



AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 8TH OCTOBER 2018 AT THE GUILDHALL TOTNES

You are hereby summoned to attend the Council Matters Committee, which is to be held in the Guildhall, Totnes on **Monday 8th October 2018 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments	Time allocated
1	To receive apologies and to confirm that any absence has the approval of the Council.		2 minutes
<i>The Committee will adjourn for the following item:</i>			
Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.			15 minutes
<i>The Committee will convene to consider the following items:</i>			
2	To discuss any matters arising from the minutes of: a) Council Matters 10 th September 2018 (already agreed through Full Council)	Enclosures	5 minutes
3	To consider the budget monitor and any virements needed.	Enclosure	10 minutes
4	To consider a request for funds from Gardening for Health	Enclosure	10 minutes
5	To consider reviewed versions of the following policies: a) Lone Working Policy b) Health and Safety Policy	Enclosures	5 minutes
6	To consider how to most efficiently record the Full Council meetings	Verbal update Town Clerk	10 minutes
7	To note the budget setting training session on Monday 15 th October 2018 and consider any projects or priorities for inclusion in the budget planning process	Verbal update Town Clerk	10 minutes
8	To note the date of the next meeting: proposed additional meeting on Monday 29th October 2018 at 4.30pm to ratify a staff appointment only. Next main meeting is Monday 12th November 2018 at 7pm .		
<i>The Committee will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>			
9	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	Enclosure	5 minutes
10	To consider quotes for remedial works to the Guildhall	Enclosure	5 minutes
11	To ratify the appointment of a Civic Hall Administrator	Verbal update Town Clerk	5 minutes
12	To consider a temporary staffing solution for the vacant Caretaker role	Enclosure	5 minutes
13	To consider a recruitment timeline for the Caretaker role	Enclosure	5 minutes
14	To review the Neighbourhood Plan budget and consider allocation of funds for professional fees	Enclosure	5 minutes
15	To review the Staff Handbook	Enclosure	5 minutes
16	To review staff training needs	Tabled at the meeting	5 minutes
17	To consider a quote for repair of the St Mary's Church clock	Enclosure	5 minutes
18	To consider Lightning protection quotations	Enclosure	5 minutes

Future meetings agenda items:

- Update Statement of Internal Control
- To review a summary of the required actions resulting from the Risk Assessment programme
- Grants Award Policy - November
- Councillor Allowance Policy - November
- Investment options for general reserve – November
- Play Parks
- To review various staffing policies – Capability Procedure, Dignity at Work Policy, Equal Opportunities Policy, Grievance Policy, Disciplinary Procedure, Managing Absence
- To note sick leave and overtime balances
- To note the outcome of the appraisal process
- To consider asset remedial works – Museum Roof, Civic Hall
- To review the contract with Fernbank for bus shelters – December
- To review the alarm provider
- To consider terms of reference for the IT contractor - November

Committee Members – quorum is 5 members

- Cllr Whitty (Chair)
- Cllr Simms (Deputy)
- Cllr M Adams
- Cllr R Adams
- Cllr Sweett
- Cllr Price
- Cllr Westacott MBE
- Cllr Paine
- Cllr Hodgson

Catherine Marlton - Town Clerk




ITEM 2 - Minutes

MINUTES FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 10TH SEPTEMBER 2018 AT THE GUILDHALL TOTNES

Present: Councillor T Whitty, Cllr R Adams, Cllr Simms, Cllr E Price, Cllr J Westacott MBE, Cllr P Paine, Cllr J Hodgson

Apologies: Cllr M Adams and Cllr J Sweett

In Attendance: Catherine Marlton (Town Clerk), 1 member of the press.

No	Subject	
1	To receive apologies and to confirm that any absence has the approval of the Council.	Apologies were received from Cllrs J Sweett and M Adams and these were AGREED .
<i>The Committee adjourned for the following item:</i>		
	Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	None.
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of: a) Council Matters 9 th July 2018 (already agreed through Full Council)	No matters arising.
3	To consider the working framework for the Council Matters committee	The attached working framework was AGREED .
4	To consider the budget monitor and any virements needed.	The budget monitor and notes were AGREED . The Town Clerk was thanked for the clear format of presentation.

5	To receive a report on Town Ranger activities and street scene improvements required	Councillors were very supportive of the works being undertaken by the Town Ranger. It was AGREED that the Town Clerk would continue to progress public realm improvement projects and further details would come back to Council Matters for consideration. It was AGREED that the Town Ranger should liaise with Cllr Hodgson regarding the implementation of seagull deterrents in the Market Square. On the matter of the Shady Garden bin, Councillors AGREED that the bin should remain and that the fly tipping be closely monitored and reported to SHDC, with those responsible being pursued their enforcement team.
6	To consider a timeline for the Cemetery path tender process	The tender specification and timeline was AGREED . The Town Clerk was asked to liaise with Cllr Simms, Cllr Paine and the Town Ranger regarding potential laying of water pipes and the time of excavation of the paths near the cemetery.
7	To consider how to respond to the Environment Agency regarding Totnes floodgates	It was RECOMMENDED to Full Council that the Town Council should not take on the commitment to coordinate the opening and closing of the floodgates due to the details of liability outlined in the draft Memorandum of Understanding and the concerns about the reliability and availability of volunteers.
8	To consider the risk assessment completed on the Town Council assets in relation to lightning protection	It was AGREED that lightning protection is clearly needed on all 3 Council properties and the Town Clerk was asked to obtain 3 quotes for consideration by Council Matters.
9	To note the delay to the SHDC JLP and the date of the next NP meeting	This was noted.
10	To consider a draft CCTV Policy	It was RECOMMENDED to Full Council that the attached policy be adopted.
11	To consider draft staffing policies: a) Flexible Working Policy b) Recruitment and Retention Policy c) Office Management in times of leave	It was RECOMMENDED to Full Council that the attached policies be adopted.
13	To note the date of the next meeting: Monday 8th October 2018 at 7pm.	
<i>The Committee RESOLVED to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
14	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	These were AGREED .
15	To consider alternative options for the Town Council alarm monitoring and maintenance contract	It was noted that the Town Clerk is costing up alternative providers.
16	To consider a staffing review and recruitment process following a resignation	The Council Matters committee AGREED as outlined in the Town Clerk's report: a) the Civic Hall Administrator recruitment timeline and process b) the minor changes to the Job Description and minor staffing restructure resulting. c) that the interview panel should consist of the Clerk, Deputy Clerk and Cllr Price.
17	To confirm the staffing for the Community Arts Workshop and Christmas Light Switch on	The proposal for office staff allocation was AGREED .
18	To note the overtime and sickness records of staff	These were noted.

BUDGET MONITOR OCTOBER 2018		CURRENT YEAR			
Admin	2017/18 ACTUAL	ACTUAL 11TH SEPTEMBER	2018/19 budgeted	2018/19 expected	NOTES
Salaries and pensions	134062	76764	200315	207000	Salaries amalgamated under Admin.
Staff Training and Travel	2806	1918	1500	2500	Budget overspent and further expenditure needed. Includes 2 staff permits as part of existing terms and conditions.
Staff Eye Tests	99	0	300	300	
Staff Recruitment	805	0	1500	750	Cost effective recruitment methods used so far. Further recruitment costs difficult to predict.
Utilities	2262	1024	2250	2250	
Office Supplies	974	466	2000	1500	Savings expected due to careful use of supplies and higher use of email and online services
Photocopier	1278	749	2000	2000	
Insurance	5487	5810	6000	5810	
Office Equipment	804	1594	1200	1750	Overspend due to kitting out the TIC but underspent in office supplies
Events Expenditure	1072	175	525	175	
Car Park Permits	1608	0	0	0	
Green Sack Sales	-13	-8	0	0	
Car Permits Income	-833	-200	0	0	
Events and Venues Income	-225	0	0	0	
SUB TOTAL	150186	88292	217590	224035	Shows overspend due to staffing review.
Civic and Democratic	2017/18 ACTUAL	ACTUAL 11TH SEPTEMBER	2018/19 budgeted	2018/19 expected	NOTES
Mayoral Allowance and Expenses	934	0	375	375	
Civic and Mayoral Events (expenditure)	5262	1873	5750	5000	Expecting an underspend given the Mayors planned events
Civic Events (Income)	-1342	-848	0	0	
Civic Regalia	109	0	400	400	
Salaries and pensions	724	0	0	0	Salaries amalgamated under Admin
Mayoral Travel and Expenses	352	180	200	400	Small overspend expected depending on use of taxis etc
Councillor Allowances	2876	0	6000	5000	Not expecting all Councillors to claim the allowance as per previous years
Councillor Training and Travel	600	746	750	1000	Budget already spent, will be overspent by year end. Higher budget needed in following years to allow Councillor development opportunities
Professional Fees	8646	2123	4500	4500	
Elections	11284	0	6000	6000	
Subscriptions	1868	1928	2000	2000	
Community Outreach work	7274	715	1500	1750	Small increase discussed previously and agreed. £673 requested from Arts Working Group to cover Community Arts Day and Light Switch On (includes tree erection but not purchase or transport) will leave approx £112
Website and IT	892	954	1500	1500	New Website in 2019 proposed and potential IT upgrade needed
SUB TOTAL	39479	7671	28975	27925	Small underspend expected on Civic and Democratic
Tourism	2017/18 ACTUAL	ACTUAL 11TH SEPTEMBER	2018/19 budgeted	2018/19 expected	NOTES
Visit Totnes Marketing	4482	-335	1000	3000	As previously agreed more money to be spent on marketing projects depending on income received for the Totnes Guide
Pension costs	12636	12636	13000	12636	
Salaries and pensions	10157	0	0	0	Salaries amalgamated under Admin
Totnes Guide	19103	770	22000	15614	Previously been through Council Matters/Operation
Totnes Guide and Website Income	-20716	-557	-18500	-15000	Reduction in income to be cautious in line with national trend
Bank Charges	60	0	0	210	1.4% Paypal for advertisers payments
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	43	132	0	584	
Other TIC Income	-716	0	0	0	
SUB TOTAL	25049	12646	17500	17044	Small overspend already agreed but current prediction shows underspend
Guildhall	2017/18 ACTUAL	ACTUAL 11TH SEPTEMBER	2018/19 budgeted	2018/19 expected	NOTES
Cleaning	2437	727	2000	1500	
Building Maintenance	1835	799	4000	27500	Additional funding needed this year for roof repairs, inside Council Chamber plaster and LIGHTENING PROTECTION
Business Rates	5702	2940	5575	5750	
Water	136	24	200	200	
Utilities	544	231	2000	1500	Investigating the drop in utility cost with gas supplier. May be due large bill or down to efficiency of new boiler
Salaries and pensions	1644	0	0	0	Salaries amalgamated under Admin
Equipment Maintenance	1577	1836	2000	2000	Nearly spent due to £1442 CCTV but overspend agreed previously
Wedding Licence renewals and marketing	0	1675	1750	2000	Increased by Council Matters by £250 to allow for £500 marketing costs for weddings and events in the Guildhall

BUDGET MONITOR OCTOBER 2018		CURRENT YEAR			
Admissions Income	-5210	-2346	-4750	-2750	Income levels are down this year, more development needed on marketing and social media. Also recruitment of volunteers
Retail Sales	-79	0	0	0	
Hire Income WEDDINGS	-4462	-1408	-2750	-1750	Drop off in wedding bookings, now promoting for future years
SUB TOTAL	4124	4478	10025	35950	Overspend expected due to Guildhall remedial works
Civic Hall	2017/18 ACTUAL	ACTUAL 11TH SEPTEMBER	2018/19 budgeted	2018/19 expected	NOTES
Cleaning (inc supplies)	14057	4176	17000	12000	
Feed In Tariff	1620	1322	2500	2500	
Water	1537	256	2000	2000	
Utilities	4070	1141	4250	4250	
Building Maintenance	4656	817	14000	7000	No urgent works required this year other than lightning protection, will be required in 19/20 as part of the major refurbishment of older section.
Licences	964	70	2000	2000	
Marketing Civic Hall	176	20	400	400	
Equipment Maintenance	6488	503	4000	3000	
Paige Adams Grant towards Caretaking, Cleaning and Management costs	0	-19588	-33040	-32640	Agreed at April Paige Adams a transfer to cover CH Admin, Caretaker, Caretaker supplies and Devon Cleaning Costs.
Hire Charges	0	0	0	0	
Feed in tariff Income	-4696	-1260	-5000	-3000	Difficult to estimate, currently looks low based on previous years
SUB TOTAL	28872	-12543	8110	-2490	Underspend due to careful costing of caretaking and reduction of building maintenance
Property Maintenance	2017/18 ACTUAL	ACTUAL 11TH SEPTEMBER	2018/19 budgeted	2018/19 expected	NOTES
Guildhall Cottage Maintenance	667	0	2000	1000	No major works required inside, roof will be addressed with Guildhall remedial works
Guildhall Cottage and Guildhall Flat Management Fees	0	479	1760	1760	
Town Clocks amalgamated Rent and Utilities and maintenance	1376	324	2050	2050	
Flat 5a Loan repay	9148	4574	9150	9150	
Flat 5a Maintenance	767	0	2000	1000	No major works required inside, roof will be addressed with Guildhall remedial works
Guildhall Office Maintenance	501	0	500	500	
Museum Maintenance	945	0	4000	13000	Additional funding will be needed for roof repairs and lightning protection
Museum Rent Income	-1	0	-1	-1	
Eastgate Clock Rental	-3	0	-3	-3	
Civic Water Supply to shop	0	0	-210	-200	
Guildhall Cottage Income(£850 a month)	-10200	-4250	-9350	-9350	
Flat 5a Rental Income(£750 per month)	-8340	-3475	-8250	-8250	
SUB TOTAL	-4870	-2348	3646	10656	Overspend expected due to additional costs on building maintenance
Cemetery	2017/18 ACTUAL	ACTUAL 11TH SEPTEMBER	2018/19 budgeted	2018/19 expected	NOTES
Business Rates	3266	1806	3500	3500	
Water	139	17	150	150	
Grounds Maintenance (Grass cutting and tree work)	23084	7805	30000	18000	
Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	229	188	5000	33000	Additional funding needed for path repairs.
Chapel	66	0	500	500	Currently mothballed and secured.
Cemetery Fees Income Amalgamated	-5683	-4545	-7500	-7000	Estimate slightly lower income this year
Memorials	-753	0	0	0	
Grant of rights	-2085	0	0	0	
War Bonds	0	0	0	0	
SUB TOTAL	18263	5271	31650	48150	Overspend expected due to cemetery maintenance works
Open Spaces	2017/18 ACTUAL	ACTUAL 11TH SEPTEMBER	2018/19 budgeted	2018/19 expected	NOTES
Ramparts Walk (regular cuts and tidying)	599	103	900	500	
St Marys Churchyard (Walls and trees)	1059	0	900	900	
Castle Meadow Maintenance and Water	46	115	750	500	
Castle Meadow and allotments income	-210	-10	-210	-210	
SUB TOTAL	1494	208	2340	1690	Small underspend due to contractor efficiencies

BUDGET MONITOR OCTOBER 2018		CURRENT YEAR			
Precept and Income	2017/18 ACTUAL	ACTUAL 11TH SEPTEMBER	2018/19 budgeted	2018/19 expected	NOTES
Bank Charges	222	64	300	300	
Precept and Income	-344527	-177820	-355640	-355640	
Council Tax Grant (only guaranteed until 19/20)	-24659	-22230	-22230	-22230	Will not receive Council Tax support grant after next year.
SUB TOTAL	-369095	-199986	-377570	-377570	
Community Development	2017/18 ACTUAL	ACTUAL 11TH SEPTEMBER	2018/19 budgeted	2018/19 expected	NOTES
Caring Town	20035	7500	15056	15056	
Citizens advice	0	6109.88	6109.88	6109.88	
Neighbourhood Plan/Planning	8833	302	6350	12517	Current bid includes carry forward from previous year as agreed.
Skate Park	0	0	13200	0	Needs to be rolled over to 2019/20
Community projects, environment, planting, bins, street furniture, public realm	0	10076	14000	31000	Suggest allocating additional funds to Market Square project to ensure the improvements are comprehensive and high quality
Arts and Culture Events	12906	-8188	3000	5842	Current bid includes carry forward from previous year as agreed. Current credit is due to Arts Council funding
TAP funding		-3118	0	-4215.36	Further TAP funding due in
Youth Projects	0	0	0	2500	For the youth nights, not previously budgeted for
SUB TOTAL	£52,503	£12,682	£57,716	£68,810	Overspend expected if Market Square Project funding is agreed
TOTAL EXPENDED	£315,100	£116,357	£377,552	£431,770	
TOTAL	-£53,995	-£83,629	-£18	£54,200	Underspend from last year will almost balance the overspend this year.
	Underspent by £54k approx			Overspent by £54k approx	

ITEM 4 – Request for funding

Totnes Gardening for Health (G4H)

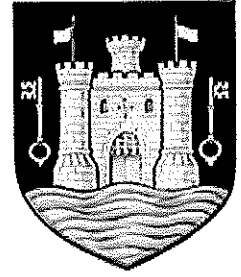
The Lamb Garden – request for urgent funding support

In order to complete the 2018 Gardening For Health programme at The Lamb - main adult support only, as school sessions have finished for this year. Monday sessions, monthly - so 4 per month; October and November

Session Tutor £ 210 per month: Two months. Sub total £420

Additional expenses for running volunteer project: £80

Total Project Costs October/November: £500



LONE WORKING POLICY

TOTNES TOWN COUNCIL

Reviewed: September 2018

Totnes Town Council will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Totnes Town Council will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

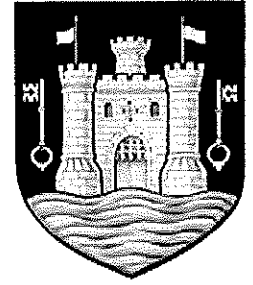
- ⊙ the remoteness or isolation of workplaces
- ⊙ any problems of communication
- ⊙ the possibility of interference, such as violence or criminal activity from other persons
- ⊙ the nature of injury or damage to health

Information and Training

Employees will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- ⊙ when working alone, e.g. in an isolated area, a member of the Council is aware of your location and expected time frame necessary to complete the task
- ⊙ check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person or simply prohibited from being a lone working activity
- ⊙ if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements
- ⊙ If there is no mobile phone connectivity then ensure you arrange for an alternative method of checking in i.e. pager, walkie talkie etc
- ⊙ do not put yourself at risk; if you do not feel safe discuss the situation with the Town Clerk



HEALTH AND SAFETY POLICY

TOTNES TOWN COUNCIL

March 2014

Reviewed: October 2018

It is our policy to provide, so far as is reasonably practicable :-

- *A workplace and work activities that will be safe for our employees, visitors and others who may be affected by what we do.*
- *Safe plant, equipment and systems of work.*
- *Safe use, handling and storage of articles and substances.*
- *Instruction and training for and consultation with our employees.*
- *A safe working environment.*
- *Adequate facilities and welfare arrangements.*
- *Sufficient resources to implement the policy and the assignment of responsibilities.*

Employees are reminded that they have a duty to take reasonable steps for their health and safety and other people who may be affected and to co-operate with arrangements in all matters relating to health and safety.

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

Signed

.....Position.....

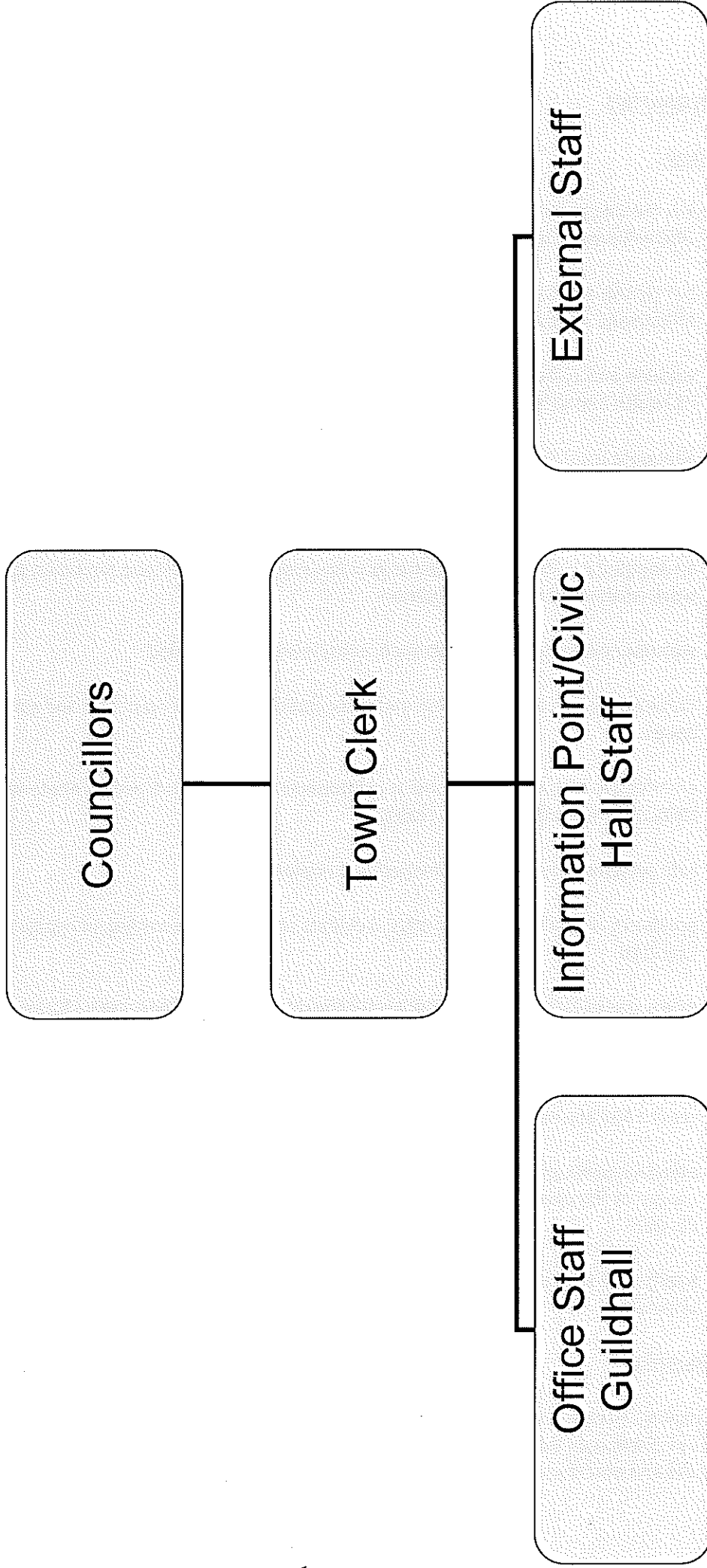
Date

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All members of staff should sign this document annually to confirm that they have read and understood this Policy.

2018			
Name	Position	Signature	Date
Catherine Marlton	Town Clerk		
Christina Bewley	Deputy Town Clerk		
Sara Halliday	Committee and Cemetery Administrator		
Mairead Phipps	Mayoral and Events Administrator		
VACANCY	Civic Hall Administrator		
VACANCY	Seasonal Visitor Information Officer		
Steve Howrihane	Town Ranger		
VACANCY	Caretaker		
Samantha Branch	Marketing Manager		

Health And Safety Organisational Chart



RESPONSIBILITIES

Town Clerk

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

- our 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
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- 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 annually.

Town Councillors

The Councillors have the ultimate responsibility for the health and safety of Totnes Town Council but discharges this responsibility through the Clerk down to individual managers, supervisors 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.

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 supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor 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

1.1 Accident Investigation

It is our policy to investigate.

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

1.2 **Accident Reporting**

It is our policy to report all serious injuries, industrial diseases and dangerous occurrences.

We will report all notifiable accidents to the enforcing authority.

The Accident Book must be fully completed for all injuries incurred at work, however minor.

1.3 **Alcohol and Drug Abuse**

No alcohol can be consumed on the premises at any time unless as part of a Council arranged social function. Employees should drink alcohol at these events responsibly and ensure they do not drive a vehicle.

Anyone found taking drugs on the premises is guilty of gross misconduct, and will be disciplined accordingly.

1.4 **Asbestos**

The Policy of Totnes Town Council is to :-

- Produce and maintain an Asbestos Register that is available to all staff, contractors and property users on request.
- Promote awareness of the hazards associated with asbestos.
- Produce a Management Policy and Procedures Plan.
- Periodically review the plan to ensure that any areas of asbestos requiring it, are sealed, encapsulated, inspected, monitored, labelled or removed.
- Ensure the Council's Policy conforms to Regulation 4 of the Control of Asbestos at Work Regulations 2006.

1.5 **Council Policy**

Work instructions and procedures, whether written or verbal, are an integral part of the Council Policy.

1.6 **Consultation**

Staff meetings will be held regularly. Any items discussed will be noted and where appropriate, actioned.

1.7 **Consultation and Training**

The Council is committed to providing employees with adequate information, instruction and training. External assistance will be used to provide professional health and safety training if required.

- 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.

1.8 **Contractors**

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

We will ensure that, prior to engaging any contractor, they are competent and that work is carried out safely with full documentation in the form of risk assessments, method statements and insurance provided.

1.9 **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.

1.10 **Display Screen Equipment**

It is our policy to provide a safe and comfortable working environment and we will put in place arrangements and procedures for the assessment of risks from the use of DSE.

A user, defined as a person using display screen equipment for a large proportion of their working day, is entitled to free eyesight tests and this will be discussed with the individuals concerned.

1.11 **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 :-

- Not put unreasonable time constraints on travel.
- Ensure those driving for business are competent (and where required, authorised) and fit.

1.13 **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.
- Fire extinguishers will be placed at clearly signed fire points.
- Emergency exit routes will be kept clear at all times.

We will

- Provide adequate numbers of fire extinguishers on the premises.
- Ensure that the fire extinguishers are subject to regular maintenance.
- Formulate emergency evacuation procedures.

1.14 **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.

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

1.15 **Lone Working**

Totnes Town Council will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Totnes Town Council will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, machinery, goods, substances, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health

Information and Training

Employees will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area a member of the Council is aware of your location and expected time frame necessary to complete the task
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person or simply prohibited from being a lone working activity
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements
- If there is no mobile phone connectivity then ensure you arrange for an alternative method of checking in i.e. visiting the office, walkie talkie, other
- do not put yourself at risk; if you do not feel safe discuss the situation with the Town Clerk

Certain tasks will not be carried out whilst working alone and these include working at height i.e. from ladders, heavy lifting activities. Further arrangements will be put in place for these activities.

1.16 **Manual Handling**

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.

- 1.17 **Noise**
The Council does not consider that the noise levels in its premises exceed the lower action level as defined in the Noise at Work Regulations however it will continually monitor these levels to ensure staff are not adversely exposed.
- 1.18 **Occupational Ill Health**
We will take all reasonably practicable measures to prevent our employees from contracting any occupational diseases.
Where, by risk assessment, it is considered appropriate we will provide health surveillance by qualified medical professionals.
- 1.19 **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.
- 1.20 **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.
- 1.21 **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.
- 1.22 **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
- 1.23 **Smoking**
Smoking is not permitted anywhere within the buildings.
- 1.24 **Stress Management**
We recognise that stress is an increasing factor in our daily lives.

We will endeavour to increase general awareness of stress and ways to combat workplace stress.
We will take action to prevent workplace stressors and monitor and evaluate stress indicators in our employees.
Where an employee feels under stress he/she should make their supervisor or manager aware of the situation.
- 1.25 **The Indoor Environment**
It is our policy to provide a working environment that is safe and comfortable.

1.26 **The Outdoor Environment**

Trees

The Council are responsible for numerous trees situated around the town and acknowledge its responsibility to ensure they are well maintained.

Trees are of great benefit to the Town and the overall risk to human safety is extremely low, however the Council does have a duty of care and will undertake a balanced and proportionate approach to tree safety.

- Independent Inspection – The Council on a regular basis will arrange for all trees under their control to be assessed by a suitably qualified person with expertise in tree management. The Council will react accordingly to the recommendations with regards to tree maintenance.
- Visual Inspection – Depending on the recommendations of the expert report the Council will undertake regular visual inspections at appropriate intervals. The interval will be dependent on condition, location and size of the tree.

All inspections will be documented.

1.27 **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.

1.28 **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.

1.29 **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.

2.0 APPENDIX

2.1 Arrangements

- Overall and final responsibility for health and safety is that of the Town Councillors
- Day to day responsibility for ensuring the policy is put into practice is delegated to the Town Clerk
- Our nominated Competent Person is the Town Clerk

Employees should report any health and safety concerns to the Town Clerk

- The Town 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 Town Clerk and Councillors (if required)
- The Town 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 equipment, buildings or systems should be reported to the Town Clerk
- The Health and Safety Law Poster is displayed in the Guildhall Office.

3.1 Arrangements

- Induction training for new employees is the responsibility of the Town Clerk
- Job training will be co-ordinated by the Town Clerk
- First aid boxes are kept in the Guildhall Offices and the Civic Hall.

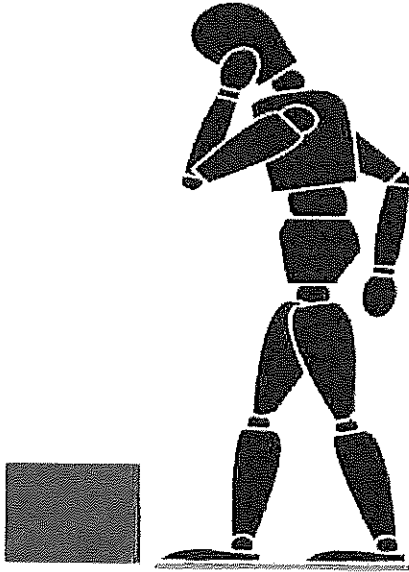
- The Accident Book is kept in the Guildhall Office.
- All accidents should be reported to the Town Clerk
- the Town Clerk will conduct the accident investigation
- Emergency escape routes are checked weekly by the Town Council staff for the Guildhall Office and Guildhall, Civic Hall and Eastgate Clock
- Fire safety checks are carried out weekly by the Town Council staff for the Guildhall Office and Guildhall, Civic Hall and Eastgate Clock
- Fire extinguishers are maintained by external contractors.
- The fire alarm is tested weekly by the Town Clerk.

Manual Handling

PRINCIPLES OF GOOD HANDLING TECHNIQUE

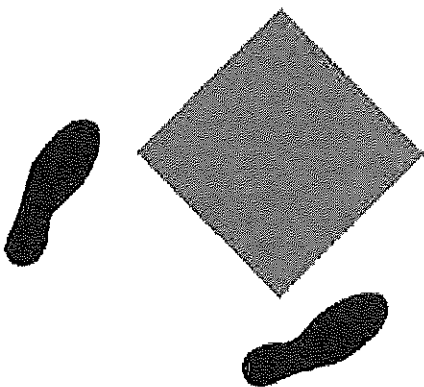
1 Planning

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 and 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

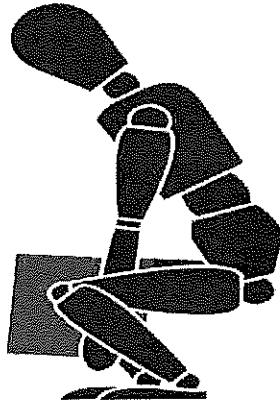
Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles

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.



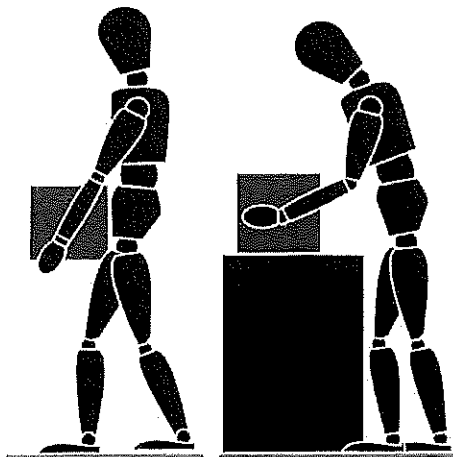
6 Hands

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.

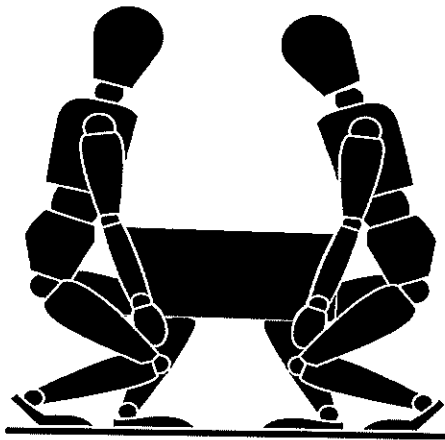
8 Moving the load



- 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.

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 focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

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.

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:

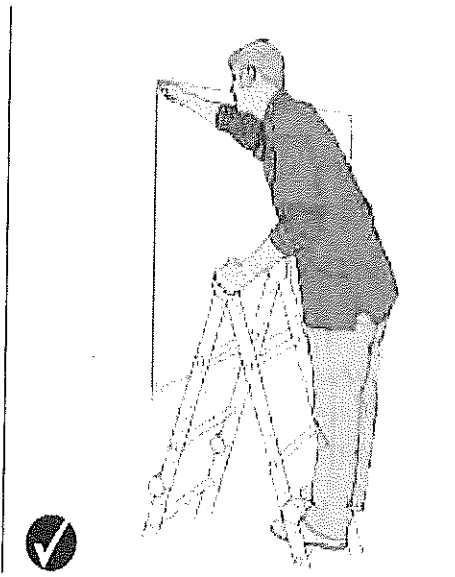
- ⊙ on firm ground or spread the load (e.g. use a board);
- ⊙ on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination;

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.

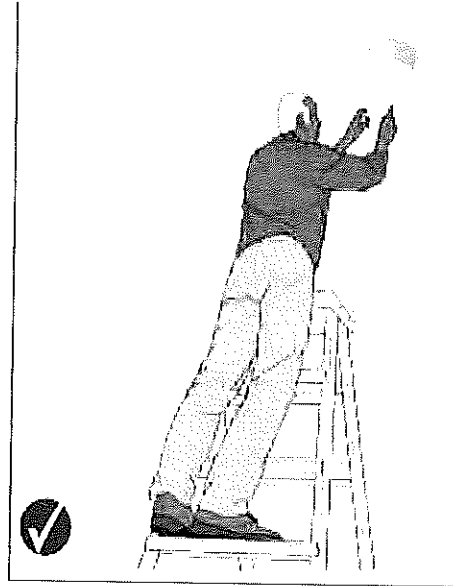
Safety in use – stepladders

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.

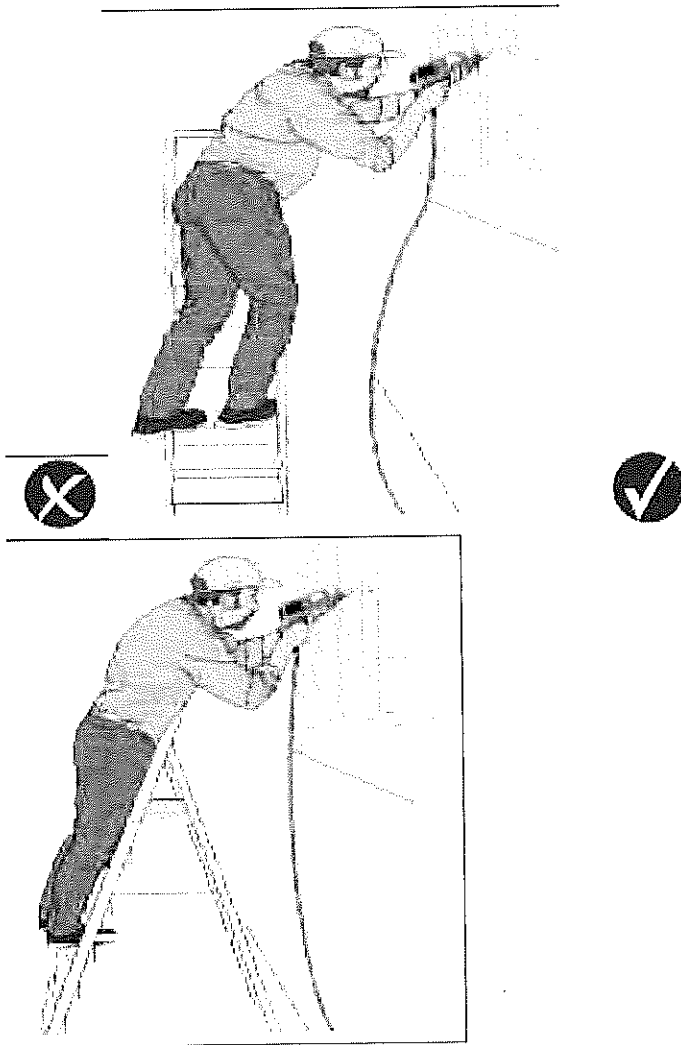


Correct – two clear rungs. Don't work any higher up this type of stepladder.



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'.