

WITHAM FIRST DISTRICT INTERNAL DRAINAGE BOARD



Health and Safety Policy

The Management of Health and Safety at Work Regulations require that health and safety arrangements are reviewed at suitable intervals. To ensure the validity of this policy, it is recommended that this document is reviewed within 24 months of approval.

Witham First District Internal Drainage Board

Witham House

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Board Approval date: 05.11.13

Review Date: By November 2015

1. GENERAL STATEMENT OF INTENT

The following Policy Statement constitutes the General Statement of Intent of Witham First District Internal Drainage Board in accordance with the Health and Safety at Work etc. Act 1974:

Health and Safety Policy Statement (November, 2013)

The enclosed policy sets out the way that Witham First District Internal Drainage Board will comply with the requirements of the Health and Safety at Work etc. Act 1974. This Act imposes a statutory duty on employers to ensure the health and safety of their employees at work in so far as is reasonably practicable. Employees also have a duty to take care of themselves and others who may be affected by their actions or omissions.

Policy statement

The Board will ensure that:

- Adequate resources will be provided to ensure that the organisation's Health and Safety Policy is effectively implemented and monitored.
- Safe systems of work will be provided and maintained.
- Each employee will be given the necessary information, instruction and training to enable work activities to be undertaken safely. This includes a Health and Safety Handbook which will be updated at least on a yearly basis.
- Risk assessments will be undertaken for both in-house and contracting works. These will be periodically reviewed.
- Suitable plant and equipment will be provided and maintained. This should also conform to all relevant statutory provisions (i.e. periodic testing of equipment).
- All tools and equipment provided will be suitable for purpose and comply with all relevant statutory provisions (i.e. electrical testing, suitable guarding etc).
- Personal Protective Equipment will be provided as appropriate and employees will have a personal responsibility to use it.
- Monitoring will be undertaken to ensure that health and safety standards are maintained.
- Appropriate action will be taken when statutory and/or organisational standards are breached.

It is the responsibility of employees at work to:

- Take reasonable care for the health and safety of themselves, and others who may be affected by their actions or omissions.
- To cooperate with the Board in fulfilling their statutory duties.
- Not to misuse, or interfere with, anything provided in the interest of health and safety.
- Report all safety hazards, accidents, injuries and dangerous occurrences to their line manager.

2. **ORGANISATIONAL ARRANGEMENTS FOR DELIVERING THE POLICY**

2.1. **Overview**

Witham First District Internal Drainage Board is a flood risk and land drainage management authority involved in the maintenance of an arterial network of drainage channels and ancillary equipment. Six people are employed by the Board.

The address, e-mail address, telephone and fax number for the Board are:

Witham First District Internal Drainage Board
Witham House
J1 The Point
Weaver Road
Lincoln
LN6 3QN
Tel: 01522 697123
Fax: 01522 697064
E-mail: admin@witham-1st-idb.gov.uk

2.2. **Responsibilities of the Board**

The Board recognises and accepts its overall responsibility for health and safety and will ensure that arrangements are in place to satisfy the health and safety regulations and codes of practice that are applicable to its business.

The general responsibilities of the Board are to:

- 2.2.1. Ensure adequate resources are provided to allow the Board's Health and Safety Policy to be effective.
- 2.2.2. Understand, initiate and monitor the effectiveness of the implementation of the Health and Safety Policy.
- 2.2.3. Ensure that suitable plant and equipment is provided and maintained and conforms to all relevant statutory provisions (e.g. periodic testing of lifting equipment, etc.).
- 2.2.4. Ensure that all tools and equipment used are suitable for the purpose and comply with all relevant statutory provisions (i.e. suitable guarding, electrical testing etc.).
- 2.2.5. Ensure first aid, fire fighting and any other relevant emergency equipment is provided and readily available.
- 2.2.6. Take appropriate action when statutory and/or the Board's standards are breached.

2.3. Responsibilities of Managers and Supervisors

The following staff are responsible for ensuring that all health and safety arrangements are implemented and adhered to in the areas of work for which they have control and responsibility:

Name	Position/Responsibility
Jane Froggatt	Chief Executive
Martin Shilling	Director of Operations
Alan Gardner	Engineer
Richard Marshall	Working Foreman

2.4. Responsibilities of Employees

It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy. All employees have a legal duty to ensure their own safety and the safety of others (for example their fellow workmates, contractors working on the same premises, members of the public when working in open areas and visitors to the premises) under the Health and Safety at Work etc. Act 1974. Employees must therefore:

- 2.4.1. Not operate machinery that they are not competent and authorised to use.
- 2.4.2. Report all safety hazards, accidents, injuries and dangerous occurrences to their Director of Operations, or in his absence, to the Chief Executive.
- 2.4.3. Ensure that appropriate action is taken to rectify unsafe systems or actions.
- 2.4.4. Not misuse anything provided in the interests of health and safety.
- 2.4.5. Ensure the appropriate use of equipment and protective clothing provided by the Board.

3. ACTS AND REGULATIONS

The following is the list of various Acts and Regulations that may apply to work undertaken by the Board. N.B. The order in which they are listed is purely arbitrary. They are not in order of either increasing or decreasing importance.

The accompanying Guidance sets out how the Board will comply with these in so far as is reasonably practicable, or as they apply to the Board's activities:

3.1. Health & Safety Management

This section details the various arrangements in place for managing, and monitoring, health and safety, including training.

3.2. Workplace Safety

This section deals with the Workplace (Health, Safety and Welfare) Regulations 1992.

3.3. Work Equipment

This section deals with the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Pressure Systems (Safety) Regulations 2000.

3.4. Manual Handling

This section deals with the Manual Handling Operations Regulations 1992.

3.5. Display Screen Equipment

This section deals with the Display Screen Equipment Regulations 1992.

3.6. Personal Protective Equipment

This section deals with the Personal Protective Equipment Regulations 1992.

3.7. Electrical

This section deals with the Electricity at Work Regulations 1989.

3.8. COSHH

This section deals with the Control of Substances Hazardous to Health Regulations 2002.

3.9. Noise

This sections deals with the Control of Noise at Work Regulations 2005.

3.10. Fire Precautions

This section deals with the Regulatory Reform (Fire Safety) Order 2005.

3.11. First Aid & Accident Reporting

This section deals with First Aid provision, First Aiders and accident reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

3.12. Asbestos

This section deals with the Control of Asbestos Regulations 2012.

3.13. Work at Height

This section deals with the Work at Height Regulations 2005.

3.14. Construction (Design & Management)

This section deals with the Construction (Design and Management) Regulations 2007.

3.15. Confined Spaces

This section deals with the Confined Spaces Regulations 1997.

3.16. Vibration

This section deals with the Vibration at Work Regulations 2005.

3.17. Working Time Regulations

This section deals with the Working Time Regulations 1998.

If you are unsure about anything in this policy, or any other health and safety matter, please ask