

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 20th May 2026 at 7.00pm

PRESENT: Cllr Mary DeBoos (Chair)
Cllr Peter Kelleher (Deputy Chair)
Cllr Andy Briers
Cllr Luke Dadford
Cllr Gareth DeBoos
Cllr Rae Frederick
Cllr James Swyer
Cllr Michael Thierry
Cllr Glenys Turner

IN ATTENDANCE: Charmaine Bennett, Town Clerk
Michelle Gordon, Finance Manager
Nicola Vodden, Office Manager

ABSENT: Cllr Philip Day
Cllr Janet Georgiou

F/6541 PUBLIC PARTICIPATION

There were no members of the public present.

F/6542 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Day and Georgiou.

F/6543 DECLARATIONS OF INTEREST

There were none.

F/6544 MINUTES OF THE PREVIOUS MEETINGS

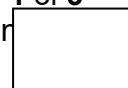
RESOLVED: That the minutes of the meeting held on 22nd April 2026 having been circulated, be approved and signed by the Chair as a correct record.

F/6545 FINANCIAL REPORTS

In respect of the transaction report, the Finance Manager provided more detail on transaction 6538 which has resulted from an error in the pension calculations reporting system from the provider.

No transfer of funds from the CCLA was required this month.

The Finance Manager reported the accounts for 2025 – 26 had been finalised. After the accruals, payments and receipts in advance adjustments were made, the outturn for the year was £92,825, to be taken to reserves. This figure mostly reflects the additional invoice for £84,808 raised to the Football Foundation in anticipation of the conclusion of the Football Development Project, and the



associated lease agreements. This is capital income to offset the capital expenditure spent in the previous financial year; and does not impact on the revenue budget.

She confirmed that the internal audit had been signed off. It was a really good report, particularly in the absence of a Finance Manager.

CIL funding of £11,109.86 had been received in April resulting in the current balance of unallocated funds of £16,330.59. The planning application references are provided in the report, however there was a request for further detail to indicate exactly what each amount relates to. The Deputy Town Clerk monitors major developments and when it's likely funding will be received and will be asked if this is possible for all applications.

- RESOLVED:**
- 1) That the list of payments made from the Imprest Account for April (*Annex A*) be received and authorised;
 - 2) That the updated Statement of Town Council Balances be received and Inter Account Transfers report be noted; and
 - 3) That the Finance Manager's budget monitoring report be received;
 - 4) That the up-to-date position regarding the CIL Reserve be noted.

ACTION M Gordon / J Hurd

F/6546

TERMS OF REFERENCE

The Town Clerk had reviewed the terms of reference of committees, working parties and sub-committees (*Annex B*) and recommended a minor change for the Staffing Committee to enable flexibility.

- RESOLVED:**
- 1) That the Town Clerk's report is noted; and
 - 2) That the terms of reference and delegated powers be approved, subject to the change to the Staffing Committee as outlined in 2.2 of the report.

ACTION C Bennett

F/6547

HEALTH AND SAFETY MANAGEMENT POLICY

The Town Clerk's report and latest Health & Safety Policy had been circulated to members.

- RESOLVED:** That the Town Clerk's annual report and review of the Council's policy and arrangements regarding management of health and safety at work (*Annex C*) be noted.

ACTION C Bennett

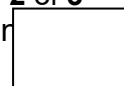
F/6548

REVIEW PUBLICATION SCHEME

The Town Clerk confirmed that the annual review of the Publications Scheme was a statutory requirement under the Freedom of Information legislation.

- RESOLVED:** That the Publications Scheme (*Annex D*) be noted.

ACTION C Bennett



F/6549

PROJECTS (current and proposed)

In relation to Local Government Reorganisation an item had been added to the annual meeting agenda (27th May 2026) regarding the New Forest Together campaign.

The Annual Town Assembly took place on 13th May and went extremely well. This has been publicised and there will be a press release on the Community Award winners. In January, Members will be invited to work with officers on next years' event.

The agenda item proposed in relation to the Millennium Clock will be added to the June agenda.

RESOLVED: That the update in respect of projects (*Annex E*) be noted.

F/6550

COMMUNICATIONS

Nothing was raised under this item.

There being no further business, the Chairman closed the meeting at 7.15pm

Note: The text in the Action Boxes above does not form part of these minutes.

RECEIVED
27th May 2026

APPROVED
17th June 2026

TOWN MAYOR

COMMITTEE CHAIRMAN

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

20th May 2026

Paid Expenditure Transactions

Start of year 01/04/26

paid between 01/04/26 and 30/04/26

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD	01/04/26	6583		£243.20	£0.00	£243.20	RLOS	New Forest District Council	Rates Cemetery April 2026	3200/1/5
DD	01/04/26	6584		£176.00	£0.00	£176.00	RLOS	New Forest District Council	Rates Carvers Club House April 2026	3802/1/6
DD	09/04/26	6535		£194.39	£9.26	£185.13	RLOS	Yu Energy	March 2026	3802/1/3
DD	09/04/26	6585		£42.54	£7.09	£35.45	RLOS	Sky Business	05/04/26 - 04/05/26	3802/2/5
3140	13/04/26	6546	RTC806861	£298.80	£49.80	£249.00	RLOS	AI Dash Limited	BNG baseline report for Ringwood Cemetery	3200/2/5
BP	15/04/26	6531		£10,042.81	£0.00	£10,042.81	P&F	Hampshire County Council	Pension March 2026	2600/1/3
FPI	15/04/26	6582		£204.60	£34.10	£170.50	P&F	Brightwater	Fees 15/04/26 - 14/05/26	2400/19
DD	16/04/26	6519		£45.14	£7.52	£37.62	RLOS	3G	March 2026	3000/1/6
DD	17/04/26	6536		£113.77	£5.42	£108.35	RLOS	Edf	Cemetery March 2026	3200/1/1
BP	20/04/26	6530		£10,641.61	£0.00	£10,641.61	P&F	Inland Revenue	March 2026	2600/1/2
BP	21/04/26	6538		£3,385.50	£0.00	£3,385.50	P&F	Hampshire County Council	2025-2026 Outstanding pension contribution per email Jo Hurd 21.04.26 11:01am	2600/1/3
DD	21/04/26	6586		£390.42	£65.07	£325.35	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	April 2026 calls	2000/1/11
DD	22/04/26	6534		£172.86	£28.81	£144.05	PT&E	SSE Southern Electric	Carvers Street Lighting AGR3848393 March 2026	4000/1/2
DD	22/04/26	6587		£213.98	£35.66	£178.32	RLOS	BNP Parabis	Quarterly charge	3802/2/1
BP	24/04/26	6588		£33,195.33	£0.00	£33,195.33	P&F	Salaries	April 2026	2600/1/1
3142	28/04/26	6512		£999.55	£166.59	£832.96	P&F	Cloudy Group	Monthly fee February 2026	2000/1/12
		6513/1		£999.55	£166.59	£832.96	P&F	Cloudy Group	March IT support, licenses and security	2000/1/12
3143	28/04/26	6513	RTC806830	£999.55	£166.59	£832.96		Cloudy Group	March IT support, licenses and security	2000/1/12
		6516/1		£25.00	£0.00	£25.00	RLOS	WindowSmith Window Cleaner	1st clean Window sills etc	3802/2/3
3145	28/04/26	6516	RTC806855	£25.00	£0.00	£25.00		WindowSmith Window Cleaner	carvers clubhouse window clean	3802/2/3
3149	28/04/26	6517		£72.00	£12.00	£60.00	RLOS	Insight Security & Facilities Ltd	March 2026	3000/2/1
3147	28/04/26	6518		£870.00	£145.00	£725.00	P&F	TC Group	Qtr until March 2026	2310/1
3144	28/04/26	6520	RTC806849	£400.00	£0.00	£400.00	P&F	Community Haircuts	Grant Aid P & F 18.03.26 F/6518	2210/1

Paid Expenditure Transactions

Start of year 01/04/26

paid between 01/04/26 and 30/04/26

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
3148	28/04/26	6528	RTC806874	£91.97	£15.33	£76.64	RLOS	Comax UK Ltd	Café resale items - cups, plates,boxes, stirers take away disposable items November invoice number 1519707	3802/3/1
		6533/1		£456.00	£76.00	£380.00	RLOS	Southern Counties Forestry Limited	treatment of japanese knotweed	3000/2/9
3146	28/04/26	6533	RTC806564	£456.00	£76.00	£380.00		Southern Counties Forestry Limited	treatment of japanese knotweed (brockkeysands)	3000/2/9
		6548/1		£240.00	£40.00	£200.00	P&F	Ringwood & Fordingbridge News	Newsletter - Full page	2000/1/17
		6548/2		£180.00	£30.00	£150.00	P&F	Ringwood & Fordingbridge News	ATA Agenda - Quarter page	2000/1/17
3157	28/04/26	6548	RTC806860	£420.00	£70.00	£350.00		Ringwood & Fordingbridge News	Inclusion of Ringwood Town Council Newsletter - Edition 7 and Annual Town Assembly Agenda in April 2026 edition of Ringwood & Fordingbrige News	2000/1/17
3154	28/04/26	6549	RTC806862	£355.00	£59.17	£295.83	RLOS	Presto Plumbing and Heating Ltd	Crow Lane allotment - removal of all old ad hoc piping replace and re-pipe with new taps and wall plate elbows. Quote to include an elbow replacement at Upper Kingston Allotments and Crow Lane	3300/2/1
3163	28/04/26	6550	RTC806892	£193.73	£32.28	£161.45	RLOS	Elliott Brothers Ltd	fencing supplies to fix the broken fence bordering the bickerley and Raymond Brown field.	3000/2/10
		6551/1		£400.00	£0.00	£400.00	RLOS	Elaine Turner	Facepaints deposit	3100/9
		6551/2		£400.00	£0.00	£400.00	RLOS	Elaine Turner	Remaining balance due 1 week before the event date - 12th July	3100/9
	28/04/26	6551	RTC806884	£800.00	£0.00	£800.00		Elaine Turner	800th Market Charter facepainter x2 for 8hrs	3100/9
		6553/1		£50.00	£0.00	£50.00	RLOS	Taste Vending Ltd	Total quote = £800 Deposit of £400 due asap Café resale items - Coffee white cappacino toppings	3802/3/1
3161	28/04/26	6553	RTC806871	£50.00	£0.00	£50.00		Taste Vending Ltd	Coffee machine supplies	3802/3/1
3150	28/04/26	6556	RTC806858	£340.00	£0.00	£340.00	RLOS	Mike Coakley	remove existing controls and fit the new safety box with the isolator in and supply a key safe . This will fix the issue with children turning the lights on in the day.	3000/2/3

Paid Expenditure Transactions

Start of year 01/04/26

paid between 01/04/26 and 30/04/26

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
3151	28/04/26	6557	RTC806890	£311.00	£51.83	£259.17	RLOS	Presto Plumbing and Heating Ltd	Emergency call out for sewerage leak at Carvers clubhouse o Saturday 18th April - Weekend rate	3802/1/1
3153	28/04/26	6558	RTC806905	£90.67	£0.00	£90.67	RLOS	Charly Keith	Drainage pump off so drainage backed up. Amazon order purchased sports equipment and café items - used amazon for my free delivery	3802/2/2
									Basketballs x 4 Footballs x 6 Kite's x 3 Water bottles - refillable x 4 Sports box padlock x2 pack	
3155	28/04/26	6559	RTC806880	£535.09	£0.00	£535.09	P&F	Rory Fitzgerald	Emailed receipts to Michelle Assisting Finance Manager with Year End 2025-2026 24.03.26 8.25 hours and 14.04.26 8 hours plus parking	2310/2
3156	28/04/26	6560	RTC806897	£278.65	£0.00	£278.65	P&F	Rory Fitzgerald	Assistance to Finance Manager from R Fitzgerald 21.04.26	2310/2
3158	28/04/26	6561	RTC806865	£175.31	£29.22	£146.09	RLOS	Hunt Forest Group	20 Litres of John Deere engine oil 20 litres of engine coolant	3000/3/2
3160	28/04/26	6562	RTC806873	£179.45	£29.91	£149.54	RLOS	Comax UK Ltd	Café kitchen resale items - cardboard cups and trays and wooden stirrers	3802/3/1
3162	28/04/26	6563	RTC806886	£18.70	£3.12	£15.58	RLOS	Comax UK Ltd	Large Kraft food trays for kitchen food - resale item	3802/3/1
3159	28/04/26	6564	RTC806868	£31.58	£5.27	£26.31	RLOS	Elliott Brothers Ltd	To supply padlock, hasp and staples and bolts to secure the floodlight switch at Carvers Courts	3000/2/3
BP	28/04/26	6589		£0.89	£0.00	£0.89	P&F	Hampshire County Council	Pension reconciliation 2026/27	2600/1/3
PAY	28/04/26	6590		£12.15	£0.00	£12.15	P&F	Lloyds Bank	Bank charges April 2026	2000/1/18
3164	28/04/26	6602		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/04/26 - 15/05/26	3802/3/1
		6603/1		-£400.00	£0.00	-£400.00	RLOS	Elaine Turner	Facepaints deposit	3100/9
		6603/2		-£400.00	£0.00	-£400.00	RLOS	Elaine Turner	Remaining balance due 1 week before the event date - 12th July	3100/9

Paid Expenditure Transactions

Start of year 01/04/26

paid between 01/04/26 and 30/04/26

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
	28/04/26	6603		-£800.00	£0.00	-£800.00		Elaine Turner	Contra (part payment) for tn 6551, 800th Market Charter facepainter x2 for 8hrs Total quote = £800 Deposit of £400 due asap	3100/9
	28/04/26	6604		£400.00	£0.00	£400.00	RLOS	Elaine Turner	Part payment , tn 6551 - , 800th Market Charter facepainter x2 for 8hrs Total quote = £800 De	3100/9
Lloyds CC Apr 26 3	30/04/26	6458	RTC806832	£23.99	£0.00	£23.99	RLOS	VistaPrint B.V	School food cards to cover Easter / Summer free school meal initiative with STARF charity	3802/3/1
Lloyds CC Apr 26 4	30/04/26	6460	RTC806826	£227.80	£30.43	£197.37	RLOS	Booker	Free school meal initiative Café food sales order 04.3.26	3802/3/1
Lloyds CC Apr 26 1	30/04/26	6521	RTC806834	£60.00	£10.00	£50.00	RLOS	The Event Industry Forum Ltd	The Purple Guide subscription for 1 year - For Charly	3802/2/6
		6522/1		£85.00	£14.17	£70.83	P&F	Wessex Photographic	Deposit for framing services	2200/1/5
		6522/2		£85.00	£14.17	£70.83	P&F	Wessex Photographic	Balance of cost of framing	2200/1/5
Lloyds CC Apr 26 2	30/04/26	6522	RTC806827	£170.00	£28.34	£141.66		Wessex Photographic	Framing for Community Awards x 2 -paid for on NV credit card	2200/1/5
Lloyds CC Apr 26 7	30/04/26	6523	RTC806850	£537.19	£60.98	£476.21	RLOS	Booker	food for resale order ref 92579977	3802/3/1
		6524/1		£99.99	£16.66	£83.33	P&F	Canva	Canva pro subscription annual	2000/1/16
Lloyds CC Apr 26 5	30/04/26	6524	RTC806838	£99.99	£16.66	£83.33		Canva	Canva pro subscription	2000/1/16
		6525/1		£63.70	£0.00	£63.70	RLOS	Iceland	25/03/26	3802/3/1
		6525/2		-£7.50	£0.00	-£7.50	RLOS	Iceland	26/03/26	3802/3/1
Lloyds CC Apr 26 6	30/04/26	6525	RTC806852	£56.20	£0.00	£56.20		Iceland	Food items for resale	3802/3/1
Lloyds CC Apr 26 8	30/04/26	6526		£247.20	£41.20	£206.00	P&F	Microsoft	18/02/26 - 17/03/26	2000/1/15
Lloyds CC Apr 26 9	30/04/26	6527		£175.56	£29.26	£146.30	P&F	Microsoft	18/02/26 - 17/03/26	2000/1/15
NFDC Tfr1	30/04/26	6591		£5.30	£0.00	£5.30	P&F	New Forest District Council	NFDC Tfr1 CC Charge	2000/1/18

Paid Expenditure Transactions

Start of year 01/04/26

paid between 01/04/26 and 30/04/26

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
NFDC Tfr1	30/04/26	6592		£26.19	£0.00	£26.19	RLOS	New Forest District Council	NFDC Tfr1 06/04/26 Purchases for resale 3802/3/1
NFDC Tfr1	30/04/26	6593		£13.70	£0.00	£13.70	RLOS	New Forest District Council	NFDC Tfr1 13/04/26 Purchases for resale 3802/3/1
NFDC Tfr1	30/04/26	6594		£1.39	£0.00	£1.39	RLOS	New Forest District Council	NFDC Tfr1 20/04/26 Purchases for resale 3802/3/1
NFDC Tfr1	30/04/26	6595		£15.53	£0.00	£15.53	RLOS	New Forest District Council	NFDC Tfr1 30/03/26 Purchases for resale 3802/3/1
Lloyds CC Apr 26 12	30/04/26	6596	RTC806876	£31.00	£0.00	£31.00	RLOS	New Forest District Council	Recycling bin liners for carvers café 3802/3/1
Lloyds CC Apr 26 10	30/04/26	6597	RTC806858	£238.42	£33.94	£204.48	RLOS	Booker	café food for resale 3802/3/1
Lloyds CC Apr 26 11	30/04/26	6598		£19.53	£0.00	£19.53	RLOS	When I Work	April 2026 3802/1/1
NFDC Tfr1	30/04/26	6599		£37.50	£4.33	£33.17	RLOS	New Forest District Council	NFDC Tfr1 23/03/26 Purchases for resale 3802/3/1
		6600/1		£37.80	£6.30	£31.50	RLOS	Utility Warehouse	Phone & Broadband 3000/1/6
		6600/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3200/1/1
DD	30/04/26	6600		£40.20	£6.70	£33.50		Utility Warehouse	UW Cemetery April 2026 3000/1/6
		6606/1		£16.30	£0.00	£16.30	Counc	Ringwood Town Council	Coffee, tea etc 10000
		6606/2		£17.80	£1.91	£15.89	Counc	Ringwood Town Council	Dishwasher tablets etc 10000
		6606/3		£4.99	£0.00	£4.99	Counc	Ringwood Town Council	Photocopier paper 10000
		6606/4		£8.22	£1.37	£6.85	Counc	Ringwood Town Council	Elliots, Bolts for Gateway 10000
Petty Cash April 26	30/04/26	6606		£47.31	£3.28	£44.03		Ringwood Town Council	Petty Cash April 2026 10000
Total				£68,840.04	£1,386.63	£67,453.41			

POLICY AND FINANCE COMMITTEE 20th May 2026

ACCOUNT BALANCES & TRANSFERS - 17.06.26

Account Name	Balance @ 30.04.26	Transfer Required - 17.06.26	Movement - 20.05.26	Between Accounts	Predicted 17.06.26
	£				£
Imprest (Current) Account	443,205		-192,398	-200,000	50,807
Business Account	10,008				10,008
Investment Account (CCLA Ac)	165,000			200,000	365,000
Petty Cash - Imprest (General)	152				152
Petty Cash - Carvers Clubhouse	50				50
VIC Change Float	0				0
Information Desk Float	75				75
TOTALS	618,490	0		0	426,092

Note: Imprest and Business Accounts are with Lloyds Bank plc and the Investment Account is with CCLA

Notes:

1 Imprest Account	£
Balance in Imprest A/c 30.04.26	443,205
Pension & PAYE/NI Due 19.05.26	-21,000
Wages Due 22.05.26	-35,000
Supplier Payments Plus Committed Orders	-105,000.0
Pension & PAYE/NI Due 19.06.26	-21,000
PWLB Loan 1.06.26	-10,398
Transfer to the CCLA Account	-200,000
Est Balance in Imprest A/c 22.05.26	50,807

- 2 **Investment Maturity**
No investments due to mature
- 3 The bank accounts were reconciled at 30th April 2026

Proposed Transfer Authorised By:- _____

Date _____

REPORT TO POLICY & FINANCE COMMITTEE – 20th May 2026

The purpose of this report is to provide Members with the final budget monitoring report for the financial year 1st April 2025 to 31st March 2026.

1. Income & Expenditure

The Budget Summary Report (Appendix A) compares the revised budget (column 6) against the actual income/expenditure (column 7). The variance (column 8) between budgeted and actual, after reserve movements is £102,824. A detailed breakdown of these variances can be found on the Budget Summary Notes Report, Appendix A.

After the accruals, payments and receipts in advance adjustments were made, the outturn for the year was £92,825, to be taken to reserves. This figure mostly reflects the additional invoice for £84,808 raised to the Football Foundation in anticipation of the conclusion of the Football Development Project, and the associated lease agreements. This is capital income to offset the capital expenditure spent in the previous financial year; and does not impact on the revenue budget.

Another contributing factor to this surplus at year end includes the Ringwood Town Council's share of the Gateway building costs. The budget in 2025-2026 was £54,323, the actual invoice received from the NFDC was for £50,281, leaving a balancing surplus of £4,042.

It should be noted that the budgeted cost for 2026-2027 was £55,633, NFDC have now sent us their revised budget which is £58,571, causing a possible deficit of £2,938 in 2026-2027; should this estimate become actuals.

2. Internal Audit 2025-2026

The internal audit by Southern Internal Audit Partnership is well underway, they have received all the information requested and we are awaiting the outcome imminently.

3. Tree Works Shortfall Moved to Reserves.

Due to preservation orders, there was a delay in tree works raised in January 2026 of £5,500. These were not completed until April 2026 and therefore went into the new financial year. This figure was put into the Budget Underspends reserve to offset against the expenditure in 2026-2027.

4. Reserves & Provision

The reserve position at year end 31st March 2026 can be found in appendix 2.

Recommendation:-

To receive the Finance Manager's report and agree the position at year end.

For more information please contact:

Michelle Gordon, Finance Manager, 01425 473883 Finance.manager@ringwood.gov.uk

RINGWOOD TOWN COUNCIL
BUDGET SUMMARY REPORT 2025/26

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1	2	3	4	5	6	7	8
Committee	Actual 22/23 £	Actual 23/24 £	Actual 24/25 £	Budget 25/26 £	Revised 25/26 £	Actual April-Mar £	Variance
Policy & Finance							
Expenditure	382,040	421,425	438,427	430,796	490,383	496,267	
Income	-133,528	-215,977	-182,209	-168,785	-180,061	-183,816	
Net Expenditure	248,512	205,448	256,218	262,011	310,322	312,451	-2,129
Transfers to Reserves	14,000	45,595	0	12,700	12,700		
Transfers from Reserves	-37,841	-15,042	0	-3,000	-52,532		
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	224,671	236,001	256,218	271,711	270,490	312,451	
Recreation & Leisure							
Expenditure	1,069,677	2,280,039	55,563	484,745	493,083	486,462	
Income	-517,390	-1,962,442	0	-177,318	-127,538	-217,294	
Net Expenditure	552,287	317,597	55,563	307,427	365,545	269,168	96,377
Transfers to Reserves	17,900	17,900	0	26,400	26,900		
Transfers from Reserves	-365,598	-85,180	0	-89,416	-156,598		
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	204,589	250,317	55,563	244,411	235,847	269,168	
Events							
Expenditure	51,702	41,356	28,449	37,418	46,805	53,524	
Income	-35,311	-49,857	-42,125	-38,000	-45,525	-49,243	
Net Expenditure	16,391	-8,501	-13,677	-582	1,280	4,281	-3,001
Transfers to Reserves	0	12,361	0	5,582	3,720		
Transfers from Reserves	-10,823	0	0	0	0		
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	5,568	3,860	-13,677	5,000	5,000	4,281	
Cemeteries							
Expenditure	63,343	66,427	10,739	70,224	67,189	66,613	
Income	-41,041	-37,989	-33,296	-27,609	-36,320	-43,962	
Net Expenditure	22,302	28,438	-22,557	42,615	30,868	22,651	8,217
Transfers to Reserves	2,500	2,500	2,500	0	0		
Transfers from Reserves	-230	-250	0	-230	-230		
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	24,572	30,688	-20,057	42,385	30,638	22,651	
Allotments							
Expenditure	19,577	23,718	1,880	20,858	25,371	25,438	
Income	-5,954	-7,791	-7,623	-7,380	-7,380	-7,596	
Net Expenditure	13,623	15,927	-5,743	13,478	17,991	17,842	149
Transfers to Reserves	0	0	0	0	0		
Transfers from Reserves	0	0	0	0	-4,650		
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	13,623	15,927	-5,743	13,478	13,341	17,842	
Carvers Clubhouse							
Expenditure	100,991	98,786	105,807	98,329	119,019	118,974	
Income	-26,274	-29,128	-27,084	-26,500	-27,900	-30,779	
Net Expenditure	74,717	69,658	78,723	71,829	91,119	88,195	2,924
Transfers to Reserves	2,500	2,500	0	2,500	2,500		
Transfers from Reserves	-2,841	-165	0	-1,000	-1,000		
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	74,376	71,993	78,723	73,329	92,619	88,195	
Planning, Town & Environment							
Expenditure	37,474	30,610	40,583	41,815	41,322	41,035	
Income	-5,850	-1,100	-11,100	-1,100	-1,100	-1,100	
Net Expenditure	31,624	29,510	29,483	40,715	40,222	39,935	287
Transfers to Reserves	0	3,650	0	0	0		
Transfers from Reserves	-6,016	-2,784	-960	-1,000	-1,941		
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	25,608	30,376	28,523	39,715	38,281	39,935	
					686,215	754,522	102,824
Total Base Expenditure	1,724,804	2,962,361	681,449	1,184,184	1,283,171	1,288,312	
Payments made in Advance 01.04.25						8,609	
Payments made in Advance 01.04.26						-13,374	
Accrual						8,856	
Tree Work Underspend in 2025-2026 cfwd to 26/27							305
Grant Expenditure taken to reserves							
Total Income	-765,348	-2,304,284	-303,437	-446,692	-425,825	-533,790	
Cash Income taken to reserves						-39,663	
Receipts made in Advance 01.04.25						-3,706	
Receipts made in Advance 01.04.26						3,783	
Accrual						150	
Total transfer to reserves	36,900	84,506	2,500	47,182	45,820	47,100	
Cash Income taken to reserves						39,663	
Total Transfer from reserves	-423,349	-103,421	-960	-94,646	-216,951	-215,450	
Total New Bids				1,164			
Less funded from earmarked reserves							
Total Budget Requirement	573,007	639,162	379,552	691,193	686,215	590,795	
Precept	531,856	553,949	610,429	683,620	683,620	683,620	
Covid Relief grant		4,071		0	0	0	
Transfer to/-from General Reserve	-41,151	-81,142	230,877	-7,573	-2,595	92,825	

BUDGET SUMMARY 2025/2026 - NOTES

Committee	Rev Bud Apr-Mar	Actual Apr-Mar	Variance	Over Budget	Under Budget	Variance Reason
Policy & Finance - Net Expenditure	310,322	312,451	-2,129			
				-1,795		Consultancy Fees Cover for Finance Managers Post
				-9,332		92 Southampton Road
					4,602	Staffing costs
					4,042	Gateway Building Costs From NFDC
					354	Small balances over multiple budgets.
				-8,856		In addition to the above, 2024-2025 Balance of Gateway Costs from NFDC
Recreation & Leisure - Net Expenditure	365,545	269,168	96,377			
				-1,138		Environment Agency, Awaiting a credit for Amount Overcharged
				84,783		Bmth Comm Sports Trust, share of unfunded costs, actual more than estimated.
				1,290		Open Spaces, more sponsorship than estimated.
					5,066	Tree Works, Exp in 26-27 to be fwd in reserves for next year
					1,736	Machine Maintenance, budget not spent.
					1,460	Open Spaces Security Measures, budget not spent.
					2,453	Open Spaces, budget not spent.
					1,152	Flowerbeds, budget not spent.
				-425		Small balances over multiple budgets.
Events - Net Expenditure	1,280	4,281	-3,001			
				-3,179		Staffing costs
					178	Small balances over multiple budgets.
Cemeteries - Net Expenditure	30,868	22,651	8,217			
				2,941		Additional Income from burials
				3,110		Additional Income from purchase of plots
				1,518		Additional Income from Memorials
				648		Small balances over multiple budgets.
Allotments - Net Expenditure	17,991	17,842	149			
				149		Small balances over multiple budgets.
Carvers Clubhouse - Net Expenditure	91,119	88,195	2,924			
				-722		Electricity
					1,468	Room Hire
				-3,322		Grant Funded Expenditure
					5,631	Youth & Cafe Salaries (Expected jnl split allocation issue with events)
				-131		Small balances over multiple budgets.
Planning, Town & Environment - Net Exp	40,222	39,935	287			
					287	Small balances over multiple budgets.

RESERVE AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2025 - 31st March 2026

A

	1	2	3	4	5	6
	Actual Balance 01/04/25 £	Actual Transfers 2025/26 :				Balance 31.03.26 £
		Put Into Res/Pro £	Removed From Res/Pro £	Cash Receipts Into Res/Pro £	between provisions £	
<u>EARMARKED PROVISIONS</u>						
I.T. & Systems Equipment Provision	28,300	1,700	-17,942			12,058.00
Gateway Building Provision	25,000	0				25,000.00
Cemetery Provision	27,033		0			27,032.72
Buildings Repair Provision	51,534	4,500	-17,530			38,503.97
Elections Provision	5,000	5,000	0			10,000.00
Vehicle & Machinery Renewal Provision	51,546	20,000	-39,825			31,721.10
Play Equipment Provision	22,516	6,400	-7,164		1,000	22,752.18
Memorials Provision	0		0			0.00
Christmas Lights Provision	10,283		-6,000			4,282.50
Carvers Clubhouse Equipment Provision	3,988	1,000	-966			4,022.49
Ringwood Events Reserve	18,152		-1,219		900	17,833.12
Memorial Lantern	0		0	0.00		0.00
Carvers Grounds Dev Provision	175		0			175.20
Carvers Sheds feasibility	0		0			0.00
Infrastructure & Open Spaces	15,371	3,000	0			18,370.77
Open Space Security Measures	1,406	0				1,406.04
Neighbourhood Plan	3,383	0	0			3,383.07
Football development Project	0	0	0			0.00
Budget Underspend retained for use in following year	3,000	5,500	-3,000			5,500.00
Speedwatch				1,650.00		1,650.00
Flowerbeds						0.00
Total Provisions	266,687	47,100	-93,646	1,650.00	1,900	223,691.16
<u>RESERVES</u>						
Earmarked Reserves:						
Dev Contribs s106	13,805		-845			12,960.46
Cemetery Maintenance	270		-230			40.00
Dev Cons(CIL)	35,158		-8,759	5,205.55	-10,000	21,603.73
Capital Receipts	18,942					18,942.34
Grants Unapplied	72,339		-111,294	32,037.62	9,000	2,083.11
Loans Unapplied	0					0.00
Grounds Maintenance contract fees in advance (Ellingham PC)	3,152		-1576			1,576.00
Total Earmarked Reserves and Provisions	410,354	47,100	-216,350	38,893.17	900	280,896.80
General Reserve - Budget Under/Overspend	236,927	92825				329,751.62
Key & Rent Deposits - Allotments	19,613			770.00		20,383
Total Reserves & Customer Deposits	666,893	139,925	-216,350	39,663.17	900	631,031

Monthly CIL Reserve report to Policy & Finance Committee

<u>Balance held in reserves at 1 April 2025</u>		£ 35,157.64
<u>Plus receipts:</u>		
Consent No.: 20/10976	£1,402.06	
Consent No.: 23/10467	£1,353.37	
	<hr/>	
Total receipt April 2025		£2,755.43
Consent No.: 23/10874	£844.06	
Consent No.: 24/10339	£272.56	
Consent No.: 24/10527	£1,333.50	
	<hr/>	
Total receipt October 2025		£2,450.12
Planning Ref: 24/10527 Paid 23.04.26	£1,333.50	
Planning Ref: 20/10129 Paid 23.04.26	£2,855.61	
Planning Ref: 25/10797 Paid 23.04.26	£285.73	
Planning Ref: 23/1007 Paid 23.04.26	£6,635.02	£11,109.86
<u>Less Transfers From CIL Reserve:-</u>		
CIL Funding allocated to MUGA Project F/6465 17 Sept 25 P&F	<u>-£10,000.00</u>	-£10,000.00
<u>Less funds applied 2025/26:</u>		
Poulner Skate Ramp - F/6343 18 Sep 2024 (note expenditure in 2024/25 fully funded from alternative grants received) & F/6454 23 July 2025	-£3,013.64	
Bus shelters - F/6423 21 May 2025	-£1,095.82	
Upper Kingston fence - F/6423 21 May 2025	<u>-£4,650.00</u>	-£8,759.46
Actual Balance Per Reserve & Provisions @ 30.04.26		<u><u>£32,713.59</u></u>
<u>Less agreed allocations:</u>		
Poulner Lakes road upgrade - F/6423 21 May 2025	-£15,000.00	
F/6519 March 2026 Taxi Rank Refurb Option 2	-£1,155.00	
F/6533 Additional Anti Graffiti Paint For Taxi Rank	-228.00	-£16,383.00
Balance after Agreed Allocations		<u><u>£16,330.59</u></u>

POLICY & FINANCE COMMITTEE

20th May 2026

Committee Terms of Reference

1. Purpose and summary

1.1 The Council has established a number of committees, sub-committees and working parties. Good governance requires these bodies to operate under clear terms of reference and, where appropriate, delegated powers, which should be reviewed periodically. The Council has delegated responsibility for undertaking this annual review to the Committee.

1.2 The documents were last reviewed by this Committee in March 2025, followed by a significant redraft and update approved by Full Council in May 2025.

1.3 Officers have now undertaken the annual review of the current terms of reference and delegated powers and recommend only one minor amendment.

2. Background information and options

2.1 A bundle containing the current terms of reference and delegated powers accompanies this report.

2.2 Officers recommend a minor amendment to the Staffing Committee terms of reference relating to arrangements for deputising clerking support where the Town Clerk or Deputy Town Clerk is unable to attend. The proposed amendment is intended to provide appropriate flexibility having regard to the confidential and sensitive nature of Staffing Committee business.

3. Issues for decision and any recommendations

Members are invited to:

3.1 Note this report; and

3.2 Approve the terms of reference and delegated powers, subject to any changes approved by the committee.

For further information, contact:

Charmaine Bennett, Town Clerk
Direct Dial: 01425 484720
Email: charmaine.bennett@ringwood.gov.uk



Planning, Town & Environment Committee Constitution

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

1. Status, membership and quorum for meetings

- 1.1 The Planning, Town & Environment Committee is a committee established by Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Planning, Town & Environment Committee is a standing committee.
- 1.3 Membership of the Planning, Town & Environment Committee shall comprise:
 - 1.3.1 The Town Mayor and the Deputy Mayor for the time being *ex officio*; and
 - 1.3.2 Such other members of the Council as the Council shall from time to time appoint.
- 1.4 Members of the Planning, Town & Environment Committee shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Council.
- 1.5 The quorum for meetings of the Planning, Town & Environment Committee shall be three or one-third of the total membership of the committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

2. Terms of reference

- 2.1 The primary purpose of the Planning, Town & Environment Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the Committee shall:
 - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - 2.1.2 supervise the work of relevant officers and hold them to account.
- 2.2 The matters within the Committee's remit are the following: -

- 2.2.1 Responding on behalf of the Council to all consultations on applications for development under Planning legislation, provided that where an application would have a significant effect on the character of the town such application shall (where relevant deadlines for comments allow) be referred by the Committee with its recommendations to the Council for determination.
- 2.2.2 Determination of responses on behalf of the Council in respect of all applications relating to the preservation, felling or other works with respect to trees and tree preservation orders.
- 2.2.3 Determination of the Council's response to any appeal against a planning decision by the local planning authority including the preparation of submissions to be made to an Inspector.
- 2.2.4 Determination of any responses to be made by the Council in relation to applications for premises licenses issued by the competent authority.
- 2.2.5 Acting as the consultee in respect all matters relating to the built environment, roads and highways, car parking, traffic management, footpaths, traffic regulations and bus shelters provided that where any proposals in relation to these matters would have a significant impact on the character of the town the Committee shall (where relevant deadlines for comments allow) be referred by the Committee with its recommendations to the Council for determination.
- 2.2.6 To be responsible for all matters relating to the provision and control of street lighting
- 2.2.7 Oversight of the preparation and subsequent amendment or review of any Neighbourhood Plan, Neighbourhood Development Order or any similar document or process which the Council may decide to approve, sponsor or undertake
- 2.2.8 Measures (whether taken by the Council or any other person or agency) to protect the built environment from flooding or mitigate the effects of flooding and oversight of any Flood Emergency Plan
- 2.3.4 Acting as the consultee on planning, environment and management issues in relation to the New Forest National Park

3 Delegated powers

- 3.1 The following powers are delegated to the Planning, Town & Environment Committee to enable it to discharge its functions:
 - 3.1.1 To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;

- 3.1.2 To approve the submission of a comment or response in the name and on behalf of the Council to any relevant authority on any matter which falls to be considered or determined by the Committee within its terms of reference above
- 3.1.3 To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers; and
- 3.1.4 To authorise on behalf of the Council the use of funds held in any earmarked reserve relating to a matter within its remit PROVIDED that:
 - 3.1.4.1 “use” in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment;
 - 3.1.4.2 The CIL reserve shall not be considered as being within the Committee’s remit in this context; and
 - 3.1.4.3 In any single financial year commencing on 1st April no more than 50% of the reserve balance at the start of that year may be used

4 Rules about meetings

- 4.1 The provisions of Standing Order 3 which apply to committees shall apply to the Planning, Town & Environment Committee and this includes Standing Order 3x which extends the permitted duration of meetings to three hours for meetings of the Planning, Town & Environment Committee.
- 4.2 The Deputy Town Clerk shall attend every meeting and act as clerk to the Planning, Town & Environment Committee. If unable to attend they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on 28th May 2025 (minute ref. no. C/7358)



Recreation, Leisure & Open Spaces Committee Constitution

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

1. Status, membership and quorum for meetings

- 1.1 The Recreation, Leisure & Open Spaces Committee is a committee established by Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Recreation, Leisure & Open Spaces Committee is a standing committee.
- 1.3 Membership of the Recreation, Leisure & Open Spaces Committee shall comprise:
 - 1.3.1 The Town Mayor and the Deputy Mayor for the time being *ex officio*; and
 - 1.3.2 Such other members of the Council as the Council shall from time to time appoint.
- 1.4 Members of the Recreation, Leisure & Open Spaces Committee shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Council.
- 1.5 The quorum for meetings of the Recreation, Leisure & Open Spaces Committee shall be three or one-third of the total membership of the committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

2. Terms of reference

- 2.1 The primary purpose of the Recreation, Leisure & Open Spaces Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the Committee shall:
 - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - 2.1.2 supervise the work of relevant officers and hold them to account.
- 2.2 The matters within the Committee's remit are the following: -

- 2.2.1 Management, control and development of all playing fields, sports grounds, town or village greens, public open spaces, play areas, skate parks and other leisure and recreational facilities (including the development and implementation of recreational strategies relating to them).
 - 2.2.2 Management and control of the Council's statutory and non-statutory allotments and allotment gardens.
 - 2.2.3 Management and control of the Cemetery and closed churchyard.
 - 2.2.4 Maintenance of public seats in the ownership of the Council.
 - 2.2.5 Maintenance of flowerbeds, tubs, troughs and fence-railing planters and any other public spaces owned by the Council or managed by it by virtue of any lease, licence or other arrangement.
 - 2.2.6 Management of trees and tree safety on all sites owned or managed by the Council.
 - 2.2.7 Maintenance of rights of way and public footpaths (insofar as this task is undertaken by Council staff in respect of land owned or managed by the Council, under the Parish Lengthsman Scheme or otherwise).
 - 2.2.8 Management of the public services delivered from Carvers Clubhouse now or in future (but not including matters relating to the management of the building as a capital asset)
 - 2.2.9 Management of such youth services as are provided by the Council from time to time
 - 2.2.10 The programme of public events provided by the Council including oversight of their management, the town centre Christmas illuminations and any display tree or trees
 - 2.2.11 Management of any fishing rights owned by the Council.
 - 2.2.12 Recommending fees and charges relating to facilities or services within its remit to the Policy & Finance Committee.
 - 2.2.13 Determination of any tenders to be submitted for ground works and ground maintenance for other public bodies.
 - 2.2.14 Determination of the terms and conditions, including the level of commuted payments, for the transfer of open space land to the Council.
 - 2.2.15 Monitoring the Council's inventory of vehicles, machinery and infrastructure and overseeing any plans for its replacement
- 2.3 The Committee shall also have the following subsidiary functions:
- 2.3.1 To advise the Council on its recreational, open space, cemetery and allotment strategies and once adopted to implement those strategies.
 - 2.3.2 To advise the Policy & Finance Committee on Recreation, Leisure and Open Spaces issues in relation to the New Forest National Park.

- 2.3.4 To advise the Council on Bye-laws with respect to open space and once adopted to ensure compliance with those Bye-laws.

3 Delegated powers

- 3.1 The following powers are delegated to the Recreation, Leisure & Open Spaces Committee to enable it to discharge its functions:
- 3.1.1 To agree on behalf of the Council changes to the Job Description and the Person Specification for the role of Events Manager (but not changes to the Terms and Conditions of the employment of any officer);
 - 3.1.2 To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;
 - 3.1.3 To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers; and
 - 3.1.4 To authorise on behalf of the Council the use of funds held in any earmarked reserve relating to a matter within its remit PROVIDED that:
 - 3.1.4.1 “use” in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment; and
 - 3.1.4.2 In any single financial year commencing on 1st April no more than 50% of the reserve balance at the start of that year may be used

4 Rules about meetings

- 4.1 The provisions of Standing Order 3 which apply to committees shall apply to the Recreation, Leisure & Open Spaces Committee.
- 4.2 The Town Clerk shall attend every meeting and act as clerk to the Recreation, Leisure & Open Spaces Committee. If unable to attend they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on 28th May 2025 (minute ref. no. C/7358)



Policy & Finance Committee Constitution

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

1. Status, membership and quorum for meetings

- 1.1 The Policy & Finance Committee is a committee established by Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Policy & Finance Committee is a standing committee.
- 1.3 Membership of the Policy & Finance Committee shall comprise:
 - 1.3.1 The following members *ex officio*: The Town Mayor, the Deputy Mayor and the chairs of the Planning, Town & Environment Committee, the Recreation, Leisure & Open Spaces Committee and the Staffing Committee for the time being; and
 - 1.3.2 Such other members of the Council (if any) as the Council shall from time to time appoint.

Members of the Policy & Finance Committee shall hold such office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Council.
- 1.4 The quorum for meetings of the Policy & Finance Committee shall be three or one-third of the total membership of the committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

2. Terms of reference

- 2.1 The primary purpose of the Policy & Finance Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the Committee shall:
 - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - 2.1.2 supervise the work of relevant officers and hold them to account.
- 2.2 The matters within the Policy & Finance Committee's remit are the following:

- 2.2.1 Advising the Council on the budget proposals of all committees and the level of the precept required for each year
- 2.2.2 Monitoring income and expenditure against budget and, when deemed necessary, either making recommendations to the Council for or approving any or all of the following:
 - 2.2.2.1 revisions to budget figures;
 - 2.2.2.2 virements between budget headings;
 - 2.2.2.3 transfers to or from reserves.
- 2.2.3 Overseeing all other aspects of the financial administration of the Council including arrangements for the preparation of accounts, audit of accounts, its system of financial controls and their effectiveness, the management of financial risk, banking arrangements, investments and treasury management and the preparation of and compliance with the Council's Financial Regulations.
- 2.2.4 Overseeing the Council's formal policies, Standing Orders, strategies and governance documents, undertaking periodic reviews of these and, when deemed necessary, either making recommendations to the Council for or approving changes to them.
- 2.2.5 Advising the Council on the level of allowances to be payable to Councillors
- 2.2.6 Overseeing all Council business of a legal nature including:
 - 2.2.6.1 the acquisition or disposal of any freehold or leasehold interests in land;
 - 2.2.6.2 the granting or acquisition of any licences for the occupation of land (whether for the purposes of holding a fair, market or event of any kind or otherwise);
 - 2.2.6.3 the conduct of any dispute, claim or proceedings of any kind.
- 2.2.7 Overseeing the management of the Council's assets (save for those included within the remit of any other committee) and the Council's insurance needs and arrangements
- 2.2.8 Managing the Council's Grant Aid scheme
- 2.2.9 Reviewing the Council's scale of fees and charges annually (or at such other intervals as are thought fit) and determining changes to these
- 2.2.10 Reviewing the Council's subscriptions annually (or at such other intervals as are thought fit) and determining renewals or cancellations of them
- 2.2.11 Reviewing the Council's contracts, service level agreements and other legal arrangements with other parties annually (or at such other intervals as are thought fit) and, where necessary and practicable, giving guidance or directions about their variation, termination or renewal

- 2.2.12 Advising the Council on responses to be made to any plans, policies or strategies proposed or published by New Forest District Council, New Forest National Park Authority, Hampshire County Council, the Local Government Boundary Commission for England or any other competent authority where such response has been requested or is appropriate having regard to the powers and functions of the Council
- 2.2.13 Overseeing the management of the Council's office functions including the Information Service, IT hardware and software, the Council's website and official social media accounts, data protection policies and arrangements, publication scheme and freedom of information responsibilities.
- 2.2.14 The exercise of any other power, duty or function of the Council that may lawfully be delegated to a committee, where this is judged to be in the public interest and necessary without delay, notwithstanding that ordinarily the matter would have been referred to another committee or the Council for determination.

3. Delegated powers

- 3.1 The following powers are delegated to the Policy & Finance Committee to enable it to discharge its functions:
- 3.1.1 To give to any officer any instruction, direction or guidance relating to any matter within its remit which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;
- 3.1.2 To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers;
- 3.1.3 To authorise on behalf of the Council the use of funds held in any earmarked reserve PROVIDED that "use" in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment;
- 3.1.4 To revise the Council's budget or approve a virement between budget headings;
- 3.1.5 To approve changes to any Council policy, governance or strategy document (except Standing Orders or Financial Regulations);
- 3.1.6 To approve the initiation of any legal proceedings in the name of the Council or any steps in connection therewith; and
- 3.1.7 To authorise the execution of any deed, agreement, notice or other instrument on behalf of the Council.

4. Rules about meetings

- 4.1 The provisions of Standing Order 3 which apply to committees shall apply to the Policy & Finance Committee.
- 4.2 The Town Clerk and the Finance Manager shall attend every meeting and the Town Clerk shall act as clerk to the Policy & Finance Committee. If either officer is unable to attend they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on 28th May 2025 (minute ref. no. C/7358)



Staffing Committee Constitution

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

1. Status, membership and quorum for meetings

- 1.1 The Staffing Committee is a committee established by Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Staffing Committee is a standing committee.
- 1.3 Membership of the Staffing Committee shall comprise:
 - 1.3.1 The Town Mayor and the Deputy Mayor for the time being *ex officio*; and
 - 1.3.2 Such other members of the Council as the Council shall from time to time appoint.
- 1.4 Members of the Staffing Committee shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Council.
- 1.5 The quorum for meetings of the Staffing Committee shall be three or one-third of the total membership of the committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

2. Terms of reference

- 2.1 The primary purpose of the Staffing Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the Committee shall:
 - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - 2.1.2 supervise the work of relevant officers and hold them to account.
- 2.2 The matters within the Committee's remit are the following: -
 - 2.2.1 The engagement of new employees (whether by recruitment, by transfer from another employer, or by any other means).

- 2.2.2 The handling of grievances raised by members of staff at all stages (other than those grievances or stages of grievances being handled by the Clerk in accordance with the Council's Scheme of Delegation).
 - 2.2.3 The handling of procedures relating to the management of staff absence, capability, performance or discipline at all stages (other than those procedures or stages of matters being handled by the Clerk or other manager in accordance with the Council's Scheme of Delegation).
 - 2.2.4 Oversight and review of the Council's Staff Handbook and all Council policies relating to human resources management (including any policy relating to pay and/or contributions to pension provision).
 - 2.2.5 The handling of any claims against the Council by any current or former employee or by any applicant for employment with the council.
 - 2.2.6 The annual review of the Town Clerk's performance (in such manner as it sees fit) and the making of recommendations to the Policy & Finance Committee with regard to the Town Clerk's pay.
- 2.3 The handling of complaints against councillors (especially allegations of breach of the Council's Code of Conduct) shall NOT lie within the Committee's remit.

3 Delegated powers

- 3.1 The following powers are delegated to the Staffing Committee to enable it to discharge its functions:
- 3.1.1 To approve the engagement of new employees of the Council and settle the terms of such engagement (including advertising arrangements, recruitment processes and the settling of job descriptions, person specifications and contractual terms).
 - 3.1.2 To approve the variation of the terms on which any Council employee is employed (including changes to job titles, job descriptions and relevant grades and pay scales).
 - 3.1.3 To approve the terms of settlement of any grievance, disciplinary or other process relating to an employment relationship involving the Council.
 - 3.1.4 To dismiss any employee of the Council.
 - 3.1.5 To authorise the commitment or expenditure of Council funds where required for the proper performance of any duty or function falling within its Terms of Reference as set out above.
 - 3.1.6 To authorise (prospectively or retrospectively) actions by or issue directions to act to the Town Clerk and/or the Deputy Town Clerk where required for the proper performance of any duty or function falling within its Terms of Reference as set out above.

- 3.1.7 To seek external legal or other advice or support on any matter falling within its Terms of Reference as set out above
- 3.1.8 To appoint a panel comprising at least three of its members to perform any function within its Terms of Reference as set out above and exercise any power delegated to it.

4 Rules about meetings

- 4.1 The provisions of Standing Order 3 which apply to committees shall apply to the Staffing Committee subject to paragraph 4.2 below.
- 4.2 The agenda for each meeting of the Staffing Committee shall not include provision for public participation but such participation shall nevertheless be permitted if required, in accordance with the provisions of Standing Order 3 and, subject thereto, the discretion of the committee chairman.
- 4.3 The Town Clerk and the Deputy Town Clerk shall attend every meeting and the Town Clerk shall act as clerk to the Staffing Committee. If either is unable to attend they shall arrange for another officer to deputize for them may arrange for another appropriate officer to deputize for them, having regard to the confidential nature of the business to be considered.

Adopted by: ~~Ringwood Town Council on 28th May 2025 (minute ref. no. C/7358)~~
Last reviewed:



Building for a Healthy Life Panel Constitution

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

1. Status, membership and quorum for meetings

- 1.1 The Building for a Healthy Life Panel is a sub-committee established by the Planning, Town & Environment Committee of Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Building for a Healthy Life Panel is a standing sub-committee.
- 1.3 Membership of the Building for a Healthy Life Panel shall comprise such members of the Council and representatives of Ringwood Society as the Planning, Town & Environment Committee or the Council shall from time to time appoint.
- 1.4 Members of the Building for a Healthy Life Panel shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Planning, Town & Environment Committee or the Council.
- 1.5 The quorum for meetings of the Building for a Healthy Life Panel shall be three or one-third of the total membership of the sub-committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

2. Terms of reference

- 2.1 The primary purpose of the Building For a Healthy Life Panel is to exercise on behalf of the Planning, Town & Environment Committee all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the sub-committee shall:
 - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - 2.1.2 supervise the work of relevant officers and hold them to account.
- 2.2 The matters within the sub-committee's remit are the following: -

- 2.2.1 To ensure compliance of proposed developments of 10 or more dwellings with Ringwood Neighbourhood Plan Policy R8: Building for a Healthy Life.
- 2.2.2 To work with applicants and Local Planning Authority officers on carrying out Building for a Healthy Life assessments.
- 2.2.3 To review and comment on Building for a Healthy Life assessments submitted as part of the planning process.

3. Delegated powers

- 3.1 The following powers are delegated to the Building For a Healthy Life Panel to enable it to discharge its functions:
 - 3.1.1 To co-opt additional, non-voting members to itself as it shall deem expedient.

4. Rules about meetings

- 4.1 The provisions of Standing Order 3 which apply to sub-committees shall apply to the Building For a Healthy Life Panel.
- 4.2 Meetings may take place in person or by using videoconferencing technology but meetings in person shall not be held in licensed premises.
- 4.3 The Deputy Town Clerk shall attend every meeting and act as clerk to the Building For a Healthy Life Panel and if unable to attend they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on 28th May 2025 (minute ref. no. P/6443)



Carvers Working Party Constitution

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

1. Status, membership and quorum for meetings

- 1.1 The Carvers Working Party is a sub-committee established by the Recreation, Leisure & Open Spaces Committee of Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Carvers Working Party is a standing sub-committee.
- 1.3 Membership of the Carvers Working Party shall comprise such members of the Council as the Recreation, Leisure & Open Spaces Committee or the Council shall from time to time appoint.
- 1.4 Members of the Carvers Working Party shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Recreation, Leisure & Open Spaces Committee or the Council.
- 1.5 The quorum for meetings of the Carvers Working Party shall be three or one-third of the total membership of the sub-committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

2. Terms of reference

- 2.1 The primary purpose of the Carvers Working Party is to exercise on behalf of the Recreation, Leisure & Open Spaces Committee all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the sub-committee shall:
 - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - 2.1.2 supervise the work of relevant officers and hold them to account.
- 2.2 The matters within the sub-committee's remit are the following: -
 - 2.2.1 To oversee the Council's youth provision and co-ordination arrangements and to advise the Council and its relevant committees on:-

- 2.2.2.1 Initiatives taken, through research and consultation, to determine the suitability of the existing provision;
- 2.2.2.2 Proposals for altering, enhancing or replacing the existing facilities so that future provision more closely matches young people's aspirations;
- 2.2.2.3 Young people's preferences for the location, the form of construction and the facilities to be provided;
- 2.2.2.4 The management of Carvers Clubhouse and any other relevant facilities, including relevant staff;
- 2.2.2.5 Possible partnership arrangements with other organisations that would assist the Council in meeting its overall objectives for the provision of youth facilities; and
- 2.2.2.6 Action to be taken to identify sources of funding for capital and revenue costs and arrangements to be made to submit applications for that funding.

- 2.2.2 To oversee the development and implementation of plans for the addition and improvement of recreational facilities of all kinds at Carvers Recreation Ground.

3. Delegated powers

- 3.1 The following powers are delegated to the Carvers Working Party to enable it to discharge its functions:
 - 3.1.1 To co-opt additional, non-voting members to itself as it shall deem expedient.

4. Rules about meetings

- 4.1 The provisions of Standing Order 3 which apply to sub-committees shall apply to the Carvers Working Party.
- 4.2 Meetings may take place in person or by using videoconferencing technology but meetings in person shall not be held in licensed premises.
- 4.3 The Clubhouse Manager shall attend every meeting and act as clerk to the Carvers Working Party and if unable to attend they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on 28th May 2025 (minute ref. no. OS/6456)



Cemetery Review Working Party Constitution

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

1. Status, membership and quorum for meetings

- 1.1 The Cemetery Review Working Party is a sub-committee established by the Recreation, Leisure & Open Spaces Committee of Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Cemetery Review Working Party is an *ad hoc* sub-committee which will be dissolved automatically upon the Recreation, Leisure & Open Spaces Group resolving to receive its final report.
- 1.3 Membership of the Cemetery Review Working Party shall comprise such members of the Council as the Recreation, Leisure & Open Spaces Committee or the Council shall from time to time appoint.
- 1.4 Members of the Cemetery Review Working Party shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Recreation, Leisure & Open Spaces Committee or the Council.
- 1.5 The quorum for meetings of the Cemetery Review Working Party shall be three or one-third of the total membership of the sub-committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

2. Terms of reference

- 2.1 The primary purpose of the Cemetery Review Working Party is to exercise on behalf of the Recreation, Leisure & Open Spaces Committee all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the sub-committee shall:
 - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - 2.1.2 supervise the work of relevant officers and hold them to account.

- 2.2 The matters within the sub-committee's remit are the following: -
- 2.2.1 the development of the Council's cemetery facilities including memorial opportunities and the location and design of new areas for interment and scattering of cremated remains and a garden of remembrance;
 - 2.2.2 the priority and timing of developments (especially having regard to the remaining use of allotment gardens at the site and their clearance); and
 - 2.2.3 policy options regarding the fees to be charged for new services or facilities.

2 Delegated powers

- 3.1 The following powers are delegated to the Cemetery Review Working Party to enable it to discharge its functions:
- 3.1.1 To co-opt additional, non-voting members to itself as it shall deem expedient.

3 Rules about meetings

- 3.2 The provisions of Standing Order 3 which apply to sub-committees shall apply to the Cemetery Review Working Party.
- 3.3 Meetings may take place in person or by using videoconferencing technology but meetings in person shall not be held in licensed premises.
- 3.4 The Town Clerk shall attend every meeting and act as clerk to the Cemetery Review Working Party and if unable to attend they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on 28th May 2025 (minute ref. no. OS/6456)



Events Management Sub-Committee Constitution

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

1. Status, membership and quorum for meetings

- 1.1 The Events Management Sub-Committee is a sub-committee established by the Recreation, Leisure & Open Spaces Committee of Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Events Management Sub-Committee is a standing sub-committee.
- 1.3 Membership of the Events Management Sub-Committee shall comprise such members of the Council as the Recreation, Leisure & Open Spaces Committee or the Council shall from time to time appoint.
- 1.4 Members of the Events Management Sub-Committee shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Recreation, Leisure & Open Spaces Committee or the Council.
- 1.5 The quorum for meetings of the Events Management Sub-Committee shall be three or one-third of the total membership of the sub-committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

2. Terms of reference

- 2.1 The primary purpose of the Events Management Sub-Committee is to exercise on behalf of the Recreation, Leisure & Open Spaces Committee all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the sub-committee shall:
 - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - 2.1.2 supervise the work of relevant officers and hold them to account.
- 2.2 The matters within the sub-committee's remit are the following: -

- 2.2.1 Preparing an annual programme of public and civic events (including such related matters as the town centre Christmas illuminations, display tree, etc.) and considering proposals for the addition of any event to that programme, or the removal of an event from it or the postponement or cancellation of any event previously included.
 - 2.2.2 Overseeing the work of the Events Manager, including reviewing the Job Description and Person Specification relating to the role, reviewing the Terms and Conditions of Employment relating to the role (and making recommendations for any changes), receiving reports, advice and guidance from the Events Manager or other relevant officers and holding the officers to account for the performance of their duties relating to public and civic events.
 - 2.2.3 Monitoring agreed budgets relating to public and civic events, overseeing the procurement of contracts for the supply of goods or services for such events, approving items of expenditure (within the delegated powers specified below only) and approving sponsorship arrangements.
 - 2.2.4 Overseeing the preparation of and approving event management plans and risk assessments, with particular reference to the satisfactory discharge of the Council's health and safety obligations and the prudent management of financial risk.
 - 2.2.5 Managing any other aspects of the planning and organisation of the Council's public and civic events that are not delegated to the Events Manager or other officers.
- 2.4 The Sub-Committee's remit shall not, however, extend to considering or giving directions on the detailed arrangements for individual events or other matters delegated to the Events Manager or other officers to decide in consultation with individual sub-committee members or other councillors, volunteer helpers or other organisations.

3. Delegated powers

- 3.1 The following powers are delegated to the Events Management Sub-Committee Party to enable it to discharge its functions:
- 3.1.1 To co-opt additional, non-voting members to itself as it shall deem expedient.
 - 3.1.2 To agree on behalf of the Council changes to the Job Description and the Person Specification for the role of Events Manager (but not changes to the Terms and Conditions of the employment of any officer);
 - 3.1.3 To give any instruction, direction or guidance relating to the planning or organisation of public or civic events to the Events Manager or other officer which the Council could lawfully have given and which is either

consistent with the delegation of powers to officers or has been requested by the officer concerned;

3.1.4 To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers; and

3.1.5 To authorise on behalf of the Council the use of funds held in the Events Reserve PROVIDED that:

3.1.5.1 “use” in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment; and

3.1.5.2 In any single financial year commencing on 1st April no more than 50% of the reserve balance at the start of that year may be used.

4. Rules about meetings

4.1 The provisions of Standing Order 3 which apply to sub-committees shall apply to the Events Management Sub-Committee.

4.2 Meetings may take place in person or by using videoconferencing technology but meetings in person shall not be held in licensed premises.

4.3 The Events Manager shall attend every meeting and act as clerk to the Events Management Sub-Committee and if unable to attend they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on 28th May 2025 (minute ref. no. OS/6456)

POLICY & FINANCE COMMITTEE

20th May 2026

Health & Safety Management

1. Purpose of Report

1.1 It is good practice for organisations to review their health and safety policy and arrangements for managing risks regularly. Good governance further requires that Members receive periodic reports regarding the Council's health and safety arrangements and oversight activities.

2. Background information, options, impact assessment and risks

2.1 As an employer of more than five employees, the council is required to maintain a written Health and Safety policy.

2.2 The Council continues to be supported in complying with its health and safety duties by an external consultancy, WorkNest, which undertakes periodic reviews and audits of the Council's health and safety arrangements. These reviews generate actions and recommendations which officers implement as part of the Council's ongoing operational health and safety management arrangements.

2.3 Since the previous annual report to this committee there have been no RIDDOR-reportable accidents or incidents and no incidents resulting in injury requiring treatment by a medical professional. Minor incidents and near-misses continue to be recorded and reviewed where appropriate to support ongoing risk management and learning.

2.4 The Health and Safety Policy is attached for Members' information and oversight. Any Member wishing to review the associated handbook may request a copy from the Town Clerk. It is not necessary for Members to review the operational detail in full, but Members may wish particularly to note:

1. the Policy Statement;
2. the allocation of organisational responsibilities;
3. the arrangements for monitoring and review;
4. and the obligations applying to employees, contractors and managers.

3. Issues for decision and any recommendations

Members are invited to note this report.

For further information, contact:

Charmaine Bennett, Town Clerk
Direct Dial: 01425 484720
Email: charmaine.bennett@ringwood.gov.uk

RINGWOOD TOWN COUNCIL



Health and Safety Policy December 2025

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H&S

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INTRODUCTION

1. INTRODUCTION

This Health and Safety manual has been prepared by WorkNest on our behalf and with our involvement. It contains our Health and Safety Policy as required by the Health and Safety at Work Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

Ringwood Town Council are committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the Board in our Annual Report.

This Policy has been created by the named consultant from WorkNest with the co-operation of our staff. They have signed the Policy to confirm that at the time of creation it is suitable, sufficient and relevant to our circumstances and operations. Our nominated responsible person has signed the Policy to confirm that it is a true reflection of the activities and operations that we undertake and the circumstances in which the council operates.

Creation Date	Signed on behalf of WorkNest	Confirmed
18th November 2021	Michelle Mitcham	Chris Wilkins

POLICY REVIEW

This Health and Safety Policy will be reviewed annually by WorkNest in conjunction with our nominated responsible person.

As each review is completed it will be signed off by the consultant from WorkNest and confirmed by our nominated responsible person.

Review Date	Signed on behalf of WorkNest	Confirmed
5 th October 2022	Jon Pearce	Chris Wilkins
23/01/2024	Ian Jones	
02/12/2024	Ian Jones	
09/12/2025	Ian Jones	

DOCUMENT CONTROL

The electronic copy of the Health and Safety Policy provided by WorkNest will remain the controlled copy. Where further controlled copies are required then these should be issued accordingly and added to a register of controlled copies. Any amendments made to the policy will be provided for each of the controlled copies to ensure all controlled copies in circulation remain up to date.

If uncontrolled copies of the policy are printed either in whole or part, or if uncontrolled electronic copies are issued, then these will be clearly marked as an 'UNCONTROLLED COPY'.

Register

Copy Number or Reference	Location kept
1	Stored electronically on central network drive.
2	Hard copies available at each of the three Town Council sites.

AMENDMENT RECORD

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or our clients, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref /Title	Details of amendment made	Change made by
05/10/22	1	Introduction (Document Control)	Register references and location information added.	Jon Pearce
05/10/22	4	H&S Responsibilities	Update to role titles from 'Grounds Foreman' to 'Grounds Manager', and 'Events Manager' to 'Events & Clubhouse Manager'.	Jon Pearce
02/12/24	All		Consolidated spaces to reduce space	Ian Jones
09/12/25			No changes made	Ian Jones

LEGISLATION

Extracts of relevant legislation are provided for ease of reference on the WorkNest webpage. Full copies of relevant legislation are available on the Office of Public Sector Information web page (www.opsi.gov.uk) and the National Archives (www.legislation.gov.uk)

GUIDANCE

Guidance on a number of health and safety issues can be accessed by logging onto the WorkNest webpage which we hope you will find useful as a quick reference source.

Should you require further advice or assistance not available here then remember that advice on any health and safety issue is available from the WorkNest advice line - **Tel: 0345 226 8393**

FORMS

Relevant forms and templates that may be utilised can be accessed by logging onto the WorkNest webpage.

POLICY STATEMENTS

2. HEALTH AND SAFETY POLICY STATEMENT

The management of Ringwood Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:

Dated:

Name: Chris Wilkins

Position: Town Clerk

ORGANISATION FOR HEALTH & SAFETY

3. ORGANISATION FOR HEALTH AND SAFETY

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

Councillors
Town Clerk
Grounds Manager and Events & Clubhouse Manager
Fire Wardens
Employees
Contractors
WorkNest

HEALTH AND SAFETY RESPONSIBILITIES

4. HEALTH AND SAFETY RESPONSIBILITIES

Councillors

The Councillors has the ultimate responsibility for the health and safety of Ringwood Town Council but discharges this responsibility through the Town Clerk down to individual managers and employees.

The Councillors have nominated the Town Clerk to have special responsibility for health and safety.

The Councillors will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the organisation
- all its decisions reflect its health and safety intentions
- adequate resources are made available for the implementation of health and safety
- they will promote the active participation of employees in improving health and safety performance
- they will review the health and safety performance of the council on an annual basis.

Town Clerk

The Town Clerk is the designated person with overall responsibility for ensuring our compliance with Health and Safety legislation.

The Town Clerk will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and progress monitored
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded
- there is regular communication and consultation with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff

- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- health and safety objectives are set and their achievement is measured and reported in the annual report.

Grounds Manager and Events & Clubhouse Manager

The Grounds Manager and Events & Clubhouse Manager will ensure that in their areas of control:

- they actively lead the implementation of our Health and Safety Policy
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported
- they communicate and consult with staff on health and safety issues
- they encourage staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- premises, plant and work equipment are maintained in a safe condition
- statutory examinations are planned, completed and recorded
- personal protective equipment is provided, staff instructed in its use and that records are kept
- adequate arrangements for fire and first aid are established
- any safety issues that cannot be dealt with are referred to the Town Clerk for action
- welfare facilities provided are maintained in a satisfactory state
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- health surveillance is carried out and records are kept
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- health and safety notices are displayed
- agreed safety standards are maintained particularly those relating to housekeeping
- health and safety rules are followed by all.

Fire Wardens

Fire Wardens will ensure that in their designated area of responsibility they:

- monitor the general fire safety of the area that they have been allocated to
- check corridors and walkways to ensure combustible materials are not stored there
- monitor escape routes to see they are kept free of obstructions
- check that fire doors are not tied, propped or wedged open
- check that final exit doors are not obstructed
- check that extinguishers are where they should be and no obvious misuse or defect has occurred.

When the fire alarm sounds, Fire Wardens must:

- without putting themselves at risk, sweep through their allocated area and verbally encourage staff to leave via the nearest fire escape route. Fire Wardens should aim to finish their sweep at a fire exit and should not delay their own escape unduly
- check all accessible rooms including toilets and offices to make sure staff have evacuated the area or in case someone is waiting for assistance to evacuate. If there are signs of fire in a room (e.g. smoke coming out around the door), they should note the fact but should not enter or open the door
- if there is no immediate danger, ensure that all windows and doors are closed en-route to the fire exit
- report to the senior manager at the fire assembly point to report any signs of fire in their area, to report if anyone is at risk and to advise if their area is clear
- take part in any post-alarm de-briefing to identify any shortcomings in the fire evacuation procedures.

Fire Wardens are not expected to unnecessarily delay their own exit from the building or to jeopardize their own safety at any time. Fire Wardens are not expected to fight a fire or to use a fire extinguisher except to aid their own escape. However if the fire is in their area of responsibility and they are trained and competent to do so, Fire Wardens may attempt to tackle a small fire if it is safe to do so and using the appropriate extinguisher.

Employees

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy

- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Contractors

All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- submit their health and safety policy and relevant risk assessments to us for approval
- comply with and accept our health and safety policy, if they do not have one
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to their supervisor and to us whether an injury is sustained or not
- attend as requested any health and safety training course

- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

WorkNest

WorkNest, in agreement with management, provides us with the following services:

- development of our documentation throughout the period of our contract and keeping it updated for:
 - changes in Health and Safety legislation relevant to us
 - organisational changes which affect our management system.
- a general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk.
- a consultant visit to train senior managers and to support our implementation of this Policy by:
 - assisting us to complete specific risk assessments
 - providing further training, as agreed, on relevant agreed topics
 - reviewing and auditing our health and safety procedures and legal compliance
 - providing advice on implementing changes and system procedures.

WorkNest is also contracted to:

- fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues
- provide for us a telephone advisory service - available 24 hours per day, 365 days of the year
- provide crisis help if we have a serious accident or incident involving the Enforcement Authorities
- provide legal fees insurance, the terms of which are defined in our insurance policy document
- provide briefings to help keep us up to date with new and forthcoming legislation.

HEALTH AND SAFETY RULES

5. HEALTH AND SAFETY RULES

This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by Management.

General

- It is the duty of all employees to co-operate with management in fulfilling our legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.

Working Practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must not smoke except in prescribed areas.

Hazard / Warning Signs and Notices

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions / Environment

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.

- Employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- Employees must clear up any spillage or liquids within the work area in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

Protective Clothing and Equipment

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

Fire Precautions

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any fire fighting equipment provided.
- Employees must report any use of fire fighting equipment to their supervisor.

Accidents

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Employees must notify management of any incident in which damage is caused to property.

Health

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of plant or equipment.

- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment.
- Deliberately disobeying an authorised instruction.

ARRANGEMENTS

6. ARRANGEMENTS

Accident, Incident and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any employee, visitor or contractor has an accident, near miss or dangerous occurrence on the council's premises during the course of their employment.

This will also apply to visitors who are members of the public and are therefore not at work. In addition employees who develop a work-related illness must also report via these procedures.

Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the council.

The Accident Book

All accidents resulting in personal injury must be recorded in the council's Accident Book.

The Accident Book will comply with the requirements of the Data Protection Act.

The Accident Book will be reviewed regularly by senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Employees must ensure that they are aware of the location of the accident book.

Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following events must be reported to the Health and Safety Executive:

- A death
- A specified injury to an employee as detailed in regulation 4
- An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury
- Any dangerous occurrence
- Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations
- Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen.

Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) must also be reported within 15 working days using the Health and Safety Executive (HSE) website.

You **must** also keep a record of an accident if the worker has been incapacitated for **more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

Contact details for the Health and Safety Executive are:

Tel: 0345 300 9923 (Monday to Friday 8:30am to 5:00pm)

Website: www.hse.gov.uk

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the WorkNest Advice Line. (Tel: 0345 226 8393)

The completed report form sent back by the HSE should be kept with the other accident records and documents; this will confirm the notification has been made.

Accident report, completed notification form and investigation notes, witness statements and photographs are to be kept on file to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Communication and Consultation

It is a legal requirement for the council to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

- establish effective lines of communication
- involve and consult with employees through:
 - individual conversations
 - notice boards
 - internal publications
 - staff meetings
 - health and safety meetings.
- display the 'Health and Safety Law – What You Need To Know' poster
- consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety.

Where it is not practical to consult with all employees directly and it would be more appropriate to communicate and consult through employee representatives, we will arrange for representatives of employee safety to be elected.

The council will allow all representatives an appropriate amount of time away from their normal duties in order to complete their duties as representatives. We will not hinder representatives in the execution of their normal functions as defined by law.

Contractors

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor’s own safety policy, risk assessments, method statements, permits to work, etc as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place.

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to a manager immediately.

Construction work and the Construction (Design and Management) Regulations 2015

Where any construction work is carried out, to fulfil our legal duties as a “client” under the Construction (Design and Management) Regulations 2015 we will:

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- ensure that all dutyholders that we appoint have the necessary skills, knowledge, training and experience to carry out their roles safely.
- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly.
- notify the HSE in writing for projects that require it
- ensure that relevant pre-construction information is passed to all designers and contractors
- ensure that the Principal Designer and Principal Contractor carry out their duties

- ensure that adequate welfare facilities are provided for the contractors
- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared
- ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and , if we choose to dispose of the building, to pass the file to any person or council who acquires the building.
- cooperate fully with all other dutyholders and provide all relevant information and instruction promptly and clearly.

Disabled Persons

The council will give full and proper consideration to the needs of disabled employees and visitors.

To achieve this, the council will:

- treat all disabled employees and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements to their line managers
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

Display Screen Equipment

All reasonable steps will be taken by the council to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the council will:

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced

- arrange for the supply, at a subsidised cost up to a maximum limit of £60, for any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their departmental supervisor/line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their departmental supervisor/line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

Driving for Work

Driving is an integral part to some roles within the council and as such requires driving on council business. Driving has inherent risks associated with it which drivers should be made aware of.

The council is committed to reducing the risks its staff face or create when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure those driving for business are competent (and where required, authorised) and fit
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- provide sufficient information and guidance for managers and drivers to enable them to understand the additional occupational risks involved in driving
- establish a travel plan which will limit the requirement for travel and make provisions for long journeys
- require drivers to annually submit copies of their insurance, the MOT certificate or evidence of the MOT exemption for their vehicle and their current driving licence.

Implementation

The council asks its entire staff to play their part, whether they use a council vehicle, their own or a hire vehicle.

Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform their manager of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as; limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of the council.

Before driving, drivers must

- review the need to travel
- have a valid licence for the vehicle they are driving and for any overseas travel if required
- ensure valid insurance for business use
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- have had an eye test in last 2 years and be using any required corrective appliance
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke in a council vehicle
- never use any hand held electronic device e.g. mobile phone, satellite navigation, mp3 player
- never receive or make calls.
- follow all safety instructions when taking their vehicle on board ferries, trains or other vehicle-carrying craft, including parking and leaving their vehicle on a vehicle deck and travelling in a designated passenger area while the craft is underway.

Managers

Managers should ensure that the driving policy is brought to the attention of drivers and they will:

- lead by example, both in the way they drive and by not tolerating poor driving practices amongst colleagues
- challenge unsafe attitudes and behaviours and encourage staff to drive safely
- monitor compliance with the driving policy at team meetings, staff appraisals and periodic checks
- not expect staff to answer calls when they are driving.

Drugs and Alcohol

Alcohol

Employees must not drink alcohol on the council's premises or the premises of its customers or clients without express permission from a senior manager or director.

Any employee who is found consuming alcohol on the council's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the council's disciplinary procedure.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on the council's premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager or supervisor.

If the council suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the council reserves the right to require you to undergo a medical examination to determine the cause of the problem.

Medical Examination

Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the council reserves the right to suspend you from your employment (with or without pay) to allow the council to decide whether to deal with the matter under the terms of the council's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

Reasonable Grounds

The council reserves the right to search you or any of your property held on council premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The council reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the council's premises.

Electricity

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

To ensure this objective the council will:

- ensure electrical installations and equipment are installed in accordance with the Wiring Regulations (BS 7671) published by the Institution of Engineering and Technology (IET)
- maintain the fixed installation in a safe condition by carrying out routine safety tests
- inspect and test portable and transportable equipment as often as required to ensure safety
- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit to work system must be used
- ensure employees who carry out electrical work are competent to do so
- maintain detailed records.

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to their line manager/supervisor
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the council premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage.

Excavation, Ground and Floor Penetration

All reasonable steps will be taken to secure the health and safety of employees who are required to carry out any excavation, ground and/or floor penetration work.

To ensure this objective the council will:

- ensure that a risk assessment is always carried out prior to undertaking excavation, ground or floor penetration
- provide plans and site drawings that can be used to identify the approximate position of any site services, pipelines or structures

- carry out scanning at regular depth intervals, using an appropriate device to identify the actual position of any metal containing pipes or cables
- provide equipment and precautions needed such as trench sheets, props, baulks etc. on site before work starts
- ensure that any possible ground contamination must be checked before work commences by reviewing the results of soil tests or trial holes to provide useful data on conditions likely to be found which can assist planning
- ensure that excavations which are supported to prevent any person being buried or trapped by accidental collapse, fall or dislodgement of material are subject to formal inspection by a competent person
- arrange for all excavations to be inspected at the start of every shift, and more frequently if something happens to affect its strength or stability. A record of all inspections will be made and retained

Before digging any trench, pit, tunnel or other excavation the council will determine what temporary support will be required and other precautions necessary to prevent:

- collapse of the sides
- materials falling onto people working in the excavation
- people and vehicles falling into the excavation
- undermining nearby structures
- damage to underground services
- ingress of water
- premature removal of support.

Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the council will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities

- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records.

The council does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

First Aid

The council is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective the council will:

1. appoint and train a suitable number of first aid personnel to cover all work patterns
2. display first aid notices with details of first aid provision
3. provide and maintain suitable and sufficient first aid facilities including first aid boxes
4. provide any additional first aid training that may be required to deal with specific first aid hazards.

The minimum first aid provision at all sites is an adequately stocked first aid box and an Appointed Person to take charge of the first aid arrangements.

Appointed Person

The Appointed Person duties include:

- taking charge when someone falls ill or is injured, including calling an ambulance if required
- looking after and maintaining the first aid box and contents.

The Appointed Person will not be required to provide treatment for which they have not been trained.

First Aiders

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements.

The numbers of first aid personnel at each location will be determined by individual circumstances, the level of risk and in line with current government guidance.

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

First Aid Boxes

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

Portable First Aid Kits

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:

- staff travelling in vehicles on a regular basis

Gas Installations and Appliances

The council will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

The council is committed to achieving high standards of health and safety for all staff, visitors, customers and others. For these reasons employing, training, and arranging the assessments of operatives that are competent to work on gas installations and appliances – servicing, repairing or installing, is highly significant to supporting these aims.

The council supports the aims of:

- reducing the waste of fuel and material
- increasing operational efficiency
- eliminating unnecessary emission of atmospheric pollutants
- reducing the risk to death, injury and distress to members of the public, staff and others who may be affected
- increasing confidence, amongst users, in the safe use of fossil fuels and fossil fuel burning appliances.

The Gas Safe Register (GSR) is the governing body approved by the Health and Safety Executive to register and monitor the activities of gas installation and use. Gas fitting operatives carrying out work on behalf of the council will be registered with the GSR.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The council will implement the following:

- maintain an inventory of all substances hazardous to health kept or present on site and retain copies of relevant hazard data sheets

- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- all employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls
- personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls
- the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- qualified professionals, where necessary, will carry out health surveillance
- employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results
- all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

Information and Training

The council will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

Managers and supervisors of areas which use substances hazardous to health will be given additional training to ensure the proper management of the risks.

Health, Safety and Welfare

The council is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards
- adequate workspace allocation
- properly designed workstations
- well maintained traffic routes and floors
- appropriate fall protection

- suitable glazing
- safe access and egress (well maintained exits and entrances)
- appropriate sanitary and washing facilities
- separate toilet facilities for men and women
- plentiful wholesome drinking water supply and cups
- seating with an incorporated back rest
- accommodation for keeping clothing clean and dry
- facilities for changing, rest periods, hot drinks and meals preparation
- showering facilities if the nature of an employees work requires this
- appropriate first aid provision
- appropriate emergency, fire and evacuation equipment and procedures.

The council recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace or head office.

Health Surveillance

Health surveillance is the early detection of adverse health risks associated with a work activity. It allows staff at increased risk to be identified and additional precautions to be taken as necessary. It is also a means of checking the effectiveness of the existing control measures.

To ensure adequate health surveillance is implemented the council will:

- carry out risk assessments to identify those activities, processes or materials that are likely to give rise to a health risk
- ensure that adequate control measures are put in place to reduce risks as far as possible
- seek advice on risk reduction from our safety advisor, occupational hygienist or other relevant person as necessary
- seek the advice of relevant people on the need for health surveillance where it is thought that a residual health risk remains following the implementation of control measures
- advise employees of the health risks and the signs of ill health
- ensure employees co-operate with health surveillance procedures provided
- discuss with the relevant people any health concern brought to their attention by an employee.

Format of Health Surveillance

If a reliable test can be carried out, the format of health surveillance may include the use of questionnaires to determine symptoms and may also involve clinical examination or measurements, such as lung function testing, hearing tests or biological sampling.

Frequency of Health Surveillance

The level of risk will determine the frequency of health surveillance programmes. Where the risk is thought to be low, only baseline data will be required and staff should report to the team leader if any problems are experienced. Baseline data will usually be gathered at the employment interview.

If the risk is thought to be more significant, periodic health surveillance for all exposed staff will take place. In most cases this will be annual; however in some high-risk areas a more frequent programme may be agreed. More frequent surveillance may be required where a person's medical history suggests a particular vulnerability. The responsible person or occupational health nurse will make this decision and manage the recall process.

If health problems are identified following health surveillance, control measures will be reviewed and where necessary enhanced.

The occupational health nurse or doctor will advise on any specific actions to take with regard to the affected employee, e.g.:

- reducing the length of exposure
- restricting work activities which cause exposure
- re-deploying the affected employee
- advising on additional personal protective equipment (PPE).

Record Keeping

The responsible person or occupational health nurse will, with the support of team leaders, ensure employees requiring health surveillance are identified and recalled at appropriate intervals.

Health records will be kept for a minimum of 40 years.

Employees will be allowed reasonable access to their health records and a copy offered to individuals when they leave the council.

Home Working

Home workers are subject to the same health and safety requirements as workers based on council premises and their health and safety will be managed accordingly.

To achieve this objective we will:

- ensure that appropriate risk assessments are completed
- ensure that risk assessments are reviewed annually
- ensure home workers are provided with suitable induction training on commencement of employment
- ensure appropriate equipment is provided for the home worker's health, safety and welfare
- ensure all equipment that is provided for use in the employees' homes is properly installed and tested
- arrange for the maintenance of all electrical equipment supplied for use in employees' homes (The hard wired electrical sockets and ring mains supplies are the employee's own responsibility)
- provide, where practicable, scope for varying work patterns and to allow employee input in how the work is carried out to ensure home workers take periodic breaks during the working day
- ensure that managers and home workers have the opportunity to be kept informed of what is going on within the council; recognising and satisfying the need for social interaction will reduce stress
- encourage home workers to 'network' with colleagues

- make the home worker aware of their duty to report any incidents or accidents that occur as a result of work related activities to the council using the council accident procedure
- ensure home workers are aware of the need to monitor their own working conditions and report any problems to their line manager.

Training

All home workers will be fully trained in the tasks that they are employed to do and the equipment they will be using.

Home workers will be trained in emergency procedures in case of an accident in the home.

Supervisors/management of home workers will be trained in how to deal with employees working off site e.g. prearranged regular contact, how to recognise signs of stress in home workers.

Infection Control

For some work activities, staff may be at risk of infection or of spreading infection. Exposure to infections may arise at work from a number of situations, including:

- contact with people (e.g. Diphtheria, TB, MRSA, Norovirus, Gastroenteritis)
- contact with blood and bodily fluids (e.g. Tetanus, Hepatitis B or C, HIV)
- injuries arising from needles / sharps (e.g. Tetanus, Hepatitis B or C, HIV)
- contact with animals or animal faeces/urine (e.g. Avian Flu, E. Coli, Leptospirosis).

The council aims to prevent the spread of infection through work-based activities by adopting suitable control measures.

The council will:

- undertake assessments to identify tasks or situations that may expose individuals or groups to potential infection
- identify, plan and implement controls and safe systems of work to prevent transmission of infection
- provided information, instruction and training to those identified at risk
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance
- organise for the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises
- arrange for safe disposal of any infected materials
- adopt good hygiene practices.

Vaccination

The risk assessment will also identify whether the staff involved in a particular task should be offered vaccinations against Hepatitis B and Tetanus.

Where this is identified, vaccinations shall be offered to individuals without charge.

Training and Information

Training and information will be provided to all employees who are identified from the risk assessment as being potentially exposed to infections.

Training will be given for any tasks they are employed to do, the equipment they will be using and any safe procedures to adopt.

Staff Illness and Reporting

It is important to remember that infection can also be passed onto people from staff. Staff should notify their manager if they develop any infectious disease that may affect work or people around them, for example:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- norovirus
- gastroenteritis
- HIV.

Managers will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should also report any illness or disease which has been contracted through work. In some circumstances if a staff member contracts a disease whilst at work, this is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Certain diseases including Leptospirosis, Hepatitis, TB, and Tetanus are specifically required to be reported.

Confidentiality

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

Pandemics and Epidemics

When notified that the country is experiencing a pandemic or epidemic, the council will aim to prevent the spread of infection through work-based activities by adopting suitable control measures.

The council will:

- follow guidance given by government agencies and close work sites if instructed to or if employees or any person is put at risk,
- undertake risk assessments to identify tasks or situations that may expose individuals or groups to potential risks,
- monitor any changes to government guidance,
- manage the risk posed by contractors and visitors visiting the workplace,
- develop and implement an emergency action plan to deal with any potential outbreaks,
- allow employees to take part in any government testing,
- identify, plan and implement controls and safe systems of work to prevent transmission,
- provide information, instruction and training to those identified at risk,

- where required, provide personal protective equipment (PPE) and monitor its use and maintenance,
- organise for the safe cleaning of equipment and, where appropriate, disinfection and thorough cleaning,
- arrange for safe disposal of any infected materials, and
- adopt good hygiene practices.

Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

At risk systems include the hot and cold water storage and distribution system.

To achieve control of legionella bacteria the council will implement the following:

- **Avoidance of Conditions Favouring Growth of Organisms**

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build up of bio films and sediments will be controlled and tanks will be lidded.

- **Avoidance of Stagnation**

Dead-legs, which occur when water services leading from the main circulation water system to taps or appliances, are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.

- **System Maintenance**

Water systems will be disinfected by an effective means before being taken into service and after shut downs of five or more days. Plant will be regularly inspected and maintained (e.g. by monthly visits from a water treatment specialist). Plant will be disinfected periodically (normally twice yearly) by chlorination or by temporarily raising water temperatures. Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.

- **Sampling**

Sampling for legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures. Weekly monitoring of chemical and microbiological water quality will be carried out to give a useful indication of the state of the system.

- **Record Keeping**

Records will be kept of all maintenance, temperature monitoring and sampling carried out.

Selection, Training and Competence of Staff

Persons carrying out control measures will receive appropriate training and supervision so they are able to perform their duties competently.

Action in the Event of an Outbreak

A contingency plan in case of an outbreak of legionellosis will be prepared. This will include the:

- identification of people who may have been exposed
- involvement of public health authorities
- dissemination of information to employees and other interested parties as to the nature of the risks.

Leptospirosis (Weil's Disease)

Weil's Disease is a form of the bacterial infection Leptospirosis, which can be transmitted to humans through contact with rat urine. The council will ensure that all employees who may be exposed to contaminated areas adhere to the following controls:

- control the rat population in work areas if possible
- cover any cuts or broken skin with the appropriate waterproof dressing, and wash cuts or grazes sustained during work immediately
- wear the appropriate personal protective equipment as identified by the risk assessment
- never touch or handle rats with bare hands
- take rest breaks away from the work area
- not consume food or drink in or near the work area
- avoid full immersion in water if possible
- shower and wash hands thoroughly after working in any environment that may have been contaminated with rat urine.

Any employee who suffers from feverish headaches, vomiting, muscle pains, and general flu-like symptoms after working in rat-contaminated areas must seek medical attention and inform their GP that they may have been in contact with rats or rat urine.

Lifts

All reasonable steps will be taken to maintain all lifts throughout the council premises.

Implementation

The council will ensure that:

- an examination scheme is drawn up by a competent person for each lift
- all lifts are fitted with appropriate barriers and interlocking gates to prevent passengers or cargo from falling from the lift, coming into contact with the lift machinery or entering/exiting the lift when it is not at a designated landing

- suitable equipment and mechanisms are installed to prevent the lift from:
 - leaving its landing when the doors are unlocked and/or open
 - falling (including its maximum working load) in the event of a failure in the lifting mechanism
 - overrunning its furthest intended point of travel
 - being operated from more than one position at any one time
 - being overloaded or exceeding its maximum number of passengers.
- lifts are maintained in a safe condition and examined/inspected by competent persons (annually for goods lifts and every six months if lifting people)
- the safe working load (SWL) is clearly displayed inside each lift
- notices are posted adjacent to each lift opening advising against the use of a lift in the event of a fire
- arrangements are made for the emergency evacuation of persons in the event of lift failure
- lift motor rooms are kept locked and entry kept restricted to authorised persons.

Records

All thorough examination reports will be kept for a minimum of 2 years.

Liquefied Petroleum Gas (LPG) and Compressed Gas

Gas cylinders are a convenient way to transport and store gases under pressure.

These gases are used for many different purposes, including:

- soldering, welding and flame cutting
- chemical processes
- fire extinguishers
- heating and cooking.

The main hazards are:

- impact from the blast of a gas cylinder explosion, or rapid release of compressed gas
- impact from parts of gas cylinders that fail or any flying debris
- contact with the released gas or fluid
- fire resulting from the escape of flammable gases or fluids
- impact from falling cylinders.

Where LPG / Compressed Gas are used, the council will ensure that provision is made for:

- adequate training and supervision in their use
- suitable handling equipment, plant and storage facilities with adequate ventilation, security measures, and monitoring and control devices
- regular maintenance and inspection by competent persons, and the recording of all maintenance and inspections.

Handling and Use of Gas Cylinders

- Users must carry out an external visual inspection of the gas cylinders and any attachments (e.g. valves and regulators), to determine whether they are damaged. Indicators may include dents, bulges, evidence of fire damage etc.
- Use gas cylinders in a vertical position, unless specifically designed to use otherwise.
- Always double-check that the cylinder/gas is the right one for the intended use.
- Close the cylinder valve and replace dust caps, where provided, when a gas cylinder is not in use.
- Before connecting a gas cylinder to equipment or pipe work make sure that the regulator and pipe work are suitable for the type of gas and pressure being used.
- Wear suitable safety shoes when handling gas cylinders.
- Do not drop gas cylinders.
- Empty cylinders must be stored in a safe and secure manner and not disposed of with normal waste.
- Do not lift the cylinders by valves, shrouds and caps.

Transporting Gas Cylinders

- Fit suitable protective valve caps and covers to cylinders, when necessary, before transporting.
- Securely stow gas cylinders in an upright position to prevent them from moving or falling.
- Disconnect regulators and hoses from cylinders whenever practicable.
- Ensure gas cylinders are clearly marked to show their contents and the hazards associated with their contents.

Storage of Gas Cylinders

- Store gas cylinders in a safe and secure manner.
- Gas cylinders containing flammable gas should not be stored in part of a building used for other purposes.
- Protect gas cylinders from external heat sources and ensure that gas cylinders are stored away from sources of ignition and flammable materials.
- Gas cylinders must be clearly marked to show what they contain and the hazards associated with their contents.
- LPG cylinders should be stored away from drains and not in cellars.

Lone Working

The council will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

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

Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health and anticipated "worst case" scenario.

Information and Training

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

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

- when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office or a designated buddy/contact every couple of hours indicating your movements
- do not put yourself at risk; if you do not feel safe discuss the situation with your immediate manager
- report all accidents, injuries, near-misses and dangerous occurrences to your immediate manager.

Machinery Maintenance

The council will take all reasonable steps to ensure the safety of all employees maintaining the machinery as well as the safety of those affected by the maintenance work. The council will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely.

The council will inform and train personnel to implement this policy.

To achieve this objective the council will, in consultation with the maintenance staff:

- carry out an assessment of how the machinery should be isolated for specific maintenance work
- carry out an assessment of how the machinery should be isolated to enable general maintenance work to be carried out safely

- carry out an assessment of the maintenance of the machine itself, including any heavy parts that have to be moved, any positions that have to be reached to achieve the necessary result and any risks of parts falling
- carry out an assessment of how the maintenance of the machine affects its environment
- carry out an assessment of all hazards that arise when guards have been removed
- take appropriate measures for the protection of any person carrying out maintenance operations which the assessment has shown to involve risk to health or safety
- provide any personal protective equipment that might be necessary to carry out the work safely
- ensure that employees are aware of the reporting procedures, so that a responsible person is informed of any problems as soon as they arise and remedial action can be taken.

Information and Training

The council will give sufficient information, instruction and training as is necessary to ensure the health and safety of all maintenance staff and any others affected by maintenance of the machinery. Managers responsible for supervising the maintenance of the machinery will be appropriately trained.

Manual Handling

To prevent injuries and long term ill-health from manual handling the council will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the council will carry out a manual handling risk assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the organisation will ensure that:

- manual handling risk assessments are carried out where relevant and records are kept
- employees are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations.

Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee selection.

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

Moving and handling animals

Animal handling may expose employees to additional risks of injury including animal bites and scratches. Animal handling can be unpredictable, dangerous and can result in disease, injury or even death if not carried out correctly.

The safe and humane handling of animals requires the creation of the correct handling environment for both handler and animal. An animal handler must be confident that he or she can control an animal without risk of injury. A positive and confident approach by a handler using the correct methods and equipment will minimise stress, fear and possible trauma to the animal and should ensure humane and efficient handling.

Anyone who works with animals knows each animal has its own personality; it is therefore important to remove the hazards wherever possible or reduce the hazard to the lowest level possible. To enable this to be undertaken, risk assessments will be completed for all activities and reviewed on a regular basis. All employees are advised to make themselves familiar with the risk assessments.

The following guidelines will be taken into consideration at all times:

- always approach animals with caution, assume that they will be difficult
- animals will not be allowed to roam free in the waiting room; they must be leashed or placed in an appropriate cage
- no animal will be carried or moved without the aid of a proper restraint and where possible the animal should be restrained by the owner
- safe lifting techniques will always be used when handling animals
- special care will be taken when handling animals that are recovering from anaesthetics
- under no circumstances will animals be permitted to lick an employee's face or hands
- when cleaning activities are being undertaken the appropriate PPE will always be worn
- good personal hygiene will always be practised after animal handling.

In order to reduce the risk of injury, all staff are instructed to ask for assistance if they have any doubts on their ability to handle any animal.

Special care must always be taken when handling animals and unknown animals should always be approached with caution. Where animals are required to be moved by vehicle they will be suitably restrained by either securing the leash or placing in a suitable transportation cage.

New and Expectant Mothers

The council recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the council will ensure that:

- employees are instructed at induction to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- appropriate training etc is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

Noise

The council will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

Noise Risk Assessments

The council will carry out regular noise exposure risk assessments of noisy areas, processes and/or equipment as appropriate. Assessments will be used as the basis for formulating action plans for remedial measures when necessary. Assessments will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure levels of employees.

Reduction of Noise Exposure Levels

The council will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection. The council accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

Provision of Ear Protectors

The council will provide suitable and effective ear protection to employees working in high noise levels, as indicated as necessary by the results of noise exposure assessments. It will also provide for the

maintenance and repair or renewal of the protective equipment, provide training in the selection and fitting of protectors and provide details of the circumstances in which they should be used.

Hearing Protection Zones

The council will designate and mark out hearing protection zones, which may include particular areas, operations or pieces of equipment. All personnel entering these zones will be required to wear ear protectors.

Use and Maintenance of Noise Control Equipment and Procedures

The council will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of employees, including enclosures, silencers and machine covers.

All personnel will be required to

- use these procedures and equipment correctly
- promptly report any defects or deficiencies through the appropriate channels.

Provision of Training

The council will provide adequate training to employees as part of its hearing conservation and noise control policy.

All employees who are subject to high levels of noise will be provided with:

- information, instruction and training about the harmful effects of noise
- information and training on what they must do in order to protect themselves and meet the requirements of the law and of the organisation's policy.

Managers and supervisors responsible for formulating and carrying out the organisation's noise policy will also be given appropriate training.

Where a problem arises as a result of noise in the workplace, the employee must inform a responsible person immediately.

Audiometric Testing

Where employees are exposed to risk from high noise levels, the council will adopt a programme to monitor the hearing of employees subject to high levels of noise ensuring the organisation's noise control policy is effective and that employees' hearing is not being adversely affected. This will involve regular audiometric tests carried out by properly trained personnel and pre-employment audiometric tests for new employees.

Outdoor and Peripatetic Working

The council will ensure, so far as is reasonably practicable, that employees who work outdoors or away from their normal base are not put at any additional risk to their health and safety.

The council will:

- where work is being undertaken on a site under the control of another party, review any risk assessments and agree an appropriate safe system of work
- ensure outdoor activities are planned and risk assessed prior to undertaking the work. This will include visiting of the site(s) to identify potential hazards

- establish safe systems of work from the risk assessments, and provide staff training and instruction in these
- ensure suitable personal protective clothing is made available to staff either from the council or from the third party in control of the site
- ensure suitable arrangements are in place for emergencies, including adequate first aid.

Implementation

Staff working outdoors, or away from base, are responsible for ensuring that:

- if working on a third party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site
- they report any problems or shortcomings to their manager or supervisor as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk
- the appropriate personal protective equipment provided is worn correctly and when required to do so. Any defects must be reported to their manager or supervisor
- they are familiar with the emergency arrangements and that these are in place prior to starting work
- all accidents and incidents are reported to their manager and in line with any local arrangements for the site.

Permits to Work

Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in our day to day activities. Permits to work are designed to check that all eventualities have been considered when planning and organising this type of work and are an important means of minimising any risks involved.

Employees, contractors and visitors are all expected to comply with the requirements of any permits that are in force.

Employees working off site, i.e. on another organisation's premises, are expected to abide by all permits to work operated on that site.

Should employees experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually a manager or supervisor) so the organisation can investigate and rectify the situation.

Permits to work exist to cover tasks carried out under certain circumstances and over limited time periods. They will therefore be displayed while the work specified is under way but will cease to operate when the tasks have been completed.

Information and Training

The council will provide the necessary information and appropriate training to ensure that appropriate employees, supervisors, contractors and visitors are fully aware of the permits in use and are competent to undertake the tasks and tests prescribed in the permits.

Personal Protective Equipment

The council provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the council will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure that PPE is sourced appropriately and bears the “CE” certification mark
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

Pressure Systems

Due to the high pressures at which they operate and the steam that is generated they are subject to numerous legal requirements. Pressure systems include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant working pressure. Severe corrosion and/or failure of pressure-regulating and other safety valves could lead to an explosion.

The council will ensure that all pressure vessels and pressurised equipment used by the council meet the requirements of the Pressure Systems Safety Regulations 2000 and the Pressure Equipment Regulations 1999.

To ensure the safety and mechanical integrity of the pressure systems used and to meet the requirements of the legislation the council will:

- ensure that the equipment is thoroughly examined by a competent person before it is put into service

- ensure that the equipment is of sound construction, suitable quality, made from suitable materials and free from any obvious defects before it becomes operational
- ensure that each item of equipment is clearly and uniquely marked so that it can be readily identified
- establish the safe operating limits of the equipment and display them on the equipment, and not allow the equipment to exceed those limits except where tests carried out by a competent specialist require it
- provide adequate training and instructions to ensure the equipment is operated safely, including instructions for procedures to be followed in case of emergency
- fit and calibrate suitable protective and warning devices to the equipment to deal with emergencies or mechanical malfunctions, and ensure that any devices such as safety valves or bursting discs will be able to discharge safely
- ensure that the equipment is properly maintained
- have a suitable written scheme drawn up or certified by a competent person for the examination, at appropriate and regular intervals, of the equipment
- arrange to have examinations carried out by a competent person at the intervals set down in the scheme and whenever the equipment is transferred to a new location
- keep adequate records of the most recent examination
- ensure that equipment identified as being in need of repairs is not used until repairs are carried out and, wherever possible, depressurise the equipment before the repair work begins
- pass all pertinent records on to the new owner if we choose to dispose of the pressure equipment and ensure that we receive written confirmation of the transfer of records.

The examination normally takes place annually.

Records of examinations are kept electronically and a copy of the last inspection must be taken with the equipment when it is transferred to a new location.

Risk Assessment

Risk assessment is a systematic examination of what within our business can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities in order to plan and prioritise the implementation of the identified control measures.

More detailed specific risk assessments will also be carried out as determined by the general assessment to address those premises, equipment, people or activities to comply with specific legislation or to proactively manage health and safety risks.

We will ensure that:

- assessments are carried out and records are kept

- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the council that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This includes council vehicles that are used by more than one employee. If you have a council car that is designated for your sole use and that is never used by other employees then you can smoke in it if you wish – but the council recommends that you do not do so. This policy applies to all employees, customers and visitors.

Implementation

All staff are obliged to adhere to and facilitate the implementation of the policy.

The council will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in council vehicles that are covered by the law.

Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable council, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments

- consult with Safety Representatives on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices
- provide adequate resources to enable managers to implement the council's agreed stress management strategy.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the council's grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

Training

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the council to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All employees will need to know about:

- the health and safety policy
- the structure and system for delivering this policy.

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled. All employees will be provided with the council Health and Safety Handbook.

Managers and supervisors training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements.

All our employees training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them

- communication lines to enable problem solving.

All employees will receive **induction training**. Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

Vibration

Regular exposure to continuous vibration from a work process has the potential to cause long term ill health including a range of occupational diseases collectively known as hand-arm vibration syndrome (HAVS) or whole body vibration (WBV).

To minimise the risk from vibration the organisation will:

- assess the risks to health from exposure to continuous levels of vibration and determine the control measures needed
- introduce effective control measures to ensure levels of exposure to hand-arm vibration and whole body vibration are eliminated or reduced as far as is reasonably practicable
- record the assessments and review them periodically or when changes occur
- ensure that the most appropriate equipment is used for the job, that the equipment is sourced from appropriate suppliers and that it bears the “CE” certification mark
- ensure that those persons responsible for managing work likely to result in exposure to hand arm vibration and whole body vibration are adequately trained and competent
- inform, instruct and train employees about the risks and the precautions to be taken to protect themselves from the harmful effects of continuous exposure to vibration
- ensure no new equipment or processes are introduced into the work activities where there is a foreseeable risk of hand-arm or whole body vibration without a risk assessment and approval of a designated manager

- maintain an inventory of all vibration equipment used that is likely to cause hand-arm vibration and whole body vibration
- monitor exposure of hand-arm vibration and whole body vibration and undertake appropriate health surveillance, where necessary
- maintain tools to the manufacturer's specifications to avoid worsening vibration.

Violence

The council recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees.

To achieve this objective we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees
- train our employees who may be exposed to violence or challenging behaviour situations
- support the employees involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety.

Visitors

In the interest of safety and security, the council will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- they are authorised to enter the premises or accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information

- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

Emergency Action

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

Waste Management

The council will instigate a waste management plan for any work carried out when required to by legislation and in order to do so will identify the:

- client
- Principal Contractor
- person with overall responsibility for the waste management plan
- location of the site where the work will be carried out
- estimated cost of the project.

In carrying out any site work the council will adhere to the following hierarchy for processing of waste materials:

- re-use (on or off site)
- recycle (on or off site)
- send off site for recovery
- send for incineration
- as a last resort send to land fill.

The waste management plan will:

- describe each type of expected to be produced
- estimate the quantities of each type of waste
- describe the waste management action for each type of waste (e.g. re-use, recycle).

The waste management plan will comply with the duty of care and ensure materials will be handled efficiently and waste managed appropriately. All waste materials which leave site will be processed through licensed contractors.

Additional duties:

- ensure co-operation between all contractors involved on the project during the construction phase
- discuss waste management with every site worker through induction, training and tool box talks

- ensure that waste is reused, recycled or recovered, where practicable to do so.

Work At Height

The council will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The council will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- adequate and secure working platforms with guard rails and toe boards will be used in preference to ladders which will be used for light, short duration work only and secured to prevent displacement
- when necessary, only scaffolds and scaffold towers that have been erected by a competent person will be used
- roof lights and other fragile surfaces will be protected to prevent falls
- fall arrest equipment will be used if other means of prevention (safety nets, harnesses with running lines, etc.) are not practical or justified
- risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them
- all the necessary equipment to allow safe access to and egress from the place of work is provided
- all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided
- suitable plant is provided to enable the materials used or created in the course of the work are safely lifted to and from the workplace and stored there if necessary
- any working platform and its supporting structures are selected and/or designed in accordance with current standards
- regular inspections of all equipment required for working at height are undertaken
- competent persons are appointed to be responsible for the supervision of all work at height and associated activities
- any contractors from whom they procure services comply with this policy.

Information and Training

The council shall provide any information, instruction and training required to work in a safe manner when working at height.

Work Equipment

The council will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective the council will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees
- inspect all equipment at installation and prior to first use
- regularly inspect work equipment in accordance with the manufacturer's recommendations
- maintain work equipment in accordance with the manufacturer's recommendations
- keep records of all inspections and maintenance
- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely
- provide refresher training as appropriate and as determined necessary by workplace inspections.

Young Persons

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the organisation will:

- carry out risk assessments to cover the activities of young persons
- implement the actions determined by the risk assessment process
- inform the young persons of any risks associated with their work and the control measures taken to protect them
- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment.

RISK ASSESSMENT

7. RISK ASSESSMENT

Risk Assessment

Risk Assessment involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

Carrying out risk assessments

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment

- be in a position to give the commitment, co-operation and resources required to implement the assessment results.

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

The five stages of risk assessment

STEP 1 - IDENTIFY THE HAZARDS

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating.

STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW

List groups of people and individuals who may be affected by the hazards e.g.:

- staff
- members of the public
- contractors on the premises.

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees or young persons.

STEP 3 - EVALUATE AND CONTROL THE RISK

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual
- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy
- give priority to measures which protect the greatest number of people
- give appropriate instructions to employees.

IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that employees are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

Hazards and example controls

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones

Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

Fire Risk Assessment

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- to identify the fire hazards
- to reduce the risk of those hazards causing harm to as low as reasonably practicable
- to decide what physical fire precautions and management arrangements are
- necessary to ensure the safety of people in your premises if a fire does start.

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises may be able to assess as a whole, in larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

You need to appoint one or more competent persons to carry out any of the preventive and protective measures needed to comply with the legislation. This person could be you, or an appropriately trained, employee or, where appropriate, a third party.

Your fire risk assessment should demonstrate that, as far as is reasonable, you have considered the needs of all relevant persons, including disabled people.

Six Steps to Fire Risk Assessment

1. Identify the hazards

- Sources of ignition
- Sources of fuel
- Sources of oxygen.

2. Identify people at risk

- Employees
- People in and around the premises
- Vulnerable persons, disabled etc.

3. Evaluate, remove, reduce and protect from risk

- Evaluate the risk of fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people.

4. Consider:

- Detection and warning
- Fire fighting
- Escape routes and travel distances
- Lighting
- Signs and notices
- Maintenance.

5. Record, plan, inform, instruct and train

- Record the significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- Provide training.

6. Review

- Keep assessment under review
- Revise where necessary.

MONITORING HEALTH AND SAFETY

8. MONITORING OF HEALTH AND SAFETY

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

Proactive monitoring

Monitoring is a line manager's responsibility and each of the key management positions are expected to play their part in monitoring achievement against relevant health and safety standards. Managers will be expected to provide evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the council feedback on its performance before an accident, incident or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.

Employees who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

Reactive monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.

9. LEGAL EXPENSES INSURANCE

For a copy of WorkNest's master legal expenses insurance policy please see <https://worknest.com/protection-against-prosecution-health-safety/>. Please refer to your contract with WorkNest for the type of cover (if any) that is applicable to your organisation – i.e. employment dispute insurance or health & safety prosecution insurance or both – and the relevant provisions of the master policy document will then apply accordingly.

Please contact us if you require a hard copy of the policy.



**Ringwood
Town Council**

Publication Scheme

Contents

1. Version Control
2. Information available from Ringwood Town Council under the Freedom of Information act model publication scheme

1. Version Control – to be reviewed annually by the Town Clerk

Event	Description	Date
Adoption of updated scheme	Approval by Policy & Finance Committee	18.6.25
Annual review	Approval by Policy & Finance Committee	

2. Information available from Ringwood Town Council under the Freedom of Information Act model publication scheme

Ringwood Town Council has adopted the Information Commissioner's Model Publication Scheme (2009), which commits the Council to make certain information routinely available to the public.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well a list of Council Committees	Details can be found on the website www.ringwood.gov.uk	FOC or 10p per sheet
Details of any representation on local public bodies		

	Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT	
Postal and email address	As above	
Contact details for Town Clerk and Council members		
Where possible, provide named contacts including contact phone numbers and email addresses		
Location of main Council office and accessibility details	As above	
Staffing structure	As above	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Details can be found on the website www.ringwood.gov.uk Information not available on the website can be requested from: Town Clerk	FOC

	Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT	
Finalised budget	As above	
Precept	As above	
Borrowing Approval letter	As above	
All items of expenditure above £100	As above	
Financial Standing Orders and Regulations	As above	
Grants given and received	As above	
List of current contracts awarded and value of contract	As above	
Members' allowances and expenses	As above	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum (hard copy or website)		
Annual governance statement in format included in the Annual Return form	Details can be found on the website www.ringwood.gov.uk	FOC
Strategic Plan	Details can be found on the website www.ringwood.gov.uk	FOC
Annual Report to Parish or Community Meeting	Details can be found on the website www.ringwood.gov.uk	FOC
Quality status	Not applicable	

Local charters drawn up in accordance with DLUHC's guidelines	Not applicable	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not applicable	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum (hard copy or website)</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Details can be found on the website www.ringwood.gov.uk	FOC
Agendas of meetings (as above)	As above	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	As above	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	As above	
Responses to consultation papers	Available in hard copy from Town Clerk	10p per sheet

Responses to planning applications	Details can be found on the website www.ringwood.gov.uk	FOC
Byelaws	Available in hard copy from Town Clerk	10 per sheet
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only (hard copy or website)</p>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<p>Details can be found on the website www.ringwood.gov.uk</p> <p>Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT</p>	FOC
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy 	As above	

<ul style="list-style-type: none"> • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 		
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Hard copy available from Town Clerk	10p per sheet
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only. (hard copy or website; some information may only be available by inspection)</p>		
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Details can be found on the website www.ringwood.gov.uk</p> <p>Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT</p>	FOC

Assets register, including details of public land and building assets	As above	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy from Town Clerk	10p per sheet
Register of members' interests	<p>Details can be found on the website www.ringwood.gov.uk</p> <p>Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT</p>	FOC
Register of gifts and hospitality	As above	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only (hard copy or website; some information may only be available by inspection)</p>		

Allotments	<p>Details can be found on the website www.ringwood.gov.uk</p> <p>Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT</p>	FOC or 10p per sheet
Burial grounds and closed churchyards	As above	
Community centres and village halls	As above	
Parks, playing fields and recreational facilities	As above	
Seating, litter bins, clocks, memorials and lighting	As above	
Bus shelters	Hard copy available from Town Clerk	10p per sheet
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	None	
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	<p>Details can be found on the website www.ringwood.gov.uk</p> <p>Information not available on the website can be requested from: Town Clerk</p>	FOC

	Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT	
Additional Information		
Information not itemised in the lists above		
Quarterly newsletter	Information can be found on the website www.ringwood.gov.uk Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT	FOC

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
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Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred

Policy and Finance Committee Project Oversight Report

1. Introduction and reason for report

This report provides the Committee with an overview of live projects within its remit, enabling members to monitor progress, risks, and financial implications, and to identify where further information or a separate report is required for decision-making.

2. Background

The project planner is updated weekly by officers and forms part of the Council's wider arrangements for project oversight and governance. Projects are reported by exception, with operational delivery managed by officers under existing delegations.

3. Scope of report

This report includes projects within the remit of this Committee only. Projects governed through other Committees are reported separately and are not included here.

Project title	Purpose/ intended outcome	Status	Progress update	Key risks/ issues	Next milestone/ decision point	Committee interaction required	Senior Officer (oversight)	Delivery Lead	Financial position
AGAR Assertion 10 (IT & information governance implications)	To ensure the Council meets the requirements of AGAR Assertion 10	In progress	New IT policy agreed, shared with cllrs and staff. Accessibility statement on website updated. Improvements to website accessibility on-going	No specific budget for accessibility improvements.	Internal audit	None at this stage.	Town Clerk	Finance Manager	Unknown
Local Govt Reorganisation - monitoring and preparedness	To ensure the Council remains informed of emerging proposals for local government reorganisation and is prepared to respond to any implications for governance, services, assets, and community representation.	Monitoring	Clerk is engaging with neighbouring councils and HALC to understand emerging local approaches and sector guidance. A county-wide LGR summit (organised by HALC) is scheduled for June (one representative per council); a place has been secured, with scope to extend attendance to members if appropriate. Early consideration is also being given to potential implications for neighbourhood governance and electoral cycles in line with current government consultation. Continuing to engage with NFDC re local assets.	Uncertainty over timing, scope, and local impact, potential implications for assets, services and council role and limited influence	If anything follows from NFDC	Keep under periodic review; escalate if/when proposals emerge requiring a Council position.	Town Clerk	Town Clerk	None at this stage

Annual Town Assembly – Format Refresh (One-Year Project)	To design and deliver a refreshed Annual Town Assembly that meets statutory requirements while improving accessibility, clarity of information, and meaningful engagement between the Town Council and local electors.	In progress	9 local organisations are attending the event to promote their work in the community, publicity and awareness raising, RTC presentation in development	No material risks at this stage	Agenda produced and circulated	Note	Town Clerk	Office manager	A modest provision is included within the 2026/27 budget to cover associated costs.
Poulner Lakes Lease (Anglers Association Land)	To consider whether a formal lease arrangement for land at Poulner Lakes not currently owned by the Council would be in the Council's interests, including implications for access and long-term management.	On hold	The Council has previously considered the possibility of a lease arrangement with the relevant landowner. Following member consideration, no active negotiations are currently being pursued.	Any future lease arrangement would require careful consideration of legal, financial, and management implications.	Any future progression would require further consideration and explicit authorisation by the appropriate committee.	None at present.	Town Clerk	N/A	No current financial commitment.
Building Assets – Condition & Reserves Scoping	To scope the council's building assets in order to identify where external professional input may be required to inform long-term maintenance planning and building reserves.	Scoping stage	Officer-led scoping to review council building assets and identify where external professional input may be proportionate to support long-term maintenance planning and building reserves. No external commissions at this stage.	Risk of unnecessary or disproportionate expenditure on external professional input if assurance needs are not clearly scoped first.	Completion of asset triage, with internal recommendation on whether targeted external input is required for specific buildings.	None at this stage. Committee involvement when external professional input is recommended and budget approval is needed.	Town Clerk	Grounds Manager	No current financial commitment.

4. Recommendation

Members are asked to note the contents of this report.

For further information, please
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