



# **Parish of St Helier**

## **Municipal Services Health and Safety Procedures**

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**These procedures should be read in conjunction with other relevant policies**

## 1. Introduction

A copy of this document, which details the department's Health & Safety arrangements and organisational structure, is provided to each employee and any other individuals who may be impacted by our work activities. Copies are displayed on communications boards in staff canteens and are available upon request to interested parties. Additionally, a copy is provided to each employee on PeopleHR.

In order for the Dept to discharge its statutory duties, employees are required by law to co-operate with management in all matters concerning the Health, Safety & Welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. The main Health & Safety management systems for the Dept are located at the Depot and are available for inspection by any interested party after submission of any reasonable request.

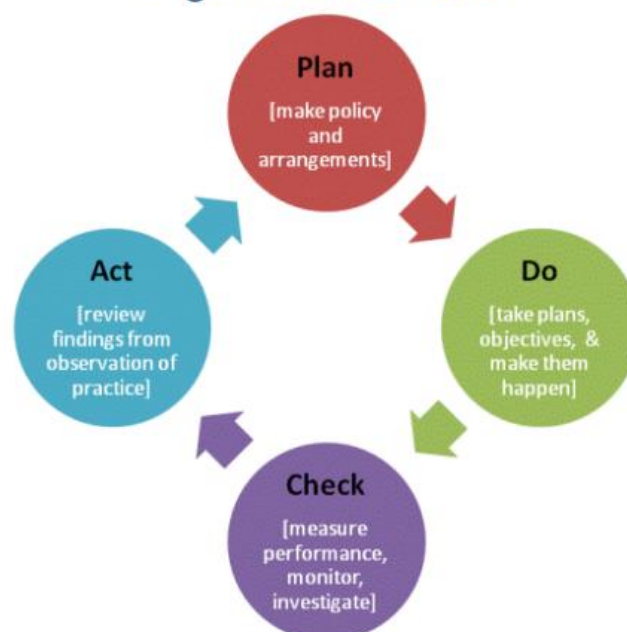
In order to ensure that the Health & Safety Policy is sustained in an effective condition, it is essential that the information is up to date and accurate. It is the responsibility of the Director of Municipal Services to ensure that revisions are made which reflect changes that have taken place within the Dept. In addition, the Policy will be reviewed if accidents occur or the findings of any management inspections raise concerns.

The Director of Municipal Services encourages all his employees to inform him of any areas of the Health & Safety Policy that they feel are inadequate to ensure that the Policy is maintained as a "live" working document. The health and safety management system is based on HSG65 which is recognised by the Health and Safety Inspectorate as the standard for an effective management system.

Any breaches in Health and Safety and unacceptable risk taking will result in disciplinary action being taken in accordance with the grievance and disciplinary policy set out in the Parish of St Helier handbook.

### New HSE Management of Safety Model

Figure 1: HSE PDSA



## **2. General Policy Statement**

### **To Fulfil The Parish Commitment To Effective Health and Safety Management We Shall:**

- Make financial provision for the implementation of this policy.
- Provide safe access and egress to work areas.
- Provide a safe working environment.
- Provide safe plant and equipment.
- Ensure that articles and substances are safe for use.
- Provide information, instruction, training and supervision to all staff.
- Formulate safe systems of work based on risk assessment and communicate these to staff.
- Carry out inspections and audits on a regular basis.

### **Employees Responsibilities**

All employees have duties under the Health & Safety at Work (Jersey) Law 1989 and they are hereby informed of their personal responsibilities to take due care of: -

- The Health & Safety of themselves and to ensure that they do not endanger other persons by their acts or omissions.
- To co-operate with their employer in order that the employer can comply with the legal requirements placed upon him and in the implementation of this Policy.
- To not interfere with articles provided in the interests of health and safety.
- To carry out work and tasks in strict accordance with their job description, Health and Safety Policy and relevant risk assessments.

### **Article 23**

Where it can be proved that any Director, Manager, Secretary or other similar officer acted with consent or connivance or neglect that led to an offence under statutory law, then that person can also be prosecuted as well as the company/ organisation.

The overall Statement of Intent signed by the Connétable can be found in the Corporate Health and Safety Policy document.

## **3. Policy Aims**

The aim of this policy is to ensure that health and safety is effectively managed and responsibilities are allocated accordingly to ensure the following guiding principles:

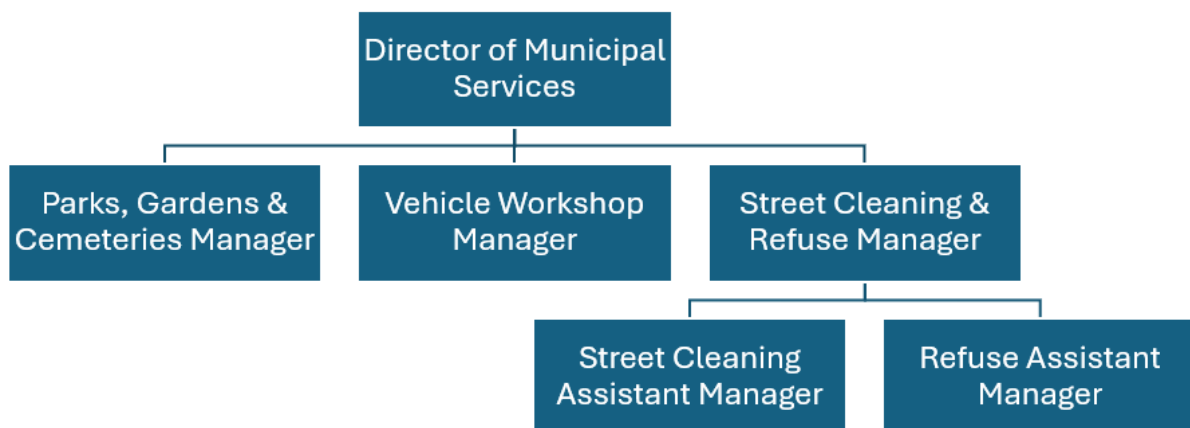
- The prevention of accidents reduces the costs associated with injuries and claims, potential prosecution costs and fines.
- The prevention of accidents and illness and loss to ensure we meet our moral obligations to our workforce and others affected by Parish activities
- The prevention of accidents and claims helps prevent insurance costs escalating and ensures insurance cover is valid
- The prevention of accidents ensures the reputation of the Parish as a caring and responsible employer



## 4. Organisation Chart

The Dept intends to comply with the Health and Safety at Work (Jersey) Law 1989 and associated regulations and have, therefore, developed the organisation structure shown below, which is designed to produce speedy recognition, avoidance of and resolution to any Health and Safety problems. Whilst each employee has a responsibility for Health and Safety, the overall responsibility to ensure safe systems of work rests with the Connétable.

**Figure 2: Municipal Services Organisation Chart:**



## 5. Responsibilities

### ***Director of Municipal Services***

Responsibilities as follows:

- Possess health and safety qualifications – IOSH Managing Safely as a minimum
- Identify the resources necessary to meet health and safety obligations under the law
- Meet with Managers to discuss ongoing health and safety improvements
- Assist managers resolve safety issues
- Discuss risk reduction control initiatives and schedule improvements
- Ensure that new equipment purchased is fit for purpose and suitable
- Liaising with Managers, identify training needs to ensure that staff are competent and capable of performing duties to required standards
- Liaising with Managers, develop training plans to ensure employees are adequately inducted, trained and receive instruction and are suitable supervised

### ***Managers***

- Possess health and safety qualifications – IOSH Managing Safely as a minimum
- Ensure safety is included in meetings and discussions
- Ensure that appropriate equipment is available for use
- Set a good personal example with regard to the implementation of this policy
- Record and forward relevant department safety information and records to Directors
- Ensuring that all employees receive appropriate instruction and training and refresher training in the use of any equipment or machinery that they use as part of their work.
- Ensuring that all risk assessments are carried out and that reviews are completed as stated, also ensuring that new assessments are completed when a task or operation significantly changes or when new equipment is installed.
- Identify any work equipment or processes that needs risk assessment
- Suitability of new plant and equipment must be verified prior to purchase

- Ensure risk assessments are reviewed to ensure they are accurate
- Ensure equipment is maintained to preventative maintenance schedules

### ***Assistant Managers***

- Possess health and safety qualifications – IOSH Managing Safely as a minimum
- Take a mature and intelligent attitude towards Health & Safety.
- Feedback any safety concerns to their manager
- Bring any safety breaches to the attention of their manager
- Ensure a tidy and orderly workplace is maintained
- Ensure any unsafe equipment is taken out of service
- Report non safety compliances and areas for improvement

### ***Managers also in charge of facilities (e.g cemeteries & parks)***

- Follow the requirements set out in the operations and maintenance manual (O&M manual) for buildings (where provided) alternatively liaise with the building/facilities manager.
- Monitor and assess the safe condition of the fabric and structure of the building and seek advice and technical assistance when required.
- Hold and maintain up to date premises health and safety file including asbestos registers and statutory inspection requirements.
- Co-ordinate arrangements in the building for dealing with emergencies in order to safeguard occupants and visitors.
- Ensure systems are in place that enable work areas, fire exits, corridors, stairs, landings and stairwells to be kept clear.

### ***Municipal Services Dept. is responsible for maintenance to the following facilities.***

- Parade Gardens Park & Playground
- St Andrews Park & Playground
- Clos Vaze
- Peoples Park & Playground
- South Hill
- La Collette Gardens
- Lempriere Street
- Surville
- Cemeteries (Almorah, Green Street & Mont a Labbe - New & Old)
- West Park

### ***Employees' Responsibilities***

All employees have a legal duty under the Health & Safety at Work (Jersey) Law 1989 to:

- Take all reasonable care to ensure that their own health & safety, and that of others, is not adversely affected by anything that they do, or fail to do, at work.
- Not intentionally or recklessly misuse anything provided in the interests of Health, Safety and Welfare.
- Co-operate with their employer and others to enable the Parish to comply with statutory duties and requirements.
- Make yourself aware of safety rules and procedures that apply to your work
- Wear appropriate clothing or PPE when necessary
- Attend health and safety training and apply learning to the workplace
- Report all facts and concerns regarding accidents or incidents
- Report hazards and concerns
- Avoid improvisation and compromises to safety standards

## ***Sub-contractors & Self-Employed Personnel***

Sub-Contractors or Self-Employed personnel shall at all times observe and apply the requirements of the Health & Safety at Work (Jersey) Law 1989 and shall comply with safe Health & Safety practices and procedures.

Under the Health and Safety (Jersey) Law 1989 The Parish understands that it can be held responsible for the actions of its sub-contractors. The Parish therefore requires any sub-contractor to be approved to carry out works on behalf of the Parish, through the use of a pre-qualification questionnaire, and review of insurances & safety policy. Once approved, the contractor shall remain approved subject to annual review of insurance certificates.

Where work carries substantial risks (such as demolition works or work at height), its sub-contractors must submit the following additional documentation (as a minimum): -

- Risk Assessment(s)
- Method Statement(s)
- Training Records for the relevant employees

## **6. Key Performance Indicators**

Monthly management meetings include health and safety on the agenda. Key performance indicators can be active or re-active as follows:

- Accident and injury occurrences
- Investigation conclusions
- Employee absence records due to ill health and conclusions
- Training courses undertaken
- Feedback from attendees on course benefits
- Department future training requirements and arrangements made
- No of risk assessments undertaken this month
- Minutes of safety meetings
- No of safety inspections carried out
- Safety inspection reports and recommendations
- Any communications with Health and Safety Inspectorate
- Staff feedback on Health and Safety matters

## **7. Risk Assessment Strategy**

There are a number of significant risks that we recognise are associated with the nature of the work that the Dept undertakes. In order that these risks are effectively managed, we have identified that the following work activities require a risk assessment and subsequent safe system of work.

1. Covid – 19 infection controls across the Dept's activities
2. Work at Height and use of MEWP equipment
3. Use of harnesses
4. Use of wood chipper / log splitter
5. Tree Felling – including use of chainsaw
6. Use of excavators
7. Use of hand-held vibrating tools (strimmer, brush cutters)
8. COSHH and storage of chemicals and flammables
9. Manual handling
10. Driving company vehicles
11. Roadside working
12. Lone Working
13. Use of chemical sprayers



14. Access to welfare
15. Playgrounds
16. Vehicle workshop (inspection pit & brake test)
17. Machinery Maintenance
18. Use of baling machine
19. Display Screen Equipment
20. Refuse Collection Vehicles

Risk assessments are carried out by competent in-house personnel in consultation with the staff performing the work. These assessments form a crucial part of a safe system of work for each task. Managers are responsible for reviewing these risk assessments and implementing the necessary control measures. The Director of Municipal Services holds the authority and responsibility to ensure that actions are taken and that ongoing competent supervision is maintained.

Employees assigned to tasks must be informed about the associated risks and control measures. They are expected to read, understand, and sign the risk assessment to confirm that they have received the necessary information to perform their job safely. Feedback from employees is essential to ensure they comprehend why control measures are in place and the importance of adhering to the rules.

Managers and Assistant Managers are tasked with identifying any work equipment or processes requiring a risk assessment. Additionally, the suitability and compliance with safety standards of new plant and equipment must be verified before purchase.

Risk assessments are conducted and managed through Evotix, and all risk assessments can be accessed and viewed on the Evotix platform. The department is developing a library of generic risk assessments and continuously identifying additional requirements. Areas frequently visited or accessed by the public will also be assessed.

## **8. Communication; Health & Safety information**

The Director of Municipal Services acknowledges that communication between employees at all levels is an essential part of effective Health & Safety management and will endeavour to communicate the Dept's commitment to Health & Safety and to ensure that employees are familiar with the contents of the Health & Safety Policy. The Dept will communicate with its employees through oral and written directions and by example.

Information regarding Health & Safety is available as follows:

- Through management lines of communication
- This (the Dept's Health & Safety Procedures) document
- Office notice board
- Social Security Dept
- Online at various Health and Safety websites
- The [www.gov.hk/hs](http://www.gov.hk/hs) booklet – A general guide to the H&S Law 1989.

## **9. Consultation**

Consultation will be facilitated through the established health and safety committee. In addition, staff will be consulted as part of the risk assessment process. Additional health and safety information will be provided via planned training sessions and by pre-arranged formal meetings.

## **10. Co-operation and Care**

In order for the Dept to build and maintain a Healthy and Safe working environment, co-operation between workers at all levels is essential. All employees are expected to co-operate with the Dept and the representatives who are responsible for Health & Safety and to accept their own duties under this Policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this Policy.

## **11. Accident Investigation and Reporting**

All accidents, however small, are to be reported to their line manager who then records this on the Evotix H&S system. The Director of Municipal Services will be notified immediately of any accident. The Dept's insurer will also be notified as necessary. We see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in serious injury a report will be drawn up by an external consultancy detailing

- The circumstances of the accident - including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses.
- The time, date and location of the incident.
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a representative present. The completed report will then be submitted to, and analysed by, the Director of Municipal Services who will then notify Executive Management Board and the Dept's external advisors (where appropriate), who will attempt to discover why the accident occurred and what action should be taken to avoid recurrence of the problem. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Accidents and incidents will be reported to the authorities as appropriate, using the appropriate form (available from the authorities). In such instances an entry should still be made in the Evotix H&S system. The information held on reports will be held securely in accordance with the requirements of the Data Protection legislation.

## Near Misses

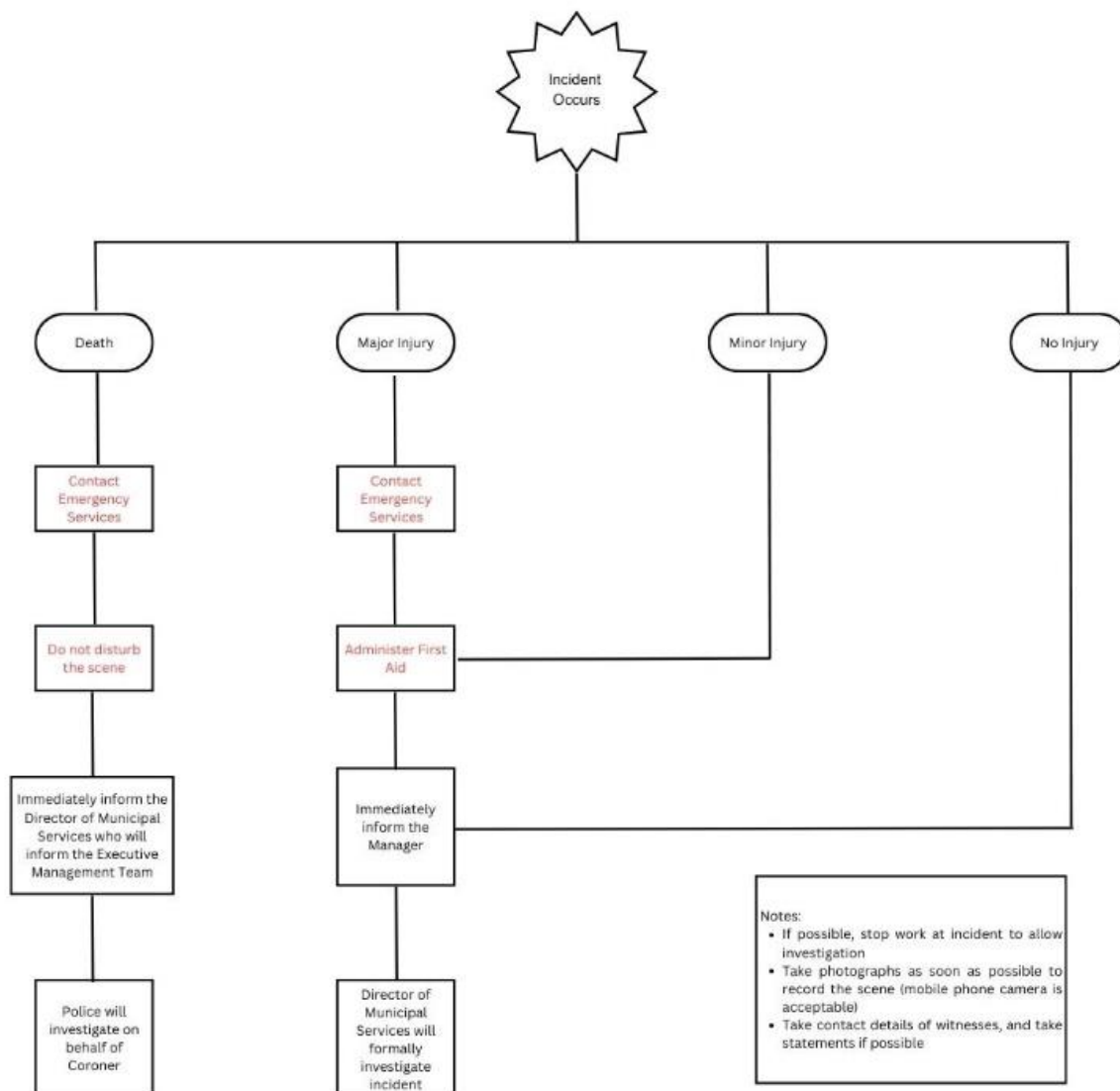
A near miss is an unplanned event that did not result in injury, illness or damage, but had the potential to do so. All near misses need to be reported so that investigations into the cause can assist in the implementation of additional procedures to reduce the risk of an recurrence. The diagram below shows the theory regarding near miss incidents leading to more serious injuries or potential fatalities. By reporting near miss incidents and putting in control measures we can reduce the chances of a more serious incident.

## Background – Accident Ratio Study



## 12. Accident Procedures

Figure 3: Accident Procedures Flowchart:



## 13. Training

Safety training is regarded as an indispensable element of an effective Health & Safety program. It is essential that every worker in each of the Dept work areas is trained to perform their job effectively and safely. It is the Director of Municipal Services opinion that if a job is not done safely then it is not done effectively. All staff will be trained in safe working practices and procedures and in the production of relevant risk assessments prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned, the safe use, inspection and maintenance of any equipment used and the emergency contingency plans. Training sessions will be held as often as is deemed necessary and will provide another opportunity for staff to make suggestions about, and to express any fears or concerns they might have about, Health and Safety.

## Induction Training

All staff will receive induction training when they are first employed by the Parish, and additional induction training will be provided where an individual moves to a new role. In some instances, especially where the working environment is particularly hazardous, it may be necessary to undertake “refresher” induction training on at least an annual basis.

Topics covered under the induction training will include:

- Individual responsibilities of all concerned
- Details of hazards specific to the task, e.g., manual handling, machine operation, working at height, COSHH, etc. by reference to Risk Assessment documents
- Procedures to follow in the event of a fire; means of escape, assembly areas and the use of fire extinguishers
- Current first aid arrangements
- Procedures for reporting hazards and near misses
- Correct use of personal protective equipment where provided
- Sources of Health and Safety information
- The role and function of the Dept Health & Safety advisors

## **14. Specialist Training**

Specific training will be given to employees where the need is identified by a risk assessment. The results of a “training needs analysis” ensure certain training is planned and carried out. Specialist training may include the following when and where relevant:

|                       |                 |                 |
|-----------------------|-----------------|-----------------|
| Forklift Operation    | Abrasive Wheels | Excavators      |
| Lorry Mounted Crane   | Manual Handling | Scaffold Towers |
| Vibration Exposure    | Silica Dust     | COSHH           |
| Noise                 | Electricity     | Lone Working    |
| Access equipment      | Work on Highway | Work at Height  |
| Wood chipping machine | Chainsaws       | Spraying        |

## **15. Training Records**

HR will maintain a training matrix documenting all individuals who attend training sessions, including induction training. Relevant attendance certificates will be copied to the personnel files. All training records are kept by HR and are accessible to staff on PeopleHR. HR also maintains a training matrix for refresher training.



## **16. The Workplace**

The Dept will do all that is reasonably practicable to ensure that work areas are safe.

In particular the Dept will:

- Maintain work areas and equipment in good order to reduce the risk of slips, trips and falls.
- Provide and maintain suitable and sufficient lighting throughout the workplace, including outdoor pedestrian and vehicle routes.
- Maintain reasonable levels of cleanliness throughout the workplace.
- Maintain safe access and egress to places of work, with work areas arranged so that staff can work safely and comfortably.
- Organise traffic routes for pedestrians and / or vehicles so that traffic can move freely and safely without placing any person at risk. This may include the use of safety signs to identify routes and barriers to provide segregation when applicable.
- Provide sufficient toilets, washing facilities and sanitiser.
- Ensure office areas are suitably appointed and assessed according to DSE ACoP.

Regular inspections are carried out to monitor and achieve suitable standards.

### ***Traffic and Pedestrian Routes***

Operations will be planned to protect pedestrians from moving plant and vehicles. The Dept will provide the following:

- Safe entry and exit points around working areas.
- Pedestrian routes that are segregated from the immediate work areas.
- Update risk assessments according to planned changes to the site layout

### ***Protection of the Public and Visitors***

The Dept will do everything in its power to protect the public and visitors from activities on site that may present a risk to them. Assessments will be carried out in order to determine the nature and the level of risk, and subsequent measures that need to be implemented in order to protect the public. This may include but is not limited to:

- Ensuring that visitors to the premises report to a responsible person
- Supplying suitable warning signs to identify hazards.
- At the end of each working day:
  - Securing work sites under Dept control.
  - Immobilising plant and vehicles.
  - Securing any hazardous substances
  - Ensuring the area is clean and tidy

## **17. Emergency Procedures**

Emergency procedures will be implemented according to the risk and activities being carried out. Precautions will be taken to ensure that the likelihood of emergencies arising is as low as possible, and the Dept will ensure that:

- All individuals are informed about the emergency procedures.
- Employees are responsible for coordinating emergency response actions.
- Emergency escape routes are clearly marked and kept unobstructed.
- Procedures are in place for promptly contacting emergency services.

- In the event of serious injuries, an ambulance will be called as a priority over transporting the injured person to the hospital.
- Adequate first aid equipment and trained personnel are available on-site to address injuries.
- Specific measures are in place for dealing with fires in the back of bin lorries, including immediate notification of emergency services and safe evacuation procedures for personnel.



**Be Prepared**

**Be Aware**

**Be Ready**



## 18. Working at Height

The Dept recognises its responsibility to protect its employees from falls and will ensure that consideration is given to all working at height and, wherever reasonably practicable, work at height will be avoided. Risk assessments will be carried out for all activities to enable a safe system of work to be adopted. The following Policies will be adopted when working at height:

Where work at height is part of the job the task will be assessed and safe systems of work developed.

### Use of scaffold towers:

Scaffold towers will only be erected by trained individuals, who are in possession of the manufacturer's instructions (can be downloaded from manufacturer website). Tower frames and components should be thoroughly checked before being erected – and should be erected utilising the "3T" method, together with handrails, toe boards and stabilisers as required. Towers need to be checked prior to use.



### Makeshift Platforms:

Under no circumstances are makeshift platforms to be used.

### Ladders

Ladders will only be permitted for work where there is no alternative means and then will only be permitted for short duration works where the operative can always maintain a three-point contact with the ladder. In all cases an alternative method will be considered and, wherever possible, Scaffold Towers or mobile elevated work platforms (MEWPS) will be used.

### MEWPS

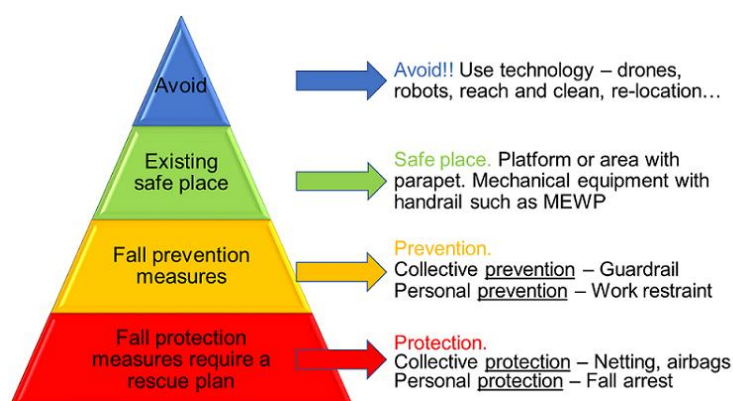
Cherry-pickers and scissor lifts will only be used by operatives who have received full training in the use of the equipment. The equipment must be inspected prior to use by the operator. When working in a cherry picker a safety harness will be worn at all times by the operators. When working from a scissor lift a risk assessment will determine if a safety harness is required. Under no circumstances should operatives climb the cage sides to extend their reach.

### Harness and Lanyards

Use of a harness and appropriate lanyards will be based on risk assessment for the task to be carried out.

### Trestles

Work on trestles will only be permitted where the height of a potential fall is low enough not to cause injury – otherwise the risk of falling must be controlled by the use of handrails.



## **19. Risk Assessments**

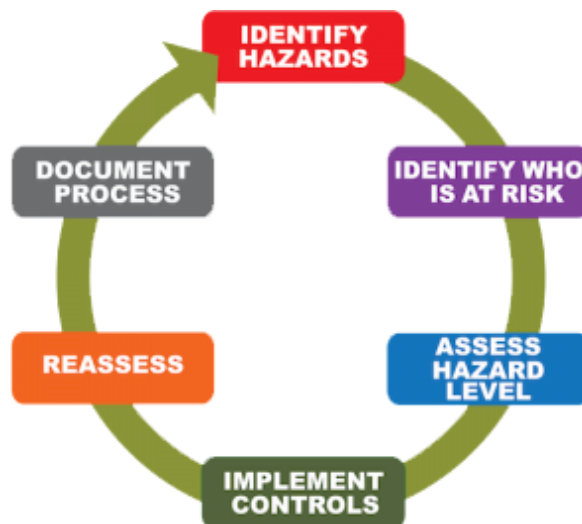
The Dept is required to carry out a suitable and sufficient risk assessment for all work activities that create significant risk (on-site or off-site). The assessments will involve finding out what hazards are associated with the activity and thereby evaluating the extent of the risks involved. Whenever a work activity alters, then a new risk assessment will be made. Whenever an accident or "near miss" occurs the relevant Risk Assessment must be reviewed in order to establish whether it should be updated.

A risk assessment must:

- Identify the task being undertaken
- Identify the significant hazards.
- Evaluate the risks arising from such hazards.
- Record the significant findings.

- Identify any specific group of employees or individuals who are especially at risk, e.g., temporary workers, new or expectant mothers, young persons (under 18yrs).
- Identify others who may be at risk, e.g., site visitors or members of the public.
- Evaluate current control procedures, including the provision of information, instruction and training.
- Assess the probability of an accident or incident occurring as a result of uncontrolled risk.
- Record any circumstances arising from the assessment where there is potential for serious or imminent danger.
- Specify information requirements for employees, including precautionary measures and emergency arrangements.
- Provide an action plan giving information on the implementation of additional controls, in order of priority, and with an appropriate time scale for such implementation.

Persons carrying out risk assessments must be “competent”. This involves a combination of qualifications, knowledge and experience. Most assessments will be undertaken in house by a competent person and advice sought from the Dept's external consultants in relation to tasks which are outside of day to day business



### **Off-Site Assessments**

Suitable and sufficient risk assessments will be completed for all work activities off-site that involve exposure to risk.

### **Safe Systems of Work & Method Statements**

Where a risk assessment has been completed but has not reduced risks to a low level, an additional method statement or safe system of work will be produced to enable detailed controls to be explained and a safe logical sequence of operation implemented.

## **20. Health Surveillance**

The Parish will also ensure that where a risk has been identified that could affect the health of an employee, medical health surveillance will be provided. The Parish may appoint an occupational health specialist to conduct tests at regular frequencies and collate employee records of the tests. Employees are expected to co-operate with the requirements for surveillance and, in addition, they are to identify any changes in their own health and report any concerns. Periodic questionnaires will be sent out to employees to monitor health on an ongoing basis. Noise surveys and dust monitoring work will be carried out based on the results of risk assessment.

## **21. Co-operation and Co-ordination With Third Parties**

The Dept will co-operate with others that occupy any building or part of a site where they are carrying out work, this will include the passing of relevant information regarding the Health, Safety & Welfare of persons affected.

## **22. Employer's Liability**

The Parish will insure against its liability for personal injury to their employees by virtue of the Employers Liability (Compulsory Insurance) (Jersey) Law 1973. The Dept will maintain insurance with one or more approved policies with an authorised insurer against liability for bodily injury or disease sustained by an employee and arising out of and in the course of their employment. Under the above requirement, the Dept will display the certificate of insurance for employee information. The Dept will provide the minimum level of employers' liability cover which is set at £5,000,000. Under the 1998 Regulations the Dept must also keep all certificates for 40 years.

## **23. Work Equipment**

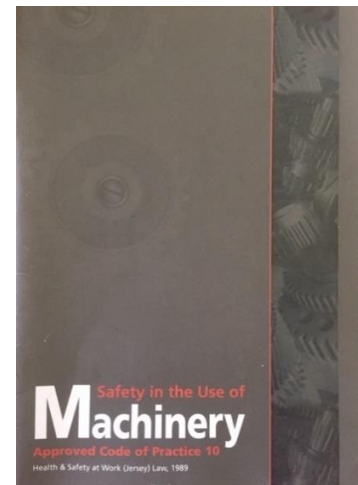
The Dept will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is intended. This will ensure that:

- All work equipment will be used in such a way as to reduce risks to the user and others around the equipment (the ergonomic risks must be considered when selecting the equipment).
- Risk assessments will be carried out regarding the suitability, use, unblocking procedures and maintenance of work equipment
- All workers will be provided with adequate information and training to enable them to use the work equipment safely.
- All work equipment will be maintained in good working order and repair, maintenance programs will be implemented, and suitable records kept. Operators must carry out daily "Pre-use checks" on equipment.
- Appropriate training will be provided to those expected to work with or maintain the equipment. Records of training will be kept on file.
- Safety inspections will be carried out by a competent person who has the necessary knowledge and experience to identify key components, fault find and complete reports and records electronically.
- All controls for work equipment will be clearly visible and identifiable. Equipment will be provided with one or more stop controls and, where appropriate, emergency stop controls. Stop controls must be tested before any maintenance or repair work is undertaken, after the maintenance or repair work has been completed and when the equipment is routinely serviced.
- All work equipment will be clearly marked with Health & Safety warning signs where appropriate.

Whenever machines require guarding, The Dept will refer to the local Approved Code of Practice and BS5304 – 'Safe Guarding of Machinery' for guidance. In essence the Dept will ensure measures are taken in order that all guards and protection devices provided shall be suitable for the purpose for which they are provided. Employees are forbidden to tamper with guards to machinery with the intent of bypassing them for any reason.

Guards to machinery will be inspected by operatives prior to every use.

Any defects with equipment shall be recorded on a call-log and must be reported to the Workshop Manager or Chargehand.



## **24. Lifting Operations**

The Dept recognises the importance of the local Cranes and Lifting Appliances Regulations 1978 with regard to all lifting equipment and the Lifting Gear Regulations 1980 relevant to lifting equipment. The tractor front end loader is considered a loading shovel and therefore is lifting equipment.

The Dept will ensure that all equipment which falls within the scope of the Regulations are fit for purpose. In addition to being suitable for the purpose for which they are to be used the equipment must satisfy the following criteria:

- Be of adequate strength and stability for each load.
- Equipment will be marked with its safe working load (SWL).
- Inspection, thorough examination and testing schedules are set up and maintained.
- Records for such inspections will be implemented, thorough test & examination certificates obtained and kept for future reference.
- Defects of equipment must be reported to the Workshop Manager who will immediately withdraw the equipment from service until repairs have been carried out by an appropriately qualified person. When withdrawn from service the equipment will be immobilised or otherwise rendered incapable of accidental use.
- All lifting equipment must be suitably stored.

The Dept will ensure that suitable training is provided to those employees tasked to use the equipment, and that only suitably qualified employees will use the equipment. All lifting operations will be properly planned and organised by a competent person and will be appropriately supervised and carried out in a safe manner.

Lifting tasks are categorised in three levels – basic, intermediate and complex. Relevant competence is therefore implicit in safely carrying out lifting operations relevant to the task in hand. The competence of operators must match the complexity of the lifting task.

## **25. Lifting Procedures**

1. All lifting must be properly planned and supervised by competent persons. The level of planning required should be relevant to the activity. Account must be taken of the location, the load to be lifted, the duration and the specific operation to be carried out.
2. Loads must be prevented from uncontrolled freefall and unintentional release.
3. Planning should minimise the need to lift loads above any area occupied by persons or travelled through by pedestrians.

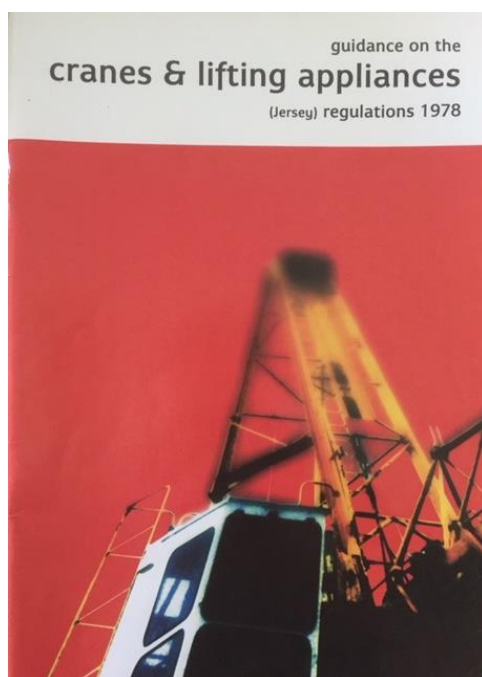
4. Lifting equipment must be marked in such a way to identify its safe use. Appropriate information will include safe working load (SWL), configuration and weight.

## 26. Thorough Examination and Inspection

All lifting equipment requires a Certificate of Thorough Examination produced by a competent person, ensuring that it is safe to use.

- For lifting equipment and accessories for lifting (lifting gear) must be thoroughly examined at least every 12 months by the Parish Insurance engineer.
- The operator of the equipment should be competent to carry out the regular pre-use inspections and complete the supplied log.

Both documents pictured below will be followed.



## 27. Personal Protective Equipment (PPE)

All employees who may be exposed to a risk to their Health & Safety whilst at work will be provided with suitable, properly fitting, and effective personal protective equipment (PPE).

- The Dept will carry out an assessment before the use of any PPE to ensure that it is suitable, that it is used as a 'last resort' and that the risk cannot be eliminated or reduced by other means which are practical. Wherever the task or place of work changes, a reassessment shall take place. Records will be kept of the assessments and use of PPE.
- Complex PPE such as respirators must be "face fitted"
- All PPE provided will be maintained in good order.
- All workers provided with PPE will receive training and information on the use, pre-use checking, maintenance and purpose of specialist equipment.
- All PPE provided must be used correctly by employees.
- Suitable storage facilities will be provided and comprise of kit bags.
- Employees are issued with equipment and it is their responsibility to store it in the facilities provided.
- Employees must use PPE as intended. PPE will be provided as and when

required. Failure to use the PPE as intended could result in disciplinary action being taken.

## 28. PPE Standards are as follows;

- Eye Protection EN166 B rating for medium energy impact risks. (EN166F rating is for low impact standard)
- Work boots to include ankle protection (when required), steel or composite toecap protection. A steel midsole is required for demolition work to provide protection if someone stood on a sharp object.
- High visibility clothing can be fluorescent yellow or orange. Orange doesn't seem to attract insects so may be preferred.
- Helmets have an expiry date and thus need to be checked for damage and that they are still in date
- Various glove specifications are available dependent upon the work to be undertaken
- Dust masks and hearing protection needs to be selected dependent upon the level of protection required and what work is being undertaken.
- Wearing shorts is tolerated for some work. Shorts must be at knee length to offer reasonable protection. Overalls may be required where skin needs protection from substances harmful to health.



## 29. Manual Handling

All loading and unloading involves lifting and handling to some extent. Although mechanical equipment will be used whenever practicable, some of the work will inevitably be carried out manually. The risk of injury can be greatly reduced by the knowledge and application of correct lifting and handling techniques.

The Dept will comply with the relevant duty of care by carrying out the following:

- Manual Handling will be avoided as far as is reasonably practicable
- Where it is not possible to avoid manual handling, an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned.
- All possible steps will be taken to reduce the risk of injury to the lowest level possible.
- An assessment will be reviewed if there is any reason to suspect that it is no longer valid.
- Manual handling instruction and training will be carried out for employees and will be relevant to the tasks being undertaken

Where the nature of the load or environment dictates, PPE will be issued and will be expected to be used by the employees.



### 30. Control of Substances Hazardous to Health

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers and suppliers' Health & Safety guidance and our knowledge of the work process. The Dept will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. All staff who will come into contact with hazardous substances will receive training and information on the Health & Safety issues relating to that type of work. Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

In addition to the above the Dept will apply the following:

- Keep an inventory of all hazardous substances used, including those used for maintenance and cleaning.
- Identify a point of use for each substance.
- Whenever possible minimise the use of substances
- Obtain, and make available to all relevant employees, hazard data sheets from the manufacturers or suppliers of each substance.
- Develop and commence a training programme informing users of the risks and the controls to be taken where significant risk is retained
- Any PPE required during the use of the substance shall be provided and maintained by the Dept. Employees are required to notify the Manager if the PPE is no longer serviceable. Failure to use the PPE provided could lead to disciplinary action being taken.
- Keep records and documentation on each assessed substance.
- Keep all hazardous substances in safe places (i.e. that are locked and marked with safety signs where necessary).
- Any substance identified as requiring special needs other than described above will be stored as per relevant regulations or manufacturers' recommendations.
- Fuel, particularly petrol, must be stored securely and only be used to power engines. It is forbidden to use fuel to wash skin, components or light fires.
- Highly flammable liquids such as paint thinner and brake cleaner must always be stored in fireproof metal storage cabinets – and returned to the cabinet as soon as they are no longer required.

All substances used that present any type of risk to the Health, Safety or Welfare of the user must be identified with the following warning symbols:





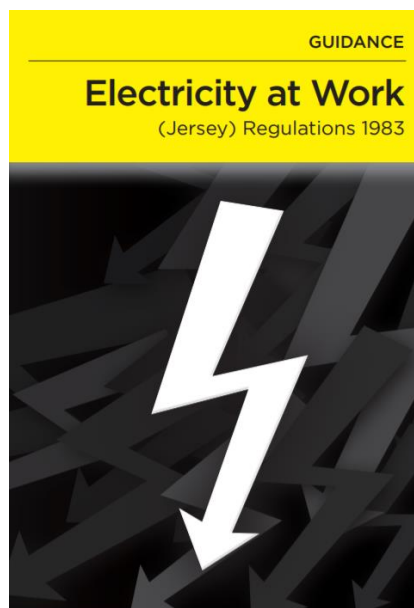
### **31. Electricity**

The Parish acknowledges that there is a statutory requirement to maintain electrical equipment in a safe condition so that users are protected from such hazards as electric shock, burns or fire; the requirements also extend to those carrying out maintenance work on electrical equipment or systems. All electrical work carried out in the Dept premises will be in accordance with the latest Regulations published by the Institute of Electrical Engineers for Electrical Installations, and will only use a NICEIC (The National Inspection Council for Electrical Installation Contracting) approved contractor. The Dept only permit persons classed as competent external contractors under the Electricity at Work Regulations 1989 to work on electrical equipment.

All electrical equipment owned by the Parish will be subject to safety inspections by a competent person. Each piece of equipment will be identified with its unique number, labels will be fixed to the equipment following the test, and these will show the test date, the person carrying out the test, expiry date and the identification number of the equipment. Records of these tests will be entered in the correct file by the Technical Manager. Any equipment found to be faulty will be removed from service immediately and labelled accordingly. All records will be kept for the life of the equipment. The Dept expects all employees to carry out a visual inspection of electrical equipment prior to use and to report any defects for repair before the equipment is used. Employees must seek permission from their line manager prior to bringing any electrical items into the workplace. The Dept may ask that equipment be tested prior to use. No employee is to knowingly use defective equipment or wire together leads etc. All employees will receive sufficient instruction in the safe use of all electrical appliances and equipment prior to their first use of it.

### **32. Electrical Equipment Used Outdoors**

The Dept will only permit the use of 110 volt portable and battery-operated hand tools in outdoor areas. This will also include equipment that may be used by sub-contractors and the self-employed. Only in extreme circumstances where specialist equipment is needed, which is not available in 110-volt form, will 240-volt equipment be permitted and then only under the written authorisation of the Manager.





### 33. Asbestos

The Parish understands the potentially serious health impact of an exposure to asbestos. Exposure to asbestos fibres may affect the long-term health of employees or any other persons. No employee is to undertake any intrusive works on the Dept's property portfolio without reviewing risks and identifying whether an asbestos survey has been undertaken. Asbestos surveys and subsequent registers are held electronically and reviewed by the Head of Infrastructure at least annually.

In the past, asbestos has been widely used for the manufacture of building materials and products and used in sprayed coatings. Although these materials have been largely replaced, there remains the problem of existing asbestos, in particular during refurbishment and repairs of premises and during demolition works. Prior to commencing these activities, the Dept will endeavour to identify the presence of asbestos and take appropriate actions to protect health. There are two types of inspection survey, a Management – type survey and a demolition / refurbishment – type survey, the Dept will commission the appropriate survey as necessary.

There are three main types of asbestos:

- Chrysotile (white)
- Amosite (brown)
- Crocidolite (blue)

In addition to the use in buildings, asbestos has had many other uses over the years including ironing board heat pads, brake pads and linings, clutch disks, valves & gaskets.

The above list is by no means exhaustive.

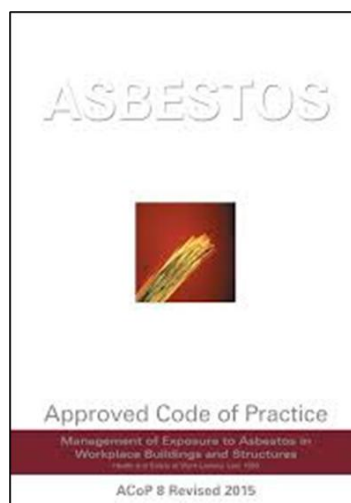
**If any worker suspects that asbestos is present, they must stop work immediately, restrict access to the area, and inform their Manager.**

### 34. Asbestos Staff Training:

There are three types of training requirements: -

1. Asbestos Awareness training
2. Removal of non-licensed Asbestos-based Construction Materials training
3. Licensed Removal training (an area that the Dept will not be involved in)

Asbestos management registers will be held by the Dept where relevant. Training will be carried out according to the risk of exposure to asbestos containing materials.



### **35. Vibration**

The Parish is aware of the health risks involved with the prolonged use of hand tools of a rotary or percussive nature, and that such tools can cause the users various forms of damage, known as "hand-arm vibration syndrome" (HAVS). The most common form is the damage caused by vibration white finger (VWF).

Various tools can expose personnel to hazards from vibration, these may include:

- Bench grinders (i.e., used for sharpening tools)
- Strimmer, hedge cutters and mowers
- Chain Saws
- Vibrating equipment ("Wackers") used to compact footpaths
- Handheld angle grinders

The Dept commits itself to reducing the risk of HAVS to its employees and as such, will develop a strategy that aims to reduce any identified risk to an acceptable level. This will include assessing the risk to operators and implementing methods that will help reduce the hazard, which may include the elimination of the hazard through substitution with a non-hazardous process.

### **Training & Information**

Provide employees with suitable training, information and supervision. This will include the use of the equipment that they are expected to use and toolbox talks on the risks to health from VWF.

### **36. Tools & Equipment**

Select equipment and tools that have low vibration properties and obtain, from suppliers, information on the amount of vibration that might be expected from the equipment. Machines and equipment will be subject to planned preventative maintenance at regular intervals and any faults rectified as soon as possible, which will help reduce vibration problems through the lack of lubrication or worn-out parts.

### **37. Personal Protective Equipment**

PPE will be provided by the Dept. The wearing of gloves will help lessen the effects of vibration but will not remove the problem. Ear protection will be provided, and eye protection as required to reduce the risk of injury from flying particles.

### **38. Work Patterns**

The Dept will obtain the vibration levels for equipment and work out the maximum time that an operator can use the equipment to stay within the Exposure Action Value by using the HSE vibration level chart. The Dept will monitor work patterns and will reduce, wherever possible, the time which operatives are exposed to vibration so that it is within the maximum allowed time. This will be accomplished by rotating the work and splitting it between workers, thereby reducing the effects of vibration on each user. The trigger times will be noted by the operative as they will be the one exposed to the vibration levels. The Department are investigating vibration monitoring technology to provide a more comprehensive solution to tracking vibration exposure.

### **39. Noise**

The Dept understands that there is a statutory duty to control noise and to protect employees and other persons from its effect. Excessive noise can cause permanent damage to the hearing of those exposed to it. Noise is also a source of annoyance and disruption and may directly or indirectly increase the risk of accidents. Every practical step will be taken by the Dept to control noise. It is now law that, in any activity where the

noise level exceeds 85dBA, the operator must wear ear protection when the noise cannot be removed or contained. Failure to wear ear protectors under these circumstances could lead to disciplinary action being taken. In any activity where the noise level is less than 80dBA, the operator is not legally obliged to wear ear protection, but it must be available for their use.

Although all practical methods should be used to reduce noise levels where they remain high ear protectors should be worn as appropriate. Ear protectors should be suited to the user and suitable for the type of noise. They are only effective if they fit properly, providing a tight seal. They should be inspected regularly for damage and stored in a clean place when not in use. The Dept has identified activities that require hearing protection at this time. Noise assessments will be carried out as appropriate to monitor the noise levels and the suitability of any hearing protection provided. These noise assessments and records will also demonstrate the Dept's commitment to identifying noise hazards and removing any unacceptable risks.

#### **40. First Aid**

The Parish shall provide such equipment and facilities as are adequate and appropriate in the circumstances for enabling First Aid to be rendered to persons if they are injured or become ill at work. The Parish carry out a first aid needs risk assessment of each workplace to determine the appropriate number of first aiders. Guidance on conducting the assessment can be found on page 8 of the [Guidance on First Aid Regulations](#).

- The Department shall ensure that there are suitably qualified first aid personnel available at all times when people are at work. In a higher hazard environment (such as the depot) with fewer than 50 employees, there must be at least one first-aider trained in FAW (First Aid at Work).
- Fully stocked and up-to-date first aid kits will be available at all locations. Department vehicles will also carry a first aid kit, with the size of the kit being dependent on the number of workers and the identified risks.
- For employees who travel frequently, work remotely, or work alone, personal first-aid kits will be issued to ensure they have immediate access to first-aid supplies.
- Adequate first-aid provision must be maintained at all times, including arrangements for cover during sickness and annual leave.

#### **Fire Safety**

It is the Policy of the Dept to set up and maintain the following fire safety measures:

- General Fire Safety Awareness training is provided to all staff via iHasco
- Suitable and sufficient site specific fire safety training is provided to all employees which will cover:
  - What to do in the event of a fire.
  - How to use fire extinguishers provided.
  - The location of the fire assembly point.
  - General fire precaution measures.
  - How to raise the alarm and call the fire brigade.
- Maintain high levels of housekeeping to include the regular disposal of combustible materials.
- Carry out regular housekeeping inspections
- Carry out fire drills to practice the emergency plan and make improvements
- Keep a written record of Fire Drills, Manual Call Point Tests, and servicing of Fire Extinguishers.

## Dealing with a Fire in the Back of a Bin Lorry

In the event of a fire in the back of a bin lorry, immediately stop the vehicle in a safe location away from buildings, vehicles, and flammable materials. Ensure all personnel are evacuated and call emergency services without delay. Do not attempt to extinguish the fire yourself unless you have the appropriate training and equipment. Use fire extinguishers specifically rated for waste and refuse fires if safe to do so. If the fire is beyond the capabilities of available fire extinguishers or poses an imminent risk, prioritise safety by keeping a safe distance and waiting for professional firefighters to handle the situation.



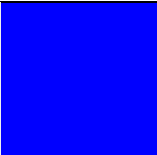


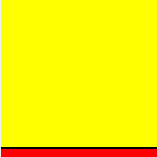
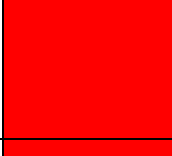

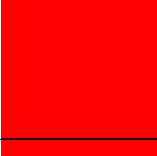


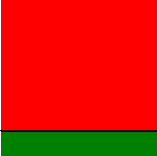



### 41. Safety Signs

If, following a risk assessment, a risk still remains after controls are in place safety signs will be displayed warning employees and visitors of the hazard.

All signs will meet with the UK Regulations with regard to colour, size, shape and design and where necessary will contain a pictogram as well as words.

Safety signs are coloured as is shown in Figure 4.

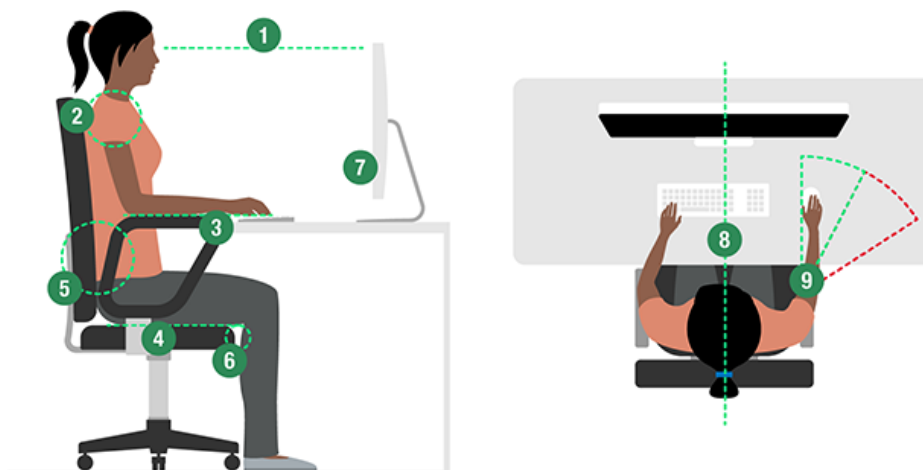
#### Colour Coding of Safety Signs

|                                       |   |  |   |
|---------------------------------------|---|--|---|
| <b>Mandatory</b>                      |   |   |   |
| <b>Warning</b>                        |  |  |  |
| <b>Prohibition</b>                    |  |  |  |
| <b>Fire</b>                           |  |  |  |
| <b>Safe Condition &amp; First Aid</b> |  |  |  |

## 42. Display Screen Equipment (DSE)

It is the Dept's policy to comply with the Jersey Display Screen Equipment Approved Code of Practice 1999. Specifically, it is policy to:

- Ensure that a suitable and sufficient assessment of workstations will be completed for all users, and re-assessments completed as appropriate. DSE Assessments are recorded in iHASCO.
- Where risks are identified these will be reduced to the lowest extent reasonably practicable.
- Employees shall be consulted throughout the assessment.
- Activities of display screen users shall be planned so that their daily work on the display screen equipment can be periodically interrupted by breaks or changes of activities.
- Eye and eyesight tests shall be provided for 'users' of display screen equipment upon request (in normal circumstances a maximum of every two years).
- Where an eye and eyesight test shows that special corrective appliances (normal spectacles) are required to correct vision defects at the viewing distance or distances used specifically for the DSE work concerned, the cost of those special appliances shall be met by the Dept. The cost is restricted to payment of the cost of a basic appliance (i.e., of a type and quality adequate for its function). N.B. Normal corrective appliances are at the user's own expense.
- Users shall be provided with adequate health and safety training in the use of any workstation upon which they are required to work.
- All operators and users shall be provided with adequate information about all aspects of health and safety relating to their workstation and is available in iHASCO. This will include information on the measures taken to reduce any risks.
- Where a DSE assessment establishes that an employee who regularly uses a workstation requires such equipment as screen-risers or foot-rests these will be provided by the Dept.



Work in this way to maintain good posture

1. Top of screen level with eyes, about an arm's length away
2. Relax your shoulders - try to position yourself high enough so you don't need to shrug your shoulders
3. Keyboard just below elbow height
4. Seat height equally supports front and back of thighs (or use cushion to raise seated position)
5. Back of the seat provides good lower back support (or use cushion, to provide additional back support)
6. Gap of 2-3 cm between front of seat bottom and back of knee
7. Computer and screen directly in front of you on desk or other surface
8. Screen and keyboard central - don't twist your back
9. Mouse in line with elbow

### 43. Vehicle Safety

Due to the use of vehicles by employees, the Dept recognise the need to assess and reduce the risk of injury in every work setting. Hazards to employees, visitors, contractors and the general public need to be considered and controls put in place.

Assessments take into consideration:

- Off road use of vehicles.
- Safety equipment and tracking systems fitted to vehicles, including their use for monitoring vehicle location and performance off-site.
- Pedestrian and vehicle routes physically segregated wherever possible
- Layout of work areas, including loading, unloading, and parking zones.
- Driver competence and health, including checks for medication that may affect driving ability
- Driving license checks upon employment and at regular intervals after
- Vehicle cleanliness and overall condition to ensure safe operation

### 44. Lone Working

Where lone working is a regular occurrence the Dept will assess risks. This will involve checking that lone workers have no medical conditions that may make them unsuitable for working alone. Lone workers need to be sufficiently experienced and fully understand the risks and precautions required to carry out their task. The Dept will set the limits to what can and cannot be done while working alone. The Dept will also ensure that employees are competent to deal with circumstances that are new, unusual or beyond the scope of training, for example when to stop work and seek advice or how to handle aggression. The Dept uses a "buddy" system in situations where lone working could result in an injury and no one would know if a person is injured. The Dept will provide lone workers with a means of communication and will investigate the use of technological solutions such as lone worker devices.

At present lone working is forbidden regarding the following tasks;

- Working at height
- Work in confined spaces

### 45. Covid-19

The Dept shall comply with the Government of Jersey guidance on managing risk of Covid -19. Risk assessments covering our workplaces and work activities have been carried out and controls and procedures discussed with our staff. Cleaning, handwashing and hygiene procedures are in line with Government guidance at each stage of the coronavirus strategy framework. Physical distancing is maintained so far as is reasonably practicable to manage risks of infection and potential transmission.



### 46. Weather

Due to the nature of the work undertaken by the Dept, a large number of staff work outdoors and are exposed to all weather conditions. Staff are provided with appropriate cold/wet weather clothing and have access to drying facilities at the depot. Guidance is provided to staff for working safely in the sun, including advice on sunstroke, dehydration & skin cancer.

#### 47. Summary of Revisions

| SUMMARY OF REVISIONS          |                 |                               |
|-------------------------------|-----------------|-------------------------------|
| DATE                          | REVISION NUMBER | DETAILS OF REVISION           |
| October 2022                  | 1.0             | Draft                         |
| 27 <sup>th</sup> October 2022 | 1.1             | Formatting & presentation     |
| July 2024                     | 1.2             | Update following OSH review   |
| August 2024                   | 1.3             | Incorporating client comments |

## **Health and Safety Procedures Manual**

### **Acknowledgement Form**

I, the undersigned, acknowledge receipt of the PoSH Health & Safety Procedures Manual. I understand that it is my responsibility to read, understand, and comply with the policies and procedures outlined in the manual.

By signing this form, I confirm that I have received the manual and have been provided with the necessary information to familiarise myself with the Health & Safety arrangements and protocols described therein. I agree to adhere to the guidelines and practices set forth in the manual and to participate in any related training or updates as required.

#### **Employee Details:**

- **Full Name:** \_\_\_\_\_
- **Job Title:** \_\_\_\_\_
- **Department:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

#### **For Office Use Only:**

- **Received by:** \_\_\_\_\_
- **Date Received:** \_\_\_\_\_

Please return this form to:

#### **Director of Municipal Services**

Parish Depot  
Queens Road