

WHITTLESEY & DISTRICT INTERNAL DRAINAGE  
BAORD  
Health Safety & Environmental Policy

**SECTION A**

**POLICY STATEMENT**

It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff and to ensure sufficient information, instruction, training and supervision is provided for this purpose.

We also accept our duty to provide as much resource as may be required to achieve, as a minimum, compliance with legislation where mandated by law. Continuous improvement of Health & Safety remains our objective, especially if there is a business case for doing so. We further accept responsibility for the health and safety of other people who may be affected by our activities.

We will maintain an active Health Safety and Environmental Management System dedicated to promoting safe working systems and safe places of work through good practices and adequate safeguards. Risk Management, encompassing all aspects of Risk Assessment, will be at the heart of our Safety Management Systems to ensure compliance with the requirements of the Management of Health & Safety at Work Regulations 1999.

Whittlesey Internal Drainage Board actively seek and expect support from all staff whatever their status, in achieving the objectives of this Health and Safety Policy ("the Policy").

The allocation of duties for safety matters and the arrangements for implementation of the Policy are set out in sections B and C of the Policy. The Policy shall be kept up to date as required. To ensure this, the Policy and the way in which it is operated, will be subject to a Board Review annually.

The Policy is issued to all staff and Board Members

Signed: ...R C Brown.....  
Dated.....10/6/2014.....

**SECTION B**

**Day to day health and safety responsibilities:**

- 1) Staff working from home are responsible for all day to day health and safety matters relating to their home office and are responsible for carrying out workstation risk assessments, copies of which should be forwarded to the Chairman as soon as carried out. Suitable training and information will be provisioned to ensure staff are able to discharge this duty.

- 2) All staff working away from the office - whilst travelling or working away from their designated office on WHITTLESEY & DISTRICT INTERNAL DRAINAGE BOARD business will follow this Policy.
- 3) Whilst at work employees have a legal duty of care:-
  - a) To themselves and to others who may be affected by their acts or omissions at work, and
  - b) To co-operate with other staff members to achieve a healthy and safe workplace and to report to the appropriate person any health and safety problems which they are unable to resolve themselves, and
  - c) Not to interfere with or misuse any equipment provided in the interests of health, safety and welfare. Further, they have a legal duty to look after that equipment and to use it as they have been instructed.
- 4) Any abuse of health and safety responsibilities by an employee may lead to disciplinary proceedings being taken against him/her.

### **Monitoring the Health and Safety Policy**

- 5) The Board are responsible for reviewing the Policy to ensure continued effectiveness, particularly that:
  - a) Health and safety responsibilities are being properly discharged
  - b) Employees are working to the required health and safety standards
  - c) Employees are safety conscious

### **Health and Safety Budget**

- 6) Allocation will be made annually in the budget for the purpose of health and safety, i.e. safety training.

## **SECTION C**

### **ARRANGEMENTS FOR HEALTH AND SAFETY SYSTEMS AND PROCEDURES**

#### **General safety and conduct of employees**

- 7) Employees are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all employees. A declaration by the employee must be signed when the Policy has been read and understood. Staff must not promote or participate in horseplay, pranks or practical jokes which may result in an accident or injury.

#### **Accidents**

- 8) If an accident occurs it is the injured person's responsibility to notify the Board at the earliest opportunity and record the accident in the Accident Book. Should the accident be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), this will be done by the delegated Director. **n.b.** It is a criminal offence to fail to report as required under RIDDOR 1995.

## **First Aid**

First Aid box is situated at the Office of the Clerk, and in the District Officers vehicle. All pumping stations will have a First Aid box.

## **Communication**

- 9) Health and Safety will be an agenda item at all Board meetings. All employees are encouraged to raise any matters of concern at these meetings, but if more urgent to raise them with the Chairman at any time.

## **Good Working Practices**

- 10) Good Working Practices including safety precautions are to be taken when working alone: These are set out in Appendix B.

## **Electrical Safety**

- 11) All portable electrical appliances shall be checked at a period that shall be determined in accordance with the HSE recommendations for the inspection and testing of minor or portable electrical equipment, or in the event of higher risk items, annually by qualified electrical contractors. The installation is checked every five years in accordance with the Electricity at Work Regulations 1989 and the Institute of Electrical Engineers Wiring Regulations 16<sup>th</sup> Edition.

## **Vehicle Safety**

- 12) Never drive or operate a vehicle on WHITTLESEY & DISTRICT INTERNAL DRAINAGE BOARD business unless you are authorised to do so and hold the appropriate licence and business insurance.

A WHITTLESEY & DISTRICT INTERNAL DRAINAGE BOARD Driver's Handbook has been produced to make all WHITTLESEY INTERNAL DRAINAGE BOARD personnel aware of the risks associated with occupational road travel. All WHITTLESEY & DISTRICT INTERNAL DRAINAGE BOARD personnel who may be required to drive on WHITTLESEY & DISTRICT INTERNAL DRAINAGE BOARD business are to be issued with a copy and to make themselves familiar with the content.

## **Manual Handling**

- 13) WHITTLESEY & DISTRICT INTERNAL DRAINAGE BOARD follows the Health and Safety Executive guidelines for lifting e.g. no employee is expected to lift over 25kg without assistance. All staff who may be involved in physical handling will be trained in the correct procedures to adopt. Training records are available for inspection.

## **Display Screen Equipment**

- 14) All staff are to be informed of the various ill health conditions associated with the use of display screen equipment. They are also to be trained in the correct use of computers, the positioning of desk, chair monitor etc., to enable them to avoid the various ill health problems. All staff are aware that their employer will provide an eye test should it be requested. More detailed review in the Health and Safety in the Office document.

### **Risk Assessments**

Risk Assessments have been carried out in the following subject areas:-

- a) General risk assessment including fire hazards
- b) Display screen equipment and office
- c) Hazardous substances
- d) Working near water
- e) Pumping stations
- f) Contractors and visitors

Assessment records are all available for inspection.

### **Health and Safety Inspections**

- 15) The office work area has been assessed as low risk and an inspection will be carried out annually unless circumstances dictate otherwise.  
The pumping Station sites have been assessed as low to medium risk  
Some activities are deemed a high risk and suitable procedures have been introduced and implemented.

### **Contractor Plant Hire**

- 16) For each Contractor hired by WHITTLESEY & DISTRICT INTERNAL DRAINAGE BOARD a Contractor Health and Safety checklist schedule, will be issued and the completed form reviewed by the Clerk/District Officer. This procedure will be followed on the first hiring of any contractor appointment to ensure implementation of this Policy. For subsequent hirings enquiries should be made to ascertain whether the information supplied is still current.

### **Policy Review**

- 17) This Policy will be reviewed and updated following any major changes in procedures, personnel or annually whichever occurs first.

## **SECTION D**

### **GOOD WORKING PRACTICES**

1. Keep all passageways clear of obstructions
2. Do not obstruct any Fire Exit
3. Keep all electrical leads tidy and ensure that they do not form an obstruction
4. When alone in the office do not admit any caller who is not known to you or who does not have a prior appointment
5. Staff travelling to other premises during the normal working day should inform a relative of their diary and on a weekly basis report to the Chairman to ensure that others are informed of their whereabouts.
6. When visiting premises staff should where ever possible ensure that all reasonable precautions are taken to avoid risk to their personal safety e.g. they should park in a public area and, if after dark, in a well lit area as close as possible to the premises to be visited
7. Staff should take all reasonable precautions when meeting with unknown persons outside a normal office environment including advising the premises of the circumstances and arranging for a colleague to be in attendance if in any doubt as to her/his safety
8. Employees responsible for hiring contractors must take all reasonable steps to ensure that the contractors and equipment satisfy the Management of Health & Safety Regulations 1992

## **SECTION E**

### **HEALTH AND SAFETY IN THE OFFICE**

#### **VDU's – Visual Display Units**

##### ***Risks***

**RSI** – (Repetitive strain injury) can occur in your hands, wrists, arms, neck, shoulders and back. This often happens after sitting for long periods of time, doing uninterrupted work.

**Eyes** – Long spells of VDU work can cause tired eyes, also contact wearers may find there eyes dry out much more quickly.

**Headaches** – caused by:  
Screen Glare  
Poor image quality  
Stress  
Anxiety

Reading the screen for too long, without a break  
Poor posture  
Or all of the above

## Regulations

The health and safety (Display Screen Equipment) Regulations 1992 implement an EC Directive and came into effect from January 1993. The Regulations require employers to minimise the risk in VDU work by ensuring that workplaces and jobs are well designed.

These regulations apply where staff habitually uses VDU's as a significant part of their normal work.

### Employers have to:

- Analyse workstations, and assess and reduce risks.
- **Ensure workstations meet minimum requirements such as:** adjustable chairs, suitable lighting, covering screens, keyboards, desks, the work environment and the software.
- **Plan work so there are breaks or changes of activity:** the need for breaks depends on the nature and intensity of the work. Short frequent breaks are better than longer less frequent ones.
- **On request arrange eye tests and spectacles if special ones are needed:** employers only have to pay for spectacles if special ones ( for example prescribed for the distance the screen is viewed and normal ones can't be worn)

Policy was agreed and adopted at the meeting held on \_\_\_\_\_

Signed by Chair

\_\_\_\_\_ date \_\_\_\_\_

## Appendix A Health & Safety Checklist

This checklist must be carried out on venues used by WHITTLESEY & DISTRICT INTERNAL DRAINAGE BOARD as part of the Health and Safety Policy. This must be used at every venue.

<b>Location:</b>	
<b>Address:</b>	
<b>Contact Name &amp; Title:</b>	
<b>Contact Number:</b>	

### 1. HEALTH AND SAFETY POLICY (written where 5 employees or more)

	Yes	No	N/A	Comments
Do you have a current signed Health and Safety Policy				
Does the policy contain:				
* A. Statement				
* B. Organisation				
* C. Arrangements				
* D. Designated competent person				

### 2. HEALTH AND SAFETY LAW

	Yes	No	N/A	Comments
* Poster on display: "Health and Safety Law - What you should know"				

### 3. INSURANCES

	Yes	No	N/A	Comments
Do you have Employer Liability insurance?				
* Insurer's name:				
* Policy No:				
* Expiry Date:				
	Yes	No	N/A	Comments
* Is the Maximum Liability Certificate				

displayed?				
* Do you have Public Liability insurance?				

#### 4. NOTIFICATION TO ENFORCING AUTHORITY (where appropriate)

	Yes	No	N/A	Comments
* Maximum Liability Certificate displayed?				

#### 5. RISK ASSESSMENTS

	Yes	No	N/A	Comments
Are Workplace Risk Assessments undertaken?				
Have significant risks been recorded with action plan?				
Have those significant risks been effectively communicated to employees				

#### 6. FIRST AID ARRANGEMENTS

	Yes	No	N/A	Comments
* Is there a First Aid Box?				
* Is it clearly signed?				
* Do the contents of the First Aid Box meet legal requirements?				
* Is there an appointed First Aider?				

#### 7. ACCIDENTS AND DISEASES

	Yes	No	N/A	Comments
Are all accidents entered into the Accident Book?				
Are you aware of your duties under the RIDDOR regulations 1995 (F2508)				

#### 8. EMERGENCY ARRANGEMENTS



	Yes	No	N/A	Comments
a. Has a Fire Risk Assessment been completed as required by the Regulatory Reform (Fire Safety) Order 2005?				
* b. Is fire fighting equipment checked regularly (includes emergency lighting)?				
* Are equipment checks recorded?				
* c. Do you carry out Fire Alarm tests?				
Are records kept of fire alarm tests?				
	Yes	No	N/A	Comments
Are emergency fire procedures displayed?				
d. Are evacuation drills carried out?				
Are records kept for evacuation drills?				
e. Are all Fire Exits and escape routes clearly signed?				
f. Is there a named person for emergencies?				

### PREMISES AND WELFARE

	Yes	No	N/A	Comments
* Are the toilets suitable and sufficient?				
* Is the heating & ventilation adequate?				
* Are there washing facilities?				
* Are adequate safety notices/ signs displayed?				

### 9. GENERAL CONDITIONS OF WORKING ENVIRONMENT AND HOUSEKEEPING

Any other comments:
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I confirm that the above particulars are correct.