

Health and Safety Policy and Procedures

1. Health and Safety Policy Statement

Our statement of general policy is to provide adequate control of the health and safety risks arising from our work activities:

- Provide and maintain equipment
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for employees
- Prevent accidents
- Maintain safe and healthy working conditions

The Town Council puts the health and safety of its employees, councillors and visitors at the top of its list of priorities. We have taken action where necessary to remove or minimise risks. However, it is vital that employees and councillors recognise that there are potential hazards and that we must all work together to ensure a safe working environment for others and ourselves.

Responsibility for a safe working environment lies with all of us. It is up to each individual to ensure that they do not put themselves or others at risk. If anyone discovers a hazard, they should alert their manager straightaway. If anyone identifies a hazardous area not covered in these guidelines, they should refer the matter to their manager.

2. Health and Safety Responsibilities

The Council have delegated responsibility for the implementation of the Health and Safety Policy and Procedures to the Town Clerk but recognise that the Town Council has a responsibility to ensure that the Health and Safety Policy and Procedures are being carried out effectively.

Staff are responsible for the day-day implementation of the Health and Safety Policy and in relation to their areas of operation. All employees must:

- Take responsibility for risk assessment and health and safety for the areas of work that they are responsible for;
- Co-operate on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety;
- Report all health and safety concerns to an appropriate person as soon as possible.

All contractors have a responsibility to ensure that they or their employees are trained and competent to carry out their tasks and are aware of the Health and Safety risks and comply with the risk assessment requirements. All contractors must comply with health and safety policy.

3. Arrangements for Managing Health and Safety

The Management of Health and Safety at Work Regulations 1999 requires employers to make suitable and sufficient assessment of the risks to employees and others who may be affected by their undertakings and to record the significant findings of that assessment.

4. Risk Assessments

All staff must carry out a risk assessment where necessary. This should identify any risks and the action required to reduce them – it is the responsibility of the person carrying out the risk assessment to ensure that any required action takes place. All reasonable effort should be made to communicate any risks to other staff, councillors or visitors. A Risk Assessment Template should be used.

When conducting risk assessments, the following preferred control hierarchy is to be applied:

1. Remove the hazard
2. Prevent access to the hazard
3. Organise work to reduce exposure to the hazard
4. Provide personal protection (e.g. equipment, clothing, etc)
5. Provide a written working procedure
6. Training, advice or instruction.

5. Fire Safety

The person responsible for fire safety processes is the Assistant Town Clerk. In particular, they will:

- Organise the annual testing of fire equipment and its maintenance
- Maintain a record of all fire equipment, its location and date of testing
- Display fire evacuation notices at all public properties
- Organise annual fire drill/training for the office
- Report annually to the Town Clerk showing compliance with the above

6. Insurance

The person responsible for maintaining relevant insurance is the Assistant Town Clerk. In particular, they will:

- Display an up to date certificate of Employer's Liability at all relevant premises
- Report annually to the Town Clerk showing insurance cover and renewal dates
- With the Town Clerk, ensure all insurers' terms and conditions are complied with.

7. First Aid and Emergencies

Town Council staff will be trained to provide emergency first aid, however 999 will be called for any serious injuries. First Aid kits are provided in the Town Council Office and a defibrillator is located 100m on Angel Hill in a red GPO telephone kiosk . An annual assessment of First Aid kits is to take place to ensure they are in correct locations, supplies maintained and not out-of-date. We will ensure that at least one of the office staff has an up-to-date certificate in First Aid.

8. Equipment

Portable electronic equipment shall be subject to regular testing based on the recommendations of the Health and Safety Executive. The Assistant Town Clerk is responsible for arranging this. A Portable Appliance Test should take place every 3 years. Any equipment that fails an inspection or is considered unsafe should be marked as such and taken out of use immediately.

All staff should follow these rules when using equipment:

- You are responsible for visually checking that equipment is safe to use (e.g. does not have any visible defects or damage) before you use it.
- Any equipment that you suspect to be faulty, have visible damage or deterioration must be reported to the Town Clerk immediately.
- You should not attempt to repair any electrical equipment, other than change a fuse or battery, unless you have been appropriately trained.
- Equipment should only be used for its intended purpose.
- All electrical equipment must be left safe at the end of each working day, unless agreed differently.
- Only equipment purchased or hired may be used. Personal or third party equipment should not be used without prior approval.

9. Hazardous Substances

Before any substance is used, a COSHH (Control of Substances Hazardous to Health) risk assessment must be completed to identify key hazards, the controls required and emergency/first aid precautions in accordance with the Health and Safety Executive guidelines and regulations. All substances where relevant should have labels or pictograms indicating the presence of a hazardous material inside such as flammable:



Example pictogram

Overall:

- Never use unlabelled containers
- Follow instructions on the labels
- Keep apart solid and liquid items
- Store items with labels facing forwards

10. Training and Competence

All new employees will undertake an induction that includes:

- Hazard reporting
- First Aid awareness
- Fire Emergency Procedures
- Accident Reporting
- Safe use of equipment / substances
- Being given a copy of this document

11. Reporting and Investigating Accidents and Incidents

Any event that causes or could have caused harm to anyone should be reported to the Town Clerk as soon as possible and recorded in the Accident book, which is kept in the Office. (This includes any work-related illnesses). In the absence of the Clerk, then the Chairman should be advised.

If an incident is deemed to require further attention, the Town Clerk will carry out an investigation and ensure that the relevant risk assessment is reviewed and any necessary changes to practices can be implemented. The Town Clerk will report all serious accidents and near misses to the Staff and Employment Committee or Full Council. The Council will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) by reporting to the Health and Safety Executive or local authority any deaths or specified injuries.

12. Failure to comply with Health and Safety Policy and Procedures

Failure by employees, volunteers and contractors to comply with Health and Safety Policy and Procedures may result in disciplinary procedures or dismissal.

Amended December 2020