

## **MINUTES OF THE POLICY & FINANCE COMMITTEE**

Held on Wednesday 19<sup>th</sup> January 2022 at 7.00pm

The meeting took place in a virtual environment using “Zoom” video conferencing technology and members of the public and press were given the opportunity to observe or participate in the meeting.

*NOTE: Although participation in or absence from the meeting is recorded below, for legal reasons participation in this meeting by councillors does not qualify as attendance at a meeting for the purposes of the Local Government Act 1972.*

PRESENT: Cllr Jeremy Heron (Chairman)  
Cllr Steve Rippon-Swaine (Vice Chairman)  
Cllr Andy Briers  
Cllr Philip Day  
Cllr John Haywood  
Cllr Peter Kelleher  
Cllr Tony Ring  
Cllr Glenys Turner

IN ATTENDANCE: Chris Wilkins, Town Clerk  
Rory Fitzgerald, Finance Manager  
Nicola Vodden, Meetings Administrator

ABSENT: Cllr Gloria O'Reilly

### **F/5992**

#### **PUBLIC PARTICIPATION**

There were no members of the public present.

### **F/5993**

#### **APOLOGIES FOR ABSENCE**

There were no apologies for apologies for absence.

### **F/5994**

#### **DECLARATIONS OF INTEREST**

Although they were not declarable pecuniary interests, Cllr Heron made Councillors aware that transactions 2091 and 2199 were paid to family members for services provided.

### **F/5995**

#### **MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 8<sup>th</sup> December 2021, having been circulated, be approved and signed by the Chairman as a correct record.

### **F/5996**

#### **FINANCIAL REPORTS**

Members considered the financial reports presented as *Annex A*. The Finance Manager detailed transactions, in excess of £1,000, on the Imprest account for November and

December. He provided information on the status of the PWLB loans and confirmed the amount paid from petty cash in December was £67.07.

In respect of transaction 2218 the Town Clerk confirmed this refers to pre-commencement works for the Football Development Project, under contract, and related to the construction of the pitch, the cost of which is covered by AFC Bournemouth Community Sports Trust. A detailed report would be presented to Full Council on 26<sup>th</sup> January 2022.

The statement of balances was noted and a small transfer of funds from the CCLA account was proposed, to top up the Imprest account, but this was at a level which did not need Committee approval.

Referring to the budgetary monitoring report, the Finance Manager explained that expenditure was on track to meet the revised budget. Any underspend would be matched by reduced transfers from reserves. Overall, income should be close to budget, but within that there are big variances under particular headings. Fireworks event revenue was in excess of £20,000 and cemeteries income is back on track to meet the original budget, however income from sports bookings and grounds maintenance is well below where it was expected to be. In addition, the tenant has now vacated the first floor of Greenways, so there will be a loss in rental income, although the Town Clerk indicated this was a short-term issue and efforts were being made for the gap between tenancies to be kept as small as possible.

In summary, the Finance Manager reported an expected transfer of between £5,000 and £10,000 to the General Reserve at year end, in addition to any further payments from Southern Water, which had been agreed in principle. Detail was provided regarding compensation claims and fees for site compounds on the Bickerley during the works to re-route the water main (as part of the A31 scheme). The Bickerley would need to be reinstated for forthcoming events.

Event organisers were congratulated on the fireworks and Christmas events, which were fantastic, with a special mention for the Events Co-Ordinator and her efforts. Whilst it was understood that income was significant, there had also been some major expenses. A net surplus of £14,000 was achieved from the fireworks event. There was a loss of around £2,000 for the Christmas event, however initial outlay to purchase material assets this year would bring some benefit for a number of years to come. A breakdown of the events income and expenditure was requested.

- RESOLVED:**
- 1) That the list of payments made on Imprest Account for November and December be received and authorised;
  - 2) That Cllr Heron's verification and signing of bank reconciliations and statements for December be noted;
  - 3) That the total amount of Petty Cash payments be noted;
  - 4) That the Statement of Town Council Balances be received and Inter Account Transfers be noted.
  - 5) That the Finance Manager's budgetary monitoring report be received and the budget monitoring position and balances of reserves be noted.

<b>ACTION R Fitzgerald</b>
----------------------------

**F/5997**

**COUNCIL BUDGET 2022-23**

Members considered the Finance Managers report on the draft budget and precept for 2022-23 (*Annex B*). He detailed the work undertaken since the last meeting. Savings identified from removing unplanned work budgets had been matched by the increase in the cost of

--

diesel and the overall budget prediction was not dissimilar to the 2022/23 draft budget presented in December.

The Chairman commented on the proposal to close the funding gap with a transfer of £10,181 from the General Reserve. This was possible short term, but he warned using reserves to support the revenue account was not sustainable longer term.

It was noted that the surplus from events is earmarked and transferred to the Events Reserve. The budget prediction includes the cost of the Christmas Tree (£3,000) and it was agreed that this should be met from the Events Reserve rather than the General Reserve (it was noted that this would have no effect on the precept requirement but would reduce the projected reduction in the General Reserve balance). Income and expenditure from events had been built into the detail of the budget. There was also discussion on whether anticipation of additional income from other sources should also be included in the budget, but this was decided against.

The Finance Manager highlighted that removing the budgeted expenditure for reactive type work would increase the strain on reserves and questioned whether Members were comfortable with the change in approach. They were content to proceed as suggested as the reserves were at a level to cope with unforeseen expenditure, however this should be looked at across the year and sufficiency of reserve levels monitored closely.

**RECOMMENDED TO THE COUNCIL:**

- 1) That the Council's draft budget for 2022/23 be approved and the precept requirement for 2022/23 be set at £553,949;
- 2) That the current policy with regard to earmarked reserves meets current risks and budgetary requirements and be approved;

<b>ACTION C Wilkins / R Fitzgerald</b>
--

**F/5998**

**HEALTH AND SAFETY MANAGEMENT POLICY**

The Town Clerk presented his report and indicated this was a technical document which updates an established Policy. He highlighted pages referring to the policy statement (pg9), the description of the organisation (pg11) and the obligation assumed by councillors (pg13).

He confirmed there was a separate manual along with specific risk assessments, including those for the Clubhouse and the Gateway building which include pandemic risks. Such risks are covered as part of Health and Safety arrangements rather than in the general policy statement.

**RESOLVED:** That the Health and Safety Management Policy (*Annex C*) be approved.

<b>ACTION C Wilkins</b>
-------------------------

**F/5999**

**SCHEDULE OF MEETINGS**

Members were asked to approve the schedule of meetings for the period May 2022 to May 2023.

It was noted that the Planning, Town and Environment Committee meet in August, but no other Committee follows suit. A proposal was made for all Committees to meet in August,

--

but this was not supported. Traditionally there has always been a break in Summer and this is synchronised across all layers of local government.

**RESOLVED:** That the schedule of meetings (*Annex D*) be approved.

<b>ACTION C Wilkins</b>
-------------------------

**F/6000**

**PROJECTS (current and proposed)**

The Town Clerk commented on the revised format of the report, which now includes a section for completed projects. He invited suggestions for further improvements.

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

<b>ACTION C Wilkins</b>
-------------------------

*There being no further business, the Chairman closed the meeting at 8:11pm.*

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

RECEIVED  
26<sup>th</sup> January 2022

APPROVED  
16<sup>th</sup> February 2022

TOWN MAYOR

COMMITTEE CHAIRMAN

--

**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**19th January 2022**

# Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/11/21 and 30/11/21

# A

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
SO	01/11/21	2095		£80.00	£0.00	£80.00	P&F	TLC Online	November 2021 2000/1/14
DD	01/11/21	2096		£193.00	£0.00	£193.00	P&F	New Forest District Council	Rates Carvers Clubhouse November 2021 2802/1/6
DD	01/11/21	2097		£409.00	£0.00	£409.00	RLOS	New Forest District Council	Rates Cemetery November 2021 3200/1/5
		2098/1		£2,990.17	£0.00	£2,990.17	P&F	Public Works Loan Board	Principle 2500/1/2
		2098/2		£2,384.79	£0.00	£2,384.79	P&F	Public Works Loan Board	Interest 2500/1/1
DD	01/11/21	2098		£5,374.96	£0.00	£5,374.96		Public Works Loan Board	Repayment November 2021 2500/1/2
DD	01/11/21	2099		£75.13	£3.58	£71.55	P&F	British Gas	Greenways 08/09/21 - 07/10/21 2100/1
		2067/1		£150.00	£0.00	£150.00	P&F	Ruth O'Neil	Deposit 2400/9
		2067/2		£150.00	£0.00	£150.00	P&F	Ruth O'Neil	final balance 2400/9
652	02/11/21	2067	RTC804265	£300.00	£0.00	£300.00		Ruth O'Neil	Entertainment at Christmas event 28 nov, Scarlet Swing 2400/9
653	02/11/21	2068		£620.00	£103.33	£516.67	P&F	Drainline Services Limited	Hire of 6 bay trailer (toilets) for fireworks event. Deposit of £100 paid order number 804045 2400/11
654	08/11/21	2072		£250.00	£0.00	£250.00	P&F	Rotary Club of Ringwood	Grant awarded at P&F 20/10/21 F/5961 for expenses in connection with Christmas Eve activities 2210/1
		2102/1		£335.00	£0.00	£335.00	RLOS	Mr & Mrs B L Hale	Refund of overpaid memorial approval fee 3200/1/7
Chq7938	08/11/21	2102	RTC804275	£335.00	£0.00	£335.00		Mr & Mrs B L Hale	Refund of overpayment 3200/1/7
655	09/11/21	2074		£574.00	£0.00	£574.00	P&F	South Coast Hire Group	Providing audio visual equipment and expertise for fireworks event 2400/11
		2075/1		£300.00	£50.00	£250.00	RLOS	The Play Inspection Company	Annual Inspections of Ash Grove, Carvers and Toad Corner Play Areas and Carvers Skate Park 3000/1/9
657	09/11/21	2075	RTC804103	£300.00	£50.00	£250.00		The Play Inspection Company	Annual Playground Inspections - August 2021 3000/1/9
		2076/1		£37.50	£0.00	£37.50	RLOS	MacPennys	Memerial tree for Doug Britten 3200/2/9
658	09/11/21	2076	RTC804241	£37.50	£0.00	£37.50		MacPennys	Memorial Tree for Doug Britten Cemetery. 3200/2/9
		2077/1		£1,140.00	£190.00	£950.00	RLOS	R M Smith Fencing Limited	To supply and fix new fencing Southampton Road Allotments. 3300/2/1
659	09/11/21	2077	RTC804256	£1,140.00	£190.00	£950.00		R M Smith Fencing Limited	This was a member decision to be funded from reserves as of meeting 02/06/21. 3300/2/1
660	09/11/21	2078		£180.00	£0.00	£180.00	P&F	D&P Entertainments	to provide a childrens disco at ringwood grand fireworks 2400/11

# Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/11/21 and 30/11/21

# A

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			2079/1	£23.50	£0.00	£23.50	P&F	Royal British Legion	Type C wreath for Mayor	2200/1/5
661	09/11/21	2079	RTC804200	£23.50	£0.00	£23.50		Royal British Legion	Wreath for Remembrance Sunday	2200/1/5
			2080/1	£76.80	£12.80	£64.00	RLOS	Peter Noble Ltd	To reweld shroud for new padlock at UK allotments	3300/2/1
662	09/11/21	2080	RTC804274	£76.80	£12.80	£64.00		Peter Noble Ltd	To replace and weld padlock shroud at UK allotments.	3300/2/1
			2081/1	£139.03	£23.17	£115.86	RLOS	Peter Noble Ltd	Strimmer Repairs	3000/3/2
663	09/11/21	2081	RTC804287	£139.03	£23.17	£115.86		Peter Noble Ltd		3000/3/2
			2082/1	£42.00	£7.00	£35.00	RLOS	Letters & Logos Ltd	Health & Safety New Road Sign.	3000/1/4
664	09/11/21	2082	RTC804231	£42.00	£7.00	£35.00		Letters & Logos Ltd		3000/1/4
			2083/1	£5,604.00	£934.00	£4,670.00	P&F	Ellis Whittam	HR & H&S support for 1 year from 1st November	2000/1/4
			2083/2	£388.50	£0.00	£388.50	P&F	Ellis Whittam	Insurance premium	2000/1/3
			2083/3	£102.00	£17.00	£85.00	P&F	Ellis Whittam	Admin charge	2000/1/3
665	09/11/21	2083	RTC804281	£6,094.50	£951.00	£5,143.50		Ellis Whittam	Specialist advice and support contract	2000/1/4
			2084/1	£4.99	£0.83	£4.16	RLOS	screwfix	Gray Silicone for the clubhouse floor.	3000/2/1
666	09/11/21	2084	RTC804288	£4.99	£0.83	£4.16		screwfix		3000/2/1
667	09/11/21	2085		£130.80	£21.80	£109.00	P&F	Pulford Publicity Limited	1/8 page publicity for christmas	2400/9
668	09/11/21	2086		£226.73	£37.79	£188.94	P&F	Status Computers	October 2021	2000/1/15
			2087/1	£35.21	£5.87	£29.34	P&F	1st Stop Cleaning	One-off clean on Friday 29 October 2021	2000/3/2
669	09/11/21	2087	RTC804277	£35.21	£5.87	£29.34		1st Stop Cleaning	Cleaning at Ringwood Gateway	2000/3/2
			2088/1	£6.46	£1.08	£5.38	P&F	Hampshire County Council	747703 A5 week to view diaries	2000/1/8
			2088/2	£3.08	£0.51	£2.57	P&F	Hampshire County Council	747909 A4 page a day diary	2000/1/8
			2088/3	£2.62	£0.44	£2.18	P&F	Hampshire County Council	731703 Wall planner	2000/1/8
			2088/4	£9.40	£1.57	£7.83	P&F	Hampshire County Council	565244 Henry Hoover Bags	2000/1/8
			2088/5	£1.96	£0.33	£1.63	P&F	Hampshire County Council	737515 Key fobs	2000/1/8
672	09/11/21	2088	RTC804272	£23.52	£3.93	£19.59		Hampshire County Council	Stationery for office and ground staff	2000/1/8
DD	10/11/21	2103		£44.07	£7.34	£36.73	RLOS	UK Fuels Ltd	October 2021	3000/1/10
BGC	12/11/21	2110		£156.60	£26.10	£130.50	P&F	Austin & Wyatt	Fees November 2021	2400/19

# Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/11/21 and 30/11/21

A

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
BGC	12/11/21	2111		£99.00	£16.50	£82.50	P&F	Austin & Wyatt	Gas safety check Southern Gas Services 26300	2100/3
673	14/11/21	2089		£1,000.00	£0.00	£1,000.00	P&F	Swing Unlimited Big Band	£1000 fee to play up to 2 hours at Fireworks event 2021	2400/11
		2090/1		£877.50	£146.25	£731.25	P&F	Insight Security & Facilities Ltd	8 SIA for 6 hours at Fireworks	2400/11
674	14/11/21	2090	RTC804192	£877.50	£146.25	£731.25		Insight Security & Facilities Ltd	8 security personnel at Fireworks	2400/11
675	15/11/21	2091		£2,580.00	£0.00	£2,580.00	P&F	Robert Heron	To supply and install and remove the Town Christmas Tree	2400/3
DD	15/11/21	2104		£85.60	£4.08	£81.52	RLOS	SSE Southern Electric	Market Place Qtr3 2021/22	3000/1/1
FPO	15/11/21	2105		£7,631.64	£0.00	£7,631.64	P&F	Hampshire County Council	Pension - October 2021	2600/1/3
676	16/11/21	2100		£444.00	£74.00	£370.00	P&F	Abbas Cabins	4 cabins plus urinal for event 28 Nov	2400/9
		2101/1		£83.34	£13.89	£69.45	RLOS	Pitchcare	Chemical free Moss off for hard surface in playparks.	3000/2/16
		2101/2		£46.20	£7.70	£38.50	RLOS	Pitchcare	Bout foam marker for new sprayer,	3000/2/9
		2101/3		£8.34	£1.39	£6.95	RLOS	Pitchcare	Delivery	3000/2/9
677	16/11/21	2101	RTC804267	£137.88	£22.98	£114.90		Pitchcare		3000/2/16
		2106/1		£84.84	£14.14	£70.70	P&F	First Choice Group	Extra shelf for oven	2802/2/1
		2106/2		£21.00	£3.50	£17.50	P&F	First Choice Group	Delivery charge	2802/2/1
Lloyds CC Nov 2021	17/11/21	2106	RTC804261	£105.84	£17.64	£88.20		First Choice Group	extra large oven shelf for clubhouse - being paid for by credit card	2802/2/1
Lloyds CC Nov 2021	17/11/21	2107		£45.54	£0.00	£45.54	PT&E	Google	Workspace September 2021	4000/1/6
Lloyds CC Nov 2021	17/11/21	2108		£45.54	£0.00	£45.54	PT&E	Google	Workspace - October 2021	4000/1/6
Lloyds CC Nov 2021	17/11/21	2109		£64.00	£0.00	£64.00	P&F	Lloyds Bank	Annual fees x 2	2000/1/18
Lloyds CC Nov 2021	17/11/21	2116		£12.00	£0.00	£12.00	P&F	Essential Information Group	Legal document pack	2400/17
DD	19/11/21	2115		£312.32	£52.05	£260.27	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	November 2021	2000/1/11
DD	19/11/21	2117		£90.49	£0.00	£90.49	P&F	Worldpay	October 2021	2802/3/1
		2118/1		£60.00	£10.00	£50.00	P&F	Letters & Logos Ltd	ticket printing	2400/11



# Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/11/21 and 30/11/21

# A

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Ctee	Details	Heading
			2118/2	£46.08	£7.68	£38.40	P&F	Letters & Logos Ltd flyers	2400/11
			2118/3	£420.00	£70.00	£350.00	P&F	Letters & Logos Ltd A0 correx boards	2400/11
			2118/4	£18.00	£3.00	£15.00	P&F	Letters & Logos Ltd design for poster to print	2400/11
			2118/5	£18.12	£3.02	£15.10	P&F	Letters & Logos Ltd A2 posters	2400/11
			2118/6	£24.90	£4.15	£20.75	P&F	Letters & Logos Ltd A3 poster	2400/11
			2118/7	£12.00	£2.00	£10.00	P&F	Letters & Logos Ltd A0 correx boards	2400/11
678	19/11/21	2118	RTC804224	£599.10	£99.85	£499.25		Letters & Logos Ltd tickets, posters and boards for fireworks event	2400/11
679	19/11/21	2119		£499.20	£83.20	£416.00	P&F	Letters & Logos Ltd 5mm foam backed information boards for events (reusable)	2400/11
680	19/11/21	2120		£950.00	£0.00	£950.00	P&F	Alpha EMS Ltd Provision of First Aid cover at Ringwood Winter Wonderland	2400/9
PAY	19/11/21	2138		£7.00	£0.00	£7.00	Counc	Lloyds Bank November 2021	10111
		2121/1		£960.00	£160.00	£800.00	P&F	Status Computers 1,000 IT support points	2000/1/12
681	21/11/21	2121	RTC804279	£960.00	£160.00	£800.00		Status Computers IT support	2000/1/12
		2122/1		£414.00	£69.00	£345.00	P&F	Partnership Media Group Remote team leadership training	2310/2
682	21/11/21	2122	RTC804282	£414.00	£69.00	£345.00		Partnership Media Group Training event booking fee	2310/2
683	21/11/21	2123		£65.51	£0.00	£65.51	P&F	Taste Vending Ltd Coffee and syrup	2802/3/1
		2124/1		£1,731.55	£0.00	£1,731.55	P&F	New Forest District Council RTC's share of election expenses in May 2021	2200/1/2
684	21/11/21	2124	RTC804289	£1,731.55	£0.00	£1,731.55		New Forest District Council By-election expenses	2200/1/2
		2125/1		£6.29	£1.05	£5.24	RLOS	screwfix Screwdriver bits for cordless drill.	3000/3/1
685	21/11/21	2125	RTC804303	£6.29	£1.05	£5.24		screwfix Screwdriver bits for cordless drill.	3000/3/1
		2126/1		£10.49	£1.75	£8.74	RLOS	screwfix Filler for Carvers Clubhouse.	3000/2/1
686	21/11/21	2126	RTC804310	£10.49	£1.75	£8.74		screwfix Filler for Carvers Clubhouse.	3000/2/1
		2127/1		£52.81	£8.80	£44.01	P&F	1st Stop Cleaning To clean the building on 16/11/2021	2000/3/2
687	21/11/21	2127	RTC804309	£52.81	£8.80	£44.01		1st Stop Cleaning One-off clean - Ringwood Gateway (Team of 3)	2000/3/2
688	21/11/21	2128		£25.00	£0.00	£25.00	P&F	Ringwood & District Community Association Subscription 2021	2000/1/16
689	21/11/21	2129		£90.00	£15.00	£75.00	RLOS	Insight Security & Facilities Ltd October 2021	3000/2/1

# Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/11/21 and 30/11/21

# A

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
DD	22/11/21	2131		£6,340.95	£0.00	£6,340.95	P&F	Inland Revenue	October 2021 2600/1/2
690	23/11/21	2132		£40.00	£0.00	£40.00	P&F	TLC Online	December 2021 2000/1/14
		2133/1		£36.00	£6.00	£30.00	P&F	Future Media	Replacement adaptor / power lead for roaming mic in Forest Suite 2000/1/5
691	23/11/21	2133	RTC804295	£36.00	£6.00	£30.00		Future Media	Replacement adaptor / power cable for roaming microphone for Forest Suite 2000/1/5
		2134/1		£161.50	£26.92	£134.58	P&F	Status Computers	Power adapter - AC 100-240 V - 45 Watt 2000/1/15
		2134/2		£129.60	£21.60	£108.00	P&F	Status Computers	Dynabook Dynadock U3.0 Universal USB 3.0 Docking Station 2000/1/15
		2134/3		£28.80	£4.80	£24.00	P&F	Status Computers	Dynabook KL50M - Keyboard and mouse set - wireless - 2.4 GHz 2000/1/15
692	23/11/21	2134	RTC804298	£319.90	£53.32	£266.58		Status Computers	Additional ICT equipment to facilitate flexible working 2000/1/15
		2135/1		£18.53	£3.09	£15.44	P&F	Hampshire County Council	816100 Single fold hand towels 2000/3/4
693	23/11/21	2135	RTC804305	£18.53	£3.09	£15.44		Hampshire County Council	Handtowels for Ringwood Gateway 2000/3/4
		2137/1		£550.00	£0.00	£550.00	P&F	Avon Valley Concerts	Grant award 2210/1
695	23/11/21	2137	RTC804322	£550.00	£0.00	£550.00		Avon Valley Concerts	Grant award by committee 2210/1
694	24/11/21	2136		£55.08	£9.18	£45.90	P&F	Pitney Bowes	Quarterly rent & maintenance charge 2000/1/10
DD	25/11/21	2139		£24,893.23	£0.00	£24,893.23	P&F	Salaries	November 2021 2600/1/1
PAY	26/11/21	2140		£32.65	£0.00	£32.65	P&F	Lloyds Bank	Bank Charges November 2021 2000/1/18
6967	29/11/21	2142		£100.00	£0.00	£100.00	P&F	Charlotte Jones	Fee related to Rock Choir performance at Christmas event 2400/9
697	29/11/21	2143		£427.00	£0.00	£427.00	P&F	South Coast Hire Group	AV equipment and expertise at Christmas Lights 21 2400/9
		2144/1		£120.00	£20.00	£100.00	P&F	Letters & Logos Ltd	new boards and stickers road closure 2400/9
698	29/11/21	2144	RTC804283	£120.00	£20.00	£100.00		Letters & Logos Ltd	Stickers and new boards for xmas road closure 2400/9
699	29/11/21	2145		£77.80	£12.97	£64.83	P&F	Letters & Logos Ltd	A5 flyers for event 2400/9
		2146/1		£432.00	£72.00	£360.00	P&F	Letters & Logos Ltd	correx boards A0 2400/9
700	29/11/21	2146	RTC804320	£432.00	£72.00	£360.00		Letters & Logos Ltd	Correx advertising boards for 28th nov 2400/9
		2147/1		£48.00	£8.00	£40.00	P&F	Letters & Logos Ltd	event signs for road frames 2400/9
701	29/11/21	2147	RTC804316	£48.00	£8.00	£40.00		Letters & Logos Ltd	2 signs for events - event full and car park full 2400/9

# Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/11/21 and 30/11/21

A

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
702	29/11/21	2148		£31.20	£5.20	£26.00	P&F	Letters & Logos Ltd	Grotto sign (reusable) 2400/9
703	29/11/21	2149		£47.11	£7.85	£39.26	P&F	Letters & Logos Ltd	DL flyers for winter wanderland window competition - this invoice is actually for firework tickets - not WinterWanderland. Incorrect invoice paid against order 804319. See invoice 36346 & Order 804371 to correct 2400/11
704	29/11/21	2150		£18.00	£3.00	£15.00	P&F	Letters & Logos Ltd	Posters for Carvers Clubhouse 2802/2/1
705	29/11/21	2151		£94.80	£15.80	£79.00	P&F	Letters & Logos Ltd	5mm foam sign boards No parking, cost shared with Ringwood Carnival 2400/9
706	29/11/21	2152		£115.50	£19.25	£96.25	P&F	Reed Marketing Consultancy Limited	Researching, writing and editing article for Winter Wanderland 2400/9
		2153/1		£29.40	£4.90	£24.50	RLOS	B & S Chains	BS06C/AC Chains for cradle swing 1800mm frame 3000/2/16
		2153/2		£35.16	£5.86	£29.30	RLOS	B & S Chains	BS08F/AC Chains for flat swing 2400mm frame 3000/2/16
		2153/3		£33.54	£5.59	£27.95	RLOS	B & S Chains	BS07F/AC Chains for flat swing 2100mm frame 3000/2/16
		2153/4		£18.72	£3.12	£15.60	RLOS	B & S Chains	BS16-M10 10mm swing eyebolts 3000/2/16
		2153/5		£85.20	£14.20	£71.00	RLOS	B & S Chains	BS32/R Cradle seat 3000/2/16
		2153/6		£25.87	£4.31	£21.56	RLOS	B & S Chains	Carriage 3000/2/16
707	29/11/21	2153	RTC804311	£227.89	£37.98	£189.91		B & S Chains	Playground spares 3000/2/16
		2154/1		£21.44	£3.57	£17.87	RLOS	Elliott Brothers Ltd	6 bags of grit for filling gazebo weights 3000/2/9
708	29/11/21	2154	RTC804325	£21.44	£3.57	£17.87		Elliott Brothers Ltd	6 bags of grit for filling gazebo weights. 3000/2/9
		2155/1		£215.00	£0.00	£215.00	P&F	SLCC Enterprises Ltd	Full Membership - Jo Hurd - 1 January to 31 December 2022 2000/1/16
709	29/11/21	2155	RTC804323	£215.00	£0.00	£215.00		SLCC Enterprises Ltd	Membership Renewal 2000/1/16
		2156/1		£15.98	£0.00	£15.98	P&F	Charmaine Bennett	dustpan brush and broom from Ringwood Surplus Stores 2400/9
		2156/2		£30.00	£5.00	£25.00	P&F	Charmaine Bennett	subscription to purple guide 2400/9
		2156/3		£25.00	£0.00	£25.00	P&F	Charmaine Bennett	armchair for grott from sue ryder 2400/9
		2156/4		£5.99	£1.00	£4.99	P&F	Charmaine Bennett	line marking paint from screwfix 2400/9
710	29/11/21	2156	RTC804324	£76.97	£6.00	£70.97		Charmaine Bennett	2400/9
		2157/1		£21.70	£3.62	£18.08	P&F	Itec	Gateway 2000/1/9

# Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/11/21 and 30/11/21

# A

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		2157/2		£9.28	£1.55	£7.73	P&F	Itec	Clubhouse
711	29/11/21	2157		£30.98	£5.17	£25.81		Itec	October 2021
		2158/1		£9.31	£1.55	£7.76	P&F	Itec	Clubhouse
		2158/2		£22.30	£3.72	£18.58	P&F	Itec	Gateway
712	29/11/21	2158		£31.61	£5.27	£26.34		Itec	November 2021
B/Card Nov 21	29/11/21	2168		£34.30	£5.72	£28.58	P&F	Amazon	Football
B/Card Nov 21	29/11/21	2178		£126.84	£0.13	£126.71	P&F	Iceland	November
		2112/1		£49.23	£2.34	£46.89	RLOS	Utility Warehouse	Electricity
		2112/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club
DD	30/11/21	2112		£51.63	£2.74	£48.89		Utility Warehouse	Sports Pavilion October 2021
		2113/1		£83.45	£3.97	£79.48	RLOS	Utility Warehouse	Energy
		2113/2		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	Mobile
		2113/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Broadband
		2113/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club
DD	30/11/21	2113		£147.05	£14.57	£132.48		Utility Warehouse	Cemetery October 2021
		2114/1		£209.55	£9.98	£199.57	P&F	Utility Warehouse	Energy
		2114/2		£17.00	£2.83	£14.17	RLOS	Utility Warehouse	Mobile
		2114/3		£32.35	£5.39	£26.96	P&F	Utility Warehouse	Broadband
		2114/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	Club
DD	30/11/21	2114		£261.30	£18.60	£242.70		Utility Warehouse	Carvers Clubhouse October 2021
714	30/11/21	2159		£90.31	£15.05	£75.26	P&F	Tim Ward	Reimbursement of materials for signage for fireworks and future events. Receipt on file.
		2160/1		£13.15	£2.19	£10.96	RLOS	Hampshire County Council	Ref 570148 - Power Bleach 2 x 5 litres
		2160/2		£26.28	£4.38	£21.90	RLOS	Hampshire County Council	Ref 582203 Apple Fresh Disinfectant 2 x 5 litres
715	30/11/21	2160	RTC804312	£39.43	£6.57	£32.86		Hampshire County Council	Cleaning products for Cemetery
716	30/11/21	2161		£226.73	£37.79	£188.94	P&F	Status Computers	November 2021
NFDC Nov 2021	30/11/21	2166		£31.38	£0.00	£31.38	P&F	New Forest District Council	NFDC Café sales 25/10/21
		2167/1		£29.86	£0.71	£29.15	P&F	New Forest District Council	Expend

# Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/11/21 and 30/11/21

# A

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Ctee	Details	Heading	
		2167/2		£5.37	£0.00	£5.37	P&F	New Forest District Council	Fireworks Expend	2400/11
NFDC Nov 2021	30/11/21	2167		£35.23	£0.71	£34.52		New Forest District Council	NFDC expend 1/11/21	2802/3/1
B/Card Nov 21	30/11/21	2169		£19.90	£3.32	£16.58	P&F	Amazon	Cable ties & Batteries	2400/11
B/Card Nov 21	30/11/21	2170		£5.15	£0.00	£5.15	P&F	Sainsburys	Barclaycard Nov 21	2802/2/1
B/Card Nov 21	30/11/21	2171		£10.99	£1.83	£9.16	P&F	Canva	Nov 21	2802/2/1
B/Card Nov 21	30/11/21	2172		£34.98	£5.83	£29.15	P&F	Amazon	Health & Safety equip	2400/11
B/Card Nov 21	30/11/21	2173		£58.98	£9.83	£49.15	P&F	Amazon	Sweets cups bags	2802/3/1
B/Card Nov 21	30/11/21	2174		£70.71	£11.79	£58.92	P&F	Amazon	Gazebo drums	2400/11
		2175/1		£7,298.09	£0.00	£7,298.09	P&F	Public Works Loan Board	Principle	2500/1/2
		2175/2		£3,099.90	£0.00	£3,099.90	P&F	Public Works Loan Board	Interest	2500/1/1
DD	30/11/21	2175		£10,397.99	£0.00	£10,397.99		Public Works Loan Board	November 2021	2500/1/2
B/Card Nov 21	30/11/21	2176		£263.93	£19.45	£244.48	P&F	Booker	food for resale 72333129	2802/3/1
B/Card Nov 21	30/11/21	2177		£217.45	£34.66	£182.79	P&F	Booker	food for resale	2802/3/1
B/Card Nov 21	30/11/21	2179		£226.65	£20.18	£206.47	P&F	Booker	Food for resale	2802/3/1
B/Card Nov 21	30/11/21	2180		-£9.99	£0.00	-£9.99	P&F	Iceland	Credit	2802/3/1
B/Card Nov 21	30/11/21	2181		£222.31	£23.15	£199.16	P&F	Booker	food for resale	2802/3/1
B/Card Nov 21	30/11/21	2182		-£8.49	£0.00	-£8.49	P&F	Booker	Credit	2802/3/1
NFDC Nov 2021	30/11/21	2183		£7.83	£0.00	£7.83	P&F	New Forest District Council	NFDC 18/10/21 Expend	2802/3/1
NFDC Nov 2021	30/11/21	2184		£12.10	£2.02	£10.08	P&F	New Forest District Council	NFDC 08/11/21 Expend	2802/3/1
NFDC No 2021	30/11/21	2185		£9.74	£0.00	£9.74	P&F	New Forest District Council	NFDC Café expend 15/11/21	2802/3/1
Petty cash Nov 2021	30/11/21	2186		£43.91	£0.00	£43.91	Counc	Ringwood Town Council	Petty Cash November 2021	10000
<b>Total</b>				<b>£82,838.62</b>	<b>£2,744.28</b>	<b>£80,094.34</b>				

# Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/12/21 and 31/12/21

# A

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
SO	01/12/21	2187		£80.00	£0.00	£80.00	P&F	TLC Online	December - to be credited 2000/1/14
DD	01/12/21	2188		£193.00	£0.00	£193.00	P&F	New Forest District Council	Rates Carvers Clubhouse December 2021 2802/1/6
DD	01/12/21	2189		£409.00	£0.00	£409.00	RLOS	New Forest District Council	Rates Cemetery December 2021 3200/1/5
		2162/1		£29.07	£0.00	£29.07	P&F	T H Roberts	Printing 2400/10
		2162/2		£20.00	£0.00	£20.00	P&F	T H Roberts	Sound system 2400/10
717	02/12/21	2162	RTC804306	£49.07	£0.00	£49.07		T H Roberts	Reimbursement of expenses incurred for services provided (copying of service sheets and sound system) to Rev Roberts for remembrance service 2021 2400/10
DD	02/12/21	2190		£134.70	£6.41	£128.29	P&F	British Gas	Greenways 08/10/21 - 06/11/21 2100/1
718	03/12/21	2163		£258.55	£0.00	£258.55	RLOS	Water2Business	MP 14/04/21 - 12/10/21 3000/1/8
719	03/12/21	2164		£205.03	£0.00	£205.03	RLOS	Water2Business	MP 14/4 - 12/10/21 3000/1/8
720	03/12/21	2165		£183.76	£0.00	£183.76	P&F	Water2Business	Clubhouse 14/4 0 12/10/21 2802/1/4
DD	08/12/21	2191		£51.34	£8.56	£42.78	RLOS	UK Fuels Ltd	November 2021 3000/1/10
FPI	09/12/21	2192		-£80.00	£0.00	-£80.00	P&F	TLC Online	Reimbursement for £80 incorrectly paid December 2021 2000/1/14
FPO	13/12/21	2193		£7,826.35	£0.00	£7,826.35	P&F	Hampshire County Council	Pension November 2021 2600/1/3
721	13/12/21	2194		£100.00	£0.00	£100.00	P&F	Tommy Ryan Vocalist	Performance at Ringwood Winter Wanderland 2400/9
BGC	14/12/21	2195		£156.60	£26.10	£130.50	P&F	Austin & Wyatt	Fees December 2021 2400/19
		2199/1		£288.00	£48.00	£240.00	RLOS	Ringwood & Fordingbridge Skip Hire	skip for Cemetery 3200/2/8
722	20/12/21	2199	RTC804262	£288.00	£48.00	£240.00		Ringwood & Fordingbridge Skip Hire	 3200/2/8
723	20/12/21	2200		£120.00	£0.00	£120.00	P&F	Windowsmith Window Cleaner	fascias, gutters, windows and sills in November at Clubhouse 2802/1/1
		2201/1		£22.50	£0.00	£22.50	PT&E	Greyfriars	6.00pm, Tuesday 2nd November - Hilary Christie Room 4000/1/6
724	20/12/21	2201	RTC804280	£22.50	£0.00	£22.50		Greyfriars	Room Booking for Ringwood Neighbourhood Plan Town Centre Stakeholder Meeting 4000/1/6
		2202/1		£44.97	£7.50	£37.47	RLOS	screwfix	Grass Rakes 3000/3/1
725	20/12/21	2202	RTC804328	£44.97	£7.50	£37.47		screwfix	 3000/3/1

# Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/12/21 and 31/12/21

A

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
726	20/12/21	2203		£980.10	£163.35	£816.75	P&F	Insight Security & Facilities Ltd	To provide security at Christmas event (76 hours in total)	2400/9
727	20/12/21	2204		£700.00	£0.00	£700.00	P&F	D T Events & Entertainment	To provide 10 stewards for the duration of the event	2400/9
728	20/12/21	2205		£465.00	£0.00	£465.00	P&F	Steamship Circus Ltd	Performance at Ringwood Winter Wanderland	2400/9
		2206/1		£70.42	£11.74	£58.68	P&F	1st Stop Cleaning	Cleaning on Tuesday 30 November and Thursday 2 December 2021	2000/3/2
729	20/12/21	2206	RTC804333	£70.42	£11.74	£58.68		1st Stop Cleaning	Cleaning at Ringwood Gateway	2000/3/2
		2207/1		£1,342.18	£223.70	£1,118.48	RLOS	Peter Noble Ltd	Annual Servicing of J/Deere Tractor	3000/3/2
730	20/12/21	2207	RTC804335	£1,342.18	£223.70	£1,118.48		Peter Noble Ltd	Annual servicing of J/Deere tractor.	3000/3/2
		2208/1		£750.00	£125.00	£625.00	RLOS	Vita Play Limited	To dig out and re-set see-saw	3000/2/16
731	20/12/21	2208	RTC804341	£750.00	£125.00	£625.00		Vita Play Limited	Re-installation of see-saw in Carvers Play Area	3000/2/16
		2209/1		£990.00	£165.00	£825.00	PT&E	ONeillHomer	1.5 days @ £550 per day follow up actions and advice	4000/1/6
732	20/12/21	2209	RTC804343	£990.00	£165.00	£825.00		ONeillHomer	Neighbourhood Plan - Consultants Fees	4000/1/6
		2210/1		£25.00	£0.00	£25.00	P&F	Ringwood & District Community Association	Affiliation Fee September 2021 to August 2022	2000/1/16
733	20/12/21	2210	RTC804354	£25.00	£0.00	£25.00		Ringwood & District Community Association	Affiliation Fee 2021/22	2000/1/16
		2211/1		£2.62	£0.44	£2.18	RLOS	Hunt Forest Group	Throttle lever for pole saw.	3000/3/2
734	20/12/21	2211	RTC804342	£2.62	£0.44	£2.18		Hunt Forest Group	Throttle lever for pole saw.	3000/3/2
		2212/1		£191.99	£32.00	£159.99	P&F	Alecta Technical Solutions	polar door gasket fitted to polar fridge inc parts delivery and fitting	2802/1/1
		2212/2		£181.02	£30.17	£150.85	P&F	Alecta Technical Solutions	water boiler filter and descale	2802/1/1
		2212/3		£98.51	£16.42	£82.09	P&F	Alecta Technical Solutions	peristaltic tube fitted to dishwasher	2802/1/1
		2212/4		£192.70	£32.12	£160.58	P&F	Alecta Technical Solutions	thermostat for oven	2802/1/1
735	20/12/21	2212	RTC804358	£664.22	£110.71	£553.51		Alecta Technical Solutions		2802/1/1
PAY	20/12/21	2223		£7.00	£0.00	£7.00	Counc	Lloyds Bank	Bank charges	10111
		2224/1		£675.00	£112.50	£562.50	P&F	Nomad Originals Ltd	Picket fencing for use around Christmas tree & future events	2400/9
		2224/2		£45.00	£0.00	£45.00	P&F	Nomad Originals Ltd	delivery	2400/9

# Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/12/21 and 31/12/21

A

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
Lloyds CC Nov 2021	20/12/21	2224	RTC804315	£720.00	£112.50	£607.50		Nomad Originals Ltd	Supply of 9 picket fence panels to go around the Christmas Tree	2400/9
Lloyds CC Nov 2021	20/12/21	2225		£45.54	£0.00	£45.54	PT&E	Google	Workspace - November 2021	4000/1/6
		2213/1		£720.00	£120.00	£600.00	P&F	The Urban Greening Co	Sedum roof maintenance - Ringwood Gateway - Nov21	2000/3/4
736	21/12/21	2213	RTC804294	£720.00	£120.00	£600.00		The Urban Greening Co	Sedum Roof Gateway Maintenance - November 2021 (bi-annual)	2000/3/4
DD	21/12/21	2226		£63.98	£0.00	£63.98	P&F	Worldpay	November 2021	2802/3/1
DD	21/12/21	2227		£315.30	£52.55	£262.75	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	December 2021	2000/1/11
		2214/1		£300.00	£0.00	£300.00	P&F	Ringwood Bowling Club	Grant Awarded at P&F on 8th December	2210/1
737	22/12/21	2214	RTC804353	£300.00	£0.00	£300.00		Ringwood Bowling Club	Grant award	2210/1
738	22/12/21	2215		£30.00	£0.00	£30.00	P&F	Courtyard 28	Rembursement of volunteer refresments Ringwood Winter Wanderland	2400/9
		2216/1		£843.08	£140.51	£702.57	RLOS	New Forest District Council	Support for football project procurement	3350/10
739	22/12/21	2216	RTC804361	£843.08	£140.51	£702.57		New Forest District Council	Public procurement support services	3350/10
741	22/12/21	2217		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	November 2021	3000/2/1
		2218/1		£10,707.24	£1,784.54	£8,922.70	RLOS	Tiger Turf (UK) Ltd	PSCA work on ATP contract	3350/10
740	22/12/21	2218	RTC804362	£10,707.24	£1,784.54	£8,922.70		Tiger Turf (UK) Ltd	Pre-contract work on artificial turf pitch	3350/10
742	22/12/21	2219		£537.58	£89.60	£447.98	RLOS	New Forest District Council	Dog waste collection 6 months	3000/6/1
743	22/12/21	2220		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	Monthly rent	2802/3/1
744	22/12/21	2221		£572.16	£0.00	£572.16	RLOS	Source 4 Business	Allotments Upper Kingston 20/4/21 - 19/10/21	3300/1/1
745	22/12/21	2222		£181.69	£0.00	£181.69	RLOS	Source 4 Business	Cemetery 7/4/21 - 28/9/21	3200/1/2
DD	22/12/21	2228		£6,964.13	£0.00	£6,964.13	P&F	Inland Revenue	November 2021	2600/1/2
DD	24/12/21	2229		£27,787.24	£0.00	£27,787.24	P&F	Salaries	December 2021	2600/1/1
PAY	29/12/21	2230		£22.65	£0.00	£22.65	P&F	Lloyds Bank	December 2021	2000/1/18
B/Card Dec 21	29/12/21	2237		£164.26	£22.64	£141.62	P&F	Booker	Food for resale	2802/3/1
B/Card Dec 21	29/12/21	2238		£109.76	£14.46	£95.30	P&F	Booker	Food for resale paid on credit card	2802/3/1
		2240/1		£64.50	£0.00	£64.50	P&F	Amazon	Megaphone	2400/9



# Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/12/21 and 31/12/21

# A

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Ctee	Details	Heading
		2240/2		£15.99	£2.67	£13.32	P&F	Amazon	Food Bags 2802/2/1
B/Card Dec21	29/12/21	2240		£80.49	£2.67	£77.82		Amazon	Barclaycard Dec 21 2400/9
B/Card Dec 21	29/12/21	2241		£12.79	£2.13	£10.66	P&F	Amazon	Barclaycard Dec 21 Batteries 2400/9
B/Card Dec 21	29/12/21	2242		£2.49	£0.00	£2.49	P&F	Amazon	Barclaycard Dec 21 Santa Stickers 2400/9
B/Card Dec 21	29/12/21	2243		£10.99	£1.83	£9.16	P&F	Canva	Barclaycard Dec 21 2802/2/1
B/Card Dec 21	29/12/21	2244		£22.17	£0.00	£22.17	P&F	Toys of Ringwood	Barclaycard Dec 21 Grotto gifts 2400/9
B/Card Dec 21	29/12/21	2245		£15.00	£2.50	£12.50	P&F	Sainsburys	Barclaycard Dec 21 Chocolates 2400/9
B/Card Dec 21	29/12/21	2246		£25.00	£0.00	£25.00	P&F	Love To B	Barclaycard Dec 21 gift card 2400/9
B/Card Dec 21	29/12/21	2247		£25.00	£0.00	£25.00	P&F	Toys of Ringwood	Barclaycard Dec 21 Gift voucher 2400/9
B/Card Dec 21	29/12/21	2248		£7.50	£0.58	£6.92	P&F	Waitrose	Barclaycard Dec 21 Chocs & Cookies 2400/9
B/Card Dec 21	29/12/21	2249		£10.00	£0.00	£10.00	P&F	Facebook Ads	Barclaycard Dec 21 Adverts 2400/9
B/Card Dec 21	29/12/21	2250		£12.00	£0.00	£12.00	P&F	Facebook Ads	Barclaycard Dec 21 Adverts 2400/9
DD	31/12/21	1854		£0.00	£0.00	£0.00	P&F	Utility Warehouse	UW Carvers Clubhouse July 2021. Duplicate of txn 1855, retaining txn 1854 for transparency. 2802/1/3
		2196/1		£80.06	£3.81	£76.25	RLOS	Utility Warehouse	Energy 3000/1/1
		2196/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3000/1/1
DD	31/12/21	2196		£82.46	£4.21	£78.25		Utility Warehouse	UW Sports Pavilion November 2021 3000/1/1
		2197/1		£151.01	£7.19	£143.82	RLOS	Utility Warehouse	Energy 3200/1/1
		2197/2		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	Mobile 3000/1/6
		2197/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone 3200/1/6
		2197/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3200/1/1
DD	31/12/21	2197		£214.61	£17.79	£196.82		Utility Warehouse	UW Cemetery November 2021 3200/1/1
		2198/1		£326.46	£15.55	£310.91	P&F	Utility Warehouse	Energy 2802/1/3
		2198/2		£17.00	£2.83	£14.17	RLOS	Utility Warehouse	Mobile 3000/1/6
		2198/3		£33.52	£5.59	£27.93	P&F	Utility Warehouse	Phone 2802/2/5
		2198/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	Club 2802/1/3
DD	31/12/21	2198		£379.38	£24.37	£355.01		Utility Warehouse	UW Carvers Clubhouse November 2021 2802/1/3
Petty Cash Dec 2021	31/12/21	2231		£67.07	£0.00	£67.07	Counc	Ringwood Town Council	Petty Cash December 2021 10000

# Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/12/21 and 31/12/21

# A

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
<b>Total</b>				£67,207.77	£3,308.86	£63,898.91			

**POLICY AND FINANCE COMMITTEE 19th January 2022****BANK BALANCES & PROPOSED TRANSFERS**

<b>Account Name</b>	<b>Predicted</b>		<b>Actual at</b>	<b>Predicted</b>	<b>Proposed Transfers</b>		<b>Predicted</b>
	<b>31-Dec-21</b>		<b>31-Dec-21</b>	<b>Movement</b>	<b>Cash Out</b>	<b>Cash In</b>	<b>31-Jan-22</b>
	<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Imprest (Current) Account	53,687		97,953	-50,000			47,953
Business Account	61,551		11,551			50,000	61,551
Investment Accounts	650,000		650,000		-50,000		600,000
Greenways Rent Deposit	10,621		10,614				10,614
Petty Cash - Imprest	34		133				133
Petty Cash - Carvers Clubhouse	50		50				50
VIC Change Float	50		50				50
Information Desk Float	75		75				75
<b>TOTAL BANK BALANCES</b>	<b>776,068</b>		<b>770,426</b>	<b>-50,000</b>	<b>-50,000</b>	<b>50,000</b>	<b>720,426</b>

nb all balances, other than the investment accounts, are held with Lloyds Bank plc unless otherwise stated

**PROPOSED TRANSFER AUTHORISATIONS:**

DATE

19th January 2022

19th January 2022

Investment Accounts	<b>CCLA</b>	Instant access
---------------------	-------------	----------------

## Notes:

- Imprest Account**

Anticipated net expenditure to end January	£ 50,000
Net anticipated movement on imprest account	<b>50,000</b>
- Investment Maturity**

No investments due to mature
- The bank accounts were reconciled as at 31st December 2021
- With reference to the Greenways Rent Deposit Accounts, the ground Floor deposit is £7,000 and the 1st floor deposit is £2,637. These sums will be paid over to the tenant at the end of the tenancy, with interest accrued, subject to the Council having no cause to claim funds for damages.
- A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays. The balance is £50.00.
- A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

**REPORT TO POLICY & FINANCE COMMITTEE – 19th JANUARY 2022****BUDGETARY CONTROL Quarter 3 – April to December 2021****1. BACKGROUND**

- 1.1 The purpose of this report is to provide Members with the budget monitoring report for the first three quarters of the year 2021-22.
- 1.2 A summary income & expenditure comparison report is included at Appendix 1. This compares actual income and expenditure for the year to date, together with outstanding commitments, with the original approved budget for the year. The comparison is against the original budget but members should note that, in the revised budget, both planned expenditure and planned income have increased and the budget deficit, before planned transfers from reserves, is £33,266.
- 1.3 Planned transfers to reserves amount to £38,400 whilst scheduled transfers from reserves, in support of revenue expenditure, amount to £2,230. Additional transfers of £74,266 from reserves in support of new bids and growth activity in 2021/22 have also been approved, although some of this is unlikely to be required this year. A further £4,071 application of Covid Grant that was received in 2020/21 and held in reserves was also approved. The result of these transfers is a balanced budget for 2021/22.
- 1.4 It was previously reported that whilst some of the originally approved transfers from reserves will no longer be required, subsequent expenditure has been approved after the budget was agreed which will further reduce reserves by £24,101. An updated analysis of planned reserves movements including receipts for the year is included at Appendix 2.

**2. INCOME & EXPENDITURE TO THE END OF DECEMBER 2021**

- 2.1 Expenditure to the end of December totalled £543,526. A credit balance on the tax and pensions control account, pending settlement of monies due to the Inland Revenue and Hampshire County Council adds a further £17,343 making expenditure to the end of December £560,869, or 68% of the revised budget. This represents an underspend to date against the revised budget, assuming linear spend, of approximately £57,000.
- 2.2 At the end of December, pay costs, including member allowances, totalled £344,780 against a revised budget of £467,330, or 74% of the gross annual budget. The original budget has been increased by a virement of £3,500 from supplies and services to cover the cost of employing a cleaner at Carvers Clubhouse which increased the original budget. Projections based on spend to date and the current running rate indicate an outturn of £465,200. However, the annual pay award has yet to be settled and although an increase of 1.75% has now been paid, the remaining budget would allow for a small further increase if necessary.
- 2.3 There has been a small increase in expenditure on new bids and growth which now stands at £23,153 against a revised budget for the year of £70,717 as set out in section 3, below. It should be noted that whilst these projects have been carried forward into the revised budget, it is now unlikely that the budget will be fully expended in the current year. However, almost all of this expenditure is to be met from reserves and so any variance will have little effect on the budget outturn.
- 2.4 A further £41,471 has been approved for addition to the budget since the budget was approved in January 2021. This was reduced by £3,420, to £38,051 in the revised budget due to lower than predicted costs for the Christmas tree. These additional schemes include projects that have slipped from the previous year and, with the exception of the additional

funding for tree safety work, will have no impact on the revenue budget as they are all funded from reserves, grants or other sources. In addition, the football grounds development project has started to incur costs although no provision has yet been made in the current year budget. These additional schemes have incurred expenditure to date of £37,235 as set out in the following table:

Description	Budget £	Spend £	Funding Source
Replacement tractor mounted sprayer	4,793	4,793	Reserves
Tarmac cemetery gates	4,923	4,971	Reserves
Repairs to cemetery gates	4,670	4,670	Insurance
Poulner Play area access gates	1,100	1,100	Reserves
Additional Tree Safety work	4,500	0	Revenue
Play Area resurfacing	4,540	4,536	Reserves
Open Spaces Security (inc slippage from 20/21)	2,078	2,078	Reserves
Human Sundial (slippage from 2020/21)	5,417	507	Grant/CIL
Carvers Clubhouse waste trap	1,200	0	Reserves
Christmas Tree	2,580	2,580	General reserve
Additional play park resurfacing/safety measures	500	625	Reserves
Poulner Lakes height barrier	1,750	1,750	Reserves
Football grounds development project	0	9,625	Reserves/Grant
<b>Total additional expenditure 2021/22</b>	<b>38,051</b>	<b>37,235</b>	

- 2.5 Income that has been received and processed into the ledger stands at £744,279 including the precept. After allowing for unplanned income (CIL receipts, key deposits and a contribution from Southern Water) income against the revised budget stands at £203,151 which at 83% is slightly ahead of budget at this point in the year. This is largely due to the better than expected receipts from the fireworks event as previously reported. Cemetery receipts too, have recovered and at the end of December stood at £37,478 or 91% of the revised budget.
- 2.6 However, income from grounds maintenance and recreation remains disappointing, possibly a continuing consequence of Covid. Also, rental income is now not likely to achieve budget expectations because of the vacancy at the 1<sup>st</sup> floor of Greenways. This may reduce income by as much as £6,000 if the premises are not re-let before the year end.
- 2.6 Whilst income is currently exceeding the revised budget, it is likely to taper off and the revised budget predictions remain reasonably close, in aggregate. Expenditure continues to track reasonably close to budget with three months of the year remaining when timing differences and other factors are taken into account. Revised budget projections indicated that a modest net underspend of around £9,000 was likely (less a reduced transfer from the General reserve in respect of the Christmas Tree of £2,580). The latest prediction for year end remains that a net transfer to the General reserve of around £6,500 is likely.
- 3. NEW BIDS & CAPITAL 2021/22**
- 3.1 The approved budget for the year included new bids for growth and capital expenditure of £77,750. This sum was reduced in the revised budget by £7,033 mainly because of revised

forecasts on the Neighbourhood plan project. This will be funded from earmarked reserves and grants with around £5,700 being funded from the revenue budget. The individual projects include:

	Revised Budget £	Spend to December £
• Extra materials for paths maintenance	750	450
• Carvers Car Park	10,000	0
• Play Area Safety Surfacing	14,500	14,465
• Cemeteries Digital Records Management	5,467	5,467
• Columbarium	25,000	0
• Neighbourhood Plan	14,000	2,771
• Support for REAL working party	1,000	0

3.2 Spend to date totals £23,153 or 33% of the revised budget. It is increasingly unlikely that much of this expenditure will be incurred in the current year. Further updates on the progress projects will be brought to future meetings.

#### 4. BUDGET 2022/23 & REVISED BUDGET 2021/22

4.1 The revised budget for the current year was approved at the December meeting and is covered along with the original budget for 2022/23 in a separate paper to this meeting.

#### 5. CONCLUSION & RECOMMENDATIONS

5.1 Budget monitoring to the end of December indicates that the underlying income and expenditure is still tracking reasonably close to budget. It remains likely that there will be a modest net underspend by the year end.

5.2 It is **recommended** that: -

5.2.1 The budget monitoring position is noted.

5.2.2 Members note the balances of Reserves.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

[rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

[Chris.wilkins@ringwood.gov.uk](mailto:Chris.wilkins@ringwood.gov.uk)

# Financial Budget Comparison

Comparison between 01/04/21 and 31/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance	
<b>INCOME</b>					
<b>Policy &amp; Finance</b>					
200	Revenue Income	£132,970.00	£0.00	£119,092.33	-£13,877.67
280	Carvers Club House Income	£12,170.00	£0.00	£18,916.43	£6,746.43
999	Suspense	£0.00	£7,172.11	-£58.00	-£7,230.11
<b>Total Policy &amp; Finance</b>		£145,140.00	£7,172.11	£137,950.76	-£14,361.35
<b>Recreation, Leisure &amp; Open Spaces</b>					
300	Revenue Income (RLOS)	£31,658.00	£0.00	£19,953.89	-£11,704.11
320	Cemetery Income	£46,031.00	£0.00	£37,477.96	-£8,553.04
330	Allotment Income	£5,306.00	£0.00	£5,688.00	£382.00
350	Capital Income	£0.00	£0.00	£0.00	£0.00
<b>Total Recreation, Leisure &amp; Open Spaces</b>		£82,995.00	£0.00	£63,119.85	-£19,875.15
<b>Planning, Town &amp; Environment</b>					
400	Income	£15,650.00	£0.00	£11,349.15	-£4,300.85
<b>Total Planning, Town &amp; Environment</b>		£15,650.00	£0.00	£11,349.15	-£4,300.85
<b>Council</b>					
100	Precept	£531,856.00	£0.00	£531,856.00	£0.00
102	Interest Business A/c	£0.00	£0.00	£3.30	£3.30
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
<b>Total Council</b>		£531,856.00	£0.00	£531,859.30	£3.30
<b>Total Income</b>		£775,641.00	£7,172.11	£744,279.06	-£38,534.05

# Financial Budget Comparison

Comparison between 01/04/21 and 31/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance	
<b>EXPENDITURE</b>					
<b>Policy &amp; Finance</b>					
2000	Establishment	£105,150.00	£0.00	£85,767.70	£19,382.30
2100	Maintenance	£34,655.00	£0.00	£1,691.96	£32,963.04
2200	Democratic Process (members Costs)	£10,992.00	£0.00	£8,642.98	£2,349.02
2210	Grants	£7,000.00	£0.00	£4,100.00	£2,900.00
2300	Employee Costs- Allocated Office Staff	£122,543.00	£0.00	£88,504.64	£34,038.36
2310	Employee overhead Costs	£5,091.00	£0.00	£1,385.78	£3,705.22
2400	Other	£50,140.00	£0.00	£22,770.35	£27,369.65
2500	Capital Financing	£31,546.00	£0.00	£31,545.90	£0.10
2501	Capital	£0.00	£0.00	£0.00	£0.00
2600	Wages Control Account	£0.00	£0.00	-£17,342.69	£17,342.69
2801	Carvers Employee Costs	£50,044.00	£0.00	£39,634.28	£10,409.72
2802	Carvers Club House- Expenditure	£25,234.00	£0.00	£23,188.01	£2,045.99
9999	Suspense	£0.00	£0.00	£0.00	£0.00
<b>Total Policy &amp; Finance</b>		<b>£442,395.00</b>	<b>£0.00</b>	<b>£289,888.91</b>	<b>£152,506.09</b>
<b>Recreation, Leisure &amp; Open Spaces</b>					
3000	Recreation & Leisure (Other)	£55,762.00	£0.00	£45,720.54	£10,041.46
3001	RL&OS -Employee Costs	£145,740.00	£0.00	£109,198.48	£36,541.52
3002	Employee Costs	£2,000.00	£0.00	£0.00	£2,000.00
3200	Cemetery	£9,451.00	£0.00	£12,096.66	-£2,645.66
3201	Cemetery -Employee Costs	£37,282.00	£0.00	£28,019.52	£9,262.48
3300	Allotments	£2,503.00	£0.00	£3,330.58	-£827.58
3301	Allotments -Employee Costs	£10,164.00	£0.00	£7,435.90	£2,728.10
3350	Capital Expenditure	£54,500.00	£0.00	£31,635.55	£22,864.45



# Financial Budget Comparison

Comparison between 01/04/21 and 31/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance
<b>Total Recreation, Leisure &amp; Open Spaces</b>	£317,402.00	£0.00	£237,437.23	£79,964.77
<b>Planning, Town &amp; Environment</b>				
4000 Planning, Town & Environment	£24,366.00	£0.00	£3,376.24	£20,989.76
4001 Employee Costs	£16,877.00	£0.00	£12,449.51	£4,427.49
4050 Capital Expenditure	£0.00	£0.00	£507.20	-£507.20
<b>Total Planning, Town &amp; Environment</b>	£41,243.00	£0.00	£16,332.95	£24,910.05
<b>Council</b>				
10000 Petty Cash - Office	£0.00	£0.00	-£358.15	£358.15
10001 Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00
10002 Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00
10003 Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00
10110 Deposit Refunds	£0.00	£0.00	£162.00	-£162.00
10111 Bank Charges	£0.00	£0.00	£63.00	-£63.00
<b>Total Council</b>	£0.00	£0.00	-£133.15	£133.15
<b>Total Expenditure</b>	<u>£801,040.00</u>	<u>£0.00</u>	<u>£543,525.94</u>	<u>£257,514.06</u>
Total Income	£775,641.00	£7,172.11	£744,279.06	-£38,534.05
Total Expenditure	£801,040.00	£0.00	£543,525.94	£257,514.06
<b>Total Net Balance</b>	<b>-£25,399.00</b>		<b>£200,753.12</b>	



**POLICY & FINANCE COMMITTEE – 19<sup>th</sup> JANUARY 2022**  
**BUDGET 2022/2023**

**1. INTRODUCTION**

- 1.1** Members considered a revised draft budget for 2022/23 at the meeting of this Committee in December at which an indicative 3% increase in Council Tax was agreed along with a small number of changes to the proposed budget. The draft budget required a transfer from the general Reserve in order to balance. In the intervening period, the Clerk and RFO have analysed the proposals with a view to closing the budget deficit and thereby reducing the otherwise necessary call on the General Reserve. This report captures those changes and sets out the revised proposals for the 2022/23 budget for approval by this Committee and subsequent submission to Full Council.
- 1.2** This report also includes an update to the revised budget outturn projection for 2021/22.
- 1.3** Attached for the Committee's consideration are the following documents:-
- Appendix A – Draft summary Council budget, including actual spend 2019/20, and 2020/21, original and revised budgets 2021/22 and revised draft proposals for 2022/23.
  - Appendix B – Provisions at 1<sup>st</sup> April 2021, and estimated balances at 31<sup>st</sup> March 2022 and 2023, based on the revised budget 2021/22 and the updated proposals for 2022/23.
  - Appendix C – Summary of budget preparation assumptions, movements and balances.

**2. REVISED BUDGET 2021/22**

- 2.1** In December, it was reported that there is likely to be a modest net underspend in 2021/22. Expenditure is likely to fall below that predicted in the revised budget, but almost all of that reduction would otherwise have been funded from reserves and so the net revenue budget outturn remains broadly on track.
- 2.3** The forecast outturn is for a net surplus on the revenue account of around £9,000. However, this is predicated on a transfer from the General Reserve of £3,000 so the net transfer to the General Reserve is now predicted to be around £6,000.
- 2.4** Reserves at the start of the year amounted to £579,996. (£292,545 General reserve plus £287,451 earmarked reserves and deposits). The transfer to the General Fund together with the net transfer from earmarked reserves of around £30,000 will reduce the total value of reserves to £556,000. Note that the actual outturn will depend on the performance of a number of projects which are being funded from reserves, such as the Columbarium project.
- 2.5** Planned and predicted movements on reserves are detailed in Appendix B.

### 3. DRAFT BUDGET 2022/23

3.1 As previously noted, the draft budget has been prepared on an incremental basis. The original budget for 2021/22 has been adjusted for known and unavoidable changes, one off items approved for the current year have been removed and a modest range of estimates for inflation have been applied together with a Council Tax increase of 3%. This increase, taken with the increase in the Council Tax Base, will generate a Town Council Precept of £553,949. The draft budget was discussed at the December meeting at which time it was noted that, based on the assumptions applied, a net transfer from the General Reserve of £7,000 would be required.

3.2 Some small adjustments were discussed and during the intervening period further scrutiny of budgets has been undertaken in attempt to reduce the required transfer from the General Fund. In particular, remaining budget provisions for unpredictable or reactive spend, such as vandalism repairs, have been removed on the assumption that, should expenditure be necessary, costs will be met from reserves. This has reduced the budget requirement but does increase the risk of unplanned expenditure. These adjustments have reduced the projected budget shortfall by £1,450.

3.3 However, it has been announced that we will no longer be able to use red diesel from April 2022. We currently use around 6,000 litres of diesel per annum, of which a third is red diesel. At the margins we achieved during 2021/22, the difference in price was around 35 pence per litre. At the same time, diesel prices have risen from £1.15 per litre to £1.30 per litre. These two factors will add around £1,500 per year to fuel costs.

3.4 The budget assumptions are included in Appendix C.

3.5 The proposed base budget, after allowing for adjustments and unavoidable inflation, is therefore £532,103. Net transfers to reserves increase the budget requirement to £ 558,030 before any new bids are considered.

3.6 Proposals for new growth or additional spend of £17,700 have been approved, of which £14,600 will be funded from reserves. The other committees have considered their budgets and all new bids which they put forward were considered at the December meeting of this committee. It was agreed that the following proposals be taken forward and included in the budget for 2022/23:

#### Policy & Finance:

1. Carvers Clubhouse replacement benches	£1,600
2. Buildings Surveys	£2,000

#### Recreation & Leisure:

1. Carvers Playpark picnic bench	£1,000
2. Memorial Tree and bench	£2,100
3. Carvers Strategic plan	£10,000

#### Planning, Town & Environment:

1. Support for REAL working Group	£1,000
-----------------------------------	--------

Total cost of new bids: £17,700

Earmarked reserves will fund £11,600 of this whilst a further £3,000 will be funded from the General reserve, leaving a balance of £3,100 to be funded from the revenue Account.



Tele: 01425 484723

Tele: 01425 484720

RINGWOOD TOWN COUNCIL  
BUDGET AND REVISED BUDGET 2021/22 AND  
DRAFT BUDGET 2022/23

Appendix A

B

1	2	4	5	6	7	8	9	10
	Committee	Actual 19/20 £	Actual 20/21 £	Budget 21/22 £	Revised Budget 21/22 £	Inflation £	Known Changes* £	Draft 22/23 £
	<b>Policy &amp; Finance</b>							
	Expenditure	442,866	397,503	442,395	441,275	12,949	-2,283	453,151
	Income	-156,471	-127,112	-145,140	-162,430	-4,976	-4,830	-154,945
	<b>Net Expenditure</b>	<b>286,395</b>	<b>270,391</b>	<b>297,255</b>	<b>278,845</b>	<b>7,974</b>	<b>-7,113</b>	<b>298,205</b>
	Transfers to Reserves	29,792	16,500	16,500	16,500	0	0	16,500
	Transfers from Reserves	-26,168	-8,172	-1,000	-3,780	0	-8,242	-9,242
	Growth bids and adjustments (net of transfers from reserves and income)							0
	<b>Committee net expenditure</b>	<b>290,019</b>	<b>278,719</b>	<b>312,755</b>	<b>291,565</b>	<b>7,974</b>	<b>-15,355</b>	<b>305,463</b>
	<b>Recreation &amp; Leisure</b>							
	Expenditure	223,763	219,923	258,003	277,114	6,220	-55,476	207,997
	Income	-34,273	-33,984	-31,657	-30,636	-950	100	-32,507
	<b>Net Expenditure</b>	<b>189,490</b>	<b>185,939</b>	<b>226,346</b>	<b>246,478</b>	<b>5,270</b>	<b>-55,376</b>	<b>175,490</b>
	Transfers to Reserves	19,900	17,900	17,900	17,900	0	0	17,900
	Transfers from Reserves	-35,500	-14,654	-54,500	-65,393	0	54,500	0
	Growth bids and adjustments (net of transfers from reserves and income)							2,100
	<b>Committee net expenditure</b>	<b>173,890</b>	<b>189,185</b>	<b>189,746</b>	<b>198,985</b>	<b>5,270</b>	<b>-876</b>	<b>195,490</b>
	<b>Cemeteries</b>							
	Expenditure	43,687	42,913	46,733	52,993	1,660	10,612	59,005
	Income	-34,073	-36,240	-46,031	-40,945	-1,341	6,836	-40,550
	<b>Net Expenditure</b>	<b>9,614</b>	<b>6,673</b>	<b>702</b>	<b>12,048</b>	<b>319</b>	<b>17,448</b>	<b>18,454</b>
	Transfers to Reserves	4,000	4,000	4,000	4,000	0	0	4,000
	Transfers from Reserves	-230	-230	-230	-5,156	0	0	-230
	Growth bids and adjustments (net of transfers from reserves and income)							0
	<b>Committee net expenditure</b>	<b>13,384</b>	<b>10,443</b>	<b>4,472</b>	<b>10,892</b>	<b>319</b>	<b>17,448</b>	<b>22,224</b>
	<b>Allotments</b>							
	Expenditure	11,782	11,725	12,667	12,838	426	5,365	18,458
	Income	-5,209	-5,374	-5,306	-5,500	-159	0	-5,465
	<b>Net Expenditure</b>	<b>6,573</b>	<b>6,351</b>	<b>7,361</b>	<b>7,338</b>	<b>267</b>	<b>5,365</b>	<b>12,993</b>
	Transfers to Reserves	0	0	0	0	0	0	0
	Transfers from Reserves	0	0	0	0	0	0	0
	Growth bids and adjustments (net of transfers from reserves and income)							0
	<b>Committee net expenditure</b>	<b>6,573</b>	<b>6,351</b>	<b>7,361</b>	<b>7,338</b>	<b>267</b>	<b>5,365</b>	<b>12,993</b>
	<b>Planning, Town &amp; Environment</b>							
	Expenditure	20,985	25,600	41,243	39,763	619	-3,802	37,060
	Income	-1,100	-9,225	-15,650	-19,350	0	5,550	-10,100
	<b>Net Expenditure</b>	<b>19,885</b>	<b>16,375</b>	<b>25,593</b>	<b>20,413</b>	<b>619</b>	<b>1,748</b>	<b>26,960</b>
	Transfers to Reserves	0	0	0	0	0	0	0
	Transfers from Reserves	-5,170	-1,120	-4,000	-2,167	0	1,000	-3,000
	Growth bids and adjustments (net of transfers from reserves and income)							1,000
	<b>Committee net expenditure</b>	<b>14,715</b>	<b>15,255</b>	<b>21,593</b>	<b>18,246</b>	<b>619</b>	<b>2,748</b>	<b>24,960</b>
	Total Base Expenditure	743,083	697,664	801,040	823,983			775,671
	Total Income	-231,126	-211,935	-243,784	-258,861			-243,568
	Total transfer to reserves	53,692	38,400	38,400	38,400			38,400
	Total Transfer from reserves	-67,068	-24,176	-59,730	-76,496			-12,472
	Total New Bids							17,700
	Less funded from earmarked reserves							-14,600
	<b>Total Budget Requirement</b>	<b>498,581</b>	<b>499,953</b>	<b>535,927</b>	<b>527,026</b>			<b>561,130</b>
	Precept	497,549	519,907	531,856	531,856			553,949
	Covid Relief grant			4,071	4,071			0
	Transfer to/-from General Reserve	-1,032	19,954	0	8,901			-7,181

**RINGWOOD TOWN COUNCIL  
BUDGET AND REVISED BUDGET 2021/22 AND  
DRAFT BUDGET 2022/23**

Appendix A

B

1	2	4	5	6	7	8	9	10
	Description	Actual 19/20 £	Actual 20/21 £	Budget 21/22 £	Revised Budget 21/22 £	Inflation £	Known Changes* £	Draft 22/23 £
<b>Expenditure:</b>								
	Policy & Finance	442,866	397,503	442,395	441,275	12,949	-2,283	453,151
	Recreation & Leisure	223,763	219,923	258,003	277,114	6,220	-55,476	207,997
	Cemeteries	43,687	42,913	46,733	52,993	1,660	10,612	59,005
	Allotments	11,782	11,725	12,667	12,838	426	5,365	18,458
	Planning, Town & Environment	20,985	25,600	41,243	39,763	619	-3,802	37,060
	<b>Council Total Expenditure</b>	<b>743,083</b>	<b>697,664</b>	<b>801,040</b>	<b>823,983</b>	<b>21,874</b>	<b>-45,584</b>	<b>775,671</b>
<b>Income:</b>								
	Policy & Finance	-156,471	-127,112	-145,140	-162,430	-4,976	-4,830	-154,945
	Recreation & Leisure	-34,273	-33,984	-31,657	-30,636	-950	100	-32,507
	Cemeteries	-34,073	-36,240	-46,031	-40,945	-1,341	6,836	-40,550
	Allotments	-5,209	-5,374	-5,306	-5,500	-159	0	-5,465
	Planning, Town & Environment	-1,100	-9,225	-15,650	-19,350	0	5,550	-10,100
	<b>Council Total Income</b>	<b>-231,126</b>	<b>-211,935</b>	<b>-243,784</b>	<b>-258,861</b>	<b>-7,426</b>	<b>7,656</b>	<b>-243,568</b>
	<b>Council Net Expenditure before transfers</b>	<b>511,957</b>	<b>485,729</b>	<b>557,257</b>	<b>565,122</b>	<b>14,449</b>	<b>-37,928</b>	<b>532,102</b>
<b>Add Transfers to Provisions</b>								
	Policy & Finance	29,792	16,500	16,500	16,500			16,500
	Recreation & Leisure	19,900	17,900	17,900	17,900			17,900
	Cemeteries	4,000	4,000	4,000	4,000			4,000
	Allotments	0	0	0	0			0
	Planning, Town & Environment	0	0	0	0			0
	<b>Total transfers to provisions</b>	<b>53,692</b>	<b>38,400</b>	<b>38,400</b>	<b>38,400</b>			<b>38,400</b>
<b>Less Transfers from Provisions</b>								
	Policy & Finance	-26,168	-8,172	-1,000	-3,780			-9,242
	Recreation & Leisure	-35,500	-14,654	-54,500	-65,393			0
	Cemeteries	-230	-230	-230	-5,156			-230
	Allotments	0	0	0	0			0
	Planning, Town & Environment	-5,170	-1,120	-4,000	-2,167			-3,000
	<b>Total transfers from Provisions</b>	<b>-67,068</b>	<b>-24,176</b>	<b>-59,730</b>	<b>-76,496</b>			<b>-12,472</b>
	<b>Total Budget Requirement before new bids</b>	<b>498,581</b>	<b>499,953</b>	<b>535,927</b>	<b>527,026</b>	<b>14,449</b>	<b>-37,928</b>	<b>558,030</b>
<b>New Bids 2021/22 (net of income)</b>								
	Policy & Finance							3,600
	Recreation & Leisure							13,100
	Cemeteries							0
	Allotments							0
	Planning, Town & Environment							1,000
	<b>Less Funded from Provisions</b>							<b>-14,600</b>
	<b>Council's Net Budget</b>	<b>498,581</b>	<b>499,953</b>	<b>535,927</b>	<b>527,026</b>			<b>561,130</b>
	<b>Transfers from( - ) or to General Reserve</b>	<b>-1,032</b>	<b>19,954</b>	<b>0</b>	<b>8,901</b>			<b>-7,181</b>
	<b>Covid Relief Grant</b>			<b>-4071</b>	<b>-4071</b>			<b>0</b>
	<b>Council Precept (to be met by Council Tax Payers)</b>	<b>497,549</b>	<b>519,907</b>	<b>531,856</b>	<b>531,856</b>			<b>553,949</b>
	<b>Council Tax Base</b>	<b>5285.2</b>	<b>5362</b>	<b>5404.3</b>	<b>5404.3</b>			<b>5,465.0</b>
	<b>Council Tax</b>	<b>94.14</b>	<b>96.96</b>	<b>98.41</b>	<b>98.41</b>			<b>101.36</b>



## RESERVES AND PROVISIONS - MOVEMENT &amp; ESTIMATED BALANCES

1st April 2021 to 31st March 2023

	Actual Balance 01/04/21 £	Planned Transfers 2021/22 (revised):				Estimated Balance 01/04/22 £	Planned and Proposed Movements 2022/23:					Estimated Balance 31/03/23 £
		from Revenue £	to Revenue £	Cash Receipts £	between provisions £		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
								base budget £	Growth £			
<b><u>EARMARKED PROVISIONS</u></b>												
I.T. & Equipment	13,900	4,500				18,400	4,500		0			22,900
Gateway	25,000	0				25,000	0		0			25,000
Cemetery	18,000	4,000	-22,000		3,000	3,000	4,000		0			7,000
Buildings Reserve	28,567	5,000				33,567	5,000	-200	-2,000			36,367
Election	11,274	1,500				12,774	1,500		0			14,274
Vehicle & Machinery	16,365	11,000	-4,793			22,572	11,000		0			33,572
Play Equipment	15,258	6,900	-19,500		500	3,158	6,900		-1,000			9,058
Memorials	3,000				-3,000	0			0			0
Christmas Lights	0					0			0			0
Carvers Clubhouse	27,025	2,500	-1,200			28,325	2,500	-1,042	-1,600			28,183
Ringwood Events	8,828					8,828		-5,000	0			3,828
Memorial Lantern	1,354					1,354			0			1,354
Carvers Grounds	11,300		-10,000			1,300			0			1,300
Infrastructure & Open Spaces	19,343	3,000	-6,026			16,317	3,000		-10,000			9,317
Neighbourhood Plan	3,000		-1,000			2,000		-2,000	0			0
<b>Total Provisions</b>	<b>202,215</b>	<b>38,400</b>	<b>-64,519</b>		<b>500</b>	<b>176,596</b>	<b>38,400</b>	<b>-8,242</b>	<b>-14,600</b>	<b>0</b>	<b>0</b>	<b>192,154</b>
<b><u>RESERVES</u></b>												
Earmarked Reserves:												
Dev Contribs	3,663		-1,000			2,663		-1,000	0			1,663
Cem Maint	1,210		-230			980		-230	0			750
Dev Cons(CIL)	45,635		-8,167	5,814		43,282			0	0		43,282
Capital Receipts	13,125			3,000		16,125			0	0		16,125
Grants Unapplied	6,988		-4,071			2,917		0	0	0		2,917
Loans Unapplied	0					0			0	0		0
<b>Total Earmarked Reserves and Provisions</b>	<b>272,835</b>	<b>38,400</b>	<b>-77,987</b>	<b>8,814</b>	<b>500</b>	<b>242,562</b>	<b>38,400</b>	<b>-9,472</b>	<b>-14,600</b>	<b>0</b>	<b>0</b>	<b>256,890</b>
<b>General Reserve</b>	<b>292,545</b>	<b>8,901</b>	<b>-2,580</b>		<b>-500</b>	<b>298,366</b>	<b>0</b>	<b>-10,181</b>			<b>0</b>	<b>288,185</b>
<b>Total Reserves</b>	<b>565,380</b>	<b>47,301</b>	<b>-80,567</b>	<b>8,814</b>	<b>0</b>	<b>540,928</b>	<b>38,400</b>	<b>-19,653</b>	<b>-14,600</b>	<b>0</b>	<b>0</b>	<b>545,075</b>

## BUDGET ASSUMPTIONS 2022/23

Inflation (RPI) is currently running at 6.0% (for the year to October 2021). CPIH is 3.8% for the same period whilst the CPI is 4.2%.  
 Note that some costs and expenditure are linked to inflation, whereas some "non contractual" expenditure is more discretionary and inflationary cost increases may be absorbed by reducing spend, although this may not be without consequence. Other expenditure may be fixed with no inflationary adjustment required. Each expenditure component in the budget has been allocated an inflation type (1-6) which may be modelled on this page.

### ASSUMPTIONS:

	%	Type
<b>1 Inflation</b>		
- Pay	3.5%	1
- Utilities	5.0%	2
- Other Expenditure	4.0%	3
- Non contractual expenditure	0.0%	4
- Income	3.0%	5
- Fixed expenditure (i.e. no inflation)	0.0%	6

<b>2 Council Tax Base increase</b>	1.12%
Note, the Council Tax base for 2021/22 is	5,404.3

<b>3 Use of General Reserve</b>	£ 7,181
Use of Covid relief grant	0

The Band D equivalent Council Tax for 2021/22 is: 98.41

A target Council Tax increase of : 3.0%  
 would increase the Council Tax to: 101.36

And require an additional transfer from reserves of: £0  
 which would reduce total reserves to £ 545,075 by March 2023  
 (given the assumptions in 1 - 3 on the left)

An increase of 1.12% (assumption 2) will increase the Council Tax base to: 5,465.0

The General Reserve is expected to be £298,366 at April 1st 2022. This transfer, along with the £3,000 for the Xmas tree, will reduce it to £288,185 by March 2023  
 The balance of this grant at 1st April 2022 is expected to be £2,917

### Net Budget Requirement and consequent Band D equivalent Council Tax

Based on the above assumptions together with any proposed new bids and adjustments:

	£
Base Budget 2022/2023	532,102
Net transfers to/from earmarked reserves	25,928
Growth Bids & Adjustments	17,700
- Less funded from earmarked reserves (inc. borrowing)	-14,600
- Less additional income generated	0
Net Budget requirement	561,130
Less funded from general reserve/Covid relief Grant	-7,181
Sum to be funded from Council Tax Payers (Precept)	553,949

**Band D equivalent Council Tax 2022/23** 101.36

The Council Tax for 2021/22 is £98.41 per Band D Equivalent

**The budget requirement and resulting precept, as modelled, represents an increase of 3.00 % in the Council Tax**

### Summary movement on reserves:

	£
Opening reserves 1/4/2022:	
General Reserve	298,366
Earmarked Reserves & Provisions	242,562
<b>Total Reserves 1/4/2022</b>	<b>540,928</b>
Planned transfers in	38,400
Planned transfers out	-9,472
Plus Capital Receipts 22/23	0
Less Funding for growth	-14,600
Less use of general reserve	-10,181
Predicted reserves 31/3/2023	

General Reserve	288,185
Earmarked Reserves	256,890
Predicted Reserves 31/3/2023	<b>545,075</b>

An increase of one percent on the Council Tax will generate an increased precept of : £5,378  
 For each increase of £1,000 in the precept requirement, a further £0.183 will be added to the Band D Council Tax

## POLICY & FINANCE COMMITTEE

19<sup>th</sup> January 2022

### Health & Safety Management Policy

1. Introduction and reason why decision required

The recent appointment of a new provider of specialist support to the Council has prompted a review of the Council's health and safety management policy. Members are invited to consider the new document.

2. Background information, options, impact assessment and risks

- 2.1 The current policy was adopted in April 2018 and last reviewed in May 2021.
- 2.2 It is not essential that councillors study or comment on the new document in detail but members should be aware of:
  - 2.2.1 the policy statement on page 9;
  - 2.2.2 the description of organisation on page 11; and
  - 2.2.3 the obligations assumed by them as detailed in page 13.
- 2.3 The new document will be supported by a revised Health & Safety Manual which will be provided to all staff and relevant other parties (such as outside contractors working on Council premises). Any councillors wishing to see this Manual are welcome to apply to the Town Clerk for a copy.

3. Issues for decision and any recommendations

***Should the new Health and Safety Policy be adopted? (RECOMMENDATION from Town Clerk – that the Policy be adopted.)***

For further information, contact:

Chris Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

# RINGWOOD TOWN COUNCIL



## Health and Safety Policy

**work***n***est**  
H&S

# CONTENTS

# C

<b>1. INTRODUCTION .....</b>	<b>1</b>
<b>2. HEALTH AND SAFETY POLICY STATEMENT .....</b>	<b>5</b>
<b>3. ORGANISATION FOR HEALTH AND SAFETY .....</b>	<b>9</b>
<b>4. HEALTH AND SAFETY RESPONSIBILITIES .....</b>	<b>11</b>
Councillors .....	11
Town Clerk.....	12
Grounds Foreman and Events Manager .....	13
Fire Wardens .....	14
Employees .....	15
Contractors .....	16
WorkNest.....	17
<b>5. HEALTH AND SAFETY RULES.....</b>	<b>19</b>
General .....	20
Working Practices .....	20
Hazard / Warning Signs and Notices.....	20
Working Conditions / Environment .....	20
Protective Clothing and Equipment .....	21
Fire Precautions.....	21
Accidents .....	21
Health .....	21
Rules Covering Gross Misconduct .....	22
<b>6. ARRANGEMENTS .....</b>	<b>24</b>
Accident, Incident and Ill-Health Recording, Reporting and Investigation .....	24
Communication and Consultation.....	26
Contractors .....	27
Disabled Persons.....	29
Display Screen Equipment.....	30
Driving for Work .....	31
Drugs and Alcohol.....	33
Electricity .....	34
Excavation, Ground and Floor Penetration.....	35
Fire .....	36
First Aid.....	37
Gas Installations and Appliances .....	38
Hazardous Substances (COSHH) .....	39
Health, Safety and Welfare .....	40
Health Surveillance .....	41
Home Working .....	43
Infection Control.....	44
Legionnaires Disease.....	46
Leptospirosis (Weil's Disease) .....	48
Lifts .....	49
Liquefied Petroleum Gas (LPG) and Compressed Gas .....	50
Lone Working.....	52
Machinery Maintenance .....	53
Manual Handling .....	54
New and Expectant Mothers .....	56
Noise.....	57
Outdoor and Peripatetic Working .....	59
Permits to Work .....	60
Personal Protective Equipment.....	61
Pressure Systems.....	62
Risk Assessment .....	63

Smoking..... 64

Stress..... 65

Training..... 66

Vibration..... 68

Violence..... 69

Visitors..... 70

Waste Management..... 71

Work At Height..... 72

Work Equipment..... 73

Young Persons..... 74

**7. RISK ASSESSMENT..... 76**

    Risk Assessment..... 76

    Fire Risk Assessment..... 79

**8. MONITORING OF HEALTH AND SAFETY..... 82**

**9. LEGAL EXPENSES INSURANCE..... 83**

# INTRODUCTION

# 1. INTRODUCTION

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

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

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

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

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

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

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

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

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

## POLICY REVIEW

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

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

Review Date	Signed on behalf of WorkNest	Confirmed




## DOCUMENT CONTROL

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

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

### Register

Copy Number or Reference	Location kept

## AMENDMENT RECORD

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

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

Date	Section	Ref /Title	Details of amendment made	Change made by

## LEGISLATION

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

## GUIDANCE

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

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

## FORMS

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

**POLICY STATEMENTS**

## 2. HEALTH AND SAFETY POLICY STATEMENT

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

In order to discharge its responsibilities the management will:

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

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

**Signed:**

**Dated:**

**Name:** Chris Wilkins

**Position:** Town Clerk

**ORGANISATION FOR  
HEALTH & SAFETY**

### 3. ORGANISATION FOR HEALTH AND SAFETY

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

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

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

**Councillors**  
**Town Clerk**  
**Grounds Foreman and Events Manager**  
**Fire Wardens**  
**Employees**  
**Contractors**  
**Worknest**

**HEALTH AND SAFETY  
RESPONSIBILITIES**

## 4. HEALTH AND SAFETY RESPONSIBILITIES

### Councillors

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

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

The Councillors will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the organisation
- all their decisions reflect its health and safety intentions
- adequate resources are made available for the implementation of health and safety
- they will promote the active participation of employees in improving health and safety performance
- they will neither individually nor collectively undermine health and safety controls or encourage employees, contractors or others to do so
- they will review the health and safety performance of the council on an annual basis.



## Town Clerk

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

The Town Clerk will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and progress monitored
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded
- there is regular communication and consultation with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- health and safety objectives are set and their achievement is measured and reported in the annual report.

## **Grounds Foreman and Events Manager**

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

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

## **Fire Wardens**

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

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

### **When the fire alarm sounds, Fire Wardens must:**

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

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

## Employees

All employees must:

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

## Contractors

All contractors must:

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

## WorkNest

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

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

WorkNest is also contracted to:

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

**HEALTH AND  
SAFETY RULES**

## 5. HEALTH AND SAFETY RULES

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

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

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



## **General**

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

## **Working Practices**

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

## **Hazard / Warning Signs and Notices**

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

## **Working Conditions / Environment**

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- Employees must clear up any spillage or liquids within the work area in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

## **Protective Clothing and Equipment**

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

## **Fire Precautions**

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

## **Accidents**

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

## **Health**

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

## **Rules Covering Gross Misconduct**

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

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

# ARRANGEMENTS

## 6. ARRANGEMENTS

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

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

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

#### **Definitions:**

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

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

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

#### **The Accident Book**

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

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

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

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

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

#### **Reporting Requirements**

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

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

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

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

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

Contact details for the Health and Safety Executive are:

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

**Website:** [www.hse.gov.uk](http://www.hse.gov.uk)

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

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

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

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

### **Investigation**

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

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

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

## **Communication and Consultation**

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

To achieve this objective we will:

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

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

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

## **Contractors**

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

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

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

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

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

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

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

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

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



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

## **Disabled Persons**

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

To achieve this, the council will:

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

## Display Screen Equipment

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

To achieve this objective the council will:

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, at a subsidised cost up to a maximum limit of £60, for any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

Employees must:

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

## **Driving for Work**

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

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

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

### **Implementation**

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

### **Drivers**

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

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

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

Before driving, drivers must

- review the need to travel
- have a valid licence for the vehicle they are driving and for any overseas travel if required
- ensure valid insurance for business use
- carry out a pre-use vehicle check

- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- have had an eye test in last 2 years and be using any required corrective appliance
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must

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

## **Managers**

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

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

## **Drugs and Alcohol**

### **Alcohol**

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

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

### **Drugs and medication**

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

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

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

### **Medical Examination**

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

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

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

### **Reasonable Grounds**

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

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

## Electricity

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

To ensure this objective the council will:

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

Employees must:

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

## Excavation, Ground and Floor Penetration

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

To ensure this objective the council will:

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

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

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



## Fire

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

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

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records.

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

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

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

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

## **First Aid**

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

To achieve this objective the council will:

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

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

### **Appointed Person**

The Appointed Person duties include:

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

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

### **First Aiders**

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

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

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

### **First Aid Boxes**

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

### **Portable First Aid Kits**

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

- staff travelling in vehicles on a regular basis

## **Gas Installations and Appliances**

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

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

The council supports the aims of:

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

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

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

## **Hazardous Substances (COSHH)**

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

The council will implement the following:

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

### **Information and Training**

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

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

## **Health, Safety and Welfare**

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

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards
- adequate workspace allocation
- properly designed workstations
- well maintained traffic routes and floors
- appropriate fall protection
- suitable glazing
- safe access and egress (well maintained exits and entrances)
- appropriate sanitary and washing facilities
- separate toilet facilities for men and women
- plentiful wholesome drinking water supply and cups
- seating with an incorporated back rest
- accommodation for keeping clothing clean and dry
- facilities for changing, rest periods, hot drinks and meals preparation
- showering facilities if the nature of an employees work requires this
- appropriate first aid provision
- appropriate emergency, fire and evacuation equipment and procedures.

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

## **Health Surveillance**

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

To ensure adequate health surveillance is implemented the council will:

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

### **Format of Health Surveillance**

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

### **Frequency of Health Surveillance**

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

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

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

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

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

### **Record Keeping**

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

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

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

## **Home Working**

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

To achieve this objective we will:

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

## **Training**

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

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

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



## **Infection Control**

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

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

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

The council will:

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

## **Vaccination**

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

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

## **Training and Information**

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

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

## **Staff Illness and Reporting**

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

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice

- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- norovirus
- gastroenteritis
- HIV.

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

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

### **Confidentiality**

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

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

### **Pandemics and Epidemics**

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

The council will:

- follow guidance given by government agencies and close work sites if instructed to or if employees or any person is put at risk,
- undertake risk assessments to identify tasks or situations that may expose individuals or groups to potential risks,
- monitor any changes to government guidance,
- manage the risk posed by contractors and visitors visiting the workplace,
- develop and implement an emergency action plan to deal with any potential outbreaks,
- allow employees to take part in any government testing,
- identify, plan and implement controls and safe systems of work to prevent transmission,
- provide information, instruction and training to those identified at risk,
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance,
- organise for the safe cleaning of equipment and, where appropriate, disinfection and thorough cleaning,
- arrange for safe disposal of any infected materials, and
- adopt good hygiene practices.

## Legionnaires Disease

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

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

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

- Avoidance of Conditions Favouring Growth of Organisms

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

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

- Avoidance of Stagnation

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

- System Maintenance

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

- Sampling

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

- Record Keeping

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

## **Selection, Training and Competence of Staff**

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

### **Action in the Event of an Outbreak**

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

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

## **Leptospirosis (Weil's Disease)**

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

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

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

## **Lifts**

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

### **Implementation**

The council will ensure that:

- an examination scheme is drawn up by a competent person for each lift
- all lifts are fitted with appropriate barriers and interlocking gates to prevent passengers or cargo from falling from the lift, coming into contact with the lift machinery or entering/exiting the lift when it is not at a designated landing
- suitable equipment and mechanisms are installed to prevent the lift from:
  - leaving its landing when the doors are unlocked and/or open
  - falling (including its maximum working load) in the event of a failure in the lifting mechanism
  - overrunning its furthest intended point of travel
  - being operated from more than one position at any one time
  - being overloaded or exceeding its maximum number of passengers.
- lifts are maintained in a safe condition and examined/inspected by competent persons (annually for goods lifts and every six months if lifting people)
- the safe working load (SWL) is clearly displayed inside each lift
- notices are posted adjacent to each lift opening advising against the use of a lift in the event of a fire
- arrangements are made for the emergency evacuation of persons in the event of lift failure
- lift motor rooms are kept locked and entry kept restricted to authorised persons.

### **Records**

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

## **Liquefied Petroleum Gas (LPG) and Compressed Gas**

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

These gases are used for many different purposes, including:

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

The main hazards are:

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

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

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

### **Handling and Use of Gas Cylinders**

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

### **Transporting Gas Cylinders**

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

### **Storage of Gas Cylinders**

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



## **Lone Working**

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

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

Particular consideration will be given to:

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

## **Information and Training**

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

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

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

## **Machinery Maintenance**

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

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

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

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

## **Information and Training**

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

## **Manual Handling**

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

To implement this policy the organisation will ensure that:

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

### **Reducing the risk of injury**

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

Techniques of risk reduction will include:

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

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

### **Moving and handling animals**

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

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

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

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

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

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

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

## **New and Expectant Mothers**

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

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

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

## **Noise**

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

### **Noise Risk Assessments**

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

### **Reduction of Noise Exposure Levels**

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

### **Provision of Ear Protectors**

The council will provide suitable and effective ear protection to employees working in high noise levels, as indicated as necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment, provide training in the selection and fitting of protectors and provide details of the circumstances in which they should be used.

### **Hearing Protection Zones**

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

### **Use and Maintenance of Noise Control Equipment and Procedures**

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

All personnel will be required to

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

### **Provision of Training**

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

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

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

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

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

## **Audiometric Testing**

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

## **Outdoor and Peripatetic Working**

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

The council will:

- where work is being undertaken on a site under the control of another party, review any risk assessments and agree an appropriate safe system of work
- ensure outdoor activities are planned and risk assessed prior to undertaking the work. This will include visiting of the site(s) to identify potential hazards
- establish safe systems of work from the risk assessments, and provide staff training and instruction in these
- ensure suitable personal protective clothing is made available to staff either from the council or from the third party in control of the site
- ensure suitable arrangements are in place for emergencies, including adequate first aid.

### **Implementation**

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

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



## **Permits to Work**

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

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

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

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

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

### **Information and Training**

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

## **Personal Protective Equipment**

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

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

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

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

## Pressure Systems

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

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

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

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

The examination normally takes place annually.

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

## **Risk Assessment**

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

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

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

We will ensure that:

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

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

## **Smoking**

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

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

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

### **Implementation**

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

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

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

## Stress

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

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

We will:

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

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

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

## Training

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

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

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

All employees will need to know about:

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

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

Managers and supervisors training needs will include:

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

All our employees training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving.

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

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

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

Records of training will be kept for all employees.

Employees must:

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



## Vibration

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

To minimise the risk from vibration the organisation will:

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

## Violence

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

We define violence and aggression as:

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

To achieve this objective we will:

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

## **Visitors**

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

Employees hosting visitors must ensure that:

- they are authorised to enter the premises or accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

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

### **Emergency Action**

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

## Waste Management

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

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

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

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

The waste management plan will:

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

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

Additional duties:

- ensure co-operation between all contractors involved on the project during the construction phase
- discuss waste management with every site worker through induction, training and tool box talks
- ensure that waste is reused, recycled or recovered, where practicable to do so.

## **Work At Height**

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

The council will ensure that:

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

## **Information and Training**

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

## Work Equipment

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

To achieve this objective the council will:

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

## Young Persons

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

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

To ensure the safety of young persons the organisation will:

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

**RISK ASSESSMENT**



## 7. RISK ASSESSMENT

### Risk Assessment

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

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

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

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

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

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

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

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

### **Carrying out risk assessments**

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results.

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

## The five stages of risk assessment

### STEP 1 - IDENTIFY THE HAZARDS

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

Examples of hazards include:

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

### STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW

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

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

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

### STEP 3 - EVALUATE AND CONTROL THE RISK

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

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

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

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

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual
- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy

- give priority to measures which protect the greatest number of people
- give appropriate instructions to employees.

## IMPLEMENTING AN ACTION PLAN

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

## STEP 4 - RECORD YOUR FINDINGS

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

### Hazards and example controls

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

## STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

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

### **Fire Risk Assessment**

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

The aims of the fire risk assessment are:

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

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

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

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

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

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

## Six Steps to Fire Risk Assessment

### 1. Identify the hazards

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

### 2. Identify people at risk

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

### 3. Evaluate, remove, reduce and protect from risk

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

### 4. Consider:

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

### 5. Record, plan, inform, instruct and train

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

### 6. Review

- Keep assessment under review
- Revise where necessary.

**MONITORING  
HEALTH AND SAFETY**

## 8. MONITORING OF HEALTH AND SAFETY

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

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

### **Proactive monitoring**

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

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

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

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

### **Reactive monitoring**

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

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

## 9. LEGAL EXPENSES INSURANCE

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

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





**RINGWOOD TOWN COUNCIL  
SCHEDULE OF COMMITTEE MEETINGS – DATED 19<sup>TH</sup> JANUARY 2022  
MARCH 2022 – MAY 2023 (MARCH/APRIL 2022 ALREADY APPROVED)**

Note:- RLOS 1<sup>st</sup> Wed, PTE 1<sup>st</sup> Fri, P+F 3<sup>rd</sup> Wed (or 4<sup>th</sup> where 5 Wed's in the month-from May), FC last Wed. Staffing committee twice a year (was Sept 2020, Mar 2021).

<b>MARCH 2022</b>		
2	Recreation, Leisure & Open Spaces	7.00pm
4	Planning, Town & Environment	10.00am
16	Staffing	7.00pm
23	Policy & Finance	7.00pm
30	Full Council	7.00pm
<b>APRIL 2022</b>		
1	Planning, Town & Environment	10.00am
6	Recreation, Leisure and Open Spaces	7.00pm
20	Policy & Finance	7.00pm
27	Full Council	7.00pm
<b>MAY 2022</b>		
4	Recreation, Leisure and Open Spaces	7.00pm
6	Planning, Town and Environment	10.00am
11	ANNUAL TOWN ASSEMBLY	7.00pm
18	Policy & Finance	7.00pm
25	ANNUAL (COUNCIL) MEETING	7.00pm
<b>JUNE 2022</b>		
1	Recreation, Leisure and Open Spaces	7.00pm
10	Planning, Town and Environment	10.00am
22	Policy & Finance	7.00pm
29	Full Council	7.00pm
<b>JULY 2022</b>		
1	Planning, Town & Environment	10.00am
6	Recreation, Leisure and Open Spaces	7.00pm
20	Policy & Finance	7.00pm
27	Full Council	7.00pm
<b>AUGUST 2022</b>		
5	Planning, Town & Environment	10.00am
<b>SEPTEMBER 2022</b>		
2	Planning, Town and Environment	10.00am
7	Recreation, Leisure and Open Spaces	7.00pm
14	Staffing	7.00pm
21	Policy & Finance	7.00pm
28	Full Council	7.00pm
<b>OCTOBER 2022</b>		
5	Recreation, Leisure & Open Spaces	7.00pm
7	Planning, Town & Environment	10.00am
19	Policy & Finance	7.00pm

## D

26	Full Council	7.00pm
<b>NOVEMBER 2022</b>		
2	Recreation, Leisure & Open Spaces	7.00pm
4	Planning, Town & Environment	10.00am
23	Policy & Finance	7.00pm
30	Full Council	7.00pm
<b>DECEMBER 2022</b>		
2	Planning, Town & Environment	10.00am
7	Recreation, Leisure & Open Spaces	7.00 pm
14	P+F	7.00pm
21	Full Council	7.00pm
<b>JANUARY 2023</b>		
4	Recreation, Leisure & Open Spaces	7.00pm
6	Planning, Town & Environment	10.00am
18	Policy & Finance	7.00pm
25	Full Council	7.00pm
<b>FEBRUARY 2023</b>		
1	Recreation, Leisure & Open Spaces	7.00pm
3	Planning, Town & Environment	10.00am
15	Policy & Finance	7.00pm
22	Full Council	7.00pm
<b>MARCH 2023</b>		
1	Recreation, Leisure & Open Spaces	7.00pm
3	Planning, Town & Environment	10.00am
15	Staffing	7.00pm
22	Policy & Finance	7.00pm
29	Full Council	7.00pm
<b>APRIL 2023</b>		
5	Recreation, Leisure and Open Spaces	7.00pm
7	Planning, Town & Environment	10.00am
19	Policy & Finance	7.00pm
26	Full Council	7.00pm
<b>MAY 2023</b>		
3	Recreation, Leisure and Open Spaces	7.00pm
5	Planning, Town and Environment	10.00am
17	ANNUAL TOWN ASSEMBLY	7.00pm
24	Policy & Finance	7.00pm
31	ANNUAL (COUNCIL) MEETING	7.00pm

For further information, please contact 01425 473883 or email us at:  
[town.council@ringwood.gov.uk](mailto:town.council@ringwood.gov.uk)

## Current Projects Update



No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress	Planning permission has been granted subject to conditions. VAT consultant's initial advice on business arrangements received. Business and legal arrangements being placed with lawyers. AGP contract awarded. Preferred partner for other contracts now identified. The total project cost is now clearer and funding arrangements are being discussed and finalized between the parties.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	No financial commitment yet
FC2	Strategic Plan	On hold - awaiting officer availability		Exploring ideas for medium term planning	Town Clerk	N/A
<b>Planning Town &amp; Environment Committee</b>						
PTE1	Neighbourhood Plan	In progress	Work continues on building evidence and drafting policies, with the Plan focussing on 4 themes - Town Centre, Design & Heritage, Environment and Housing.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Interpretation board with details of sundial, Jubilee lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CLIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks completed on 1 April. Annual stream clearance carried out by volunteers on 9 September.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
PTE4	Climate Emergency	In progress	REAL WP recommend supporting free bus initiative currently being investigated. A bid for a further £1,000 has been put forward for consideration for inclusion in the 2022/23 budget.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000
PTE5	Bus Shelter Agreement	In progress	Response awaited on issues raised by councillors	Request by ClearChannel for RTC to licence the bus shelters in Meeting House Lane and the advertising on them	Town Clerk	No financial implications

Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:

A31 widening scheme	In progress	Preparatory works on A31 commenced. Closure of westbound on-slip at Ringwood from 04/01/2022, with contraflow in place from 26 January 2022. Scheme due for completion by end November 2022.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
SWW Water Main Diversion (associated with A31 widening scheme)	In progress	Work on highway complete. Some work still required on Bickerley - land to be fully restored by SWW. Site compound in place at the southern end of Bickerley until end of year.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
Pedestrian crossings Christchurch Road	Completed		Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Hampshire CC	Developers contributions
Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
Cycleway signage and improvements	Completed		New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Hampshire CC	HE Designated Funds
Carvers footpath/cycle-way improvement	Completed		Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Hampshire CC	Developers contributions
Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
Surfacing of Castleman Trailway	In progress	Developers' contributions paid to HCC to implement. RTC carried out clearance on behalf of HCC so that the path was accessible through the summer, prior to surfacing.	Dedication and surfacing of brideway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions



Replacement Tree - Market Place	In progress	Tree stump has been ground out and replacement tree (Field Maple) will be planted in its place by end March 2022.	New tree to replace tree stump in Market Place.	Hampshire CC	HCC funded
Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	

#### Policy & Finance Committee

PF1	Website renewal	In progress - nearing completion	Transition to the new site and hosting arrangements has completed. Site is being checked for errors and updated.	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Town Clerk	Funded from agreed budget.
PF4	Review of governance documents	In progress	Revisions to Financial Regulations completed in September. Committee terms of reference and the Scheme of Delegation will be considered next.	Periodic review of standing orders, financial regulations, committee terms of reference, delegated powers, etc. to maintain suitability and fitness	Town Clerk	
PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	
PF6	Health & Safety Management Support	In progress	Worknest appointed. Revised policy and manual prepared for approval. Collating materials for initial review of documents and arrangements.	Re-procuring specialist advice and support for discharge of health and safety duties	Town Clerk	
PF7	Financial Procedures Manual	In progress	Initial drafting in hand	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Finance Manager	
PF8	Bickerley legal title	In progress	Negotiations are ongoing. For legal reasons only basic information will appear here. Councillors can obtain further details from officers if needed.	An application to remove land from the Council's title has been made	Town Clerk	
PF9	Greenways office leases	In progress	A schedule of condition has been prepared and heads of terms are now being discussed.	The tenant of the first floor suite has given notice and left. The building is to be re-let as a whole to the tenant of the ground floor suite.	Town Clerk	

#### Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress	Cllr Briers has kindly produced some initial drawings which are being considered.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Capital budget of £10,000
RLOS5	Cemetery development	In progress	An update on the columbarium proposal was given at the meeting on 6th October and further planning of the work is proceeding.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (but unlikely to finish in 2021-22 and therefore to be carried into an earmarked reserve)
RLOS7	Bowling Club lease	In progress	Draft heads of terms of new lease under discussion	Request by Ringwood Bowling Club for existing lease to be renewed. The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	
RLOS8	Ringwood Youth Club	On hold awaiting officer availability		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress	The first 17 bins have been delivered and are being installed as pressure of work allows. More will be ordered later this year.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS13	Bickerley compensation claim	In progress	The Council's agent is being pressed to conclude an agreed settlement.	Statutory compensation claim for access and damage caused by drainage works	Deputy Clerk	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS16	Town Safe	On hold awaiting officer availability		Possible re-paint of this important survival, part of a listed structure	Town Clerk	
RLOS17	New allotments site	In progress	Practical Completion of site agreed following inspection. Decision to proceed agreed at February meeting. Legal work in progress.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	
RLOS18	Cemetery map and registers digitisation	In progress	Registers have been scanned. Digital map is being prepared.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Capital budget of £5,000
RLOS19	Carvers Strategic Development	In progress	The Carvers Working Party met on 30 November to consider service proposals from landscape designers. Further proposals are being sought.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	

RLOS20	Detached youth outreach work	In progress	Work trial has concluded. A report is being prepared for consideration by Carvers Working Party in first instance	Trialling the provision of detached outreach work by specialist youth workers.	Carvers Manager	Funded from agreed budget
RLOS21	Poulner Lakes track maintenance		Costs estimates for re-surfacing schemes obtained from two suppliers. Consulting officers at other councils about related mitigation schemes and possible funding.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS22	Bickerley parking problem	In progress	"No Parking" signs and replacement timber for "dragon's teeth" have been ordered and will be installed shortly. Designs for a decorative sign are being arranged.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	



**Staffing Committee**

No current projects

## Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
<b>Full Council</b>							
None							
<b>Planning Town &amp; Environment Committee</b>							
	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Shelved as a TC project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
	Crow ditch	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane					Developers contributions
<b>Policy &amp; Finance Committee</b>							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
<b>Recreation, Leisure &amp; Open Spaces Committee</b>							
	Poulner Lakes	Developing and improving facilities	Cllr Heron		Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day	Judged to be unviable. Written report to follow.	Floated as possible future project		
	Land at Folly Farm	Developing and improving this woodland site	Cllrs Heron & Ring		Floated as possible future project		
<b>Staffing Committee</b>							
None							

## Closed Projects Report

No.	Name	Description	Outcome	Notes
<b>Full Council</b>				
<b>Planning, Town &amp; Environment Committee</b>				
<b>Policy &amp; Finance Committee</b>				
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
<b>Recreation, Leisure &amp; Open Spaces Committee</b>				
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
<b>Staffing Committee</b>				
S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22	
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22	