
 To consider and confirm the Minutes of the Meeting of the Personnel Committee held on 9th February, 2018 3-4
5. **HEALTH AND SAFETY POLICY**
 To consider and agree the reviewed policy for Health and Safety 5 - 28
6. **TRAINING FOR COUNCILLORS**
 Councillors to consider and nominate their recommended training for Councillors from May 2019

7. **WORKFORCE BUDGET**

- a. To consider and agree the workforce budget for 2019 – 2020 29 - 30
Recommendations
- The salary budget for 2019 – 2020 be agreed at £412,602.
 - The spinal column points be agreed as listed in 4.0 (of the report)
- b. To consider ex-gratia gifts to the Maintenance Team and 4 office staff in recognition of the workload that they have delivered in the first half of 2018. Cost of proposed ex-gratia gifts £700

HYTHE AND DIBDEN PARISH COUNCIL

Minutes of the meeting of the
Personnel Committee
held at The Grove, St John's Street, Hythe
on Friday 9th February, 2018 at 9.30am

Councillors:

- p J Binns (ex officio)
- p E Davey (Chairman)
- p M McLean (ex officio)
- p M Short
- p D Poole
- p C Harrison

Officers in attendance

Mr S Spencer (Deputy Clerk to the Council)

216/17 APOLOGIES FOR ABSENCE

There were no apologies for absence.

217/17 TO NOTE ANY DECLARATION OF INTEREST MADE BY MEMBERS IN CONNECTION WITH AN AGENDA ITEM

There were no declarations made.

218/17 MINUTES

The Minutes of the Meeting of the Personnel Committee held on 8th December 2017 were taken as read and signed by the Chairman.

219/17 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12 of the Local Government Act 1972.

220/17 CONTRACT OF EMPLOYMENT

The review of the contract of employment for the Clerk to the Council was considered.

RESOLVED

1. That the suggested amendments to the Clerks Contract of Employment be agreed.
2. The Chairman or Vice Chairman of the Council will be responsible for approving the Clerks Annual Leave requests.
3. Regular meetings to discuss any support required by the Clerk will be arranged by the Chairman or Vice Chairman of the Council in consultation with the Clerk.

The meeting closed at 10.00am.

Chairman

Date

mpers57

HEALTH AND SAFETY POLICY STATEMENT AND PROCEDURES

HEALTH AND SAFETY POLICIES AND PROCEDURES

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- **Visitor Rules**
- **Contractors Rules**
- **Safe Working Procedures**
Fire Instruction and Drills

5. ADDITIONS, HANDOUTS etc.

1. INTRODUCTION

This policy has been prepared under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

In order to ensure that the Policy Statement and its associated documents are implemented effectively, the following guidance is given :-

1.1 Policy Statement

Copies of the policy statement will be prominently displayed. A copy is also included as part of this document.

1.2 Responsibilities

Individuals named in this document should be personally informed with a full explanation as to their duties and their performance expected.

1.3 Employee Information

The Health and Safety legislation requires that the Council inform all employees, contractors and visitors as necessary, of the Health and Safety Policy. Employees also have a requirement to familiarise themselves with the Council's Health and Safety Policy, Rules and Procedures.

1.4 Fire Risk Assessments/Fire Procedure Notices

In accordance with the Regulatory Reform (Fire Safety) Order 2005, the Council will carry out regular risk assessments of all its premises and inform employees and tenants of the findings. Notices of escape routes and muster points are posted at prominent locations within all of the Council's premises

1.5 Fire – records of testing and servicing

The Fire alarms located in The Grove and the Parish Hall are tested on a weekly basis and records are kept on the respective premises. The alarms are serviced by an approved contractor on a quarterly basis.

1.6 First Aid Notices

First Aid Notices shall be displayed in prominent positions.

1.7 Records, Notices and Registers

Records, Notices, Registers etc shall be completed by the person with delegated responsibility and monitored by an appropriate person.

1.8 Contractors

Any person liable to be involved in controlling or bringing contractors on to the premises or sites of the Council must ensure the necessary documents are completed prior to contracts being placed. All contractors must be informed of site requirements prior to commencement of work.

1.9 Training

Training will be given as appropriate and suitable records kept.

1.10 Risk Assessments

Under the Management of Health and Safety at Work Regulations 1999 suitable and sufficient risk assessments shall be undertaken, to identify the level of risk in the workplace and the control measures required to protect employees, contractors and others (including members of the public) from harm.

1.11 Control of Substances Hazardous to Health (COSHH)

Under the COSHH Regulations 2002 assessments must be carried out on all substances, which may affect the health of employees or others. Hazard data sheets shall be obtained from the suppliers prior to purchase. The assessment must include handling, storage (including storage compatibility), transport, use, spillage and disposal including any environmental effects. Where practical, safer alternatives should be sought.

1.12 Employers Liability Insurance

The current Employers Liability Insurance Certificate will be displayed in all the Council premises

1.13 Visitors

The control of visitors is an important part of the Council's Policy and the rules drawn up in the appropriate section of this manual should be available for all visitors to see.

1.14 Amendments

Should any of the Health and Safety Policies, Rules and Procedures documents require alteration or amendment discussion will take place with the relevant people before such an alteration or amendment is made.

2. HEALTH AND SAFETY AT WORK – POLICY STATEMENT

The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 impose statutory duties on employers and employees.

To enable these statutory duties to be carried out it is the policy of the Council, so far as reasonably practical, to ensure that responsibilities for health, safety and welfare are properly assigned, accepted and fulfilled. All levels within the Council will identify areas where all practicable steps can be taken to safeguard the health, safety and welfare of all employees, contractors and visitors to Council premises/sites who may be affected by operations and premises/sites under our control.

2.1 So far as is reasonably practical it is the intention of the Council to provide suitable and sufficient risk assessments and adequate information to ensure that :-

- The provision and maintenance of plant, machinery, equipment and systems of work are safe and without risks to health.
- The arrangements and precautions for the handling, storage, transport use and disposal of articles and substances at work are safe and without risks to health.
- The provision of such information, instruction, training and supervision as is necessary to secure the health, safety and welfare at work for all employees.
- The working environment of all employees is safe, without risk to health and adequate facilities and arrangements are made for their welfare at work.
- The Health and Safety Policy is reviewed and updated as and when necessary after liaison with relevant people. Communication of any such changes will be made to all employees.
- Effective means of communication are encouraged and maintained throughout the Council to promote all aspects of health, safety and welfare.

2.2 It shall be the duty of all employees at work :-

- To take reasonable steps for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- As regards any duty or requirement imposed on the employer or any other person by or under any of the relevant statutory duties to co-operate with the Council to promote all aspects of health, safety and welfare.

Signed

Date

Signed

Date

Chairman of the Council

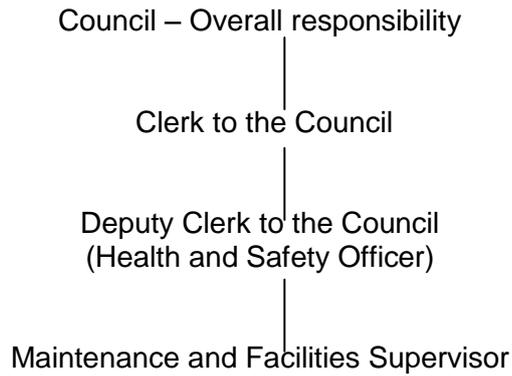
Clerk to the Council

3. ORGANISATION

3.1 Management Structure for Health and Safety

All persons within the Council must know what lines of communication and levels of responsibility exist to ensure that health and safety matters are dealt with efficiently.

The management structure shown relates directly to health and safety and not necessarily to other management functions.



Responsibilities of each level is set out in section 5.

4. JOINT CONSULTATION

Health and Safety is dealt with on a day-to-day basis and responsibilities for the two-way communication are clearly identified in the responsibility section of the Health and Safety Policy and Procedures Documentation.

Management will have the responsibility of arranging meetings for joint consultation between employer and employees as and when the need arises.

Employees have the right to request such a meeting through normal communication channels.

5. RESPONSIBILITIES

INTRODUCTION

The Health and Safety at Work Act 1974, requires that the ultimate responsibility for Health and Safety in each workplace lies with the highest Management, but in practice duties have to be designated and it is the delegation that forms the administration and control of the Policy.

Certain individuals have been allocated specific responsibilities and are required to monitor their areas of control and their performance and the activities of their subordinates to ensure that acceptable standards are maintained.

6. RESPONSIBILITIES FOR HEALTH, SAFETY AND WELFARE WITHIN THE ORGANISATION

Clerk to the Council

- a) Shall be responsible for the establishment of an effective Health and Safety Policy within the Organisation and will publicly support all persons carrying it out.
- b) Will delegate such health, safety and welfare responsibilities as laid out in the health and safety organisation section of this Policy.
- c) Shall provide adequate "competent persons" as required in the Management of Health and Safety at Work Regulations, together with the necessary resources to meet current Health and Safety requirements
- d) Through the competent person(s), shall measure, appraise and where necessary, correct the Safety performance of the Organisation.
- e) Shall ensure that the Organisations Health and Safety Policy and Programme of Implementation is understood and has the full commitment of all management.
- f) Will periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
- g) Shall ensure that responsibility is properly assigned and accepted at all levels and that these areas of responsibility are reviewed from time to time.
- h) Shall ensure that risk assessment is carried out by a competent person where required by current legislation.
- i) Shall ensure that the safety, organisation and first aid facilities are available, so far as is reasonably practicable, at all times.

Deputy Clerk to the Council

- a) Shall be responsible for ensuring full compliance with this policy throughout the Organisation.
- b) Shall ensure that within each area a system of Management for Health and Safety is in place whereby all risks to health are identified and those risks eliminated or controlled.
- c) Shall ensure that any training needs for Health and Safety that are identified amongst the staff is carried out at the earliest opportunity.
- d) Shall ensure that all accidents/incidents causing injury to health or damage to property are evaluated and, where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), reported to the enforcing authority.
- e) Shall ensure that all new employees receive Safety Induction Training as soon as possible on joining the Organisation.
- f) Shall ensure that, where deficiencies in Health and Safety are identified all measures necessary including any training are organised and delivered as soon as possible.
- g) Shall, periodically, review absences of all staff due to accident or injury at work and ensure sufficient information is available to enable evaluation of such absences by senior management.
- h) Shall be responsible for overseeing the implementation, compliance and monitoring of the application and review of this policy across the full extent of the Organisation and its operations.
- i) Shall establish and maintain a system of communications to ensure that the system of Management of Health and Safety is in place and is effective.
- j) Shall periodically inspect all parts of the Organisation and ensure that risks to health and safety are being identified and controlled.
- k) Shall from time to time report, on all aspects of Health and Safety as it affects the organisation.
- l) Shall ensure, to the best of his/her ability, that the Managers and employees are kept up to date with current Health and Safety legislation and best practice.
- m) Shall ensure that the quality of Health and Safety Training is of a high degree for the purpose for which it is intended and relevant to the organisation and the employees.
- n) Shall ensure that on a regular basis, emergency procedures and drills are carried out at the premises.
- o) Shall draw up safe working procedures for all operations that may constitute a risk to the health and safety.
- p) Shall evaluate investigations of accidents, the recommendations to prevent recurrence and actions taken. Additional investigation shall be conducted where it is felt the initial investigation or action is insufficient.

Maintenance and Facilities Supervisor

- a) Shall familiarise themselves with the Safety Policy.
- b) Shall, in conjunction with the appointed persons, identify all risks to health within their areas of responsibility and take any necessary action to eliminate or control those risks.
- c) Shall ensure that persons in their areas of responsibility are fully trained for the task(s) they are to perform, in particular that they are not exposed to danger by unsafe working procedures or practices.
- d) Shall ensure that all employees in their department or section know what to do in the case of fire/explosion or similar incident, and know the location of, and how to use, the fire fighting equipment provided, when necessary.
- e) Shall ensure that all employees in their department or section know the whereabouts of First Aid facilities and names of First Aiders.
- f) Shall continually develop safe practices in their department to ensure maximum safety for all under their supervision.
- g) Shall ensure that adequate supervision is available at all times, particularly where young or inexperienced workers are concerned.
- h) Shall investigate all accidents and near misses promptly to discover their cause and take immediate action to eliminate a recurrence.
- i) Shall complete Accident Report forms for all accidents to people in areas for which they are responsible.
- j) Shall ensure that all safety devices are fitted, properly adjusted and maintained at all times.
- k) Shall ensure that all machinery and equipment is properly adjusted and maintained.
- l) Shall ensure that all defects in areas for which they are responsible are promptly recorded and rectified. Where the defect involves safety of machinery, it is to be immobilised until repaired.
- m) Managers who supervise Maintenance personnel must ensure:-
 - i) Staff are trained, competent and authorised for the work they undertake.
 - ii) All work necessary to ensure good Health and Safety is carried out promptly.
 - iii) That items such as abrasive wheels are stored and handled correctly and only fitted by trained and appointed persons.
- n) Shall maintain good housekeeping within areas for which they are responsible at all times.

- o) Shall seriously consider any representation concerning Health and Safety from other employees.
- p) Shall ensure that suitable Personal Protective Equipment is issued where required to all employees required to wear them, at no charge to the employee.
- q) Shall ensure that all external contractors working in areas for which they are responsible are adequately supervised while on site and comply with all contractor control documentation.

All Employees

- a) Shall familiarise themselves with and conform to the Health and Safety Policy at all times.
- b) Shall familiarise themselves with and conform to the safety rules at all times.
- c) Shall wear appropriate safety equipment and use appropriate safety devices at all times necessary for the maintenance of Health and Safety.
- d) Will conform to all instructions relating to Health and Safety given by Management and others with a responsibility for Health and Safety.
- e) Will report all accidents/injuries and damage, to their Supervisor whether persons have been injured or not.
- f) Will report all risks and dangers to health and safety to their Supervisor.

All Other Persons Working on or Visiting the Premises

- a) Shall observe the Organisations Safety Rules and any instructions given to them in writing or verbally by the member of Management in charge of the work being undertaken.
- b) Shall not work on the premise until relevant safety rules are read, understood and accepted.
- c) Shall not work on the premises until covered by Insurance against risk.
- d) Shall make themselves familiar with the emergency evacuation procedure in the event of fire.
- e) Contractors shall be asked for a copy of their own Safety Policy and for details of how the work will be carried out.
- f) Visitors to our premises must be accompanied at all times by a member of staff who will take responsibility for them during the visit.

8. HEALTH AND SAFETY RULES

INTRODUCTION

This section defines the standards and rules which relate to all employees whilst at work. It is the responsibility of all employees to observe these rules and behave in a safe and reasonable manner whilst at work.

Failure to comply with the following rules will render employees liable to action involving the established disciplinary procedure.

It should also be borne in mind that a breach of Health and Safety Legislation by an employee is a criminal offence and any action taken by an Enforcing Officer against an individual may result in penalties such as fines and imprisonment.

The Organisation recognises that it is not possible to prepare in written form every safety rule laid down by the Organisation as circumstances may vary depending upon the nature of work. However, employees are expected to act in a sensible manner and adhere to verbal instruction given by Management.

HEALTH AND SAFETY RULES

These rules are important. Please read them carefully to ensure that you understand what is expected of you. **If you do not understand ask your supervisor or manager.**

WORKING PRACTICES

1. You must not operate any machine, plant or equipment unless you have been trained and authorised to do so.
2. You must make full and proper use of all machine guarding.
3. You must report to Management immediately any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards.
4. You must not clean any moving machinery, plant or equipment unless authorised to do so.
5. You must not leave any machinery, plant or equipment in motion whilst unattended unless authorised to do so.
6. You must not make any repairs or carry out maintenance work of any description unless authorised to do so.
7. You must use all substances, chemicals, liquids etc in accordance with all written and verbal instructions.
8. You must return all substances, chemicals, liquids etc to their designated safe storage area when not in use.

NOTICES AND WRITTEN INSTRUCTIONS

1. You must comply with all hazard warning signs, notices and instructions displayed on the premises.

WORKING CONDITIONS/ENVIRONMENT

1. You must make proper use of all safety equipment and facilities provided.
2. You must keep work areas clear and in a clean and tidy condition.
3. You must clear up any spillage of liquids as soon as is practicable.
4. You must not pollute watercourses, sewers or drains with chemicals, oils or other hazardous substances.

PROTECTIVE CLOTHING AND EQUIPMENT

1. You must use all items of protective clothing and equipment provided, as instructed.
2. You must not misuse or wilfully damage any item of protective clothing and equipment provided.

3. You must store and maintain protective clothing and equipment in accordance with your supervisor's instructions.
4. You must report any damage, loss, fault or unsuitability of protective clothing and equipment to your supervisor.

COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating such equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment'. New employees who regularly use VDUs will be required to undergo sight screening.

FIRE PRECAUTIONS

1. You must conform with all emergency procedures that relate to your workplace.
2. You must not obstruct any fire escape route, fire equipment or fire doors.
3. You must report any use of fire fighting equipment to your supervisor.

ACCIDENTS

1. You must seek medical treatment for injuries you sustain, no matter how slight and ensure that appropriate records are entered in the Accident Book.
2. You must report all accidents and dangerous occurrences to your supervisor as soon as it is practicable.
3. You must notify your supervisor of any incident in which damage is caused to property.

HEALTH

1. You must report to your supervisor any medical condition that could affect the safety of yourself or others.
2. You are expected to co-operate on the implementation of the medical and occupational health provision.

RULES COVERING GROSS MISCONDUCT

An employee will be liable to summary dismissal if he/she is found to have acted in any of the following ways:-

1. A serious or wilful breach of the Safety Rules.
2. Unauthorised removal or interference with any guard or protective device.
3. Unauthorised operation of any item of machinery, plant or equipment.
4. Unauthorised removal of any item of first aid or fire equipment.

5. Wilful damage to, misuse of or interference with any item provided in the interest of Health and Safety or Welfare at work.
6. Unauthorised removal or defacing of any label, sign or warning device.
7. A serious breach of the Council's Drink and Drugs policy.
8. Smoking in Council premises.
9. Smoking whilst handling flammable substances.
10. Horseplay or practical jokes which could cause accidents.
11. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrences.

This list is not exhaustive.

9. VISITORS RULES

INTRODUCTION

The following rules are designed to control all visitors to the premises. It is important that persons should not be permitted to wander freely around the premises, for health, safety and security reasons.

This control of visitors will satisfy the requirements imposed on employers by Section 3 of the Health and Safety at Work Act 1974 to ensure that persons not in his employment are not exposed to risks to their health and safety.

VISITORS RULES

ACTION ON DISCOVERING A FIRE

1. ACTIVATE THE NEAREST ALARM POINT.
2. DIAL 999 TO CALL THE FIRE BRIGADE IF IT IS SAFE TO DO SO.
3. ATTACK THE FIRE IF IT IS SAFE TO DO SO USING THE APPLIANCES PROVIDED.
4. ON HEARING THE FIRE ALARM LEAVE THE BUILDING BY THE NEAREST EXIT ROUTE.
5. CLOSE ALL DOORS BEHIND YOU.
6. REPORT TO THE ASSEMBLY POINT IN THE CAR PARK AT THE REAR OF THE GROVE
7. DO NOT TAKE RISK, DO NOT RE-ENTER THE BUILDING FOR ANY REASON UNTIL AUTHORISED TO DO SO.

SECURITY

1. NOTHING MAY BE TAKEN FROM THE PREMISES WITHOUT PERMISSION. WE RESERVE THE RIGHT TO REQUEST TO SEARCH VISITORS BAGS, PACKAGES AND VEHICLES.

ACCIDENTS

1. ALL INCIDENTS AND/OR INJURIES MUST BE REPORTED TO THE HOST.

SMOKING

1. SMOKING IS NOT PERMITTED WITHIN THE PREMISES.

10. CONTRACTORS RULES

INTRODUCTION

The term 'contractor' in the context of this section of the Health and Safety Policy has a wide definition. In basic terms it defines any person or organisation who enters into an agreement (written or oral) with the organisation to carry out services. This may include for example the window cleaner or builder.

In order to show that the organisation has taken reasonable steps to ensure the safety of persons on the premises, the Contractors' Safety Information must be brought to the attention of any contractor at the tendering stage. This is because the 'Contractors Safety Information' details are, in law, contractual conditions. Contractual conditions cannot be altered to impose additional conditions introduced after a contract has been entered into without the agreement of both parties. The following paragraphs should be inserted into all standard conditions of contract which are used by the organisation.

'It is a condition of contract that contractors comply with all applicable Health and Safety legislation including the safety rules of this Organisation given in the 'Contractors Safety Information' which is part of the Health and Safety Policy. Copies are freely available on request.

'Contractors must have insurance cover for General Third Party to an agreed minimum limit. Evidence of cover is required as is a thirty day notice cancellation.'

CONTRACTORS

SAFETY INFORMATION

This information (which is part of the Health and Safety Policy) applies to all Contractors and others under their control, engaged to carry out specific work on the premises and forms part of the terms of the Contract.

It is our intention to secure a high standard of safety in all areas under our control. Therefore, the following conditions are an integral part of the contract.

Contractors shall:-

1. Familiarise themselves and their personnel with the work site and any hazards that may be encountered.
2. Conduct their activities in accordance with safe practices, taking precautions to protect the work site, all employees and others that may be affected by the activities.
3. Comply with our Health and Safety Rules and Health and Safety Policy.
4. Comply with all Health and Safety Laws applicable to the work being undertaken.
5. Provide their own personnel with suitable protective clothing at their (the contractors) expense.
6. Keep their employees within the agreed designated area for the work being undertaken and the access to it.
7. Engage on the Contract only such persons as are skilled, experienced and competent in the performance of their trade or tasks.
8. Not commence any work designated as 'High Risk' without the appropriate 'Permit to Work' having been issued by your contact. (see overleaf)
9. Ensure their personnel submit to any security checks.

Contractors are not relieved of any of their duties and obligations under Statute of Common Law.

Any breach of the Health and Safety Rules or legal requirements may lead to the suspension at the Contractor's own expense or termination of the Contract.

CONTRACTORS

Your Contact is:.....

- All Contractors are responsible for making sure that persons under their control know the Fire Procedures for the premises and the location of fire appliances.
- Means of escape must not be obstructed.
- The person in charge of First Aid is.....
- The First Aid kit is located.....
- The First Aid Room is located.....
- All accidents must be reported to the above contact.
- The following activities are deemed to be 'High Risk' and are subject to a Permit to Work before operations commence.
 - * HOT WORK
 - * DEMOLITION
 - * EXCAVATION
 - * ASBESTOS
 - * CONFINED SPACES
 - * ELECTRICAL WORK ABOVE 240 Volt
 - * OVERHEAD WORK and other work as specified

SAFE WORKING PROCEDURES

FIRE INSTRUCTION AND DRILLS

- a. All persons employed should be instructed and trained to ensure that they understand the fire precautions and the action to be taken in the event of fire. This should include persons engaged on regular duties outside normal working hours, (e.g. cleaners). The aim should be to ensure that all staff receive instruction and training appropriate to their responsibilities in the event of an emergency. It should be based on written instructions.

- 1.1 Instruction should be given frequently by a competent person, at such intervals as will ensure that all employed persons are instructed preferably at least twice and in all cases at least once, in each period of twelve months on.

- The action to be taken upon discovering a fire.
- The actions to be taken upon hearing the fire alarm.
- Raising the alarm.
- The correct method for calling the fire brigade.
- The location and use of fire fighting equipment.
- Knowledge of escape routes.
- Appreciation of the importance of fire doors and of the need to close all doors at the time of a fire and on hearing the fire alarm.
- Stopping machines and processes and isolating power supplies, where appropriate.
- Evacuation of the building, (where members of the public are present this will include reassuring them and escorting them to exits, etc.).

- 1.2 At least twice a year a practice fire drill should be carried out.

- 1.3 Such details, as are necessary to show the training and instruction given, should be recorded.

The following are examples of matters that may need to be included in such a record:-

- i. Date of the instruction or exercise.
- ii. Duration.
- iii. Name of the persons giving the instruction.
- iv. Names of the persons receiving the instruction.
- v. The nature of the instruction, training or drill.

- 1.4 Fire Instruction Notices

Printed notices should be displayed at conspicuous positions in all parts of the building stating, in concise terms, the essentials of the action to be taken upon discovering a fire and on hearing the fire alarm.

SAFE WORKING PROCEDURES

MANUAL HANDLING

1. Manual Lifting

The Council will provide regular training to all employees.

Just because you have been lifting heavy obstacles all your working life does not necessarily mean that you have been doing it correctly.

The key factors in safe lifting are:-

- a) Position of balance
- b. Position of the back
- c. Positioning of the arms and body
- d. The hold

(a) *Position of balance*

Since balance depends essentially upon the position of the feet, they should be apart about hip breadth with one foot advanced, giving full balance sideways and forward without tension.

In taking up this position, lifting is done by bending at the knees instead of the hips and the muscles that are brought into use are those of the thigh and NOT the back.

(b) *Position of the back*

Straight – not necessarily vertical.

The spine must be kept rigid and straight, but not necessarily vertical. The spine can be kept straight if it is within 15 to 20 degrees from the vertical. This, coupled with a bent knee position, allows the centre line of gravity of the body to be over the weight, so reducing the strain.

(c) *Position of the arms and body*

The further the arms are away from the sides, the greater the strain on the shoulders, chest and back. The elbows must at all times be close to the body, arms should be straight when carrying a load, to achieve this, one hand should be advanced to the other, whichever foot is placed forward, the same hand is extended, the other hand is kept close to the body, this position ensures that the elbows are into the sides, this coupled with the correct foot position, ensures a safe and easy lift.

(d) *Arms close to the body*

The further to weight is away from the centre line of gravity of the lifter, the greater the strain. At all times, get close to the weight and try to make it part of you.

(e) *The hold*

When grasping a weight, one often hears the phrase 'get a good hold'. A good hold means a grasp with the roots of the fingers, not just the tips plus contact of the weight with the palm of the hand.

One must never forget that size and build has no bearing upon the amount that any one individual can lift, you should know your own capabilities, never attempt to exceed them, and if in doubt get help, it is far better to be safe than sorry.

Besides the key factors, there are other important points to remember.

Centre line of gravity

It is essential that the centre of gravity of the object and the lifter should be as close as possible to one another. This reduces the strain, discomfort and the likelihood of loss of balance during the course of the lift.

Testing the weight

When in the initial position for the lift, the lifter should test the weight of the object to make sure it is within his capability and not too heavy for one person to lift. Many accidents happen when a person raises an object a few inches off the floor, realises it is too heavy for him and lets go.

The shape of the weight

Note the shape of the object. It should be turned, if possible, so that it can be held comfortably with its centre of gravity close to the body.

Movement

The movement should be controlled and smooth. The weight should be kept close to the body.

Rhythm plays an important part in reducing tension and creating relaxation.

Before moving any loads, the job should be sized up and possible hazards moved or rectified.

An inspection of the load itself must be made to ensure that it can be moved without danger to the lifter or others.

The following checklist can be usefully applied to all lifting jobs.

- a) Safety boots should always be worn when lifting loads that might cause injury to the feet.
- b) When lifting anything that may have jagged edges or splinters, wear protective gloves.
- c) If corrosive chemical containers are to be moved, special protective clothing must be worn.
- d) If the load is heavy or too large for one person to handle, help should be obtained from a workmate.
- e) Jerking a load will add a little extra force, but it will also cause severe strain to the arm, back and shoulder.
- f) Even if a load is light in weight, it is dangerous to carry if it is large enough to obscure vision.

Note: If in doubt when lifting GET HELP.

SAFE WORKING PROCEDURES

INSPECTION AND MAINTENANCE OF PORTABLE ELECTRICAL APPLIANCES

1. Periodic inspection and corrective action should ensure the safe condition of the equipment.
2. Protective devices will be tested at yearly intervals and records are kept. Fuses and other protective devices are not to be rendered inoperative or have their operating values changed without authorisation.
3. Items of portable electrical equipment found to be unsafe for use are to be segregated and identified as such until repaired.
4. All equipment should be stored in a cool, dry place in a tidy manner.
5. Each item of equipment should have an individual number that uniquely identifies it.
6. Any limitations on the performance or restricted use of the appliance should be noted.
7. When an item of equipment is used, a quick visual check of the appliance, cable and plug for signs of damage should be made. Any appliance that appears defective should not be used.
8. At pre-determined intervals, a more thorough check of the appliance should be made:-
 - 8.1 The cable should be carefully checked along its entire length.
 - 8.2 The plug should be checked for signs of damage, the plug cable clamp is in the correct position and a fuse of the correct rating is in place.

SAFE WORKING PROCEDURES

PREGNANCY

It is the intent of our Organisation to ensure that a risk assessment of pregnant workers be carried out to safeguard the Health, Safety and Welfare of expectant workers and their offspring so far as reasonably practicable.

It is the responsibility of the line manager to take all practicable steps to reduce the risks by the following hierarchy

1. removing the worker from the risk
2. adjusting working conditions/hours
3. moving the worker to another job
4. by providing the worker with paid leave

This applies to employees

1. who are pregnant,
2. have recently given birth or
3. who are breast-feeding.

The above is defined as “new or expectant mothers” which will be six months or longer if breast feeding continues.

The risk assessment must cover

1. Agents
2. Substances
3. Activities

All pregnant employees should notify their line manager as soon as possible on discovery of pregnancy to enable the line manager to carry out the above assessment, and make suitable arrangements if required.

PERSONNEL COMMITTEE – 10 JULY, 2018

WORKFORCE BUDGET 2019 – 2020

1.0 INTRODUCTION

This report gives councillors an overview of the challenges faced by the Council regarding its salary budget for both the Office Staff and Maintenance Team and a recommendation for the workforce budget for 2019 - 2020.

In 2018 – 2019 this Council continued to undertake salary scale adjustments in order to align itself for the National Minimum Wage of £9.00 per hour that has been agreed by the National Joint Council for Local Government Services (NJC) to commence 1 April, 2019.

2.0 SALARY INCREASE

The Joint Negotiating Council agreed a 2 year pay agreement with 2019 – 2020 being the second year of a 2% per annum rise.

For 2018 – 2019 this Council introduced a minimum hourly rate of £8.85/hr and increasing this by the required 2% is enabling the Council to accomplish a smooth transition to the £9.00/hr minimum required for 2019 – 2020.

3.0 UNSKILLED AND SKILLED WORKER DIFFERENTIAL

All agreed changes in salary scales have been implemented for 2018 – 2019 and differentials have been retained. There are no further changes planned for 2019 – 2020 aside from the National SCP realignment as covered in 4.0 below.

4.0 PAY SPINES

With the removal of SPs below SP15 the NJC has developed new Spinal Column Points starting at £9.00/hr as SCP1. The agreements reached by the NJC are collective agreements and are incorporated into the Council's contracts of Employment. This enables changes to salaries and SCPs to take effect automatically. The new SCPs will replace the current spinal points and the table below sets out the current and the new SCPs for staff within this Council.

<i>Current SCP as at 31 March 2019</i>	<i>Reviewed SCP 1 April 2019</i>
£9.00/hr	1
17	6
18	7
19	8
22	14
24	16
29	23
33	27

5.0 INCREMENTS

In the 2019 – 2020 fiscal year there are three increments contracted that are payable June, August and October 2019.

6.0 PENSIONS

The level of employer contributions for 2019 – 2020 is 16.1% with a £13,700 capital contribution.

7.0 NATIONAL INSURANCE

There are no anticipated National Insurance rises notified for 2019 – 2020.

8.0 SUMMARY SALARY BUDGETS

<i>Salary item</i>	<i>2018 – 2019</i>	<i>2019 - 2020</i>
Maintenance Team	162,168	170,381
Office	220,459	228,521
Capital Pension	12,500	13,700
Total	395,127	412,602

This gives a salary budget increase of 5%.

9.0 RECOMMENDATIONS

It is recommended that:

- a) The salary budget for 2019 – 2020 be agreed at £412,602.
- b) The spinal column points be agreed as listed in 4.0