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NETTLEHAM PARISH COUNCIL

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**A MEETING OF THE PARISH COUNCIL
WILL BE HELD ON TUESDAY 24 SEPT 2024, AT 7.30PM
AT THE OLD SCHOOL, SMALL HALL, MILL HILL, NETTLEHAM**

PUBLIC FORUM FROM 7:15PM

During the public forum, the public may address the council on current matters or issues that may become future agenda items. Reports from County and District Councillors and representatives on outside bodies will also be given during this time.

Agenda

1. To **RESOLVE** to receive apologies and accept reasons for absence received by the Clerk, prior to the meeting.
2. To **RECEIVE** disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations.

(Declaration of any disclosable interest in a matter to be discussed at the meeting and which is not included in the register of interests)

3. To **RESOLVE** to approve the notes of the Parish Council's Meeting held on 18/06/2024 as the minutes of the meeting.
4. To **NOTE** the Clerk's report.
5. **Planning Matters:**

- a) To **RESOLVE** responses to West Lindsey District Council in relation to the following planning application(s):

NO	Details	Location	Link to view documents
WL/2024/00679	Planning application to refurbish existing kitchen and garage including removal & replacing roofs with single mono pitch / lean to roof, external brickwork to be clad in limestone render & garage door removed and replaced with sash window and other internal alterations.	38 HIGH STREET NETTLEHAM LINCOLN LN2 2P	https://westlindsey-publicportal.statmap.co.uk/horizoNext/publicportal/PlanningApplications/?searchType=Simple&appRef=WL%2F2024%2F00679

- b) To **NOTE** planning responses to West Lindsey District Council mad under delegated powers since the last meeting.
- c) Any other planning matters, including any applications received after the agenda was published.

6. **Financial Matters**

- a) To **NOTE AND RATIFY** the pre-approved payments made since the last meeting (including the July and August schedule of accounts for payment) and to **RESOLVE** to approve the schedule of accounts for payment.
- b) To **NOTE** the Full and Summary Income & Expenditure Reports as at 31.08.24 and to **NOTE** the Council's Bank Account & Earmark Reserves balances at 31.08.24.

- c) To **CONSIDER** the purchase of Rialtas Allotment Software, 1st year costs of £1020. (**Current end of year forecast indicates budget availability of £3218, Expenditure under Local Government Act 1972 s 133/ s.111.**)
- d) To retrospectively **RESOLVE** agreement for the RFO to pursue 12-month energies contracts with our current suppliers in light of difficulties with the previously selected new supplier.
- e) To **RESOLVE** any further action in regard to investment.

7. Committees:

To NOTE the draft notes of the Property Committee held on 10/09/2024 and to RESOLVE any action in relation to the recommendations of those notes:

- a) Nettleham Beck Management Plan - **DISCUSSION / APPROVAL RESOLUTION**
- b) Heritage Orchard management plan – **APPROVAL RESOLUTION**
- c) Change of Cleaning Contractor - **APPROVAL RESOLUTION**
- d) Health & Safety Policy Procedures - **INFORMATION/DISCUSSION**
- e) Nettleham FC long term plan – **ACCEPT / SUPPORT RESOLUTION**
- f) Minster Fields play equipment donation of funds (*Adequate funds available within EMR , Expenditure under Local Government (Miscellaneous Provisions) Act 1976, s.19) - RESOLUTION*

8. To **CONSIDER** the draft amendments to the Tree Policy as recommended by the Properties Committee.

9. Working Groups

- a) Climate Change – notes of meetings 21/06/24 & 19/08/2024
- b) Conservation Area - notes of meeting 10/06/2024 & concerns regarding the condition of the outside facades and picket fencing of the Black Horse
- c) Emergency Plan update.

10. Correspondence received requiring a RESPONSE, or to be NOTED:

- a) Nettleham twinning association
- b) Witham Valley Access Project
- c) Knitted poppies
- d) Free one-tonne salt bag
- e) LCC Highways updates
- f) LCC response to petition

11. Date of Next Meeting of the Parish Council –this has been arranged for Tuesday 15th October 2024, commencing at 7.30pm (Public session from 7.15pm), in the Small Hall at The Old School, Nettleham. (Submissions of council agenda items / reports by no later than close of business 07/10/2024)

Any Future Agenda Items:

Highways Working Group & Communications/Social Media/Publicity

12. To RESOLVE whether to exclude the public and press for the following item/s, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed.

13. To RESOLVE any action in relation to a communication (sensitive nature of business to be discussed.)

14. To RESOLVE any action in relation to an offer of land (commercially sensitive nature of business to be discussed.)

15. To CONSIDER arrangements for the 2024 Ray Sellars award and another potential recognition. (Sensitive nature of business to be discussed.)

Lucy Waller, Clerk to the Parish Council 19/09/2024

**NETTLEHAM PARISH COUNCIL
DRAFT MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD AT THE SMALL HALL, THE OLD SCHOOL, NETTLEHAM
ON TUESDAY 18 JUNE 2024, AT 7.30PM**

Present: Councillors: Cllr Mrs A. White (Chairman), CllrP. McNeill (Vice-Chair),
Cllr D. Newsam, Cllr A. Simpson, Cllr C. Johnson, Cllr A. Crook, Cllr C
Chardoux

Also in attendance: Cllr F. Brown (West Lindsey District Council), Lucy Waller (Clerk), 2 members of
the public.

Councillors not present: Cllr J. McGuire, Cllr C. Payne

The public session commenced at 7.15 pm.

A member of the public spoke regarding the appointment of the new Health and Safety Advisor and requested that correspondence regarding a historic related complaint be made available to the advisor. The re-appointment of a Lead Councillor for Health and Safety was requested. Legislative restrictions on the delegation to an individual Councillor were highlighted by the Proper Officer along with the current delegation for Health and Safety matters to the HR Committee. However, it was suggested that the HR Committee consider the matter at the next Committee Meeting.

The written report from the West Lindsey District Councillors had been circulated to members prior to the meeting. Members additionally noted that samples of the foam from Nettleham Beck had been sent to Riseholme College for analysis, but the results were not yet available.

There being no further business for the public session, the meeting commenced at 7.24pm

1. To RESOLVE to receive apologies and accept reasons for absence received by the Clerk, prior to the meeting.

Apologies were received from Councillors J McGuire and C. Payne. It was RESOLVED to accept the reasons for absence. Apologies were also noted from Councillor J. Barrett of West Lindsey District Council.

2. To RECEIVE disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations.

None.

3. To RESOLVE to approve the notes of the Parish Council's Annual Meeting held on 21/05/2024 as the minutes of the meeting.

It was RESOLVED to approve the notes of the Parish Council's Annual Meeting held on 21/05/2024 as the minutes of the meeting subject to the addition of Carl Thomas (RFO) to the list of those in attendance.

4. To NOTE the Clerk's report.

Members noted the report and a verbal request that any Councillors requiring a name badge inform the Clerk.

5. Planning Matters:

a) To RESOLVE responses to West Lindsey District Council in relation to the following planning application(s):

WL/2024/00377 - LAND OFF DEEPDALE LANE, NETTLEHAM, LINCOLN

Planning application for construction of 30no. affordable homes and associated infrastructure - Phase 2b being variation of condition 9 of planning permission 146082 granted 17 April 2024 - amendments to footpath.

It was RESOLVED to make the below response:

Provided that the footpath is accessible to all members of the public, has connectivity with existing footpaths and is clearly signposted, Nettleham Parish Council has no objections to this amendment.

WL/2024/00411 - 56 BROOKFIELD AVENUE, NETTLEHAM, NETTLEHAM LINCOLN, LINCOLN, LN2 2TB Planning application to erect habitable garden room.

Members had noted public concerns, which had been circulated, in relation to this application.

It was RESOLVED to make the below response:

Nettleham Parish Council have concerns regarding the proximity of the Garden Room to the neighbouring property boundary. The potential use of the proposed Garden Room as a holiday let and the negative impact of this on other residents has been highlighted to Nettleham Parish Council. The Parish Council therefore request that should West Lindsey District Council be minded to approve the application, consideration is given to restrictions on any future change of use.

b) Any other planning matters.

Members noted a verbal update from Councillor White highlighting that an application the Parish Council had requested be called in to the West Lindsey District Council Planning Committee had been assigned to a different officer but there were no further updates.

The below planning application received after the publication of the agenda but requiring response prior to the next meeting of the Parish Council was discussed:

WL/2024/00420 - LAND TO THE NORTH OF 40 LODGE LANE NETTLEHAM LINCOLN LN2 2RS

Planning application for the construction of a specialist 65-bedroom dementia care home (Use Class C2) together with associated car and cycle parking, structural landscaping and amenity space provision being variation of conditions 3& 6 of planning permission 145433 granted 10 February 2023 to allow shorter footpath link to serve the approved care home.

It was noted that a response would be made under the Clerk's delegated powers as set out in the Planning Response Policy.

The Clerk's response to include:

The Parish Council's objection on the grounds of the safety of Residents of the Parish in general.

The potential use for exercise of the previously agreed footpath for the residents with their families or the staff of the Care Home.

Action point: Clerk to submit planning responses

6. Financial Matters

a) To NOTE AND RATIFY the pre-approved payments made since the last meeting and to RESOLVE to approve the schedule of accounts for payment.

A query was raised relating to payments 217 & 227. Members noted that these were the deposit and final payment for the new Swathe Path.

It was RESOLVED to NOTE AND RATIFY the pre-approved payments made since the last meeting and to approve the schedule of accounts for payment attached as Appendix A of these minutes.

b) To NOTE the Full and Summary Income & Expenditure Reports as at 31.05.24 and to NOTE the Council's Bank Account & Earmark Reserves balances at 31.05.24.

Members noted the Full and Summary Income & Expenditure Reports as at 31.05.24 and the Council's Bank Account & Earmark Reserves balances at 31.05.24.

It was highlighted that the committed expenditure for the New Play Fort appeared to be in an incorrect budget code and that the budget allocation for salaries was still split between several codes despite now being taken from a single code. It was highlighted that this would result in an incorrect impression of overspend in the reports.

Action point: RFO to investigate expenditure code for the Play Fort and budget allocation for salaries and amend as appropriate.

c) **To APPOINT an Internal Auditor for the Financial Year 2024-2025**

It was RESOLVED to appoint Steve Fletcher as the Internal Auditor for the Financial Year 2024-2025

Action point: Clerk to send letter of engagement.

d) **To NOTE the amendments to the Financial Regulations.**

Members noted the minor adjustments that had been previously requested in relation to role allocation. It was RESOLVED to approve the amendments.

Action point: Clerk to update published Financial Regulations and to ask that changes be highlighted in yellow in the future.

At the discretion of the Chair, Agenda Item 9 was considered at this point in the meeting, the details can be seen later in these minutes.

7. Committees:

To NOTE the draft notes of the Property Committee held on 04/06/2024 and to RESOLVE any action in relation to the recommendations of those notes:

Members noted the notes.

- **To consult residents about alternative Christmas Tree options at the Summer Carnival and via an online survey.**

It was agreed during discussion of Agenda Item 9 to consult residents about alternative Christmas Tree options at the Summer Carnival and it was noted that officers could produce the online survey.

Action point: Clerk/Officers to produce the online survey.

- **To officially invite Cllr J. Brockway (LCC) and Cllr J. Barrett (WLDC) to join the Beck and Flood Resistance Working Group.**
- It was RESOLVED to officially invite Cllr J. Brockway (LCC) and Cllr J. Barrett (WLDC) and Cllr F. Brown to join the Beck and Flood Resistance Working Group.

Action point: Clerk/Cllr Simpson to issue invitation.

- **The development company have asked the Council to begin the process of legally adopting the new allotment site.**

The Proper Officer highlighted that West Lindsey District Council have confirmed that the duty to organise the transfer rests with the Developer, however the Parish Council will need legal advice for which the Parish Council will have to pay. It was RESOLVED to ask the Clerk to instruct the Council's legal advisors and provide the Developer with the appropriate contact details.

Action point: Clerk to instruct the Council's legal advisors and provide the Developer with the appropriate contact details.

- **To discuss further appointments to Property Committee Working Groups**

Councillor Chardoux was appointed to the vacancy on the Bishop's Palace/Meadow, Burial ground & Swathe Working Group.

8. Working Groups

- a) **Speed Awareness – to RESOLVE to Purchase of Second-Hand Speed Watch Equipment, or not.**

It was RESOLVED to purchase the Second-Hand Speed Watch Equipment.

Action point: Clerk to arrange purchase / collection

- b) **Climate Change Working Group - to consider the updated Draft Biodiversity Policy (Including changes based on public consultation) and RESOLVE any action.**

It was RESOLVED to adopt the Biodiversity Policy subject to the amendment of "Where there is a perceived need to control species (external to buildings) this should be justified and where agreed to be necessary, use humane methods" to read "Where there is a perceived need to control species (external to buildings) this should be justified

and where agreed to be necessary, humane methods and prevention should be preferred. It was noted that the current pest control contract would be reviewed by the Property Committee for compliance with the new contract.

Action point: Clerk to publish policy, Clerk/ Facilities Manager to include pest control contract review on the Property Committee Agenda.

c) To consider the proposal from Councillor A. Simpson to form a Traffic Group and RESOLVE any action.

While there was agreement in principle with the proposal consideration was deferred pending the provision of greater details of the format and remit of the group. It was requested that the Clerk follow up previously raised traffic control measures with Councillor Brockway.

Action point: Clerk and Councillors to consider the format and remit of the group, Clerk follow up previously raised traffic control measures with Councillor Brockway.

d) To consider the future of the Nettleham Emergency Plan group and to RESOLVE any action.

It was RESOLVED that Councillor White would contact previous volunteers to ask if there were any that would like to lead the group. It was highlighted that additional Flood and Footpath closed signage was required.

Action point: Councillor White to contact previous volunteers to ask if there were any that would like to lead the group. Facilities Manager to purchase Flood and Footpath closed signage

e) Terms of Reference - To consider the ADOPTION of the Working Group Activity Registration Form and process and the amendment of the Terms of Reference of Council Working Groups to reflect this.

It was RESOLVED To adopt the Working Group Activity Registration Form and process and the amendment of the Terms of Reference of Council Working Groups to reflect this.

Action point: Clerk to update the Terms of Reference of Council Working Groups, Lead Councillors to cascade information regarding the use of the Working Group Activity Registration Form and process to all working group members.

9. To RESOLVE if Nettleham Parish Council will have a presence at the Nettleham Carnival and the nature of the information/ activities to be included.

It was RESOLVED that Nettleham Parish Council will have a presence at the Nettleham Carnival and that information would be available regarding:

- Nettleham Neighbourhood Plan Review (Councillor White)
- Traffic Calming (Councillor Simpson/ Conservation Working Group)
- The Climate Change Group (Councillor Johnson / Climate Change Working Group)
- Christmas Tree Consultation
- Footbridge/ Crossing Petition
- The duties of different Councils
- Co-option to the Council

Councillor Johnson agreed to lead on the organisation of the Council presence.

10. Correspondence received requiring a RESPONSE, or to be NOTED:

a) Volunteer offer of War Memorial Cleaning

It was RESOLVED to accept the offer. It was highlighted that the Facilities Manager would offer to meet with the volunteers to assist with a risk assessment, but if this was declined the activity would be undertaken at the Volunteers' own risk and would not be under the supervision of the Parish Council and therefore not covered by the Council's insurance.

b) Complaint regarding Parking in Nettleham

Members noted the correspondence and asked the Clerk to respond highlighting the below:

Nettleham Parish Council Meeting- 18 June 2024 – Signed: _____ Date: _____

- that planning permission was not required for the soft play area; therefore, the Parish Council had no opportunity for comment.
- that parking issues are the remit of the County Council or the Police if the parking was illegal, however the Parish Council are looking into the formation of a Traffic Group to address traffic issues with the appropriate bodies, and further information would be available at the Carnival.
- Outdoor Gym Equipment had been considered previously and other Parishes had found that they were not used.

c) Request for suggestions for areas in which waiting restrictions should be investigated.
The Clerk was requested to respond highlighting the areas previously identified and requesting an onsite meeting with the Officer.

d) Exercise COBRA WARRIOR 24-2 – Sep/Oct 24- notification
Members noted the correspondence

e) Letter regarding the Safety of Lithium-ion Batteries and e-bikes and scooters
It was RESOLVED to express the Parish Council's support.

f) Rights of Way Survey
It was noted that councillors would look at the survey.

g) Request for flag flying
It was RESOLVED to refuse the request and provide the correspondent with the details of permitted flag flying on domestic properties.

The need for a Flag Policy including clarification of the ownership and permitted use of the Flagpole/s on The Green.

h) Neighbourhood Policing Crime Statistics

Members noted the report and requested that speeding issues, parking issues and small crime strategies be raised by Councillor White at the upcoming Neighbourhood Policing Meeting.

Action point: Clerk to respond to correspondents as appropriate.

11. Date of Next Meeting of the Parish Council / Any Future Agenda Items –this has been arranged for Tuesday 23rd July 2024, commencing at 7.30pm (Public session from 7.15pm), in the Small Hall at The Old School, Nettleham. (Submissions of council agenda items / reports by no later than close of business 15/07/2024)

Members noted the details of the next meeting, no items were highlighted for the next agenda.

12. To RESOLVE whether to exclude the public and press for the following item/s, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed.

Members of the public left the meeting.

It was RESOLVED to exclude the public and press for the following item/s, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed.

13. Staffing matter update.

Members noted a verbal report.

The meeting closed at 9:14pm

Appendix A



Schedule of Payments

June 2024

Invoice Date	Ref	Supplier	Nett	VAT	Total
31/05/2024	217	AKO	7916.67	1583.33	9500.00
30/04/2024	218	Clear Insurance	5018.68	0	5018.58
07/05/2024	219	PLAY INNOVATIONS	50	10	
20/05/2024	220	ACTIVE8	29.25	5.85	35.1
23/05/2024	221	NETTLEHAM CARNIVAL	600	0	600
13/05/2024	222	NETTLEHAMFC	797	0	797
16/05/2024	223	PESTCOTEK	109	21.8	130.8
16/05/2024	224	DRAGON COURTS	950	190	1140
26/04/2024	225	CROPPER	280	0	280
03/05/2024	226	MKM	26.29	5.26	31.55
31/05/2024	227	AKO	7916.67	1583.33	9500
31/05/2024	228	CLEAN SWEEP	280	56	336
31/05/2024	229	CLEAN SWEEP	48.25	9.65	57.9
31/05/2024	230	LINC WEB DESIGN	141	0	141
31/05/2024	231	CONTINENTAL	2812.07	562.41	3374.48
10/06/2024	232	WLDC	88.33	17.67	106
06/06/2024	233	HCG	500	100	600
07/06/2024	234	NETTLEHAMFC	578	0	578
07/06/2024	235	X2CONNECT	89.52	17.91	107.43
TOTAL INVOICES			28230.73	4163.21	32333.84

90

14/05/2024	CB090	Facilities Manager	10.80	0.00	10.80
14/05/2024	CB091	Facilities Manager	10.80	0.00	10.80
14/05/2024	CB091	Facilities Manager	-0.45	0.00	-0.45
16/05/2024	CB092	SMARTEST ENERGY	82.92	4.15	87.07
16/05/2024	CB093	SMARTEST ENERGY	225.84	11.29	237.13
16/05/2024	CB094	SMARTEST ENERGY	110.13	5.51	115.64
23/05/2024	CB095	AVA Norway	46.90	0.00	46.90
21/05/2024	CB096	VATIX	49.00	9.80	58.80
21/05/2024	CB097	FLEETDRIVE MANAGEMENT LTD	306.00	61.19	367.19
21/05/2024	CB098	EE	98.95	19.79	118.74
22/05/2024	CB099	PERSONNEL ADVICE & SOLUTIONS	100.00	20.00	120.00
23/05/2024	WAGES	DATAPLAN PAYROLL LTD	10416.77	0.00	10416.77
28/05/2024	CB100	HIGH SPEED TRAINING	25.00	5.00	30.00
30/05/2024	CB101	AW WAVE	16.69	0.00	16.69
30/05/2024	CB102	AW WAVE	16.69	0.00	16.69
31/05/2024	CB103	DATAPLAN PAYROLL LTD	67.59	13.52	81.11
30/05/2024	CB104	AW WAVE	16.69	0.00	16.69
30/05/2024	CB105	AW WAVE	144.64	0.00	144.64
23/05/2024	CB106	Peninsula	171.02	32.30	203.32
05/06/2024	CB107	Co Operative Bank	13.96	0.00	13.96
05/06/2024	CB108	AEGIS Fire & Security	78.00	15.60	93.60
TOTAL CASHBOOK			12007.94	198.15	12206.09
TOTAL PAYMENTS			40238.67	4361.36	44539.93

Key: Green – complete Amber - in progress Black - outstanding				
Minute No	Action	Assigned to	Notes	Status
NPC Full Council 23/01/24				
7a	<i>RFO to investigate queries relating to Anglian Water discount and feedback.</i>	<i>RFO</i>	<i>This would require the installation of a separate meter – further research is ongoing.</i>	In progress
NPC Full Council 19/03/24				
8c	<i>RFO to update all bank mandates to remove A. Henderson, and to remove J. Finn from the John Moss account and add C. Thomas, L. Waller, A. White, D. Newsam & P. McNeill. RFO also to report back on funds held in John Moss account to allow Council to resolve how these should be distributed.</i>	<i>RFO</i>		In progress
NPC Full Council 21/05/24				
10.	<i>Guage Board be placed at Watermill Lane and a further board be purchased for Vicarage Lane.</i> <i>Facilities Manager in conjunction with Cllr Crook to arrange order and installation of Play Tower, RFO to publish transparency information</i> <i>RFO to work through prioritised list of banks to open accounts as available and keep the Finance Committee informed.</i>	<i>Facilities Manager / Beck WG</i> <i>F. Manager/ Cllr Crook</i> <i>RFO</i> <i>RFO</i>		Complete In Progress

<u>12</u>	<i>Facilities Manager to liaise with donor to arrange purchase and installation of bench.</i>	<i>Facilities Manager</i>	<i>Prices sourced, waiting on bracket pricing to complete order</i>	<i>Completed</i>
NPC Full Council 18/06/24				
<u>5</u>	<i>Clerk to submit planning responses</i>			
<u>6b</u>	<i>RFO to investigate expenditure code for the Play Fort and budget allocation for salaries and amend as appropriate.</i>			
<u>6c</u>	<i>Clerk to send letter of engagement. Internal auditor</i>			<i>Completed</i>
<u>6d</u>	<i>Clerk to update published Financial Regulations and to ask that changes be highlighted in yellow in the future.</i>			<i>Completed</i>
<u>7</u>	<i>Clerk/Cllr Simpson to issue invitation to councillors to join the Beck working group .</i> <i>Clerk to instruct the Council's legal advisors regarding the allotment land and provide the Developer with the appropriate contact details.</i>			<i>Completed</i>
<u>8a</u>	<i>Clerk to arrange purchase / collection of speed watch equipment</i>			<i>Completed</i>
<u>8b</u>	<i>Clerk to publish policy, Clerk/ Facilities Manager to include pest control contract</i>	<i>Clerk/FA</i>	<i>Pest control to be on next Property Committee Agenda</i>	<i>Completed/In progress</i>

	<i>review on the Property Committee Agenda</i>			
<u>8c</u>	<i>Clerk and Councillors to consider the format and remit of the group, Clerk follow up previously raised traffic control measures with Councillor Brockway.</i>			Completed/In progress
<u>8d</u>	<i>Facilities Manager to purchase Flood and Footpath closed signage</i>			Completed
<u>8e</u>	<i>Clerk to update the Terms of Reference of Council Working Groups, Lead Councillors to cascade information regarding the use of the Working Group Activity Registration Form and process to all working group members.</i>			
<u>10</u>	<i>Clerk to respond to correspondents as appropriate.</i>			Completed

Notes:

The Clerk thanks all of the Staff and Councillors for their additional efforts during her recent absence and in particular the Facilities Manager, Assistant Clerk and Councillor White.

REF	Type	Description	Address	Response or response due by
WL/2024/00548	Outline planning	Outline planning application to erect 68no. dwellings - 10no affordable - including open space provision, associated garages and infrastructure and footpath cycleway link to Sudbrooke - layout and scale to be considered and not reserved for subsequent applications being variation of condition 19 of planning permission 131975 granted 14 March 2017 - To amend the allotment and drainage basin position and alterations to the footpath	72 SCOTHERN ROAD NETTLEHAM LINCOLN	No comments
WL/2024/00554	Variation	Planning application to erect 2no. dwellings being variation of condition 2 of planning permission 145076 granted 12 April 2023 - Altered garage position and house type for plot 4B	72 SCOTHERN ROAD NETTLEHAM LINCOLN	No comments
WL/2024/00550	approval of reserved matters	Application for approval of reserved matters (appearance and landscaping) to erect 68no. dwellings following outline planning permission 131975	72 SCOTHERN ROAD NETTLEHAM LINCOLN	No comments

REF	Type	Description	Address	Response or response due by
		granted 14 March 2017 being variation of condition 1 of planning permission 137106 granted 22 March 2018 – Revised site layout, changes to house types and addition of orangeries, amend the allotment and drainage basin position, and alterations to the footpath		
WL/2024/00552	variation of condition	Planning application to erect 7no. dwellings being variation of condition 2 of planning permission 144480 granted 12 April 2023 – Amend plot 41A to include orangery and larger garage.	LAND TO THE REAR OF 72 SCOTHERN ROAD NETTLEHAM LINCOLN	No comments
WL/2024/00554	variation of condition	Planning application to erect 2no. dwellings being variation of condition 2 of planning permission 145076 granted 12 April 2023 - Altered garage position and house type for plot 4B	LAND TO THE REAR OF 72 SCOTHERN ROAD NETTLEHAM LINCOLN	No comments
WL/2024/00167	Change in description to include the installation of ANPR camera	Planning application for the installation and replacement of sustainable lighting solutions, solar lighting bollards to replace existing in order to illuminate	University Of Lincoln Riseholme Park Riseholme Lincoln Lincolnshire	No comment

REF	Type	Description	Address	Response or response due by
		existing roadways, walkways and pedestrian areas and the installation of ANPR cameras.	LN2 2LG	
WL/2024/00532	Planning application	Planning application for proposed second storey extension to the rear of the property	2 SCOTHERN ROAD NETTLEHAM LINCOLN LN2 2TX	No comment
WL/2024/00529	Planning application	Planning application for Part demolition of existing garage including extending and converting to form annex accommodation ancillary to host dwelling and increasing the height of existing stone boundary walls to 1.8m max.	8 EAST STREET NETTLEHAM LINCOLN LN2 2SL	<p>The Parish Council is aware of some concern by neighbouring residents. Therefore, the application should comply with the requirements of the following policies in the Central Lincolnshire Local Plan:-</p> <p>NS27: Residential Annexes: a, b, c, d: <i>Development of residential annexes within the defined property boundary will only be permitted where it is demonstrated that the accommodation cannot reasonably be provided through extension to the original dwelling.</i> <i>The Central Lincolnshire Authorities will impose a planning condition that restricts an approved annexe to be used solely for accommodation ancillary to the host dwelling and the conversion of annexes to independent dwellings will rarely be acceptable.</i></p> <p>S53: Design and Amenity: in particular requirement 8a: <i>Not result in harm to people's amenity either within the proposed development or neighbouring it through overlooking,</i></p>

REF	Type	Description	Address	Response or response due by
				<p><i>overshadowing, loss of light or increase in artificial light or glare.</i></p> <p>S57 The Historic Environment: Conservation Area: Significant weight will be given to the protection and enhancement of Conservation Areas. In particular requirements p and q: Proposals should: p) <i>retain and reinforce local distinctiveness with reference to height, massing, scale, form, materials and plot widths of the existing built environment;</i> q) <i>assess, and mitigate against any negative impact the proposal might have on the townscape, roofscape, skyline and landscape.</i></p>
WL/2024/00520	Planning application	Planning application to install air source heat pump.	NETTLEHAM INFANT SCHOOL ALL SAINTS LANE NETTLEHAM LINCOLN LN2 2NT	no objections
WL/2024/00494	Planning application	Planning application for first floor extension above existing single garage.	15 SHAW WAY NETTLEHAM LINCOLN LN2 2XS	No comments



Schedule of Payments

July 2024

Invoice Date	Ref	Supplier	Nett	VAT	Total
14/06/2024	235	ESPO	94.50	18.90	113.40
17/06/2024	237	ACTIVE8	29.25	5.85	35.10
17/06/2024	238	WEST LINDSEY DISTRICT COUNCIL	85.00	17.00	102.00
14/06/2024	239	HCG	1569.00	313.80	1882.80
17/06/2024	240	SARA BRIGHT	550.00	0.00	550.00
30/06/2024	244	CLEAN SWEEP	280.00	56.00	336.00
25/06/2024	245	TR WESTON	90.00	18.00	108.00
29/06/2024	246	EXECUTIVE CLEANING	99.00	0.00	99.00
26/06/2024	247	COUNTY CUPS	46.20	9.24	55.44
30/06/2024	248	LINCOLN WEB DESIGN	201.00	0.00	201.00
30/06/2024	249	CONTINENTAL LANDSCAPES	3429.11	685.82	4114.93
18/07/2024	250	ACTIVE8	48.25	9.65	57.90
11/07/2024	251	TYSON MOWERS	71.66	14.33	85.99
03/07/2024	252	LINCOLN PRINT	26.40	5.28	31.68
16/07/2024	253	BILLINGOROUGH PARISH COUNCIL	375.00	0.00	375.00
08/07/2024	254	NETTLEHAM FC	1028.00	0.00	1028.00
17/07/2024	255	LINDUM FIRE	100.30	20.06	120.36
17/07/2024	256	LINDUM FIRE	94.36	18.87	113.23
17/07/2024	257	LINDUM FIRE	41.17	8.24	49.41
15/07/2024	258	PPL PRS	55.60	11.12	66.72
11/07/2024	259	KONICA	79.35	15.87	95.22
09/07/2024	260	ANDREW DONOHOE	47.00	0.00	47.00
02/07/2024	261	RUDIES ROOTS	770.70	154.14	924.84
17/07/2024	262	LINCOLNSHIRE COUNTY COUNCIL	600.00	0.00	600.00
02/07/2024	263	TUCANN	92.00	0.00	92.00
28/06/2024	264	SHELLEY SIGNS	190.00	38.00	228.00
22/07/2024	265	ESPO	193.45	38.69	232.14
25/07/2024	266	ACTIVE8	24.99	5.00	29.99
10/07/2024	267	MARK CROPPER	450.00	0.00	450.00
17/07/2024	268	PHS	91.45	18.29	109.74
17/07/2024	269	PHS	674.01	134.80	808.81
17/07/2024	270	PHS	382.73	76.55	459.28
TOTAL INVOICES			11909.48	1693.50	13602.98

10/06/2024	CB109	SMARTEST ENERGY	230.48	11.52	242.00
10/06/2024	CB110	SMARTEST ENERGY	102.86	5.14	108.00
07/06/2024	CB111	BT	80.78	16.16	96.94
12/06/2024	CB112	AMAZON	164.26	32.85	197.11
17/06/2024	CB113	SMARTEST ENERGY	94.22	4.71	98.93
17/06/2024	CB114	SMARTEST ENERGY	32.09	1.60	33.69
17/06/2024	CB115	SMARTEST ENERGY	88.93	4.45	93.38
17/06/2024	CB116	AW WAVE	162.56	0.00	162.56
17/06/2024	CB117	AW WAVE	17.24	0.00	17.24
17/06/2024	CB118	AW WAVE	56.39	0.00	56.39
21/06/2024	CB119	DATAPLAN PAYROLL LTD	9934.04	0.00	9934.04
20/06/2024	CB120	VATIX	49.00	9.80	58.80
20/06/2024	CB121	X2 Connect	50.89	10.18	61.07
21/06/2024	CB122	EE	94.93	18.99	113.92
24/06/2024	CB123	PERSONNEL ADVICE & SOLUTIONS	100.00	20.00	120.00
26/06/2024	CB124	FLEETDRIVE MANAGEMENT	306.00	61.19	367.19
28/06/2024	CB125	DATAPLAN PAYROLL LTD	67.59	13.52	81.11
24/06/2024	CB126	PENINSULA	169.43	33.89	203.32
03/07/2024	CB127	Joyce Lewis	21.00	0.00	21.00
08/07/2024	CB128	BT	80.78	16.16	96.94
10/07/2024	CB129	SMARTEST ENERGY	102.86	5.14	108.00
10/07/2024	CB130	SMARTEST ENERGY	230.48	11.52	242.00
16/07/2024	CB131	OCTOPUS ENERGY LTD.	207.31	10.36	217.67
16/07/2024	CB132	PUBLIC WORKS LOAN BOARD	5758.16	0.00	5758.16
17/07/2024	CB133	SMARTEST ENERGY	14.56	0.73	15.29
17/07/2024	CB134	SMARTEST ENERGY	28.30	1.42	29.72
22/07/2024	CB136	FLEETDRIVE MANAGEMENT	306.00	61.19	367.19
22/07/2024	CB137	EE	94.93	18.99	113.92
22/07/2024	CB138	PERSONNEL ADVICE & SOLUTIONS	100.00	20.00	120.00
19/07/2024	CB139	VATIX	49.00	9.80	58.80
17/07/2024	CB135	SMARTEST ENERGY	62.15	3.11	65.26
23/07/2024	CB140	PENINSULA	169.43	33.89	203.32
TOTAL CASHBOOK			19026.65	436.31	19462.96

TOTAL PAYMENTS	30936.13	2129.81	33065.94
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Authorised Signatory	Authorised Signatory
Print Name	Print Name
Date	Date

Schedule of Payments

August 2024

Invoice Date	Ref	Supplier	Nett	VAT	Total
31/07/2024	271	CLEAN SWEEP	350	70	420
25/07/2024	272	SAFETYSIGNS	121.76	24.36	146.12
12/08/2024	274	ESPO	230.65	46.13	276.78
12/08/2024	275	ESPO	10	2	12
05/08/2024	276	ACTIVE8	44.37	8.87	53.24
31/07/2024	277	EXECUTIVE CLEANING	72	0	72
13/08/2024	278	PPLPRS	282.31	56.46	338.77
01/08/2024	279	TYSONN FABRICATIONS	85	0	85
12/08/2024	280	JAMES HEATH	35	0	35
29/07/2024	281	ELAN	5207.92	1041.58	6249.5
31/07/2024	282	LINC WEB DESIGN	171	0	171
26/07/2024	283	SARA BRIGHT	1210	0	1210
31/07/2024	284	CONTINENTAL	2988.28	597.66	3585.94
31/07/2024	285	CONTINENTAL	250	50	300
07/08/2024	286	TUCANN	485	97	582
07/08/2024	287	ELAN	127.26	25.45	152.71
22/06/2024	288	TUCANN	102	20.4	122.4
08/08/2024	289	AKO	810	162	972
15/08/2024	290	PPLPRS	148.08	29.62	177.7
01/08/2024	291	B KNIGHTS	539.7	107.94	647.64
20/08/2024	292	Active 8	24.99	5	29.99
TOTAL INVOICES			13295.32	2344.47	15639.79

30/07/2024	CB141	BT	95.04	19.01	114.05
30/07/2024	CB142	Facilities Manager	21.15		21.15
30/07/2024	CB143	DATAPLAN PAYROLL LTD	67.59	13.52	81.11
05/08/2024	CB144	Co-operative Bank	13.96		13.96
31/07/2024	CB145	MG Displays	89.49	17.9	107.39
07/08/2024	CB146	BT	80.78	16.16	96.94
14/08/2024	CB147	SMARTEST ENERGY	66.67	3.33	70
14/08/2024	CB148	SMARTEST ENERGY	30.92	1.55	32.47
14/08/2024	CB149	SMARTEST ENERGY	51.11	2.56	53.67
14/08/2024	CB150	SMARTEST ENERGY	186.67	9.33	196
14/08/2024	CB151	SMARTEST ENERGY	102.86	5.14	108
20/08/2024	CB152	FLEETDRIVE MANAGEMENT	306	61.19	367.19
TOTAL CASHBOOK			1112.24	149.69	1261.93

TOTAL PAYMENTS	14407.56	2494.16	16901.72
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Authorised Signatory	Authorised Signatory
Print Name	Print Name
Date	Date

Schedule of Payments

September 2024

Invoice Date	Ref	Supplier	Nett	VAT	Total
31/08/2024	293	CLEAN SWEEP	300.00	60.00	360.00
04/09/2024	295	NETTLEHAMFC	578.00	0.00	578.00
29/08/2024	296	ALLEN SIGNS	143.06	28.61	171.67
31/08/2024	297	EXECUTIVE CLEANING	72.00	0.00	72.00
31/08/2024	298	LINC WEB DESIGN	171.00	0.00	171.00
31/08/2024	299	AEGIS	106.00	21.20	127.20
10/09/2024	300	TUCANN	102.00	20.40	122.40
16/08/2024	301	TRUELOVE	235.00	0.00	235.00
12/09/2024	302	ACTIVE8	48.91	9.78	58.69
27/08/2024	303	TRUEWINDOW	135.00	27.00	162.00
TOTAL INVOICES			1890.97	166.99	2057.96

21/08/2024	CB153	VATIX	49.00	9.80	58.80
21/08/2024	CB154	EE	95.56	19.11	114.67
22/08/2024	CB155	PERSONNEL ADVICE & SOLUTIONS	100.00	20.00	120.00
23/08/2024	CB156	Peninsula	169.43	33.89	203.32
22/08/2024	TF	UNITY CURRENT	25000.00	0.00	25000.00
23/08/2024	CB156A	DATAPLAN PAYROLL LTD	9947.33	0.00	9947.33
29/08/2024	CB157	AW WAVE	25.30	0.00	25.30
29/08/2024	CB158	AW WAVE	17.56	0.00	17.56
29/08/2024	CB159	AW WAVE	140.27	0.00	140.27
29/08/2024	CB160	AW WAVE	19.50	0.00	19.50
29/08/2024	TF	CHARITY BANK	10000.00	0.00	10000.00
30/08/2024	CB161	DATAPLAN PAYROLL LTD	67.59	13.52	81.11
30/08/2024	TF	CHARITY BANK	10000.00	0.00	10000.00
TOTAL CASHBOOK			55631.54	96.32	55727.86

TOTAL PAYMENTS	57522.51	263.31	57785.82
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Authorised Signatory	Authorised Signatory
Print Name	Print Name
Date	Date



**Nettleham
Parish Council**

Accounting Statements

Financial Year Ending 31st March 2025

Period Ending 31st August 2024

Month 5



BANK RECONCILIATION AND CASH POSITION

31st August 2024

Account balance as at 29/02/24	Co Op Current Account	108341.91
	Co Op 14 Day Account	219587.51
	Co Op Instant Access	5446.45
	Unity Current Account	21974.23
	Unity Savings Account	100210.96
	Charity Bank	20000.00
	Total Funds as at 31/08/24	475561.06
General Reserves	3 months running costs	55013.25
Earmarked Reserves	320 EM RESERVE - LARCH AVE - S10	23235.00
	322 EARMARKED RESERVES MP	9343.61
	323 EARMARKED RESERVES OS	12025.55
	324 EM RESERVE - MAJOR PROJECT	33249.00
	326 BILL BAILEY'S CAPITAL PROJECT	20104.19
	328 EM RESERVE MP PLAY EQUIP	50103.00
	329 EM RESERVE TENNIS COURT	26360.00
	333 EM Reserve BG- Memorial Safe	3555.00
	334 EMR Village Beck	3500.00
	335 EMR TS-BURIAL GD EXT	27075.47
	336 EMR FP-Permissive Paths	1207.00
	337 EMR ELECTION COSTS	3476.85
	338 EMR LEGAL COSTS	2010.00
	339 EMR TREE WORKS RESERVE	6420.00
	340 EMR MINSTER FIELDS	1000.00
	341 EMR CIL -COMM INFRASTR LEV	25416.63
	350 CAPITAL RECEIPTS RESERVE	6357.00
	Total reserves	254438.30
	REMAINING FUNDS	166109.51

Summary Income & Expenditure by Budget Heading 06/09/2024

Month No: 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	ADMINISTRATION							
	Income	3	205,515	208,007	2,492			98.8%
	Expenditure	243	61,587	156,587	95,000	333	94,668	39.5%
	Net Income over Expenditure	<u>(240)</u>	<u>143,928</u>	<u>51,420</u>	<u>(92,508)</u>			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>(240)</u>	<u>143,928</u>	<u>51,420</u>	<u>(92,508)</u>			
102	OLD SCHOOL							
	Income	91	15,344	29,250	13,906			52.5%
	Expenditure	120	6,699	21,890	15,191	3,527	11,664	46.7%
	Movement to/(from) Gen Reserve	<u>(29)</u>	<u>8,645</u>					
103	BURIAL GROUNDS							
	Income	0	6,320	15,000	8,680			42.1%
	Expenditure	0	1,805	5,106	3,301		3,301	35.4%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>4,515</u>					
104	ALLOTMENTS							
	Income	0	0	23	23			0.0%
	Expenditure	0	17	903	886		886	1.9%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(17)</u>					
105	VILLAGE/PARISH FACILITES							
	Income	0	2,000	0	(2,000)			0.0%
	Expenditure	143	15,587	37,412	21,825	33,387	(11,563)	130.9%
	Net Income over Expenditure	<u>(143)</u>	<u>(13,587)</u>	<u>(37,412)</u>	<u>(23,825)</u>			
	plus Transfer from EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>(143)</u>	<u>(13,587)</u>	<u>(37,412)</u>	<u>(23,825)</u>			
106	MULSANNE PARK							
	Income	19	824	11,500	10,676			7.2%
	Expenditure	758	9,507	20,725	11,218	1,194	10,024	51.6%
	Net Income over Expenditure	<u>(739)</u>	<u>(8,683)</u>	<u>(9,225)</u>	<u>(542)</u>			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>(739)</u>	<u>(8,683)</u>	<u>(9,225)</u>	<u>(542)</u>			
107	BISHOPS PALACE SITE							
	Expenditure	0	466	3,805	3,339		3,339	12.2%
108	NEIGHBOURHOOD PLAN							
	Expenditure	0	485	2,400	1,915		1,915	20.2%
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(485)</u>	<u>(2,400)</u>	<u>(1,915)</u>			
109	PARISH OFFICE							
	Expenditure	0	704	111	(593)		(593)	634.3%
112	THE SWATHE							
	Expenditure	0	16,133	1,200	(14,933)		(14,933)	1344.4%
120	LCC - GRASS CUTTING							
	Income	0	0	2,646	2,646			0.0%
	Expenditure	0	5,962	10,565	4,603		4,603	56.4%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(5,962)</u>					
130	CAPITAL EXPENDITURE							
	Expenditure	0	0	4,258	4,258	300	3,958	7.0%
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(4,258)</u>	<u>(4,258)</u>			

Summary Income & Expenditure by Budget Heading 06/09/2024

Month No: 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
131 CAPITAL INCOME	Income	0	6,262	4,000	(2,262)			156.5%
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>6,262</u>	<u>4,000</u>	<u>(2,262)</u>			
201 FIELDPATHS	Expenditure	0	756	2,414	1,658		1,658	31.3%
Grand Totals:- Income		113	236,264	270,426	34,162			87.4%
Expenditure		1,264	119,708	267,376	147,668	38,741	108,927	59.3%
Net Income over Expenditure		<u>(1,151)</u>	<u>116,556</u>	<u>3,050</u>	<u>(113,506)</u>			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
Movement to/(from) Gen Reserve		<u>(1,151)</u>	<u>116,556</u>	<u>3,050</u>	<u>(113,506)</u>			

Detailed Income & Expenditure by Budget Heading 06/09/2024

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 ADMINISTRATION								
1176 PRECEPT RECEIVED	0	201,500	201,500	0			100.0%	
1183 ADM - INCOME JOHN MOSS	3	407	7	(400)			5819.0%	
1184 ADM - INCOME MISC	0	204	300	96			68.0%	
1196 ADM - INTEREST REC'D	0	3,403	6,200	2,797			54.9%	
ADMINISTRATION :- Income	3	205,515	208,007	2,492			98.8%	0
1101 ADM - STAFF SALARIES	0	46,753	116,326	69,573		69,573	40.2%	
1104 ADM - CONTRACTOR COSTS	72	2,392	3,600	1,208		1,208	66.4%	
1108 ADM - TRAINING	0	205	2,000	1,795	120	1,675	16.3%	
1109 ADM - STAFF TRAVEL	0	0	215	215		215	0.0%	
1112 ADM - WATER	0	0	410	410		410	0.0%	
1114 ADM - ELECTRICITY	0	0	1,890	1,890		1,890	0.0%	
1116 ADM - CLEANING MATERIALS	0	3	40	37		37	6.9%	
1117 ADM - CHAIRMAN'S ALL	0	0	250	250		250	0.0%	
1119 ADM - IT MANAGEMENT	171	5,252	10,000	4,748	27	4,721	52.8%	
1120 ADM - MISC EST COSTS	0	11	420	409		409	2.7%	
1121 ADM - TELEPHONE/BROADBAND	0	1,066	2,550	1,484		1,484	41.8%	
1122 ADM - POSTAGE	0	0	50	50		50	0.0%	
1123 ADM - PRINT/STATIONERY	0	344	1,000	656	77	579	42.1%	
1124 ADM - SUBSCRIPTIONS	0	(293)	900	1,193		1,193	(32.6%)	
1125 ADM - INSURANCE	0	5,019	4,650	(369)		(369)	107.9%	
1126 ADM - PROP. REPORTS	0	0	50	50		50	0.0%	
1127 ADM - P/COPIER CONTRCT	0	159	140	(19)		(19)	113.4%	
1129 ADM - ADVERTISING	0	92	500	408	10	398	20.4%	
1130 ADM - OFFICE EQUIPMENT	0	0	1,500	1,500		1,500	0.0%	
1137 ADM - ROUTINE REPAIRS/MAINTENC	0	192	300	108		108	63.9%	
1140 ADM - REFUSE COLLECTION	0	345	250	(95)		(95)	138.0%	
1154 ADM - VILLAGE HALL LOAN	0	0	3,782	3,782		3,782	0.0%	
1157 ADM - AUDIT FEES	0	(630)	1,450	2,080		2,080	(43.4%)	
1158 ADM - BANK FEES	0	79	164	85		85	48.1%	
1162 ADM - S137 GRANTS	0	600	150	(450)		(450)	400.0%	
1163 ADM - LEGAL EXPENSES	0	0	1,000	1,000		1,000	0.0%	
1164 ADM - GRANTS GENERAL	0	0	1,000	1,000		1,000	0.0%	
1165 ADM - CLIMATE CHANGE INITIATIV	0	0	2,000	2,000	98	1,902	4.9%	
ADMINISTRATION :- Indirect Expenditure	243	61,587	156,587	95,000	333	94,668	39.5%	0
Net Income over Expenditure	(240)	143,928	51,420	(92,508)				
102 OLD SCHOOL								
1281 OS-SMALL ROOM	72	6,722	13,500	6,778			49.8%	

Detailed Income & Expenditure by Budget Heading 06/09/2024

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1282 OS-LARGE ROOM	0	7,856	15,000	7,144			52.4%	
1283 OS-KITCHEN	0	373	500	127			74.6%	
1284 OS-MISC INCOME	0	21	0	(21)			0.0%	
1285 OS-STORAGE INCOME	0	198	250	52			79.2%	
1287 OS-MEETING ROOM INCOME	19	173	0	(173)			0.0%	
OLD SCHOOL :- Income	91	15,344	29,250	13,906			52.5%	0
1204 OS-CONTRACTOR COSTS	120	2,963	3,685	722	1,727	(1,005)	127.3%	
1212 OS-WATER	0	285	400	115		115	71.2%	
1214 OS-ELECTRICITY	0	905	2,200	1,295		1,295	41.1%	
1215 OS-GAS	0	1,115	4,410	3,295		3,295	25.3%	
1216 OS-CLEANING MATERIAL	0	190	610	420	124	296	51.6%	
1219 OS-PERFORMING RIGHTS	0	0	60	60		60	0.0%	
1220 OS-MISCELLANEOUS	0	0	50	50	19	31	37.2%	
1231 OS-ADVERTISING	0	0	300	300		300	0.0%	
1237 OS-ROUTINE MAINT/REPAIRS	0	366	2,000	1,634	1,657	(23)	101.2%	
1240 OS-REFUSE COLLECTION	0	874	440	(434)		(434)	198.6%	
1253 OS-LOAN REPAYMENTS	0	0	7,735	7,735		7,735	0.0%	
OLD SCHOOL :- Indirect Expenditure	120	6,699	21,890	15,191	3,527	11,664	46.7%	0
Net Income over Expenditure	(29)	8,645	7,360	(1,285)				
103 BURIAL GROUNDS								
1381 BG-INCOME	0	6,320	15,000	8,680			42.1%	
BURIAL GROUNDS :- Income	0	6,320	15,000	8,680			42.1%	0
1312 BG-WATER RATES	0	42	85	43		43	49.4%	
1320 BG-MISCELLANEOUS	0	12	100	88		88	12.2%	
1336 BG-GRASS CUTTING	0	1,533	3,321	1,788		1,788	46.2%	
1337 BG-ROUTINE MAINTENANCE	0	218	500	282		282	43.6%	
1340 BG-REFUSE COLLECTION	0	0	100	100		100	0.0%	
1342 BG-TREE MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	0	1,805	5,106	3,301	0	3,301	35.4%	0
Net Income over Expenditure	0	4,515	9,894	5,379				
104 ALLOTMENTS								
1481 ALL-INCOME	0	0	23	23			0.0%	
ALLOTMENTS :- Income	0	0	23	23			0.0%	0
1412 ALL-WATER RATES	0	17	250	233		233	6.9%	
1413 ALL-RENT	0	0	53	53		53	0.0%	

Detailed Income & Expenditure by Budget Heading 06/09/2024

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1437 ALL-ROUTINE MAINTENANCE	0	0	500	500		500	0.0%	
1438 ALL-ELECTRICITY	0	0	100	100		100	0.0%	
ALLOTMENTS :- Indirect Expenditure	0	17	903	886	0	886	1.9%	0
Net Income over Expenditure	0	(17)	(880)	(863)				
105 VILLAGE/PARISH FACILITES								
1577 VF-MISCELLANEOUS INCOME	0	2,000	0	(2,000)			0.0%	
VILLAGE/PARISH FACILITES :- Income	0	2,000	0	(2,000)				0
1503 VF -TRAVEL ALLOW - F/STAFF	0	21	112	91		91	18.9%	
1504 VF-CONTRACTOR COSTS	0	0	1,000	1,000	429	571	42.9%	
1505 VF - WORKS VEHICLE	0	1,536	4,200	2,664	0	2,664	36.6%	
1512 VF-WATER RATES	0	36	60	24		24	60.3%	
1514 VF-ELECTRICITY	0	0	160	160		160	0.0%	
1519 VF-PERFORMANCE RIGHTS	0	148	0	(148)		(148)	0.0%	
1520 VF-MISCELLANEOUS	0	235	750	515	345	170	77.3%	
1521 VF - SPEED REDUCTION	0	6,326	7,000	674	1,018	(344)	104.9%	
1532 VF - COMMUNITY EVENTS	0	26	600	574		574	4.4%	
1533 VF-CHRISTMAS TREE COSTS	0	0	2,000	2,000		2,000	0.0%	
1534 VF-FLORAL DISPLAYS	0	771	2,000	1,229		1,229	38.5%	
1536 VF-GRASS CUTTING	0	2,474	5,730	3,256		3,256	43.2%	
1537 VF-ROUTINE MAINTENANCE	0	498	1,000	502	105	397	60.3%	
1539 VF-VILLAGE GREEN TEL KIOSK	143	283	500	217		217	56.7%	
1540 VF-REFUSE COLLECTION	0	85	50	(35)		(35)	170.0%	
1541 VF-WEED SPRAYING	0	854	1,400	546		546	61.0%	
1542 VF-TREE MAINTENANCE	0	1,940	4,000	2,060	1,780	280	93.0%	
1544 VF-TREE MAINTENANCE HIGHWAYS	0	0	500	500		500	0.0%	
1546 VF-PLAY EQUIP REPAIR & SERVICE	0	60	2,600	2,540	29,619	(27,079)	1141.5%	
1551 VF-VILLAGE SEATS - MAINTENANCE	0	22	1,000	978	37	942	5.8%	
1552 VF - TELEPHONE KIOSK	0	90	0	(90)		(90)	0.0%	
1564 VF - DEFIBRILATOR	0	(325)	100	425		425	(325.0%)	
1565 VF - PPE EQUIPMENT	0	86	650	564	38	526	19.1%	
1566 VF - TOOLS /SUNDRIES	0	266	2,000	1,734	17	1,717	14.2%	
1567 VF - OLD QUARRY PROJECT	0	155	0	(155)		(155)	0.0%	
VILLAGE/PARISH FACILITES :- Indirect Expenditure	143	15,587	37,412	21,825	33,387	(11,563)	130.9%	0
Net Income over Expenditure	(143)	(13,587)	(37,412)	(23,825)				
106 MULSANNE PARK								
1681 MP-GROUND LETTINGS	0	100	9,400	9,300			1.1%	

Detailed Income & Expenditure by Budget Heading 06/09/2024

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1682 MP-PAVILION LETTINGS	19	535	1,600	1,065			33.4%	
1684 MP-MISC INCOME	0	190	500	311			37.9%	
MULSANNE PARK :- Income	19	824	11,500	10,676			7.2%	0
1604 MP-CONTRACTOR COSTS	180	1,206	3,000	1,794	950	844	71.9%	
1612 MP-WATER RATES	0	163	1,200	1,037		1,037	13.5%	
1614 MP-ELECTRICITY	0	1,403	1,911	508		508	73.4%	
1615 MP-GAS	0	550	2,260	1,710		1,710	24.4%	
1616 MP-CLEANING MATERIALS	0	163	600	437	204	233	61.2%	
1619 MP-PERFORMING RIGHTS	0	408	275	(133)		(133)	148.3%	
1620 MP-MISCELLANEOUS	0	15	200	185		185	7.5%	
1621 MP-TELEPHONE	0	0	350	350		350	0.0%	
1636 MP-GRASS CUTTING	578	2,996	6,154	3,158		3,158	48.7%	
1637 MP-ROUTINE MAINT/REPAIRS	0	355	2,000	1,645	40	1,604	19.8%	
1640 MP-REFUSE COLLECTION	0	1,168	975	(193)		(193)	119.8%	
1641 MP-WEED SPRAYING	0	79	800	721		721	9.9%	
1642 MP-TREE MAINTENANCE	0	1,000	1,000	0		0	100.0%	
MULSANNE PARK :- Indirect Expenditure	758	9,507	20,725	11,218	1,194	10,024	51.6%	0
Net Income over Expenditure	(739)	(8,683)	(9,225)	(542)				
107 BISHOPS PALACE SITE								
1712 BP - WATER	0	34	60	26		26	57.1%	
1713 BP - RENT	0	115	277	162		162	41.5%	
1736 BP - GRASS CUTTING	0	316	1,968	1,652		1,652	16.1%	
1737 BP - ROUTINE MAINTENANCE	0	0	500	500		500	0.0%	
1742 BP - TREE MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
BISHOPS PALACE SITE :- Indirect Expenditure	0	466	3,805	3,339	0	3,339	12.2%	0
Net Expenditure	0	(466)	(3,805)	(3,339)				
108 NEIGHBOURHOOD PLAN								
1820 NP-MISCELLANEOUS	0	485	2,400	1,915		1,915	20.2%	
NEIGHBOURHOOD PLAN :- Indirect Expenditure	0	485	2,400	1,915	0	1,915	20.2%	0
Net Expenditure	0	(485)	(2,400)	(1,915)				
109 PARISH OFFICE								
1912 PO-WATER	0	56	0	(56)		(56)	0.0%	
1914 PO-ELECTRICITY	0	648	0	(648)		(648)	0.0%	
1937 PO-ROUTINEMAINT/REPAIRS	0	0	111	111		111	0.0%	
PARISH OFFICE :- Indirect Expenditure	0	704	111	(593)	0	(593)	634.3%	0
Net Expenditure	0	(704)	(111)	593				

Detailed Income & Expenditure by Budget Heading 06/09/2024

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
112 THE SWATHE								
2036 TS - GRASS CUTTING	0	0	300	300		300	0.0%	
2037 TS - ROUTINE MAINT/REPAIRS	0	16,133	300	(15,833)		(15,833)	5377.8%	
2038 TS - RENT	0	0	100	100		100	0.0%	
2042 TS - TREE MAINTENANCE	0	0	500	500		500	0.0%	
THE SWATHE :- Indirect Expenditure	0	16,133	1,200	(14,933)	0	(14,933)	1344.4%	0
Net Expenditure	0	(16,133)	(1,200)	14,933				
120 LCC - GRASS CUTTING								
12086 HIGHWAY VERGES-INCOME	0	0	2,646	2,646			0.0%	
LCC - GRASS CUTTING :- Income	0	0	2,646	2,646			0.0%	0
12036 HIGHWAY VERGES-GRASS CUTTING	0	5,962	10,565	4,603		4,603	56.4%	
LCC - GRASS CUTTING :- Indirect Expenditure	0	5,962	10,565	4,603	0	4,603	56.4%	0
Net Income over Expenditure	0	(5,962)	(7,919)	(1,957)				
130 CAPITAL EXPENDITURE								
13003 MULSANNE PARK CAP PROJECTS	0	0	660	660		660	0.0%	
13004 SECTION 106 EXPENDITURE	0	0	17	17		17	0.0%	
13012 NEIGHBOURHOOD PLAN	0	0	2,449	2,449		2,449	0.0%	
13018 TS - BURIAL GD EXTENSION	0	0	930	930	300	630	32.3%	
13024 ELECTION EXPENSES	0	0	202	202		202	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	0	0	4,258	4,258	300	3,958	7.0%	0
Net Expenditure	0	0	(4,258)	(4,258)				
131 CAPITAL INCOME								
13027 INCOME - MULSANNE PARK	0	0	4,000	4,000			0.0%	
13028 INCOME - SECTION 106	0	1,800	0	(1,800)			0.0%	
13125 INCOME - CIL	0	4,462	0	(4,462)			0.0%	
CAPITAL INCOME :- Income	0	6,262	4,000	(2,262)			156.5%	0
Net Income	0	6,262	4,000	(2,262)				
201 FIELDPATHS								
2120 FP-MISCELLANEOUS	0	0	200	200		200	0.0%	
2136 FP-GRASS CUTTING	0	756	2,214	1,458		1,458	34.2%	
FIELDPATHS :- Indirect Expenditure	0	756	2,414	1,658	0	1,658	31.3%	0
Net Expenditure	0	(756)	(2,414)	(1,658)				

Detailed Income & Expenditure by Budget Heading 06/09/2024

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	113	236,264	270,426	34,162			87.4%	
Expenditure	1,264	119,708	267,376	147,668	38,741	108,927	59.3%	
Net Income over Expenditure	(1,151)	116,556	3,050	(113,506)				
Movement to/(from) Gen Reserve	(1,151)	116,556	3,050	(113,506)				



Analysis of Payments Made

August 2024

Date	Ref	Payee Name	Total	Detail
05/08/2024	CB144	Co-operative Bank	13.96	BACS Fees
07/08/2024	CB146	BT	96.94	BT - office
14/08/2024	CB147	SMARTEST ENERGY	70.00	Smartest Gas O/S
14/08/2024	CB148	SMARTEST ENERGY	32.47	Smartest Gas O/s
14/08/2024	CB149	SMARTEST ENERGY	53.67	Smartest - MP Gas
14/08/2024	CB150	SMARTEST ENERGY	196.00	Smartest - Office elec
14/08/2024	CB151	SMARTEST ENERGY	108.00	Smartest - Elec O/S
20/08/2024	CB152	FLEETDRIVE MANAGEMENT	367.19	Electric Van hire
21/08/2024	CB153	VATIX	58.80	Vatix
21/08/2024	CB154	EE	114.67	EE - mobiles
22/08/2024	CB155	PERSONNEL ADVICE &	120.00	Personnel Advice - July
22/08/2024	TF	UNITY CURRENT	25000.00	On-line transfer
23/08/2024	WAGES	DATAPLAN PAYROLL LTD	9947.33	Dataplan - Aug salaries
29/08/2024	CB157	AW WAVE	25.30	AW WAVE - BG
29/08/2024	CB158	AW WAVE	17.56	AW WAVE - BP
29/08/2024	CB159	AW WAVE	140.27	AW WAVE - O/S
29/08/2024	CB160	AW WAVE	19.50	AW WAVE - Green
29/08/2024	TF	CHARITY BANK	10000.00	On-line transfer
30/08/2024	CB161	DATAPLAN PAYROLL LTD	81.11	Dataplan - payroll fees
30/08/2024	TF	CHARITY BANK	10000.00	On-line transfer
22/08/2024	CT1	Clean Sweep Commercial	420.00	Clean Sweep Commercial
22/08/2024	CT2	Safety Signs for Less	146.12	Safety Signs Limited
22/08/2024	CT3	ESPO	520.92	Espo
22/08/2024	CT4	Active8 Managed Technologies	83.23	Active 8
22/08/2024	CT5	Executive Cleaning Services LT	72.00	Executive Cleaning
22/08/2024	CT6	PPL PRS Limited	516.47	PPL PRS
22/08/2024	CT7	Tysonn Fabrications	85.00	Tysonn Fabrications
22/08/2024	ct8	James Heath Electrical	35.00	James Heath Electrical
22/08/2024	CT9	Elan City Ltd	6402.21	Elan City
22/08/2024	CT10	Lincolnshire Web Design Ltd	171.00	Lincolnshire Web Design
22/08/2024	CT11	Sara Bright Arboricultural Con	1210.00	Sara Bright Arboricul
22/08/2024	CT12	Continental Landscapes	3585.94	Continental Landscapes
22/08/2024	CT13	Continental Landscapes	300.00	Continental Landscapes
22/08/2024	ct14	Tucann	704.40	Tucann
22/08/2024	CT14	AKO Groundworks Ltd	972.00	AKO Groundworks
22/08/2024	CT15	B Knight & Sons	647.64	B Knight & Sons
23/08/2024	CB156	PENINSULA	203.32	PENINSULA
			72538.02	



In January 2024 Council resolved to adopt the Investment Strategy 2024.

In May 2024 Council resolved to allow the RFO to work through the list of banks provided within the Strategy subject to prioritisation of the banks based primarily on ethical rating and secondly on interest rates and removing Cahoot, Redwood and TSB from the list.

Unfortunately, all banks suggested do not work with Parish Councils primarily because we are not 'registered' anywhere and therefore those banks cannot satisfy money laundering regulations.

At the time of writing this update we presently have accounts as follows:-

Unity Bank Current	£22,626.23
Unity Savings Account	£100,210.96
Co-Op Current	£27,847.28
Co-Op Savings Account	£225,033.96
Charity Bank	£100,000.00

All the above banks have protection up to £85,000 so at this stage we do have £220,716 at risk albeit a relatively low risk.

Redwood Bank do accept parish councils and do offer a healthy interest rate of 4.75% for a 95 day notice account.

I would therefore respectfully ask Councillors to re-consider the decision not to use Redwood Bank. Whilst they don't score highly as an 'ethical bank' the Council do have a duty to both protect public money and invest wisely.

By using Redwood Bank we could both reduce the risk by £85,000 whilst earning £4,037 in interest.

Carl Thomas
Responsible Financial Officer

11th September 2024

APPENDIX A

Bank Interest Rates as at 29th April 2024

Bank	Account	Notice	Interest Rate	Interest Paid
Metro Bank (9.5)	Instant Access	None	3.7%	Monthly
Cynergy Bank	Online Easy Access	None	3.93%	Annual
Beehive Money	Limited access	None	4.55% (max 2 withdrawals pa year)	Annual
Principality BS	Branch 5 Bonus Saver	None	4.85% (max 2 withdrawals pa year) 3.65% (max 3 withdrawals pa)	Annual
Cahoot	Simple Saver	None	4.10% (auto matures after 12 months). No restrictions on withdrawals.	Annual
Tide (12)	Business Savings	None	4.33%	Annual
Skipton BS	Single Access 1	None	3.8%	Annual
Co Op Bank (12.5)	95 Day notice 35 day notice Business Select	95 days 35 days None	2.5% 2.12% 1.62%	Bi annually Bi annually
Unity Trust Bank (12)	24 Deposit 12 Deposit 6 Deposit 90 Day deposit 30 Day deposit Instant	24 months 12 months 6 months 90 days 30 days None	5.0% (min: £100k) 4.85% (min: £100k) 4.25% (Min: £100k) 3.06% (Min: £100k) 2.96% (Min: £100k) 2.77%	Annual Annual 6 monthly Monthly Monthly Monthly
Charity Bank(6)	Ethical Easy Access Ethical 40 day Ethical 1 Year	None 40 days 1 year	3.22% 3.11% up to £24,999 3.26% over £25,000 4.86%	Monthly Monthly Monthly Annual
Alica Bank	180 day notice 6 month fixed 12 Month Fixed	180 days 6 months 12 months	5.01% 5.00% 5.15%	Annual Annual Annual
Redwood Bank	Savings Account Savings Account Savings Account	35 days 95 days 1 year fixed	4.10% 4.55% 4.65%	Annual Monthly Annual
Revolut (10)	Savings Account		2.25%	Annual
TSB (6)	Savings Savings	1 year fixed Instant	4.5% 1.5%	Annual Monthly
Virgin Money(8)	Bus Access 65 Day 1 Year	Instant 65 Day 1 Year fixed	3.8% 3.97% 5.05%	Monthly Monthly Annual

Ethical Consumer Scores are shown in brackets where known.

**APPENDIX B****Suggested Investment Proposal**

Maintain £25,000 in current account

Maintain £50,000 in bankers everyday savings account (currently Co-Op at 1.65%)

Invest:-

I estimate that at the end of January there will be approx. £300,000 available for further investment.

£85,000 with Cahoot at 5.12% (interest estimated at £4352 pa)

£85,000 with Tide at 4.33% (interest estimated at £3680 pa)

£85,000 with Redwood (95 day notice) at 4.3% (interest estimated at £3655 pa)

£45,000 with Metro at 4% (interest estimated at £3400 pa)

Any surplus funds available to be invested with Metro up to £85,000.

Any further funds available to be invested up to a maximum of £85,000 in:-

Skipton BS at 3.8% (interest estimated at £2090 pa)

Redwood Bank at 3.75%

Allicia Bank at 3.65%



Nettleham
Parish Council

INVESTMENT STRATEGY

UPDATE

Any investments to be made after February 2024 or whereby any investment is contrary to this policy would be brought back to full Council for approval.

**NETTLEHAM PARISH COUNCIL
DRAFT MINUTES OF THE PROPERTY COMMITTEE MEETING
HELD AT THE OLD SCHOOL SMALL HALL, MILL HILL
ON TUESDAY 10 September 2024, AT 7.15 PM**

Present: Cllr D. Newsam (DN) (Chair), Cllr A.Simpson (AS), Cllr C.Johnson (CJ), Cllr C.Payne (CP)

Also in attendance: Cllr P. McNeill (PM), Cllr A. White (AW), Jane Ashby (FM), Claire Ward (ACL) and 3 members of the public

The meeting commenced at 7:15pm

1. To Resolve to receive apologies and accept reasons for absence.

Apologies were received from Cllr A.Crook (AC)

It was proposed, seconded and

RESOLVED to accept the apologies for absence

2. Disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations - none

3. The notes of the Property Committee meeting held on 9 July 2024 to be Approved as the minutes.

It was proposed, seconded and

RESOLVED to approve the notes, of the Property Committee Meeting held on 9 July 2024 as the minutes of the meeting.

4. Financial Matters – (FM)

a) To approve/ratify recent and proposed expenditure.

PROPOSED EXPENDITURE

Glendale £1420.00 Christmas Tree approx.

RATIFICATION OF EXPENDITURE

Lincoln Copy £26.40 Printing for carnival

Elan City £195.78 SID to have look at the unit plus courier costs

Elan City £222.07 Cost of parts and repair

Tyson Mow £71.66 Cordless strimmer

Waitrose £7.38 Fuel for mower

Value prods £121.76 Slow flooded road/ Footpath closed due to Flooding

Displays UK £89.49 Leaflet wall rack for telephone kiosk

Elan £127.26 Replacement battery charger for mobile SID

Tysonn £85.00 2 x Door plates for Tennis court Toilets

Wickes £3.25 Screws

Wickes £18.90 Combination Lock Mulsanne main gate

Wickes £18.00 2 x Locks for new SID

Allen signs £143.06 Signs for Phone Box

Waitrose £15.00 Fuel for mowers Etc.

Wickes £25.90 Dowels, Bolts, bracket etc Danish oil for bench repairs

B Knights £36.50 Bench slat to repair bench on Greetwell/high street corner

TWG £322.75 The Old School Small Hall board up broken pane/replace

It was proposed, seconded and

RESOLVED to approve/ratify recent and proposed expenditure, and to increase the budget for the Christmas tree to £1600

b) To consider the income and expenditure report at 31/08/24 – noted

5. Facilities Manager Report (for information only)

- a) Village inspection list – update on progress with tasks arising from the inspection given
- b) Extra jobs from January to July 2024 - update on extra jobs completed given
- The Chair requested that the TV in the small hall is recessed into the wall and all fixtures made secure ACTION FM

6. To discuss Election of a Vice Chair.

It was proposed, seconded and

RESOLVED to defer the election of a Vice Chair to a future meeting when all members of the committee are present.

7. To discuss recruitment of Councillors to working groups.

It was proposed, seconded and

RESOLVED to defer a discussion about the recruitment of Councillors to working groups until more Councillors are available.

8. To receive working group updates and to include: -

- a) To consider the review of the Old Quarry Wildflower Meadow Management Plan.

Councillors noted the updates including incorporating recommendations made in the tree survey in future.

- b) To consider the review of the Nettleham Beck Management Plan.

Councillors considered the amended Beck Management Plan incorporating flood alleviation measures and discussed the benefits of identifying essential as opposed to desirable tasks. Responsibility for undertaking tasks was also discussed.

The maintenance of the berms was discussed, and it was felt that a maximum height and width should be agreed and implemented. ACTION AS

It was proposed, seconded and

RESOLVED to recommend the Nettleham Beck Management Plan to Full Council for discussion and approval.

- c) To consider a Draft letter to Lincolnshire Police Nettleham HQ regarding the Police Lake.

Following a productive meeting with the new Estates Manager at Police HQ a letter is no longer required.

- d) To consider Draft notes from B&FR WG.

Councillors considered the notes of the working group and the associated proposals:

1. NPC Chair writes to the riparian owners where we believe the Beck to be dangerously overgrown and ask for permission to thin out the vegetation.

It was proposed, seconded and

RESOLVED to ask the NPC Chair to write to the riparian owners ACTION AW

2. The current Beck Management Plan should have been reviewed before January 2024. I will submit a revised simplified and updated plan to the committee before September 1st for consideration. (see 8b)

3. NPC Clerk/Chair writes to the Police Commissioner requesting improvements be made at the Police Lake – it has a part to play in the villages flood defences and is a sanctuary for aquatic life both of which are threatened by neglect. **(see 8c – letter is no longer required)**

4. Contact Batemans/Manager regarding the poor condition of the Beck behind the White Hart and/or make rectification works ourselves. **(LCC have contacted the pub and the manager has agreed to remove the rubble).**

AS/FM to remind manager ACTION AS/FM

5. Development of a Neighbourhood Project – Cllr White has advised that funding may be available to *'Support development work to understand the needs, requirements, or evidence for the delivery of projects aligned to neighbourhood priorities. This may include feasibility studies, architectural designs and other professional or consultancy expenditure'*.

I propose a study into the need and cost of replacing the culverts at Vicarage Lane and Church Street.

It was proposed, seconded and

RESOLVED to seek funding to undertake a study into the need and cost of replacing the culverts at Vicarage Lane and Church Street. ACTION AS

e) To consider the Vicars Wood Management Plan.

Councillors noted the updates including incorporating recommendations made in the tree survey in future. It is hoped to arrange several working parties before Christmas.

Support from Explorer Scouts aged 14-18yrs may be available, insurance cover would need to be checked. ACTION DN

f) To consider the Heritage Orchard Management Plan.

Councillors noted the recommendations in the plan including a light summer prune, strimming around the base of trees, replacing/relocating the stripped beeping memorial apple tree and undertaking hazel tree coppicing. It was also suggested that access to a water supply could be improved.

It was proposed, seconded and

RESOLVED to recommend the Heritage Orchard Management Plan to Full Council for approval.

g) To consider the Green Lane Management plan.

Councillors noted the updates including incorporating recommendations made in the tree survey in future.

- The Chair acknowledged the work that members have put into creating and amending the management plans

9. To receive the Tree survey reports for Bishops Meadow/Burial Ground, Village Green, Riverdale, Bill Baileys, The Old Quarry.

Councillors considered the tree survey reports and commented that the fallen tree in the Riverdale area was not mentioned.

Councillors requested that contractors are asked to take more care when strimming around the base of trees to avoid damage.

10. To consider change of Cleaning Contractor at Mulsanne Pavilion and the Old School.

The standard of cleaning at Mulsanne Pavilion and the Old School was discussed.

It was proposed, seconded and

RESOLVED to recommend to Full Council a change of Cleaning Contractor at Mulsanne Pavilion and the Old School to contractor A.

11. To receive Health and Safety Policy and Procedures and reports from new provider.

Councillors acknowledged the documentation received from the new provider - Peninsula, and requested one hard copy for circulation.

The documents also will uploaded to the website. ACTION FM

It was proposed, seconded and

RESOLVED to circulate Safety Policy and Procedures and reports to Full Council, for information and discussion at the next meeting.

12. To receive Nettleham FC Long Term Plan.

Councillors discussed the range of improvements planned by the Football Club to both the pitches and the changing facilities. The Lincolnshire FA are very keen to support the club with their mission to make Nettleham one of the most successful local football clubs in Lincolnshire.

It was proposed, seconded and

RESOLVED to circulate to Full Council with a view to accepting, Nettleham Football Club's vision for improvements at Mulsanne Park.

13. To consider a request from Minster Fields to contribute towards new play equipment.

Councillors discussed a request from Minster Fields Community Group for a financial contribution to help provide a better play area for the children of Minster Fields. Further investigation required prior to considering the request at the next Full Council meeting. ACTION CL/RFO

It was proposed, seconded and

RESOLVED to recommend to Full Council a request from Minster Fields to contribute towards new play equipment.

14. To consider reviewing the current NPC Tree policy.

Councillors discussed the condition of the trees in the village and observed that they are not all maintained satisfactorily. In the past basal growth and low branches overhanging footpaths were regularly removed. Councillors would like to reinstate this practice and suggest a phased approach in order to manage costs.

It was proposed, seconded and

RESOLVED to agree to amend the current NPC Tree policy.

ACTION DN/FM

15. To consider a Quote for replacing the fencing at the Tennis Courts and the MUGA.

Councillors discussed a quote for replacing the fencing at the MUGA, however the quote does not include the height of fence required on the western wall.

A revised quote from supplier A and a further quote from another supplier are required

ACTION FM

16. Correspondence.

- a) Feedback from residents on the Christmas tree.

Following feedback from residents:

It was proposed, seconded and

RESOLVED to purchase a real Christmas tree

- b) Complaint from a resident living in the Watermill Lane area.

Councillors considered the issues raised and reiterated the importance of reporting anti-social behaviour to the Police. The manager of the White Hart has been contacted about the weir under the bridge to the rear of the building and it was suggested that installing some signage about anti-social behaviour might be appropriate.

Clerk to respond on behalf of PC

ACTION CL

- c) Complaint about the Street Snooker Board being removed.

Councillors considered the issues raised and discussed the feasibility of re installing the street snooker board if a suitable location could be found.

Clerk to respond on behalf of the PC

ACTION CL

17. Future Agenda items:

- Revised Tree policy – discuss implementation of revised tree policy (DN)

18. Date of next meeting:

The next meeting of the Parish Council's Property Committee will be held on 5 November 2024 at Old School Small Hall Mill Hill Nettleham. **Please email items for the agenda and relevant paperwork for the next meeting by Tuesday 29 October 2024 for inclusion on to the Property Committee Agenda.**

Meeting closed at 10pm

NETTLEHAM PARISH COUNCIL BECK AND FLOOD RESILIENCE WORKING GROUP.

Nettleham Beck Management Plan – review 11.09.2024

Introduction and Disclaimer

This Management plan has three core purposes, reducing the risk of Nettleham Beck overtopping within the Village, improving biodiversity and the amenity value of the Beck throughout the Parish. It is important to note, Nettleham Parish Council (NPC) is **NOT** the agency responsible for flood risk management. Work carried out by NPC in managing flood risks is not a legally binding obligation upon it, but is carried out in the interests of benefitting the community and as a means to provide responsible agencies with the benefit of local experience and expertise. NPC undertakes not to support any work if there is a risk it may increase flood risk.

The Beck & Flood Resilience Working Group (B&FR WG) is a grouping of Councillors and Volunteers which is committed to furthering the 'key aims' of the Beck Management Plan by supplying support, information and advice to NPC, whilst where permissible engaging with third parties to further its aims.

Key Aims

1. NPC is not legally responsible for flood risk management but insofar as it is reasonably practicable for NPC to do so, it will seek to alleviate the risks of the Beck flooding residential and business premises. In the main this will be achieved by carrying out 'routine duties' whilst striving to communicate and work with Responsible Agencies and Riparian Owners to bring about tangible improvements to infrastructure that will reduce flood risk. Insofar as is reasonably practicable NPC will also use its limited influence to reduce and stop the discharge of sewerage into the Beck
2. To protect and improve the native flora and fauna of the beck and its banks whilst improving biodiversity.
3. To maintain the Beck as a pleasant amenity.
4. To interact with residents to increase their awareness, understanding, and participation.

The priority of each aim is in the order listed. It is recognised that the powers, duties and resources of the Parish Council are limited: to meet the key aims will require the willing participation of third parties, most notably, riparian owners and statutory and responsible authorities.

Routine Duties

NPC Management has primary responsibility for the completion of routine duties in the Beck. This includes;

1. All the routine duties as resolved by NPC Property Committee or Full Council
2. Those duties referenced on the existing Facilities Team Schedule.

The role may be supported by volunteers, but it needs to be recognised that these may not always be available. NPC recognise it is important that its Management has the resources to organise this work and to ensure this work is completed on time.

Routine duties are;

1. Checking the Beck, weirs and culverts (Washdyke Lane, Church St, Vicarage Lane and Brookfield), including flow checks, clearing debris, excess vegetation and blockages. During adverse weather more frequent checks are desirable.
2. Where NPC is responsible, maintaining the Beck banks to the agreed timetable
3. Vegetation growth at Washdyke Lane, Church St, Vicarage Lane and Brookfield culverts will be monitored and not allowed to become established within 2 metres either upstream or downstream (as previously approved by the Property Committee).
4. Maintaining up to date records of checks and actions.
5. Where practicable, making sandbags available during periods of foreseeable high risk.
6. Oversight of Berm condition, (to be maintained by volunteers wherever possible).

Description: Beck sections applicable

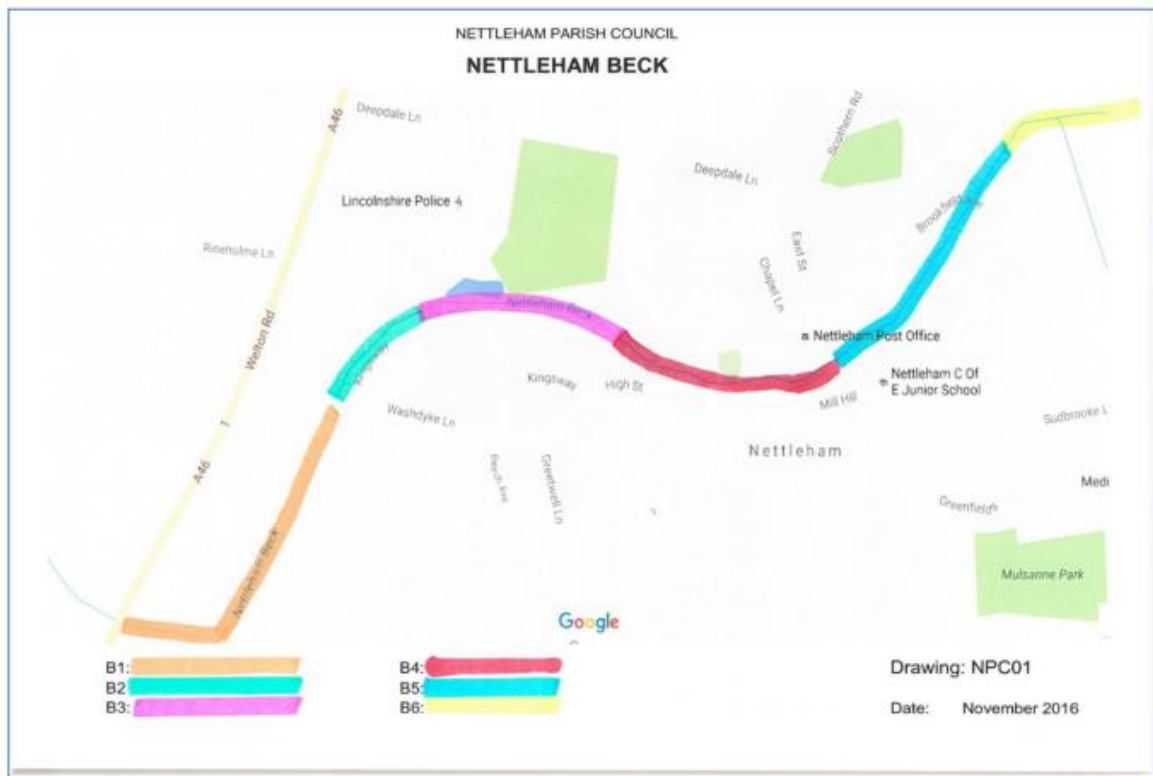
For ease, the Beck has been divided into sections. Please Note: Left and right banks are when facing downstream. NPC staff have no legal access to many sections of the Beck, however the B&FR WG will make it best efforts to liaise with riparian owners to facilitate routine inspections and carry out maintenance where these advance its 'key aims.

1. This is the most upstream section: 'S' Bends to Washdyke Lane (Length B1 on attached plan NPC/01). NPC has no statutory responsibility for this section but is of interest to the B&FR WG as it can impact sections further downstream.
2. Washdyke Lane to Police HQ boundary/1 Kingsway (Length B2 on attached plan NPC/01), the culverts, weir and beck (including RH bank) are included in routine duties.
3. Police HQ boundary/ 1 Kingsway to Watermill Bridge (Length B3 on plan NPC/01). As with '1' this section, including the condition and operation of the 'Police Lake' is of interest to the B&FR WG but NPC has no statutory responsibility.
4. Watermill Bridge to Vicarage Lane (Length B4 on attached plan NPC/01). This section includes 2 sets of culverts and, 3 weirs and berms as well as the beck bed and some sections of bank which fall under routine duties.
- 5, Vicarage Lane to The Steepers (Length B5 on attached plan NPC/01). This section includes 1 set of culverts, a sections of Bank on Riverdale and to the boundary of the Village Hall which fall under routine duties.
- 6, The Steepers to Parish East Boundary (Length B6 on attached plan NPC/01). As with '1' this section is of interest to the B&FR WG but NPC has no statutory responsibility.

Beck Plan NPC/01

KEY:

- B1 'S' Bends - Washdyke Lane
- B2 Washdyke Lane - 1 Kingsway/Police HQ Boundary
- B3 1 Kingsway/Police HQ Boundary - Watermill Lane
- B4 Watermill Bridge - Vicarage Lane
- B5 Vicarage Lane - The Steepers
(inc. Riverdale Right Bank & Village Hall Left Bank)
- B6 The Steepers - Parish East Boundary



Note: Left and right banks are when facing downstream

PART D: Documentation

Establish and build a secure library of key documents easily accessible to NPC;

1. Private landowners/Riparian owners - correspondence
2. Lincolnshire County Council and its Agents, Witham Drainage (IDB)
3. Environment Agency
4. Historical documents including maps and photos pertaining to the Beck that may be of future vital importance
5. Hydraulic modelling studies – with the permission of the Author.
6. Investigations into previous flood events including recommendations
7. Permissions received by NPC from the responsible Agencies for Weirs, Berms and any other work

To be reviewed by;

24.09.24

Plan for the orchard.**Item 7b**

September light summer prune of the apple trees.

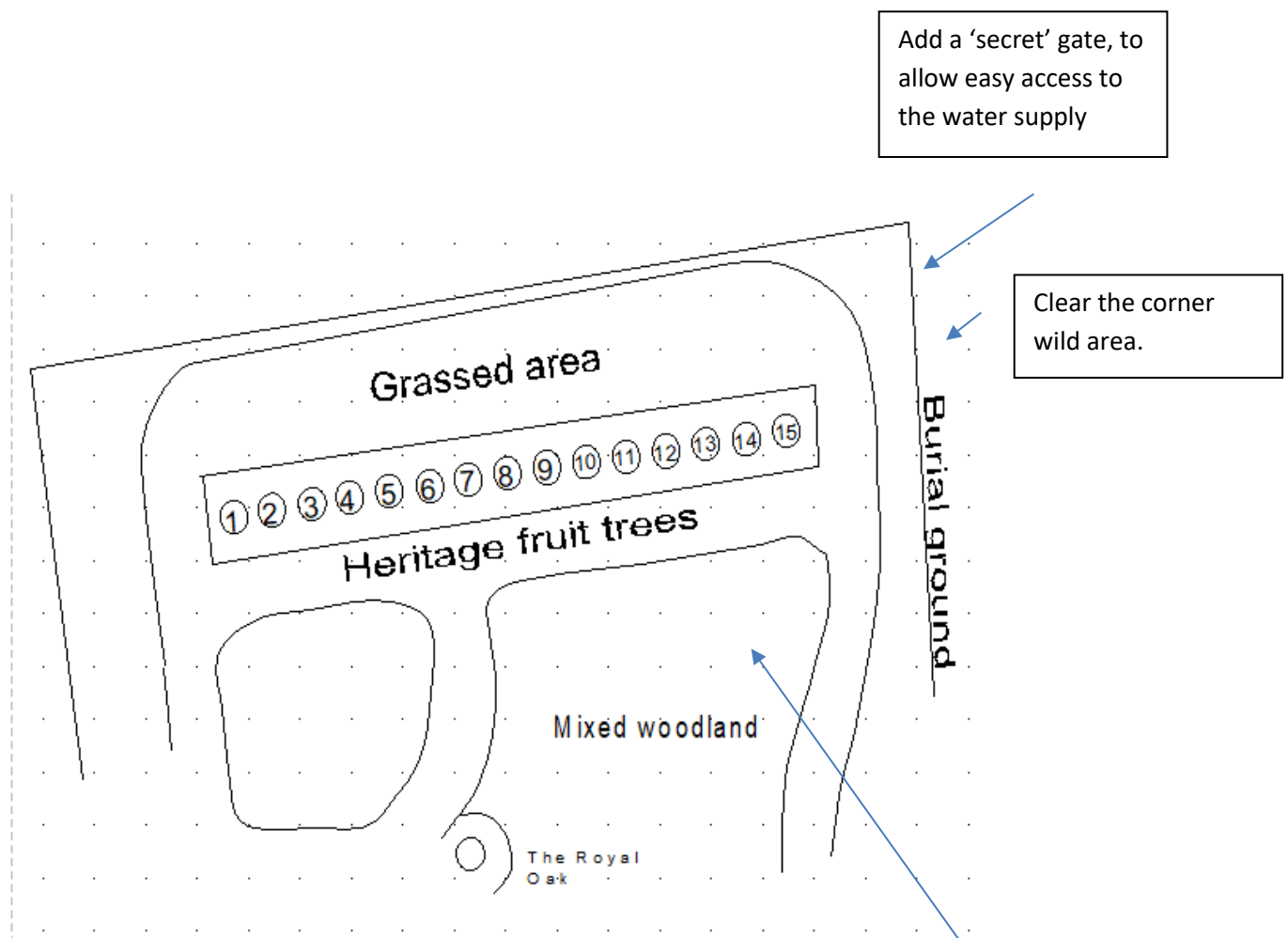
Strim around the trees, clear grass and put chip bark around the trunks. Keep guards.

Remove striping beef tree that has died. (No. 5 on the diagram)

Plant a new heritage tree, to replace the striping beef, in the new cleared area.

When the leaves have fallen off the hazel trees, coppice the trees to create more light

Water regularly new tree.



Full winter prune.

Purchase a replacement tree for the Striped Beefing. Possibly Dewdney's Seedling, a red cooker. It's of Lincolnshire origin and is in the same pollination group as at least Schoolmaster which is also in the orchard.

Coppice the hazel trees. Look to harvest the branches.

24.09.24

**AGENDA ITEM
7C****Quote from cleaning firm used at the Parish Office.**

From: [REDACTED]
Sent: Tuesday, July 16, 2024 12:15 PM
To: Facilities Manager <facilitiesmanager@nettleham-pc.gov.uk>
Subject: RE: Cleaning at Mulsanne and the Old School.

Below is out quote for the weekly cleaning quote.

3 hours at the old school both halls @ £20.00 and hour which will be £60.00 per visit

The Pavilion would be 3 and a half hours per week, @ £20.00 per hour which will be £70.00 per week

TOTAL EACH WEEK IS £130.00 (Extra 1.5hrs cleaning time (£37.50) difference

Spring cleaning of both halls £120.00

Pavilion spring clean £180.00

Total for the spring clean of both areas £300.00

Current cleaning provider below.

Here are the current prices and timings for cleaning on a Monday night Mulsanne Pavilion and the Halls at the Old School:

2 hrs at The Old School both Halls £30.00

3 hrs Mulsanne Pavilion £45.00

Total per Week £75.00 (cost of 1.5hrs £92.50)

From: [REDACTED]
Sent: Monday, July 1, 2024 11:41 AM
To: Facilities Manager <facilitiesmanager@nettleham-pc.gov.uk>
Subject: Invoice / Increase

Also, I am writing to let you know about an important update regarding the cleaning fees for Mulsanne and the Old School.

Effective 01 August 2024, the weekly cleaning fee for Mulsanne will be increased from £42.00 to £45.00, and the cost for the Old School will be adjusted from £28.00 to £30.00.

Thank you for your understanding and continued partnership. Your support is invaluable to us. If you have any questions or require further discussion on this matter, please feel free to contact me directly.

Jane Ashby
 Assistant Clerk
 Nettleham Parish Council
 Former Police Office
 Scothern Road
 Nettleham
 Lincoln
 Lincolnshire
 LN2 2TU

Our ref: hsca/NET116

Dear Jane

Re: Health & Safety Compliance Audit

Address Visited: Former Police Office Scothern Road, Lincoln, LN2 2TU

Appointment Date: 26 June 2024




Executive Summary:

This letter follows my recent visit to your premises to assess and advise on your compliance with health and safety requirements and best practice. My assessment was made using Peninsula's health and safety compliance review.

You have only recently engaged Peninsula to advise on improvements to your management of health and safety at work. The need for improvement is confirmed by the issues that I noted as needing attention. These are listed in this longer than usual report and Action Plan where I have also suggested priorities for action.

Nettleham Parish Council have a two storey admin office (old police house) in Nettleham with parking at the front. This has a reception, meeting room / office, toilet and kitchen. There is also the old school house, which has a large hall, toilets, cleaning cupboard, kitchen with gas boiler, hall and pantry, with store rooms, meeting room, and workshop with parking. They are also responsible for the beck (small river) that runs down the side of the small hall and large hall. Small hall has kitchen, hall and storage room. There is the burial ground, Bishops Palace area, football and cricket club which have use of the pavilion (Mulsane Park) built in July 1980 which has a hall, bar, storage area, changing facilities with showers for the home, away teams and the referees / umpires with parking. Externally there is a skate park, general park, tennis court and Mugga.

Based on the documents seen and my observations I have prepared an Action Plan to guide you in improving compliance. This table shows the status of my recommendations and your current level of compliance.

1		Immediate and urgent action required. Detailed on the Action Plan.
8		Further action is required to improve safety management. Detailed on the Action Plan.
70		Satisfactory, monitor and review on an on-going basis.

The standard of health and safety management appeared to be generally satisfactory although some action was identified as necessary to improve safety management. Implementation of the Action Plan will improve your current standards of compliance.

The Action Plan, in the following pages, shows where improvements to your health and safety management are needed. Please bear in mind that the plan only comments on the documents I was shown and my observations during the visit.

I also briefly explained your online Safety Management System and support tools, which include:

- Responsibilities and Task Planner, and Action Plan.
- Risk Assessment module.
- Safety Management Documents and guidance.
- Accident Records.
- E-learning.

I hope you found my visit useful and I would like to thank you for your time and support during the visit. Should you require any further support or wish to discuss how we can further assist you in achieving health and safety compliance, please do not hesitate to contact me by email or call our 24 Hour Advice Service on 0844 892 2785 (option 1).

Yours sincerely,

Martin Stretton CMIOSH
Health and Safety Consultant

martin.stretton@peninsula-uk.com

Send to: Jane Ashby <clerk@nettleham-pc.gov.uk>

Please Note:

This report is advisory in nature, informational in content, and is intended to assist our Clients to improve their standards of compliance with health and safety legislation and best practice; it does not constitute legal advice.




It has been based on observations, and written and oral information, provided by the Client's representative to our Consultant during a site visit to the Client's property, premises or area of work, and is limited to the parts of the Client's undertaking which were reasonably accessible to our Consultant at the time of the visit.





This report however has been prepared on the strict understanding that our Client retains ownership of, and remains responsible for, the management of health and safety in its workplace(s).



Accordingly, Peninsula will not accept liability for any accident, injury or damages of any kind resulting from the use of, or reliance upon, any information contained in the report.

Action Plan

Main person seen:	Jane Ashby
Appointment date:	26 June 2024
Areas visited:	Admin office - reception, meeting room / office, toilet and kitchen. Old school house - large hall, toilets, cleaning cupboard, kitchen with gas boiler, hall and pantry, with store rooms, meeting room, and workshop. Small hall - kitchen, hall and storage room. Burial ground and Bishops Palace. Football and cricket pitch - pavilion with hall, bar, storage area, changing facilities with showers for the home, away teams and the referees / umpires. Externally the skate park, and general park. All car parking areas.
Areas not visited:	First floor of admin building, tennis court and mugga.
Address:	Former Police Office Scothern Road, Lincoln, LN2 2TU

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
6.6	Occupational driving risk assessment. There is no occupational driving risk assessment in place.	Conduct an occupational driving risk assessment to identify hazards associated with driving for work. Control measures should include: a driving policy, licence checks, mobile phone policy, business insurance, suitability of vehicle for the task, vehicle checks, etc. The assessment should be reviewed at least annually or after change to driving operations.	4-31	Six weeks		Jane Ashby	
1.4	Monitoring of health and safety actions. Management checks in the form of periodic and annual checklists will be produced on your behalf.	During the visit I explained your periodic and annual checklists which form part of your health and safety management system. These checklists should be completed by the relevant persons at the agreed timescales. Record any identified areas of concern or non-conformities in the action log, so that the corrective action needed can be allocated to the correct person.	1-1	Six weeks		Jane Ashby	
1.5	Health, safety and welfare information for employees. Employee Safety Handbooks are currently in preparation.	On receipt of your new or updated Employee Safety Handbooks make sure that they are distributed to all employees and that the confirmation of receipt form is returned, signed and dated and kept on file. These can be ordered from Peninsula.	1-23	Six weeks		Jane Ashby	

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
1.12	Driving licence checks. Employees driving licences have been checked in the past, however it has been over a year since the last checks took place.	To help effectively manage your road risk, make sure that the validity of employee's driving licences are checked on at least an annual basis. With your employees' cooperation this can be done by visiting either the DVLA website - www.gov.uk/view-driving-licence or the DVA website https://www.nidirect.gov.uk/services/view-or-share-your-driving-licence-information . You will need them to obtain a 21 day access code which will allow you to see their personal data. It is an offence to obtain this personal information without their permission.	1-7	Six weeks		Jane Ashby	
2.5	Periodic checks of work vehicles. Vehicle checks are not recorded.	To help effectively manage your road risk, make sure that vehicle defect checks are completed on a weekly basis and that any identified faults are corrected as required. Records of these checks should be kept.	4-28	Six weeks		Jane Ashby	
3.4	Fire detection and alarm system maintenance. Last serviced on the 16/11/2023. The fire detection and alarm system six monthly servicing is overdue.	Six monthly servicing and preventive maintenance should be carried out by a competent person with specialist knowledge of fire-warning and automatic detection systems. This task is normally fulfilled by entering into a service contract with a specialist fire alarm company. Keep service records on file.	2-1	Six weeks		Jane Ashby	
3.26	Fire safety policy. There is no fire policy in place.	The fire policy should be reviewed annually and updated as required, to make sure that it is still relevant to the organisation and premises. The policy should be communicated to all relevant persons.	2-1	Six weeks		Jane Ashby	




Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
6.11	Home working risk assessments. Some employees regularly work from home but display screen equipment and home working risk assessment checklists have not been completed.	All staff who regularly work from home should complete display screen equipment self-assessment questionnaires and home working viability checklists; suitable forms can be found in your online system. The completed questionnaires and checklists should be reviewed and any identified issues should be addressed as necessary. The assessments and checklists should be reviewed at least annually or whenever significant changes to a home workers working environment are made.	1-18	Six weeks		Jane Ashby	
4.4	The first aid arrangements have not been displayed. The arrangements for first aid are not currently displayed in the premises.	A first aid notice, form FFAN, is available for download from the documents section of your online system. Ensure that the notice is completed with the required information, displayed in the premises and that the arrangements are explained to all employees.	3-1	Three months		Jane Ashby	

Site Compliance Review

Details

Main Person seen:	Jane Ashby
Appointment date:	26 June 2024
Areas visited:	Admin office - reception, meeting room / office, toilet and kitchen. Old school house - large hall, toilets, cleaning cupboard, kitchen with gas boiler, hall and pantry, with store rooms, meeting room, and workshop. Small hall - kitchen, hall and storage room. Burial ground and Bishops Palace. Football and cricket pitch - pavilion with hall, bar, storage area, changing facilities with showers for the home, away teams and the referees / umpires. Externally the skate park, and general park. All car parking areas.
Areas not visited:	First floor of admin building, tennis court and mugga.
Address:	Former Police Office Scothern Road, Lincoln, LN2 2TU

Summary of Findings








1		Immediate and urgent action required. Detailed plan on the Action Plan.
8		Further action is required to improve safety management. Detailed on the Action Plan.
70		Satisfactory, monitor and review on an on-going basis.

Specific details of the areas, daily practices, and safety arrangements considered by me are to be found on the following pages.












Overview Of Areas Relating To Documentation







Ref.	Documentation	Status	Supporting evidence - Action required
1.1	Is there a current health and safety policy signed and dated by the most senior manager?		A suitable health and safety policy with a signed policy 'Statement of Intent' is in place. Signed and dated 09/01/2024.
1.2	Is a current copy of the Employers' Liability Insurance Certificate available to employees or displayed in a suitable location?		The Employers' Liability Insurance Certificate is in date and prominently displayed within the premises. Expiry date 31/05/2025.
1.3	Is a copy of the Health and Safety 'What You Need To Know' poster on display?		The Health and Safety poster 'What You Need To Know' is prominently displayed within the premises where employees have access to the information.
1.6	Is the management process clear if actions are required by Enforcing Authorities?		A clear management process is in place and there are currently no formal actions open in connection with this site.
1.7	Is a suitable hazard reporting system actively in place?		A suitable hazard reporting system is in place. All employees are actively encouraged to report potential hazards, unsafe conditions and near misses. These hazards are formally recorded and actioned where required. Facilities team checklist.
1.8	Are Contractors assessed for suitability with submission of relevant documentation?		Contractors are assessed for suitability with documentation requested and received, such as copies of risk assessments, method statements, insurance certificates etc.
1.9	Do employees who use their private vehicles for business purposes have adequate business use insurance cover, and where applicable a current vehicle examination certificate?		All road vehicle user's business insurance, vehicle examination and tax details are checked on an annual basis.
1.10	Are there suitable accident and incident recording, reporting and investigation arrangements that are data protection compliant?		Accidents are reported and recorded using a Data Protection compliant accident reporting system and accident investigations are completed as required to identify root causes and prevent similar occurrences.
1.11	Are arrangements in place to consult with employees on health and safety issues and provide relevant information? Are records of consultation retained?		Health and safety consultation is by way of scheduled meetings. Annual parish meeting.

Overview Of Areas Relating To Equipment









Ref.	Equipment	Status	Supporting evidence - Action required
2.1	Are power supplies to portable electrical equipment maintained? Is the use of extension leads controlled?		The use of extension leads is minimal. Those seen were suitable for their application and in good condition.
2.2	Is all work equipment fit for purpose and maintenance records available?		From a visual observation only, work equipment appeared to be suitable by design and in a reasonably well-maintained condition.
2.3	Are there arrangements to purchase new machinery and equipment that is safe and without risks to health?		There is a formal policy to purchase only machinery and equipment that meets all UK health and safety requirements.
2.4	Are adequate arrangements in place to service and maintain company vehicles?		Works vehicles are suitably maintained in accordance with the manufacturer's instructions.
2.6	Has portable electrical equipment been subject to a periodic inspection and testing?		Portable electrical appliances are tested for electrical safety within suitable timescales. This was completed on the 16/11/2023.
2.7	Is all work at height equipment (including ladders and stepladders) suitable, sufficient and fit for purpose being subject to periodic visual checks and maintenance?		Access equipment is suitable for its use and subject to a documented inspection regime.
2.8	Is office equipment suitable, maintained and fit for purpose?		Office equipment including chairs and desks appear suitable for the use of display screen equipment. Other equipment appears to be satisfactory.

Overview Of Areas Relating To Fire





Ref.	Fire	Status	Supporting evidence - Action required
3.3	Is the fire alarm system in working order and tested weekly with records kept?		The fire detection and alarm system appears to be in working order and has been tested within the required timescales. The fire alarm is tested weekly from a scheduled rotation of call points. Last carried out and recorded on the 04/06/2024.
3.5	Are emergency lighting units subject to a suitable servicing regime?		Emergency lighting is serviced at the required intervals with records kept.
3.6	Are emergency lighting units subject to a suitable testing regime?		Emergency light testing is being conducted on a monthly basis. Last recorded 05/05/2024.
3.7	Are arrangements in place for all staff to undertake fire evacuation drills at least every six months and to record the results?		Fire emergency evacuation drills are conducted within the recommended timescales with documented records kept in your fire safety record book. Currently carried out every month. Fire drills should be held at regular intervals, preferably twice per year.
3.8	Are fire assembly point(s) clearly indicated and in suitable locations?		The fire assembly point is clearly identified via an assembly point sign or fire action notices within the premises.
3.9	Are adequate arrangements in place to store and handle flammables?		Flammable substances are stored in a dedicated secure location away from direct sunlight and sources of ignition.
3.10	Are all the fire alarm operating points easily accessible?		Automatic fire alarm operating points are all easily accessible throughout the building.
3.12	Has a competent person completed or reviewed a suitable risk to life fire risk assessment?		A comprehensive fire risk assessment is in place and has been reviewed in the last 12 months and shared with the staff. This was completed in September 2023.
3.13	Have all significant findings from the risk to life fire risk assessment been resolved satisfactorily?		All identified significant findings highlighted in the fire risk assessment have been resolved.
3.14	Are emergency evacuation routes and doors out of the building suitable, clear of obstructions at all times, maintained and checked periodically?		All fire exit points and routes are readily accessible.
3.15	Has suitable fire fighting equipment been provided and is it serviced annually? Are fire extinguisher identification signs adjacent to extinguishers?		Fire fighting equipment is subject to periodic checks and annual maintenance by a recognised fire safety contractor. Suitable fire extinguisher identification signs are displayed adjacent to the extinguishers. These were serviced and maintained by Lindum Fire in July 2023, and are checked monthly (04/06/2024) internally.



Ref.	Fire	Status	Supporting evidence - Action required
3.18	Are suitable fire exit signs and evacuation instructions displayed appropriately on fire exit routes?		Suitable fire exit signs are in place.
3.20	Are fire doors suitable and sufficient?		All fire doors appear to close fully with intumescent strips / smoke seals in place. There are no gaps and door closures are in good working order.
3.21	Is there a fire safety training programme for employees?		All employees have been trained in fire awareness and there is an adequate number of designated fire wardens with a rolling training programme in place.
3.22	Is all upholstered furniture in good condition?		All upholstered furniture is in good condition with no damage or wear.
3.24	Is there a fire and emergency evacuation procedure and a fire building plan in place?		There is an up to date written fire and emergency evacuation procedure in place along with a plan identifying final exits escape route and equipment.
3.25	Has a General Emergency Evacuation Plan (GEEP) been devised for any visitors who have recognised disabilities?		A General Emergency Evacuation Plan (GEEP) is in place for any vulnerable individuals that may be on site requiring assistance to evacuate.

Overview Of Areas Relating To People









Ref.	People	Status	Supporting evidence - Action required
4.1	Are there sufficient trained first aiders and an adequate supply of first aid materials?		First aid arrangements are adequate.
4.2	Did the first aid assessment consider the need for first aiders to deal with mental health issues?		Following a first aid needs assessment appointed first aiders have received training to identify and understand mental ill health symptoms and support colleagues experiencing a mental health issue.
4.3	Do all employees receive health and safety awareness training as part of their induction, with records kept?		Formal induction training takes place with records kept for all new employees.
4.6	Are arrangements for persons with disabilities adequate?		Arrangements for persons with disabilities are adequate.
4.8	Have the risks of violence and aggression towards staff by visitors and clients been assessed? Are there suitable arrangements for managing the risk?		The hazards and risks to the workforce have been recognised and assessed. The assessment has identified hot spots where the risk is greatest and protective measures such as wide counters and CCTV are in place. A formal procedure has been prepared and staff have been trained to deal with such situations and to avoid confrontation and conflict. All incidents are recorded, investigated by managers and the precautions reassessed.
4.9	Do you manage the risks to your staff and business from substance and alcohol abuse?		Suitable procedures concerning substance and alcohol abuse are in place.
4.10	Are employees trained in general and job specific health and safety with suitable records maintained?		All employees undergo training and instruction which includes job specific health and safety and emergency evacuation.
4.11	Is there adequate provision of Personal Protective Equipment (PPE) with suitable storage?		PPE provision and storage is satisfactory with clear confirmation of PPE receipt.

Overview Of Areas Relating To Premises


Ref.	Premises	Status	Supporting evidence - Action required
5.1	Has a suitable risk assessment for exposure to radon gas been completed and action taken where necessary?		According to the UK Health Security Agency radon map your premises, which do not have a basement, are in a low risk (<1%) area.
5.2	Has the presence or absence of asbestos containing materials (ACMs) in the fabric of the premises been identified?		The asbestos survey had been carried out and Rilmac carried out encapsulation of the Artex in the pavilion where identified asbestos containing materials (ACM) are present.
5.6	Have fixed hard-wired electrical circuits been subject to periodic inspection within recommended timescales?		The hard-wired electrical system test and inspection has been conducted by a suitably qualified electrical engineer within the prescribed timescale. The latest Electrical Installation Condition Report dated 27/05/2021, shows the condition of the installation as 'satisfactory', with no remedial work required.
5.7	Has mains gas equipment been subject to inspection by a suitably qualified Gas Safe registered engineer within the last 12 months with a Certificate of Gas Safety issued?		Mains gas appliances have been tested and inspected by a suitably qualified Gas Safe registered engineer with a Certificate of Gas Safety issued on the 19/02/2024.
5.12	Is housekeeping in all work areas to a good standard?		Housekeeping was to an acceptable standard.
5.13	Are suitable spillage procedures in place?		Spillage procedures are in place.
5.14	Are slip, trip and fall hazards (e.g. spillages, cables and stock) avoided with arrangements in place to keep floors free from such hazards?		At the time of the visit floors and walkways were observed to be well maintained and free from slip, trip and fall hazards.
5.15	Are adequate welfare facilities, including toilet and washing facilities that include warm water and hand drying facilities provided and maintained in a clean condition?		The welfare, washing and toilet facilities observed were adequate and well maintained in clean condition at the time of the visit.
5.16	Are external areas well maintained and suitable for the work activities taking place?		External areas were observed to be suitably maintained at the time of the visit.
5.18	Are pressure, gas and other service pipes clearly and conspicuously labelled regarding the service provided?		Service pipes are suitably identified and clearly labelled.
5.19	Is the building in good condition?		The building appeared to be in a reasonably well maintained condition at the time of the visit.
5.20	Is there adequate workspace for the work activities taking place?		Workspace was observed to be adequate at the time of the visit.
5.21	Are air temperatures kept at reasonable levels?		Air temperatures were judged to be reasonable at the time of the visit.
5.22	Is there adequate access to and from the workplace?		Adequate access routes to and from the workplace were available and appeared to be in reasonable condition at the time of the visit.

Ref.	Premises	Status	Supporting evidence - Action required
5.23	Are arrangements in place to undertake planned testing and treatment of water tanks and descaling and disinfection of shower units to minimise risks from legionellosis and are suitable records retained?		Adequate arrangements are in place which include water testing, disinfection, cleaning, de-scaling of shower heads and flushing of infrequently used water outlets. This is carried every quarter with details retained.
5.24	Are electric vehicle charging points suitably located and installed?		Electric vehicle charging points for road going and internal transport vehicles have been installed by competent contractors. Road going vehicles are charged in the open-air. Internal transport vehicles in a dedicated, segregated and ventilated area. Isolators are clearly marked. Fire protection and fire-fighting equipment is provided.





Overview Of Areas Relating To Risk Assessments

Ref.	Risk Assessments	Status	Supporting evidence - Action required
6.1	Have risk assessments been carried out for general tasks with suitable control measures implemented and reviewed within the last 12 months?		General task based risk assessments have been conducted. Risk assessments in place for DSE, hazardous substances, manual handling, lone working, legionella and home working. The assessments contained a reasonable amount of detail with regard to the hazards involved and of the control measures implemented.
6.2	Have risk assessments been carried out for display screen equipment with suitable control measures implemented?		Display screen equipment risk assessments have been completed for the use of workstations based on the outcomes of completed self-assessment questionnaires. The questionnaires have been reviewed and any issues identified have been addressed. Following a significant change to a user's workstation the assessments last reviewed on the 29/09/2023.
6.3	Have risk assessments been carried out for hazardous substances with suitable control measures implemented?		An inventory of hazardous substances has been documented with supporting Safety Data Sheets available. Risk assessments have been carried out using the information from the manufacturers Safety Data Sheet (SDS). The assessments identify the control measures to be followed when using the substances. Last reviewed on the 03/05/2023.
6.4	Have risk assessments been completed for manual handling activities and suitable control measures identified?		Manual handling risk assessments have been completed and the control measures introduced. These have been reviewed in the last 12 months.
6.5	Are there risk assessments covering employees who may have to work alone?		Suitable assessments are in place covering work activities involving lone working.
6.7	Have working at height tasks been properly risk assessed with safe systems of work being put into operation (this will include the safe use of stepladders, ladders, and step stools)?		A risk assessment for tasks which incorporates the use of ladders and / or stepladders has been undertaken and suitably detailed.
6.9	Is suitable documentation (including specialist risk assessment) in place relating to the prevention of Legionellosis?		A Legionella survey and assessment has been completed by an external contractor. Subsequently a Legionella management plan has been prepared and implemented. In the pavilion there are no tanks these have been removed and no dead legs. Showers are mains fed and flushed weekly and heads changed quarterly and disinfected.
6.12	Have the findings of risk assessments been explained to relevant individuals e.g. employees, with suitable records retained?		Risk assessment findings are explained to employees which they sign and date once read.

Overview Of Areas Relating To Safety Arrangements

Ref.	Safety Arrangements	Status	Supporting evidence - Action required
7.1	Are there suitable arrangements to deal with the storage and disposal of hazardous and non hazardous waste?		Adequate arrangements regarding hazardous and non hazardous waste are in place.

Overview Of Areas Relating To Occupational Health

Ref.	Occupational Health	Status	Supporting evidence - Action required
8.3	Are there suitable arrangements to identify, assess and manage work-related stress?		The risks of work-related stress have been assessed. A stress management and well-being policy, adequate for the size and means of the business, has been developed.
8.5	Have all employees received some form of mental health and social wellbeing training?		The organisation has had some mental health training and now have the Employee Assistance Programme to assist with this issue.
8.7	Is suitable ventilation provided to ensure that fresh air is available and reduce risks of transmission of societal illnesses such as winter flu virus, Covid and similar?		At these small premises natural ventilation is sufficient for the number of people present.
8.8	Are the hazard and risks from occupational dermatitis recognised and effectively controlled? Is health surveillance routinely completed?		No significant potential causes of dermatitis have been identified at these premises.

Jane Ashby
Assistant Clerk
Nettleham Parish Council
Nettleham Parish Council
Former Police Office, Scothern Road
Nettleham
Lincoln
Lincolnshire
LN2 2TU

Our ref: SSVIS1/NET116

18 August 2024

Dear Jane

Re: Installation Visit

Address Visited: Former Police Office Scothern Road, Lincoln, LN2 2TU

Visit Date: 14 August 2024

At my recent visit to your premises, the following activities were completed:

- Reviewed the actions and findings of your previous health & safety compliance audit.
- Introduced and demonstrated your BrightSafe Account, including the sections:

The following actions were identified during the visit:

- Driving
 - License checks need to be carried out annually for those who drive company vehicles and those who drive their own vehicles on company business - using the DVLA website.
- Fire alarm servicing
 - A copy of the fire alarm servicing record for May 2024 was not available.

Nettleham Parish Council have a two-storey admin office (old police house) in Nettleham with parking at the front. This has a reception, meeting room / office, toilet and kitchen. There is also the old schoolhouse, which has a large hall, toilets, cleaning cupboard, kitchen with gas boiler, hall and pantry, with storerooms, meeting room, and workshop with parking. They are also responsible for the beck (small river) that runs down the side of the small hall and large hall. The small hall has kitchen, hall and storage room. There is the burial ground, Bishops Palace area, football and cricket club which have use of the pavilion (Mulsanne Park) built in July 1980 which has a hall, bar, storage area, changing facilities with showers for the home, away teams and the referees / umpires with parking. Externally there is a skate park, general park, tennis court and Muga.

Action taken to achieve compliance:

1. Risk assessment for occupational driving had been undertaken.
2. Annual health and safety monitoring checklist had been completed.
3. A fire policy had been signed and dated.
4. Viability checklists had been completed for those who work from home along with DSE self-assessments form.
5. Employee Safety Handbooks had been provided and given to staff.
6. Vehicle checklist is in place for the checking of company vehicles.
7. First aid course took place on the 17/07/2024 and first aider notice displayed.
8. H&S Policy statement signed and dated 09/01/2024.
9. Employers liability insurance certificate displayed and expires on the 31/05/2025.
10. Fire risk assessment was carried out in September 2023.
11. Fire extinguishers were serviced and maintained in July 2024.

12. Portable appliances were maintained on the 16/11/2023.
13. Gas was serviced and maintained on the 19/02/2024.
14. Electrical condition report was completed on the 27/05/2021.

Should you require advice on this report or any other health and safety issue please contact our 24 Hour Advice Service by phone on 0844 892 2785 (option 1) or by email to handsadvice@peninsula-uk.com.

Yours sincerely

Martin Stretton CMIOSH
Health and Safety Consultant

martin.stretton@peninsula-uk.com

Send To: Jane Ashby <clerk@nettleham-pc.gov.uk>, Facilities Manager <facilitiesmanager@nettleham-pc.gov.uk>

Please Note:

This report is advisory in nature, informational in content, and is intended to assist our Clients to improve their standards of compliance with health and safety legislation and best practice; it does not constitute legal advice. It has been based on observations, and written and oral information, provided by the Client's representative to our Consultant during a site visit to the Client's property, premises or area of work, and is limited to the parts of the Client's undertaking which were reasonably accessible to our Consultant at the time of the visit. This report however has been prepared on the strict understanding that our Client retains ownership of, and remains responsible for, the management of health and safety in its workplace(s). Accordingly, Peninsula will not accept liability for any accident, injury or damages of any kind resulting from the use of, or reliance upon, any information contained in the report.



Nettleham Parish Council

Health & Safety Policy & Procedures

Supported by:



PENINSULA

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Introduction



Nettleham Parish Council is located in the village of Nettleham and are responsible for the the four main buildings, the Old School (small and large hall), Mulsanne Pavillion, Sports Ground and the Old Police Office, which are council owned with the exception of the Parish Office, which is leased from Lincolnshire Police. We operate from the Old Police Office.

The Parish Clerk has ultimate responsibility for health and safety.

The Parish Clerk has determined that we should operate without putting the health, safety or welfare of any employee or any other person at risk. To meet this objective, we have prepared a health and safety policy and made arrangements as set out in this document aimed at ensuring the continued health safety and welfare of those people whilst at work.

Accepting that we cannot transfer our responsibility for managing health, safety and welfare in the workplace to others we have retained Peninsula to help us meet this objective. They provide information and guidance on the effective management of health and safety, conduct routine audits and act as a source of advice and information.

Contents

This document contains our-

Safety Policy

Our declaration of intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees in achieving these goals.

Organisation and Responsibilities

The allocation of specific health and safety responsibilities to key personnel.

Safety Arrangements

The systems and procedures for controlling hazards at work that form the basis of our health and safety management system.

We also keep detailed safety records demonstrating that we actively manage health and safety within our business. The records which may be paper based or kept in our online systems include-

- An Annual Review of our Health and Safety System and Procedures.
- Periodic Checklists created specifically for individual roles and responsibilities.
- A comprehensive source of records relating to statutory examination periodic inspection and testing of the work equipment and installations used by our organisation.
- Records for Fire Safety Management.
- A system for keeping health and safety training records.
- Accident and incident records, reporting, and investigation.

Health & Safety General Policy Statement



Nettleham Parish Council recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

We will meet these legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by:

- Providing leadership and adequate control of identified health and safety risks.
- Consulting with our employees and workers on matters affecting their health and safety.
- Providing and maintaining safe access to safe plant and safe equipment.
- Ensuring the safe handling and use of substances.
- Providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.
- Ensuring that all employees and workers are competent to do their work and giving them appropriate training to recognised standards.
- Preventing accidents and cases of work-related ill health.
- Actively managing and supervising health and safety at work.
- Having access to competent advice.
- Aiming for continuous improvement in health and safety performance and management by regular review and revision of this policy.
- The provision of the resource, financial and other, required to make this policy and our health and safety arrangements effective.

We also have a duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of everyone at work. Similarly, we recognise our duty to co-operate and work with other employers and their workers when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation while at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment, at induction. A Safety Handbook which sets out their duties and includes specific health and safety rules is also given to each worker.

Our policy, procedures and arrangements will be reviewed annually.

Signature Date

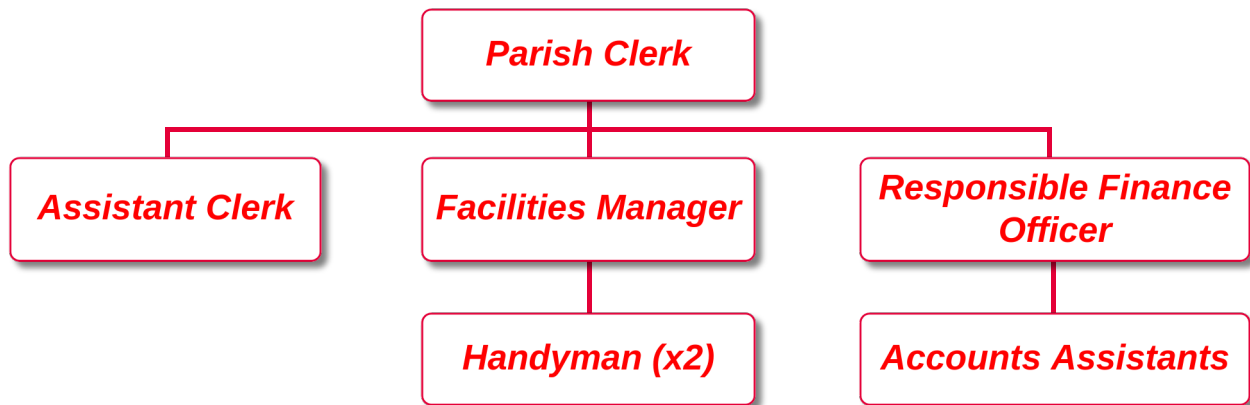
Position

Organisation

Health and Safety Management Structure

Although the Parish Clerk has overall responsibility for the implementation of this policy day-to-day responsibility for specific issues has been delegated to key personnel.

The health and safety management structure for our business is shown here. The allocation of day-to-day responsibility for specific health and safety issues is shown later in a Responsibility Chart.



Health and Safety Management Responsibilities

The Parish Clerk has recognised that they always have the overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters, emphasis is placed on managers and supervisors for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

General

- Provide and resource an effective health and safety management system.
- Make arrangements to consult with employees on health and safety matters.
- Arrange and maintain appropriate Employers' Liability Insurance cover.
- Ensure that health and safety implications are considered when acquiring work equipment and new machinery.
- Ensure that contractors are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees receive appropriate health and safety training.
- Make arrangements to ensure the health and safety of people who use our services.
- Provide measures to protect the health and safety of anyone working alone.
- Provide our workforce with training and guidance on health and safety issues that will affect them, particularly fire safety procedures and requirements.
- Monitor the health and safety performance of our business.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to prevent, reduce and control exposure to occupational health risks are in place, used, maintained and appropriately checked.
- Provide appropriate occupational health surveillance for employees, overseen by occupational health practitioners, where required.
- Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that injuries, diseases and dangerous occurrences to employees and others, defined in regulations, are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

Fire and Emergency Arrangements

Ensure that:

- Adequate Fire Risk Assessments are completed by competent assessors.
- Adequate arrangements are in place to deal with fire safety at our premises.
- Employees and visitors are aware of the fire and evacuation arrangements and other emergency procedures.
- Fire drills are routinely practiced.
- Emergency equipment, including alarm systems and emergency lighting is provided, tested and maintained appropriately.

Risk Assessment

Ensure that:

- Risk assessments are complete and safe systems of work are produced for all activities that pose a significant risk of harm.
- Risk assessments and safe systems of work are documented.
- The outcomes of risk assessments and associated safe systems of work are carefully explained to the workforce.

Premises

- Provide suitable buildings and accommodation for all activities.
- Provide a suitable and safe working environment and adequate welfare facilities.
- Ensure that the fixed electrical installation is properly installed and maintained.
- Introduce and maintain measures to control and manage any risks from asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

Equipment

Ensure that:

- All of the furniture and equipment that we provide is suitable and properly used.
- All work equipment is maintained and safe for use.
- Portable electrical appliances are maintained, inspected, and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and employees are given information, instruction, and training on its use.
- Where Respiratory Protective Equipment (RPE) is provided each user is face fit tested and supplied only with RPE that is appropriate for their use.

Substances

Ensure that:

- All dangerous and hazardous substances are used and stored safely.
- All risks from the use of substances are fully controlled.

General Managers and Assistant Managers.

In addition to their general responsibilities for health and safety the Responsibility Table, shown later, delegates specific health and safety responsibilities to identified General Managers and Assistant Managers. They should refer to the associated Safety Arrangements, set out later, for further detail about those responsibilities.

Employee responsibilities.

Our policy takes account of the specific statutory duties placed on people to take care for their own health and safety whilst at work and for that of others. Specifically we expect employees to;

- Ensure that safety policies, procedures and operating instructions are read, understood and followed at all times.
- Ensure that isolation and lockout procedures are followed at all times.
- Follow booking on and off site procedures at all sites.
- Take reasonable care for their health and safety and the safety of others whilst at work.
- Not intentionally or recklessly interfere with or misuse anything required by law or provided by the company in the interests of health and safety.
- Visually inspect tools, RPE, PPE and equipment prior to use.

- Ensure that RPE, PPE, tools and equipment are maintained, used and stored as advised by the maker.
- Follow all safety instructions and guidance when using equipment.
- Report any Good Catches, incidents, accidents and non-conformances to the H&S manager.
- Contribute to the promotion of health and safety in the workplace.
- Follow all written Safe Operating Procedures (SOPs) including method statements, risk assessments, for chemical safety, permits to work etc. and their requirements.
- Follow the safety instructions of senior management.
- Ensure that they do not use tools and equipment unless they have been formally trained and are competent to do so.
- Comply with legislation, Approved Codes of Practice and guidance notes.
- Ensure that our vehicles are driven in a safe and suitable manner, and that the vehicle is left safe and secure when not in use.
- Consult on health and safety matters and investigations to ensure a safe working environment is established.
- Seek advice from management on any issues relating to health and safety at work.
- Obey all site safety signs, general site rules and arrangements.

Monitoring

The operation of this policy and arrangements is actively monitored through the periodic review of our completed safety record forms and also by using periodic workplace checklists. The Parish Clerk has overall responsibility for this, but some of the routine tasks may be delegated.

We also use an Annual Health and Safety Review to determine whether our existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review.

The monitoring and review process helps us to check the effectiveness of our Safety Management System.

Responsibility Table

This Responsibility Table shows the allocated responsibilities for the management of particular health and safety issues to people in specific management roles.

Key

PC - Parish Clerk
 FM - Facilities Manager
 AC - Assistant Clerk
 RFO - Responsible Finance Officer

Safety arrangements	PC	FM	AC	RFO
Managing Safety And Health At Work	✓	✓		
Accident, Incident, Ill-Health Reporting And Investigation		✓		
Workplace Health And Safety Consultation	✓	✓		
Risk Assessment And Hazard Reporting		✓		
Occupational Health And Health Surveillance	✓			
Substance And Alcohol Abuse	✓			
Purchasing	✓			✓
New And Expectant Mothers	✓			
Employing Children And Young Persons	✓			
Lone Working			✓	
Health And Safety Training		✓		
Health And Safety Of Visitors	✓	✓	✓	
Personal Protective Equipment		✓		
Home Working	✓			✓
Safe Systems Of Work		✓		
Action On Enforcing Authority Reports	✓			✓
Equality And Disability Discrimination Compliance	✓			✓
Health And Safety Information For Workers		✓		
Fire Safety - Arrangements And Procedures		✓		
First Aid		✓	✓	
Welfare, Staff Amenities, Rest Rooms And The Working Environment	✓			
Housekeeping And Cleaning		✓		
Pest Control		✓		
Building Services	✓			
Control Of Hazardous And Non-Hazardous Waste		✓		
Access, Egress, Stairs And Floors		✓		
Windows, Glass And Glazing In The Workplace		✓		

Safety arrangements	PC	FM	AC	RFO
Workplace Signs		✓		
Working In The Open Air, Working In The Sun		✓		
Water Temperature Control		✓		
Premises	✓			
Electrical Safety		✓		
The Provision, Use And Maintenance Of Work Equipment		✓		
Hand Tools		✓		
Office Equipment	✓			
Storage Of Chemical Substances And Agents		✓		
Control Of Flammable Liquids		✓		
Slips, Trips And Falls	✓	✓	✓	
The Provision And Use Of Machinery		✓		
The Safe Use Of Machinery		✓		
Work At Height		✓		
Access Equipment		✓		
Workplace Transport Management And Pedestrian Control		✓		
Battery Charging		✓		
Occupational Road Safety	✓			
Sharps And Needlestick Injuries		✓	✓	
Water Hazards		✓		
Hand Arm Vibration	✓	✓		
Leptospirosis		✓		
Manual Handling		✓		
Display Screen Equipment	✓		✓	
Legionella Control		✓		
Use Of Chemical Agents And Substances		✓		
Asbestos At Work - Survey Acms Present, No Off-Site Risk		✓		
Control Of Noise At Work		✓		
Stress In The Workplace	✓			
Aggression And Violence	✓	✓		
Occupational Asthma		✓		
Dermatitis		✓		
Playgrounds		✓		
Contractor Control And Management	✓			
Construction Design And Management Client	✓			

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Note: People with delegated responsibilities for health and safety issues need to ensure that any necessary risk assessments and safety records are completed, and that the required control measures are in place and used.

Where more than one person has been assigned responsibility for a particular subject, each must fulfil their responsibilities in the areas under their control and complete the relevant records. Working together they need to check that between them they have covered all aspects of safety management for the subject.

Relevant Legislation

This short document lists for the record, details of the main statutes and regulations affecting health and safety at work that are currently in force.

In most cases Health and Safety legislation requires common sense to identify the reasonably practicable precautions necessary to avoid the risk of injury or ill-health at work. The Peninsula Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements explained in the system are adopted and followed in practice compliance with the legal obligations will be achieved.

Not every piece of the legislation listed will apply to every business on a day to day basis, but businesses need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from the Peninsula 24 Hour Advice Service on 0844 892 2785 (option 1).

Note: Although the transition period for the UK exit from the EU has expired the European Regulations listed here have been continued in force, until replaced by domestic legislation, by the European Union (Withdrawal) Act 2018 and associated legislation.

- Building Regulations 2010 (as amended)
- Building Safety Act 2022
- European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No 304/2003 concerning the export and import of dangerous chemicals, as amended
- The Chemicals (Health and Safety) and Genetically Modified Organisms (Contained Use) (Amendment etc.) (EU Exit) Regulations 2019
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Electromagnetic Fields at Work Regulations 2016
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998
- Gas Safety (Management) Regulations 1996
- The Gas Safety (Management) (Amendment) Regulations 2023
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety (Amendment) (EU Exit) Regulations 2018
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992

- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 2017
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 1997
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- New Roads and Street Works Act 1991
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 2002
- Personal Protective Equipment at Work (Amendment) Regulations 2022
- Regulation (EU) 2016/425 on Personal Protection Equipment
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

Safety Arrangements Table

Ref. number	Title
SA1-1	Managing Safety And Health At Work
SA1-3	Accident, Incident, Ill-Health Reporting And Investigation
SA1-5	Workplace Health And Safety Consultation
SA1-6	Risk Assessment And Hazard Reporting
SA1-7	Occupational Health And Health Surveillance
SA1-8	Substance And Alcohol Abuse
SA1-9	Purchasing
SA1-11	New And Expectant Mothers
SA1-12	Employing Children And Young Persons
SA1-13	Lone Working
SA1-14	Health And Safety Training
SA1-15	Health And Safety Of Visitors
SA1-17	Personal Protective Equipment
SA1-18	Home Working
SA1-20	Safe Systems Of Work
SA1-21	Action On Enforcing Authority Reports
SA1-22	Equality And Disability Discrimination Compliance
SA1-23	Health And Safety Information For Workers
SA2-1	Fire Safety - Arrangements And Procedures
SA3-1	First Aid
SA3-2	Welfare, Staff Amenities, Rest Rooms And The Working Environment
SA3-3	Housekeeping And Cleaning
SA3-4	Pest Control
SA3-5	Building Services
SA3-6	Control Of Hazardous And Non-Hazardous Waste
SA3-9	Access, Egress, Stairs And Floors
SA3-10	Windows, Glass And Glazing In The Workplace
SA3-11	Workplace Signs
SA3-13	Working In The Open Air, Working In The Sun
SA3-14	Water Temperature Control
SA3-15	Premises
SA4-1	Electrical Safety
SA4-2	The Provision, Use And Maintenance Of Work Equipment
SA4-3	Hand Tools
SA4-4	Office Equipment
SA4-5	Storage Of Chemical Substances And Agents
SA4-6	Control Of Flammable Liquids
SA4-8	Slips, Trips And Falls
SA4-10	The Provision And Use Of Machinery
SA4-11	The Safe Use Of Machinery
SA4-20	Work At Height
SA4-21	Access Equipment
SA4-28	Workplace Transport Management And Pedestrian Control
SA4-30	Battery Charging
SA4-31	Occupational Road Safety
SA4-32	Sharps And Needlestick Injuries

Ref. number	Title
SA4-33	Water Hazards
SA5-1	Hand Arm Vibration
SA5-8	Leptospirosis
SA5-9	Manual Handling
SA5-11	Display Screen Equipment
SA5-12	Legionella Control
SA5-14	Use Of Chemical Agents And Substances
SA5-16E	Asbestos At Work - Survey Acms Present, No Off-Site Risk
SA5-17	Control Of Noise At Work
SA5-18	Stress In The Workplace
SA5-19	Aggression And Violence
SA5-23	Occupational Asthma
SA5-26	Dermatitis
SA6-10	Playgrounds
SA7-2	Contractor Control And Management
SA7-4A	Construction Design And Management Client

Safety Arrangement 1-1**MANAGING SAFETY AND HEALTH AT WORK**

We recognise the business benefits that can accrue from the effective management of safety and health at work. To obtain these benefits we have recognised the need for an effective management system and have taken steps to put such a system in place.

We have done this by;

- Nominating an individual member of senior management to take responsibility for managing safety and health at work.
- Providing adequate resources.
- Providing such health and safety information, instruction and training for all workers as is necessary for them to be able to work without risk to their health or safety so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near-miss incidents and dangerous occurrences.
- Reporting reportable accidents within the statutory timescales
- Providing and recording relevant training.
- Routinely reviewing the operation of our reporting system.
- Having access to 24/7 competent health and safety advice.
- Use of our online health and safety portal with access to information, risk assessments, forms, online training and work scheduler.

The managers responsible for overseeing our arrangements for managing safety and health at work are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-1**MANAGING SAFETY AND HEALTH AT WORK****Action Plan**

To meet our legal obligations to manage safety and health at work we have;

1. Identified managers to take responsibility for managing health and safety in all aspects of our business activities.
2. Ensured that they understand their duties and responsibilities.
3. Provided them with adequate training.
4. Given them the authority required and the resource necessary for them to fulfil their role.
5. Planned our management of health and safety at work, set up and maintain systems that will deliver a satisfactory health and safety performance.
6. Explained to our workers, supervisors and managers the nature of our arrangements for managing health and safety at work.
7. Ensured that all our workers are aware of the need to make concerns about health and safety at work known and report accidents, incidents and cases of work-related ill health to their managers.
8. Provided for review of our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on the management of health and safety is in our safety management system at Guidance Note 1-1 – Managing Safety and Health at Work.

Safety Arrangement 1-3**ACCIDENT, INCIDENT, ILL-HEALTH REPORTING AND INVESTIGATION**

We encourage our workforce to report all personal injury accidents, near miss incidents (dangerous occurrences) that happen at work and occupational ill-health so that we can investigate the causes, learn from experience and improve our management of health and safety. We also use the information to help us meet our obligations under the legislation requiring accidents to be reported to the Enforcing Authority.

We do this by:

- Nominating an individual member of staff to manage the investigation, recording and reporting accidents, dangerous occurrences and occupational ill-health.
- Having accident, incident and ill-health reporting procedures.
- Recording and analysing all reportable accidents, minor accidents, near-miss incidents (dangerous occurrences) and occupational ill-health.
- Reporting reportable accidents, ill-health and dangerous occurrences within the statutory timescales (see Guidance Note 1-3).
- Developing and implementing investigation protocols and policies.
- Providing and recording relevant training.
- Ensuring that those carrying out investigations are competent.
- Routinely reviewing the outcome of investigations and the operation of our reporting system.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-3**ACCIDENT, INCIDENT, ILL-HEALTH REPORTING AND INVESTIGATION****Action Plan**

To meet our legal obligations to effectively manage the health and safety at work and report accidents, dangerous occurrences and occupational ill-health to the Enforcing Authority we need to-

1. Identify people to be responsible for investigating the cause of injuries, incidents, dangerous occurrences and occupational ill-health and to manage our reporting arrangements.
2. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to carry out investigations and operate the system effectively.
3. Provide suitable training for those who don't.
4. Create the systems and make sure all members of our workforce, including managers and supervisors are aware of and understand them.
5. Provide an accident book, implement the procedures, and ensure that they are followed in practice.
6. When investigating consider-
 1. The time and date of the event, the prevailing weather conditions and local lighting.
 2. What was happening or what the injured person and any witnesses were doing.
 3. Risk assessments or safe systems of work for the task being carried out and details of relevant training given to the injured party and others involved.
 4. Obtaining witness statements, where possible.
 5. Making a sketch of the accident area, include accurate measurements, if appropriate. Taking photographs of the site; record any unusual or causal features present. Making observational notes on the potential causation, noting features, equipment defects or work practice that may have contributed to the eventual outcome.
 6. The underlying, as well as the immediate, causes of the event.
7. Keep a written record of investigations.
8. Review the causes of the events that have occurred to consider whether similar events could be prevented by the introduction of reasonably practicable control measures.
9. Monitor and review the operation of this procedure from time to time to check that the investigation and reporting procedures are understood, are being followed in practice and that lessons learned are being put into practice.

For information and advice see Guidance Notes 1-3 Accident, Incident and Ill-Health Reporting and 1-4 Accident Investigation.

Safety Arrangement 1-5**WORKPLACE HEALTH AND SAFETY CONSULTATION**

We have a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. We have, therefore, set up a process for managers to consult with employees or their elected safety representatives about work-related health, safety and welfare issues. This system is also used to deliver simple safety messages and rules at short toolbox talks.

We do this by:

- Nominating a manager to organise and make arrangements for consultation meetings and toolbox talks.
- Recognising any representatives elected by the work force or appointed by trade union members and their statutory role.
- Arranging scheduled formal consultation meetings or toolbox talks between managers, elected representatives and employees as appropriate.
- Developing and implementing consultation procedures.
- Providing or allocating time for employees, employee elected safety representatives and trade union appointed safety representatives to undertake safety-related training.
- Taking and keeping minutes of consultation meetings and making them available to all staff.
- Being seen to listen and act on issues and concerns raised during consultation meetings.

The personnel responsible for implementing and operating this consultation process are set out in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-5

WORKPLACE HEALTH AND SAFETY CONSULTATION**Action Plan**

To have effective consultation with our workforce on health and safety at work matters we need to-

1. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to operate the system effectively.
2. Provide suitable training for those who don't.
3. Create a formal system and make sure it is known to all members of our workforce.
4. Consider as part of the system-
 1. Recognising and involving representatives of the workforce from all levels.
 2. Recognising trade union safety representatives and those elected by non-union workers.
 3. Where there are no nominated representatives, appointing a worker(s) to act as spokesman for the others.
 4. Permitting employee representatives to have time off to attend relevant health and safety training.
 5. Providing training for employee representatives if necessary or beneficial to the process.
 6. Scheduling health and safety as an agenda item for staff meetings.
 7. Arranging to discuss safety concerns with Trade Union Safety Representatives where they have been appointed.
 8. Formally recording the outcomes of all consultation meetings and keeping these records.
 9. Making the outcomes of consultation meetings available to all those employees affected by them.
5. Explain these arrangements to our workforce. Ensure they are understood.
6. Implement the procedure and ensure that it is followed in practice.
7. Review the operation of this procedure from time to time to check that our workforce is consulted about health and safety matters that affect them whilst at work.

Advice and guidance on consultation arrangements and procedures is in Guidance Note 1-5 Workplace Health and Safety Consultation.

Safety Arrangement 1-6**RISK ASSESSMENT AND HAZARD REPORTING**

We have a duty to assess the significant risks arising out of any aspect of our activities. We have a duty to implement the findings of these risk assessments to ensure the safety, health and welfare of our employees and others who may be affected by our business.

To support this process and our management of health and safety we encourage our employees and contractors to report all hazards observed in the course of their work, so that potential risks can be identified and the appropriate action taken.

We will do this by:

- Nominating senior managers to oversee our risk assessment process and hazard reporting procedure.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Developing risk assessments, safe systems of work, method statements and measures to effectively control those risks.
- Explaining the results of risk assessments to our workforce.
- Implementing the findings of the risk assessments, procedures, strategies, safe systems of work and control measures.
- Implementing hazard reporting procedures and explaining them to our workforce.
- Recording and analysing hazards when they occur and investigating corrective and preventive measures.
- Employees and others following our procedures, control measures and safe systems of work.
- Regular review of existing risk assessments and identifying the need for additional assessments.
- Providing and recording relevant training.
- Routinely reviewing the operation of our systems.
- Using experience to improve our safety, health and welfare management system.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-6**RISK ASSESSMENT AND HAZARD REPORTING****Action Plan**

For our risk assessment process to be sufficiently robust to protect the health, safety and welfare of our employees and anyone else affected by our work activity we need to;

1. Assess our activities to identify where and when workers or others may be exposed to significant levels of risk.
2. Involve managers and employees in identifying hazards and managing and co-ordinating risk assessment.
3. Appoint and train sufficient numbers of staff carry out risk assessments.
4. Systematically identify the hazards to which our workforce and others are exposed.
5. Provide a means for the workforce to identify and report hazards or potential hazards to their managers.
6. Consider the risks from those hazards, however recognised, identifying people at risk.
7. Evaluate the risks and decide if further precautions are required, record our findings and implement those findings.
8. Involve all persons involved in the activity in identifying hazards and carrying out risk assessments.
9. Explain the results of risk assessments to any affected staff and detail any new precautions or systems of work they need to follow.
10. Review risk assessments on a regular basis, at intervals appropriate to the risk.
11. Review our arrangements from time to time to ensure that they are fully understood and operating correctly.

For information and advice see Guidance Notes 1-6 Hazard Reporting and 1-10 Risk Assessment in our safety management system.

Safety Arrangement 1-7**OCCUPATIONAL HEALTH AND HEALTH SURVEILLANCE**

We have a duty to ensure the health and wellbeing of our employees who may be affected by the risk of ill health arising from their work activities. We will implement systematic, regular and appropriate procedures to detect early signs of work-related ill health among employees exposed to certain health risks and act on the results.

We do this by:

- Nominating senior managers to coordinate and manage health surveillance screening programmes.
- Implementing strategies and procedures for health effects such as hand arm vibration syndrome, dermatitis, occupational asthma, musculoskeletal and other health effects caused by work activities.
- Ensuring that the strategies and procedures for health surveillance are undertaken by competent, trained personnel after consultation with occupational health professionals.
- Ensuring that managers, employees and others follow our procedures and rules.
- Providing and recording relevant training.
- Recording health surveillance by completion of initial health questionnaires.
- Completing equipment and other risk assessments associated with activities which may harm health.
- Monitoring and reviewing our systems; using experience we aim to improve the way we coordinate health surveillance.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-7**OCCUPATIONAL HEALTH AND HEALTH SURVEILLANCE****Action Plan**

To complete and set up our health surveillance system we will-

1. Identify where and when workers may be exposed to health risks.
2. Assess that work, identifying if any exposure is above the workplace exposure limit or the action value set by law and whether it could be further reduced.
3. Where exposure is above the exposure limit take immediate steps to reduce exposure to below the limit value.
4. Health surveillance is normally required for-
 1. Chemical hazards - dusts, fumes, solvents, liquids or gases.
 2. Biological hazards - bacteria, viruses, livestock, plants.
 3. Physical hazards - musculoskeletal injuries, noise, vibration.
 4. Stress - excessive workloads.
5. Take advice from an occupational health professional.
6. Identify the level of surveillance required.
 1. A 'responsible person' looking for a clear reaction where someone is working with something that could harm their health, e.g. checking for skin damage on hands where solvents are being used.
 2. A 'qualified' person asking employees about symptoms of ill health or inspecting or examining individuals for signs of ill health, e.g. conducting a hearing test, or a lung function test.
 3. Medical surveillance by a doctor, which can include clinical examinations to look for a reaction from exposure to some chemicals.
7. Keep confidential individual health records where required.
8. Make baseline health assessments when a person starts work or changes job?

Further information and advice on health surveillance can be found in Guidance Note 1-7.

Safety Arrangement 1-8**SUBSTANCE AND ALCOHOL ABUSE**

We have a duty to protect the safety, health and welfare of our employees and others from the hazards that may arise because of co-workers abusing alcohol and other substances.

We do this by:

- Nominating senior staff members to coordinate and manage our substance and alcohol abuse policy and provision.
- Implementing strategies, policies and procedures.
- Explaining our policies and procedures to employees.
- Employees and others following our procedures and policies.
- Providing and recording relevant information and training.
- Providing competent accredited trained personnel to provide support and counselling services.
- Ensuring managers and supervisors know what to look for when employees or contractors arrive on site.
- Monitoring and reviewing our systems; using experience to improve the way we manage the risks from substance abuse.

The personnel responsible for these measures are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-8

SUBSTANCE AND ALCOHOL ABUSE**Action Plan**

To protect workers and others from the risks of working with people who abuse substances and alcohol we will-

1. Use this policy for dealing with workers whose abuse of substances and alcohol put other people at work at risk.
2. Consider-
 1. The problem should be treated as an illness.
 2. The problem can be successfully treated.
 3. Disciplinary action is a last resort.
 4. Sufferers may find it difficult to admit to a problem.
 5. It is easier to take action in the early stages of the condition.
 6. Staff should be able to identify early signs of problems.
 7. Advice is available from many organisations
 8. Requirements set by our human resource policies and procedures.
3. Review this procedure based on these considerations.
4. Explain these arrangements to our workforce. Ensure they are understood.
5. Provide training and information, where required, for staff nominated with responsibility so that they are able to identify workers with substance abuse problems.
6. Implement the procedure, identify who is to provide support and counselling services and ensure that it is followed in practice.
7. Ensure that staff, particularly managers and supervisors, remains aware of our procedure although we hope and expect it will not be required in practice.
8. Monitor and review the operation of this procedure whenever it has been used, making changes identified as necessary or beneficial.

Information and advice on this subject can be found in Guidance Note 1-8 Substance and Alcohol Abuse.

Safety Arrangement 1-9**PURCHASING**

We have a duty to ensure the safety, health and welfare of our workers and others who come onto our premises.

We have systems in place to protect these people from any adverse effects because of the plant, equipment, supplies and substances that we purchase to use in our business.

Our systems consist of:

- Nominating senior staff members to identify and manage the safe purchasing of equipment and machinery.
- Implementing our purchasing policy and identifying the safest available options.
- Ensuring that this policy is managed by trained and competent staff.
- Ensuring that the equipment purchased is safe, adequate, suitable for its purpose, and that safety devices and other control measures are fitted.
- Providing adequate and sufficient personal protective equipment to workers.
- Providing relevant training for use of equipment and machinery.
- Ensure relevant qualifications are up to date and suitable.
- Monitoring and reviewing our systems; using experience to improve our purchasing policy.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-9**PURCHASING****Action Plan**

To ensure that we purchase work equipment and substances that, so far as is reasonably practicable, will be safe when used by our workers and others we will:

1. Identify the people authorised to purchase equipment, supplies and substances and consider whether they need specific training to specify health and safety requirements.
2. Consider where we buy equipment and substances.
3. Obtain the manufacturer's Safety Data Sheets for the substances we purchase and consider the hazard and risk data provided.
4. When buying equipment specify in purchase orders that it complies with relevant European or National Standards and is CE or UKCA marked.
5. On receipt of new equipment check that where relevant it bears compliance markings.
6. Involve workers in using this procedure based on these considerations.
7. Explain these arrangements to our workers. Ensure they are understood.
8. Provide training where required and information for workers nominated with responsibility.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time, making changes identified as necessary or beneficial.

Information and advice about health and safety on this subject can be found in Guidance Note 1-9 Purchasing.

Safety Arrangement 1-11**NEW AND EXPECTANT MOTHERS**

We have a duty to protect the health of new and expectant mothers from hazards that might be present in the business. We also have a duty to assess the risks to women of child bearing age from our activities and inform them of any potential risks that might affect a pregnancy.

We do this by:

- Nominating senior staff members to identify and assess the hazards which pose risk to new and expectant mothers.
- Developing and implementing systems and procedures that will protect all women of child bearing age from risks to unborn children.
- Developing and implementing systems and procedures that will protect new and expectant mothers and their children from hazards and risks in from work activities.
- Considering the personal needs of each new and expectant mother.
- Ensuring that the assessments are sensitively carried out by competent, trained personnel.
- Implementing the findings of each assessment.
- New and expectant mothers and other workers following agreed procedures and control measures.
- Recording our assessments and agreed plans.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage potential risks to new and expectant mothers.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-11**NEW AND EXPECTANT MOTHERS****Action Plan**

To protect the health of pregnant employees and women of child-bearing age we should;

1. Assess the risks that our work activities may have on women of childbearing age and any potential foetus.
2. Inform the workforce of those risks.
3. Reduce those risks so far as is reasonably practicable.
4. Assess the risks to any worker who notifies us that they are pregnant or are returning to work after having given birth.
5. Consider factors such as:
 1. Substances to which they might be exposed.
 2. The size and shape of their workstation.
 3. Posture.
 4. Vibration.
 5. Environmental factors.
 6. Ability to stand or sit for long periods.
 7. Night working.
 8. Lifting and carrying.
 9. Noise levels.
 10. Welfare arrangements.
 11. Our internal policies and procedures.
6. Discuss the results of the risk assessment with the worker.
7. Consider how to reduce risks.
8. Find alternative work for the worker if it is not possible to reduce risks in her current job to an acceptable level. Alternatively give her paid absence from work.
9. Implement our decisions.
10. Make sure supervisors and other employees are aware and understand the measures to be taken.
11. Review the risk assessment as pregnancy develops or as the pregnant worker makes any concerns or problems known.

For further information see Guidance Note 1-11 New and Expectant Mothers.

Safety Arrangement 1-12**EMPLOYING CHILDREN AND YOUNG PERSONS**

When we employ children and young persons or give them work experience we have particular duties to protect their safety, health and welfare whilst at work

We do this by:

- Nominating senior staff members to be responsible for the young people and to identify the hazards which pose risk to young persons.
- Developing and implementing young person risk assessments, procedures, Safe Systems of Work and control measures.
- Ensuring that any young person assessments are particularly thorough and undertaken by competent, trained personnel.
- Explaining these assessments to the young people and their Supervisors.
- Ensuring that young persons are closely managed and supervised.
- Regularly inspecting the premises and any additional buildings associated with it to identify any new processes, personnel or changes to the building's structure which would trigger the need for re-assessment.
- Workers and others adhering to the contents of procedures, control measures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks to young people whilst they are working for us.

The personnel responsible are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-12

EMPLOYING CHILDREN AND YOUNG PERSONS**Action Plan**

To protect children and young people who are employed by us or on work experience and apprenticeship schemes we need to;

1. Appoint a manager to oversee the employment of children and young persons.
2. Assess the risks to children and young persons from our activities and the work we give them to do.
3. Consider;
 1. The jobs they do.
 2. The substances that they might come into contact with.
 3. Machinery and equipment they might be asked to use.
 4. Their lack of experience.
 5. Their lack of appreciation of industrial risks.
 6. Their attention span.
 7. Their immaturity.
 8. Exposure to harmful substances.
 9. Physical and environmental hazards.
 10. Close supervision is required.
 11. Are their hours of work within the legal limits?
 12. Is health surveillance required? If yes at what level?
4. Develop arrangements and procedures based on these considerations – involve the workforce.
5. Explain these arrangements and procedures to the young workers and their parents.
6. Explain the arrangements to our workforce. Ensure they are understood, especially by those who will be working alongside the young workers and provide further training where necessary.
7. Keep a written record of the risk assessment, the control measures and systems of work adopted. Record details of training given.
8. Make sure that the managers and senior staff understand the procedures and arrangements. Consider whether they need any training.
9. Implement the arrangements and procedures and ensure they are followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any incident causing injury or with the potential to cause injury to a young worker.
11. Make any changes to our procedures and arrangements identified as necessary.

Guidance on the employment of children and young workers, including a template for young worker risk assessments, can be found in Guidance Note 1-12.

Safety Arrangement 1-13**LONE WORKING**

We have a duty to ensure the safety, health and welfare of our workforce whilst at work. That duty extends to workers who work by themselves without close or direct supervision.

We do this by:

- Nominating senior staff members to consider the health, safety and welfare of lone workers.
- Identifying situations where lone working is required which affect our workers.
- Making an assessment of the risks to members of our workforce who are or may become lone workers, including remote areas of site.
- Developing and implementing control measures and procedures to ensure their health and safety whilst at work.
- Providing sufficient funding support to enable the development and implementation of procedures, risk assessments and control measures.
- Ensuring that procedures and control measures are in place for lone working situations.
- Ensuring that identified equipment needs are met and training on their use is given.
- Ensuring that the content of the procedures and risk assessments are made available to all workers.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from lone working.

The personnel responsible are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-13**LONE WORKING****Action Plan**

To protect the health, safety and welfare of our workers who work alone, whether it is because they are a mobile worker, because they work away from our core operating site or for other reasons, we will;

1. Identify who among our workforce is or is potentially a lone worker.
2. Assess the risks to those identified as lone workers.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider, as part of our assessment, issues such as;
 1. Where they work.
 2. Are they at risk because they are work at remote locations?
 3. Are they at greater risk in the winter months?
 4. Are they likely to cut corners because they are not under direct supervision?
 5. Are they at risk from a violent client?
 6. Are they at risk because of health issues?
 7. Are they at risk because they work exceptional hours?
 8. Are they at risk because they do not have access to welfare or first aid facilities?
 9. Are they at risk because a significant part of their day is spent driving?
 10. Mobile phone signals.
5. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
6. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure from time to time and whenever an employee reports an accident or case of ill health attributable to working alone, make changes to the procedure identified as necessary or beneficial.

Advice on managing the risks from lone working can be found in Guidance Note 1-13.

Safety Arrangement 1-14**HEALTH AND SAFETY TRAINING**

We have a duty to protect the health, safety and welfare of our workforce whilst at work and others who might be affected by our work activities. Among other specific arrangements we need to be sure that our workforce is trained to recognise hazards and risks and what they need to do to eliminate, reduce and avoid those risks.

We do this by:

- Nominating a senior manager to oversee Health and Safety training.
- Assessing the risks to our workforce and others from an inadequately trained workforce.
- Developing and implementing training policies, programmes and arrangements.
- Ensuring that the policy, programmes and arrangements are managed by competent, trained personnel.
- Managing our activities to ensure that employees are adequately trained for the variety of tasks which they may be asked to do.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage our Health and Safety training programmes.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-14

HEALTH AND SAFETY TRAINING**Action Plan**

In developing and implementing training policies, programmes and arrangements we need to-

1. Assess our work activity to identify where and when workers or the public may be exposed to hazards and risks.
2. Where we identify hazards we need to consider the associated risks and the ability of staff to control them and then to identify whether their knowledge of and training about control measures is adequate.
3. Identify any jobs that require workers to have received specific health and safety training.
4. Identify the systems already in place to provide training and any additional measures that may be required.
5. Consider procedures and practices including-
 1. Infection Control
 2. Chemicals used to clean and disinfect.
 3. Works transport.
 4. Working at height.
 5. Lifting equipment
 6. Use of plant and equipment.
 7. Manual handling.
 8. Electrical safety.
 9. Mundane work.
 10. Occasional work activities.
 11. Training needs analyses for individuals.
6. Involve our workforce in making these assessments of our needs.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Explain these arrangements to the workforce, their managers and supervisors. Ensure they are understood and provide further training where necessary.
9. Implement the procedures and ensure that they are followed in practice.
10. Monitor and review this procedure from time to time making changes identified as necessary or beneficial.

Information, advice and guidance on the provision of Health and Safety Training can be found in Guidance Note 1-14.

Safety Arrangement 1-15**HEALTH AND SAFETY OF VISITORS**

We have a duty to ensure the health and safety of members of the public who come onto our premises.

We do this by:

- Nominating senior staff members to identify and manage the workplace hazards of risk to clients and visitors.
- Assessing the risks to visitors and clients.
- Providing a visitors' book to track visitors present in our premises.
- Developing and implementing visitor and client procedures and control measures.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure that could be an additional hazard to visitors and clients.
- Ensuring employees and others adhere to the contents of procedures, control measures and safe systems of work.
- Providing relevant information and training.
- Monitoring and reviewing our systems; using experience to improve the way we manage the risks to visitors and clients.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-15**HEALTH AND SAFETY OF VISITORS****Action Plan**

To protect visitors and clients to our workplace we need to:

1. Assess our work activity to identify where and when the public may be exposed to hazard and risk.
2. Identify risks that visitors and clients might face when at our premises.
3. Assess those risks to identify where control measures are required.
4. Identify any control measures already in place and any additional measures that may be required.
5. Consider among other issues-
 1. Where visitors and clients go, when they go there, why they go there and what they do when they get there.
 2. Floor coverings.
 3. Slippery floors.
 4. Chemical hazards.
 5. Electrical hazards.
 6. Condition of stairs etc.
 7. Plant and equipment hazards.
 8. Workplace transport.
6. Involve staff in making these assessments; use their experience.
7. Develop procedures, programmes and practices for ensuring visitor safety that are tailored to our workplace.
8. Explain these arrangements to staff and managers. Making sure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever a visitor suffers a work-related injury, making changes to the procedure identified as necessary or beneficial.

Further advice and guidance on the Health and Safety of visitors is in Guidance Note 1-15.

Safety Arrangement 1-17**PERSONAL PROTECTIVE EQUIPMENT**

Where the protection of the health, safety and welfare of our workforce and others who may be affected by our business activity can only be achieved by the issue of personal protective equipment we have a duty to provide such equipment as is necessary without charge.

We do this by:

- Nominating senior managers to manage work-related health and safety issues.
- Reviewing our arrangements and procedures for managing hazards and risks to identify where existing controls are not sufficient to protect workers or others from the risk of ill health.
- Identifying where personal protective equipment (PPE) are required to reduce risk to an acceptable level or provide further protection.
- Assessing the suitability and adequacy of the PPE supplied for use.
- Explaining the need for and the correct use of PPE to our workforce.
- Making sure that managers and supervisors know why and when PPE is required.
- Managers and supervisors ensuring employees and others wear PPE in designated areas.
- Providing facilities for storage, cleaning, maintenance and replacement of PPE.
- Providing face fit testing where RPE is required.
- Providing and recording relevant training.
- Monitoring and reviewing the policy and procedures; using experience we aim to continuously improve and reduce the incidence of work-related ill health.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-17

PERSONAL PROTECTIVE EQUIPMENT**Action Plan**

To protect the health, safety and welfare of our workforce and others who may need to use personal protective equipment we will-

1. Assess our activities to identify where and they may be exposed to risks to health that are not adequately controlled at source.
2. Where such risks are identified - carry out a comprehensive risk of the risks to their health.
3. Involve our workforce in these assessments.
4. Identify the control measures already in place and any additional measures that may be required before the use of PPE is adopted. Refer to official guidance, manufacturer and trade guidance and British Standards.
5. Remember that the issue of PPE should only be considered when we are unable to control the hazard and risk by other reasonably practicable means.
6. Consider among other issues-
 1. Elimination of the hazard.
 2. Control of the hazard, extraction, dilution, dampening etc.
 3. Adequacy of PPE.
 4. Fitting of PPE to the individual user.
 5. Face fit testing where Respiratory Protective Equipment is used.
 6. Storage facilities.
 7. Arrangements for cleaning, repair and replacement.
 8. Training supervisors and users for correct use, cleaning etc.
 9. Supervising use.
10. Signs for areas where the use of PPE is required.
11. Records of training, issue and replacement.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health caused by inadequate or failure to use PPE, making changes to the procedure identified as necessary or beneficial.

Information and advice on the issue and use of PPE can be found in Guidance Note 1-17.

Safety Arrangement 1-18**HOME WORKING**

We have a duty to protect our employees from the hazards and risks which may arise when they work from home.

We do this by:

- Nominating senior managers to manage and reduce the risks posed from home working.
- Assessing the risks arising to individual workers and others from home working.
- Developing and implementing control measures, policies and safe systems of work.
- Ensuring that the policy, procedures, safe systems of work and control measures relating to home working are managed by competent, trained personnel.
- Managing our business to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will make improvements to the way we manage the risks posed from home working.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-18**HOME WORKING****Action Plan**

To protect workers from the risks associated with home working we will:

1. Assess the suitability of their work and home environment for 'home working' using a suitable form (eg 'Form HWVC') whenever home working is being considered.
2. We will consider-
 1. Is the designated home working area clear from obstructions and tripping hazards.
 2. Is the equipment (chair, desk, keyboard) suitable for the user while they are at work.
 3. In each case, is the equipment ergonomically sound.
 4. Are sufficient storage facilities available.
 5. Is lighting of the working area adequate.
 6. Is the temperature in the work area comfortable?
 7. Is the area well ventilated?
 8. Are all cables and plugs in use in good repair and visually acceptable?
 9. Are all items of electrical equipment in good repair and working correctly?
 10. Whether the home worker needs and has had basic manual handling and ergonomics training?
 11. Fire safety.
 12. First Aid arrangements
3. Ensure workers have an area in the home designated strictly to their work to help them separate their working area from their leisure activities and home life.
4. Provide suitable IT equipment. Some laptop and portable computers may not be suitable for home use.
5. Make sure homeworkers are properly managed.
6. Encourage home workers to report all accidents and incidents whilst working from home to their supervisor as soon as practicable. Supervisors should ensure that the accident and incident report form is completed.

Information and advice on the health and safety of home workers is in Guidance Note 1-18.

Safety Arrangement 1-20**SAFE SYSTEMS OF WORK**

We have a duty to ensure our workforce are provided with clear instructions and training when undertaking potentially hazardous tasks that pose significant risks.

We do this by:

- Nominating senior staff members to oversee and implement safe systems of work.
- Identifying where safe systems of work are required.
- Developing safe systems of work to effectively control the work activities within our work premises or on site.
- Explaining the safe systems of work to applicable employees.
- Ensuring that safe systems of work are created by competent, trained personnel.
- Providing training on the safe system to managers, supervisors and the workforce.
- Regular checks to ensure that the systems are being followed.
- Reviewing our systems.

The personnel responsible are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-20**SAFE SYSTEMS OF WORK****Action Plan**

To ensure that adequate safe systems of work are in place for employees to follow we will;

1. Appoint and train sufficient numbers of staff in the creation of the safe system of work.
2. Systematically identify the areas where a safe system of work may be required.
3. Assess the task and identify the hazards.
4. Define the safe method of undertaking the task.
5. Document the safe system of work and ideally display it at the work site where the work takes place.
6. Implement the system and ensure employees understand it. Provide training where necessary.
7. When developing and implementing safe systems of work we should involve managers and workers in the task being assessed.
8. Review safe systems of work on a regular basis or when situations change.

Advice and guidance on safe systems of work can be found in our Guidance Note 1-20 Safe Systems of Work.

Safety Arrangement 1-21**ACTION ON ENFORCING AUTHORITY REPORTS**

We recognise that we will need to take early action on receipt of reports from the Enforcement Authority and plan to deal with them as a high priority.

We have done this by-

- Nominating our most senior manager to coordinate the actions required.
- Providing adequate resources, financial and human, to meet these requirements.
- Routinely reviewing progress.
- Having access to competent health and safety advice.
- Using to guide and support us in meeting enforcing authority requirements.

The person responsible is shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-21**ACTION ON ENFORCING AUTHORITY REPORTS****Action Plan**

To meet our legal obligations and act on enforcing authority reports we will-

1. Identify a responsible manager to coordinate the action required.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority and resource necessary for them to fulfil their role.
5. Ensure that our workers are aware of the need to make concerns about health and safety known and report accidents, incidents and cases of work-related ill health to their managers.
6. Review our arrangements from time to time to ensure that they are fully understood and are working correctly.

Advice and guidance on this subject can be found in Guidance Note 1-21 Action on Enforcement Authority Reports.

Safety Arrangement 1-22**EQUALITY AND DISABILITY DISCRIMINATION COMPLIANCE**

We recognise the benefits that accrue from planned and carefully considered arrangements for the equal treatment of all people with regard to health, safety and welfare issues. To obtain these benefits we have taken steps that will help to avoid discrimination within our business activities.

We have done this by:

- Nominating an individual member of senior management to coordinate action to meet the needs of disadvantaged and vulnerable persons.
- Providing adequate resources, financial and human, to make reasonable adjustments to our workplace(s).
- Allowing employees to nominate safety representatives who will represent their colleagues in respect of health, safety and welfare matters.
- Providing such health and safety information, instruction, and training for all workers as is necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
- Providing and recording relevant training.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person responsible is shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-22**EQUALITY AND DISABILITY DISCRIMINATION COMPLIANCE****Action Plan**

To meet our legal obligations to avoid discrimination to employees we need to:

1. Have a manager to coordinate the actions required and enable us to treat all people equally.
2. Ensure that they understand their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority and the resource necessary to fulfil their role.
5. Review our arrangements from time to time to ensure that they are fully understood and operating correctly.

Advice and guidance on this subject can be found in Guidance Note 1–22 Equality, Disability Discrimination and Compliance.

Safety Arrangement 1-23**HEALTH AND SAFETY INFORMATION FOR WORKERS**

We recognise the benefits that accrue from the provision of effective information about health, safety and welfare activities to our workforce. To obtain these benefits we need an effective management system and have taken steps to provide adequate information to employees and others.

We have done this by;

- Allowing employees to nominate safety representatives who will coordinate issues arising from their colleagues in respect of health, safety and welfare.
- Providing adequate resources.
- Providing health and safety information, instruction, training and supervision for all workers as necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
- Providing and recording relevant training.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person responsible for overseeing these arrangements is identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-23**HEALTH AND SAFETY INFORMATION FOR WORKERS****Action Plan**

To meet our legal obligations to provide adequate health and safety information to workers we need to

1. Identify a person to take responsibility for ensuring that adequate information is provided.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Identify the most effective methods for providing information to employees.
6. Display the statutory health and safety 'What you should know' poster and complete the information on the poster
7. Provide information to our employees about their responsibilities and essential safety rules.
8. Explain to our workers, managers and supervisors the nature of our arrangements for managing health, safety and welfare.
9. Ensure that our workers are aware of the need to make concerns about health and safety known and report accidents, incidents and cases of work-related ill health to their managers.
10. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on this subject can be found in our Guidance Note 1-23 Health and Safety Information for Employees.

Safety Arrangement 2-1**FIRE SAFETY - ARRANGEMENTS AND PROCEDURES**

We must implement and maintain a fire safety programme, to control the risk of fire, and to provide fire warning systems, firefighting equipment, emergency lighting, emergency signs, adequate means of escape and evacuation procedures. We have made arrangements to meet these responsibilities and to identify and reduce the risks associated with fire and emergency situations.

Our arrangements are:

- Nominating a 'responsible person' to coordinate fire and emergency arrangements and take responsibility for maintaining an up-to-date Fire Risk Assessment.
- Identifying fire risks on our premises, potential emergency situations and who may be affected.
- Assessing the level of risk and recording the information in the Fire Risk Assessment and emergency plan.
- Implementing procedures and control measures to mitigate the risks.
- Liaising with the emergency services, informing them of any workplace or process hazards that have the potential to create fire or emergency situations.
- Developing safe systems of work to reduce the potential for fire and emergency situations.
- Adequate provision of tested and inspected firefighting and warning equipment.
- Practicing and recording fire evacuation procedures.
- Delivering training on the emergency plan, the fire risk assessment and on the use of firefighting equipment.
- Reviewing our system. We use experience to improve our fire safety management arrangements.

The person responsible is shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 2-1

FIRE SAFETY - ARRANGEMENTS AND PROCEDURES**Action Plan**

To protect workers and others from the risk of fire we need to-

1. Nominate and train a senior manager to be our competent and responsible person for fire safety matters.
2. Prepare and maintain an up-to-date fire risk assessment. If we have hazards which make our premises high risk we will need to get assistance from experts.
3. Provide and maintain (keep records) suitable fire alarm systems, means of escape, firefighting equipment, emergency lighting and emergency signs.
4. Develop procedures for the safe and speedy evacuation to a place of relative safety of workers and others in a fire or other emergency.
5. Where appropriate consult with the Fire Service in making these provisions and in developing our site-specific arrangements and procedures.
6. Consider-
 1. Fire prevention. Storage of flammables, waste disposal, open flames etc.
 2. Potential sources of ignition including use of flammable substances and process related fire hazards.
 3. Maintenance of fire alarms, smoke detectors, automatic door closers.
 4. Maintenance of fire doors and escape routes.
 5. Emergency procedures – fire wardens, fire and evacuation drills and safe assembly points.
 6. Maintenance of fire extinguishers and firefighting equipment.
 7. Liaison with fire service and assisting the fire service in the event of a fire.
 8. Providing and maintaining fire safety signs and notices.
 9. Record keeping.
 10. Safe means of shutting down electric, gas and fuel supplies
 11. Always purchase robust equipment suitable for our intended use
7. Explain the fire safety programme, arrangements and procedures to our managers, supervisors, workforce and any other people who need to know, including; landlords and neighbours. Ensure they are understood. Provide training where required and information for staff nominated with responsibilities.
8. Implement the Programme and ensure that it is followed in practice.
9. Carry out fire alarm and evacuation drills to check that the Programme works in practice.
10. Monitor and review the operation of all aspects of the Fire Safety Programme at least twice a year and whenever a fire related incident happens, making changes to the fire risk assessment, arrangements and procedures identified as necessary or beneficial.

Advice and guidance on the development of a Fire Safety Programme can be found in Guidance Note 2-1 Fire Safety - Arrangements and Procedures.

Safety Arrangement 3-1**FIRST AID**

We have a duty to provide suitable first aid arrangements for our staff, clients, visitors and others who may be affected by our activities. We have taken steps to provide first aid arrangements that meet this requirement.

We do this by:

- Nominating a Senior Manager to identify our needs and ensure continuing arrangements for first aid provision.
- Assessing the reasonable level of first aid provision required for our business at our workplace and for mobile staff.
- Recruiting sufficient members of staff to undertake first aid training as a first aider or appointed person, as appropriate.
- Arranging approved training for those people and keeping records of their training.
- Providing adequate numbers of trained personnel to be always available during business hours.
- Providing and maintaining enough first aid equipment and consumables.
- Displaying names and locations of first aid trained personnel or appointed persons in prominent positions throughout the premises.
- Routinely reviewing our first aid arrangements for suitability and ensuring that where we have trained first aiders qualifications are up to date.

The person responsible is identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-1**FIRST AID****Action Plan**

To ensure that we meet our obligations to provide suitable first aid arrangements for our staff, clients and others who may be affected by our activities we need to take the following action-

1. Assess our business activity to identify the level of first aid provision that will be necessary.
2. Consider issues including-
 1. The severity of foreseeable work-related accidents.
 2. The number of people likely to be present at any one time.
 3. The nature of health and safety risks at our setting.
 4. The location and accessibility of the workplace.
 5. Whether the need is for trained first aiders or appointed persons.
3. Keep a written record of our assessment and conclusions.
4. Explain our assessment and conclusions to our workforce and service users.
5. Identify workers to be trained and take responsibility for administering first aid.
6. Provide approved training for appointed first aiders.
7. Keep records of this training and ensure qualifications are kept up to date.
8. Make sure our arrangements are understood and the responsible people known to all employees, and managers.
9. Provide suitable facilities and consumables for delivering first aid at our workplace
10. Monitor and review from time to time the operation of this procedure in the light of experience making changes to our system identified as necessary or beneficial.

Information and advice on First Aid provision can be found in Guidance Note 3-1 First Aid.

Safety Arrangement 3-2**WELFARE, STAFF AMENITIES, REST ROOMS AND THE WORKING ENVIRONMENT**

We have to make and maintain arrangements for welfare and the provision of a safe and healthy working environment. This includes a duty to provide restrooms for the welfare of new and expectant mothers, where work is arduous or conducted in a hostile environment and portable facilities where there is a need.

We do this by-

- Nominating senior managers to oversee our provision and maintenance of welfare facilities and a safe working environment.
- Maintaining our workplace including buildings, sheds and fixtures in good order and according to required standards.
- Providing welfare facilities that are fit for purpose and include adequate hot, cold and drinking water, sanitary conveniences, hand washing facilities, facilities for meal breaks, sufficient light, heat and ventilation.
- Implementing housekeeping, cleaning and maintenance regimes.
- Providing and recording relevant instruction and training.
- Regular monitoring and review of our arrangements and facilities to ensure that they remain sufficient and are adequately maintained.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-2**WELFARE, STAFF AMENITIES, REST ROOMS AND THE WORKING ENVIRONMENT****Action Plan**

To ensure that we make the proper and necessary arrangements for welfare and to provide a safe working environment we will-

1. Consider the arrangements we have in place to provide for the welfare of our workforce whilst at work and to provide a safe working environment.
2. Assess the specific welfare arrangements, including rest rooms and catering areas that we have provided against both minimum legal requirements and what might reasonably be expected by law; particularly where work may be arduous or in a hostile environment.
3. Consider among other relevant issues-
 1. Our worksite, the condition of the buildings.
 2. Temperature, ventilation and lighting in the workplace.
 3. The use of chemical and biological and substances.
 4. The condition of floors, walls and ceilings.
 5. Traffic routes.
 6. Sanitary and washing facilities.
 7. Clothing accommodation, changing rooms and rest rooms.
 8. Drinking water and the means for making hot drinks and heating food.
 9. Arrangements to support workers away from fixed facilities.
 10. The needs of nursing mothers.
 11. The heating and cleaning of rest rooms and welfare facilities.
4. Involve workers in these considerations and in the development and maintenance of facilities and arrangements based on these considerations.
5. Keep a written record of significant assessments, actions identified and taken.
6. Provide information and any necessary training to employees, managers and any staff nominated with responsibility to ensure that our arrangements and provisions are understood.
7. Monitor welfare arrangements and facilities to ensure that they remain sufficient, are maintained in a good clean condition and are fit for purpose.

For further information and advice see Guidance Notes 3-2 Welfare and the Working Environment, 3-8 Staff Amenities and Rest Rooms and 1-11 New and Expectant Mothers.

Safety Arrangement 3-3**HOUSEKEEPING AND CLEANING**

We have a duty to ensure the safety, health and welfare of our employees and others who enter our premises by keeping it in a clean, tidy and sanitary condition.

We do this by:

- Nominating a senior manager to oversee the provision and management of housekeeping facilities and arrangements.
- Assessing the risks to our workforce and others from housekeeping activities.
- Developing and implementing cleaning procedures and associated safe systems of work where required.
- Ensuring that competent, trained personnel manage cleaning regimes and control measures.
- Carrying out regular housekeeping audits.
- Providing and using personal protective equipment where necessary.
- Managing our workforce to ensure that they use the control measures provided and follow policies and procedures.
- Providing instruction and where necessary training which is recorded.
- Regular monitoring and review of arrangements; to ensure that the workplace is kept clean and our cleaning arrangements are adequate.
- Employees and others following procedures and safe systems of work.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-3**HOUSEKEEPING AND CLEANING****Action Plan**

To ensure that we keep our workplace tidy and in a clean, sanitary condition we need to-

1. Assess all areas of every workplace and work activities to determine their requirements for cleaning.
2. Devise and implement cleaning plans and schedules for each area, specifying and recording them.
3. In devising these plans consider issues including-
 1. Floors, stairs, toilets, rest and catering areas, outside paths, roadways and storage areas, etc.
 2. The contaminant and the most appropriate method for cleaning. Vacuum cleaning is always better than sweeping.
 3. Dry cleaning or wet cleaning. Wet cleaning may leave slippery floors.
 4. The source of the contaminant - can it be contained other than by cleaning?
 5. The frequency of and best time of day for cleaning.
 6. Waste handling and disposal – offensive, unhygienic, infected, chemical, process etc.
 7. Warning signs.
 8. Hazards associated with chemical cleaners.
 9. Cleaning around potentially hazardous equipment.
 10. Procedures for cleaning hazardous equipment.
4. Involve the workforce in making these assessments of our needs.
5. Explain these arrangements to the cleaning team, the workforce and their supervisors and managers. Ensure they are understood. Provide and record training where necessary.
6. Make sure managers understand the requirements.
7. Monitor the implementation and effectiveness of our procedures to ensure that the workplace is being cleaned properly and adequately.
8. Amend systems and procedures as necessary in the light of operational experience.

For advice and information on Housekeeping refer to Guidance Notes 3-3 Cleaning and 3-12 Housekeeping.

Safety Arrangement 3-4**PEST CONTROL**

We have a duty to protect the safety, health and welfare of our employees and others who use our premises from the hazards and risks that arise because of pest infestations or pest control measures.

We do this by:

- Nominating senior managers to control the incidence of pests within our work premises and site, to minimise the risk posed by pests.
- Identifying and implementing control measures, developing procedures and safe systems of work.
- Ensuring that pest control work is undertaken by competent, trained personnel, using the correct personal protective equipment.
- Ensuring that the safest option or substance is used to control pests.
- Ensuring that inspections carried out by competent accredited persons to determine the levels of pests affecting our premises and pest control work is subject to safe systems of work and suitable control measures.
- Requiring workers and others to follow procedures, control measures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we improve the way we manage risk from pest control.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-4**PEST CONTROL****Action Plan**

To protect the health, safety and welfare of people using our premises from the risks that arise because of pest infestations and pest control measures we will-

1. Assess the specific hazards and risks to the health, safety and welfare of those at work.
2. Consider the arrangements we have made to protect the health, safety and welfare of workers exposed to pest infestations and involved in pest control measures.
3. Consider among other relevant issues-
 1. The nature of the pest problem.
 2. Hazards from the pest.
 3. Why there is a problem.
 4. Potential food sources.
 5. Potential sources of bedding and nesting material.
 6. Physical controls.
 7. Use of d-i-y pesticides.
 8. Pesticide contractors.
 9. Placement of pesticides.
4. Involve workers in developing a procedure based on these considerations.
5. Explain these arrangements to our workforce and ensure they are understood.
6. Provide training where required.
7. Provide information and any necessary training for workers nominated with responsibility.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review, from time-to-time, the operation of this procedure and after any report of an incident, injury or ill health due to pest infestations or pest control, making changes identified as necessary or beneficial.

Advice and guidance on pest control can be found in Guidance Note 3-4.

Safety Arrangement 3-5**BUILDING SERVICES**

We have a duty to protect our employees and others from the risks of injury if adequate controls are not in place and maintained for basic building services such as gas, electricity, oil, telecommunications, clean and wastewater.

We do this by:

- Nominating a senior manager to minimise the risks posed by the services.
- Assessing the risks from the services to our workforce and others.
- Developing and implementing sufficient control measures to identify all the major services in the workplace e.g., gas, electricity, water etc
- Ensuring that the management of the control measures relating to services are undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from building services.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-5

BUILDING SERVICES**Action Plan**

To protect building users from risks created by building services we should have-

1. Identified where and when workers, service users or the public may be exposed to the risks from building services.
2. Identified the control measures already in place and any additional measures that may be required.
3. Consider issues including-
 1. The identification of all major services.
 2. A suitable and sufficient safe system of isolation.
 3. The presentation of this information (a simple plan located alongside any emergency alarm evacuation control zone panel etc.).
 4. Ensuring the emergency services can be made aware of this information.
 5. Is all gas equipment routinely maintained and serviced by a Gas Safe registered engineer?
 6. Is all electrical equipment and the fixed electrical system routinely condition checked, serviced and maintained by a competent person, with membership of a recognised electrical trades association?
 7. Do all fittings comply with local Water Supply Regulations and Byelaws?
4. Develop systems to manage these services and ensure their safety.
5. Made sure managers and supervisors understand the procedures and arrangements.
6. Considered whether they need any training.
7. Explained our system and arrangements to the workforce. Ensured they are understood and provide further training where necessary.
8. Implemented the procedure and ensure that it is followed in practice.
9. Monitored and reviewed the operation of this procedure from time to time and made changes to the procedure identified as necessary or beneficial.

Information and advice can be found in Guidance Note 3-5 Building Services.

Safety Arrangement 3-6**CONTROL OF HAZARDOUS AND NON-HAZARDOUS WASTE**

We have a duty to ensure that we effectively and safely dispose of waste materials and products and control the methods of disposal used so that our workforce, service users and any others who might be affected are not at risk to their health, safety or welfare

We do this by:

- Nominating senior managers to control the disposal of waste, both hazardous and non-hazardous wastes, from our premises and to minimise risk.
- Assessing the risks to our workers from the handling and disposal of waste.
- Developing and implementing policies, procedures, safe systems of work and control measures relevant to the control of waste including any necessary to comply with environmental legislation.
- Ensuring that waste disposal is by competent, approved personnel, using the correct personal protective equipment.
- Ensuring that the safest means of disposal is used to protect the environment.
- Employees and others adhering to procedures, control measures and safe systems of work.
- Providing and recording relevant training.
- Regular monitoring and review of our arrangements and facilities to ensure that we continue to manage and dispose of waste, hazardous and non-hazardous, without risks to health or safety.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-6

CONTROL OF HAZARDOUS AND NON-HAZARDOUS WASTE**Action Plan**

To ensure our workforce and any other people who might be affected are not at risk to their health, safety or welfare from the way we dispose of hazardous and non-hazardous waste materials and products we will-

1. Identify where we create waste and rubbish.
2. Assess the hazards from the waste materials and the risks created.
3. Identify hazardous and controlled wastes.
4. Consider issues relevant to our workplace including-
 1. Is the waste particularly hazardous because it is a classified chemical substance?
 2. Is the waste hazardous because it is or contains biological agents?
 3. Whether the waste is hazardous because it is sharp, heavy or flammable.
 4. How is it stored on our premises or land?
 5. How is it moved around?
 6. If stored outside, is it secure? Can the public gain access?
 7. Is the way we store waste an invitation to an arsonist?
 8. How can we make the process easier and safer for our workers?
 9. Consider how environmental legislation and requirements might impact on procedures and the way waste is disposed of.
5. Involve workers in developing a procedure based on these considerations.
6. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.

Advice and guidance on the control of hazardous and non-hazardous waste can be found in Guidance Note 3-6.

Safety Arrangement 3-9**ACCESS, EGRESS, STAIRS AND FLOORS**

We have a duty to protect the health, safety and welfare of our workforce and others who come onto our premises from the risk of injury due to badly maintained access and exit routes, stairs and floors.

We do this by:

- Nominating senior managers to monitor and reduce incidents involving access and egress, including stairs and floors etc.
- Assessing the risks of incidents involving access and egress facilities, including stairs and floors etc.
- Developing and implementing control measures, policies and safe systems of work.
- Ensuring that the policy, procedures, safe systems of work and control measures relating to slips, trips and falls are managed by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow the procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we aim to improve the way we manage these risks.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-9**ACCESS, EGRESS, STAIRS AND FLOORS****Action Plan**

To protect the health, safety and welfare of our workforce and other people using our premises from the risk of injury due to slips, trips and falls we need to-

1. Consider the nature of our premises and the way we work.
2. Identify areas where badly designed or maintained access and exit routes, stairs and floors could create access and egress problems or otherwise obstruct movement leading to employees and others slipping, tripping or falling.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider issues including-
 1. Steep stairs, handrails.
 2. Ramps.
 3. Changes in floor levels.
 4. Potholes in floors and yard areas.
 5. Blind corners.
 6. Wet and slippery floors.
 7. Highly polished floors.
 8. Trailing cables.
 9. Rubbish.
5. Keep a written record of significant risk assessments, control measures and systems of work adopted.
6. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure from time to time and after any incident involving access, egress, stairs or floors, making changes to the procedure identified as necessary or beneficial.

Advice and guidance about access, egress, stairs and floors can be found in Guidance Note 3-9.

Safety Arrangement 3-10**WINDOWS, GLASS AND GLAZING IN THE WORKPLACE**

We have a duty to ensure the safety, health and welfare of our workers and others who enter our premises from the risks created by glass and glazing.

We do this by:

- Nominating senior managers to reduce the risks from glass and glazing systems.
- Assessing the risks from glass and glazing systems to our workforce and others.
- Developing and implementing control measures, policies and safe systems of work.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to glass and glazing systems are undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we make improvements to the way we manage the risks from glass and glazing systems.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-10**WINDOWS, GLASS AND GLAZING IN THE WORKPLACE****Action Plan**

To ensure the safety, health and welfare of our employees and others who enter our premises from the risks to their safety from inappropriate glass or glazing systems we need to-

1. Identify glass and glazing which, because of its use and position, could present a risk to the safety of building users.
2. Assess the risks to our workforce and others from the glass or glazing systems at our workplace.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider-
 1. What type of glazing is installed?
 2. Is there a risk of contact with the glazing?
 3. Does the glass or glazing material meet current standards for that application?
 4. Is all the glazing obvious – will glass walls or doors always be noticed by a passer-by?
5. Explain these arrangements to the workforce, their supervisors and managers.
6. Ensure they are understood and provide further training where necessary.
7. Implement the procedure and ensure that it is followed in practice.
8. Monitor and review the operation of this procedure from time to time and whenever there is an incident involving glass and glazing systems, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on windows, glass and glazing systems can be found in Guidance Note 3-10.

Safety Arrangement 3-11**WORKPLACE SIGNS**

Where appropriate we have a legal duty to display safety signs to warn workers and others of hazards that may be present in our workplace.

We do this by:

- Nominating a senior manager to identify where safety signs are needed.
- Creating a procedure for the purchase and installation of signs.
- Ensuring that signs are adequate for their purpose and maintained.
- Ensuring that assessments are made by competent, trained personnel.
- Ensuring that workplace signs are observed.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will improve the way we manage and use of safety signs.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-11**WORKPLACE SIGNS****Action Plan**

To protect the health, safety and welfare of our workers and others we need to use safety signs as a way of warning people where there are hazards. We need to-

1. Identify where there are hazards that need to be marked with warning signs.
2. Identify signs already in place and any additional signs that may be required.
3. Consider, as part of our assessment, issues such as-
 1. Where prohibition signs should be used.
 2. Where cautionary signs should be used.
 3. Where signs requiring positive action should be used.
 4. Where signs are required to indicate a mandatory action.
 5. Whether signs are made, coloured and displayed according to legal requirements.
 6. Replacement of damaged signs – now and in the future.
4. Involve our workforce in developing these arrangements and systems.
5. Keep a written record of assessments and decisions made.
6. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain decisions to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure and the provision of signs from time to time.

Advice on safety signs can be found in Guidance Note 3-11.

Safety Arrangement 3-13**WORKING IN THE OPEN AIR, WORKING IN THE SUN**

We have a duty to protect our workers from the health hazard and risks of working in the open air and in the sun.

We do this by:

- Nominating senior managers to manage the risks from working in the open air and in the sun.
- Assessing the risks to our workers from working outside
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the policy, procedures, Safe Systems of Work and control measures for working outside are overseen by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing activities to ensure that employees use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will improve the way we manage the risks facing our workforce.

The personnel responsible are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-13

WORKING IN THE OPEN AIR, WORKING IN THE SUN**Action Plan**

To protect workers from the risks of working in the open air and in the sun we need to-:

1. Assess our work to identify where and when workers may be exposed to harm from working in the open air and in the sun.
2. Identify any workers with health issues that make them particularly susceptible to injury from working outdoors.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider-
 1. Excessive exposure to sunlight – provide sunscreen, sun block, water supply, regular breaks, covering exposed parts of the body.
 2. Watercourse hazards – fall arrest equipment, inflatable life jackets, two-man working.
 3. Lack of available light to work safely (e.g. during the winter months or at night) – provide appropriate artificial lighting and spare bulbs.
 4. Exposure to dust and micro-organisms (resulting in sensitization or asthma) – is health surveillance or respiratory protective equipment required?
 5. Life-threatening reactions from bites and stings - availability of antidotes, first aid provision, medical assistance, individual specific risk assessments.
 6. Adverse weather conditions (hypothermia, heat exhaustion) - length of time of exposure, appropriate clothing, periodic rest breaks.
5. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
6. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain our system and arrangements to the workers. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Report any incidence of a reportable injury or disease to the Enforcing Authorities.
10. Monitor and review the operation of this procedure from time to time and whenever a worker is harmed as a result of working in the open air, making changes to the procedure identified as necessary or beneficial.

Information and advice on health and safety whilst working out of doors is in Guidance Note 3-13.

Safety Arrangement 3-14**WATER TEMPERATURE CONTROL**

We have a duty to protect our workforce and others who may be affected by our activities from the risk of contact with high water temperatures which could give rise to burns.

We do this by:

- Nominating senior staff members to risk manage, identify and minimise the risks created by hot water.
- Assessing the risk of burns from hot water systems.
- Developing and implementing control measures, procedures and safe systems of work.
- Ensuring that water temperatures are maintained and checked at appropriate intervals.
- Providing thermostatic mixing valves, where appropriate, to control water temperature.
- Ensuring that our actions are carried out by competent and trained personnel.
- Following our procedures, control measures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to continuously improve to the way we manage health and safety risks associated with our business.

The personnel responsible are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-14**WATER TEMPERATURE CONTROL****Action Plan**

To ensure the safety of our employees and others from the risk of being burnt or scalded by high temperature hot water we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to the hazard.
2. Where hazards are identified carry out an assessment of the risks to our workers and others.
3. Involve the workforce in these assessments and in the identification of appropriate control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or other standards etc.
5. Consider among other issues-
 1. Who has access to the outlet?
 2. Can a thermostatic reducing valve be used at that location to reduce the temperature of the water supplied?
 3. Use of warning signs.
 4. Maintenance of temperature reducing valves.
 5. Insulation of high temperature pipes.
6. Develop procedures, programmes and practices tailored to our workplace and sites.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident, or injury caused by high water temperatures, making changes to the procedure identified as necessary or beneficial.

Information and advice about water temperature control is in Guidance Note 3-14.

Safety Arrangement 3-15**PREMISES**

We have a duty to protect our workers and everyone else from risks present in our premises and to ensure that they are maintained.

We do this by:

- Nominating a senior manager to reduce the risks posed by work in or by use of our facilities.
- Assessing the risks arising from working on our premises to our workforce and others.
- Developing and implementing control measures, policies and safe systems of work.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to our premises are completed by competent, trained personnel.
- Managing our activities to ensure that workers and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks posed.

The personnel responsible are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-15**PREMISES****Action Plan**

To protect workers and everyone else from the risks associated with our premises we must-

1. Complete a general risk assessment of the premises, identifying any hazards that are present
2. Consider-
 1. Workspace –can people go about their tasks without obstruction?
 2. Sanitary conveniences and washing facilities – must be available and determined by the number of employees.
 3. Windows and doors – ensuring these do not create an obstruction or vision problem.
 4. Rest areas - provision for employees to be able to eat and drink away from working areas.
 5. The need for a fire risk assessment.
 6. Routine testing of the fire alarm system and emergency lighting; ensuring that this is recorded.
 7. Identification of any asbestos present in the premises. Maintain an asbestos register; seek remediation treatment where necessary.
 8. Whether all our insurance liability policies are current and suitable for the premises.
 9. Glazing in high-risk areas is of a safety material or protected against breakage.
10. Pedestrian segregation from vehicles, with clearly identified walkways to ensure pedestrian safety.
11. A suitable housekeeping regime that reduces the likelihood of slip, trip and fall hazards occurring on our premises.

Advice and guidance on the control of premises hazards can be found in Guidance Note 3-15.

Safety Arrangement 4-1**ELECTRICAL SAFETY**

We have a duty to protect our employees and other people who use our premises from the risk of electrical injury caused by our electrical installations, our use of fixed equipment and our use of portable electrical appliances.

We do this by:

- Nominating a senior staff member to ensure the safety of our electrical installations, equipment and portable appliances.
- Assessing the risks from electrical installations, fixed equipment and portable appliances.
- Assessing the service users' personal portable electrical items.
- Developing and implementing procedures, control measures, policies and safe systems of work.
- Ensuring that any work carried out on our electrical installation, equipment and appliances is carried out by competent, accredited electrical engineers.
- Providing and using personal protective equipment where appropriate.
- Regular inspection by competent accredited electrical engineers.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage electrical safety.

The personnel responsible are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-1

ELECTRICAL SAFETY**Action Plan**

To protect workers, service users and others from the risks from using fixed and portable electrical equipment we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from fixed or portable electrical equipment.
2. Assess the risks from that exposure to fixed and portable electrical equipment, identifying control measures in place and any additional measure that may be required to avoid risk such as testing service users' electrical equipment.
3. Consider relevant issues including:
 1. The competence of employees or contractors who install or maintain electrical equipment.
 2. Inspection of fixed electrical installations as prescribed by the IET Wiring Regulations (18th edition) BS 7671.
 3. The maintenance of electrical installations between inspections.
 4. The maintenance and inspection of portable electrical equipment.
 5. Using battery powered hand tools.
 6. Residual current devices.
 7. Equipment used where flammables are being used; use in wet and adverse conditions.
 8. Equipment used by mobile workers.
 9. Use of trailing cables.
4. Purchase robust equipment suitable for the environment in which it is to be used.
5. Arrange for the routine testing and inspection of portable electrical equipment.
6. Develop a procedure based on these considerations.
7. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
8. Make sure that our managers and senior staff understand the procedures and arrangements. Consider whether they need any training.
9. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and after any electrical incident, making changes identified as beneficial or necessary.

Information and advice on the use of fixed and portable electrical equipment is in Guidance Note 4-1 Electrical Safety

Safety Arrangement 4-2**THE PROVISION, USE AND MAINTENANCE OF WORK EQUIPMENT**

We have a duty to protect our workforce and other people who use our premises from the health and safety risks associated with the provision and use of work equipment.

We do this by:

- Nominating senior staff members to consider the health and safety issues surrounding any new equipment that we obtain and the equipment that we use in the course of our business.
- Making an assessment of the risks from work equipment when in use and during its maintenance.
- Developing and implementing procedures, control measures, policies and safe systems of work.
- Ensuring that any work carried out on work equipment is carried out by competent workers or competent contractors.
- Providing and using personal protective equipment where appropriate.
- Regular maintenance and servicing.
- Statutory inspections by competent accredited engineers and surveyors where required.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the provision and use of work equipment.

The personnel responsible are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-2

THE PROVISION, USE AND MAINTENANCE OF WORK EQUIPMENT**Action Plan**

To protect workers and others from the risks from work equipment we need to:

1. Consider our activities and identify where and when they might be exposed to risks to their health and safety from our use of existing equipment.
2. Consider the implications for the health and safety of our staff when purchasing or looking to purchase new equipment.
3. Assess the risks from any such exposure to work equipment, identifying control measures in place and any additional measure that may be required to avoid risk.
4. Consider relevant issues including:
 1. What risks to health and safety might be created?
 2. Do any parts look dangerous?
 3. Do the guards adequately protect against the risk? Do they conform to the current BS or EN standard and any official guidance?
 4. Is it excessively noisy?
 5. Is there excessive vibration?
 6. Are there any special maintenance requirements?
 7. Are parts that need maintenance easily accessible?
 8. Does any part get very hot or cold?
 9. Are there any live electrical parts exposed?
 10. Are the manufacturer's operating and maintenance instructions clear and comprehensive?
5. Arrange for work equipment to be routinely serviced and maintained and for statutory inspections where required.
6. Keep a written record of significant risk assessments and the control measures and any systems of work or procedures adopted.
7. Implement the procedures and arrangements making sure that the senior management team and line managers understand them. Consider whether they need any training.
8. Explain our procedures and arrangements to our staff. Ensure they are understood and followed in practice. Provide training where necessary.
9. Monitor and review the operation of this procedure from time to time and after any incident, making changes identified as beneficial or necessary.

Further information and advice is in Guidance Note 4-2 The Provision, Use and Maintenance of Work Equipment.

Safety Arrangement 4-3**HAND TOOLS**

We have a duty to protect our workforce and other people from the risks associated with the use of hand tools.

We do this by:

- Nominating a senior manager to consider the safety implications of our use of hand tools.
- Assessing the risks from our use of hand tools.
- Developing and implementing procedures, control measures, policies and safe systems of work.
- Ensuring that hand tools are maintained.
- Providing and using personal protective equipment where appropriate.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the safety of hand tool use.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-3**HAND TOOLS****Action Plan**

To protect workers and others from the risks of using hand tools we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health
2. Assess the risks from that use of hand tools, identifying control measures already in place and any additional measure required to avoid risk.
3. Consider relevant issues including:
 1. The competence and training of workers who use hand tools.
 2. The maintenance of hand tools particularly powered hand tools.
 3. Use of hand tools in wet and adverse conditions.
4. Purchase robust equipment suitable for the work and environment in which it will be used.
5. Develop a procedure based on these considerations.
6. Keep a written record of any significant risk assessments and the control measures and systems of work adopted.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any accident or incident, making changes identified as beneficial or necessary.

Information and advice on the safe use of hand tools is in Guidance Note 4-3 Hand Tools.

Safety Arrangement 4-4**OFFICE EQUIPMENT**

We have a duty to protect our staff and other people who use our premises from the risks associated with the use of office equipment.

We do this by:

- Nominating a senior manager to consider the safety implications in the use of office equipment.
- Assessing the risks from using office equipment.
- Developing and implementing procedures, control measures, policies and safe systems of work.
- Ensuring that office equipment is properly maintained.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the safety of office equipment.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-4

OFFICE EQUIPMENT**Action Plan**

To protect workers and others from the risks of using office equipment we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety by using office equipment.
2. Assess the risks from the use of office equipment, identifying control measures already in place and any additional measures required to avoid risk.
3. Consider relevant issues including:
 1. The competence and training of workers who use office equipment.
 2. Who does what when the equipment goes wrong?
 3. Are any young workers likely to use office equipment? Are any special precautions needed?
 4. Are manufacturers' instructions followed?
 5. The maintenance of office equipment.
 6. The location of office equipment.
4. Purchase robust equipment suitable for the work and environment in which it will be used.
5. Develop a procedure based on these considerations.
6. Keep a written record of any significant risk assessments and the control measures and systems of work adopted.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any accident or incident, making changes identified as beneficial or necessary.

Information and advice can be found in Guidance Note 4-4 Office Equipment.

Safety Arrangement 4-5**STORAGE OF CHEMICAL SUBSTANCES AND AGENTS**

We have a duty to protect our workers and others from the potential hazards and risks present as a result of the storage of chemical substances at our workplace.

We do this by:

- Nominating senior staff members to identify the chemical substances used and their storage requirements.
- Developing and implementing risk assessments, procedures, safe systems of work and control measures to minimise risk within our work premises.
- Implementing the procedures, safe systems of work and control measures.
- Ensuring that the storage, containment and exhaust ventilation arrangements are adequate for their purpose, as defined in prescribed legislation.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to chemical substances are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from stored chemical substances.

The personnel responsible for the above measures are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-5

STORAGE OF CHEMICAL SUBSTANCES AND AGENTS**Action Plan**

To protect our workforce and others from the potential hazards and risks present as a result of the storage of chemical agents at our workplace we need to;

1. Make an inventory of every chemical substance, including its location and the maximum quantities expected, stored on our premises.
2. Assess the potential risks from the storage of each of those substances and identify those which are hazardous and those which are not.
3. Assess the hazardous chemical substances for the risks that they pose to health and safety because of the quantities that we store and or the way that they are stored.
4. Identify the control measures that we should adopt.
5. Consider matters including;
 1. What hazardous chemical substances do we store?
 2. In what quantity?
 3. Where?
 4. Are they stored in accordance with Safety Data Sheet (SDS) recommendations and published guidance?
 5. Are the storage arrangements suitable?
 6. Have we identified and separated incompatible chemical agents? How can we improve our storage arrangements?
 7. Is our workforce aware of hazards and risks?
6. Record details of our assessments, the results and any controls subsequently introduced.
7. Prepare a detailed statement of how we control the risks.
8. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and whenever hazardous substances give rise to incident, injury or ill health, making changes to the procedure identified as necessary or beneficial.

Advice on storing chemical substances is available in Guidance Note 4-5.

Safety Arrangement 4-6**CONTROL OF FLAMMABLE LIQUIDS**

We have a duty to ensure the safety, health and welfare of our workers and others who may be affected by our use of flammable liquids.

We do this by:

- Nominating senior managers to identify flammable substances and the hazards they create.
- Developing and implementing risk assessments, procedures, safe systems of work and control measures.
- Ensuring that risk assessments are completed by competent, trained personnel.
- Employees and others adopting procedures, control measures and safe systems of work.
- Providing safe equipment for use with flammable liquids.
- Providing sufficient personal protective equipment.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will improve our management of risks from flammable liquids.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-6

CONTROL OF FLAMMABLE LIQUIDS**Action Plan**

To protect our workers and others who may be affected by the harmful effects of the flammable liquids used in the course of business we need to-

1. Make an inventory of every flammable liquid that we use.
2. Assess the flammable liquids for the risks they pose to health and safety because of the quantities in use and or the way they are used.
3. Assess who might be exposed, where and when?
4. Assess or measure the levels of flammable liquids to which our workforce is exposed.
5. Identify the control measures that we should adopt.
6. Consider relevant matters including-
 1. Can we eliminate the risk entirely?
 2. Can we reduce the amount stored on the premises?
 3. Potential sources of ignition?
 4. Issue employees with personal protective equipment such as eye protection, antistatic safety footwear, gloves and breathing apparatus.
 5. Are there fire-resistant enclosures and adequate ventilation for the storage of flammable substances?
 6. Are spill kits required? Are they readily accessible and are staff trained to use and dispose of spillages?
 7. Are there procedures to ensure that all flammable substances and decanted materials are appropriately labelled?
7. Record details of our assessments, measurements, results and any subsequently introduced controls.
8. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Inform, instruct and train workers about the flammable liquids we use, the risks, exposure levels in the workplace, emergency procedures and any control measures introduced.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and whenever flammable liquids give rise to incident, injury or ill-health, making changes to the procedure identified as necessary or beneficial.

Advice on controlling the risks from flammable liquids can be found in Guidance Note 4-6.

Safety Arrangement 4-8**SLIPS, TRIPS AND FALLS**

We have a duty to protect our workforce and other visitors to our premises from the risks of slipping, tripping and falling.

We do this by:

- Nominating a senior manager to monitor, improve and reduce the risk of slips, trips and falls.
- Identifying all the potential causes of slips, trips and falls and assessing the risk.
- Developing and implementing procedures and control measures.
- Ensuring that pedestrian routes are fit for purpose, that they are routinely maintained and checked.
- Ensuring that competent and trained personnel complete risk assessments and safety inspections.
- Providing wherever possible segregated traffic routes and adequate signage.
- Providing and recording relevant training.
- Regular monitoring and review of compliance with our arrangements to ensure that they are followed in practice and continue to control potential risks.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-8**SLIPS, TRIPS AND FALLS****Action Plan**

To protect our workforce and others from the risk of accidents caused by slips, trips and falls we will:

1. Identify where there are potential areas for slips, trips or falls accidents on our premises.
2. Assess the hazards in each of those areas and the risks that people may face.
3. List existing controls and any other measures that we should be taking.
4. Consider issues including-
 1. Floor surfaces.
 2. The environment.
 3. The weather.
 4. Footwear.
 5. Contamination.
 6. Obstacles and obstructions.
 7. Cleaning regimes.
 8. People - human factors
5. Involve workers in developing a procedure or arrangements based on these considerations.
6. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our system and arrangements to our workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time making changes identified as necessary or beneficial. The arrangements will also be reviewed after any report of a dangerous incident or of a person suffering injury or due to slipping or tripping

Advice and guidance on slips, trips and falls can be found in Guidance Note 4-8.

Safety Arrangement 4-10**THE PROVISION AND USE OF MACHINERY**

We have a duty to ensure that machinery used during business is safe for use and properly maintained.

We do this by:

- Nominating a senior manager to manage the health and safety issues relating to our use of machinery.
- Assessing the risks to our workforce and others during the use and maintenance of machinery.
- Developing and implementing control measures, policies and safe systems of work for machines currently in use and policies for the purchase of new machinery.
- Ensuring that the management of these policies, procedures, safe systems of work and control measures is by competent, trained personnel.
- Ensuring that machinery is suitably safeguarded and regular, planned inspections are carried to meet statutory requirements and confirm their suitability for continued safe use.
- Supplying and using personal protective equipment where it is necessary.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience to improve our management of the risks from machinery.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-10

THE PROVISION AND USE OF MACHINERY**Action Plan**

To protect the health and safety of workers during the use and maintenance of machinery we will:

1. Assess our activities to identify where and when workers or the public may be exposed to risk during the use, repair and maintenance of machinery.
2. Assess the risks identified and the control measures required.
3. Identify existing control measures and any additional measures required.
4. Involve the workforce in making these assessments of our needs.
5. Consider issues including-
 1. Are dangerous parts of machinery suitably guarded or protected?
 2. Is the integrity of the protection maintained when different jobs are done on the machine?
 3. Which parts of the machine need access for maintenance?
 4. What is the nature of the intervention?
 5. What do they do and how?
 6. Isolation and lock off procedures.
 7. Stored energy.
 8. Lifting heavy parts.
 9. Chemical, oil etc., contamination.
10. Ease of setting.
11. Ejection of work pieces.
12. Fumes.
13. Oil mist and bacterial contamination of oils.
14. Pneumatic and hydraulic receivers.
15. Handling work pieces.
16. Training for setters.
17. Newer safer machines.
18. Have workers been formally trained for the jobs they do?
19. Is manufacturers' advice or instructions being followed?
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.

Advice and guidance on the control of the provision and use of machinery is in Guidance Note 4-10.

Safety Arrangement 4-11**THE SAFE USE OF MACHINERY**

We have a duty to ensure the health, safety and welfare of workers and others during the use and maintenance of machinery.

We do this by:

- Nominating a senior manager to identify the hazards created by the use and maintenance of machinery.
- Assessing the risks to our workforce and others during the use and maintenance of machinery.
- Developing and implementing policies, procedures, safe systems of work and control measures.
- Ensuring that any risk assessments are undertaken by competent, trained personnel.
- Ensuring that machinery is suitably safeguarded and regular, planned inspections are carried out on to meet statutory requirements for their continued use.
- Ensuring employees and others adhere to procedures, control measures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will improve our management of risk from machinery.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-11

THE SAFE USE OF MACHINERY**Action Plan**

To protect the health and safety of workers and others during the use and maintenance of machinery we will:

1. Identify where and when workers or others may be exposed to risk during the use, repair and maintenance of machinery.
 2. Assess the risks identified and the control measures required.
 3. Identify existing control measures and additional measures required.
 4. Involve the workforce in making these assessments of our needs.
 5. Consider issues including-
 1. Are dangerous parts of machinery suitably guarded or protected?
 2. Is the integrity of the protection maintained when different jobs are done on the machine?
 3. Which parts of the machine need access for maintenance?
 4. What is the nature of the intervention?
 5. What do they do and how?
 6. Isolation and lock off procedures.
 7. Stored energy.
 8. Lifting heavy parts.
 9. Chemical, oil etc., contamination.
 10. Have workers been formally trained for the jobs they do?
 11. Is manufacturers' advice or instructions being followed?
 12. Ease of setting.
 13. Handling work pieces.
 14. Newer safer machines.
6. Develop procedures, programmes and practices tailored to our workplace.
 7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
 8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
 9. Implement the procedure and ensure that it is followed in practice.

Advice and guidance on the control of the provision and use of machinery can be found in Guidance Note 4-10.

Safety Arrangement 4-20**WORK AT HEIGHT**

We have a duty to ensure the health, safety and welfare of our workforce and others against the risks involved in working at height.

We do this by:-

- Nominating a senior manager to be responsible for identifying and managing work at height.
- Assessing the risks to our workers and others from the risks involved in working at height.
- Avoiding the need to work at height wherever possible by complying with the hierarchy of controls specified in legislation.
- Where we cannot avoid work at height we develop and implement procedures, control measures and safe systems of work.
- Ensuring that access and other equipment provided for work at height is fit for the purpose, correctly installed, used and maintained, and checked at the correct frequency.
- Ensuring that risk assessments and inspections are carried out by competent and trained personnel.
- Ensuring that control measures are installed and managed by competent trained personnel.
- Managing work to ensure that procedures, control measures and safe systems of work are followed.
- Providing and recording training.
- Monitoring and reviewing our systems; using experience we aim to improve to the way we manage the risks from work at height.

The personnel responsible for these measures are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-20

WORK AT HEIGHT**Action Plan**

To ensure the safety of our workforce and others whilst working in areas where they could be at risk because they are working at height we will:

1. Identify where and when workers or others may be exposed to hazard and risk due to work at height.
2. Avoid the need to work at height wherever possible.
3. Where work at height cannot be avoided, risk assess the task.
4. Involve our workforce in these assessments and the identification of control measures to eliminate or reduce risk. Liaise with clients and others where necessary.
5. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British Standards etc.
6. Consider among other issues-
 1. All work above ground where there is a risk of falling.
 2. Occasional job tasks as well as routine tasks.
 3. Roof work, cleaning gutters.
 4. Does the work have to be done at height?
 5. Use of the right access equipment for the task.
 6. Weather conditions.
 7. Competency of workers.
 8. Condition of ladders and access equipment.
 9. Unexpected tasks e.g. leaking roof, overflowing gutter.
 10. Safety nets.
 11. Personal protective systems, fall arrest systems.
7. Develop procedures, programmes and practices tailored to our site.
8. Make sure that managers, supervisors and staff understand the procedures and arrangements. Consider whether they need any training.
9. Explain these arrangements to the workforce. Ensure they are understood and provide training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and following any injury due to work at height, making changes to the procedure identified as necessary or beneficial.

Information, advice and guidance on health and safety during work at height can be found in Guidance Note 4-20.

Safety Arrangement 4-21**ACCESS EQUIPMENT**

We need to ensure the safety of our workforce and others when using access equipment for tasks that involve work at height.

We do this by:

- Nominating a senior manager to oversee work at height, our use of access equipment and to identify and manage the action we need to take.
- Assessing the risks to employees and others from access equipment and working at height.
- Developing and implementing control measures, procedures and safe systems of work.
- Ensuring employees and others adopt the control measures provided and follow the developed procedures and safe systems of work.
- Training employees to safely use access equipment and work at height.
- Using only trained employees to install or erect access equipment.
- Purchasing suitable access equipment and ensuring that adequate guardrails and outriggers are used when required.
- Regular inspection by competent engineers.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will improve our management of risks from the use of access equipment and work at height.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-21

ACCESS EQUIPMENT**Action Plan**

To ensure the safety of our employees and others whilst working at height using access equipment we will:

1. Identify where and when workers or others may be exposed to risk whilst working at height using access equipment.
2. Where risks are identified, assess the risks to health and safety.
3. Involve the workforce in these assessments and in the identification of control measures.
4. Identify the control measures in place and any additional measures required. Refer to manufacturers' guidance, trade guidance and British Standards etc.
5. Consider among other issues-
 1. The nature of the work at height task.
 2. The most appropriate means of access.
 3. Suitability – ground conditions, slopes and access.
 4. The length of the task.
 5. If equipment is to be hired could the task in hand be combined with other work at height for efficiency?
 6. Do staff have the skills and competence to use powered access equipment?
 7. The need for adequate guardrails and outriggers (where required).
 8. Training.
 9. Supervision.
10. Personal Protective Equipment.
11. Maintenance of access equipment.
12. Statutory inspections.
6. Develop procedures, programmes and practices tailored to our premises.
7. Make sure that managers, supervisors and staff understand the procedures and arrangements. Consider whether they need any training.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure from time to time and whenever anyone is injured while using access equipment to work at height, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety in the use of access equipment is in Guidance Note 4-21.

Safety Arrangement 4-28**WORKPLACE TRANSPORT MANAGEMENT AND PEDESTRIAN CONTROL**

We have a duty to protect our workforce and others from the risks created by workplace transport.

We do this by-

- Nominating a senior manager to identify hazards and risks and manage workplace transport safety.
- Assessing the risks created by workplace transport.
- Developing and implementing control measures, procedures and safe systems of work.
- Ensuring that the vehicles are adequate for their purpose, that they are maintained and checked at the correct frequency.
- Providing warning signs and segregating pedestrians and transport where practicable.
- Ensuring that risk assessments are completed by competent, trained personnel.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience we will improve our management of the risks associated with workplace transport.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-28**WORKPLACE TRANSPORT MANAGEMENT AND PEDESTRIAN CONTROL****Action Plan**

To ensure the safety of our employees, service users and others whilst working in areas where they could be affected by the hazards and risks from workplace transport, we need to-

1. Identify where and when workers or others may be exposed to the hazards of workplace transport.
2. Assess the risks to our workers and others.
3. Involve the workforce in these assessments and in establishing appropriate control measures.
4. Identify the control measures already in place and any additional measures required. Refer to manufacturers' guidance, trade and official guidance, British and European Standards etc.
5. Consider among other issues:
 1. Internal transport – fork-lift trucks, cars, vans, trucks etc.
 2. External transport – delivery vans, trucks, visitors' cars etc.
 3. The positioning and security of and loads being moved within the workplace whether on a road going vehicle or internal works transport
 4. Doors opening onto roadways.
 5. Vehicles and pedestrian segregation at doorways.
 6. Vehicle and pedestrian segregation inside the workplace.
 7. Excluding non-essential personnel from high-risk areas.
 8. Lighting.
 9. Loading bays.
 10. Reversing vehicles.
 11. Use of high visibility clothing.
 12. Supervision.
 13. Training of supervisors and workers.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident, or injury caused by workplace transport, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety relating to workplace transport and pedestrian control can be found in Guidance Note 4-28.

Safety Arrangement 4-30**BATTERY CHARGING**

We have a duty to protect our employees and others from the risks associated with the charging of batteries in the course of our work activity.

We do this by:

- Nominating a senior manager to reduce the risks posed by battery charging.
- Assessing the risks from battery charging to our workforce and others.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to battery charging are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will make improvements to the way we manage the risks from battery charging.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-30

BATTERY CHARGING**Action Plan**

To protect workers and others from the risks posed from the charging of batteries we need to:

1. Assess our work activity to identify where and when workers or the public may be exposed to risks from battery charging.
2. Identify the control measures already in place and any additional measures that may be required.
3. Consider-
 1. Where batteries are charged. Designating a well-ventilated battery charging area.
 2. Are Electric Vehicles being charged in the open – or in an enclosed space.? Is there an impact on fire safety?
 3. Elimination of potential ignition sources in the battery charging area.
 4. Are eye wash facilities or an emergency shower and suitable fire extinguishers close by?
 5. Safety signs should be displayed in appropriate positions in the battery charging area.
 6. Personal protective equipment such as goggles or a visor and suitable gloves to provide protection against acid burns.
 7. Emergency procedures, including a method of spill containment and a cleaning procedure.
4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
5. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
6. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
7. Implement the procedure and ensure that it is followed in practice.
8. Monitor and review the operation of this procedure from time to time and make changes to the procedure identified as necessary or beneficial.

Information and advice on battery charging can be found in Guidance Note 4-30 Battery Charging

Safety Arrangement 4-31**OCCUPATIONAL ROAD SAFETY**

We have a duty to continue to manage, so far as we can, the health, safety and welfare of our workforce and others when they are away from our premises and travelling in the course of their work.

We do this by:

- Nominating senior staff members to manage the potential hazards facing our workforce and others from occupational road use.
- Assessing the risks to our workforce from driving for work
- Developing and implementing policies and procedures.
- Ensuring that the vehicles are suitable and sufficient for their intended use and that they are maintained.
- Ensuring that all vehicles are properly insured, taxed and Ministry of Transport tested, prior to road use.
- Ensuring that competent and trained personnel complete risk assessments.
- Employees and supervisors following our policies and procedures.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience to improve the way we manage risks associated with occupational road use.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-31

OCCUPATIONAL ROAD SAFETY**Action Plan**

To ensure the safety of our employees whilst travelling by road on business (and to protect others who might be affected) from the hazards and risks surrounding occupational road safety we need to-

1. Identify where and when workers may be exposed to hazards and risks on account of occupational road use.
2. Assess specific occupational road use risks to our workforce.
3. Involve the workforce in these assessments and in the identification of control measures.
4. Identify the control measures already in place and any other measures that may be needed. Refer to government and road safety organisations' published guidance.
5. Consider among other issues-
 1. Working and driving time regulations.
 2. Statutory limitation of commercial vehicle drivers' hours.
 3. The positioning and security of loads – in cars, vans and large goods vehicles
 4. The length of the working day when hours driving to and from a job, visit, training course etc. is added to the time spent on the task.
 5. Schedules that do not require excessive speed and allow time for rest breaks.
 6. Weather conditions.
 7. Allowance for rest breaks.
 8. Policy on overnight stays.
 9. Advanced driver training.
 10. Suitability of vehicles.
 11. Vehicle maintenance.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that managers and supervisors understand the procedures and Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Periodically monitor and review the operation of this procedure or after any incident or injury related to occupational road use, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on occupational road safety can be found in Guidance Note 4-31.

Safety Arrangement 4-32**SHARPS AND NEEDLESTICK INJURIES**

We have a duty to protect our workforce and others from the hazards and risks created by the occasional need to retrieve and clear away discarded needles and sharp objects.

We do this by:

- Nominating a senior manager or another senior staff member to assess and reduce the risks associated with sharps.
- Assessing the risks of needlestick and other injuries from contact with sharps.
- Developing and implementing control measures, policies and safe systems of work.
- Ensuring that policies, procedures, safe systems of work and control measures relating to working with sharps are managed by competent, trained personnel.
- Providing and recording relevant training.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Monitoring and reviewing our systems; using experience to improve our management of sharps.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-32**SHARPS AND NEEDLESTICK INJURIES****Action Plan**

To protect workers and others from the risks associated with sharps we need to:

1. Assess the risks to our workforce and others from 'sharps' and the risk of needlestick injuries.
2. Involve our workforce in carrying out risk assessments.
3. Identify control measures already in place and any additional measures that may be required; referring to professional, Health Service, trade and official guidance.
4. Develop clear procedures on safe work practices.
5. Provide needle resistant protective gloves
6. Provide puncture-proof sharps bins that conform to ISO 23907 standards.
7. Have arrangements for the storage and disposal of full sharps bins.
8. Specify the immediate action to be taken in the event of a stab wound caused by 'sharps' and subsequent follow-up action.
9. Staff training.
10. Keep a written record of our risk assessment and the control measures and systems of work adopted.
11. Implement our procedure and ensure that it is followed in practice.
12. Train staff in our procedures and management arrangements to our workforce; ensuring that they are understood.
13. Provide further training where necessary.
14. Monitor and review the operation of this procedure periodically and after any incidents, making changes identified as necessary.

Guidance Note 4-32 contains further information and advice on sharps and needlestick injuries.

Safety Arrangement 4-33**WATER HAZARDS**

We have a duty to protect our workers and others from the risks created by water hazards.

We do this by:

- Nominating a senior manager to manage the hazards and reduce the risks associated with working near water.
- Assessing the risks to our workforce and others from being or working near to water.
- Developing and implementing policies, control measures, and safe systems of work.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to water hazards is by competent personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will improve our management of the risks from working near water hazards.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 4-33

WATER HAZARDS**Action Plan**

To protect workers and others from the risks of water hazards we will-

1. Identify where and when workers and others may be exposed to harm from water hazards.
2. Assessed the risks, identified existing control measures already in place and any other necessary measures.
3. Consider among other issues-
 1. Are there warning signs to alert employees, visitors and others of the presence of water hazards?
 2. Is there fencing or barriers around deep water areas to prevent people from gaining access to these areas?
 3. Does Legionella present a risk and require statutory water testing, inspection and treatment at periodic intervals?
 4. Is rescue equipment such as life belts or rings required and provided at suitable locations?
 5. Are any other preventive measures required, such as inflatable life jackets, two-man working?
 6. Are there suitable emergency procedures established and are staff trained on how to follow and apply them?
 7. Is there a risk of infection from biological hazards associated with ponds etc. or waste materials and contamination?
4. Keep a written record of significant risk assessments, the control measures and systems of work adopted.
5. Record the issue and receipt of any PPE.
6. Made sure that managers and supervisors understand the procedures and arrangements. Considered whether they needed any training.
7. Explain our system and arrangements to the workforce, ensured they are understood and provided further training where necessary.
8. Report any notifiable injury or disease to the Enforcing Authorities.
9. Arrange to monitor and review the operation of this procedure from time to time and whenever anyone is harmed at a water hazard, making changes to the procedure identified as necessary or beneficial.

Advice on managing the risks from water hazards can be found in Guidance Note 4-33.

Safety Arrangement 5-1**HAND ARM VIBRATION**

We have a duty to protect our workers and others who might be affected from the ill health effects of hand arm vibration (HAV) caused by the use of vibrating tools, equipment and workpieces.

We do this by:

- Nominating a senior manager to minimise the risks created by the use of vibrating tools and equipment.
- Assessing the risks to our workforce from vibrating tools used in the course of their work.
- Developing and implementing strategies, procedures, safe systems of work and control measures.
- Ensuring that the management of the strategy, procedures, safe systems of work and control measures relating to hand arm vibration is undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Arranging and implementing health surveillance.
- Ensuring that all items of equipment are suitable for their task and subject to regular maintenance.
- Monitoring and reviewing our systems; using experience to improve our management of risks from vibrating tools and equipment.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-1**HAND ARM VIBRATION****Action Plan**

To protect workers and others from the risks to health from hand arm vibration we need to:

1. Identify where and when workers may be exposed to hand arm vibration.
2. Risk assess that work, identifying where exposure is above either the statutory limit or action values.
3. Where exposure is above the exposure limits take immediate steps to reduce exposure.
4. Identify control measures already in place and any additional measures that may be required to reduce exposure to below the limit value and so avoid risk.
5. Consider issues including-
 1. Use of powered hand tools - hammer drills, impact wrenches, brush cutters, chain saws, shearing machines and similar.
 2. Whether the job can be automated – eliminates exposure.
 3. Whether the job can be done differently – reduces exposure.
 4. Whether the job can be rotated between workers – reduces exposure.
 5. Is the tool too powerful?
 6. Are vibration levels high because tools are not well maintained?
 7. Would a newer tool incorporate vibration reduction measures and reduce exposure?
 8. Are any groups or individual workers at particular risk?
 9. Health surveillance.
6. Develop a procedure based on these considerations.
7. Explain these arrangements to our workforce. Ensure they are understood.
8. Provide training and information for workers nominated with responsibility.
9. Implement the procedure and ensure that it is followed in practice.
10. Report cases of HAV which result in a worker being unfit for work and which are confirmed by a medical practitioner to the Enforcing Authority.
11. Monitor and review the operation of this procedure from time to time and whenever a worker develops symptoms related to HAV exposure, making changes to the procedure identified as necessary or beneficial.

Information and advice on the control of Hand Arm Vibration can be found in Guidance Note 5-1.

Safety Arrangement 5-8**LEPTOSPIROSIS**

We have a duty to protect the safety, health and welfare of our workforce and others who may be affected by our work activities from the risk of leptospirosis. Infection may occur as a result of working with animals and where they might be exposed to material contaminated with urine from rats and small mammals.

We do this by-

- Nominating senior staff members to identify and manage our control measures.
- Making an assessment of the risks of leptospirosis to our workforce.
- Developing and implementing policies, safe systems of work and control measures.
- Ensuring that the development of the policy, procedures, safe systems of work and control measures relating to leptospirosis are made by informed and competent staff.
- Adopting thorough cleaning regimes with arrangements to clear spillages and vermin control.
- Providing personal protective equipment and suitable welfare facilities.
- Employees and others adhering to policies, procedures, safe systems of work and control measures.
- Providing and recording relevant training.
- By monitoring and reviewing our systems, using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from leptospirosis.

The personnel responsible for these measures are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-8**LEPTOSPIROSIS****Action Plan**

To protect the health, safety and welfare of our workers and others from the risk of work-related leptospirosis we need to:

1. Assess the risk of leptospirosis to our staff.
2. Consider the arrangements we have in place to protect the health, safety and welfare of employees and others from the risk of leptospirosis.
3. Identify any workers who may be at particular risk.
4. Consider whether additional control measures are required.
5. Consider among other relevant issues-
 1. The job to be done.
 2. Contact and potential for contact with infected materials.
 3. Elimination of the risk – pest control measures if appropriate.
 4. Work instructions.
 5. Personal protective equipment.
 6. Welfare arrangements – access to good washing facilities.
 7. Welfare arrangements – rest and meal breaks; and
 8. First aid arrangements.
 9. The provision of written information to workers.
6. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
7. Involve workers in developing a procedure based on these considerations.
8. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain these arrangements to our workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and after any report of a worker suffering or suspected of suffering from leptospirosis, making changes identified as necessary or beneficial.
12. Report medically confirmed cases of leptospirosis to the Enforcing Authority.

Information and advice about managing the risks can be found in Guidance Note 5-8 Leptospirosis.

Safety Arrangement 5-9**MANUAL HANDLING**

We have a duty to ensure the safety, health and welfare of our workers and others who come onto our premises from the risks present in manual handling activities.

We do this by-

- Nominating a senior manager to identify and manage heavy loads or lifting hazards.
- Assessing the risks from manual handling to our workforce.
- Developing and implementing procedures and systems of work to reduce the risks from manual handling operations.
- Ensuring that manual handling risk assessments are carried out by competent, trained personnel.
- Nominating senior staff members to manage and identify load or lifting hazards.
- Assessing the risks from manual handling to our workforce.
- Developing and implementing procedures and systems of work to reduce the risks from manual handling operations at work.
- Ensuring that any manual handling risk assessments are completed by competent, trained personnel.
- Eliminating the need for manual handling through the introduction of mechanical handling equipment or other alternatives where this is reasonably practicable.
- Regularly inspecting the premises to identify any new processes, personnel or changes to building structures which would trigger the need for reassessment.
- Providing and recording job-based training for workers with manual handling tasks.
- Employees and others adhering to the contents of procedures, control measures and safe systems of work.
- Providing and recording job-based training for employees with manual handling tasks.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from manual handling.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-9

MANUAL HANDLING**Action Plan**

To protect our workers and others from the risk of injury while manual handling loads we need to-

1. Assess the risks to our workforce from handling loads. This includes lifting and carrying as well as pushing and pulling loaded containers.
2. Have a nominated manager to lead the process.
3. Consider-
 1. What we need to move - its size and shape.
 2. The weight.
 3. The frequency.
 4. Who is involved? Do some handle loads more frequently than others?
 5. Can we reduce the need for movement? Are there mechanical aids we could use? Can we use them?
 6. Can we adapt our processes to reduce the risk?
 7. Has our workforce been trained in manual handling techniques for the products and goods that they handle in the course of their work?
 8. Where team lifting is employed have the workers been trained in the same system?
 9. Are the floors suitable and maintained for the work that goes on?
 10. Are there extremes of temperature?
 11. Are any groups or individual workers at particular risk?
 12. Is health surveillance required? If yes at what level?
4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
5. Involve workers in developing a procedure based on these considerations.
6. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain and implement these arrangements to our workforce. Ensure they are understood and provide further training where necessary.
8. Monitor and review the operation of this procedure from time to time and after any ill health or back injury, making changes identified as necessary.
9. Where employees are injured in an accident involving manual handling or are diagnosed with ill-health due to manual handling at work report any that are reportable to the enforcing authorities.

Information and advice, including a template for Manual Handling Risk Assessments, can be found in Guidance Note 5-9 Manual Handling.

Safety Arrangement 5-11**DISPLAY SCREEN EQUIPMENT**

We have a duty to protect the safety, health and welfare of our workforce from the risk involved in the use of display screen equipment (DSE).

We do this by:

- Nominating senior staff members to identify and reduce risks from the use of display screen equipment.
- Assessing the risks from display screen equipment to each member of our workforce who uses them.
- Developing and implementing control measures, policies and safe systems of work.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to the use of display screen equipment are undertaken by competent, trained personnel.
- Providing and using personal protective equipment where appropriate.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from display screen equipment.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-11

DISPLAY SCREEN EQUIPMENT**Action Plan**

To protect workers against the risks from display screen equipment we need to:

1. Appoint a member or members of staff and train them to become a competent assessor for display screen equipment.
2. Assess our work activity to identify where and when workers use display screen equipment.
3. Ensure all display screen users complete a self-assessment questionnaire.
4. Identify any workers with health issues that make them particularly susceptible to problems in using display screen equipment.
5. Identify the control measures already in place and any additional measures that may be required.
6. Consider the issues, including-
 1. Furniture.
 2. Screen size.
 3. Lighting; reflections and glare.
 4. Rest breaks; rotating work activity.
 5. Eye-sight tests.
 6. Home and off-site users of display screen equipment.
 7. Self-assessments and follow-up.
7. Keep a written record of all risk assessments, whether self-assessments or assessments by trained assessors and the control measures and systems of work adopted.
8. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Report any incidents of reportable ill health caused by display screen equipment to the Enforcing Authorities.
12. Monitor and review this procedure from time to time and whenever an employee develops a display screen equipment related illness. Make changes identified as necessary.

Advice and guidance on health, safety and welfare in the use of display screen equipment can be found in Guidance Note 5-11 Display Screen Equipment.

Safety Arrangement 5-12**LEGIONELLA CONTROL**

We have a duty to protect the health of our workforce and others affected by our activities from the risk of infection by Legionella Pneumophilia from our hot and cold water and cooling systems. We have to assess the risk of infection and attempt to eliminate that risk or implement suitable control measures

We do this by:

- Nominating a senior manager to oversee water systems and prevent a legionella outbreak.
- Assessing the risks from legionella to our workforce and others.
- Developing and implementing control measures, policies and safe systems of work.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to legionella are undertaken by competent, trained personnel.
- Ensuring that the correct testing and treatment plans are implemented and recorded.
- Providing and using personal protective equipment.
- Managing our activities to ensure that the control measures are adopted and met in practice.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience to improve our management of legionella risks.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-12

LEGIONELLA CONTROL**Action Plan**

To protect our workforce, service users and others from the risks to their health from Legionella Pneumophila in our hot water and cooling systems we need to-

1. Appoint a responsible person to coordinate our approach and take day-to-day responsibility for the control and identification of risks from legionella.
2. Ensure that they have sufficient information, training and competence for the task.
3. Identify where and when workers and others may be exposed to the risk of legionella infection.
4. Assess our hot water and cooling systems for risks to health.
5. Consider-
 1. Could exposure be eliminated?
 2. How to control and manage continuing risks.
 3. Identify control measures already in place and the additional measures needed to avoid or reduce risk.
 4. How extensive are our hot water systems?
 5. Do we store hot water above or below 60C?
 6. Does the hot water system have any 'dead legs' or rarely used outlets?
 7. Have we tested for the presence of legionella? Who makes the tests, how often?
 8. Are the testers competent and the results valid?
 9. Do we treat the water systems to control legionella?
 10. Is cold water always stored at less than 20C?
6. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
7. Develop a procedure based on these considerations.
8. Make sure managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Report any incidence of legionella to the Enforcing Authorities.
12. Monitor and review the operation of this procedure from time to time and whenever an employee develops legionella, making changes to the procedure as necessary or beneficial.

Advice and guidance on the control of legionella can be found in Guidance Note 5-12.

Safety Arrangement 5-14**USE OF CHEMICAL AGENTS AND SUBSTANCES**

We have a duty to ensure the safety, health and welfare of our workforce and others who may be affected by exposure to hazardous substances used at work.

We do this by:

- Nominating senior staff members to identify hazardous substances encountered at work and the hazards posed by them.
- Developing and implementing risk assessments, procedures or safe systems of work and control measures.
- Ensuring that any risk assessments are undertaken by competent, trained personnel.
- Employees and others adhering to the contents of the developed procedures, control measures and safe systems of work.
- Providing safe equipment for use with hazardous substances.
- Providing sufficient personal protective equipment.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience to improve the way we manage the risks from hazardous substances.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-14

USE OF CHEMICAL AGENTS AND SUBSTANCES**Action Plan**

To protect our workforce and others who may be affected by exposure to the hazardous substances used in our business we need to-

1. Make an inventory of every hazardous substance used and any that could be generated as a by-product of our business processes.
2. Assess those substances for the risks that they pose to health and safety because of the quantities to which people are exposed or the way that we use them.
3. Assess or measure the levels of hazardous substances to which our workforce is exposed.
4. Identify the control measures that we should adopt.
5. Consider relevant matters including-
 1. What hazardous substances do we use?
 2. Are any hazardous substances created by the work we do?
 3. Who might be exposed?
 4. Where and when?
 5. What are the levels they are exposed to?
 6. How does this compare with the Workplace Exposure Limits and the requirement to minimise exposures?
 7. Can we eliminate the risk entirely?
 8. How do we reduce exposure?
 9. What control measures are appropriate?
6. Record details of our assessments, measurements and any controls subsequently introduced.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Inform, instruct and train workers about the hazardous substances in use, the risks, exposure levels and use of control measures.
9. Implement the procedure and ensure that it is followed in practice.
10. Report every case of a reportable disease to the Enforcing Authorities.
11. From time-to-time check that the control measures are still working and that exposure levels are being controlled below the Workplace Exposure Limit.
12. Monitor and review the operation of this procedure from time to time and whenever hazardous substances give rise to incident, injury or ill-health, making changes as necessary.

Advice and guidance on the control of exposure to chemical substances can be found in Guidance Note 5-14.

Safety Arrangement 5-16E**ASBESTOS AT WORK - SURVEY ACMs PRESENT, NO OFF-SITE RISK**

We have a duty to ensure that the presence of Asbestos Containing Materials (ACMs) in our buildings is known and that they are managed so that building users and contractors working on the buildings are not exposed to the health risks associated with asbestos. An asbestos survey carried out on our behalf has shown that ACMs **are present**.

Our work is such that our employees are not expected to be at risk of exposure to asbestos or ACMs while working at clients' premises.

We need to control the potential hazard and we do this by:

- Making information about the presence of ACMs on our premises available to our workforce.
- Developing an Asbestos Management Plan.
- Arranging work activities to avoid the disturbance of ACMs.
- Making sure that our workers are trained and able to assess and identify materials that might contain asbestos, and that they know what to do if they come across them.
- Nominating senior staff members to manage this process and to develop and implement procedures, safe systems of work and control measures.
- Employees and others following our procedures, control measures and safe systems of work.
- Employing competent trained personnel.
- Monitoring and reviewing our systems to make improve the way we manage the risks from asbestos.

The personnel responsible for the asbestos register and these measures are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-16E

ASBESTOS AT WORK - SURVEY ACMs PRESENT, NO OFF-SITE RISK**Action Plan**

To protect our workforce from the risk of exposure to asbestos from asbestos containing materials whilst at work we need to-

1. Make sure that all ACMs on our worksite are marked and that our workforce is aware of their presence.
2. Develop an Asbestos Management Plan. Explain its contents to our workforce and make it available to any contractors who come onto our premises to work.
3. Assess the risks to our workforce and others. Make sure positive information and a safe system of work are given to our workforce.
4. When developing an Asbestos Management Plan consider:
 1. Leaving ACMs alone and marking their presence.
 2. Sealing or protecting it and marking its presence.
 3. Repairing damaged materials, sealing them, and marking their presence.
 4. Stripping out and removing the ACMs.
5. Make sure that all our employees are aware of the asbestos management plan, where ACMs are present, and how it should be managed
6. Use licensed contractors if any work involving the protection or removal of damaged ACMs is commissioned.
7. Explain our arrangements to supervisors and workers and inform any person likely to disturb asbestos or ACMs of its location. Ensure they are understood.
8. Provide training and information for staff nominated with responsibility.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the condition of known ACMs from time to time; dealing with any damage observed.
11. Amend the asbestos survey whenever ACMs are removed and if other previously unrecognised ACMs are found.
12. Review the operation of this procedure at least annually.

Information and advice on the control and management of asbestos in buildings can be found in Guidance Note 5-16.

Safety Arrangement 5-17**CONTROL OF NOISE AT WORK**

We have a duty to protect the hearing of our workforce and others who might be affected by exposure to excessive levels of noise from our work activities.

We do this by:

- Nominating senior staff members to identify where we need to act and to manage the action we need to take.
- Assessing the risks to employees and others from work related noise.
- Taking measurements of exposure to noise to identify where statutory action levels apply.
- Developing and implementing control measures, strategies, procedures and safe systems of work.
- Undertaking hearing surveillance if identified as appropriate.
- Ensuring that employees and others adhere to procedures and safe systems of work.
- Providing adequate personal protective equipment.
- Providing and recording relevant training for employees.
- Ensuring that all items of equipment are suitable for their task and subject to regular maintenance and noise inspections by competent engineers.
- Monitoring and reviewing our systems; using experience of these arrangements to improve the way we manage the risks from noise.

The personnel responsible for the above measures are identified in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-17

CONTROL OF NOISE AT WORK**Action Plan**

To ensure the safety of our workforce and others whilst working in areas where they could be exposed to excessive noise levels we need to-

1. Assess our work activity to identify where and when workers or others may be exposed to noise levels identified as harmful to hearing.
2. Arrange for measurements of actual noise levels to inform how the issue is managed.
3. Where a risk of hearing damage is identified assess workers' exposure to those noise levels and identify where action is required.
4. Involve the workforce in these assessments and in the identification of noise controls – noise reduction measures and or the use of hearing protection.
5. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British or European Standards.
6. Consider among other issues-
 1. First Action Level, Second Action Level, Peak Exposure Value.
 2. Regular maintenance of machinery can reduce noise emissions.
 3. Reduction of noise at source.
 4. Attach deadening to panels etc. that amplify or reflect sound.
 5. Install sound absorbing materials.
 6. Replace ageing noisy equipment with new silenced equipment.
 7. Isolate noise sources.
 8. Warning signs.
 9. Audiometry, health surveillance.
 10. Training and information.
 11. Hearing protection.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and whenever anyone reports hearing damage, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the control of noise can be found in Guidance Note 5-17.

Safety Arrangement 5-18**STRESS IN THE WORKPLACE**

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress.

We do this by-

- Nominating senior staff members to consider and manage the issue of work-related stress.
- Developing and implementing a policy for identifying and managing work related stress.
- Involving our workforce in the development of this policy and our procedures.
- Providing information about the policy to all workers.
- Training managers and supervisors to recognise symptoms of work-related stress.
- Ensuring that the policy is adopted and followed.
- Ensuring employees know what to do if they suspect they, or a colleague, are suffering from stress.
- Providing counselling or occupational health services and support.
- Monitoring and reviewing the policy and procedures; using experience to make improvements to the way we manage ill health caused by work related stress.

The personnel responsible for monitoring and implementing this policy are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-18

STRESS IN THE WORKPLACE**Action Plan**

To protect our workforce from ill health caused by work related stress we need to-

1. Assess our activities to identify where and when workers or others may experience unacceptable levels of work-related stress.
2. Prepare a stress policy and plan of action when a worker is identified as suffering ill health on account of work-related stress.
3. Involve the workforce in developing the policy and plan of action.
4. Identify any control measures already in place and the additional measures or actions that may be required. Refer to published trade guidance and advice.
5. Consider among other issues-
 1. The outward signs of stress
 2. Fatigue, anxiety, poor motivation in general.
 3. Making mistakes, having accidents.
 4. Deteriorating relationships with colleagues, irritability, indecisiveness, absenteeism, excessive smoking or drinking, overeating etc.
 5. Physiological, Increased complaints about health - headaches, dizziness etc.
 6. Stress risks assessments.
 7. Support to an employee who is experiencing stress whether work related or not e.g. following a bereavement or separation.
 8. The effect of new or changed roles without adequate training.
 9. The effect of poor communication during times of change
 10. Excessive workloads, long working hours, unsocial hours.
 11. Working alone.
 12. Employees having to cover for the poor performance or attendance of colleagues.
 13. Do employees have developmental opportunities.
 14. Bullying and harassment by managers, supervisors and colleagues.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that managers and supervisors understand the policy and procedure. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the policy and procedure and ensure that it is followed in practice.
10. Monitor and review the operation of the policy and procedure from time to time and following any case of ill health caused by work related stress, making changes to the procedure identified as necessary or beneficial.

Further advice and information on work related stress can be found in Guidance Note 5-18.

Safety Arrangement 5-19**AGGRESSION AND VIOLENCE**

We recognise that we have a duty to take action to reduce so far as is reasonably practicable the risk of aggression and violence to our workforce which can arise whilst at work.

We do this by:

- Nominating senior staff members to consider and manage the issue of aggression and violence at work.
- Developing and implementing a policy for identifying and managing work where there are risks of aggression and violence.
- Involving our workforce in the development of this policy and our procedures.
- Providing information about the policy to all workers.
- Training all managers and supervisors to recognise work activities and locations where there are higher than normal risks of work-related violence and aggression.
- Ensuring that the policy is adopted and followed.
- Ensuring workers know what to do if they suspect they, or a colleague, are under threat of violence or aggression at work.
- Providing counselling or occupational health services and support.
- Monitoring and reviewing the policy and procedures; using experience to make improvements to the way we manage workplace violence and aggression.

The personnel responsible for monitoring and implementing this policy are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 5-19

AGGRESSION AND VIOLENCE**Action Plan**

To protect our workforce from injury or ill health caused by violence and aggression at work we need to;

1. Assess our work activities to identify where staff may be subjected to violence or aggression from clients or other people when at work.
2. Prepare a policy and plan of action to deal with aggression and violence at work.
3. Involve the workforce in developing the policy and plan of action.
4. Identify any control measures already in place and the additional measures or actions that may be required. Refer to published trade guidance and advice. Take advice from the Police.
5. Consider among other issues-
 1. Recognising where and why workers may be at risk.
 2. Systems to allow the reporting of aggression and threats of violence at work.
 3. Handling incidents – calling the police.
 4. Premises security and alarms.
 5. Premises layout – make it difficult for aggressors to reach workers.
 6. Lone working and security for workers off site.
 7. Training workers to identify the early signs of aggressive behaviours and in conflict management techniques.
 8. Counselling
 9. Special arrangements for dealing with clients and people known to be aggressive or a risk to workers.
6. Develop procedures, programmes and practices tailored to our premises.
7. Record details of our assessment, the controls in force and additional measures planned.
8. Make sure that managers and supervisors understand the policy and procedure. Consider whether they need any training.
9. Explain these arrangements to our workforce. Ensure they are understood and provide further training where necessary.
10. Implement the policy and procedures and ensure that it is followed in practice.
11. Monitor and review the operation of the policy and procedure from time to time and following any case of injury or ill health caused by aggression or violence at work, making changes identified as necessary or beneficial.

Further advice and information on work related aggression and violence can be found in Guidance Note 5-19 Aggression and Violence.

Safety Arrangement 5-23**OCCUPATIONAL ASTHMA**

We have a duty to ensure the safety, health and welfare of our employees and others who may be affected by exposure to asthmagens in the course of their work.

Our arrangements and the personnel responsible for managing this occupational health hazard and associated risks and for providing occupational health surveillance are set out in Safety Arrangement 1-7.

Specific guidance on managing occupational asthma is contained in Guidance Note 5-23..

Safety Arrangement 5-23

OCCUPATIONAL ASTHMA

Action Plan

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Safety Arrangement 5-26**DERMATITIS**

We have a duty to ensure the safety, health and welfare of our workforce and others who may be at risk of dermatitis in the course of their work.

Our arrangements and the personnel responsible for managing this occupational health hazard and associated risks and for providing occupational health surveillance are set out in Safety Arrangement 1-7.

Specific guidance on managing cases of dermatitis and the risks of dermatitis from substances present in the workplace is contained in Guidance Note 5-26.

Safety Arrangement 5-26

DERMATITIS

Action Plan

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Safety Arrangement 6-10**PLAYGROUNDS**

We have a duty to ensure the safety, health and welfare of our workers, children and members of the public from the risks created by playgrounds.

We do this by:

- Nominating a senior manager to reduce the risks created at our playground.
- Assessing the risks at our playground to our workforce and others.
- Developing and implementing policies, control measures and safe systems of work.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures is by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that workers and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we improve our management of the risks at playgrounds.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 6-10**PLAYGROUNDS****Action Plan**

To protect children, our workers and others from playground hazards we need to-

1. Consider where children and others could be harmed.
2. Identify the control measures already in place and any others that maybe required.
3. Consider-
 1. Equipment – is it regularly maintained?
 2. Surfaces – are impact absorbing surfaces to prevent injury from falls from climbing equipment provided? Does it conform to EN1176?
 3. Is supervision required for the playground?
 4. Are risks to any supervisory staff, such as broken glass, contact with biological hazards, physical attack from children or angry parents or guardians, suitably controlled?
 5. Purchasing - new equipment should meet current safety standards.
 6. Appropriate fencing, access gates, etc., should be provided and regularly maintained.
 7. Area inspections - daily or weekly inspections by competent persons.
 8. Frequent operational checks covering the stability, wear etc. of equipment.
 9. Annual inspection by an independent specialist.
 10. Appropriate waste receptacles and seating should be provided.
4. Keep a written record of significant risk assessments, control measures and systems of work.
5. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
6. Implement the procedure and ensure that it is followed in practice.
7. Monitor and review the operation of this procedure from time to time and whenever an incident occurs, make changes to the procedure identified as necessary or beneficial.

Information and advice on the control of risks from play areas can be found in Guidance Note 6-10.

Safety Arrangement 7-2**CONTRACTOR CONTROL AND MANAGEMENT**

We need to ensure the safety of our workforce and others when we employ contractors to come onto our premises to repair buildings or equipment or to complete other work.

We do this by:

- Nominating a senior manager to coordinate and plan the selection of suitable, competent contractors or subcontractors.
- Requesting and reviewing the suitability and adequacy of the health and safety documentation submitted by the contractor or subcontractor.
- Checking the competence of contractors and subcontractors.
- Requesting a 'method statement' for the work.
- Ensuring that contractors and subcontractors adhere to their method statement and safety documentation.
- Ensuring that the contractors or subcontractors are aware of the procedures and risk assessments for any of our work processes that may affect them.
- Ensuring that contractors and subcontractors comply with our site-specific company rules).
- Ensuring that any equipment used is inspected and tested at frequencies defined within current legislation and evidence of this can be supplied.
- Reviewing our own and contractors' systems.

The personnel responsible for overseeing contractors and subcontractors are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 7-2

CONTRACTOR CONTROL AND MANAGEMENT**Action Plan**

To ensure the safety of our employees and others when we have contractors working on our premises, we need to be sure of their ability to work safely and without creating health risks.

We need to-

1. Assess the hazards and risks to our workforce created by contractors working on our premises.
2. Assess the hazards and risks to the contractors from their presence on our premises.
3. Involve our workforce and the contractors and in the identification of appropriate control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance, published standards, etc.
5. Consider among other issues-
 1. What will the contractor be doing? Where will they be doing it and when?
 2. Does this put any of our staff at risk? Will our processes put contractors at risk?
 3. Should the contractor work only when our workforce is not present?
 4. What knowledge do we have of the contractor's ability to manage health and safety?
 5. Do we need them to complete a pre-contract questionnaire or method statements?
 6. Will they provide their own equipment - do they expect to use any of ours?
 7. Will any plant they bring on site create risk to our workforce?
 8. Does the place where the contractors will be working need to be fenced off to protect them from our work activities or vice versa?
 9. Are their workers trained and competent? How will they be managed on our site?
 10. Will the contractor's workers understand our rules, instructions and signs?
6. Develop procedures, programmes and practices for when contractors are working on our premises.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety during contract work can be found in Guidance Note 7-2.

Safety Arrangement 7-4A**CONSTRUCTION DESIGN AND MANAGEMENT CLIENT**

We recognise that as a 'client' for construction work (including building maintenance, refurbishment and demolition to any of our buildings) we have specific responsibilities under the Construction Design and Management Regulations.

We have made arrangements to comply with our legal responsibilities by:

- Nominating a senior manager to take responsibility for managing each specific CDM project and notifying the enforcing authorities should a project meet the criteria.
- Providing them with sufficient training and resources.
- Ensuring the appointment, in writing, of competent Principal Designers and Principal Contractors where the contract requires it.
- Monitoring and reviewing compliance with the regulations and health and safety standards on site both during and on completion of each project.
- Ensuring that site welfare facilities are in place before construction work commences.
- Ensuring that principal designers and principal contractors develop and follow pre-construction and construction phase plans.
- Maintaining a project health and safety file.

The person nominated to oversee these arrangements is shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 7-4A**CONSTRUCTION DESIGN AND MANAGEMENT CLIENT****Action Plan**

When we are a CDM client the person we have designated to manage our input needs to ensure that-

1. All relevant personnel are suitably trained and competent.
2. The principal designers, designers, principal contractors and contractors we employ on the work are competent for the work expected of them.
3. We co-operate and coordinate information, and work with other parties involved in the construction design and management process to ensure the health and safety of workers and others.
4. All identifiable hazards and risks are reported accordingly.
5. The general principles of prevention are considered and implemented for all aspects of the work.
6. A check on the competence and resources of all appointees is conducted.
7. There are suitable management arrangements for the project.
8. Suitable and adequate site welfare facilities are provided before work commences.
9. Sufficient time and resources are allocated for all stages of the project.
10. Designers and contractors are provided with pre-construction information.

When a project is notifiable under the regulations, we need to take the following additional measures-;

1. Appoint a principal designer.
2. Appoint a principal contractor.
3. Ensure that the construction phase does not start until a construction plan and welfare facilities are in place.
4. Provide any information we hold relating to the health and safety file to the principal designer and principal contractor.
5. Retain and provide access to the health and safety file.

Advice and guidance on the Construction (Design and Management) Regulations 2015 can be found in Guidance Note 7-4.



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Nettleham Football Club Proposal.

Having completed a record-breaking season including a junior team winning the much sought after county Cup and both our Saturday and Sunday teams winning the league and cup double, the 23\24 season has proven to be a massive success. We currently have thirteen junior teams, two Saturday men's teams and one Sunday men's team in place for next season (24/25), and we are trying to encourage more girls and women with possible teams.

We are well into our second year of a six-year FA partial funded Pitch power project (already showing positive improvements to grass quality\ recovery and less cancelled fixtures) and having control over the frequency and quality of the grass cutting at Mulsanne Park is also proving beneficial having been successful in tendering for the three-year grass cutting contract.

We can't even begin to tell you about the amount of positive feedback we've had from players, parents and most surprisingly opposition teams, complimenting us on our facilities, especially the pavilion (which we have the Parish Council to thank for this, and more specifically Cllr D Newsam). We are very grateful to you all for this support.

Moving forwards, we've been raising funds and would like to take full advantage of the various grants on offer to us (for a limited time) from The Football Foundation to help us further improve our facilities and help us meet the current and ever-changing ground grading requirements. (Meeting ground grading requirements is the ability to meet certain criteria placed on us by the different leagues to be able to move up to those leagues. The higher the leagues the bigger the criteria list). We are currently playing in step 7 of the football pyramid and would like to prepare our facility to have the opportunity to move further up the pyramid from step 7 to step 6. Winning the league this year, gave us that opportunity but the facility meant we could not accept their invitation. We are aware of the challenges ahead but wish to provide information here to help you understand what is required.

We've attached a report from the step 6 league (Northern Counties East Football League) The first criteria is to provide a pitch that is fully enclosed. We'd like your permission to put a green metal mesh fence around the main pitch 2m high, this would be 3m high behind the goals at each end. This would incorporate the stand and enable us to take down the security fencing that currently keeps the youths congregating it and vandalising it. We can currently get a 75% grant on this project for a limited time, and I've attached one of the quotes for you to see the specification.

Whilst the security fencing is around the stand, the consequence of this is there persistently have been youths hanging round the dug outs. Having fencing around the whole pitch including the stand and dug outs would negate there being a place to "hang out" meaning the anti-social behaviour and as we are well aware, the drug taking, would not take place in these areas. As the grass keeps improving, the area will be used in evenings for training during the summer and this will provide a protected area for children to train.

Whilst writing this I want to quickly add that the funding will be obtained by the football club and we are not asking the Parish council for any funding but the permission. The Football Foundation provide 75% of the total cost of the fencing with the football providing the remaining 25%. This will be in the form of fund raising including certain activities within the club, and with the help of Companies through sponsorship. A member of the football club is currently within the specific roll of approaching companies for sponsorship. We have had an approach from one national company looking at providing more funds to football and this negotiation is still ongoing. We are hoping more will follow.

Without this permission we will not be able to take any of this forward and will definitely hold back the Saturday team and their ability to attract the best players possible, to play at the higher level this would a shame when they are doing so well.

We are happy to discuss and present this at any committee meeting, either full or property committee.

We would like the opportunity to erect this fencing within the Season 2024/25. Therefore we would welcome your appraisal of this situation as early as possible.

As it happens our changing facilities no longer meet the required standards for the level of football that we are currently playing at, this will not affect us continuing to play at our level but it has pointed out to us when the visit from the ground grader came to give us advice. We should have toilets and wash basins in each changing room, and an additional official's room to accommodate both male and female officials. We don't feel the extension of the pavilion to accommodate this is a viable option as the proximity to the pitch has also been raised as an issue, we'd like to propose a brand-new brick/block, small changing block (approximately 60 x 16 feet) to be built near to the main pitch (ideally somewhere between the play park and the main pitch) so it would be accessible for the cricket in the summer (who have the same problem with both sex's changing). This would also give tennis access to the same changing\showering facilities that other local tennis clubs offer and would enable us to offer changing facilities to multiple teams playing on a packed weekend of football and welcoming female football back to Mulsanne Park. This project is not immediate but would welcome your thoughts and comments on this and would ask you to consider whether this is feasible. We believe there are many benefits in providing this changing facility and will be working hard to achieve the funding. This would not be commenced until all the funding is in place.

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The Lincolnshire FA are desperate to support us with our mission to make Nettleham one of the most successful local football clubs in Lincolnshire and they have a pot of money available to support clubs like us. Whilst we realise that these things take time, and the correct procedures need to be put in place, when the pot of money is gone it's gone, so we'd like to get the ball rolling with our ambitious plans asap.

Your help and support would be very much appreciated. As a Club we are confident that these proposed changes can only be a good thing for the village, offering more inclusive sport to even more local people.

Kind Regards,

John Thornton

Chairman on behalf of Nettleham Football Club Committee.

PRESIDENT:

CHAIRMAN, FIXTURE & REFEREES' SECRETARY	TREASURER Anjuli Atterby	REFEREES' ASSESSORS' SECRETARY	REGISTRATION SECRETARY	GROUND GRADING SECRETARY
Brian Jones Tel. 07974 796660 Brian.jones@ncel.org.uk		N/A	Stephen Wall 26 Carter Lane West Shirebrook Mansfield NG20 8NA Tel. & Fax. 01623 743889 Mob. 07940 293810 e-mail: stephen.wall@ncel.org.uk	Ian Cox 10 Cockshutt Avenue Greenhill Sheffield S8 7DU Tel. 0114 274 9917 Mob. 07773 712374 e-mail: ian.cox@ncel.org.uk

NETTLEHAM FC - Advisory ground grading.

The visit to Nettleham FC was made at their request in the absence of a visit from Stadium Accreditation.

It was not an FA visit but a general inspection to advise where improvements will be needed before an application could be considered for promotion to Step 6.

The ground currently hosts Step 7 football and consists of a grass pitch of the required size and is surrounded by a pitch perimeter barrier but with no hard standing for spectator viewing. This would be required on at least two sides and also hard standing

from the designated entrance to the ground to the viewing area.

Currently there is no spectator entrance/pay booth.

The grandstand on the ground is of a suitable construction and large enough to house the required numbers seated or standing. The seating has been removed temporarily.

The clubhouse which also contains the changing rooms, is a considerable distance from the pitch and as it currently stands, providing secure access to and from the pitch for players and officials would be difficult.

A new changing block would be the answer which would then allow a spectator access nearer to the pitch and allow fencing to be erected and form a more enclosed ground, as well bringing the changing block close to the pitch.

The ground already has floodlights and it is anticipated they meet the required standard.

Overall the basics are in place which would allow the ground to be developed to meet the standard required for the next levels of football but will need some investment to achieve it.

Ian Cox

Ground Grading Sec.



19th March 2024

Secure-a-Field

Fencing & Access Solutions

NETTLEHAM FOOTBALL
CLUB

FAO: PAUL ASHCROFT

*Recommendation for the supply and installation of security
fencing*

19th March 2024

Paul Ashcroft
Nettleham Football Club
Mulsanne Football Pitch
Nettleham
Lincoln
LN2 2RX

Recommendation for the supply and installation of security fencing

Dear Paul,

Thank you for your recent enquiry. Further to my site visit, I am pleased to submit the following:

Pitch boundary 2.0m Defender V mesh



Supply and installation total of 386m of 2000mm high **Defender V mesh** security fencing.
Fencing to consist of:

Cont...

Call: 01530 242 405 Email: sales@secure-a-field.co.uk
Secure-a-Field Ltd | Ridgefield Business Park | Beacon Road | Copt Oak | Loughborough | LE12 9YE

Recommendation



- ✓ 60mm x 60mm SHS posts @ nominal 3000mm centres except where slopes dictate additional intermediate posts are required
- ✓ 1930mm high **Defender V mesh** panels
- ✓ Steel clips and security fixings
- ✓ Galvanised and PPC green RAL 6005

Total: £19,169.53 including all labour, materials, waste disposal and delivery charges.

3.0m high goal ends

Supply and install 3 bays each pitch end, centered behind the goals, within the above fenceline at 3m high - a total 15 linear metres.

Fencing spec to match above.

Total: £1665.93 including all labour, materials, waste disposal and delivery charges.

4m wide double leaf vehicle gates



To supply and install 1no 4000mm wide x 2m high double leaf vehicle access gate fabricated to match above fencing. Gate to consist of:

- ✓ 120mm x 120mm SHS posts c/w welded caps
- ✓ 50mm x 50mm SHS framework
- ✓ **Defender 8T** mesh cladding to match fencing
- ✓ Padlockable slide latch c/w anti-climb shrouds if required

Total: £2464.17 including all labour, materials, waste disposal and delivery charges

Cont...

Call: 01530 242 405 Email: sales@secure-a-field.co.uk

Secure-a-Field Ltd | Ridgefield Business Park | Beacon Road | Copt Oak | Loughborough | LE12 9YE

Recommendation



1.2m wide single leaf vehicle gates



To supply and install 1200m wide x 2.0m high access gate. Spec as per vehicle gate.

£1758.33 including all labour, materials, waste disposal and delivery charges

All prices are subject to VAT
Prices valid for 30 days

The Secure-a-Field Way

Secure-a-Field provides a truly professional and efficient service for your fencing installation requirements – right through from concept to completion. We realise that dealing with contractors can be hassle and unpredictable so we have provided a unique methodology for a smooth and straightforward client experience – ‘The Secure-a-Field Way’

- Initial site visit and meeting
- Detailed proposal and quotation confirming our recommendations
- Pre-start visit and meeting upon receipt of order to confirm scope and phasing of works
- Delivery and installation by our professional and courteous staff. Progress visits by project manager on larger contracts
- Project sign off with client
- Review – what went well/what can we improve on?

Cont...

Call: 01530 242 405 Email: sales@secure-a-field.co.uk
Secure-a-Field Ltd | Ridgefield Business Park | Beacon Road | Copt Oak | Loughborough | LE12 9YE

Recommendation



All site operatives are trained in health and safety, are CSCS registered and are committed to our policy of safe working practice. All documentation including risk assessments, method statements and insurance certificates are provided prior to our commencement on site. Each project is assigned a single point of contact who is on hand throughout the project duration to assist with any eventualities as they occur.

Installation

All work will be carried out to the highest standards by our experienced and courteous installers. All work to be carried out in a safe and responsible manner and in full accordance with good working practice. Full health and safety paperwork including method statements and risk assessments will be produced prior to commencement of any works.

All installation staff to be fully trained in the use of required tools and plant and to hold the relevant certification.

Anticipated project duration is 15 days in total.

Delivery/storage of materials

All materials to be delivered to site via installation team's vehicles

Lead time

Mobilisation currently is 2 - 3 weeks from date of order.

Payment terms

50% pro-forma with balance due on project completion.

We are keen to receive your order

I will personally be responsible for the management and smooth running of this project and would like to state our commitment to total customer satisfaction through 'Outstanding Customer Service'.

I trust this recommendation is acceptable and look forward to hearing from you. If in the meantime you require any further assistance or wish to clarify any details, please do not hesitate to contact me.

Yours sincerely

Doug Wilson

Doug Wilson
Installation Sales

Recommendation



What our customers say about us...

Whilst writing I feel I must offer our thanks for the professional and speedy erection of the safety fence around our playing field.

The work was carried out on time with no fuss or disruption and your ground workers are a credit to your company.

Vic Keeble
Parish Clerk – Chesterton Parish Council

Our school recently commissioned Secure-a-field to replace various aspects of fencing around the building.

We were very impressed with the attention to detail from the offset. The team communicated in advance so we had all the information we needed. Whilst on site their compliance to rules and regulations where second to none, making sure the working areas had been made safe during home time. The fencing was erected within the agreed time frame even with some changes along the way.

The school and wider community are very happy with the results. We will be coming back to Secure-a-Field for our next project and have recommended them to other schools in the area.

Phil Burton
Business Manager – Halbrook Primary School, Leics

Recommendation



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24.09.24

AGENDA ITEM 7F

I write as Chairman of The Minster Fields Community Group and not as a Councillor, although I accept as councillor I would have a conflict of interest in this request.

There is a proposed play area planned for our development as part of the original planning permission which will be installed at the expense of Taylor Lindsey, however we are disappointed in their plans which only include some basic equipment. The Minster Fields Group have been in discussions with Taylor Lindsey to ask for some other equipment to make this a better play area for the children of this development, but Taylor Lindsey will not fund anything other than their original plan. They would however install other equipment if this was funded by another party and this is where I hope that Nettleham Parish Council could help.

The original plan includes:

Basket Swing
Clamber Stack
4 Way Springer
Whizzer Spinner

Our Ideal plan would be to:

Add a Slide
Add a Traditional 2 seat swing to the Basket Swing
Replace the Whizzer Spinner with a Roundabout.

The quote we have from Taylor Lindsey to make these additions and amendments is £15,278.45 plus VAT, which includes the additional equipment, additional carriage charges and additional fencing.

The request we have is, would Nettleham Parish Council provide this additional funding to help us provide a better play area for the children of Minster Fields?

I would add that based on the average C/D council tax bands that the precept received by NPC from residents of Minster Fields amount to around £94,000 over the last five years (2019 to 2023) and in 2024/25 will be in the region of £25,000, so it would be great if some of these funds were spent for the residents of Minster Fields. As the development expands each year these precept contributions will increase each year.

I hope that you will consider this request and look forward to your reply.

With Kind Regards
Tony Crook

Chairman - Minster Fields Community Group

Nettleham Parish Council Tree Policy



Summary:

This policy sets out the Nettleham Parish Council position regarding trees on its land. It does not apply to trees located on land owned by Lincolnshire County Council Highways or any other organisation or individual.

It sets out the broad principles of how existing trees will be managed and where new tree planting may take place.

Nettleham Parish Council recognises the importance of trees to the nation and to Nettleham. Trees have an important role in the natural environment. Trees help to clean the air, maintain soil structures, provide habitats for a diverse ecology and manage water runoff. Nationally and internationally trees play an important part in helping to control the rate of climate change due to CO2 levels and at a local level help to reduce air pollution.

The Council is committed to the preservation of existing trees and the appropriate planting of new trees where this supports the national and local strategies in respect of tree planting.

Policy Statement:

Land owned by Nettleham Parish Council contains a significant proportion of all the trees within the parish boundary. As such it performs a vital function in reducing pollution, absorbing rainfall, binding soil and providing an environment for local flora and fauna. Trees also play an important role in the wellbeing of local residents.

Existing Mature Trees

The Council is committed to the maintenance of its mature trees.

The pruning or felling of trees will only be carried out when one or more of the following apply:

-

- To maintain the tree in a healthy condition which includes the regular removal of basal growth to the base of the tree at no detriment to the health or amenity of the mature tree.
- Where the tree is diseased and will not recover.
- Where a tree is touching or about to touch a structure with the likelihood of damage to that property.
- The tree has become dangerous to the point where there is an unacceptable risk to people or property.
- Where it is necessary as part of the development of the Council's assets, and full consideration has been given to alternatives.
- When trees are obstructing a road or path, in this case trees will be cut back to a height of 2.5 meters (if appropriate) and additional balancing work may be required advice regarding this will be sought from a suitably qualified Arboriculturist
- When it has been advised by a suitably qualified Arboriculturist.

Trees will not be pruned or felled for: -

- Cosmetic reasons
- Dropping of leaves
- Overhanging into neighbouring properties
- Blocking of light

Where Tree Preservation Orders are in place or trees are within the Conservation Area, trees may only be maintained or felled where appropriate permissions have been granted.

Planting of Trees

Wherever possible, where existing mature trees have had to be removed due to disease or damage, a new tree will be planted. This will be of a suitable type for the environment and species (or variants of them) native to the U.K or the near continent will generally be preferred.

Tree planting in new locations will have regard to the surroundings. Consideration will be given to the proximity of buildings or structure that might be overshadowed or could suffer from root damage from newly planted trees. Where planting is in proximity to other trees or habitat, such planting will have regard to the existing ecology so as to enhance rather than damage this.

Risk Management

The Council will construct and maintain a tree risk register. The risk register will contain details of individual specimen trees or clusters of trees where these form part of a wider wooded area of the same species.

The aim of the risk register is to identify individual trees or clusters of trees and the associated tree management that might be required. The intention is that over a period of 5 years all the trees under Council management will have an associated traffic light risk level and an inspection frequency.

Red	Not Acceptable risks will be reduced to an Acceptable level. This means that orders will be placed to undertake appropriate tree work to resolve the issue within one year or sooner if recommended by the arboriculturist and may be subject to emergency action by the Parish Clerk.
Amber	<ul style="list-style-type: none"> • Not Tolerable risks will be reduced to an Acceptable level, but with a lower priority than Not Acceptable risks. This means that longer term plans will be considered to manage the problem but may require budgets to be made available in the following financial year or beyond. • Tolerable risks will not be reduced but may require an increased frequency of assessment compared to Acceptable risks. This means that the condition of the tree will be re-examined more frequently than usual, and this may be required every 1 to 3 years.
Green	Acceptable risks will not be reduced. Re-examination will take place every 5 years unless a shorter period is recommended by the arboriculturist.

The Council does not employ its own arboriculturist and relies on contractors to undertake examination and tree surgery. Officers will be responsible for identifying the potential risk areas (e.g., those in built up areas or those trees close to roads), but advice on tree condition and associated management will require specialist input. A budget for tree management is in place and this will need to be reviewed each year as part of the budget process to ensure it is adequate.

Complaints and Requests:

There are regular requests from neighbours of Council land for trees to be pruned or felled. This is often in response to autumn litter or trees reducing light into gardens. In many cases the tree predates

Rights of Neighbours:

Common Law Right

Property owners have a Common Law right to remove a nuisance associated with trees.

The following advice is given to anyone wishing to exercise their Common Law right:

- a) You can only consider removing those parts of the tree from the point where they cross the boundary of your property. You have no legal right to cut or remove any part of a tree that does not overhang your property.
- b) You are strongly advised to consult an Arboricultural Association Registered tree surgeon for guidance on how best to prune back encroaching trees, unless the works are small enough to do with hand secateurs or similar.
- c) Before you consider doing any works to a tree(s) you must find out if it is protected by a Tree Preservation Order or whether it is within a Conservation Area. If the trees are protected, you will need to gain consent by making an application / give notice to West Lindsey District Council. If you fell or prune a tree that is protected, you may be subject to prosecution and unlimited fines.
- d) Whilst the law requires you to offer any wood back to the tree owner, where the wood is not wanted, you are responsible for making adequate provision to dispose of any wood or cuttings at your own cost. For clarity ***Nettleham Parish Council does not require the return of the wood or cuttings. Please do not place, return or tip this on to Council land. If you do so the Council will seek to recover the cost of disposal and associated administration costs which are likely to be higher than your own cost of disposal.***

Adopted: 26.09.23

Reviewed:

This policy replaces The Nettleham Parish Council Procedure for Tree Monitoring Inspection and for Dealing with Complaints.

Nettleham Parish Council Policy Relating to trees located on land owned by Lincolnshire County Council Highways

Nettleham Parish Council does not own these trees and has no liability for them. However subject to the permission to do so from Lincolnshire County Council Highways, for the amenity of the Parish, Nettleham Parish Council will, dependent on available resources, remove basal growth from the base of trees and trim branches overhanging the highway to a height of 2.5 meters. It should be noted in the event the Parish Council are unable to complete these tasks they will be referred Lincolnshire County Council Highways with whom the legal responsibility for this work rests.

Key: **Added** **Highlighted for reference**

NPC Trees – This is reasonable work provided no damage is caused to the tree and it will be necessary to seek professional advice on cutting back to 2.5 meters as this may not be suitable in some cases

LCC Trees- NPC only has a power in legislation to undertake this work if it is via a Service Level Agreement for a Concurrent Service with LCC (like the current grass cutting arrangement).

While the suggested action will undoubtedly improve the amenity value of the trees which residents would benefit from it will be at considerable cost. These costs would be covered from the precept raised through the Parish Council, but residents are already taxed by LCC who have the responsibility to deliver this service so if LCC do not pay NPC to carry out this service residents are effectively “paying twice” for a service this is known as double taxation. This isn’t illegal if a service is a Concurrent Service, Highways Maintenance is, but the additional cost to residents should be considered.

Permission must be in place from LCC as the landowner, otherwise any works could be viewed as vandalism.

Correspondence

11 a) Twinning

Dear Lucy Walker

Further to my earlier email dated 5/07/24. I am sorry to report that at our recent committee meeting the discussion to close down the Nettleham Twinning Association was taken, due to there being no volunteers from the membership for the vacant positions on the organising committee.

The kind offer of assistance from Councilor P. McNeil will not be required.

Thank you for your help in the past REDACTED

11 b) Witham Valley

Hello Lucy

I am writing on behalf of the Witham Valley Access Project (WVAP) team to you in your capacity as clerk for Nettleham Parish Council. The WVAP is a local Community Action group, whose aim is to promote safe walking and cycling in the area and extend and improve the network of paths, footways and cycleways around villages to the East of Lincoln.

Presentation Offer:

First of all, the group would like to offer to do a short presentation about our aims and objective at your Annual Parish Meeting in 2025. We realise that this is some time away, but we thought it was worth making the offer now, so that your council has time to consider it.

Parish Paths Partnership questions:

Secondly, the group is seeking to understand the experience of local Parish Councils in relation to the LCC Parish Paths Partnership scheme. Since 1995 Highways Authorities have had the powers to establish Parish Paths Partnerships. Participating Parish Councils can access Highway Authority grants to facilitate:

- surveys
- repairing or replacing stiles and bridges
- installing of new bridges
- building steps
- surfacing paths and

- publishing promotional leaflets

The group would appreciate it if you could respond to the questions below:

1. Has your Parish Council used the LCC Parish Paths Partnership scheme to access a Highways Authority grant at any time since the start of 2019?

Yes/No/Don't know

If Yes, please provide brief details:

2. Has your Parish Council used the LCC Parish Paths Partnership scheme to access a Highways Authority grant prior to 2019?

Yes/No/Don't know

If Yes, please provide brief details:

3. If No to both the above: Is your Parish Council aware of the Parish Paths Partnership scheme?

Yes/No/Don't know

I would be grateful if you could confirm receipt of this email.

Many thanks

Name Supplied

11 c) Knitted poppies

Dear Sir/Madam

Ladies from the village have been busy making knitted poppies which we hope can be displayed on the Village Green for a couple of weeks at the beginning of November.

The purpose of this display is an act of remembrance commemorating 80 years since the D-day landings.

It is planned that the poppies will be affixed to a piece of netting such that the display can be hung either near the village sign or even hung from a tree on the Green and can be affixed without damaging the structure.

The purpose of this letter is to seek permission from the Parish Council for this display. If all goes well, it is hoped that this can be shown over coming years and become an ongoing display in Nettleham in Novembers to come.

We look forward to hearing the outcome of your discussions.

Name Supplied

11 d) Salt LCC

Dear Clerk,

In the July edition of the town and parish council update we asked for your help with getting 'grit-ready' by requesting a free one-tonne salt bag and letting us know about grit bin problems.

There is still time to request a free one-tonne salt bag to use this winter before the form closes on Monday 30 September. The salt bag's dimensions are approximately 1.2m x 1m x 1.2m and they should ideally be covered and stored off the ground to ensure they remain dry.

To request your bag, please complete the online form at: www.lincolnshire.gov.uk/saltrequest

We would also be grateful if you could check any LCC grit bins in as soon as possible and let us know if they are damaged or less than half full. You can report empty or damaged grit bins on FixMyStreet, each empty or damaged grit bin will require an individual report.

Thank you for your help and support with this

Darrell Redford

Network Resilience Manager

11e) Highways Updates LCC

4.09.2024

With regards to the meeting yesterday, I can confirm that the following actions will be pursued:

Scothern Road / The Dene, by the Playing Field - I will look at introducing waiting restrictions at this junction to alleviate problems with visitors to the playing field. I will also investigate the possibility of white bar markings in the existing layby area to cover the driveways.

East St - I will investigate possible waiting restrictions caused by traffic using businesses here including the soft play area.

Vicarage Road / The Green - I shall proceed with an order to remove one parking bay on the west side of the road outside the Co-op. As mentioned, a dropped crossing point shall be installed once the lining works here are complete.

I will also see about changing the existing Monday to Saturday 8am-6pm restriction opposite the Co-op to No Waiting At Any Time.

Finally, I will pursue a section of No Waiting At Any Time restriction on the High Street to cover the access to No 25.

I hope this is of assistance.

Bryan Gault

13.08.2024

Good afternoon

Thank you for getting in contact regarding updates for ongoing matters within Nettleham. Please see the updates below.

The introduction of dropped kerbs to facilitate crossing Church Street, just outside the Old School:

The officer for the area is aware of this issue and we shall be confirming the location for these dropped kerbs within the next two weeks; we would like to apologise for the delay in organising these works.

Enhancing the pedestrian route from The Green to the front of the Lincolnshire Co-op shop:

We can confirm a forward planning brief has been submitted to our asset team for them to look at potential work,s which I believe they are in the process of assessing, so we should have an outcome in due course.

The implementation of dropped kerbs at the junction of Vicarage Lane with The Green, with an extension of double yellow lines by 3 or 4 metres along the road:

The traffic regulations officer is currently looking at modifications to the yellow lines in Nettleham which will include the extension of the No Waiting At Any Time restriction by the Co-op to help with traffic flow in the area. This will be around one car length to assist safety here.

They are also investigating potential restrictions at No.25 High Street due to access issues for the residents.

The officer for the area will be raising a job for the dropped kerbs and we would also like to apologise for the time this has taken.

The establishment of a 20mph advisory zone around the heavily congested central area:

Enforceable 20mph speed limits must be supported by a speed limit order but currently our speed limit policy allows for these to be considered and applied only if they form part of an Accident Investigation and Prevention (AIP) scheme, which meets the necessary AIP funding criteria. They may also be considered as part of an Integrated Transport Scheme identified as high priority in the capital programme. The policy is due to be reviewed shortly, however, and this situation may change.

Kind regards,

Yours sincerely

Carly Jeffrey

For Local Highways Manager North

11 f) Petition

Dear Sir/Madam,

Thank you for the petition which you kindly arranged and sent to us on behalf of residents of Nettleham, requesting the provision of a well-marked pedestrian and cycle crossing at the Nettleham Road Roundabout.

I have investigated your request and can confirm that we are currently carrying out the investigation and design of a revised layout of the Nettleham Road Roundabout, which does include the delivery of a grade separated foot/cycle bridge which are like those delivered on the Lincoln Eastern Bypass. Unfortunately, currently the Devolution funding along with potential Local Transport Funds and/or Network North funds are uncertain at this time following the General Election and if all the funding does not come to fruition, then difficult decision may need to be made regarding aspirations of delivering capital schemes across the county, of which this is one. The scheme has not been cancelled, and we continue to actively work on it until a clear path to future funding has been decided on and schemes prioritised.

We were due to consult with the local community in September this year but choose to delay the consultation due to the lack of certainty of central government funding. The intent of any future consultation with the wider community will be to shape the form of the scheme and the planning application, as this will be required for the provision of a new footbridge.

The provision of a stand-alone cycle/pedestrian crossing at this location has been considered previously, but this would still require the geometry of the roundabout to be completely redesigned and come at significant cost. For this reason, our preference has been to pursue the pedestrian facilities as part of the full roundabout changes as described above. Also, as a standalone scheme, we would need to consider the benefits of the schemes against a multitude of other capital projects across the County, for which there are already expectations higher than available funds.

Thank you for bringing the matter to my attention.

Yours Sincerely

Shaun Butcher

Highways County Programme Manager