



UPTON & NORTH ELMSALL PARISH COUNCIL

The Village Hall, Harewood Lane, Upton, WF9 1JB

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To all members of Upton & North
Elmsall Parish Council

Date: 11th February 2026

Dear Councillor,

You are hereby summoned to attend an **Ordinary Meeting of Upton & North Elmsall Parish Council**, to be held on **Tuesday 17th February 2026 at 6:30pm at The Village Hall, Upton, WF9 1JB.**

If you are **unable to attend**, please submit your apologies for absence and reasons to the Parish Clerk prior to the meeting.

Yours sincerely

Miss Helen Senior
Parish Clerk & RFO

PUBLIC SESSION

Members of the public may speak on items on the agenda here. Where possible, please notify the Clerk in advance. Questions not answered at the meeting will be responded to in writing or may be included on a future agenda. Members of the public are welcome to remain as observers following Public Session but may not take part in the discussion unless invited by the Chair.

Ordinary Meeting of Upton & North Elmsall Parish Council

Tuesday 17th February 2026 at 6:30pm at the Village Hall

AGENDA

1. Apologies and Reasons for Absence

- 1.1. To receive apologies.
- 1.2. To consider approval of the reasons for absence.

2. Declarations of Interest

- 2.1. To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.
- 2.2. To consider any applications for dispensation.

3. Co-Option of a Parish Councillor

- 3.1. To receive short introductions from candidates (maximum total time 5 minutes).
- 3.2. To resolve to take item 3.3 in private in accordance with the Public Bodies (Admission to Meetings) Act 1960.
- 3.3. To consider candidates and determine the preferred applicant.
- 3.4. To reconvene the public meeting and vote on the appointment of a councillor by co-option.
- 3.5. If a candidate is appointed, for the successful candidate to sign the Declaration of Acceptance of Office.

4. Minutes

- 4.1. To receive and sign the draft minutes of an Ordinary Meeting of Upton & North Elmsall Parish Council held on Tuesday 16th December 2025. **(A)**
- 4.2. To receive the minutes of the Employment & Staffing Committee held on Tuesday 27th January 2026.

5. To receive updates on matters previously discussed and consider any further actions required. (C)

6. To receive verbal updates from Councillors on recent meetings, activities, or matters of interest. For information only.

7. Policies and Procedures

- 7.1. To review and adopt the updated Information and Data Protection Policy. **(D)**
- 7.2. To review and adopt the updated Publication Scheme **(E)**
- 7.3. To review and adopt the IT Policy. **(F)**
- 7.4. To review and adopt the Health and Safety Policy. **(G)**
- 7.5. To review and approve the updated Village Hall User Agreement. **(H)**

- 8. To consider a quote from Pegasus Fire for the annual servicing and maintenance of the Village Hall Emergency Lighting.**
- 9. To consider a quote from Integra for the retention of the Internal Auditor for the 2026/27 Financial Year.**
- 10. To consider a quote from T & D Contractors to repair the gate on the Rose Estate Playing Field.**
- 11. To discuss turning the Village Hall container into a habitable space.**
- 12. To consider the purchase of the Rialtas Year End close-down Bronze package. (L)**
- 13. To consider a grant application from Friends of the Community. (M)**
- 14. To consider a donation to the Community Library towards the costs of the OAP Christmas Tea held in December 2025. (N)**
- 15. To consider the resubmitted grant application from the Fishing Club, together with additional information submitted following the previous meeting. (O)**
- 16. To consider options for the disposal or future use of Parish Council power tools that are no longer required.**
- 17. To discuss future arrangements for the Community Garden and Flower Tubs.**
- 18. To consider planting trees around the village on Parish Council land.**
- 19. To receive an update on the Old Youth Club Covenant and to consider next steps – Councillor Elaine Farmer.**
- 20. To discuss the potential creation of a skate park in the village — Councillor Paul Dainty.**

21. Financial Matters

- 21.1. To note the receipt of the VAT Return for Q3 from HMRC, totalling £7,276.29.**
- 21.2. To note the rise in cost for the Parish Council Anti-Virus software installed on office computers and employee laptops.**
- 21.3. To approve the accounts for payment for February 2026. (Q)**
- 21.4. To receive the list of payments made under Clerks Delegated Authority since the last meeting. (R)**
- 21.5. To receive the list of payments made in January 2026. (S)**
- 21.6. To receive the bank reconciliations for Cashbooks 1, 2, 3, 5 and 6 for January 2026. (T)**

22.Planning

- 22.1. To receive and consider any new planning applications.
- 22.2. To note any planning decisions received.

23.To consider sending a response to WMDC on the West Yorkshire Mass Transit Spatial Development Framework Joint Development Plan Document Consultation. (U)

24.To note that the next meeting of the Parish Council will take place on Tuesday 17th March 2026 at 6:30pm at The Village Hall.



UPTON & NORTH ELMSALL PARISH COUNCIL
THE VILLAGE HALL, HAREWOOD LANE, UPTON
PONTEFRAC, WF9 1JB
01977 645351

PARISH CLERK AND RFO: info@up-ne-parishcouncil.co.uk
ADMIN & ALLOTMENT MANAGER: admin@up-ne-parishcouncil.co.uk

MINUTES OF AN ORDINARY MEETING OF UPTON & NORTH ELMSALL PARISH COUNCIL

Held on Tuesday 20th January 2026 at 6:30pm at the Village Hall

Present: Councillor P Dainty
Councillor E Farmer
Councillor M Hanson
Councillor A Miles
Councillor C Merrington
Councillor S Pallett
Councillor S Spencer
Councillor L Taylor – Chair

Helen Senior – Clerk & RFO

Two Members of the Public

Absent: Councillor S Hodson
Councillor B Mears
Councillor K Wilson

1. Apologies and Reasons for Absence

- 1.1. To receive apologies.
There were no apologies for absence recorded.
- 1.2. To consider approval for the reasons for absence.
There were no reasons for absence submitted for approval.

2. Declarations of Interest

- 2.1. To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.
There were no declarations of interest recorded.

- 2.2. To consider any applications for dispensation.
There were no applications for dispensation recorded.

3. Minutes

- 3.1. To receive and sign the draft minutes of an Ordinary Meeting of Upton & North Elmsall Parish Council held on Tuesday 16th December 2025.

RESOLVED: that the minutes of an Ordinary meeting of Upton & North Elmsall Parish Council held on Tuesday 16th December 2025 be received as a true record and signed by the Chair.

- 3.2. To receive the minutes of the Allotments and Community Garden Committee held on Tuesday 6th January 2026.

RESOLVED: that the minutes of a meeting of the Allotments and Community Garden Committee held on Tuesday 6th January 2026 be received.

4. To receive updates on matters previously discussed and consider any further actions required.

Old Youth Club Premises Licence

RESOLVED: that the Clerk's written update and Councillor Farmer's verbal update, both confirming the granting of the licence, be received.

Removal of Deadwood and Cherry Tree

RESOLVED: that the update be received and the provisional dates of 18th, 19th and 20th February for the removal of the deadwood and cherry tree be noted.

Lack of Bus Service Provision

RESOLVED: that the update be received and that the Clerk is to chase this matter up.

Design Code Draft Supplementary Planning Document

RESOLVED: that the update on comments being submitted to the Planning Portal be received.

Photocopier Lease

RESOLVED: that the update on the new photocopier lease and installation be received.

Fibre Internet and New Phone Line

Members noted that the already approved one-off costs had increased following building reclassification by BT Openreach, and that approval had been given to

the new cost following consultation with the Chair due to the urgency of the works.

RESOLVED: that the update be received and that members note the increase of £195.00 to the one-off installation costs.

Compliance Officer Email Account

RESOLVED: that the update on the Compliance Officer email account and deactivation of the old accounts be received.

Councillor Email Password Reset

RESOLVED: that the update on Councillor email password resets be received.

Health & Safety and Fire Risk Assessments

RESOLVED: that the update be received and that the follow-up visit by the assessor, taking place on 12th February 2026, be noted.

5. To receive verbal updates from Councillors on recent meetings, activities, or matters of interest. For information only.

Councillor Merrington advised that, for health reasons, he would be stepping back from involvement with the Community Garden and Village flower tubs. The Parish Council placed on record its thanks to Councillor Merrington for his long-standing contributions to the Parish.

6. Casual Vacancy and Co-Option

6.1. To review and adopt the new Casual Vacancy and Co-Option Policy.

Members noted that the existing policy did not fully align with the Parish Council's Standing Orders.

RESOLVED: that the revised Casual Vacancy and Co-Option Policy be adopted, subject to minor non-material formatting amendments.

6.2. To note that no by-election was called and the Parish Council is now entitled to co-opt.

RESOLVED: that the absence of a by-election and the Council's entitlement to co-opt be noted.

6.3. To review and approve the co-option documents and timeline.

RESOLVED: that the co-option documents be approved and the timeline agreed as follows:

- Applications to go live on 23.01.2026.
- Closing date for applications will be 06.02.2026.
- Co-Option to take place at the February Council meeting on 17.02.2026.

7. To discuss the re-siting of boulders on Rose Estate Playing Field and consider a quote from T & D Contractors.

Members noted that the decision made by the Council in February 2025 to re-site the boulders had not yet been implemented. T & D Contractors had renewed their quote and it was reported that there were no changes to the cost.

RESOLVED: that the quote from T & D Contractors to re-site the boulders at a cost of £280.00 + VAT be approved, and that Councillor Farmer and the Clerk arrange a site visit prior to works.

8. To consider a quote from T & D Contractors for tree removal at School Street Allotment.

Members considered the proposal in detail.

RESOLVED: that the quote from T & D Contractors to remove trees at School Street Allotment, totalling £1,380.00, be approved (5 votes in favour, 3 against).

9. To consider quotes for the new gov.uk domain.

Members considered the available options and the Clerk's recommendation.

RESOLVED: that Wakefield Website Design be appointed as the Parish Council's Registrar for the move to a gov.uk domain, at a one-off cost of £3,036.00 (inc. VAT) for the building of a bespoke website and the ongoing annual cost of approximately £334.00; and that Pro Logic would be asked to continue providing the Parish Council with email addresses (no change to current costings) and to work alongside Wakefield Website Design to ensure a smooth transition over to gov.uk.

10. To consider a quote from DC Elec for the annual PAT Testing at the Village Hall.

It was reported that clarification was required regarding previous PAT testing certification, and that updated testing should therefore be arranged as a priority.

RESOLVED: that the quote from DC Elec, totalling £360 + VAT, be approved.

11. To consider the purchase of a laptop for the Clerk to enable working from home in an emergency.

RESOLVED: that the immediate purchase of a laptop from Pro Logic at a cost of up to £500.00 for the Clerk be approved.

12. To consider a grant application from Upton Fishing Club.

Members considered the application in line with the Council's grants policy.

RESOLVED: that the Parish Council would offer to cover the costs of hiring the required equipment and operator at a cost of up to £1,000.00 in line with policy limits. The Clerk was delegated authority to liaise with the Fishing Club to consider and approve the necessary quotes and arrange payment in a timely manner.

13.To retrospectively approve the funding totalling £4,114.00 for the Citizens Advice services taking place at the Village Hall in 2025/26.

RESOLVED: that retrospective approval be given for the funding of the Citizens Advice services held at the Village Hall during the 2025/26 financial year at a total cost of £4,114.00.

14.To receive the 2025 Citizens Advice User Report and consider a quote to continue funding its services at the Village Hall in 2026/27.

RESOLVED: that the Citizens Advice User Report be received; and that the quote for the continuation of the Citizens Advice services in 2026/27, totalling £4,289.00, be approved.

15.To consider a request from Live Well Wakefield to hold sessions at the Village Hall alongside Citizens Advice.

RESOLVED: that the request to hold sessions at the Village Hall be approved, subject to space availability and flexibility of dates, with arrangements delegated to the Clerk.

16.To consider installing solar panels on the Community Garden – requested by Councillor C Merrington.

The request was withdrawn; no further action required.

17.To consider the reimbursement of costs totalling £30.00 for the purchase of flowers presented to the former RBL representative – requested by Councillor E Farmer.

RESOLVED: that £30.00 be reimbursed to Councillor E Farmer for the purchase of flowers presented to the former RBL representative.

18.Budget and Precept 2026/27

18.1. To review and approve the final draft Budget for 2026/27.

Members considered the budget for the 2026/27 Financial Year, which was broken down as follows:

Expenditure	£291,930.00
Income	-£18,165.00
Contribution from Earmarked Reserves	-£20,000.00
Shortfall	£253,765.00

RESOLVED: that the budget be approved.

18.2. To confirm the Parish Council's Precept Demand for 2026/27.

RESOLVED: that the Precept for the 2026/27 Financial Year would be set at £253,765.00.

Members noted that this is the first increase in the Precept in two years, and represents a 1.65% increase on last year, which would be as follows:

<u>Band</u>	<u>25/26 Charge</u>	<u>Indicative 26/27 Charge</u>	<u>Annual Increase</u>
A	93.61	95.15	£1.54
B	109.21	111.01	£1.80
C	124.81	126.87	£2.06
D	140.41	142.72	£2.31
E	171.61	174.44	£2.83
F	202.82	206.16	£3.34
G	234.02	237.87	£3.85
H	280.82	285.45	£4.63

19. Financial Matters

- 19.1. To approve the accounts for payment for January 2026.

RESOLVED: that the accounts for payment for January, totalling £3,687.21 (£3,348.33 + £338.88 VAT) be approved for payment.

A copy of the list of accounts for payment can be found at Appendix 1.

- 19.2. To receive the list of payments made in December 2025.

RESOLVED: that the list of payments made in December 2025 totalling £19,867.36 (£18,267.14 + £1,600.22 VAT) be received.

A copy of the list of payments made can be found at Appendix 2.

- 19.3. To receive the bank reconciliations for Cashbooks 2, 3 and 5 for November 2025.

RESOLVED: that the signed bank reconciliations for November 2025, showing a cash balance of £91,258.91 (Cashbook 2), £13.37 (Cashbook 3), and £14.60 (Cashbook 5), be received.

- 19.4. To receive the bank reconciliations for Cashbooks 1, 2, 3, 5 and 6 for December 2025.

RESOLVED: that the signed bank reconciliations for December 2025, showing a cash balance of £26,316.41 (Cashbook 1), £91,525.19 (Cashbook 2), £13.41 (Cashbook 3), £14.64 (Cashbook 5) and £43,497.32 (Cashbook 6), be received.

20.Planning

20.1. To receive and consider any new planning applications.

RESOLVED: that the following planning applications be received and no objections raised:

App No	Address	Proposal
26/00039/TPO	1 Fields End Court Upton Pontefract WF9 1BS	Crown Reduce 5 trees by 30% and Crown Clean.

20.2. To note any planning decisions received.

RESOLVED: that the following planning decisions be noted:

App No	Address	Proposal
25/01781/SPN	Upton Primary School Waggon Lane Upton Pontefract	Installation of solar panels on the school roofs

20.3. To discuss the Consultation from United Infrastructure regarding plans to install a base station at the BT Radio Site on Harewood Lane, Upton, and consider comments, if any, to submit.

RESOLVED: that no comments be submitted in relation to the proposed base station at the BT Radio Site, Harewood Lane.

21.To note that the next meeting of the Parish Council will take place on Tuesday 17th February 2026 at 6:30pm at The Village Hall.

RESOLVED: that the next meeting of Upton & North Elmsall Parish Council would be held on Tuesday 17th February 2026 at 6:30pm at the Village Hall.

Accounts Payable
Upton and North Elmsall Parish Council
Jan-26

DATE	PAYEE	ITEM	NET	VAT	TOTAL
19/12/2025	Pegasus Fire Protection	Fire Extinguisher Service	£149.65	£29.94	£179.59
20/12/2025	Cllr L Taylor	Ink Cartridge	£37.99	£0.00	£37.99 CHAIRS ALLOWANCE
21/12/2025	Cllr L Taylor	Ink Cartridge	£34.40	£0.00	£34.40 CHAIRS ALLOWANCE
29/12/2025	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
01/01/2026	Wakefield Website Design	Annual Website Hosting & Maintenance	£220.00	£44.00	£264.00
04/01/2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
06/01/2026	Adam Washington	Removal of Christmas Decorations	£160.00	£0.00	£160.00
06/01/2026	ADT Fire & Security	Annual Fire Alarm Maintenance	£351.66	£87.91	£439.57
06/01/2026	Sutcliffe Play	Purchase of Replacement Play Equipment for School Street	£784.60	£156.93	£941.53
15/01/2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
20/01/2026	YLCA	Staff Training Course	£35.00	£0.00	£35.00
			£3,348.33	£338.88	£3,687.21

Paid on 14.01.26 under Clerk's
delegated authority to avoid late
payment.

Date: 08/01/2026

Upton & North Elmsall Parish Council

Page: 236

Time: 10:32

Cashbook 1

User: CLERK

Current A/c

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/12/2025	Cllr S Pallett	DDR	58.20			4235	134	58.20	Remembrance Day Refreshments
02/12/2025	Shaw Portable Toilet Hire	DDR	-150.00		-25.00	4005	120	-125.00	Toilet Hire - School Street
02/12/2025	Shaw Portable Toilet Hire	DDR	150.00		25.00	4005	147	125.00	Toilet Hire - Community Garden
05/12/2025	Scottish Water - Business	DDR	45.36			4105	120	45.36	Water Charges
05/12/2025	Scottish Water - Business	DDR	-45.36			4105	120	-45.36	Water Charges
05/12/2025	Scottish Water - Business	DDR	45.36			4105	147	45.36	Water Charges
11/12/2025	Information Commissioner	DDR	47.00			4022	101	47.00	ICO Data Protection Fee
16/12/2025	Peninsula Services Ltd	DDR	229.63		36.48	2009	101	193.15	HR Services
17/12/2025	E.ON Electricity	DDR	1,041.73		173.62	4107	102	868.11	Village Hall Electricity
17/12/2025	HUWS Gray Group	DDR	56.59		9.43	4220	140	47.16	Xmas Tree Chamber
17/12/2025	Newstead Nurseries Ltd	DDR	70.00		11.67	4220	140	58.33	Outdoor Xmas Tree
17/12/2025	Newstead Nurseries Ltd	DDR	120.00		20.00	4220	140	100.00	2 Outdoor Xmas Trees
17/12/2025	PHS Group	DDR	1,216.74		202.79	4113	102	1,013.95	Hygiene Services
17/12/2025	Shaw Portable Toilet Hire	DDR	150.00		25.00	4005	120	125.00	Toilet Hire - School Street
17/12/2025	Shaw Portable Toilet Hire	DDR	150.00		25.00	4005	121	125.00	Toilet Hire - Harewood Lane
17/12/2025	H Senior	DDR	80.98			4220	140	80.98	Outdoor Xmas Tree Lights x2
17/12/2025	Midland Entertainment	DDR	1,920.00		320.00	4235	134	1,600.00	Pantomime Entertainment
17/12/2025	H Senior	DDR	30.50			4235	134	30.50	Panto 2025 Refreshments
17/12/2025	Inscape Construction	DDR	2,304.00		384.00	4115	102	1,920.00	Second Payment - Office build
17/12/2025	Inscape Construction	DDR	1,032.00		172.00	4115	102	860.00	New Office Build - Contingency
17/12/2025	ADT Fire and Security	DDR	320.70		53.45	4110	102	267.25	Intruder Alarm Maintenance
17/12/2025	Cllr C Merrington	DDR	80.00			4222	148	80.00	Roses for the Village planters
17/12/2025	Cllr L Taylor	DDR	60.00			4155	103	60.00	2x Flowers for Staff
17/12/2025	Cllr L Taylor	DDR	9.99			4046	101	9.99	Magnets for Notice Boards
17/12/2025	Cllr L Taylor	DDR	43.61			4155	103	43.61	Ink Cartridge
17/12/2025	Cllr L Taylor	DDR	12.75			4155	103	12.75	Correction Tape
17/12/2025	Cllr L Taylor	DDR	10.50			4155	103	10.50	Whiteboard Markers
17/12/2025	Cllr L Taylor	DDR	4.98			4155	103	4.98	Correction Fluid
17/12/2025	Cllr L Taylor	DDR	49.75			4155	103	49.75	Ink Cartridge & Markers
17/12/2025	Adam Washington	DDR	160.00			4115	102	160.00	Christmas Decs Installation
17/12/2025	Adam Washington	DDR	120.00			2008	140	120.00	Bin Emptying
17/12/2025	Adam Washington	DDR	120.00			2008	140	120.00	Bin Emptying
17/12/2025	Adam Washington	DDR	120.00			2008	140	120.00	Bin Emptying

Continued on Page 237

Payments for Month 9				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
17/12/2025	Adam Washington	DDR	320.00			4220	140	320.00	2x Christmas Tree Installation
17/12/2025	Adam Washington	DDR	120.00			2008	140	120.00	Bin Emptying
19/12/2025	Peninsula Services Ltd	DDR	190.57		30.27	2010	101	160.30	H&S Services
29/12/2025	Pro Logic Computers (UK) Ltd	DDR	177.90		29.65	4042	101	148.25	IT Support
30/12/2025	British Gas Business	DDR	469.02		78.17	4108	102	390.85	Village Hall Gas Charges
31/12/2025	Utility Warehouse	DDR	118.18		19.29	4040	101	98.89	Phone and Broadband
Total Payments for Month			19,858.86	0.00	1,600.22			18,258.64	
Balance Carried Fwd			26,316.41						
Cashbook Totals			46,175.27	0.00	1,600.22			44,575.05	

UPTON & NORTH ELMSALL PARISH COUNCIL
ORDINARY MEETING OF COUNCIL
Tuesday 17th February 2026

UPDATE ON MATTERS FROM PREVIOUS MEETINGS

Office and Meeting Room Relocation

The move into the new office space is almost complete.

The new fibre internet connection has now been installed, with the heating being installed by the end of the week and the desks and computers being relocated by next Monday/Tuesday, ready for the connection to go live on Tuesday 17th February.

Once this is all done, the official office switchover will commence. During this period, there may be some temporary delays in responding to queries while equipment and paperwork are transferred.

School Street Playground Repairs

Repairs at the School Street playground have now been completed.

The final invoice for the installation works is due for payment and is included on the list of payments for this meeting.

A post-completion site visit has not yet taken place.

Health & Safety

A second Health and Safety visit is due to take place on Thursday 12th February. Significant progress has been made in addressing the items raised in the initial report, with a number of improvements already implemented.

A further verbal report, including a detailed update on all works carried out so far, will be provided at the meeting after the second visit has taken place.

School Street Allotments

The trees at School Street allotments have now been removed.

Quotes for asbestos removal are currently being obtained, and once a quote has been approved and the asbestos removed, the remaining fencing works can be completed.

Once this stage is finished, initial plans for the new development will be drawn up and a plan of action prepared.

Election – Use of Village Hall

The Village Hall has been booked for use as a polling station on Wednesday 7th May 2026.

The building will therefore be closed to all regular groups on that day.

The Clerk will continue to work from the office as normal.

This report provides factual updates on matters previously discussed by the Parish Council. All information contained herein is accurate to the best of the Clerk's knowledge at the time of writing and is suitable for public record.

Re-siting of Boulders

The re-siting of boulders will take place once weather conditions improve.

A site visit has taken place to confirm that sufficient boulders are available to temporarily block the unofficial entry points.

Members may wish to consider a permanent fencing solution in the future.

gov.uk Email Accounts and Website

All new gov.uk email addresses are now live.

Any Councillor experiencing difficulties accessing their account is asked to notify the Clerk immediately.

The Clerk is also liaising with Wakefield Website Design regarding the transfer of the current website to the gov.uk domain, ahead of the launch of the new website, after which the old site will be replaced.

PAT Testing

PAT testing has been booked for Monday 23rd February 2026.

Meeting Room 1 will be utilised to gather as many items as possible into one room to both aid the Engineer and minimise disruption to the hirers.

Live Well Wakefield / Citizens Advice Bureau

Live Well Wakefield will be attending on Wednesday 18th February, at the same time as Citizens Advice Bureau.

A meeting will take place to discuss requirements and review the available space. Their request to use the Village Hall on a regular basis will then be considered and, if applicable, an agreement between the Parish Council and Live Well Wakefield will be drawn up.

Precept

The Parish Council's Precept has been submitted.

Official confirmation has been received from Wakefield Metropolitan District Council confirming receipt of the demand.

Photocopier

Pro Logic are required to complete an IT Data form prior to the delivery and installation of the new photocopier. The form is due to be issued next week once the new internet is live, and once returned, will be forwarded to Euro Digital Systems to enable a delivery date to be arranged.

This report provides factual updates on matters previously discussed by the Parish Council. All information contained herein is accurate to the best of the Clerk's knowledge at the time of writing and is suitable for public record.

Date: 23rd January 2026

Dear Clerk,

Upton & North Elmsall Parish Precept 2026/27

Thank you for the return of documents regarding your precept for 2026/27. The precept you have requested is £253,765. The combination of your precept and council tax base will result in an increase of 1.65 % in the charge levied on individual bills. If you have any issues regarding this demand, please feel free to get in touch.

The attached appendix shows the actual level of Council Tax levied for each band with regard to your precept.

As set out in my letter dated 18th December 2025, payment of the precept will be made to Parish / Town Councils on the following basis:

Precepts of £140,000 and under: – payable in one instalment on 15th April or the nearest working day.

Precepts of over £140,000: – payable in two equal instalments on 15th April and 15th September, or the nearest working day.

Yours sincerely

Appendix D

Indicative Impact of Precept on Council Tax Bills

The precept levied on individual Council Tax bills is effected by two factors:

1. The overall level of the precept as determined in Appendix B, **and**
2. The number of taxable dwellings within the Town / Parish council boundaries.

The number of taxable dwellings is referred to as the **Council Tax Base** and is expressed in Band D equivalents.

We have included within Appendix D a calculation sheet that has been pre-filled with information about your precept for 2025-26 and your Council Tax Base for 2026-27. Inputting the value of your proposed precept in the blue shaded box will automatically calculate the value per Band D equivalent, compare it against the current year and work out the change in

It should be noted that maintaining an overall Town / Parish precept demand at existing levels does not necessarily mean that individual Council Tax bills will be unaffected; movements in the Council Tax Base also impact upon the precept levied on bills. Fewer properties against which to levy the precept would increase the amount charged to individual tax payers, the opposite is true if property numbers increased.

Your precept per Band D equivalent dwelling will be calculated as follows:

Level of precept required to cover net expenditure

Current Tax Base

Precept for 2026-27 per Band D

v	£253,765.00	From Appendix B
w	1,778	As notified in this letter
$x = v/w$	£142.72	

The equivalent figure for 2025-26 is:

Your precept is

Collected via a Council Tax Base of

The precept per Band D is therefore

	£248,670.00
	1,771
y	£140.41

Change in precept per Band D

$z = x - y$	£2.31
-------------	--------------

Percentage change

$= (z/y) * 100$	1.65
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It follows that any percentage change in the Band D equivalent value would apply to all other Bands.

Precepts per dwelling valuation band can be calculated as follows:

Dwelling Valuation Band		Proportion of Band D R	<u>Indicative</u>	
			<u>25/26 Charge</u>	<u>26/27 Charge</u>
A	6/9	93.61	95.15	
B	7/9	109.21	111.01	
C	8/9	124.81	126.87	
D	9/9	140.41	142.72	
E	11/9	171.61	174.44	
F	13/9	202.82	206.16	
G	15/9	234.02	237.87	
H	18/9	280.82	285.45	

UPTON & NORTH ELMSALL PARISH COUNCIL INFORMATION & DATA PROTECTION POLICY

Introduction

To conduct its business, services and duties, Upton & North Elmsall Parish Council processes a wide range of data relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Upton & North Elmsall Parish Council will adopt procedures and manage responsibly all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Parish Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Parish's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

Upton & North Elmsall Parish Council recognises it must at times keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 which became law on 25th May 2018 and will like the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes,

competing interests of those such as the Parish Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed. That may be an employee, prospective employee, associate or prospective associate or someone transacting with it in some way, or an employee, Member or volunteer with one of the local organisations, or persons transacting or contracting with one of the local organisations when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, an address, date of birth, email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly with the Parish Council or another employee) determines the purposes for which and the way any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data, regardless of the Technology used.

Upton & North Elmsall Parish Council processes personal data to:

- fulfil its duties as an employer by complying with the terms of employment contracts, safeguarding the employees and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objectives and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

(Note: These are lawful bases under Article 6 of the UK GDPR. Special category data additionally requires a condition under Article 9.)

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation

- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary to pursue the legitimate interests of the data controller or third parties. Particular attention is paid to the processing of any sensitive personal information, and the Parish Council will ensure that at least one of the following conditions is met:
 - Explicit consent of the individual
 - Required by law to process the data for employment purposes
 - A requirement to protect the vital interests of the individual or another person.

Who is responsible for protecting a person's data?

The Parish Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility, day to day, to the Parish Clerk:

Email: clerk@uptonandnorthelmsall-pc.gov.uk
Phone: 01977 643283/01977 645351
Letter: The Parish Clerk, Upton & North Elmsall Parish Council, The Village Hall,
Harewood Lane, Upton, West Yorkshire, WF9 1JB

Diversity Monitoring

Upton & North Elmsall Parish Council monitors the diversity of its employees and Councillors to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies. The Council will always give guidance on personal data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Upton & North Elmsall Parish Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however wherever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Parish Council can keep their personal data accurate and up to date. The personal information will not be shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

- General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)
- Processing is with consent of the data subject, or
- Processing is necessary for compliance with a legal obligation.
- Processing is necessary for the legitimate interests of the Council.

Information Security

The Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

The Council follows a document Retention Schedule based on sector guidance, and disposes of data securely when no longer required.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

The Council will respond within one calendar month of receiving a valid Subject Access Request and normally no fee is charged. Proof of identity may be required.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting the Parish Clerk.

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact the Parish Clerk.

Information Deletion: If the individual wishes the Parish Council to delete the information about them, they can do so by contacting the Parish Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Parish Clerk.

Data Breaches: In the event of a personal data breach, the Council will assess the potential impact on individuals and report to the Information Commissioner's Office within 72 hours where required. All breaches, whether reportable or not, will be logged.

The Parish Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Parish Clerk or the Information Commissioners Office - casework@ico.org.uk
Tel: 0303 123 1113.

The Council will always give guidance on personal data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on noticeboards and the website. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports for those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session at each Council meeting. Details can be seen in the Council's Standing Orders, which are available on its website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will, as necessary, undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability.

Open: the provision of public data will be integral to the Council's engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Upton & North Elmsall Parish Council exceeds this turnover and will ensure the following information is published on its website for ease of access:

- All transactions above £500.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Information available from Upton & North Elmsall Parish Council under the Information Commissioner's Model Publication Scheme (2015)

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do This will be current information only and will include		
Who's who on the Council and its Committees	From the Parish Council Offices or via the website	10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with email addresses)	From the Parish Council Offices or via the website	10p per sheet
Location of main Council office and accessibility details	From the Parish Council Offices or via the website	10p per sheet
Staffing structure	From the Parish Council Offices or via the website	10p per sheet
Class 2 - What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit		
Annual return form and report by auditor	From the Parish Council Offices	10p per sheet
Finalised budget	From the Parish Council Offices or via the website	10p per sheet

Precept	From the Parish Council Offices or via the website	10p per sheet
Financial Standing Orders and Regulations	From the Parish Council Offices or via the website	10p per sheet
Grants given and received	From the Parish Council Offices or via the website	10p per sheet
List of current contracts awarded and value of contract	From the Parish Council Offices or the website	10p per sheet
Income and expenditure from Community Infrastructure Levy	From the Parish Council Offices or the website	10p per sheet
Expenditure exceeding £500	From the Parish Council Offices or the website	10p per sheet
Members' allowances and expenses	From the Parish Council Offices or the website	10p per sheet
Class 3 - What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews	From the Parish Council Offices	10p per sheet
Annual Report to Parish Meeting	From the Parish Council Offices or via the website	10p per sheet
Class 4 - How we make decisions Current and previous Council year as a minimum		
Timetable of meetings	From the Parish Council Offices or via the website	10p per sheet

Agendas of meetings	From the Parish Council Offices or via the website	10p per sheet
Minutes of meetings	From the Parish Council Offices or via the website	10p per sheet
Reports presented to council meetings	From the Parish Council Offices	10p per sheet
Responses to consultation papers	From the Parish Council Offices	10p per sheet
Responses to planning applications	From the Parish Council Offices or via the website	10p per sheet
Class 5 - Our policies and procedures		
Policies for conduct of council business: Standing Orders Financial Regulations Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Other Policy statements	From the Parish Council Offices or via the website	10p per sheet
Policies and procedures for the provision of services and about the employment of staff	From the Parish Council Offices	10p per sheet
Complaints procedures including those covering requests for information and operating the publication scheme	From the Parish Council Offices or via the website	10p per sheet
Class 6 - Lists and Registers		
Currently maintained lists and registers only		

Assets Register	From the Parish Council Offices	10p per sheet
Register of members' interests	From the Parish Council Offices or the website	10p per copy
Register of gifts and hospitality	From the Parish Council Offices	10p per sheet
Class 7 - The services we offer		
Allotments	From the Parish Council Offices or via the website	10p per copy
Stables & Grazing Field	From the Parish Council Offices or via the website	10p per copy
Village Hall	From the Parish Council Offices or via the website	10p per sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Flower Tubs	From the Parish Council Offices	10p per sheet
Events	From the Parish Council Offices	10p per copy
Community Garden	From the Parish Council Offices	10p per sheet
School Street Playground and Rose Estate Playing Field	From the Parish Council Offices	10p per sheet
Memorial Gardens and Cenotaph	From the Parish Council Offices	10p per sheet
Recreation Ground	From the Parish Council Offices	10p per sheet

Contact details:

The Parish Clerk
Upton & North Elmsall Parish Council
The Village Hall
Harewood Lane
Upton
WF9 1JB

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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Standard charge for copying for all members of the public and council members
	Photocopying @ 20p per sheet (colour)	Standard charge for copying for all members of the public and council members
	Postage	Actual cost of Royal Mail standard 2nd class

UPTON & NORTH ELMSALL PARISH COUNCIL INFORMATION TECHNOLOGY POLICY

Purpose of the IT Policy

The purpose of an IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems;
- Raise awareness of risks associated with IT use;
- Safeguard the council's data and digital assets;
- Clarify what constitutes acceptable and unacceptable use;
- Outline the consequences of policy breaches.

Councils will also need to determine and clearly state whether limited personal use of IT equipment is permitted (for example, checking personal email or online shopping during lunch breaks).

Monitoring of IT Use

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address

Scope of this policy

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

Computer use

1.1 Hardware

1.1.1 Council computer equipment is provided for council purposes only. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.

1.1.2 All councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

1.1.3 All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.

- 1.1.4** Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.
- 1.1.5** Equipment should not be dismantled or reassembled without seeking advice.
- 1.1.6** Councillors, staff, and others authorised are not to purchase any computer or mobile equipment unless previously authorised.
- 1.1.7** Any faults or necessary repairs must be reported to the Clerk and/or the IT Support provider.

Equipment

2.1 Portable equipment

- 2.1.1** Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.
- 2.1.2** It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.
- 2.1.3** All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.
- 2.1.4** It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Any security set on these devices must not be disabled or removed.
- 2.1.5** If an item of portable equipment is lost or damaged this should be reported to the Clerk and/or the IT Support provider. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the first £100.00 of the loss/damage.
- 2.1.6** Under no circumstances should any non public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

2.2 Use of own devices

- 2.2.1** The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access our servers, private clouds or networks for normal council purposes, including, but not limited to, reading their emails, accessing documents stored on the council's network or to store data on the council's server(s) or access data in other services. Any such use of personal devices will be at the discretion of the council, but consent for standard

systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

- 2.2.2** However, the same security precautions apply to personal devices as to the council's desktop equipment. For continuity purposes, calls made to external parties (such as contractors, allotment tenants, hall users, etc) must be made on council landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.
- 2.2.3** Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action. For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used.
- 2.2.4** In cases of legal proceedings against the council, members of staff, contractors or hall users, the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.
- 2.2.5** Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.
- 2.2.6** Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:
- use a pin number, strong password, or fingerprint technology, to protect their device(s) from being accessed;
 - ensure secure WiFi networks are used;
 - ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
 - inform the clerk and/or the IT Support provider if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.

- 2.2.7** Any work done on user's own equipment should be stored securely and password protected and should always be backed up in accordance with the council's standard backup procedures.
- 2.2.8** Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow the IT Support provider access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.
- 2.2.9** Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.
- 3.1 Health and safety**
- 3.1.1** Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.
- 3.1.2** The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in the council's Health and Safety Policy.
- 3.1.3** Any VDU user who feels that their workstation requires changes to make it compliant must speak to the Clerk.
If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the Clerk and/or the IT Support provider.
- 4.1 Password and Authentication Policy**
- 4.1.1** All user accounts must be protected by strong, secure passwords. The council's preferred password algorithm is one recommended by the IT Support provider, which is to include a two-digit number, an adjective (capitalised first letter) and a plural noun (capitalised first letter), followed by a punctuation mark (e.g. 09JumpingClowns#)
In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT Support provider.
- Default passwords provided by vendors or the IT Support provider must be changed immediately upon installation or setup.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

4.1.2 Access to Passwords

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT Support provider with appropriate approvals and logging.
- Administrative credentials must be stored securely and only accessible to authorised personnel with a copy provided to the Chair of the Council in a sealed envelope, only to be accessed in an emergency.

4.1.3 Password Change Requirements

- Immediately change password if compromise is suspected.

4.1.4 Password Access Control and Logging

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorized passwords will be treated as a security incident.

4.1.5 Responsibility

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT Support provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

5.1 Monitoring

5.1.1 The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

5.1.2 The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

- 5.1.3** Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.
- 5.1.4** The information obtained through monitoring may be shared internally, including with relevant councillors and IT Support staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.
- 5.1.5** The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.
- 5.1.6** Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.
- 5.1.7** Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.
- 5.1.8** The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.
- 5.1.9** Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.
- 5.1.10** All computers will be periodically checked and scanned for unauthorised programmes and viruses.

6.1 Remote working

- 6.1.1** Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home, or any other different venue), as follows:
- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;

- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- papers, files or computer equipment must not be left unattended at a non council premises unless arrangements have been made with a responsible person at the premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;
- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;

6.1.2 Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.

6.1.3 Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

7.1 Email

7.1.1 Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

7.1.2 On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

7.1.3 These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask the Clerk and/or the IT Support provider rather than assuming they know the right answer.

- 7.1.4** All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.
- 7.1.5** Email messages sent on the council's account should be for council use only. Personal communications are permitted provided they do not encroach upon working time or interrupt council business in any way. Employees and other authorised users are asked to restrict their personal use to official lunch breaks or before or after working hours, and to use their personal email accounts, rather than council addresses.

Use of the Internet

8.1 Copyright

- 8.1.1** Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.
- 8.1.2** It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.
- 8.1.3** Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).
- 8.1.4** Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.
- 8.1.5** Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the Clerk if unsure about anything.

8.2 Trademarks, links and data protection

- 8.2.1** The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the Clerk.
- 8.2.2** Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy, a copy of which is on the website.

8.3 Accuracy of information

- 8.3.1** One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

9.1 Use of social media

- 9.1.1** Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.
- 9.1.2** Personal use of social networking/media and chat sites should be restricted to breaks during working hours.
- 9.1.3** The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks about councillors, staff, contractors, allotment tenants, hall users, etc could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

- 9.1.4** To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:
- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
 - Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs

alone and do not represent the views of the council. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council.") Writers must not claim or give the impression that they are speaking on behalf of the council.

- Any employee who is developing a site or writing a blog that will mention the council, its current or potential plans, councillors, staff, and other authorised users, tenants, or contractors, must inform the Clerk that they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, and other authorised users to be respectful about the council and its current or potential staff, including employees, councillors, clerks, and authorised users and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.
- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the council.
- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Inappropriate conversations with councillors, staff, contractors, allotment tenants, hall users, etc should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users, anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.
- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are

defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.

- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its councillors, staff, and other authorised users, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the council, should be referred to the Clerk and the Chair of the council.
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.
- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

9.1.5 Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

9.1.6 It is important to note that councillor, staff, contractor, allotment tenant, hall user etc. contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including councillor, staff, contractor, allotment tenant, hall user etc. contact details from any personal device/equipment.

Misuse

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.



Upton & North Elmsall Parish Council

Health & Safety Policy & Procedures

Supported by:



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Introduction



Upton & North Elmsall Parish Council is a first tier of local government authority. We operate from administrative office located within the Village Hall.

The Clerk and RFO has ultimate responsibility for health and safety. the Clerk and RFO also take responsibility for day-to day management of health and safety matters and some day to day management responsibilities are delegated to Administration and Allotment Manager listed in the responsibility table included in this document. We have 1 full time and 2 part time employees.

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

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

Contents

This document contains our-

Safety Policy

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

Organisation and Responsibilities

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

Safety Arrangements

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

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

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

Health & Safety General Policy Statement



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

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

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

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

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

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

Our policy, procedures and arrangements will be reviewed annually.

Signature Date

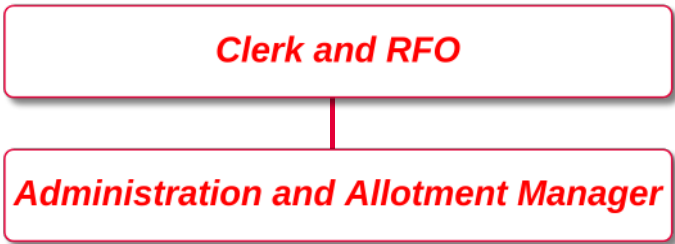
Position

Organisation

Health and Safety Management Structure

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

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



Health and Safety Management Responsibilities

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

General

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

Occupational Health

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

Accidents, Incidents and First Aid

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

Fire and Emergency Arrangements

Ensure that:

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

Risk Assessment

Ensure that:

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

Premises

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

Equipment

Ensure that:

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

Substances

Ensure that:

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

General Managers and Assistant Managers.

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

Employee responsibilities.

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

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

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

Monitoring

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

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

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

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

Responsibility Table

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

Key

CRFO - Clerk and RFO

AAM - Administration & Allotment Manager

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

Premises	✓	✓
Electrical Safety	✓	✓
The Provision, Use And Maintenance Of Work Equipment	✓	✓
Hand Tools	✓	✓
Office Equipment	✓	✓
Storage Of Chemical Substances And Agents	✓	✓
Slips, Trips And Falls	✓	✓
Work At Height	✓	✓
Permits To Work	✓	
Occupational Road Safety	✓	
Wruld (Work Related Upper Limb Disorders)	✓	✓
Manual Handling	✓	✓
Display Screen Equipment	✓	✓
Legionella Control	✓	
Radon	✓	
Use Of Chemical Agents And Substances	✓	✓
Asbestos At Work - No Survey, No Off-Site Risk	✓	✓
Stress In The Workplace	✓	
Aggression And Violence	✓	✓
Dermatitis	✓	✓
Children's Indoor Play Areas	✓	✓
Contractor Control And Management	✓	✓

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

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

Relevant Legislation

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

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

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

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

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

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

- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 2017
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 2016
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- New Roads and Street Works Act 1991
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 2002
- Personal Protective Equipment at Work (Amendment) Regulations 2022
- Regulation (EU) 2016/425 on Personal Protection Equipment
- Pressure Systems Safety Regulations 2000
- Product Safety and Metrology etc. (Amendment) Regulations 2024
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2019
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

Safety Arrangements Table

Ref. number	Title
SA1-1	Managing Safety And Health At Work
SA1-3	Accident, Incident, Ill-Health Reporting And Investigation
SA1-5	Workplace Health And Safety Consultation
SA1-6	Risk Assessment And Hazard Reporting
SA1-7	Occupational Health And Health Surveillance
SA1-8	Substance And Alcohol Abuse
SA1-9	Purchasing
SA1-11	New And Expectant Mothers
SA1-12	Employing Children And Young Persons
SA1-13	Lone Working
SA1-14	Health And Safety Training
SA1-15	Health And Safety Of Visitors
SA1-17	Personal Protective Equipment
SA1-19	Employing Agency And Temporary Staff
SA1-20	Safe Systems Of Work
SA1-21	Action On Enforcing Authority Reports
SA1-22	Equality And Disability Discrimination Compliance
SA2-1	Fire Safety - Arrangements And Procedures
SA3-1	First Aid
SA3-2	Welfare, Staff Amenities, Rest Rooms And The Working Environment
SA3-3	Housekeeping And Cleaning
SA3-4	Pest Control
SA3-5	Building Services
SA3-6	Control Of Hazardous And Non-Hazardous Waste
SA3-9	Access, Egress, Stairs And Floors
SA3-10	Windows, Glass And Glazing In The Workplace
SA3-11	Workplace Signs
SA3-15	Premises
SA4-1	Electrical Safety
SA4-2	The Provision, Use And Maintenance Of Work Equipment
SA4-3	Hand Tools
SA4-4	Office Equipment
SA4-5	Storage Of Chemical Substances And Agents
SA4-8	Slips, Trips And Falls
SA4-20	Work At Height
SA4-22	Permits To Work
SA4-31	Occupational Road Safety
SA5-6	Wruld (Work Related Upper Limb Disorders)
SA5-9	Manual Handling
SA5-11	Display Screen Equipment
SA5-12	Legionella Control
SA5-13	Radon
SA5-14	Use Of Chemical Agents And Substances
SA5-16H	Asbestos At Work - No Survey, No Off-Site Risk
SA5-18	Stress In The Workplace
SA5-19	Aggression And Violence

SA5-26	Dermatitis
SA6-9	Children's Indoor Play Areas
SA7-2	Contractor Control And Management

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

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

We have done this by;

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

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

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

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

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

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

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

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

We do this by:

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

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

Safety Arrangement 1-3

ACCIDENT, INCIDENT, ILL-HEALTH REPORTING AND INVESTIGATION**Action Plan**

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

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

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

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

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

We do this by:

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

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

Safety Arrangement 1-5

WORKPLACE HEALTH AND SAFETY CONSULTATION**Action Plan**

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

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

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

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

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

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

We will do this by:

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

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

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

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

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

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

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

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

We do this by:

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

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

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

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

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

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

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

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

We do this by:

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

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

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

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

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

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

Safety Arrangement 1-9**PURCHASING**

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

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

Our systems consist of:

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

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

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

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

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

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

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

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

We do this by:

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

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

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

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

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

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

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

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

We do this by:

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

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

Safety Arrangement 1-12

EMPLOYING CHILDREN AND YOUNG PERSONS**Action Plan**

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

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

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

Safety Arrangement 1-13**LONE WORKING**

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

We do this by:

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

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

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

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

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

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

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

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

We do this by:

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

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

Safety Arrangement 1-14

HEALTH AND SAFETY TRAINING**Action Plan**

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

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

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

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

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

We do this by:

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

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

Safety Arrangement 1-15

HEALTH AND SAFETY OF VISITORS**Action Plan**

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

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

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

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

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

We do this by:

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

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

Safety Arrangement 1-17

PERSONAL PROTECTIVE EQUIPMENT**Action Plan**

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

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

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

Safety Arrangement 1-19**EMPLOYING AGENCY AND TEMPORARY STAFF**

We have a duty to ensure the health, safety and welfare of any agency and temporary staff we employ.

We do this by:

- Nominating senior managers to liaise with recruitment agencies and coordinate the selection process of suitable, competent agency staff and temps.
- Identifying any specific risks to these temporary or agency staff whilst they are employed by us.
- Developing and implementing procedures and control measures necessary to protect the health and safety of temporary and agency to effectively control the risk posed.
- Assessing the abilities and health and safety of agency or temporary staff at work in the job for which we employ them.
- Ensuring that they are adequately trained for the tasks they are to do.
- Ensuring that any assessment of these people is carried out by competent, trained personnel.
- Ensuring that all workers including the agency or temporary workers are aware of the emergency arrangements and procedures.
- Ensuring that agency staff and temporary workers follow our specific business and site rules.
- Monitoring and reviewing our systems; using experience of these arrangements to improve the way we manage the risks to agency and temporary workers.

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

Safety Arrangement 1-19

EMPLOYING AGENCY AND TEMPORARY STAFF**Action Plan**

To protect the health, safety and welfare of agency and temporary staff which we employ we will-

1. Liaise with the agency and set out our specific requirements including the nature of the work for which agency workers are required and any specific training requirements or qualifications for agency workers.
2. Assess our work activity to identify where and when agency or temporary workers may be at risk.
3. Where risks are identified make an assessment of those risks identifying control measures that should be in place.
4. Identify the control measures already in place and the additional measures that may be required.
5. Consider among other issues-
 1. Detailed job descriptions for the employment agencies.
 2. Skill levels required.
 3. Language issues.
 4. Cultural differences.
 5. Training (job specific and induction).
 6. Supervision.
 7. Provision of personal protective equipment.
6. Involve the workforce in making these assessments.
7. Develop procedures, programmes and practices tailored to our business.
8. Explain these arrangements to the workforce, their supervisors and managers. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever an agency or temporary worker suffers injury or work-related ill-health, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the health and safety at work of agency and temporary staff can be found in Guidance Note 1-19.

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

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

We do this by:

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

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

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

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

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

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

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

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

We have done this by-

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

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

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

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

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

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

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

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

We have done this by:

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

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

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

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

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

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

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

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

Our arrangements are:

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

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

Safety Arrangement 2-1

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

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

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

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

Safety Arrangement 3-1**FIRST AID**

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

We do this by:

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

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

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

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

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

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

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

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

We do this by-

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

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

Safety Arrangement 3-2

WELFARE, STAFF AMENITIES, REST ROOMS AND THE WORKING ENVIRONMENT**Action Plan**

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

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

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

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

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

We do this by:

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

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

Safety Arrangement 3-3

HOUSEKEEPING AND CLEANING**Action Plan**

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

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

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

Safety Arrangement 3-4**PEST CONTROL**

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

We do this by:

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

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

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

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

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

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

Safety Arrangement 3-5**BUILDING SERVICES**

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

We do this by:

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

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

Safety Arrangement 3-5**BUILDING SERVICES****Action Plan**

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

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

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

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

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

We do this by:

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

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

Safety Arrangement 3-6

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

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

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

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

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

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

We do this by:

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

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

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

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

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

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

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

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

We do this by:

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

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

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

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

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

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

Safety Arrangement 3-11**WORKPLACE SIGNS**

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

We do this by:

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

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

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

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

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

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

Safety Arrangement 3-15**PREMISES**

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

We do this by:

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

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

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

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

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

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

Safety Arrangement 4-1**ELECTRICAL SAFETY**

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

We do this by:

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

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

Safety Arrangement 4-1

ELECTRICAL SAFETY**Action Plan**

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

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

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

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

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

We do this by:

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

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

Safety Arrangement 4-2

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

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

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

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

Safety Arrangement 4-3**HAND TOOLS**

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

We do this by:

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

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

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

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

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

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

Safety Arrangement 4-4**OFFICE EQUIPMENT**

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

We do this by:

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

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

Safety Arrangement 4-4**OFFICE EQUIPMENT****Action Plan**

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

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

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

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

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

We do this by:

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

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

Safety Arrangement 4-5

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

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

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

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

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

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

We do this by:

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

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

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

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

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

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

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

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

We do this by:-

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

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

Safety Arrangement 4-20

WORK AT HEIGHT**Action Plan**

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

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

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

Safety Arrangement 4-22**PERMITS TO WORK**

To protect our workforce and others from risks to their health and safety we have developed and implemented permit to work systems for all high-risk work activities.

Our systems consist of:

- Nominating senior staff members to be responsible for the development and management of permit to work systems.
- Assessing work activities and identifying where permit to work systems should be used.
- Developing and implementing permit to work procedures and safe systems of work.
- Implementing these procedures and safe systems of work.
- Ensuring that permit to work systems are correctly issued, followed and completed.
- Ensuring that permit to work systems are developed and managed by competent and trained personnel.
- Following our permit to work procedures, control measures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will improve our management of permit to work systems.

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

Safety Arrangement 4-22

PERMITS TO WORK**Action Plan**

To ensure the safety of our employees and others whilst working in areas where they could be exposed to very high levels of risk to their health and safety we will-

1. Identify where and when workers or others may be exposed to particularly high levels of risk.
2. Assess those risks to identify the action that is required and develop permit to work systems.
3. Identify control measures already in place and any additional measures required. Refer to manufacturer's guidance, trade guidance and British and European Standards etc.
4. Consider among other issues-
 1. Entry into closed vessels, confined spaces and trenches.
 2. Breaking into pipelines for flammable or hazardous substances.
 3. Hot work on machinery and plant that has contained or contains flammable or hazardous substances.
 4. Work on electrical distribution systems and high voltage installations.
 5. Complex automated machinery where action or adjustment of one part of the machine may produce an action some distance away or where there may be stored hydraulic, pneumatic or mechanical energy.
5. Develop procedures, programmes and practices tailored to our premises.
6. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure from time to time and whenever anyone is injured in any relevant task, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety in the use of permit to work systems can be found in Guidance Note 4-22.

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

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

We do this by:

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

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

Safety Arrangement 4-31

OCCUPATIONAL ROAD SAFETY**Action Plan**

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

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

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

Safety Arrangement 5-6**WRULD (WORK RELATED UPPER LIMB DISORDERS)**

We have a duty to protect our workforce from the risk of Work-Related Upper Limb Disorders (WRULD) which could arise from our work activities.

We do this by:

- Nominating senior staff members to coordinate the way we deal with the risk of WRULDs.
- Developing and implementing control measures, strategies and procedures etc.
- Ensuring that the development of our control measures, procedures and strategies is undertaken by competent, trained personnel.
- Providing and using mechanical aids where appropriate.
- Employees and others adhering to our procedures and arrangements and using any control measures provided.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating to these arrangements we aim to make improvements to the way we manage the risks of work-related upper limb disorders.

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

Safety Arrangement 5-6

WRULD (WORK RELATED UPPER LIMB DISORDERS)**Action Plan**

To protect the health, safety and welfare of our workforce from the risk of work-related upper limb disorders we need to:

1. Consider the arrangements we have in place to protect the health, safety and welfare of workers who perform repetitive tasks.
2. Assess the specific hazards and risks to the health, safety and welfare of workers performing repetitive tasks.
3. Identify any workers with health issues that make them particularly susceptible to WRULD.
4. Identify any control measures in place and any other measures that may be needed.
5. Consider among other relevant issues:
 1. The job
 2. Mechanical aids that are readily available
 3. Repetitive bending, twisting, reaching movements, repetitive hand and wrist movements.
 4. Postural matters
 5. Temperature and draughts
 6. Workstation layout, tools and jigs, ergonomic design
 7. Physical attributes of the worker
 8. Seating
 9. Job rotation
10. Rest breaks away from the workstation.
6. Involve workers in developing procedures based on these considerations.
7. Keep a written record of significant risk assessments, the control measures and systems of work adopted.
8. Make sure that managers and supervisors understand the procedures. Consider whether they need any training.
9. Explain these arrangements to our workforce. Ensure they are understood and provide training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Report any incidence of medically diagnosed work related upper limb disorder to the Enforcing Authority.
12. Monitor and review the operation of this procedure from time to time and after any report of a worker developing or suffering from a WRULD, making changes identified as necessary or beneficial.

Information and advice on the control of Work-Related Upper Limb Disorder can be found in Guidance Note 5-6.

Safety Arrangement 5-9**MANUAL HANDLING**

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

We do this by-

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

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

Safety Arrangement 5-9

MANUAL HANDLING**Action Plan**

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

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

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

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

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

We do this by:

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

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

Safety Arrangement 5-11

DISPLAY SCREEN EQUIPMENT**Action Plan**

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

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

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

Safety Arrangement 5-12**LEGIONELLA CONTROL**

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

We do this by:

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

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

Safety Arrangement 5-12

LEGIONELLA CONTROL**Action Plan**

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

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

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

Safety Arrangement 5-13**RADON**

We have a duty to ensure the safety, health and welfare of workers and people who use our premises by protecting them from excessive exposure to naturally occurring radon.

We do this by:

- Nominating senior staff members to identify the need for radon testing.
- Commissioning radon testing, where appropriate.
- Developing and implementing procedures, Safe Systems of Work and control measures.
- Recording the undertaking of the checking and testing procedures, to evidence the activities' completion.
- Ensuring that testing is undertaken by competent, trained personnel.
- Employees and others adhering to procedures, control measures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from radon.

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

Safety Arrangement 5-13**RADON****Action Plan**

To protect our workforce and others who visit our premises from the ill health effects of naturally occurring radon we need to-

1. Ascertain whether our premises are in an area there are naturally high levels of radon gas.
2. Identify a senior manager to ensure that we take the correct action to meet our responsibilities.
3. Arrange for radon measurements to be taken by an approved radon specialist.
4. Consider the results of radon measurements, taking action to reduce exposure where unacceptably high levels of radon are measured.
5. Control measures may include-
 1. Sealing soil gas routes into buildings.
 2. Sub-floor depressurisation sumps to draw soil gas away from the building before it can enter.
 3. Sub-floor pressurisation sumps to force soil gas away from the building before it can enter.
 4. Sub-structure ventilation.
5. Ventilation and adjustment of the air pressure inside the building to reduce or reverse the driving force which assists the entry of soil gas.
6. If normal control measures are unlikely to be effective take further advice from specialists and introduce radiation protection measures to reduce personal exposure.
6. Record details of measurements, results and any controls subsequently introduced.
7. Inform, instruct and train workers about the hazard of radon, the risks, exposure levels in the workplace and any control measures introduced. Record the details.
8. Ensure that those responsible for operating and maintaining control systems are competent and trained.
9. Maintain control measures in good working order.
10. From time-to-time check that the control measures are still working and that radon levels are being controlled below the exposure reference level.

There is advice on the detection and control of naturally occurring radon in Guidance Note 5-13.

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

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

We do this by:

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

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

Safety Arrangement 5-14

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

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

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

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

Safety Arrangement 5-16H**ASBESTOS AT WORK - NO SURVEY, NO OFF-SITE RISK**

Although our premises were built before 2000 we do not have an Asbestos Survey Report confirming the absence or presence of asbestos containing materials (ACMs) in the building structure. We operate on the basis that whenever building and maintenance work that involves the building structure is carried out the work area is specifically and formally assessed for the presence of ACMs.

In the course of our business our workforce is unlikely to come into contact with any asbestos or asbestos containing materials at our customers' premises. We have therefore made no specific arrangements to manage exposure to asbestos and ACMs at other worksites.

We need to control this potential hazard and we do this by-

- Developing an Asbestos Management Plan which sets out our assessment procedure whenever building or maintenance work is planned.
- Making sure that our workers are trained and informed about the potential hazard and risks and know how to respond if they discover suspect ACMs.
- Nominating senior staff members to manage this process and to develop and implement procedures, safe systems of work and control measures.
- Employees and observing procedures, control measures and safe systems of work.
- Employing competent trained contractors to aid in the assessments and subsequent activities where the presence of asbestos is identified.
- Monitoring and reviewing our systems to improve the way we manage the risks from asbestos.

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

Safety Arrangement 5-16H

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

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

1. Make sure that all of our workforce is trained in asbestos awareness, the hazards and risks associated with exposure to ACMs.
2. Develop an Asbestos Management Plan which sets out the procedures for assessing the presence of ACMs whenever work that will disturb the building fabric is planned. We need to be able to take the advice of someone who is competent – able to advise on or analyse for the presence of asbestos and advise on how to deal with it.
3. The Plan needs to consider how to quickly deal with the material following the legal requirements where the work needs to be done in a short timescale.
4. Explain these arrangements to our workforce.
5. Make any contractors coming onto our premises aware of our policy and that there has been no asbestos survey. They must treat all suspect material as containing asbestos until it is proved otherwise.
6. Explain our arrangements to supervisors and workers. Ensure they are understood.
7. Provide training and information for staff nominated with responsibility.
8. Implement the procedure and ensure that it is followed in practice.
9. Review the operation of this procedure at least annually.

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

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

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

We do this by-

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

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

Safety Arrangement 5-18

STRESS IN THE WORKPLACE**Action Plan**

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

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

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

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

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

We do this by:

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

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

Safety Arrangement 5-19

AGGRESSION AND VIOLENCE**Action Plan**

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

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

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

Safety Arrangement 5-26**DERMATITIS**

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

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

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

Safety Arrangement 5-26

DERMATITIS

Action Plan

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Safety Arrangement 6-9**CHILDREN'S INDOOR PLAY AREAS**

We have a duty to ensure the safety, health and welfare of our workers, children and members of the public from the risks associated with indoor play areas.

We do this by:

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

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

Safety Arrangement 6-9**CHILDREN'S INDOOR PLAY AREAS****Action Plan**

To protect children, workers and others at play areas we need to:-

1. Identify where in the play area children and others could be harmed.
2. Consider the control measures already in place and whether any others are required.
3. Consider-
 1. Maintenance of equipment.
 2. Adequate level of supervision – consider basic first aid training.
 3. Falls from climbing equipment - impact absorbing surfaces should conform to EN1176.
 4. Purchasing - new equipment should meet current safety standards.
 5. Biological hazards from contact with infected children or bodily fluids – regular cleaning programmes.
 6. Appropriate welfare facilities, waste receptacles and seating should be provided.
4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
5. Legionella risks at wet play.
6. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Implement the procedure and ensure that it is followed in practice.
8. Monitor and review the operation of this procedure from time to time and whenever an incident occurs, make changes to the procedure identified as necessary or beneficial.

Information and advice on the control of risks from play areas can be found in Guidance Note 6-9.

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

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

We do this by:

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

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

Safety Arrangement 7-2

CONTRACTOR CONTROL AND MANAGEMENT**Action Plan**

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

We need to-

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

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



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UPTON & NORTH ELMSALL PARISH COUNCIL

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The Village Hall, Harewood Lane, Upton, WF9 1JB

(01977) 643284 / 645351 | clerk@uptonandnorthelmsall-pc.gov.uk
admin@uptonandnorthelmsall-pc.gov.uk

Before filling out this booking form please make sure you have read all terms and conditions on the back of this form.

HIRER DETAILS

Organization	
Name	
Address	
Postcode	
Telephone	
Email	

BOOKING DETAILS

Day(s)	
Date(s)	
Start Time	
Finish Time	
Type of event taking place	

For regular bookings, do you have a Child Protection / Vulnerable Persons Policy?

☐ Yes ☐ No

ROOM REQUIRED: ☐ Main Hall ☐ Meeting room 1 ☐ Meeting room 2

Room hire charges:

£8.00 per hour • £50.00 per day • Commercial and Non-Parishioner hire: £12.00 per hour.
Charitable Organisations – Free of Charge

Payment must be made when submitting this form to:

UPTON & NORTH ELMSALL VILLAGE HALL TERMS AND CONDITIONS OF HIRE

By hiring the Village Hall, the Hirer agrees to comply with the following Terms and Conditions.

1. Use of the Village Hall

The Village Hall is available for hire for private, community, and business use. All use of the premises is subject to these Terms and Conditions and any additional instructions issued by Upton & North Elmsall Parish Council.

2. Equal Opportunities

The Village Hall is open to all members of the community and shall not discriminate on the grounds of race, gender, sexual orientation, age, disability, religious belief, political belief, or marital status.

3. Disclaimer and Liability

All lettings of the Village Hall are made on the understanding that Upton & North Elmsall Parish Council accepts no responsibility or liability for any injury, damage, loss, or theft suffered by any person or property during the period of hire. This includes vehicles parked on the premises.

By proceeding with the hire, the Hirer accepts full responsibility for the safety and security of all persons attending the event and all property brought onto the premises.

The Parish Council reserves the right to amend these Terms and Conditions at any time without prior notice.

4. Applications and Bookings

Upton & North Elmsall Parish Council reserves the right to refuse any booking application where it is deemed that the proposed use is unsuitable or inappropriate for the premises.

5. Hours of Opening

- The Village Hall is normally available for use seven days a week between **9:00am and 9:00pm**.
- Cleaning of the premises may take place during these hours.
- The period of hire must include all time required for setting up and clearing away.
- Hirers may not access the premises for setup the night before their booking.
- Hirers and guests must not arrive more than **15 minutes** before the start of the booking unless prior agreement has been made.
- All activities must end at the agreed time. Hirers and guests must vacate the premises promptly and quietly at the end of the hire period.

6. Health and Safety Requirements

The Hirer must comply with all health and safety regulations. In particular:

- Corridors and emergency exits must be always kept clear.
- Firefighting equipment must remain in its designated location and only be used for its intended purpose.
- The Fire Brigade must be called immediately in the event of a fire.
- Highly flammable substances must not be brought into or used anywhere in the building.
- No unauthorised heating appliances may be used.
- A First Aid box is available in the kitchen, lobby and the main hall and these must always be accessible.
- All electrical equipment brought onto the premises must comply with the Electricity at Work Regulations and be subject to current PAT testing.

7. Bouncy Castles

Bouncy castles may be used **entirely at the Hirer's own risk**, provided appropriate safety measures are in place. Due to ceiling height restrictions, the **maximum permitted height indoors is seven feet**.

8. Use of Facilities and Equipment

Hirers will be given instructions on the safe use of the facilities and any equipment hired. It is the Hirer's responsibility to ensure they understand and comply with these instructions. All equipment must be used only for its intended purpose and returned to its designated storage location at the end of the hire.

9. Responsible Hirer

The Hirer must be a responsible adult and must remain on the premises for the duration of the hire. The Hirer is responsible for:

- Compliance with all Health and Safety, Fire Safety, No Smoking and No Vaping regulations.
- Ensuring alcohol (if permitted) is consumed responsibly.
- Making all attendees aware of the locations of fire exits, fire extinguishers, and fire alarm points.

10. Access and Keys

Weekend and evening hire of the Village Hall requires the use of a key.

- The Hirer is responsible for collecting, safeguarding, and returning the key.
- The Hirer is responsible for opening, securing, and locking the building during the hire period.

Key Collection

- Keys may be collected on the **Friday prior to the booking**.
- Keys must be collected no later than **2:30pm**.

Key Deposit

- A refundable **£25.00 cash deposit** is required upon key collection.
- The deposit will be returned when the key is safely returned by **4:00pm on the Monday following the booking**, provided no issues have arisen.

Lost Keys

- If a key is lost, the deposit will be retained.
- Additional charges may be applied to cover replacement or security costs.

11. Cleaning and Condition of the Hall

The Hirer must leave the Village Hall in a clean and tidy condition, as found on arrival.

- Black refuse sacks will be provided in the kitchen for rubbish removal.
- Cleaning equipment, including brushes, mop, and bucket, is available in the kitchen if required.

12. Security of the Premises

The Hirer is fully responsible for the security of the Village Hall during the hire period and must ensure the building is properly secured upon departure.

13. Accidents

All accidents must be recorded in the accident book and reported to Upton & North Elmsall Parish Council.

14. Loss of Property

The Parish Council accepts no responsibility for damage to, loss of, or theft of personal property or belongings brought onto the premises.

15. Cancellations

- Cancellation of a booking is the responsibility of the Hirer.
- As much notice as possible should be given; however, a minimum of **12:00pm on the last working day before the booking** is required.
- Refunds will only be issued to paying Hirers who comply with the cancellation policy.

16. Subletting

Under no circumstances may the Hirer sublet the Village Hall or transfer the booking to another party.

17. Pandemic or Health Emergency

In the event of a pandemic or other public health emergency, it may be necessary to close the building at short notice to comply with Government guidance. Upton & North Elmsall Parish Council shall not be liable for any losses incurred as a result.



AGREEMENT AND DATA PROTECTION

I confirm that I have read and understood Upton & North Elmsall Parish Council's Privacy Notice. I consent to the Council processing my personal data for the purpose of providing services, information, and correspondence in relation to my booking.

I understand that:

- My personal data will be retained only for as long as necessary.
- I have the right to request access to, correction of, or deletion of my personal data.
- I may withdraw my consent at any time.

By signing below, I confirm that I accept the Terms and Conditions set out above in relation to my bookings.

Signed: _____

Print Name: _____

Date: _____

Contact Details

For any queries or issues, please contact:

Upton & North Elmsall Parish Council Clerk & RFO

Helen Senior

 07463 630177

 clerk@uptonandnorthelmsall-pc.gov.uk

Upton & North Elmsall Parish Council Admin & Allotment Manager

Angela Spencer

 07311 973314

 admin@uptonandnorthelmsall-pc.gov.uk

UPTON & NORTH ELMSALL PARISH COUNCIL
ORDINARY MEETING OF COUNCIL
Tuesday 17th February 2026

PURCHASE OF RIALTAS BRONZE YEAR-END CLOSE-DOWN SERVICE

Purpose of Report

To seek approval for the procurement of the Bronze Year-End Close-Down Service to support the completion of the council's year-end accounts.

Background and Rationale

The council is required to complete an accurate and timely year-end close-down of its accounts in accordance with proper accounting practices and audit requirements.

The Bronze Year-End Close-Down Service provides specialist one-to-one support from a qualified consultant to assist with the year-end process, ensuring that:

- the accounts are correctly closed down within the accounting system;
- financial records are complete, accurate, and audit-ready; and
- risks of error or non-compliance are minimised.

As this will be the Responsible Finance Officer's first year-end close-down, the service will provide appropriate professional support and assurance to both officers and members.

Financial Implications

The cost of the Bronze Year-End Close-Down Service is £980 plus VAT. This is a single-year cost with no ongoing contractual commitment.

Recommendation

That the council resolves to approve the purchase of the Bronze Year-End Close-Down Service at a cost of £980 plus VAT and authorises the Responsible Finance Officer to make the necessary arrangements.

UPTON AND NORTH ELMSALL PARISH COUNCIL

Parish Grant Scheme 2025

Application form

Name of group:	friends of the community
Main group contact: (Full name and title)	
Position in group	
Address	
Telephone	
E-mail	
Provide a detailed description of the project and who will benefit from it	food bank. we supply weekly food Parcels for the residents of Upton North Elmsall Badsworth. The food bank also Helps people from other areas in sesku in an a emergencies when other food banks can not help.
Say how you know there is a need for your project	I think we need to keep runing the Project as this last few months it as got busy with People needing our help espically families

What are the full costs of the project (including VAT if applicable)	From Sept September 2025 To January 2026 we Have spent £13,045.24. on food surpluses.	
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	Funder .. Wakefield Food Aid network £ 900.00. Funder .. Uico homes £ 500.00 Funder .. Arnold Clark £ 500.00.	
Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed.	We have not put in for any funding in 2026 yet. We are waiting on them coming out and we will apply to Wakefield Food Aid network as this is on going	
What contribution to these costs would you like from the parish council?	Any Amount would be much appreciated as our funds are going down and people using the food bank are going up and so is prices of food.	
Is this contribution for a specific element of the project?	Only for food to stock the shelves	
What is the structure of your organisation?	Informal group ☐ Registered charity ☐ Other ☒ Please give details below Non for Profit Community Group.	

Upton Library

Parish Clerk
Upton & North Elmsall Parish Council

25th January 2026

Dear Helen

As previously agreed, I wish to request a donation from the Parish Council in the amount of £493.73, which is total cost of the Senior Citizens Christmas Tea, held on Sunday, 14th December 2025.

I enclose all receipts and a spreadsheet detailing the expenditure.

Many thanks

Director/Trustee UNEF

UPTON AND NORTH ELMSALL PARISH COUNCIL

Parish Grant Scheme 2025

Application form

Name of group:	UPTON FISHING CLUB
Main group contact (Full name and title)	
Position in group	
Address	
Telephone	
E-mail	
Provide a detailed description of the project and who will benefit from it	TO PURCHASE A C4 MINI EXCAVATOR FLAIL HEAD TO ENABLE THE MEMBERS TO CUT BACK THE TREES/SHRUBS AROUND THE LAKES, WHICH SOME ARE OUR RESPONSIBILITY BUT ALSO WHDC... WHICH THEY SHOULD DO BUT NEVER DO. THIS IS NOT ONLY AROUND THE LAKE BUT ALSO THE CAR PARK ETC. WE EMAIL/RING/CONTACT WHDC COUNCILLORS/MP/ AND STILL NO ACTION, THE FISHING CLUB HAVE TO CARRY OUT MOST OF THE WORKS TO THE PARK AROUND THE CAR PARK AND LAKE. WE HAVE DONE A LOT OF WORK E.G. NEW CONCRETE PLATFORMS, NEW PATHS AROUND THE LAKE WHICH ARE WHDC, CUT BACK ALL GROUNDWORK, UNBLOCK DRAINS, ETC.
Say how you know there is a need for your project	WE HAVE BETWEEN 300 TO 400 MEMBERS, WITH OVER 100 UPTON MEMBERS, THE COMMITTEE ARE MAINLY UPTON BORN, BUT UNFORTUNATELY WHEN WORKS ARE TO BE CARRIED OUT ONLY A SMALL NUMBER DO ANY WORKS, AND ITS MAINLY OAPs. THIS WORK IS DIFFICULT AND REQUIRES SOME MEMBERS TO GO ONTO THE LAKE IN A SMALL BOAT BUT WITH THE CUTTERS WE WILL ONLY HAVE TO CLEAR UP. THE MINI DIGGER IS OWNED BY A MEMBER AND HE DOES THE WORK FOR US JUST AT HIS COST, WHICH HAS BEEN GREAT.

What are the full costs of the project (including VAT if applicable)	£2,730 inc VAT FOR THE CUTTER. IT ALSO NEEDS A PART TO CONNECT TO THE MACHINE WHICH COST £750 inc VAT WHICH WE UPTON FISHING CLUB WILL PURCHASE IF OUR GRANT IS FUNDED.
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them) *If applicable	Funder UPTON FISHING CLUB £750 Funder £..... Funder £.....
Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed. *If applicable	AS AND WHEN FUNDING GRANTED.
What contribution to these costs would you like from the parish council?	£2,730 inc VAT.
Is this contribution for a specific element of the project?	/
What is the structure of your organisation?	☐ Informal group ☐ Registered charity ☒ Other ☒ Please give details below U.F.C. HAS A CONSTITUTION AND HAS BEEN SELF FUNDING FOR OVER 30 YEARS

Accounts Payable
Upton and North Elmsall Parish Council
Feb-26

DATE	PAYEE	ITEM	NET	VAT	TOTAL
09.01.2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
15.01.2026	T&D Contractors	Extension to Harewood Lane Allotment Car Park	£1,995.00	£399.00	£2,394.00
22.01.2026	Askew Skips	Skip for Village Hall	£237.50	£47.50	£285.00
24.01.2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
01.02.2026	Qudo (DRD Communications)	One-off setup charges for new VoIP service	£1.30	£0.26	£1.56
01.02.2026	Tornado Pest Control	Pest Control services	£85.00	£17.00	£102.00
03.02.2026	D3 Office	Office Stationery	£169.28	£33.87	£203.15
04.02.2026	Sutcliffe Play	Installation of Play Equipment & Floor Repair	£2,803.03	£560.61	£3,363.64
06.02.2026	SafetySigns4Less	2 x Safety Stickers	£3.98	£0.80	£4.78
06.02.2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
09.02.2026	Euro Digital Systems	Photocopier Charges	£13.05	£2.61	£15.66
09.02.2026	SafetySigns4Less	Accident Book & Holder, Vacant/Occupied Sign	£26.45	£5.29	£31.74
10.02.2026	Man Plumbing and Heating	Annual Gas Service on Convection Heaters (Nov 2025)	£225.00	£0.00	£225.00
			£5,919.59	£1,066.94	£6,986.53

Payments Made Under Clerks Delegated Authority

Upton and North Elmsall Parish Council

January - February 2026

DATE	PAYEE	ITEM	NET	VAT	TOTAL
09.01.2026	Smarty	Clerk's Mobile Phone Rolling Contract - First Payment	£10.00	£0.00	£10.00
14.01.2026	Wakefield Website Design	Annual Website Hosting and Maintenance	£220.00	£44.00	£264.00
14.01.2026	SharkNinja Europe Ltd	2 x Spare Hoover Filters	£15.48	£2.40	£17.88
15.01.2026	Rug Doctor	Machine Carpet Cleaner	£23.33	£4.66	£27.99
15.01.2026	Smarty	Admin Manager's Mobile Phone Rolling Contract - First Payment	£10.80	£0.00	£10.80
19.01.2026	UK Health Security Agency	2 x Radon Gas Measurement Detectors	£44.00	£8.80	£52.80
19.01.2026	UK Health Security Agency	Radon Risk Report for Village Hall	£3.90	£0.00	£3.90
20.01.2026	Amazon EU	Toilet Plunger	£17.61	£3.52	£21.13
21.01.2026	D3 Office	Cleaning Supplies	£151.93	£30.40	£182.33
21.01.2026	Friends of the Community	Foodbank Grant - Quarter 4 Payment	£500.00	£0.00	£500.00
26.01.2026	Tim Jackson Sheds Ltd	Deposit for Shed purchase, delivery & installation (Stable Block 2)	£153.33	£30.67	£184.00
26.01.2026	T & D Contractors	Removing Spoil from Bottom Car Park bays (Harewood Street Allotment)	£150.00	£30.00	£180.00
26.01.2026	T & D Contractors	Creating a Shed Base (Stable Block 2)	£300.00	£60.00	£360.00
28.01.2026	Wakefield Website Design	Deposit for New Domain & Bespoke Website Work	£1,024.00	£204.80	£1,228.80
29.01.2026	Furniture Clinic Ltd	Specialist Wood Floor Mop & Cleaning Solution	£49.57	£9.91	£59.48
29.01.2026	Amazon EU	Electric Cleaning Scrubber	£10.00	£2.00	£12.00
29.01.2026	Amazon - Third Party Seller	50L Black Swing Bin for Kitchen	£24.49	£0.00	£24.49
29.01.2026	Amazon - Third Party Seller	2 x Rolls Heavy Duty Binbags	£9.20	£1.84	£11.04
29.01.2026	Amazon - Third Party Seller	Pink Stuff Miracle Cleaning Paste	£6.62	£1.33	£7.95
30.01.2026	KDM Joinery	Door Closer and Digilock Fitting, Door Adjustment (New Office)	£115.00	£0.00	£115.00
30.01.2026	Tim Jackson Sheds Ltd	Final Payment for Shed purchase, delivery & installation (Stable Block 2)	£666.67	£133.33	£800.00
02.02.2026	Amazon EU	3 x Silicone Toilet Brushes	£31.86	£6.36	£38.22
02.02.2026	Amazon - Third Party Seller	Fluorescent Lighting Tube for Meeting Room 2	£17.80	£3.56	£21.36
02.02.2026	Amazon - Third Party Seller	Fluorescent Lighting Starters	£4.99	£0.00	£4.99
03.03.2026	B&Q Ltd - Third Party Seller	2 x Electric Heaters for Meeting Room 1 & New Office	£479.98	£0.00	£479.98
03.03.2026	Rapid Electronics Ltd	TX-STAR Security T25 Screwdriver for Noticeboard	£9.75	£1.95	£11.70
05.05.2026	Amazon EU / Third Party Seller	5 x Clocks for Village Hall, Sink & Drain Plunger	£48.25	£9.65	£57.90
05.05.2026	Amazon EU	1 x Silicone Toilet Brush	£10.08	£2.02	£12.10
09.02.2026	Fire Protection Online	2 x Fire Extinguishers, 2 x Signs, Commission, Installation & Disposal	£153.70	£30.74	£184.44
			£4,262.34	£621.94	£4,884.28

Date: 10/02/2026

Upton & North Elmsall Parish Council

Page: 2

Time: 11:14

Cashbook 1

User: CLERK

Current A/c

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/01/2026	Grenke Leasing	DDR	105.81			4041	101	105.81	Photocopier Insurance
06/01/2026	Grenke Leasing	DDR	454.79		75.80	4032	101	378.99	Photocopier Lease
12/01/2026	Euro Digtial Systems	DDR	73.20			4041	101	73.20	Pritning Charges
12/01/2026	Smarty Mobile Network	DDR	10.00			2003	101	10.00	Mobile Airtime
14/01/2026	Scottish Water - Business	DDR	654.55			4105	121	654.55	Water Charges - Harewood Lane
14/01/2026	Scottish Water - Business	DDR	24.93			4105	135	24.93	Water Charges-Memorial Garden
14/01/2026	Wakefield Web Design	DDR	264.00		44.00	4060	101	220.00	Annual Web Hosting
15/01/2026	Scottish Water - Business	DDR	481.28			4105	129	481.28	Water Charges - Stables
15/01/2026	Scottish Water - Business	DDR	151.75			4105	102	151.75	Water Charges - Village Hall
15/01/2026	SharkNinja Europe Ltd	DDR	17.88		2.40	2002	102	15.48	Hoover Filters
15/01/2026	Rug Doctor Ltd	DDR	27.99		4.66	2002	102	23.33	Carpet Cleaner
16/01/2026	Peninsula Services Ltd	DDR	229.63		36.48	2009	101	193.15	HR Services
16/01/2026	Smarty Mobile Network	DDR	10.80			2003	101	10.80	Mobile Airtime
19/01/2026	Peninsula Services Ltd	DDR	190.57		30.27	2010	101	160.30	H&S Services
20/01/2026	UK Health Security Agency	DDR	3.90			2010	101	3.90	Radon Gas Report
20/01/2026	UK Health Security Agency	DDR	52.80			2010	101	52.80	Radon Gas Monitors
20/01/2026	UK Health Security Agency	DDR	-52.80			2010	101	-52.80	Radon Gas Monitors
20/01/2026	UK Health Security Agency	DDR	52.80		8.80	2010	101	44.00	Radon Gas Monitors
21/01/2026	Amazon EU S.a.r.L.	DDR	21.13		3.52	2002	102	17.61	Toilet Plunger
21/01/2026	Cllr E Farmer	DDR	30.00			4235	134	30.00	REM SUN - Flowers for RBL Rep
21/01/2026	Cllr L Taylor	DDR	34.40			4155	103	34.40	Ink Cartridge
21/01/2026	Yorks Local Council Assn	DDR	35.00			4010	101	35.00	Finance Training
21/01/2026	Cllr L Taylor	DDR	37.99			4155	103	37.99	Ink Cartridge
21/01/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
21/01/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
21/01/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
21/01/2026	Adam Washington	DDR	160.00			4115	102	160.00	Removal of Christmas Decs
21/01/2026	Pegasus Fire Protection	DDR	179.59		29.94	4113	102	149.65	Fire Extinguisher Maintenance
21/01/2026	D3 Office Group Ltd	DDR	182.33		30.40	2002	102	151.93	Cleaning Supplies
21/01/2026	ADT Fire and Security	DDR	439.57		73.26	4110	102	366.31	Annual Fire Alarm Maintenance
21/01/2026	Friends of the Community	DDR	500.00			4190	110	500.00	Grant Payment - Q4
21/01/2026	Sutcliffe Play	DDR	941.53		156.93	4120	136	784.60	Purchase of Equipment
26/01/2026	T & D Contractors	DDR	180.00		30.00	4024	120	150.00	Spoil Removal - Parking Bays
26/01/2026	T & D Contractors	DDR	360.00		60.00	4113	130	300.00	Shed Base - Top Stables
26/01/2026	TJ Sheds & Summerhouses	DDR	184.00			4113	130	184.00	Shed Deposit - Stable Block 2
26/01/2026	TJ Sheds & Summerhouses	DDR	184.00		30.67	4113	130	153.33	Deposit - Shed Stable Block 2
26/01/2026	TJ Sheds & Summerhouses	DDR	-184.00			4113	130	-184.00	Shed Deposit - Stable

Continued on Page 3

Date: 10/02/2026

Upton & North Elmsall Parish Council

Page: 3

Time: 11:14

Cashbook 1

User: CLERK

Current A/c

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
									Block 2
27/01/2026	British Gas Business	DDR	511.16		85.19	4108	102	425.97	Village Hall Gas Charges
28/01/2026	Pro Logic Computers (UK) Ltd	DDR	176.16		29.36	4042	101	146.80	IT Support
28/01/2026	Wakefield Web Design	DDR	1,228.80		204.80	4060	101	1,024.00	Deposit - New Domain & Website
29/01/2026	Furniture Clinic Limited	DDR	59.48		9.91	2002	102	49.57	Wood Floor Cleaing Supplies
29/01/2026	Amazon EU S.a.r.L.	DDR	12.00		2.00	4099	102	10.00	Eelectric Scrubber Kit
29/01/2026	Authentique Traders Ltd	DDR	11.04		1.84	2002	102	9.20	Bin Bags
29/01/2026	Blockchainomatic Limited	DDR	24.49			4099	102	24.49	Swing Bin
29/01/2026	Nuvo Trading Solutions Ltd	DDR	7.95		1.33	2002	102	6.62	Cleaning Paste
29/01/2026	Furniture Clinic Limited	DDR	-59.48		-9.91	2002	102	-49.57	Wood Floor Cleaning Supplies
29/01/2026	Furniture Clinic Limited	DDR	59.48		9.91	2002	102	12.28	Wood Floor Cleaner
						4099	102	37.29	Wood Floor Mop Kit
30/01/2026	Utility Warehouse	DDR	117.97		19.26	4040	101	98.71	Phone & Broadband
30/01/2026	KDM Joinery	DDR	115.00			4115	102	115.00	Office Door Works
30/01/2026	TJ Sheds & Summerhouses	DDR	800.00			4113	130	800.00	Shed for Stable Block 2
30/01/2026	TJ Sheds & Summerhouses	DDR	800.00		133.33	4113	130	666.67	Shed - Stable Block 2
30/01/2026	TJ Sheds & Summerhouses	DDR	-800.00			4113	130	-800.00	Shed for Stable Block 2
Total Payments for Month			10,978.41	0.00	1,133.65			9,844.76	
Balance Carried Fwd			22,726.29						
Cashbook Totals			33,704.70	0.00	1,133.65			32,571.05	

Payments for Month 10				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
08/01/2026	Barclays Bank	DDR	8.50			4043	101	8.50	Commission Charges
Total Payments for Month			8.50	0.00	0.00			8.50	
Balance Carried Fwd			43,781.49						
Cashbook Totals			43,789.99	0.00	0.00			43,789.99	

Date: 02/02/2026

Upton & North Elmsall Parish Council

Page 1

Time: 16:16

Bank Reconciliation Statement as at 31/01/2026
for Cashbook 1 - Current A/c

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	31/01/2026		22,726.29
			<u>22,726.29</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			22,726.29
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			22,726.29
		Balance per Cash Book is :-	22,726.29
		Difference is :-	0.00

Signatory 1:

Name H. SEVIER Signed H. Sevier Date 10/2/26

Signatory 2:

Name L. Taylor Signed L. Taylor Date 10/2/26

CT

Date: 03/02/2026

Upton & North Elmsall Parish Council

Page 1

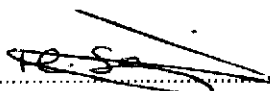
Time: 10:50

Bank Reconciliation Statement as at 31/01/2026
for Cashbook 2 - Base RateTracker A/c

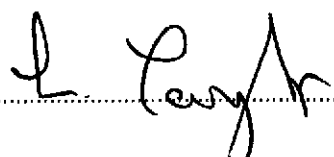
User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Rate Tracker	31/01/2026		91,525.19
			<u>91,525.19</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			91,525.19
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			91,525.19
		Balance per Cash Book is :-	91,525.19
		Difference is :-	0.00

Signatory 1:

Name H. SENIOR Signed  Date 10/2/26

Signatory 2:

Name L. Taylor Signed  Date 10/2/26

C.T.

Date: 03/02/2026

Upton & North Emsall Parish Council

Page 1

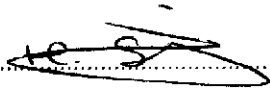
Time: 10:50

**Bank Reconciliation Statement as at 31/01/2026
for Cashbook 3 - Business Premium A/c**

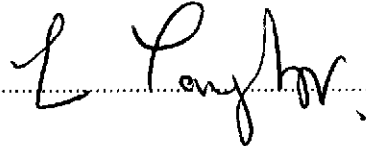
User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium A/c	31/01/2026		13.41
			<u>13.41</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			13.41
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			13.41
		Balance per Cash Book is :-	13.41
		Difference is :-	0.00

Signatory 1:

Name H. SENIOR Signed  Date 10/2/26

Signatory 2:

Name L. Taylor Signed  Date 10/2/26

C.T.

Date: 03/02/2026

Upton & North Elmsall Parish Council

Page 1

Time: 10:51

Bank Reconciliation Statement as at 31/01/2026
for Cashbook 5 - Pavilion

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Pavilion Account	31/01/2026		14.64
			<u>14.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			14.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			14.64
		Balance per Cash Book is :-	14.64
		Difference is :-	0.00

Signatory 1:

Name H. SENICE Signed [Signature] Date 10/2/26

Signatory 2:

Name L. Taylor Signed [Signature] Date 10/2/26

L. T.

Date: 03/02/2026

Upton & North Elmsall Parish Council

Page 1

Time: 10:47

**Bank Reconciliation Statement as at 31/01/2026
for Cashbook 6 - Community A/c**

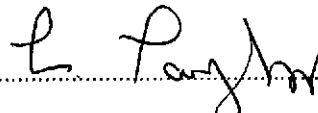
User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Community Account	31/01/2026		43,781.49
			<u>43,781.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			43,781.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			43,781.49
		Balance per Cash Book is :-	43,781.49
		Difference is :-	0.00

Signatory 1:

Name H. SEDICK Signed  Date 10/2/26

Signatory 2:

Name L. Taylor Signed  Date 10/2/26

L. T

**UPTON & NORTH ELMSALL PARISH COUNCIL
ORDINARY MEETING OF COUNCIL**

Tuesday 17th February 2026

**WEST YORKSHIRE MASS TRANSIT SPATIAL DEVELOPMENT FRAMEWORK
CONSULTATION**

Summary

The West Yorkshire Combined Authority and the five West Yorkshire local planning authorities are consulting on a draft West Yorkshire Mass Transit Spatial Development Framework (SDF) at Regulation 18 stage.

The SDF is a high-level planning policy document intended to guide how land use and development may be planned alongside future mass transit proposals across West Yorkshire. It does not approve routes, schemes, or delivery.

While no mass transit routes are identified for the parish area at this stage, the framework would, if adopted, form part of the statutory development plan and may influence future planning decisions.

This report provides background information and highlights local considerations for Upton and North Elmsall, in order to assist Councillors in deciding whether to submit a response to the consultation.

Background and Context

Why this matters locally

Upton and North Elmsall are:

- Smaller settlements with a distinct village character
- Located in south-east Wakefield District
- Not identified at this stage as having any defined mass transit route

However, the proposed framework is West Yorkshire-wide and, if adopted, would:

- Form part of the statutory development plan
- Influence how future planning decisions are made
- Potentially affect land use assumptions even where routes are not yet known

This is why early, careful engagement is sensible.

Local considerations Councillors may wish to note

Without opposing the framework, Councillors may reasonably wish to highlight:

1. Rural / Village Context

- The need for the framework to clearly distinguish between urban centres and smaller settlements
- The importance of avoiding assumptions that growth patterns suitable for city corridors automatically apply to villages such as Upton and North Elmsall

2. Absence of Defined Routes

- No mass transit routes are identified at this stage for WF9
- The council may wish to seek reassurance that:
 - Land will not be safeguarded prematurely
 - Local development will not be constrained without evidence of need

3. Relationship to Local and Neighbourhood Planning

- Parish councils rely on clarity about how strategic documents interact with:
 - Wakefield Local Plan policies
 - Any future neighbourhood planning activity
- Early clarity reduces confusion later

4. Community Engagement

- If proposals ever emerge that affect the area, early and meaningful engagement with local communities would be essential

What Councillors are *not* being asked to do

Councillors are not being asked to:

- Support mass transit in principle
- Accept any future route
- Endorse higher-density development
- Agree that Upton or North Elmsall are suitable for mass transit-related growth

Recommendation

That the Council:

- Notes the contents of the report; and
- Considers whether it wishes to submit a response to the consultation

Clerk | Upton and North Elmsall Parish Council

From: WDLP <wdlp@wakefield.gov.uk>
Sent: 28 January 2026 16:14
Subject: West Yorkshire Mass Transit Spatial Development Framework joint Development Plan Document Consultation

Dear Sir / Madam

West Yorkshire Mass Transit Spatial Development Framework joint Development Plan Document Consultation.

We are contacting you regarding the above consultation as you are a statutory consultee or have previously expressed an interest in plan making in Wakefield district. The Council has been working with the other four Councils in West Yorkshire and the West Yorkshire Combined Authority (WYCA) to prepare a draft West Yorkshire Mass Transit Spatial Development Framework (SDF) joint Development Plan Document. We are now inviting comments on this as part of the Regulation 18 consultation. The consultation will run from **Thursday 29 January to 23:59 on Thursday 12 March 2026.**

This document will provide a West Yorkshire-wide strategic spatial framework to support the delivery of all current and future phases of West Yorkshire Mass Transit. It will ensure a coordinated approach to land use, growth, regeneration and transport decisions across district boundaries. Once adopted, it will form part of the Development Plan for all West Yorkshire Councils.

The first stage of the consultation (known as 'Regulation 18') is to seek views on the scope and content of the Joint Development Plan Document from the public, businesses, community groups, charitable organisations, statutory bodies and other stakeholders.

The following documents are available for comment:

- Draft West Yorkshire Mass Transit Spatial Development Framework Joint Development Plan Document (DPD) Regulation 18 Main Report
- Habitat Regulation Assessment (HRA) Screening Report
- Equalities Impact Assessment (EqIA)
- Sustainability Appraisal (SA) Scoping Report (issued for statutory consultation in December 2025)
- Sustainability Appraisal (SA) Compatibility Assessment

The following supporting documents are also available to view:

- A Non-Technical Summary
- Frequently Asked Questions

Copies of the consultation document will be available to view **from approximately 10am on 29 January 2026** on WYCA's Mass Transit consultation website at: <http://yourvoice.westyorks-ca.gov.uk/SDFReg18>. Printed copies are available to view at the Customer Access Point in Wakefield One, Burton Street, Wakefield, WF1 2EB. Copies can also be viewed online at the libraries across the district with computer facilities.

Once you have reviewed the consultation materials, please submit your response by completing the survey online at - <http://yourvoice.westyorks-ca.gov.uk/SDFReg18>

The survey can also be downloaded and consultation responses can be returned:

- **By email** to MassTransit@westyorks-ca.gov.uk; or
- **By post** to Freepost WEST YORKSHIRE COMBINED AUTHORITY (no stamp needed)

If you have any questions, need to respond in a different way, or require consultation materials in another format, please contact WYCA using the details above, or by phoning WYCA on 0113 245 7676.

All responses will be processed by WYCA in accordance with the General Data Protection Regulation 2018. For details of how WYCA use your information please see the privacy notice on the consultation website.

Comments should be received no later than 23:59 on Thursday 12 March 2026.

Wakefield Council takes your privacy seriously and will only use your personal information for the purposes for which it was collected, in accordance with the General Data Protection Regulation. For more information, please see the Planning Policy and Environment Privacy Notice at:

www.wakefieldcouncil.com/planningpolicyenvironmentpn

You have received this email because your details are registered on Wakefield's planning policy consultation database. If you would prefer to receive future updates by email or no longer wish to be consulted, please contact us at wdlp@wakefield.gov.uk.

Yours faithfully

Service Manager - Planning Policy and Environment