I confirm that I have received the pocketbook from Bath & North East Somerset Council.

If I have any questions or concerns about anything not covered in this pocketbook or I don’t understand something in it, I should ask my Supervisor or Manager as soon as possible.

If I lose this pocketbook or it gets damaged or worn, I need to ask for a replacement as soon as I can.

Employee Name: .................................................................

Signature: ..............................................................................

Issued by Supervisor/Manager Name: ............................................

Signature: ..............................................................................

Date: .....................................................................................

Tear out page to be completed, signed and held as a record by the Supervisor/Manager.
Neighbourhood Environmental Services

Health, Safety and Wellbeing at Work

Waste Strategy & Contracts
Staff Guidance and Information Pocketbook

I confirm that I have received the pocketbook from Bath & North East Somerset Council.

If I have any questions or concerns about anything not covered in this pocketbook or I don’t understand something in it, I should ask my Supervisor or Manager as soon as possible.

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(Block capitals)

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Signature: ........................................................................

Date: .............................................................................
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- General Health, Safety and Wellbeing at Work

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General Statement and Policy Objectives

As Divisional Director of Environmental Services I recognise and accept responsibility for Occupational Health, Safety and Welfare matters, so far as is reasonably practicable, for all Environmental Services employees, and for the well-being of others whose health and safety may be affected by our activities. This statement supplements the Bath & North East Somerset Corporate Health, Safety and Welfare Policy adopted by the Council.

Our overall goal is continuous improvement of our health and safety performance leading to a reduction of work-related ill-health, incidents and accidents by the ongoing development of our proactive health and safety culture.

The promotion of health and safety measures is a mutual objective for Environmental Services and its employees at all levels and adequate resources will be provided, so far as is reasonably practicable, to achieve our goal through prioritised objectives set out in Environmental Services’ health and safety plan.

It is the responsibility of all employees to ensure that safe working procedures are followed and all work activities are undertaken with health and safety in mind.

All managers are responsible for ensuring the provision and maintenance of safe working practices and for the overall safety performance of their team. This will be achieved through risk assessment, carried out by competent persons, the development and provision of safe working procedures and adequate information, instruction and training, identified and required by assessed workplace risks.

Risk assessments and service procedures will be regularly
reviewed (at least annually) to ensure that we maintain a high standard of safety performance and a safe and healthy working environment for all employees, customers, service users and visitors.

As Divisional Director of Environmental Services:

- I will monitor the safety performance of service management, ensuring our objectives are achieved through the implementation of service health and safety policies, procedures and plans.

- I will review this Policy Statement at least annually, and also take into consideration reorganisation, management change, new working methods, and the identification of new risks and hazards.

- I will produce documents which define the specific responsibilities of line managers within Environmental Services together with the operational arrangements for implementing this policy which are applicable to each section.

Our overall aim is for everyone working in Environmental Services to enjoy a safe and healthy workplace.

Matthew Smith
Divisional Director, Environmental Services
March 2015
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Service Management - Information and Responsibilities

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Introduction from your Group Manager

Our staff are vital in achieving our vision, priorities and core values. Health, Safety & Wellbeing are a top priority. It is our aim to:

- Prevent injury to any person
- Continuously reduce the number of accidents & near misses – with our ultimate aim being zero
- Ensure high standards of health and safety awareness
- Provide effective health and safety training
- Provide comprehensive health & welfare support programmes
- Ensure co-operation between all employees
- Prevent damage to equipment and machinery

This pocketbook is for your guidance. It contains both general information and some specific details about your area of work.

It does not identify every hazard that you will come across in your job, but it plays an important part in our efforts to create and maintain safe working places and practices with you.

It is a legal requirement that you follow safe systems of work & safe working practices. You may be open to investigation under the Council’s disciplinary procedure if you do not follow these.

Please remember, you must always raise any concerns about Health & Safety immediately with your Supervisor or Manager.

Your skill and knowledge is valued in working for the Council, and we recognise and prioritise the importance to you and your family of your personal health, safety and wellbeing whilst
carrying out your work here.

Carol Maclellan
Group Manager
Neighbourhood Environmental Services
March 2015
STRATEGY & CONTRACTS - STRUCTURE CHART

Team Manager
Strategy & Contracts

Team Leader
Strategy & Contracts

- Technical Support & Projects Officer - Operations x 2
- Technical Support & Projects Officer - Operations x 2

Senior Admin Officer

- Admin apprentice

Campaigns Manager
x 2

- Waste Campaigns officers x 3

Consultants/ Project specific staff

Technical Team Leader
Strategy & Contracts

- Technical Support & Projects Officer - Operations x 2
- Business Waste Admin Officer
- Environmental Information Officer
- Customer Service Advisors x2
General Management Policy

Health and Safety is seen as an integral part of the management function within the Council and as such must be managed by line Managers. To ensure this, there must be adequate arrangements to assess and manage risk associated with health and safety activities of the Council by:

**Planning** - to identify health and safety priorities through risk assessment;

**Organising** - to formulate a strategy, identify priorities and accountability

**Control** - to ensure adherence to the plan by setting and monitoring targets and performance indicators

**Monitoring and Review** - to measure performance and identify improvements in health and safety.

Managers/supervisors are required to undertake health and safety training and refresher training as necessary within their areas of responsibility in order to attain the required level of competence necessary to assess, evaluate, control and manage risk and ensure compliance with corporate policy and service health and safety policies and procedures.

Where a serious breach of duty is committed as a result of negligence, inaction, carelessness or by a deliberate failure to meet health & safety requirements, the individual may be subject to legal action (criminal and/or civil) and Council disciplinary or grievance procedures.

We promote a proactive health & safety culture where employees identify near misses to ensure corrective action can be taken. A near miss can be not wearing correct PPE eg gloves, a vehicle defect or someone not following a safe system of work.
Individual Responsibilities:

Group Manager, Neighbourhood Environmental Service and Waste Strategy & Contracts Manager

The Corporate and Service Health & Safety Responsibilities for these positions are detailed below.

Corporate Responsibilities:

Divisional Directors charge Senior Managers with the duty of ensuring that the routine health and safety functions are in place within their defined areas of responsibility.

- To establish policies and safe systems of work and procedures in line with the ethos of the Council’s Corporate Health, Safety and Wellbeing Policy and ensure the routine health and safety functions are in place within their defined areas of responsibility.
- To ensure service risks are adequately managed and team Managers manage remaining risks, at as low a level as is reasonably practicable within the working environment and maintain safety standards.
- To prioritise and collate required service actions identified through risk assessment.
- To ensure all employees and others working within the division under their control receive adequate information and training on the assessment of risks and safe working practices, together with a means for accurately recording such training.
- To ensure that Managers and Supervisors within their
areas of responsibility plan, implement and monitor work programmes and projects with health and safety in mind ensuring the safety of all employees, contractors and others who may be affected by the Council’s operations.

- To ensure safety standards are maintained where work is subcontracted or undertaken within a partnership.
- To produce, disseminate, implement and review a prioritised service health & safety action plan, which should form part of the overall service plan and risk register.

Service Responsibilities:

- To read, understand and implement the requirements of Environmental Services’ Health, Safety and Wellbeing policy.
- To liaise with Enforcing Authorities in conjunction with the Council’s Health & Safety Adviser for health and safety as appropriate.
- To ensure, in relation to premises, plant, vehicles, machinery and operations, that through line management all health and safety requirements, relevant legislation and Approved Code of Practices are implemented.
- To ensure that procedures are in place for implementing health and safety requirements in design, purchase and materials specifications.
- To ensure that effective arrangements and resources are in place for implementing health and safety requirements of the Construction (Design and Management) Regulations 2007.
• To institute effective arrangements for the promulgation of information, guidance and publications through line management.

• To ensure that all contractors employed are competent to discharge their general duties under health and safety, and such competence is assessed prior to contracts, orders, etc. being let and ensure safety standards are maintained where work is subcontracted or undertaken within a partnership. Standards for the control of contractors including contract evaluation, the maintenance of an approved list and monitoring safety performance is set out in the Environmental Services Contractors’ Policy.

• To ensure that accident investigations are undertaken to identify the root causes of accidents and the means of preventing such re-occurrences.

• To ensure that management audits are carried out for the purpose of monitoring compliance for effective health and safety management.

• To regularly include health & safety matters in management meetings and promote and monitor safety management and accident prevention.

• To review health and safety performance with Managers & Team Leaders, and ensure that Health & Safety responsibilities are known, understood & acted upon throughout the Service.

• To arrange and chair Service Specific Divisional Union Meetings & the Service Health & Safety Forum.

• To produce, disseminate & implement the service Health & Safety action plan, linked to the QPR system.
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Health and Safety Law

Your basic responsibilities are to ensure that:

- You take care for the health, safety and welfare of yourself, colleagues and any other person affected by your work;
- You comply with all instructions and procedures that are issued to you for safe working;
- You take care of and make proper use of protective clothing and safety equipment provided;
- You report to your Supervisor:
  - All incidents that have or might have led to injury or damage
  - Any defects in equipment or machinery
  - All accidents and near misses.

Members of the Public

For many of you, the work you do may involve members of the public. Bath & North East Somerset Council has a legal duty to protect members of the public and others.

If someone else is involved in an accident on a Council site or in the course of your work off-site, then you must immediately tell
General Accident Procedures

- Request first aid assistance through a trained First Aider and / or call the emergency services.
- Before you try and give any help, check the area for any danger to yourself, especially where electricity is involved.
- NEVER move the casualty unless they are in immediate danger.
- Keep the casualty warm and reassured.
- Accidents and near misses must be reported so that they can be investigated to reduce the chance of them happening again.
- All accidents, near misses and incidents of violence must be reported to your Supervisor or Manager immediately, or as soon as practically possible eg on return to your workplace.
- Your Manager / Supervisor has to complete an accident report using the council’s online reporting system without delay and undertake a follow up investigation into the accident with 10 days.
First Aid

Vehicles or staff, depots and offices will be provided with a First Aid kit. This will be checked and items replenished. Trained First Aiders are listed on noticeboards at your place of work. Only trained First Aiders should give first aid and only to colleagues (but including agency staff).

The Accident & Emergency hospitals in this area are:

- Royal United Hospital,
  Combe Park,
  Bath BA1 3NG
- Paulton Memorial Hospital,
  Salisbury Rd,
  Paulton BS39 7SB

Some employees may receive training in basic life saving skills so that, in an emergency, they know what action to take to prevent any injured person’s condition worsening, whilst waiting for the ambulance or other professional help to arrive.

Fire Procedures

- Read the Instruction notices within the place you work.
- Follow the instructions of your Fire Warden(s) who are listed on
noticeboards where you work.

- If you discover a fire, raise the alarm and leave the building by the nearest exit.
- Go to the designated Assembly Point and do not re-enter the building until told it is safe to do so.

**Housekeeping**

Wherever you work, you should make sure that your work environment is kept in a tidy condition at all times to prevent slips, trips and falls. Make sure you clean up after yourself and keep welfare facilities in a tidy and hygienic condition for the benefit of everyone.

**Lone Working**

All lone workers will receive specific training and guidance so that they can carry out their work without significant risks to their health.

We also encourage you to be alert and trust your intuition. Do not ignore warnings. If you have any special concerns, please talk to your Supervisor.
Here are a few simple measures that you can take:

1. If you have a mobile phone, dial 112 in an emergency which will enable the emergency services to pinpoint where you are by satellite tracking. This will work via any network that has a signal where you are, even if your network does not.

2. For emergency situations dial 999, for non-emergency situations dial 101

3. Put an emergency contact under ICE (In Case of Emergency) in your mobile phone so the emergency services know who to get in touch with if necessary.

**Safety Signs**

Within your workplace you will see safety signs displayed. They are there to:

- Warn you of possible dangers
- Stop you doing certain activities
- Tell you things you must do

You MUST comply with instructions given on these signs.
Verbal and Physical Abuse

We believe that violence, harrassment, aggression, threatening or abusive behaviour towards our staff is unacceptable. No-one should have to accept it as a part of their job from a member of the public, service user or work colleague.

Any incidents should be reported in the same way as accidents and dangerous occurrences so support can be given and measures developed to minimise the risk of future similar incidents.

You are an ambassador for the Council and should try to continually increase customer satisfaction by always delivering what you promise in an efficient, effective and courteous way.

Smoking - Vapourisers & e-cigs

Employees are not permitted to smoke (including the use of electronic cigarettes) anywhere inside or immediately outside our buildings, vehicles and depots. They must also consider the impact of their smoking on building occupants and neighbouring properties and not smoke in doorways, on steps, ramps or near windows.

To comply with the law, smoking is prohibited:
- In any buildings and within the inner boundaries of buildings
- In all Council vehicles
- In any vehicle whilst on Council business.

Remember that smoking is also harmful to your health – the Council supports programmes to help people give up. Look on the intranet or ask your Supervisor for more information.

**Alcohol and Drugs**

You must not consume alcohol, or any substance that may impair your capability or judgement, during your working day. Remember that excessive alcohol consumption outside of work may also influence your performance the following day at work, and could lead to disciplinary action.

Drug misuse can adversely affect judgement, behaviour, capability, productivity and may affect your health and safety, and that of your colleagues and the public. The use of illegal drugs is a criminal act.

If you drive at work, or use tools or equipment that could be dangerous, you must tell your Supervisor or Manager if you have a drink or drug problem. Driving under
the influence of alcohol or drugs is strictly prohibited and may lead to dismissal.

We aim to help any staff affected by alcohol or substance abuse to acknowledge their problem, and to encourage anyone who recognises they may have a problem to voluntarily seek advice and help. Ask your Supervisor for more information.

You must inform your Supervisor or Manager if you are taking prescribed medicines which could affect your ability to work safely. Your doctor will advise on this.

Protecting your Health

Some common forms of work-related ill-health are muscle and joint aches, pains in the back, arms, hands and shoulders. Skin disorders, particularly on the hands, respiratory and hearing difficulties may also be problems. Remember to tell your Supervisor if you start to have any of these or other problems that may affect your work.

Sometimes stomach upsets and viruses may be caused by poor personal hygiene, so remember to wash your hands before eating and after visiting the toilet. And try to avoid rubbing your nose, mouth and eyes if your hands are dirty.
Remember to follow any special training you have been given such as manual handling to prevent injuries and ill-health.

**Use of Display Screen Equipment (DSE)**

Risk assessments must be carried out by you and your Supervisor for Display Screen Equipment (e.g., computer screens) and workstations if you regularly use a DSE for a significant part of your normal Council work. This includes if you work from home, in different offices or on the move. These will identify how we can eliminate or control the risk of any detrimental effect upon your health.

The possible effects are mainly those leading to joint and muscle problems and eye fatigue or stress. You are most likely to experience these if you use a DSE/workstation for long periods of time without taking frequent short breaks.

**Using Electrical and Electronic Equipment**

- All electrical appliances including items like kettles used in staff kitchens, are subject to a Portable Appliance Test (PAT) annually by technicians from the Council’s
Health & Safety Team. You can find out the date of the next test by a sticker that’s placed on the appliance.

- You can find records of all equipment PAT-inspected, by location, on the Council Intranet, in the Health & Safety section.

- Let the Health & Safety team know by email if any new equipment is bought. These items will be added to the Council inventory and PAT-inspected at the next visit.

- If existing equipment has not been PAT-inspected, this can be arranged through the Health & Safety team if the equipment needs to be used before the next annual routine visit.

- You must report any damage to electrical appliances/equipment to your Manager or Supervisor. Damaged appliances must not be used until checked or repaired by a competent person.

- Do not attempt any repairs to equipment yourself.

- Make sure you follow the instructions for use provided with equipment.
• Mains electrical systems will be checked every five to seven years by the Property Services department.

Stress

Stress is an increasing symptom of modern day life. The Health & Safety Executive has developed a Management Standards approach to help employers introduce a process of continuous improvement, which has been adopted by Neighbourhood Environmental Services.

The Management Standards demonstrates good practice through risk assessment, allows measurement of the current situation using surveys and other techniques, and promotes active discussion with employees to help decide upon the practical improvements that can be made.

The following tips may help you to avoid stress; however you should talk to your Supervisor if you consider that any element of your work is affecting your health. Arrangements can be made for the Council’s Occupational Health Advisor to provide more detailed advice if required.

We encourage all members of staff to have a healthy diet and maintain good physical fitness. For any further information please refer to the NHS Choices website.
### Tips

| ✓ Learn to relax                      | ✓ Take time for exercise            |
| ✓ Get plenty of sleep                | ✓ Do relaxation exercises           |
| ✓ Learn special breathing techniques | ✓ Eat a sensible and healthy diet   |
| ✓ Examine how you spend your time    | ✓ Develop an absorbing hobby       |
| ✓ Talk about problems with somebody close to you | ✓ Avoid cigarettes, tranquillisers, alcohol and coffee |
| ✓ Try to work out what makes you stressed and do something about it |   |

Sport and Active Leisure is aiming to encourage Bath & North East Somerset residents and staff to be active. To find out more information on the Get Active membership check the website or ask your Supervisor.
Employee Assistance Programme

Bupa Employee Assistance

We all face challenges in life that can take a lot of time to resolve and can even result in a great deal of worry, frustration and distress. It may be simply that you haven’t encountered this situation before and need some specialist advice, or maybe it’s something more serious, something that’s affecting your personal life or your work and you need someone to talk to.

What Bupa Employee Assistance offers:

- A telephone service operating 24 hours a day, seven days a week, that gives you access to specialist information and advice at a time that suits you.
- Confidential telephone counselling for when you need someone to talk to.
- Assistance with face-to-face counselling when appropriate.
- The service is also available to your spouse/partner and any dependants living in the same household.

Bupa Employee Assistance is a confidential and impartial service that provides advice and support, wherever it’s needed.

Some issues they can help with:

- money management
- domestic matters
- trauma
- legal queries
- anxiety/depression
- bereavement
- substance misuse
- emotional problems
- stress
- phobias

It’s free, simple and confidential. Services are available 24 hours a day.

Contact Details

Telephone: 0800 269616
Website: http://www.bupa.co.uk/eaponline/
Common Injuries

**Remember:** Put your whole mind on the task. Recall what your safety training has taught you. Assess the risks of what you’re doing... every day, all the time.

**EYE:**
1. Debris flew into eye
2. Debris flew up whilst collecting bags
3. Spillage from diesel nozzle

**HEAD:**
1. Hit by another person in an accident
2. Hit whilst loading truck
3. Hit by object thrown up when using equipment

**NECK:**
1. Twisted while reaching

**ELBOW:**
1. Hit elbow on open door

**LOWER ARM:**
1. Burn from hot exhaust pipe
2. Hit by wheelie bin

**HAND:**
1. Receiving needle/stick injury
2. Crushed by falling object

**FINGER:**
1. Hurt whilst using machinery

**GROIN:**
1. Hurt when loading vehicle

**ANKLE:**
1. Twisted in hole in ground
2. Hurt when brake on vehicle not properly engaged

**FOOT:**
1. Hurt when fell on uneven ground

**SHOULDER:**
1. Hurt whilst using equipment
2. Twisted whilst reaching

**BACK:**
1. Hurt whilst bending
2. Hurt whilst lifting
3. Hurt whilst turning/twisting

**HIP:**
1. Struck by door in strong wind

**KNEE:**
1. Slipped on uneven ground

**LEG:**
1. Slipped on step
2. Hurt when lifting object
3. Slipped when not using 3 points of contact
4. Slipped on vehicle
5. Area collapsed underfoot
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Section 4:
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Communication

Communication on work issues is very important and particularly on health and safety issues. Neighbourhood Environmental Services has a Communication Plan which incorporates arrangements for effective ‘downward’ and ‘upward’ communication, but in addition to these more formal channels please raise any health & safety concerns with your line Manager immediately they arise. Two way communication takes place in the following ways:

**Team Meetings** chaired by the Neighbourhood Environmental Services Manager are normally monthly. Health & Safety is a standing item on the agenda.

**Performance Development & Reviews (PDR)** – every member of staff should have an annual PDR. This review concerns your performance and development.

Although health and safety issues can be raised it is often important that they be raised at the time of concern and not retained for the annual review.

**Safety Representative(s).** The names of Safety Representatives are on the noticeboard. These have been appointed by a recognised Trade Union to carry out their functions in accordance with the
requirements of the Safety Representatives and Safety Committees Regulations.

**Divisional Union Meeting (Health & Safety).** These meetings are held quarterly. The Neighbourhood Environmental Services Manager normally chairs the meeting and its attendees include the Waste Strategy & Contracts Manager, Safety Representative(s), the Council’s Senior Health & Safety Advisor and a Human Resources Consultant.

**We promote a proactive health & safety culture where employees identify near misses to ensure corrective action can be taken.** A near miss can be not wearing correct PPE eg gloves, a vehicle defect or someone not following a safe system of work.

**Risk Assessments**

These are carried out and reviewed every year relating to your duties. You should be familiar with the findings including any planned procedures for control of any remaining risks. Risk assessments will be reviewed annually or when significant changes to working practices are introduced.

Copies are available in the office or from your Supervisor or Manager.
They can also be found via the following:

- Council website via the Bins, Rubbish and Recycling Quick Link to the Waste Health & Safety page
- www.bathnes.gov.uk/waste-healthandsafety

**Procedures and Process Maps**

In order to minimise some of the risks identified in the Risk Assessment process a number of Procedures and Process Maps have been established to ensure a continuity of required actions around a given task or job sequence.

These Procedures and Process Maps are referred to on each Risk Assessment where applicable. Copies are available from your Supervisor or Manager.

They can also be found via the following:

- Council website via the Bins, Rubbish and Recycling Quick Link to the Waste Health & Safety page
- www.bathnes.gov.uk/waste-healthandsafety

**Safe Systems of Work (SSOWs)**

SSOWs must be read, understood and followed. These are issued at induction and re-issued after any revision. Copies of the SSOWs are available in the office or from your Supervisor or Manager. If you feel that an
SSOW should be updated then please speak to your Supervisor or Manager immediately.

They can also be found via the following:

• Council website via the Bins, Rubbish and Recycling Quick Link to the Waste Health & Safety page
• www.bathnes.gov.uk/waste-healthandsafety

**Manual Handling**

Over a third of all accidents each year arise from manual handling. Most of the accidents cause back injury, although hands or feet are sometimes injured.

Manual handling may be required in the work you do and therefore to reduce the risk of injury to yourself you should follow these guidelines. When manual handling cannot be avoided, make the job easier and safer by using the correct lifting techniques.

**STOP and THINK about**

• **T - TASK**
  - How am I going to move the bag, bin or box?
  - Can I avoid twisting?
  - Distance to be moved?

• **I - INDIVIDUAL**
  - Everyone is different; know your limits. Do I need help?
• **L - LOAD**
  - Estimate weight and contents
  - Are there any sharp edges?
  - Size, shape, awkward to hold?

• **E - ENVIRONMENT**
  - Uneven surface, steps, kerbs, limited access?
  - Weather conditions?
  - Obstructions?

Bad habits when lifting and carrying can lead to back injuries, slipped discs, sprains and hernias. STOP and THINK.

Training in Manual Handling is provided and refresher training will be provided at intervals of not more than every 2 years.

Your Supervisors are Manual Handling Champions - if in doubt about best practice, seek advice.
When lifting

TO KEEP YOURSELF IN PRISTINE CONDITION

DO

✓ Place one foot forward
✓ Unlock the knees
✓ Turn by moving the feet
✓ Keep the load close

DON’T

× Lift with the feet in line
× Use the back to start the lift
× Twist
× Reach to lift

Tel: +44 1491 414464
www.pristinecondition.com
© Pristine Condition Ltd
Driving In Connection with Your Work:

- Driving licences, MOT and insurance certificates will normally be checked every 12 months but your licence will be done every 4 months if you regularly drive a Council vehicle.

- Any medical conditions/medication which may reduce your driving competence must be reported promptly to your Manager.

- You must also report any convictions, including fixed penalty notices, as a result of driving, even if gained outside of work, to your Supervisor or Manager as soon as they occur.

- You should not drive any Council vehicle without the necessary licence or appropriate permission or driving assessment.

- You should make sure you have appropriate insurance cover for business use if using your own vehicle for work purposes.

- You are also required to drive legally and courteously, and ensure your vehicle is taxed and roadworthy.

- You must not use a hand held mobile phone whilst driving; limit any “hands free” communications to essential emergency use only.
• Try not to ring someone or continue a call, if you know the other person is driving.
• You are responsible for any offences committed while driving eg for parking, bus gate contraventions and speeding.

Road Traffic Accidents

If you are involved in a road traffic accident, you should:

☑ Contact the emergency services if required and follow their instructions and guidance.
☑ Keep members of the public away unless they can help (eg if they are a doctor or qualified First Aider).
☑ Do not move the vehicle, unless it is in an unsafe position or instructed by a police officer to do so.
☑ Follow your insurance company’s guidance on exchanging information with any other drivers or people involved.
☑ Report the accident to your Manager as soon as possible and complete the online accident reporting form.
At the Depots, Transfer Stations, Recycling Centres and Composting and Other Contractor/Disposal Sites

Do ✓ and Don’t ×

✓ Wear any Personal Protective Equipment (PPE) you are provided with, particularly high visibility jackets at all times in the depots.

✓ Adhere to any traffic management/parking plans.

✓ Be aware of moving vehicles – use designated walkways.

✓ Report to a Supervisor or Manager on arrival and follow any instructions they give you.

✓ Observe all safety signs and any site safety rules.

✓ Smoke in designated areas only.

✓ Be aware that operations vehicles may be refuelling on sites.

✓ Follow the instructions of the site personnel in the event of a fire.

✗ Vehicles must not obstruct designated walkways.

✗ Vehicles should not exceed the speed limit.

✗ No drugs (except prescribed drugs) permitted on site.

✗ No alcohol permitted on site.
Using Display Screen Equipment (eg computer monitors)

- See Section 3 - General (page 29) for the guidance on Display Screen Equipment (DSE) assessment and information.
- Make sure your screen, workstation and chair are positioned and adjusted correctly every morning or after a period away in case someone else has used it and moved or changed things.

Office Housekeeping

- Keep your desk-top area tidy so that you have sufficient room for your mouse and mat.
- Keep the walkways between and behind desks clear.
- Remember to close drawers after use and don’t overload the top drawer of filing cabinets.
- Keep equipment wires tidy to prevent damage or people tripping on them.
- Use the step for reaching high shelves.
Temperature and Ventilation in the Office

Fresh, clean air should be drawn from a source outside the workplace, through windows or other openings. Individual personal preference makes it difficult to specify a temperature which satisfies everyone.

The minimum working temperature in an office environment should normally be at least 16°C.

- Call the Technical Support Helpdesk if there is a problem with the heating or office temperature.
- Your Manager will give you further guidance if the temperature remains uncomfortable.

Attending Meetings and Training Courses

- If you are late returning, you should let a colleague in the office know.
- On arrival, check the venue’s fire evacuation procedure and fire exits.
- If it is an evening meeting, have your Supervisor or Manager’s contact details with you in case you need to let them know of a problem.
- Also read the Lone Working guidance in Section 3 - General (pages 24-25).
Organising Meetings

• Make sure you’re familiar with the fire alarm and fire evacuation procedures and first aid arrangements for the building when you arrive.

• Brief the other people attending at the start of the meeting and make sure they’ve followed any building procedures like signing in, wearing visitor passes etc.

Early Morning and Late Afternoon Working

• If possible contact a manager or supervisor if you feel unwell or have an accident when you are on your own in the office.

• Do not let anyone into the building unless they have a Council ID card or you recognise them as a member of staff.

• Be aware of your personal safety around the building on your way in and out.

Civic Centre – Building Procedures

• Make yourself familiar with the Out of Hours call-out procedures and the useful contact telephone numbers
Carrying Hot Drinks on the Tray

• Only carry as many mugs with hot drinks as you feel comfortable and able to.

• Make two or more trips if necessary and ask someone to help you by opening the doors.
### Useful Telephone Numbers:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midland Road Transfer Station/Weighbridge</td>
<td>01225 396422</td>
</tr>
<tr>
<td>Site Manager Office, Midland Road</td>
<td>01225 396347</td>
</tr>
<tr>
<td>Pixash Lane Recycling Centre</td>
<td>01225 477667</td>
</tr>
<tr>
<td>Old Welton Recycling Centre/Weighbridge</td>
<td>01761 415694</td>
</tr>
<tr>
<td>Midland Road Collections depot</td>
<td>01225 396391</td>
</tr>
<tr>
<td>Waste Services, Keynsham</td>
<td>01225 394204</td>
</tr>
<tr>
<td>Council Connect</td>
<td>01225 394041</td>
</tr>
<tr>
<td>Switchboard</td>
<td>01225 477000</td>
</tr>
</tbody>
</table>

Add your own here:

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This Health & Safety booklet can be made available in a range of community languages, large print, Braille, on tape, electronic and accessible formats from Waste Services on telephone 01225 394204