



Parish of St Helier

Town Hall 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 outlines the Parish of St Helier's Health & Safety arrangements and organisational structure, is provided for each employee that works at the Town Hall, along with any interested person who may be affected by work activities. Copies are displayed internally on notice boards and it is provided on request to any interested party.

In order for the Parish 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 Parish are located at the Town Hall and are available for inspection by any interested party after submission of any reasonable request.

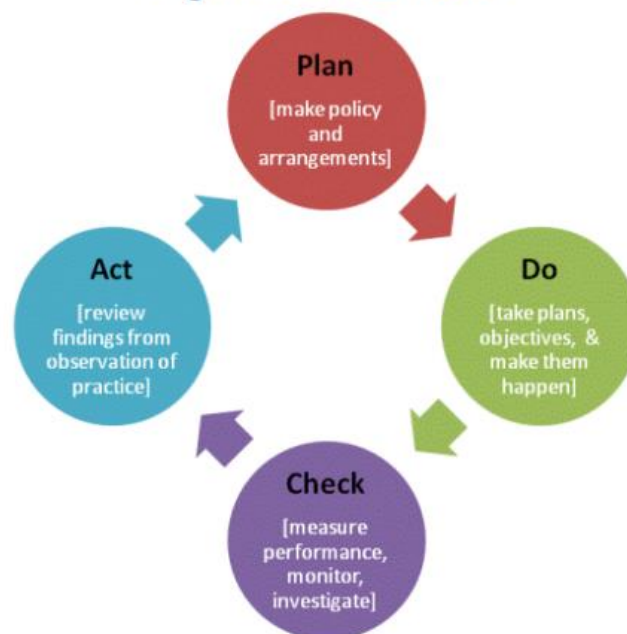
In order to ensure that the Health & Safety Policy is sustained in an effective condition, it is essential that the information is up to date and accurate. It is the responsibility of the Directors to ensure that revisions are made which reflect changes that have taken place within the Parish. In addition,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

The Directors encourage all their employees to inform them 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:

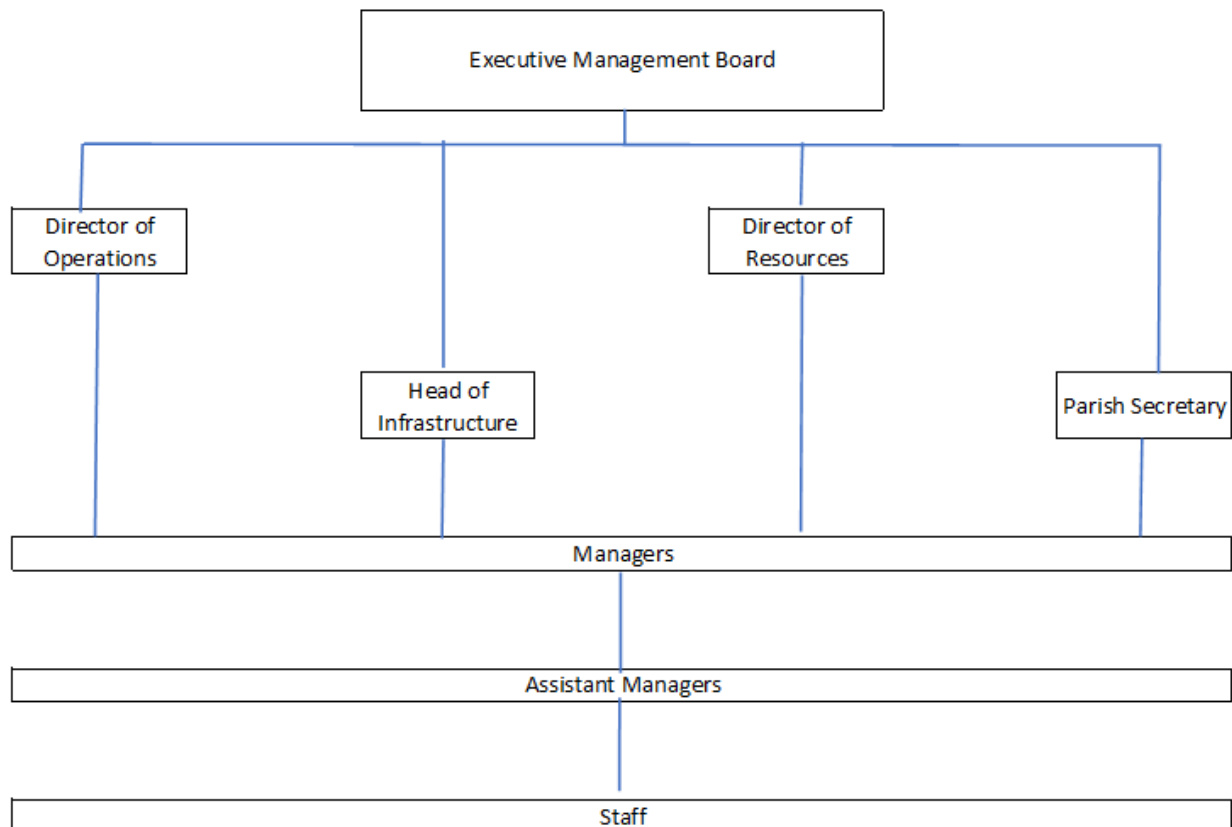
- The prevention of accidents reduces the costs associated with injuries and claims, potential prosecution costs and fines.
- The prevention of accidents and illness and loss to ensure we meet our moral obligations to our workforce and others affected by Parish activities
- The prevention of accidents 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 Parish of St Helier 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: Organisation Chart for Town Hall



5. Responsibilities

Directors / Heads of Department

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

Responsibilities as follows:

- Possess health and safety qualifications – ideally 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/Head of Infrastructure
- Facilities and Operation Manager to attend bi-monthly work area safety meetings with stakeholders and union reps and report to the Head of Infrastructure.
- 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

Managers also in charge of premises

- Follow the requirements set out in the operations and maintenance manual (O&M manual) for buildings (where provided) alternatively liaise with PoSH Infrastructure.
- 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.

Assistant Managers, including supervisors & chargehands

- Possess relevant health and safety qualifications
- 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

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 insists that all sub-contractors shall complete a pre-qualification questionnaire prior to being admitted as a Parish approved contractor. Where substantial risks are likely (such as demolition works or work at height), its approved 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

The Parish of St Helier's risk assessment strategy embodies a proactive approach to identifying, evaluating, and mitigating potential risks inherent in our operations.

The Parish of St Helier will:

Identify Potential Risks: Engage competent personnel within the Town Hall to conduct risk assessments as part of developing safe systems of work for tasks to be undertaken. Utilise these assessments to identify potential risks, including natural disasters, security threats, health and safety hazards, operational risks, and regulatory compliance issues. Additionally, maintain a library of generic risk assessments and continually identify any additional requirements on an ongoing basis.

Assess Risks: Ensure that risk assessments are reviewed by managers to determine required control measures. Categorise risks based on likelihood and impact levels, prioritising actions accordingly. Managers should have the authority and responsibility to implement necessary control measures and ensure ongoing competent supervision.

Engage Stakeholders: Involve all staff, including managers, heads of service, and directors, in the risk assessment process. Employees who undertake tasks must be made aware of associated risks and controls, and they should sign the risk assessment to confirm their understanding. Solicit feedback from employees to ensure comprehension of control measures and safety rules.

Develop Mitigation Strategies: Develop and implement mitigation strategies based on the findings of risk assessments. Managers should ensure that action is implemented promptly and that ongoing competent supervision is in place. Verify the suitability and compliance with safety standards of new plant and equipment prior to purchase.

Emergency Response Planning: Integrate risk assessment findings into comprehensive emergency response plans. Define clear roles and responsibilities, establish communication protocols, and conduct regular drills and exercises to ensure readiness.

Monitor and Review: Continuously monitor risks and update risk assessments as needed. Regularly review and update control measures and emergency response plans to remain effective and compliant with safety standards.

Promote Awareness and Training: Increase awareness of risks and the importance of risk management among Town Hall staff. Provide training on safety procedures, emergency response protocols, and risk mitigation strategies to ensure everyone is prepared to respond effectively in case of an emergency.

Regular Audits and Inspections: Conduct regular audits and inspections of Town Hall facilities, equipment, and procedures. Address any deficiencies promptly and ensure that corrective actions are implemented in a timely manner.

Continuous Improvement: Foster a culture of continuous improvement by encouraging feedback, innovation, and collaboration. Regularly review and update the risk assessments to reflect changes in the operating environment and emerging threats. Encourage all staff to identify any work equipment or processes that need risk assessment and actively participate in the risk management process.

Due to the nature of the work undertaken from the Town Hall, there are few significant risks associated with the works. 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. Town Hall Fire Risk Assessment
2. Town Hall Legionella Risk Assessment
3. Arson
4. Slips, Trips & Falls
5. Electrical safety
6. Stress
7. Manual Handling
8. Display Screen Equipment
9. COSHH and storage of chemicals and flammables
10. Violence & Aggression
11. Overcrowding during events

8. Communication; Health & Safety information

The Directors acknowledges that communication between employees at all levels is an essential part of effective Health & Safety management and will endeavour to communicate the Parish's commitment to Health & Safety and to ensure that employees are familiar with the contents of this Health & Safety Policy. The Town Hall Departments 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 Town Hall's Health & Safety Procedures) document
- Communal notice boards
- Social Security Dept
- Online at various Health and Safety websites
- The www.gov.hsi.je booklet – A general guide to the H&S Law 1989.

9. Consultation

The Parish will consult with employees on any matters affecting their health and safety at work, including, in particular:

- Any changes (affecting procedures, equipment, methods of working etc.) which could affect health and safety;
- How the Parish uses competent people to meet health and safety obligations;
- Information about risks and steps to be taken by employees;
- Planning and organisation of health and safety training

The composition of the Health and Safety Committee will be reviewed to ensure all staff groups are represented, and the composition is balanced. To achieve this, the committee will include:

- management representatives that have the authority to consider views & recommendations
- employee representatives that are appointed by a trade union and/or elected by the workforce, who have a knowledge of the work of those they represent
- co-opted workers and others who have specific competencies such as Occupational Health Nurse, Doctors, Safety Advisors, and other specialists

The Health and Safety Committee will have regular meetings and all dates will be scheduled in advance. The initial meeting will determine the scope/terms of reference for the Health and Safety Committee, and set the meeting frequency at not less than quarterly.

10. Co-operation and Care

In order for the Parish 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 Parish 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, incidents and act of aggression towards staff, however small, are to be recorded using Evotix. The Directors will be notified immediately of any accident. The Parish's insurer will also be notified as necessary. The Parish 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 relevant Director who will then notify Executive Management Board and the Parish'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 Evotix. The information held on reports will be held securely in accordance with the requirements of the Data Protection (Jersey) Law 2018.

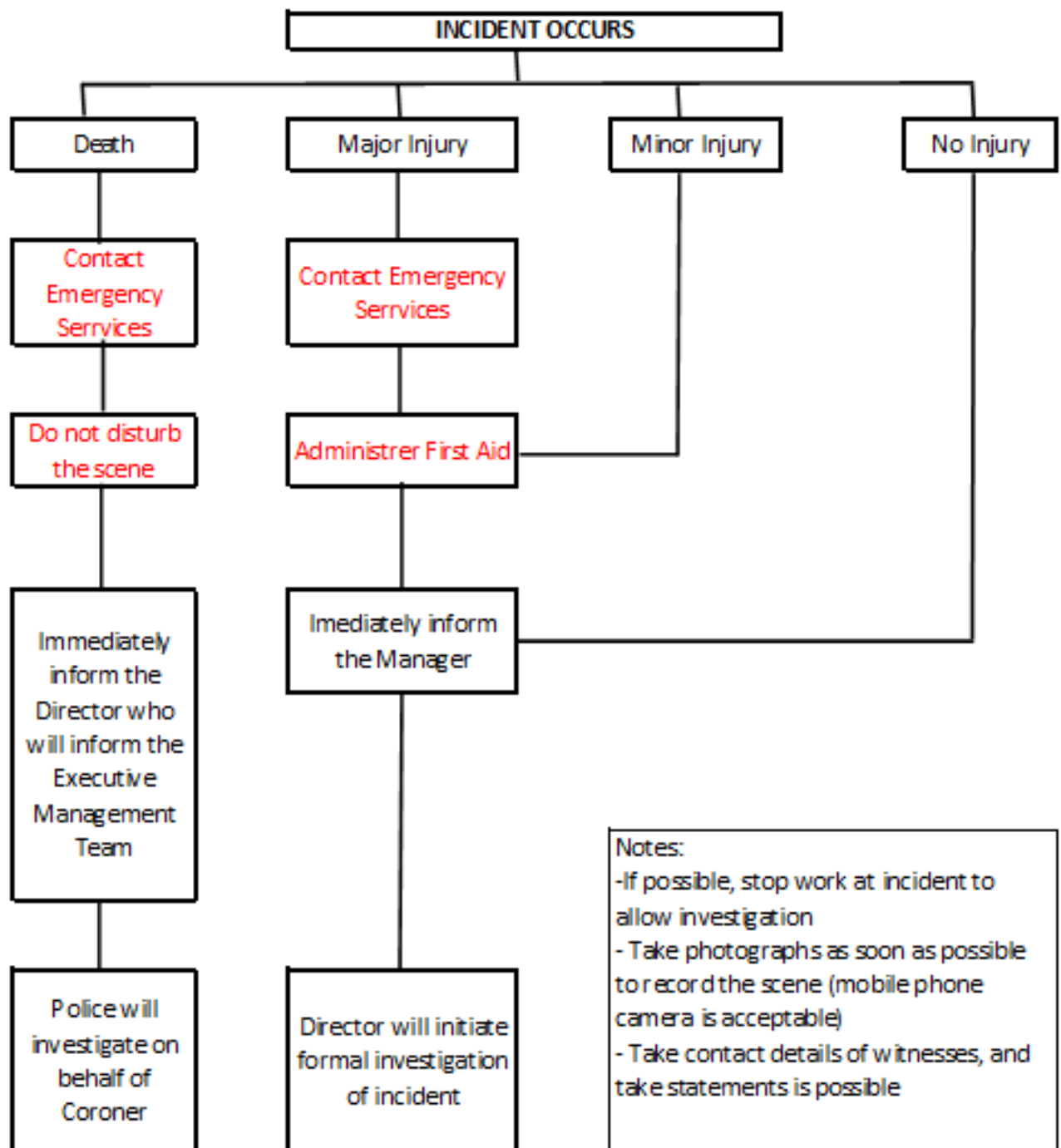
12.Near Misses

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.



13. Accident Procedures

Figure 3: Accident Procedures Flowchart:



14. 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 Parish's work areas is trained to perform their job effectively and safely. It is the Parish's 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, either when they are first employed by the Parish, or when they are first undertaking 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, display screen equipment, machine operation 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 Parish Health & Safety advisors

15. Training Records

To make sure our team is well-prepared and competent, we're creating a training plan that outlines what training each person needs and keeps track of when they need refresher courses. Managers will keep track of who attends training (including any introductory sessions) in the appropriate file and will update the training plan accordingly.



16. The Workplace

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

In particular the Parish 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 Display Screen Equipment Approved Code of Practice.

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

17. Emergency Procedures

Where it has been determined that additional hazards exist (other than the fire), such as bomb threat, flooding etc, Emergency Procedures and Response Plans shall be available. The Plans will be an integral part of the Business Continuity Arrangements.

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 Parish will ensure that:

- Everyone is made aware of the emergency procedures.
- All employees are responsible to co-ordinate emergency procedures.
- Emergency escape routes are maintained and kept clear.
- Arrangements will be set up for calling the emergency services.
- In instances of serious injuries an ambulance will be called in preference to taking someone to the hospital.
- Provision of adequate first aid equipment and trained persons are available on site to treat injuries.



Be Prepared

Be Aware

Be Ready



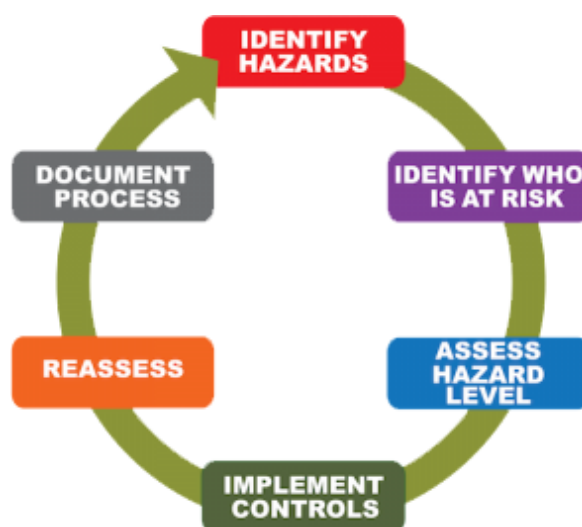
18. Risk Assessments

The Parish 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 Parish'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.

19. Safe Systems of Work and Method Statements

When a risk assessment shows that risks aren't sufficiently minimised, **the Parish will** create a method statement or a safe **system of** work. This helps us explain detailed controls and establish a safe, logical way of carrying out tasks.

Safe System of Work (SSW):

A Safe System of Work is a structured approach to completing a task safely. It outlines the steps to be taken, the precautions to be observed, and the controls necessary to mitigate risks. The aim of an SSW is to provide clear guidance to workers on how to carry out a task safely, reducing the likelihood of accidents or incidents. It typically includes information such as:

- Identification of hazards associated with the task.
- Measures to control or eliminate these hazards.
- Procedures to follow in case of emergencies.
- Personal protective equipment (PPE) requirements.
- Competencies required to perform the task.
- Monitoring and review procedures.

Method Statement:

A Method Statement is a detailed document that describes how a specific task or activity will be carried out. It provides a step-by-step guide, outlining the sequence of operations and the precautions to be taken to ensure safety. Method Statements are often used in high-risk activities or construction projects where there are complex tasks involved. Key elements typically included in a Method Statement are:

- Description of the task or activity.
- Sequence of operations.
- Identification of hazards and associated risks.
- Control measures to mitigate risks.
- Allocation of responsibilities.
- Details of equipment and resources required.
- Emergency procedures.

Both a Safe System of Work and a Method Statement are essential tools for managing health and safety risks in the workplace. They provide clear guidance to workers, helping to ensure that tasks are completed safely and efficiently.

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.

Health Surveillance may be used to identify occupational asthma or occupational dermatitis.

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

The Parish will co-operate with others that occupy the 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.

Third parties, such as Jersey Overseas Aid, may be required to provide the Parish with Health and Safety information in relation to any risks that they introduce to the building.

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 Parish 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 Parish will display the certificate of insurance for employee information. The Parish will provide the minimum level of employers' liability cover which is set at £5,000,000.

In accordance with the UK's Employers Liability (Compulsory Insurance) Regulations 1998, the Parish is committed to upholding best practices in insurance documentation management. As mandated by these regulations, the Parish will diligently retain all certificates related to employers' liability insurance for a period of 40 years. This includes keeping the original certificates or copies thereof, starting from the commencement or renewal date of the insurance policy. By adhering to these requirements, the Parish ensures compliance with legal obligations and maintains comprehensive records of insurance coverage, fostering accountability and transparency in its operations.

23. Work Equipment

The Parish 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.
- 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.

24. Personal Protective Equipment (PPE)

It shall be Parish policy not to rely on the use of Personal Protective Equipment, but to make assessment of the task and determine more effective controls.

Where it is deemed that PPE is necessary, it shall be considered for ergonomic design (such as size, shape, practicality and with understanding to its limitations or restrictions (loss of ability to easily communicate, loss of mobility, heat gain, replacement availability, etc) and shall be assessed for the relevant BS or EN standard applicable to the task.

The Parish shall ensure that PPE is provided free of charge, where appropriate, staff are trained in the use, storage, handling and maintenance of PPE.

- The Parish 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.
- All PPE provided will be maintained in good order.
- All employees 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.
- 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.

25. PPE Standards

The following standards shall apply to all PPE issued by the Parish.

- Eye Protection EN166 B rating for medium energy impact risks. (EN166F rating is for low impact standard)
- Workboots 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
- Dustmasks 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.



26. Manual Handling

It is Parish policy to avoid manual handling where practicably possible through use of mechanical lifting aids or alternative assistance. Where manual handling shall be experienced the operation must be controlled to limit exposure. Where deemed necessary, a manual handling risk assessment shall be undertaken with consideration given to the task, the individual, the environment and the load.

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, and staff will be provided with relevant training and instruction.

The Parish 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, e.g breaking the load into lighter loads.
- 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.



27. Control of Substances Hazardous to Health

No substances that fall into this category shall be used unless an assessment has been made and control measures identified, taking into account the substance format, issues affecting the substance, the environment, purpose of use, routes of exposure, people involved, waste control, hazards arising and emergency actions. All aspects of handling, use, storage and transport shall be considered.

Information about such substances shall be obtained from the manufacturer or supplier Material Safety Data Sheets (MSDS), not Product Information Sheets, to enable assessment to be undertaken

The assessment will be based on manufacturers' and suppliers' Health & Safety guidance and our knowledge of the work process. The Parish will ensure that exposure of staff 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 Parish will apply the following:

- Keep an inventory of all hazardous substances used, including those used in 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, material safety 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 Parish. Employees are required to notify their Line 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.

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:

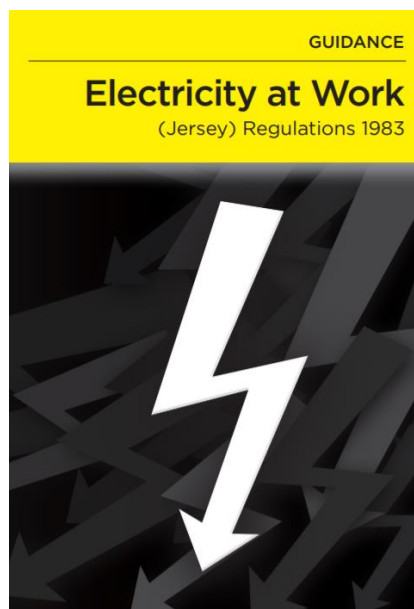


28. Electricity

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 Parish premises will be in accordance with the latest Regulations published by the Institute of Electrical Engineers for Electrical Installations, and will only use an NICEIC (The National Inspection Council for Electrical Installation Contracting) approved contractor. The Parish 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 recorded by the Infrastructure Department. 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 Parish 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 Parish 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.



29. 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 Parish'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 Infrastructure Department 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 Parish 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 Parish will commission the appropriate survey as necessary.

There are three types of asbestos:

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

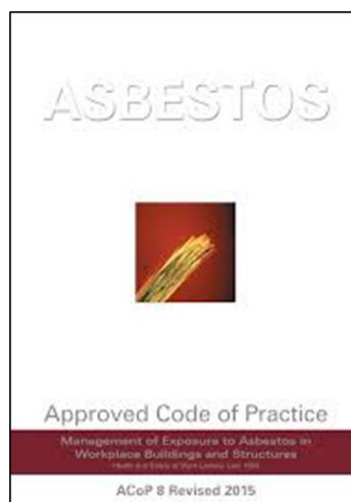
Although the above list is by no means exhaustive it can be used as a guide for identifying the more common places asbestos may be found.

30. Asbestos Staff Training:

There are three types of training requirements: -

1. Asbestos Awareness training
 - a. for anyone who may encounter asbestos such as maintenance workers, property managers, domestic waste staff.
2. Removal of non-licenced Asbestos-based Construction Materials training
3. Licenced Removal training (an area that PoSH will not be involved in)

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



31. Legionella

The Parish understands that Legionnaires disease is a potentially fatal form of pneumonia. It is normally contracted by inhaling tiny, airborne droplets containing viable legionella bacteria.

To control the risk from legionella, water services should operate at temperatures that prevent legionella growth:

- Hot water storage cylinders should store water at 60°C or higher;
- Hot water should be distributed at 50 °C or higher (thermostatic mixer valves are required to reduce risk of scalding)
- Cold water should be maintained below 20°C where possible

To demonstrate compliance, monthly temperature checks should be carried out, and recorded, on frequently used outlets. Where an outlet is infrequently used, this should be checked on a weekly basis with the results recorded. Bacterial analysis should be carried out periodically to demonstrate compliance.

A written scheme should be prepared for preventing or controlling the risks, this will include up to date plan showing the layout of the water system, precautions taken, checks to ensure efficiency of the scheme and the frequency of the checks, remedial actions is the scheme is ineffective.

A copy of the written scheme should be kept available on site, and all records of monitoring, inspection, testing or checking to demonstrate the scheme is working should be maintained for five years.



32. 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. This will be determined by carrying out a risk assessment of each workplace.

- The Parish shall provide suitably qualified first aid personnel to ensure adequate arrangements for First Aid, including cover for annual leave and/or sickness absence.
- Fully stocked and up to date first aid kits will be available at all locations. The Parish vehicles will also carry a first aid kit. The size of the kit will be dependent on the number of workers and the risks identified.
- The designated First Aid persons shall be responsible for the maintenance of the first aid equipment, including restocking.
- Notices will be displayed to identify the first aid contacts and equipment locations.

33. Fire Safety

The Parish shall ensure that a Fire Risk Assessment has been undertaken in respect of all premises where staff are working. The validity of the Fire Risk Assessment should be reviewed annually or in light of any changes in legislation, employee numbers, or other requirements that may affect the suitability of the assessment.

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

- To provide suitable and sufficient fire safety training 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 – outside Burger King
 - 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

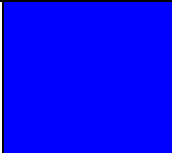

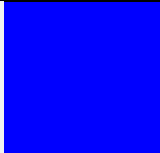
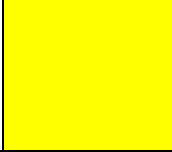

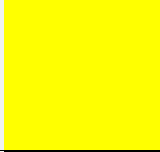


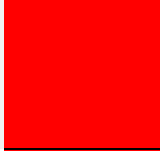


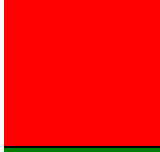



34. Safety Signs

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.

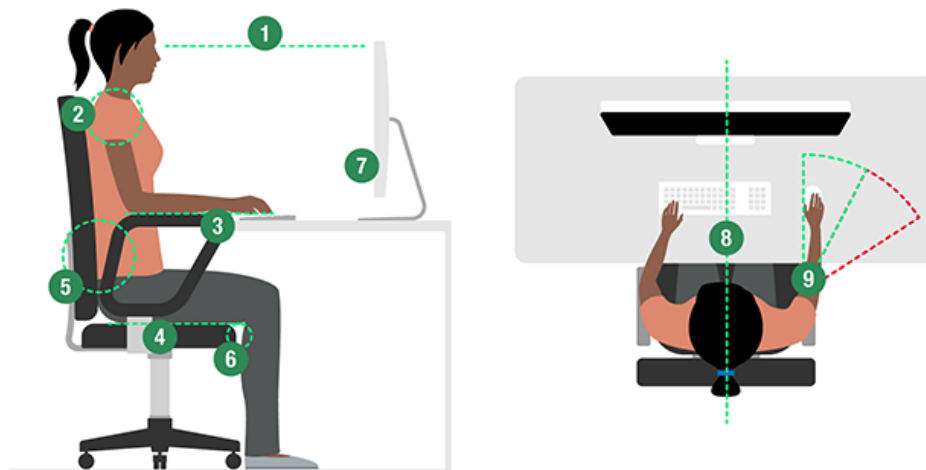
Colour Coding of Safety Signs

Mandatory			
Warning			
Prohibition			
Fire			
Safe Condition & First Aid			

35. Display Screen Equipment (DSE)

It is the Parish's policy to comply with the Jersey Display Screen Equipment 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.
- 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 users 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. 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

36. Parish Vehicles and Personal Vehicles used for Parish Business

Vehicles shall be driven with due care and attention at all times. Drivers of vehicles are responsible for ensuring that they are maintained in a road worthy and safe condition and that any defects are reported and rectified in a timely manner.

Driving licences must be submitted to HR upon commencement of the use of a vehicle then annually thereafter, or sooner if requested.

The use of hand-held phones while driving is prohibited. They can only be used when safely parked, whether the medium is speech, text or any other form of data transfer. Hands free mobile conversations should only take place when traffic conditions make it safe to do so. If it is not safe, calls should be ignored or terminated. It is preferable for calls to be taken by the answer phone function and replied to when the driver has reached their destination.

The Parish recognises 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. Vehicle Risk Assessments should take into consideration:

- Off road use.
- Safety equipment that can be fitted to vehicles.
- Pedestrian and vehicle routes
- Work area layout.
- Use of loading/ unloading and parking areas.
- Driver competence and health.
- Driver medication and effect on driving ability
- Driving license checks upon employment and at regular intervals after
- Vehicle cleanliness and condition

37. Fire Arm Checks

The Parish is mandated to conduct firearm checks to ensure compliance with the Firearms (Jersey) Law, including verification of firearm serial numbers and adherence to storage regulations. Non-compliance may result in the removal of the firearm.

The Parish Secretary will collaborate with the Honorary Police to arrange check visits, providing ample notice to property owners. Prior to entry, the Parish Secretary will conduct a dynamic risk assessment to ensure safety.

In cases of pre-notified concerns, Honorary Police Officers should be equipped with wireless radios and report the premises' address and entry time to police headquarters for monitoring. They should stand down once the matter is resolved and premises exited.

38. Lone Working

The Parish shall restrict lone working to the absolute minimum wherever possible. Where staff find themselves working alone on more than a few isolated occasions, the Department will assess the 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 Department will set the limits to what can and cannot be done while working alone. The Department 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 Department uses a "buddy" system in situations where lone working could result in an injury and no one would know if a person is injured. Certain Departments may make use of body worn cameras and personal alarms.

39. Stress

The Parish recognises that work related stress can lead to physical and mental health issues, and is a significant cause of work-related ill health in Jersey. HSE define work related stress as “the adverse reaction people have to excessive pressure or other type of demand placed on them”.

The signs and symptoms of stress vary between individuals, however the following are some of the common indicators:

- Frequent feelings of panic
- Mood changes
- Difficulty with decision making
- Difficulty concentrating
- Reduced output or increased error rate
- Impatience or irritability
- Constant headaches
- Feeling guilty if you relax for a few minutes
- Problems sleeping
- Other physical problems including raised heart rate, blurred vision, skin rashes, sweating, dizziness, aching neck and shoulders and low resistance to infections.

We will work with staff to manage stress by:

- Managing and communicating organisational change in a sympathetic manner
- Allowing staff to control the way they do their work wherever possible
- Providing support through regular supervisions and access to resources
- Reviewing work demands such as workload, work patterns and work environment
- Promoting positive working relationships to avoid conflict, and managing any unacceptable behaviour
- Ensuring staff understand their role, and are competent to undertake the role.

If you are experiencing any signs or symptoms of stress, please speak with your manager.

40. Housekeeping

The Parish shall enforce a policy of high standards of housekeeping in all its offices and at all places of work. This shall be the responsibility of all Directors and Heads of Department.

A clear desk policy shall be implemented to the greatest practical extent.

It is Parish policy not to consume food at desks or store unnecessary clothing under desks.

41. Summary of Revisions

SUMMARY OF REVISIONS		
DATE	REVISION NUMBER	DETAILS OF REVISION
February 2024	1.0	Initial Draft
February 2024	1.1	Updated RA Strategy & Firearm Checks