



## HEALTH AND SAFETY POLICY

Adopted by the Town Council on 9<sup>th</sup> July 2018

Review Date: May 2019

### Scope

All Council employees, service users, contractors and other persons affected by the Council's operations and facilities

### Responsibilities

The Town Council is responsible for ensuring an effective Health & Safety management system is in place and the Town Clerk and Head of Property Maintenance have operational responsibilities. Employees **MUST** participate actively in, and accept individual responsibility for health, safety and welfare matters and work with the Council to ensure legal and policy compliance.

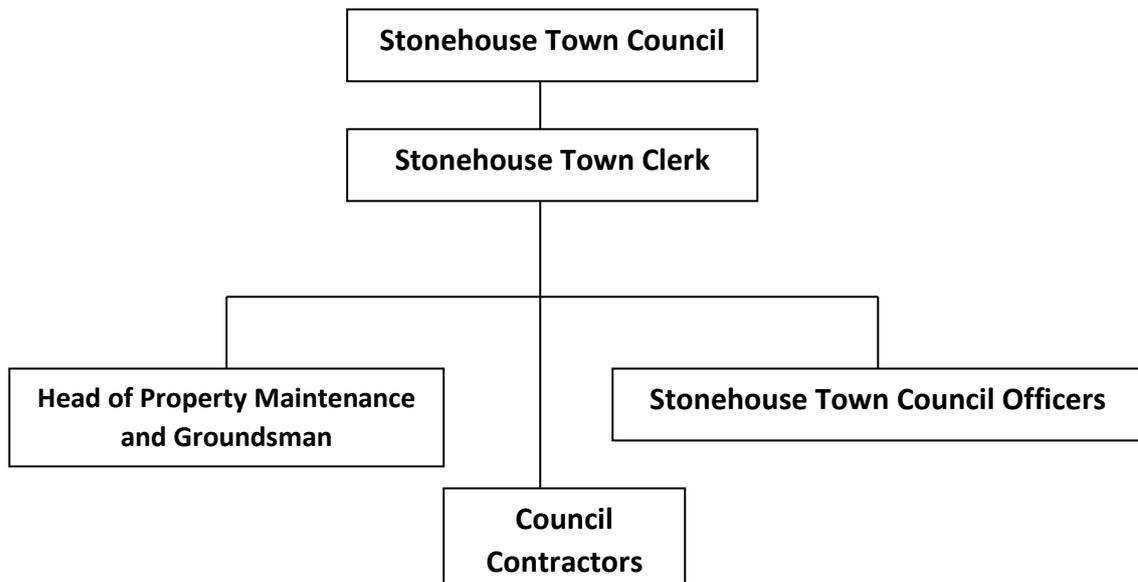
### General Statement of Health & Safety Policy

The Council will:

- Promote a positive health, safety and welfare culture throughout the organisation
- Promote clear channels of communication for health, safety and welfare between all departments
- Provide and maintain safe and healthy working conditions, plant and machinery
- Provide adequate control of risks arising from work activities
- Consult employees on matters affecting their Health & Safety
- Make aware contractors & service users of the Council's policy and needs
- Ensure safe handling and use of substances
- Provide information, instruction, training and supervision for all employees
- Ensure employees are competent to perform their tasks and provide adequate training
- Investigate accidents and cases of work related ill health

- Commit to continuous improvement of Health & Safety with regular reviews and auditing
- Comply with legal requirements and internal Health & Safety standards
- Make Health & Safety integral to all business processes, planning and decision making
- Review the Policy annually, or when changes in circumstances dictate, to ensure validity

Organisation Structure:




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Stonehouse Town Council

Stonehouse Town Council has ultimate responsibility for the health, safety and welfare of its employees and all other persons affected by its activities.

- Information about risks and dangers arising from their work, measures to reduce or get rid of these risks and what to do if faced with risk or danger
- The H & S consequences of introducing new technology or equipment

The Town Council informs employees through:

- Displaying the Employers Liability Insurance Certificate, and Health & Safety Law Poster in all departments

- Displaying the Health & Safety Policy at [www.stonehousetowncouncil.com](http://www.stonehousetowncouncil.com) and by way of individual manuals including risk assessments and fire safety assessments.
- Provision of training and supervision

The Town Council along with the Town Clerk will ensure:

That its premises are legally compliant with the Disability Discrimination Act of 2005 (DDA) and the relevant fire regulations.

That any work carried out in council buildings are carried out by competent sub-contractors.

That its premises are regularly inspected for hazards and there is annual testing of electrical appliances, and fire-fighting equipment.

That its premises have been surveyed for the presence of asbestos containing materials and that reports on these are filed with the Town Clerk. Any identified Asbestos Containing Material (ACMs) will be reviewed annually and expert advice will be sought in the event of deterioration. ACMs will be handled and disposed of by specialist contractors.

That possible exposure to work related stress is recognised and the following will be monitored:

- workload and travel time
- working hours
- staff ratios and skill sets
- re-entry after sick leave
- training needs
- bullying and harassment
- communication.

The Council's Internal Safety Audit Panel will:

Carry out periodic audits to ensure that safety standards are being maintained. The audit report will be submitted to the Finance and Strategy Committee for action on any problems identified.

### The Town Clerk will :-

Make recommendations for policy changes/review, ensure adequate funding for training and respond to any H & S matters of concern.

Ensure that the Health and Safety Policy is available to all concerned and that an Employers Liability Certificate is held and displayed at the Town Hall and the Oldends Lane Council Workshop.

Report to the Council at the next possible meeting, matters of concern, including incidents as defined by RIDDOR (2013) as major injuries, seven day injuries, fatalities, or dangerous occurrences. These incidents will be reported for investigation to the Health & Safety Executive within 10 days via:

<http://www.hse.gov.uk/riddor/report.htm>

Advise the council or relevant committee of any necessary changes to risk assessments/work environment to take account of special circumstances i.e. an employee's particular welfare needs e.g. pregnancy.

Make new employees aware of the Council's Health & Safety Policy and possible risks.

Ensure that any young people under the age of 18, including children aged between 13 and the minimum school leaving age on work experience schemes, are treated as employees with the same Health & Safety protections and will carry out specific risk assessments to ensure their welfare. The Clerk will inform the parental guardians of the key findings of the risk assessments and the control measures put in place. The Clerk will record details of those risk assessments, training and information provided to the young person, a record of their competence levels, a record of the communication with the parental guardians.

Ensure that she/he assesses risks to employees from lone working and take measures to control these risks.

Consult with employees on matters affecting them relating to Health & Safety i.e.

- Changes in procedures, equipment or ways of working

Make arrangements for training or engagement of competent people to fulfil the Council's legal obligations

### Head of Property Maintenance will:

Ensure that all tools and work equipment (hand and power) are maintained in a serviceable condition - if found unserviceable either repaired or replaced. All work equipment should bear the appropriate quality assurance mark (CE) and all employees trained in the use of such equipment.

Ensure that storage racking and shelving is braced and safe for use.

Ensure power tools are checked prior to use and use of 110V and battery powered tools used as a preference

Ensure defective equipment is disposed of and report provided to the Town Clerk.

Ensure that maintenance and repair is only carried out by a competent person

Ensure that council vehicles are registered, taxed and regularly serviced and any defects rectified to ensure the safety of users.

Ensure that a Drivers Log is kept in the vehicle to advise the next user of any defects/inspections.

Provide the Town Clerk with a copy of all council vehicle drivers' licences - every 6 months. Ensure that the First Aid kits in each of the Council premises and in the Council vehicle is stocked with the minimum:

1 First Aid guidance card, 20 individually wrapped sterile adhesive dressings (blue), 2 sterile eye pads with attachment, 2 triangular bandages, 6 sterile wrapped non medicated dressings 12cmx12cm, 2 sterile wrapped non medicated dressings 18cmx18cm, 6 safety pins.

Ensure that personal protective equipment (PPE) is appropriate, in good condition and when found not to be, replaced.

Ensure that employee's workload, environment and protections are adequate to avoid Hand Arm Vibration Syndrome, avoid over exposure encouraging breaks, ensure suitability of protective clothing and tools, ensure a safe working environment, provide supervision.

Ensure that flammable materials are not stored, even for a temporary period, in offices or corridors. Ensure that all chemicals, flammables are stored in accordance with the manufacturer's instructions.

#### All Employees will:

Ensure their own safety and observe the risk assessments given as Appendices to this Policy. If there is no appropriate risk assessment available for an activity a blank CITB (Construction Industry Training Board) form should be completed and filed with the Town Clerk. Blank CITB (GF02) Point of Work Risk Assessment forms are available at Town Hall and at Council Workshop (Oldends Lane)

Observe the Council's NO SMOKING rule on council premises.

Report areas of concern, injuries or damage, however minor to the Town Clerk.

Ensure that their work area is kept clear and free of trip & slip hazards

Maintain a clean, clutter free and hygienic work space

Familiarise themselves with fire evacuation procedures, how to raise the alarm, location of fire exits, how to use fire-fighting equipment, assembly point.

Communicate the Council's Policy to any sub-contractors they are working with.

Regularly inspect any new portable electrical equipment for damage and ensure that sockets are not overloaded. (No secondhand equipment or non council equipment is to be used that has not been checked to comply with UK or EC product safety standards)

Report any ill-health which may affect the way they work

#### Employees will NOT:

Operate any machinery, equipment or vehicle unless they have been adequately trained and authorised to do so.

Operate any machinery, equipment or vehicle whilst under the influence of alcohol or mood altering drugs (prescribed or unprescribed)

Modify any equipment or electrical appliances.

Use hand held mobiles whilst driving.

(Breaches may be subject to disciplinary procedures).

#### Contractors are required to:

Hold their own public liability insurance up to £5,000,000.

Comply with the Town Council's risk assessments as a minimum.

Ensure that their employees are competent and vetted appropriately and provide supervision where required.

Ensure that they have their own Health & Safety Policy in place to protect their employees.

Communicate any high risk activities to the Town Clerk so that a further assessment of risk may be made.

The Council retains the right to stop any operation, plant or equipment, or the actions of any contractor employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will be indemnified by the contractor or their insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving the contractor or their employees.

NOW READ THE RISK ASSESSMENTS PROVIDED UNDER THE FOLLOWING HEADINGS:

1. Chainsaw Use
2. Chemical Use & Storage
3. Ditch & Water Course Clearance
4. Gardening Work
5. General Conservation Work
6. Manual Handling
7. Pedestrian controlled lawn mowers
8. Ride on Mowers
9. Tool Store and Workshop
- 10 .Van & Trailer Use
11. Vehicle Use
12. Watering
13. Workshop Power Tools
14. Litter Picking
15. Cleaning & Caretaking
16. Lone Working
17. Meeting the Public
18. Office Based

NOW READ THE FIRE SAFETY INSPECTION SHEET FOR THE FOLLOWING BUILDINGS:

Stonehouse Town Hall - High Street  
Workshop Oldends Lane  
Pavilion Oldends Lane  
Youth Centre (The Pod) Oldends Lane

Stonehouse Town Council recognises its corporate responsibility for the Health, Safety and Welfare of its Employees and for all activities under its remit which may affect service users and others (for example members of the public, contractors and councillors)

#### Purpose

To manage a safe business environment

