

TOLLESHUNT D'ARCY PARISH COUNCIL

www.tolleshuntarcy.org



Health and Safety Policy V1.0

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Health and Safety Policy

Introduction

Tolleshunt D'Arcy Parish Council recognises and accepts its responsibility to provide a safe and healthy environment for staff, service users, contractors and visitors to any of its premises, sites and undertakings and will take all reasonably practicable steps within its power to fulfil this responsibility. Through the Clerk, Managers and employees, within the ethos of self-regulation, the Council undertakes so far as is reasonably practicable:

- to provide the necessary resources and seek the co-operation of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974 and all supportive and associated legislation concerning Health, Safety and Welfare.
- to maintain all places of work in a condition that is safe and without risk to health, including the means of access to and egress from such places of work.
- to provide and ensure that work equipment and systems of work are maintained to be safe and without risks to health.
- to provide and maintain a working environment for persons at work that is safe and without risks to health, with adequate arrangements for the welfare of such persons.
- to provide appropriate personal protective equipment where necessary.
- to ensure safety and the absence of risks to health and the general environment in connection with the use, handling, storage, transport and disposal of articles and substances.
- to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees as well as visitors or users of facilities, on its premises, sites and any undertakings
- to bring to the attention of all persons, including regular and temporary employees, visitors and contractors, at the place of work, their responsibilities with regard to their own safety and the safety of others who may be affected by their acts or omissions
- to ensure that all contractors employed at any premises, sites and undertakings are competent and to ensure that management systems are in place to facilitate close liaison concerning their work activities
- to formulate, and where necessary practice effective procedures for use in the event of serious risk or imminent danger
- to promote joint consultation and employee involvement in health and safety at work

- to identify, eliminate or reduce hazards which may exist at a place of work through work station risk or job risk assessment and to bring such hazards that remain to the attention of persons at work
- to keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters
- to record and investigate accidents and cases of occupational disease, ill health and incidents of violence at work, in order to identify trends and take appropriate remedial and preventative measures
- to provide adequate First Aid facilities
- to monitor health and safety performances on a regular basis with regard to places of work, work activities and, where necessary, contractor activities
- to bring this policy statement and relevant health and safety arrangements to the attention of all employees and, where necessary, other persons affected by the Council's activities
- to review this Statement of Health and Safety Policy and the arrangements for its implementation as often as may be necessary

This policy will be kept up to date and reviewed annually.

Signed: Date:.....

Position:.....

RESPONSIBILITIES

Council

The Council has the ultimate responsibility for the health and safety of Tolleshunt D'Arcy Parish Council but discharges this responsibility through the Clerk down to individual managers and employees.

The Council has nominated the Clerk to have special responsibility for health and safety. The Council will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the organisation
- all its decisions reflect its health and safety intentions
- adequate resources are made available for the implementation of health and safety
- they will promote the active participation of workers in improving health and safety performance
- they will review the health and safety performance of the Council on an annual basis

Clerk

The Clerk is the designated person with overall responsibility for health and safety within the Council. The Clerk will ensure that:

- the Council's Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded
- there is regular communication and consultation with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner

- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- health and safety objectives are set and their achievement is measured and reported in the annual report.

Employees

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their manager
- report any safety hazard or malfunction of any item of plant or equipment to their manager
- report all accidents to their manager whether an injury is sustained or not
- attend as requested any health and safety training course

- observe all laid down procedures for processes, materials and substances used observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

Arrangements

Accident Investigation and Reporting

An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.

A near miss is an unplanned event that did not cause injury or damage but had the potential to do so.

It is our policy to investigate:

- All accidents resulting in any reportable injury or losses of any assets
- Accidents, however minor
- All near-misses

A documented investigation will take place for selected incidents with witness statements and photographs taken where appropriate.

Certain accidents causing injury, diseases and dangerous occurrences are reportable to the enforcing authority under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#).

Reporting of such an incident is done on line via the [HSE portal](#).

HEALTH AND SAFETY PERFORMANCE

Accidents in past five years.....NIL.....

Reportable under RIDDOR to HSE in the past five years..

Improvement Notices Served upon.....NIL.....

Prohibition Notices Served upon.....NIL.....

Alcohol and Drug Abuse

No alcohol can be consumed on the premises at any time unless under the permission of the Clerk.

Anyone found taking alcohol or drugs on the premises or whilst working without permission is guilty of gross misconduct and will be disciplined accordingly.

The Council reserves the right to require employees to undertake a medical test if it considers there to be a safety implication.

Consultation and Training

The Council is committed to providing employees with adequate information, instruction and training. Staff meetings will be held regularly with feedback and suggestions welcomed from all staff members.

A mixture of both internal and external training will be provided and;

- We will ensure that all newly appointed or promoted staff receive an efficient induction into their jobs.
- We will provide training to increase the productivity and performance of existing staff, ensuring that they are updated in line with new legislative requirements, techniques and technology.
- Training needs will be reviewed at least once a year.
- Records of training will be kept for all employees.

Contractors

All contractors working on our premises and land or on our behalf are required to comply with appropriate rules and regulations governing their work activities.

Before any work is undertaken a risk assessment and method statement are requested.

COSHH

We recognise that some substances have the potential to cause ill health and we will introduce measures to identify any such substances our employees use or are exposed to in the course of their work.

Where practical alternatives exist, we will not use harmful substances.

Substances that we must use will be assessed and control measures introduced to prevent risk.

Employees will be advised of the risks, provided with the appropriate protective equipment and trained accordingly.

Display Screen Equipment

All reasonable steps will be taken by the Council to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the Council will:

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment

- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

See further guidance at appendix 2.

Driving At Work

Driving is an integral part to some roles within the Council and has inherent risks associated with it which drivers should be made aware of.

The Council is committed to reducing the risks its staff face or create when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure those driving for business are competent (and where required, authorised) and fit
- Require drivers to annually submit copies of their current driving licence and confirm they are physically fit to drive.

- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- require drivers to agree to allow the company to check licences online

Where providing Council vehicles:

- maintain them to the required legal standard and ensure suitable for their purpose
- provide and maintain additional tools and equipment necessary for the purposes of the journey
- provide them with regard to safety and the environment i.e. higher ENCAP ratings, lower emissions, better fuel consumption
- provide access to breakdown support and recovery

The Council asks its entire staff to play their part, whether they use a company vehicle, their own or a hire vehicle.

Drivers

Drivers will remain responsible for their safety and others must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the Clerk of:

- Anything that could affect their driving, e.g. health conditions or injuries, use of prescribed medication.
- Changes to licence such as; limitations, offences recorded, period bans.
- Vehicle defects that affect ability/safety to drive.
- Any accidents/incidents that occurred whilst driving on behalf of the Council.
- Be physically fit and not under influence of any alcohol or drugs that may affect the ability to drive.
- Have had an eye test in the last two years and be using any corrective appliance.
- Adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must: -

- Drive in accordance with the applicable law and with consideration for the safety of passengers and other road users.

- Remain in control of the vehicle at all times.
- Not smoke in a Council vehicle.
- Never use any handheld electronic device, e.g. mobile phone, satellite navigation, mp3 player.

Office based staff should:-

- Not expect staff to answer calls when they are driving. Leave a short message and await the return call.

Electricity At Work

All electrical systems on our premises will be inspected to ensure there is no danger.

Portable appliances will be given a thorough electrical test by a competent person annually, which reflect the potential risks associated with the class of appliance.

The fixed wiring installation supplying electrical sockets, lighting or other wired in equipment will be inspected by a competent electrician at least every five years.

Any hirer of the premises will be required to produce evidence that electrical equipment being brought on to the premises is PAT tested.

Fire Safety

We will put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified. These measures will include the following arrangements, procedures and controls.

- Regular inspection of the premises for fire safety.
- Adequate means of detecting and warning of a fire
- Fire extinguishers will be placed at clearly signed fire points.
- Emergency exit routes will be kept clear at all times.
- We will train in the use of extinguishers, procedures for fire drills and evacuation.
- Records of training and drills will be kept.
- Undertake an annual fire risk assessment
- Regular inspection of the premises for fire safety

First Aid

We recognise our legal duty to make sufficient provision for first aid to employees.

We will make appropriate arrangements to ensure that there are an adequate number of trained first aiders.

Lone workers will also have their needs considered in respect of first aid.

In the event of anything other than minor injuries, medical assistance must be sought.

Manual Handling

Manual handling risks are present in most aspects of work.

We will undertake risk assessments in respect of all manual handling operations identified as having a significant risk and will strive to reduce these risks as far as possible.

Training in lifting techniques will be provided for staff involved in all operations identified as having a significant risk. Techniques are detailed in Appendix 1.

Noise

Certain activities generate noise such as the use of equipment and machinery however it is the exposure over a long period of time that is most likely to cause harm.

The Council will assess the level of exposure and put the appropriate level of control in place which may include replacing the noisy equipment or it may be as simple as providing ear protection for individuals.

All employees affected by noise will be provided with information, instruction and training.

Occupational Ill Health

We will take all reasonably practicable measures to prevent our employees from suffering any adverse health risks. Early detection of adverse health risks associated with our activities allows the council to confirm that adequate controls measures are in place.

Where, by risk assessment, it is considered appropriate we will provide health surveillance by qualified medical professionals.

All employees considered to be at risk will be required to comply with all reasonable requests for medical surveillance.

The frequency of surveillance will be determined by several factors which may include the individual's susceptibility to harm. This will be discussed with the health professional and a programme of testing put into place.

Personal Protective Equipment (PPE)

PPE will be provided where our risk assessments show that a risk cannot otherwise be avoided.

It will only be used where it is not reasonably practicable to modify the activity, the process, or the method of work to prevent risk.

PPE will be maintained and replaced as necessary to ensure its effectiveness. Employees must report loss or obvious defects in PPE as soon as practicable.

Pregnant Females

We recognise that all work involving pregnant women and nursing mothers will need to take into account their physical and psychological capacity.

Employees are reminded that they have a duty to advise their employer as soon as they know they are pregnant.

Risk Assessment

We will carry out suitable and sufficient assessments of the risks to the health and safety of our employees and to others who might be affected by our work activities.

Safety Inspections

Safety inspections will be arranged at appropriate intervals. All safety equipment such as interlocking guards, emergency stops and pressure mats will be regularly tested to ensure effectiveness.

Stress Management

We recognise that stress is an increasing factor in our daily lives.

The definition of stress is “the adverse reaction people have to excessive pressure or other demands placed upon them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

The Council will attempt to identify the stressors within the workplace and control them.

Wherever possible, it will consult with staff on issues and train individual Line Managers in good management practices.

The Council will provide confidential counselling for staff affected by stress caused by work related issues.

It is every employee’s responsibility to raise concerns to either your Line Manager or Clerk and accept counselling when recommended.

Visitors

Our policy regarding the control of visitors on our premises is that:

- We must be aware that the visitor is on the premises.
- Visitors are the responsibility of the Council whilst on the premises. All visitors must comply with any instructions given to them.

Work Equipment

We will, so far as is reasonably practicable, ensure that all work equipment is safe and without risk.

To minimise the risk of injury from work equipment we will:

- Carry out risk assessments of all equipment in use and all new or second-hand equipment purchased.
- Carry out inspections to ensure all safety critical features remain fully effective.
- Ensure that all maintenance procedures are kept up-to-date.
- Provide suitable training

Young Persons

We will pay special regard to the needs of any young persons by risk assessing the tasks we are asking them to do and take into account their inexperience and immaturity.

Summary

- Overall and final responsibility for health and safety is that of the Parish Council
- Day to day responsibility for ensuring the policy is put into practice is delegated to the Clerk
- Employees should report any health and safety concerns to the Clerk
- The Clerk will be responsible for ensuring any risk assessments as required by Regulations are undertaken.
- Action required to reduce or control the risks will be approved by the Clerk
- The Clerk will be responsible for ensuring that employees are made aware of the findings of the risk assessments and any control measures identified
- Any defects in plant, equipment, buildings or systems should be reported to the Clerk
- The Health and Safety Law Poster is displayed in the Parish office
- Induction training for new employees is the responsibility of the Clerk
- Job training will be co-ordinated by the Clerk
- The training plan will be reviewed at least annually
- Training records are kept in the Clerk's office

- The first aid boxes are kept in the Parish Council office
- The Accident Book is kept in the Parish Council office in the Parish Office
- All accidents should be reported to the Clerk
- the Clerk and the relevant Committee Chairman or Chairman of the Council will conduct the accident investigation
- Emergency escape routes are checked weekly by the Clerk
- Fire extinguishers are maintained and inspected independently annually

List of Legislation:

CONSRG Construction (Health, Safety & Welfare) Regulations 2015

COSHH Control of Substance Hazardous to Health Regulations 2002

FIRE Fire Precautions Act 1999, plus Regulatory Reform (Fire Safety) Order 2005

HASAWA Health & Safety at Work Act 1974

MHO Manual Handling Operations Regulations 1992

MHSWR Management of Health & Safety at Work Regulations 1999

PUWER Provision & Use of Work Equipment Regulations 1998

PPE Personal Protective Equipment Regulations 1992

EAWR Electricity at Work Regulations 1989

RIDDOR Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013

NOISE Noise at Work Regulations 2005

FIRST AID First Aid Regulations 1991

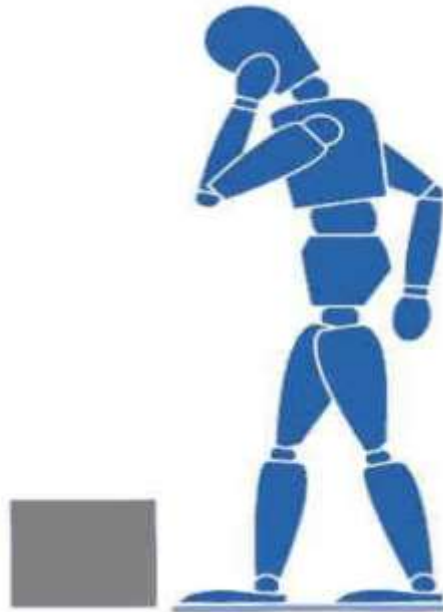
LOLER Lifting Operations and Lifting Equipment Regulations 1998

APPENDIX 1 - Manual Handling

PRINCIPLES OF GOOD HANDLING TECHNIQUE

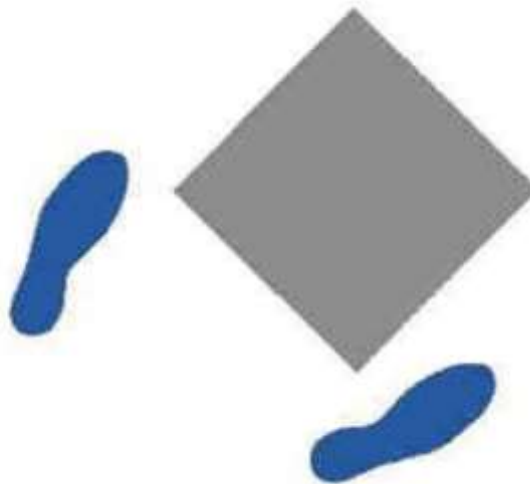
1. Planning

Plan the lift, consider where the load is to be placed, the distances involved, are there any obstructions such as closed doors? is assistance required?, can handling aids or equipment be used?



2. Feet

The feet should be positioned apart (shoulder width), one foot ahead of the other in the direction of the intended movement



3. Knees

Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles

4. Back

The back should be straight - not necessarily vertical (15 - 20° from vertical is alright, keeping the natural curve of the spine). It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

5. Arms

The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing the same direction as the hips.



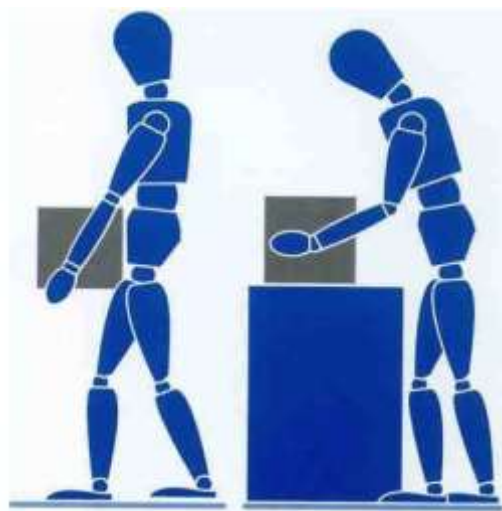
6. Hands

Ensure a firm grip on the load using the roots of the fingers and the palm of the hand. Holding the load this way is also less tiring than keeping the fingers straight.

7. Head

Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

8. Moving the load



- Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.
- Lift smoothly
- Move the feet not the trunk when turning to the side, i.e., don't twist.
- Put the load down and then slide the load into the required position if necessary.

9. Team Handling

Handling by two or more people may make possible an operation that is beyond the capability of one person, or reduce the risk of injury to a solo handler.



Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, handling techniques which allow the use of relatively strong leg muscles rather than those of the back are preferable, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind, however, that such techniques impose heavy forces on the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the

handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.

APPENDIX 2 - Display Screen Equipment (DSE)/Visual Display Unit (VDU)

Some practical tips:

Getting comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Keying In

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.

- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focussed and should not flicker or move. If they do, the VDU may need servicing or adjusting.

Posture and breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation)
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.

APPENDIX 3 - Ladders and Stepladders

This guidance is to help you:

- know when to use a ladder;
- decide how to go about selecting the right sort of ladder for the particular job;
- understand how to use it;
- know how to look after it; and
- take sensible safety precautions.

When is a ladder the most suitable access equipment? As a guide, only use a ladder or stepladder:

- in one position for a maximum of 30 minutes;
- for 'light work' - they are not suitable for strenuous or heavy work. If a task involves you carrying more than 10 kg (a bucket of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment;
- where a handhold is available on the ladder or stepladder;
- where you can maintain three points of contact (hands and feet) at the working position;
- On a ladder where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On stepladders where a handhold is not practicable you will need to consider whether it is safe to work or not.

Is it a safe place to use a ladder or stepladder? As a guide, only use a ladder or stepladder:

- on firm ground or spread the load (e.g. use a board);
- on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination;
- Never stand ladders or stepladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, vans, stacks of paper or boxes etc. If the ladder or stepladder won't reach, you need to use a more suitable type of access equipment.

Safety in use – stepladders

On a stepladder **do not**:

- overload it – you and anything you are carrying should not exceed the highest load stated on the stepladder;
- use it in locations where the restraint devices cannot be fully opened. Any locking devices must also be engaged;

- use the top two steps of a stepladder, unless a suitable handrail is available on the stepladder;
- don't use the top three steps of swing-back or double-sided stepladders, where a step forms the very top of the stepladder.



Correct – two clear rungs. Don't work any higher up this type of stepladder.



Correct – 3 clear rungs, do not work any higher on this type of stepladder

When using stepladders, avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete), by having the steps facing the work activity. Where side on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point, or you should use a more suitable type of access equipment.



Incorrect – steps side on to work activity



Correct – steps facing work activity

Where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:

- the height of the task;
- a safe handhold still being available on the stepladder;
- whether it is light work ;
- whether it avoids side loading;
- whether it avoids overreaching
- whether your feet are fully supported; and
- whether you can tie the stepladder.

Consider tying a stepladder where possible and helpful to the task (e.g. side-on working or where two free hands are needed). Stepladders should not be used for access to another level unless they have been designed for this. Is the ladder or stepladder safe to be used? You must check that the ladder or stepladder is in a safe condition before using it (a daily pre-use check). As a guide, only use ladders or stepladders that: - have no visible defects. - have a current detailed visual inspection (look for an inspection label). - are suitable for work use. Use Class 1 or EN 131 ladders or stepladders at work because domestic (Class 3) ones are not normally suitable for use at work; - have been maintained and stored in accordance with the manufacturer’s instructions. Also, you must always use a non-conductive ladder or steps for any necessary live electrical work. Pre-use checks Look for obvious visual defects before using a ladder or stepladder. Check that: • all the ladder feet are fitted; • the feet are in good repair (not loose, missing, splitting, excessively worn, secure etc); • the feet are clean - the feet should be in contact with the ground. Ladder feet should also be checked when moving from soft/dirty ground (e.g. dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to ensure the foot material and not the dirt (e.g. soil, embedded stones or swarf) is making contact with the ground; • all the screws, bolts and hinges are secure; • on a stepladder, that the “spreaders” on the ladder can be locked into place. • There are no other obvious signs of damage such as cracks. If you find a problem, DO NOT USE the ladder. It should be repaired (if practicable) or destroyed. Storage When storing ladders and stepladders, store them in a well ventilated area to prevent sagging and warping. Store straight ladders in flat racks or on wall brackets, don’t hand them from the rungs. Store step ladders in the closed, vertical position. The information in this Guidance is based on the HSE leaflet ‘Safe use of ladders and step ladders’

Version	Details of Changes	Date	Approver
V1.0	Adopted	26/10/2021	TDPC
	Next Review October 2024		