

SOUTHWATER PARISH COUNCIL

HEALTH AND SAFETY POLICY



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1. Background

The Council adopted a Health and Safety Policy in 1999 to protect all of its employees, visitors, contractors and users of premises, and to encourage safe working practices. This revised document explains the Policy and the systems that have been set up, within the organisation, to make sure that the Policy is working.

2. Statement of Policy

- a. The Members of Southwater Parish Council hereby give notice of their acceptance of responsibility as an employer and landowner to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, visitors and users of premises, and others who may be affected by the Council's activities, and declare their intention to meet the requirements of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1992, the Occupiers Liability Act 1984 and all other relevant statutory provisions.
- b. Southwater Parish Council will continue to ensure that its policy, legal obligations and experience are applied effectively throughout the Parish of Southwater where the Council has legal obligations.
- c. The Council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the Council's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.
- d. Employees have a duty 'to take reasonable care' for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

3. Objectives

- a. Provide a working environment of a standard which will ensure the Health and Safety of its employees and other persons who are likely to be affected by the Council's activities;
- b. Carry out risk assessment of the Health and Safety to employees and of anyone else who could be affected by its work activities, record the significant findings of such assessments and make them available to employees, contractors and users of premises. The compilation and implementation of practical codes of safety and health practice and conduct will be based on these risk assessments;

- c. Provide, where appropriate, equipment, tools and plant which are safe and without undue risk to health;
- d. Institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects;
- e. Make proper arrangements for the safe use, handling and storage of all articles and substances used by the Council;
- f. Promote the instruction and training of employees in matters of Health and Safety, so as to enable them to recognize and avoid hazards at work;
- g. Inform employees, contractors, visitors and user of premises of the risks associated with its work activities by means of notice and instructions, and to clearly describe the work methods necessary to minimize the likelihood of injury or of adverse effects on health;
- h. Provide and maintain, where appropriate, safety equipment and protective clothing and ensure that employees are informed of their obligation in respect of its use;
- i. Provide First Aid equipment, facilities and training, and to make sure such other emergency provisions as are necessary to ensure the Health and Safety of all employees, visitors and others allowed access to the Council's premises;
- j. Institute a procedure for the recording of all accidents and instances of ill health occurring as a result of the Council's activities and ensure that such incidents are investigated;
- k. Provide satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of employees whilst at work;
- l. Advise all employees, contractors and users of premises of their obligations in Health and Safety matters;
- m. Establish an organisation with responsibility for making this Policy effective. This includes nomination of a Health and Safety Committee who shall have direct responsibility for the general oversight of Health and Safety within the Council. Councillors appointed to the Health and Safety Committee to be able to appoint the Executive Officer, and other Members of the Council, to act on their behalf in carrying out relevant instructions;
- n. Ensure that accident prevention within Southwater Parish Council is an integral part of operational management and is supported by a competent advisory service and/or its Health & Safety Committee;

- o. Ensure the proper direction and control of all persons other than employees allowed access to the Council's premises and also ensure they are not put at risk by the Council's work activities;
- p. Control the use of contractors on the Council's premises, and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy;
- q. Arrange for Health and Safety Inspections of all premises and other areas at regular intervals, with reporting of findings and recommendations to the Members of the Council;
- r. Maintain arrangements with employees for joint consultation and participation in matters relating to their Health and Safety;
- s. Keep the Health and Safety Policy under review and make improvements, additions and amendments that from time to time may be deemed necessary, desirable and/or in response to changes of legislation.

4. Organisation and Responsibilities

The Council will:

- (a) Receive reports from the Health and Safety Committee;
- (b) Consider overall trends and issues likely to effect the Council;
- (c) Monitor the Health and Safety performance of the Council and compliance with legislation;
- (d) Promote a positive Health and Safety culture within the Council;
- (e) Ensure that adequate resources are available to discharge the Council's Health and Safety commitments;
- (f) Where necessary, give assistance to the Parish Executive Officer, and/or other officer in carrying out inspections in the interests of effective Health and Safety management;
- (g) Undertake in conjunction with the Executive Officer and/or other officers safety inspections, investigation of accidents, incidents, near misses, and other dangerous occurrences and forward reports of legally notifiable cases of disease to the appropriate authority.

The Council is to co-ordinate the implementation of the Health and Safety Policy. The Executive Officer will, together with the Health and Safety Committee:

- (h) Advise on planning and development of Health and Safety training to meet the Parish Council's requirements.
- (i) Advise on prevention of injury or ill health to personnel and damage to plant/equipment.
- (j) Advise on legal requirements affecting Health, Safety and Welfare, and implementation of the Council Health, Safety and Welfare Policy.
- (k) In conjunction with nominated Councillors, carry out routine site inspections on all Council sites, ensuring significant findings are reported and actioned in specified time limits.
- (l) Maintain a central record containing such Statutes, Approved Codes or Practice, Guidance Notes, Certificates, Risk Assessment Reports, Terms of Reference, Accident Reports and Investigations as are relevant.
- (m) Make arrangements for carrying out suitable and sufficient risk assessments in relation to work activities to eliminate control risk to the Health and Safety of employees.
- (n) Ensure that all staff are fully aware of, and instructed in their responsibility as imposed by, Regulations, Codes of Practice and Council procedures, and take steps so far as is reasonably practicable to ensure that they are properly implemented.
- (o) Delegate such Health and Safety tasks to other officers of the Council as appropriate.
- (p) Ensure that all works carried out on Council premises and all plant, machinery and equipment where relevant complies with statutory requirements and approved or agreed standards.
- (q) Ensure that where the Council has supplied labour to erect or install equipment of any nature, the erection or installation is of a high standard and complies with the Codes of Practice and current Regulations.
- (r) Ensure that staff are conversant with the Council's accident or damage reporting procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences as specified by Regulations (RIDDOR). Also, ensure that the cause of any accident and or, dangerous occurrence is thoroughly investigated and that effective follow up action ensues.
- (s) Provide adequate First Aid supplies and facilities in accordance with current Regulations, and ensure that a responsible person is appointed to take control of the situation.

- (t) Ensure that statutory notices as required are displayed and that all statutory registers are provided and used.
- (u) Ensure that periodic statutory tests, inspections and where applicable maintenance of premises are carried out and the appropriate records kept.
- (v) Ensure that adequate fire precautions and appliances are in place and that, in the event of an emergency, staff are conversant with the fire drill to ensure that the building/premises are vacated as quickly as possible.
- (w) Make available and enforce the use where necessary of safety equipment and protective clothing, in accordance with current Regulations and Council instructions.
- (x) Ensure that all staff are competent to carry out their duties safely having received adequate information, instruction and training and where necessary that they hold a valid certificate of competence.
- (y) Ensure that regular updates with the workforce takes place.

5. Employee Responsibilities

All employees are to take reasonable care of their own safety and that of anyone else who may be affected by their work activities, and are required to co-operate with Southwater Parish Council in the fulfilment of its duties with regard to Health, Safety and Welfare at Work. **Each employee, therefore, will be responsible for:**

- (a) Making themselves familiar with and conforming to relevant Health and Safety instructions at all times.
- (b) Not interfering with or misusing anything provided in the interest of Health, Safety and Welfare.
- (c) Reporting to the Executive Officer incidents that have led to, or may lead to, injury or damage.
- (d) Assisting as required in the investigation of accidents or incidents.
- (e) Wearing the appropriate protective equipment where required.

6. Training

The Council is responsible for ensuring that all members of staff are given the appropriate information, instruction, and training to enable the activities of the Council to be carried out safely.

7. Appendices

All Other Organisations

In addition to the personal responsibilities that your organisation has it will also be your responsibility to ensure that:

- a. All members under your control are fully aware of approved Codes of Practice and Council procedures, and take steps, so far as is reasonably practicable, to ensure that they are properly implemented.
- b. Adequate risk assessments are carried out to check proposed working methods, including those of sub-contractors, with site management before work commences, ensuring that safe systems of work have been established and communicated to all concerned.
- c. In conjunction with the Parish Executive Officer arrange regular Safety Meetings for Committee Members and employees in order to draw to their attention any changes in legislation.
- d. Within your organization that you foster where necessary an understanding that prevention of occupational injury and illness and damage control, are an integral part of business and operational efficiency, as well as being a moral and legal obligation.
- e. Should any remedial/building works take place within your area of responsibility then all necessary protective clothing and equipment must be issued and used, after the appropriate training has been carried out.
- f. You, your staff, clients and members of the public are conversant with the Council's accident and damage reporting procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences as specified by Regulations (RIDDOR). Ensure that the cause of any accident and/or dangerous occurrence is to be thoroughly investigated and that effective follow up action ensues. Also reported to the Council within the set time limit.
- g. Adequate First Aid supplies and facilities are available in accordance with current Regulations, and a responsible person appointed to take control of the situation.
- h. Statutory notices are displayed and that all Statutory Registers are provided and used.
- i. Periodic statutory tests, inspections and where applicable maintenance of premises are carried out and the appropriate records kept.
- j. Current fire precautions and appliances are in existence and that, in the event of an emergency, you and your committee/management are conversant with the fire drill to ensure that the building/premises are vacated as quickly as possible.

- k. You co-operate with the Parish Council or its representative, i.e., the Executive Officer, to ensure that any defects or faults within your area of responsibility are rectified immediately.
- l. You have available and issue where necessary safety equipment and protective clothing, in accordance with current Regulations and Council instructions.
- m. All staff are competent to carry out their duties safely having received adequate information, instruction and training and are where necessary certificated as to their competence.
- n. All employees under your control are properly supervised and have been instructed and trained with regards to specific Regulations and the relevant system of work and adequate training records kept.
- o. Due care and attention is paid when handling, loading and unloading and stacking equipment to ensure that Council procedures and suitable risk assessments are complied with, and that safe working conditions apply.
- p. All contractors to provide a copy of their current insurance and those contractors working adjacent to Highways, etc. should have a minimum of £10 million public indemnity cover.

Accident Reporting

Injuries must receive prompt attention, and any immediate danger should be alleviated.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require organisations to record accidents/incidents and also to investigate and report to the nearest office of the Health and Safety Executive (HSE) accidents which result in the following:

- (a) FATALITIES;
- (b) SPECIFIED MAJOR INJURIES (reference RIDDOR);
- (c) EMPLOYEES BEING ABSENT FROM WORK FOR MORE THAN 3 DAYS;
- (d) REPORTABLE INDUSTRIAL DISEASES; (reference RIDDOR).

The organisation is also required to investigate and report any Dangerous Occurrences (reference RIDDOR).

EMPLOYEES RESPONSIBILITIES

It is the duty of all Staff who have an accident/incident or witness an accident/incident to another employee, visitor or member of the public to ensure that everything possible is done to minimise damage, particularly injury to persons.

Therefore:

- a. Call 999 for emergency services if applicable;
- b. Obtain First Aid treatment for the injured person;
- c. Ensure that the accident/incident is reported to the Parish Executive Officer;
- d. Record the accident/incident by filling in the Accident Book and completing a copy of the Council's Incident Report Form;
- e. Ensure that the appropriate "Return to Work" form is completed together with a copy of your doctor's confirmation that you are "fit for work" if over 7-days.

EMPLOYERS RESPONSIBILITIES

The Council is to:

- (a) Establish whether the circumstances or the result of the accident/incident are immediately reportable under RIDDOR as a Major Injury or as a Dangerous Occurrence;
- (b) Investigate the accident/incident and ensure that all necessary steps have been taken to prevent any immediate further injury or damage to property;
- (c) Ensure that an entry in the Accident Book has been made;

- (d) Take what steps are necessary to remedy the cause of the accident/incident to prevent a re-occurrence;
- (e) Ensure that if an injured employee is absent from work, or unable to carry out their normal work for more than 3 days (not including the day of the accident) Form F2508 is completed and sent to the nearest office of the Health and Safety Executive (HSE) within 10 days of the accident.

Control of Substances Hazardous to Health (COSHH)

WHAT IS A SUBSTANCE HAZARDOUS TO HEALTH?

Within your working environment, there are numerous substances which fall into the category “Hazardous to Health”, e.g., CLEANING MATERIALS, WEEDKILLER, SOLVENTS, FIXATIVES, TONER, ‘TIPPEX’, etc. These products will be labelled as dangerous in several ways, i.e., VERY TOXIC, TOXIC, HARMFUL, IRRITANT or CORROSIVE in line with the Chemicals (Hazard Information and Packaging) Regulations 1994, and are labelled as such by an orange square with a black symbol in it, with one of the words listed above written underneath.

WHAT DOES COSHH REQUIRE?

- Assess the risk to health arising from work and what precautions are needed.
- Introduce appropriate measures to prevent or control the risk.
- Ensure that control measures are used and that equipment is properly maintained and procedures observed.
- Inform instruct and train employees about the risks and the precautions to be taken.

ASSESSMENT

You need to know what the risk is and the extent of the risk, before deciding what, if anything, you need to do about it.

The assessment must be a systematic review :-

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used?
- What harmful substances are given off as a by-product of use?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?

HAZARD DATA SHEETS

All relevant information on substances used at work must be obtained from suppliers.

This information, along with your assessment findings, should be formulated onto a HAZARD DATA SHEET, clearly showing the safe system of use and all the necessary protective measures to ensure safe use of the substance.

This data must be made available to all employees likely to use or come into contact with the substance.

Electricity at Work

The Electricity at Work Regulations came into force on 1st April, 1990, and laid down broad guidelines about safety of electrical systems and electrical equipment.

The Regulations apply to and are enforceable in respect of all places of work where electricity is used.

The main duty of employers is to ensure that the systems for distribution of electricity are constructed and maintained so as to prevent danger.

Within most working environments, large numbers of portable electrical equipment are in use at any given time, e.g., PCs, printers, photocopiers, kettles, drills, heaters, power tools, extension leads and kitchen equipment, etc. All of these will be plugged into the fixed installation electrical system.

FIXED ELECTRICAL INSTALLATIONS

When a system is first installed, the Electrical Supply Authority require a “Certificate of Compliance” before it can be connected to the Mains Supply. This is a certificate issued by a qualified electrician, stating that certain tests have been carried out, and that the System is in a fit state to be connected.

A copy of this Certificate should be available for all of the buildings which the Council uses.

After this initial Certification the Fixed Wiring should need comparatively little attention. Re-testing at least every 5 YEARS should be sufficient unless any assessments show otherwise. Copies of the Re-Test Certificate should be attached to the electrical equipment register/inventory.

PORTABLE ELECTRICAL EQUIPMENT

When an appliance is purchased, it will have been tested to ascertain that it is suitable for the purpose for which it was made, as indicated by a BSI “Kite” or BEAB Approved Mark on the equipment. So long as the equipment is to be used for the job it was designed, initially very little needs to be done.

A register of portable electrical appliances (all items with a plug) should be set up. All existing and any new equipment should be individually marked with an identification number and entered into the register. All such equipment should be regularly checked by a competent person and a record of such checks should be kept.

Electrical equipment which has not been so checked and recorded should UNDER NO CIRCUMSTANCES be connected to the Council’s electrical supply circuitry. Similarly, contractors, performing artists, etc., should provide for inspection up to date documentary

proof of the electrical integrity of their electrical equipment. Staff should be instructed that their own personal electrical equipment should not be connected to the Council's electrical supply without express permission having first been given and the equipment tested and recorded as it would have been had it been the Council's property.

No Smoking Policy

1.0 Introduction

Tobacco smoke has now been shown to cause serious damage to the health of both smokers and non-smokers.

Section 2(2)e of the Health and Safety at Work Act (1974) places a duty on employers to provide a working environment for employees that is, so far as reasonably practicable:

- Safe
- Without risk to health; and
- Adequate as regards facilities and arrangements for their welfare at work

The requirements of the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992 place stringent requirements on employers to assess risks and ensure that non-smokers are protected from the dangers of tobacco smoke in work and other areas of responsibility, so far as is reasonably practical. In order to comply with the Health Act 2006 this policy has been developed therefore to protect all employees, service users, customers and visitors from exposure to second-hand smoke.

As tobacco smoke has now been shown to be a threat to the health of individuals and the following policy has been adopted concerning smoking in any premises/building/shelter or enclosed space in the ownership of Southwater Parish Council.

2.0 General Principles

This policy seeks to guarantee the right of any member of staff, visitor or member of the public to work in air free from tobacco smoke, whilst taking account of the needs of those who continue to wish to smoke, despite the evidence of research findings.

The policy applies to all staff, members of the public, Members of the Parish Council, Contractors, agency workers, partnership organizations and casual visitors to the Council premises in the ownership of Southwater Parish Council. The policy applies to all Council facilities, owned or leased, regardless of location.

3.0 Council Areas

Smoking is not permitted in any of the Council's premises. Anyone wishing to smoke must do so outside Council owned premises.

As there is evidence to show that tobacco smoke can cause serious damage to the health of both smokers and non-smoking staff. Visitors or members of the public who

wish to smoke must stand well clear of the entrance to Council premises to allow non-smokers clear access to the premises.

4.0 Counselling Service for those Who Wish to Stop Smoking

It should be noted that this policy is not concerned with whether or not anyone smokes, but with where they smoke when they are within the Council's premises. However, it is recognised that smoking will affect people who work in the Council. It is also acknowledged that the policy may be an incentive to smokers to give up smoking. Staff are advised to seek assistance from their General Practitioner.

5.0 Assistance

The Council recognize that smoking is a primary health concern and therefore people who smoke may desire help or treatment. Employees are encouraged to seek help or treatment voluntarily either through their General Practitioner, or through resources of the employee's own choosing.

The NHS offers a range of free services to help smokers give up – see their website.

Staff should note that this policy now forms an integral part of the Council's Health and Safety Policy.

6.0 Compliance

The Council believe that in the long-term risks to employees' health will be minimized by maintaining a comfortable and safe working environment. Smokers and therefore required to comply with the policy requirements. Where an employee refused to comply with the requirements of this policy then disciplinary action may be considered.

A breach of the Council's No Smoking Policy will be considered gross misconduct and may lead to disciplinary action and possible criminal prosecution being taken against the individual concerned (for both staff and members of the public) up to and including dismissal or expulsion.

Appropriate signs will be posted at all entrances and throughout the workplace of Council owned premises. Copies of this policy shall be distributed to all employees, potential hirers of Council facilities and members of the public. This Policy will also be displayed on the Council's website and Parish notice boards.

There should be no discrimination against anyone exercising the rights afforded by this policy. The success of this policy will depend on the thoughtfulness, consideration and co-operation of smokers and non-smokers. All employees share in the responsibility for adhering to and enforcing this policy in order to ensure that A TOTAL NO SMOKING POLICY WITHIN PARISH COUNCIL OWNED PREMISES IS ADHERED TO.

7.0 **Visitors**

All visitors to any premises in the ownership of the Parish Council are expected to abide by the terms of this policy.

Visitors will be made aware of the policy by means of adequate sign posting and formal advice.

8.0 **Effective Date**

In light of the medical evidence and current legislation the effective date of this policy will be 1st July, 2007.

9.0 **Implementation**

Overall responsibility for policy implementation and review rests with the Parish Executive Officer. However, all staff are obliged to adhere and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

The Management of Health and Safety at Work Regulations 1992

These regulations provide a general framework of Regulations and Codes of Practice for the Management of Health and Safety at Work which are wide-ranging and overlap with many pieces of existing legislation.

Because of that broad range it is difficult to summarize, but aspects covered included :-

- Risk assessments;
- Health and Safety arrangements;
- Health surveillance;
- Health and Safety assistance;
- Procedures for serious and imminent Danger;
- Information for employees;
- Co-operation and co-ordination;
- Persons working for others, and self-employed persons;
- Capabilities and training;
- Employees duties;
- Temporary workers;
- Aging workforce.

The Council will need to:

- (i) Ensure that the appropriate risk assessments are carried out and recorded where necessary;
- (ii) Implement, monitor and review preventative and protective measures;
- (iii) Ensure that emergency procedures are in place and are formally recorded;
- (iv) Ensure that the appropriate information, instruction and training is provided.

All employees have a duty to:

- (i) Take reasonable care for their own and others Health and Safety;
- (ii) Use all work items in accordance with training and advice;
- (iii) Co-operate with their employer with regard to Health and Safety matters;
- (iv) Report accidents and dangerous incidents;
- (v) Notify their employer of any shortcomings in Health and Safety arrangements;
- (vi) Report any breaches in the Councils “No Smoking” Policy.

The Workplace (Health, Safety and Welfare) Regulations 1992

These regulations apply to almost all workplaces.

The Council will need to ensure that:

- Workplaces and work equipment are maintained and cleaned;
- Workplaces are “suitably and sufficiently” ventilated and lit, and a reasonable temperature maintained;
- Employees have “sufficient” workspace and workstations are “suitable” for them;
- Floors, staircases and escalators are safe;
- Persons are protected against falls (or falling objects);
- Windows and doors are safe (safety glass where necessary) and safe to open (and clean);
- Pedestrians are protected from vehicles;
- “Suitable and Sufficient” sanitary conveniences and washing facilities (including showers where required) are provided;
- Wholesome drinking water is provided;
- Accommodation for outdoor clothing is provided (including changing rooms where necessary);
- Suitable facilities are provided for staff to rest, especially for any person at work who is a pregnant woman, nursing mother;
- Arrangements are in place to monitor legionella and asbestos if evident in any local workplace/building.

All Employees have a duty to:

- Act in such a way as not to jeopardise their own, other employees or any other person’s health, safety and welfare.

The Health and Safety (Display Screen Equipment) Regulations 1992

These Regulations deal with the Health and Safety requirements when working with Display Screen Equipment (DSE). They are intended to protect staff who habitually use DSE as a significant part of their work. They are concerned not only with the effect that display screens may have on eyesight, but also the prevention of muscle and joint problems due to poor job and workplace design, and the physical and mental stress caused by prolonged continuous use.

This may mean, if the workstation assessment finds it necessary, the provision of new chairs, footstools, document holders, etc., or the revision of work patterns and assurance that any new DSE equipment is suitable.

The Council will need to make arrangements to :-

- Assess workstations and reduce risks to Health and Safety;
- Ensure that workstations meet minimum requirements;
- Plan work to ensure breaks or changes of activity occur during prolonged use;
- Arrange for eye tests if requested by staff who qualify and if necessary provide corrective glasses needed specifically and solely for use with DSE;
- Provide information and training for DSE users.

All Employees have a duty to:

- Inform their employer of any medical condition that may effect, or be affected by, their use of DSE;
- Ensure that workstations and DSE are suitable adjusted so as to minimize Health and Safety risks.

The Manual Handling Operations Regulations 1992

The Regulations apply to any means of transporting or supporting a load (including the lifting, pushing, pulling, carrying or moving thereof) by hand or by bodily force.

The term 'load' includes any person or animal.

They require a process of:

- (a) Avoiding the need to lift and carry wherever possible;
- (b) Assessing those operations which are unavoidable;
- (c) Reducing the risk of injury.

There are NO SPECIFIC REQUIREMENTS such as weight limits, but an informal assessment will indicate which activities will need a more thorough assessment to be undertaken.

Ways of reducing risk could include :-

- (i) Improving the environment;
- (ii) Providing information on safe lifting techniques;
- (iii) Considering individual capabilities;
- (iv) Using mechanical aids.

The Council needs to :-

- (a) Identify all staff who are involved in manual handling operations;
- (b) Carry out an informal assessment to identify all those activities which involve a potential risk and therefore require formal assessment.

Most everyday manual handling operations will not involve risk and therefore will require no further assessment unless there is a significant change in the operation.

All Employees have a duty to:

- (a) Make use of all appropriate equipment provided for them, in accordance with the training and instructions which their employer may have given them. Such equipment will include machinery and other aids provided for the safe handling of loads.
- (b) Follow appropriate safe systems of workload down by their employer for the handling of loads.

The Provision and Use of Work Equipment Regulations 1992

Work equipment means any machinery, appliance, apparatus or tool and any assembly of components which, in order to achieve a common end, are arranged and controlled so that they function as a whole, e.g., Lawn mower, portable drill, hand saw, soldering iron, hammer, socket set and computer.

The Council must ensure that:

- Work equipment is suitable;
- Equipment is maintained in an efficient state of good repair;
- Suitable information instruction and training is provided in respect of the safe use of work equipment;
- Suitable and adequate guarding of all dangerous parts of machinery and that these are maintained in efficient working order and good repair;
- Work equipment is provided with, where appropriate, starting and stopping controls and emergency stop controls;
- Controls on equipment that are easily identified as to what each control does and on which equipment it has effect;
- Capability of isolating the equipment from its source of energy;
- Stability of work equipment;
- Adequate lighting is provided at any place where a person uses work equipment;
- Marking of warnings on work equipment are clearly visible and unambiguous, easily perceived and easily understood.

All Employees have a duty to:

- (i) Use correctly all work items provided by their employer in accordance with the training and instructions they receive to enable them to use the items safely;
- (ii) Not interfere with or misuse anything provided for their health, safety and welfare.