



**HEALTH AND SAFETY POLICY  
OF  
REDRUTH TOWN COUNCIL  
(PART THREE)**

**Council Offices  
1<sup>st</sup> Floor, The Chambers  
Penryn Street  
REDRUTH  
Cornwall TR15 2SP**

# HEALTH & SAFETY RULES

## **INTRODUCTION**

This section defines the standards and rules that relate to all employees whilst at work. It is the responsibility of all employees to observe these rules and behave in a safe and reasonable manner whilst at work.

Failure to comply with the following rules will render employees liable to action involving the established disciplinary procedure.

It should also be borne in mind that a breach of Health and Safety Legislation by an employee is a criminal offence and any action taken by an Enforcing Officer against an individual may result in penalties such as fines and imprisonment.

The Organisation recognises that it is not possible to prepare in written form every safety rule laid down by the Organisation as circumstances may vary depending upon the nature of work. However, employees are expected to act in a sensible manner and adhere to verbal instruction given by Management.

## **HEALTH & SAFETY RULES**

These rules are important. Please read them carefully to ensure that you understand what is expected of you. **If you do not understand, ask the Facilities and Contracts Manager or the Town Clerk.**

### **WORKING PRACTICES**

1. You must not operate any machine, plant or equipment unless you have been trained and authorised to do so.
2. You must make full and proper use of all machine guarding.
3. You must report to Management immediately any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards.
4. You must not clean any moving machinery, plant or equipment unless authorised to do so.
5. You must not leave any machinery, plant or equipment in motion whilst unattended unless authorised to do so.
6. You must not make any repairs or carry out maintenance work of any description unless authorised to do so.
7. You must use all substances, chemicals, liquids etc in accordance with all written and verbal instructions.
8. You must return all substances, chemicals, liquids etc to their designated safe storage area when not in use.
9. Employees are to report any expiries or penalties incurred on held certifications.

### **WORKPLACE INSPECTIONS**

1. It is the policy of Redruth Town Council to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.
2. The Clerk to the Council and/or Facilities and Contracts Manager will conduct regular inspections of the workplace. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.
3. Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

### **NOTICES AND WRITTEN INSTRUCTIONS**

1. You must comply with all hazard warning signs, notices and instructions displayed on the premises.

### **WORKING CONDITIONS/ENVIRONMENT**

1. You must make proper use of all safety equipment and facilities provided.
2. You must keep work areas clear and in a clean and tidy condition.
3. You must clear up any spillage of liquids as soon as is practicable.
4. You must not pollute watercourses, sewers or drains with chemicals, oils or other hazardous substances.

### **PROTECTIVE CLOTHING AND EQUIPMENT**

1. It is the policy of Redruth Town Council to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

2. All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment. An employee will be recompensed for the purchase of such equipment from a recognised retailer, if the purchase is authorised in advanced by The Town Council.
3. Employees will ensure that all personal protective equipment provided by Redruth Town Council, or for which they have received recompense; will be properly assessed prior to its provision.
4. Employees will ensure that all personal protective equipment provided by Redruth Town Council, or for which they have received recompense; will be maintained in good working order.
5. All workers provided with personal protective equipment by Redruth Town Council will receive comprehensive training and information on the use, maintenance and purpose of the equipment.
6. Redruth Town Council will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

### **MANUAL HANDLING OPERATIONS**

1. It is the policy of Redruth Town Council to comply with the law as set out in the Manual Handling Operations Regulations 1992.
2. Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.
3. Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.
4. All possible steps will be taken to reduce the risk of injury to the lowest level possible. Details of Manual Handling Operations are contained within the Safe Working Practices section later in the document.

### **DISPLAY SCREEN EQUIPMENT**

1. It is the policy of Redruth Town Council to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.
2. Redruth Town Council will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations put into service after January 1st 1993 meet the requirements set out in the Schedule to the Regulations and that all workstations meet these requirements.
3. The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.
4. VDU screen users will be allowed periodic breaks in their work.
5. Eyesight tests will be provided for VDU screen users on request.
6. Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.
7. All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

### **CONTROL OF HAZARDOUS SUBSTANCES**

1. It is the policy of Redruth Town Council to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.
2. A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.
3. Redruth Town Council will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.
4. All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.
5. Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

### **ELECTRICITY AT WORK**

1. It is the policy of Redruth Town Council to comply with the law as set out in the Electricity at Work Regulations 1989.
2. The electrical installation and portable electrical appliances will be tested on an annual basis. An independent electrical contractor or a "competent person" as defined by the regulations will undertake the tests.
3. Redruth Town Council will ensure that exposure of workers to the risk of electricity is minimised and adequately controlled in all cases.
4. All workers who will come into contact with electrical appliances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.
5. Risk Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

### **FIRE SAFETY**

1. Redruth Town Council's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace and, where appropriate, have been compiled with the assistance of the local fire service.
2. The employed organisation in conjunction with the Facilities and Contracts Manager are responsible for ensuring compliance with fire safety inclusive of; Prevention Codes, reviewing Council practices and procedures, maintenance of firefighting and protective equipment and awareness.
3. The Clerk to the Council and the Facilities and Contracts Manager has the responsibility for the maintenance and testing of fire alarms. Firefighting equipment is set out in the enclosure to this Policy Statement.
4. All employees have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).
5. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition, avoiding unnecessary accumulation of combustible materials and ensuring fire doors remain completely closed at all times.
6. The Clerk to the Council and Facilities and Contracts Manager are responsible for the provision and maintenance of fire prevention and detection equipment.

7. Employees are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

### **ACCIDENT PROCEDURE**

1. It is the policy of Redruth Town Council to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 13).
2. Redruth Town Council see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Clerk to the Council or a person appointed by the Clerk to the Council detailing:
  - The circumstances of the accident including photographs and diagrams wherever possible
  - The nature and severity of the injury sustained
  - The identity of any eyewitnesses
  - The time, date and location of the incident
  - The date of the report
3. All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the Council's expense.
4. The completed report will then be submitted to and analysed by the Finance & Staffing Committee who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.
5. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

### **ACCIDENTS**

1. First aid boxes are located in the Council offices and in Vehicles.
2. All first aid boxes are clearly marked and are easily accessible by all employees during all working hours.
3. The Qualified First Aiders are named at the Chambers Accident Point.
4. Employees are responsible for reporting all cases of accident and disease to the Clerk to the Council and Facilities and Contracts Manager.
5. Accident records are compiled and stored by the Clerk to the Council.
6. The Clerk to the Council is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 13 Regulations where applicable.

### **LONE WORKING PROCEDURE**

1. All Grounds employees must report daily in agreed form to the Grounds Supervisor when commencing and ceasing each shift with their location.
2. On a daily basis the Grounds Supervisor must feedback own information with Grounds employee's confirmations to Facilities and Contracts Manager and/or Town Clerk.
3. Grounds employees may on occasion report to other line management to confirm commencement and ceasing of shift if arranged in advance or to cover sickness absence.

4. Lone working in addition to contracted hours must be pre-agreed with Facilities and Contracts Manager in the first instance and line of reporting confirmed.
5. Employees commencing duties at The Chambers before opening hour of 9am must close door behind them after entering premises. Employees are still required to register on Signing-In/Out report.
6. Employees who are lone-working at The Chambers out of 'regular hours' must ensure entrance door is closed and a section check completed. Employees are still required to register their exit on Signing-In/Out report.
7. Employees will be issued mobile phones and the responsibility for upkeep and reporting defect(s) will remain with the employee.
8. Employees will be offered personal attack alarms. The responsibility to ensure it is functional and report defects will remain with the employee.

### **HEALTH**

1. You must report to the Clerk to the Council any medical condition that could affect the safety of yourself or others.
2. You are expected to co-operate on the implementation of the medical and occupation health provision.
3. Employees are to ensure Redruth Town Council hold up-to-date contact and emergency contact details.
4. For further sickness detail refer to <R:\Admin\Policies\Employment\Sickness Absence Management Policy - v.2.docx>

### **SAFETY RULES – GENERAL**

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to the relevant authority.
3. Any person under the influence of alcohol or any other intoxicating drug, which might impair motor skills or judgement, whether prescribed or otherwise, shall not be permitted to perform tasks.
4. Horseplay, practical joking or any other acts that might jeopardise the health and safety of any other person or equipment are forbidden.
5. Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other employees.
8. No employee should undertake a task that appears to be unsafe.
9. No employee should undertake a task until he or she has received adequate safety instruction and is authorised to carry.
10. All injuries must be reported to the Clerk to the Council or Facilities and Contracts Manager.

11. Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor or the Facilities and Contracts Manager.
12. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
13. No employees should use chemicals without the knowledge required to work with those chemicals safely.
14. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

**RULES COVERING GROSS MISCONDUCT**

An employee will be liable to summary dismissal if he/she is found to have acted in any of the following ways:

1. A serious or wilful breach of the Safety Rules.
2. Unauthorised removal or interference with any guard or protective device.
3. Unauthorised operation of any item of machinery, plant or equipment.
4. Unauthorised removal of any item of first aid or fire equipment.
5. Wilful damage to, misuse of or interference with any item provided in the interest of Health and Safety or Welfare at work.
6. Unauthorised removal or defacing of any label, sign or warning device.
7. Misuse of hazardous substances.
8. Smoking in any designated 'no Smoking' area.
9. Smoking whilst handling flammable substances.
10. Horseplay or practical jokes which could cause accidents.
11. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrences.

***This list is not exhaustive***



# VISITORS RULES

## **INTRODUCTION**

1. The following rules are designed to control all visitors to the premises. It is important that persons should not be permitted to wander freely around the premises, for health, safety and security reasons. In case of fire, it is imperative to know the number of persons in the building and their location. This can be achieved by maintaining a record of the names, time of arrival and departure and whereabouts of visitors.
2. This control of visitors will satisfy the requirements imposed on employers by Section 3 of the Health and Safety at Work Act 1974 to ensure that persons not in his employment are not exposed to risks to their health and safety

### If you discover a fire in the building:

1. Ensure that no one is in immediate danger
2. RAISE THE ALARM by operating the nearest fire alarm
3. Contact the Fire Brigade by DIALING '999'
4. Attempt to tackle the fire with the correct appliances without the risk of personal injury unless the fire is beyond obvious control
5. If the fire is beyond obvious control, evacuate the building immediately following the instructions below and make your way to the assembly area

### Action to be taken on hearing the fire alarm:

1. Evacuate the building closing as many doors and windows as is possible, without risk to yourself
2. Do not stop to collect personal belongings and take all visitors with you
3. Use the nearest available exit
4. Do not use the lift
5. Make your way to the assembly area at the St Rumons Club, Penryn Street
6. Make yourself known to the Responsible Person for the building who will carry out a roll call, in accordance with local procedures
7. Remain at the assembly area – DO NOT re-enter the building until authorised by a Responsible Person as detailed above

## **SECURITY**

Nothing may be taken from the premises without permission. We reserve the right to request to search visitors' bags, packages and vehicles.

**ACCIDENTS**

All incidents and/or injuries must be reported to the host

**SMOKING**

Smoking is not permitted within any part of the premises

# CONTRACTORS RULES

## **INTRODUCTION**

1. The term 'contractor' in the context of this section of the Health and Safety Policy has a wide definition. In basic terms it defines any person or organisation who enters into an agreement (written or oral) with the organisation to carry out services. This may include for example the window cleaner or builder.
2. In order to show that the organisation has taken reasonable steps to ensure the safety of persons on the premises, the Contractors' Safety Information must be brought to the attention of any contractor at the tendering stage. This is because the 'Contractors Safety Information' details are, in law, contractual conditions. Contractual conditions cannot be altered to impose additional conditions introduced after a contract has been entered into without the agreement of both parties. The following paragraphs should be inserted into all standard conditions of contract, which are used by the organisation.
3. 'It is a condition of contract that contractors comply with all applicable Health and Safety legislation including the safety rules of this Organisation given in the 'Contractors Safety Information' which is part of the Health and Safety Policy. Copies are freely available upon request'.
4. 'Contractors must have insurance cover for General Third Party to an agreed minimum limit. Evidence of cover is required as is a thirty day notice of cancellation'.

## **SAFETY INFORMATION**

1. This information (which is part of the Health and Safety Policy) applies to all Contractors and others under their control, engaged to carry out specific work on the premises and forms part of the terms of the Contract.
2. It is our intention to secure a high standard of safety in all areas under our control. Therefore, the following conditions are an integral part of the contract.
3. Contractors shall:
  - Familiarise themselves and their personnel with the work site and any hazards that may be encountered.
  - Conduct their activities in accordance with safe practices, taking precautions to protect the work site, all employees and others that may be affected by the activities.
  - Comply with our Health and Safety Rules and Health and Safety Policy.
  - Comply with all Health and Safety Laws applicable to the work being undertaken.
  - Provide their own personnel with suitable protective clothing at their (the contractors) expense.
  - Keep their employees within the agreed designated area for the work being undertaken and the access to it.
  - Engage on the Contract only such persons as are skilled, experienced and competent in the performance of their trade or tasks.
  - Not commence any work designated as 'High Risk' without the appropriate 'Permit to Work' having been issued by your contact. (See Appendix 1).

- Ensure their personnel submit to any security checks.
- 4. Contractors are not relieved of any of their duties and obligations under Statute or Common Law.
- 5. Any breach of the Health and Safety Rules or legal requirements may lead to the suspension at the Contractor's own expense or termination of the Contract.

## CONTRACTORS

Your Contact is: .....

All Contractors are responsible for making sure that persons under their control know the Fire Procedures for the premises and the location of fire appliances.

Means of escape must not be obstructed.

- The person in charge of First Aid is .....
- The First Aid Kit is located .....
- The First Aid Room is located .....
- All accidents must be reported to the above contact.

The following activities are deemed to be 'High Risk' and are subject to a Permit to Work before operations commence.

- HOTWORK
- DEMOLITION
- EXCAVATION
- ASBESTOS
- CONFINED SPACES
- ELECTRICAL WORK ABOVE 240 Volt
- OVERHEAD WORK and other work as specified

## SAFE WORKING PROCEDURES

### **FIRE INSTRUCTIONS AND DRILLS**

1. All persons employed should be instructed and trained to ensure that they understand the fire precautions and the action to be taken in the event of fire. This should include persons engaged on regular duties outside normal working hours; (e.g. cleaners). The aim should be to ensure that all staff receives instruction and training appropriate to their responsibilities in the event of an emergency. It should be based on written instructions.
2. Instruction should be given frequently by a competent person, at such intervals as will ensure that all employed persons are instructed preferably at least twice and in all cases at least once, in each period of twelve months.
3. All employees should receive training on the following:
  - The action to be taken upon discovering a fire.
  - The actions to be taken upon hearing the fire alarm.
  - Raising the alarm.
  - The correct method for calling the fire brigade.
  - The location and use of firefighting equipment.
  - Knowledge of escape routes.
  - Appreciation of the importance of fire doors and of the need to close all doors at the time of a fire and on hearing the fire alarm.
  - Stopping machines and processes and isolating power supplies, where appropriate.
  - Evacuation of the building (where members of the public are present this will include reassuring them and escorting them to exits, etc).
4. In addition to the above, certain categories of staff should be instructed and trained in any matters peculiar to their particular responsibilities at the time of a fire. Examples are:
  - Department Heads
  - Supervisors
  - Security Staff
  - Telephonists
5. At least once a year a practice fire drill should be carried out.
6. Such details, as are necessary to show the training and instruction given, should be recorded. The following are examples of matters that may need to be included in such a record:
  - Date of the instruction or exercise.
  - Duration.
  - Name of the person giving the instruction.
  - Names of the persons receiving the instruction.
  - The nature of the instruction, training or drill.
7. Fire Instruction Notices should be displayed at conspicuous positions in all parts of the building stating, in concise terms, the essentials of the action to be taken upon discovering a fire and on hearing the fire alarm.

### **FIRE FIGHTING EQUIPMENT**

8. Fire extinguishers are located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

### **FIRE DOORS**

9. Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

### **FIRE EXITS**

10. Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

11. Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure.

# SAFE WORKING PROCEDURES

## **MANUAL HANDLING**

### ***Manual Lifting***

Just because you have been lifting heavy obstacles all your working life does not necessarily mean that you have been doing it correctly.

The key factors in safe lifting are:

- a. Position of balance
- b. Position of the back
- c. Positioning of the arms and body
- d. The hold

#### *a. Position of balance*

Since balance depends essentially upon the position of the feet, they should be apart about hip breadth with one foot advanced, giving fish balance sideways and forward without tension.

In taking up this position, lifting is done by bending at the knees instead of the hips and the muscles that are brought into use are those of the thigh and NOT the back.

#### *b. Position of the back*

Straight - not necessarily vertical.

The spine must be kept rigid and straight, but not necessarily vertical. The spine can be kept straight if it is within 15 to 20 degrees from the vertical. This, coupled with a bent knee position, allows the centre line of gravity of the body to be over the weight, so reducing the strain.

#### *c. Position of the arms and body*

The further the arms are away from the sides, the greater the strain on the shoulders, chest and back. The elbows must at all times be close to the body, arms should be straight when carrying a load, to achieve this, one hand should be advanced to the other, whichever foot is placed forward, the same hand is extended, the other hand is kept close to the body, this position ensures that the elbows are into the sides, this coupled with the correct foot position, ensures a safe and easy lift.

#### *Arms close to the body*

The further the weight is away from the centre line of gravity of the lifter, the greater the strain. At all times, get close to the weight and try to make it part of you.

#### *d. The hold*

When grasping a weight, one often hears the phrase 'get a good hold'. A good hold means a grasp with the roots of the fingers, not just the tips plus contact of the weight with the palm of the hand.

One must never forget that size and build has no bearing upon the amount that any one individual can lift, you should know your own capabilities, never attempt to exceed them, and if in doubt get help, it is far better to be safe than sorry.

Besides the key factors, there are other important points to remember.

### ***Centre line of gravity***

It is essential that the centre of gravity of the object and the lifter should be as close as possible to one another. This reduces the strain, discomfort and the likelihood of loss of balance during the course of the lift.

### ***Testing the weight***

When in the initial position for the lift, the lifter should test the weight of the object to make sure it is within his capability and not too heavy for one person to lift. Many accidents happen when a person raises an object a few inches off the floor, realises it is too heavy for him and lets go.

### ***The shape of the weight***

Note the shape of the object. It should be turned, if possible, so that it can be held comfortably with its centre of gravity close to the body.

### ***Movement***

The movement should be controlled and smooth. The weight should be kept close to the body.

Rhythm plays an important part in reducing tension and creating relaxation.

Before moving any loads, the job should be sized up and possible hazards moved or rectified.

An inspection of the load itself must be made to ensure that it can be moved without danger to the lifter or others.

The following checklist can be usefully applied to all lifting jobs.

- a. Safety boots should always be worn when lifting loads that might cause injury to the feet.
- b. When lifting anything that may have jagged edges or splinters, wear protective gloves.
- c. If corrosive chemical containers are to be moved, special protective clothing must be worn.
- d. If the load is heavy or too large for one person to handle, help should be obtained from a workmate.
- e. Jerking a load will add a little extra force, but it will also cause severe strain to the arm, back and shoulder.
- f. Even if a load is light in weight, it is dangerous to carry if it is large enough to obscure vision.

Note: If in doubt when lifting SEEK HELP

## SAFE WORKING PROCEDURES

### **INSPECTION AND MAINTENANCE OF PORTABLE ELECTRICAL APPLIANCES**

1. Periodic inspection and corrective action should ensure the safe condition of the equipment.
2. Protective devices should be tested at intervals as set out below. Fuses and other protective devices are not to be rendered inoperative or have their operating values changes without authorisation.
3. Items of portable electrical equipment found to be unsafe for use are to be segregated and identified as such until repaired.
4. All equipment should be stored in a cool, dry place in a tidy manner.
5. Each item of equipment should have an individual number that uniquely identifies it.
6. Any limitations on the performance or restricted use of the appliance should be noted.
7. When an item of equipment is used, a quick visual check of the appliance, cable and plug for signs of damage should be made. Any appliance that appears defective should not be used.
8. At pre-determined intervals, a more thorough check of the appliance should be made:
  - a. The cable should be carefully checked along its entire length.
  - b. The plug should be checked for signs of damage, the plug cable clamp is in the correct position and a fuse of the correct rating is in place.

<b>Equipment/Environment</b>	<b>User Checks</b>	<b>Formal Visual Inspection</b>	<b>Combined Inspection and Testing</b>
Battery operated (less than 20 volts)	No	No	No
Extra low voltage: (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights	No	No	No
Information technology: e.g. desktop computers, VDU screens	No	Yes	No if double insulated – otherwise up to 5 years
Photocopiers, fax machines: Not hand-held. Rarely moved.	No	Yes 2 - 4 years	No if double insulated – otherwise up to 5 years
Double insulated equipment: NOT hand-held. Moved occasionally, e.g. fans, tablelamps, slide projectors	No	Yes 2 - 4 years	No
Double insulated equipment: HAND-HELD e.g. some floor cleaners	Yes	Yes 6 months - 1 year	No
Earthed equipment (Class 1): e.g. electrical kettles, some floor cleaners	Yes	Yes 6 months - 1 year	Yes 1 - 2 years
Cables (leads) and plugs connected to the above. Extension leads (main voltage)	Yes	6 months - 4 years, depending on the type of equipment item is connected to.	Yes 1 - 5 years, depending on the type of equipment item is connected to.

## SAFE WORKING PROCEDURES

### **PREGNANCY**

1. It is the intent of the Town Council to ensure that a risk assessment of pregnant workers be carried out to safeguard the Health, Safety and Welfare of expectant workers and their offspring so far as reasonably practicable.
2. It is the responsibility of the line manager to take all practicable steps to reduce the risks and ensure there is a provision for pregnant workers to lie down.
3. By the following hierarchy
  - a. removing the worker from the risk
  - b. adjusting working conditions/hours
  - c. moving the worker to another job
  - d. by providing the worker with paid leaveThis applies to employees
  - a. who are pregnant,
  - b. have recently given birth or
  - c. who is breast-feeding.
4. The above is defined as "new or expectant mothers" which will be six months or longer if breast-feeding continues
5. The risk assessment must cover
  - a. Agents
  - b. Substances
  - c. Activities
6. All pregnant employees should notify their line manager as soon as possible on discovery of pregnancy to enable the line manager to carry out the above assessment, and make suitable arrangements if required.