

Health and Safety Policy

POLICY REVIEW	
signed	(having been approved)
Minute reference	76/21 f
Date ratified	28 th September 2021
Date of next review	September 2022

1. The Purpose of this policy is to:

- a. Minimize and manage health and safety risks in the workplace.
- b. Provide clear instruction and adequate training to ensure employees are competent to do their work.
- c. Consult employees on matters affecting their health and safety.
- d. Ensure safe handling and use of equipment and substances.
- e. Detail emergency procedures, including evacuation in case of fire or other significant incident and
- f. Detail policy and procedure in case of pandemic.
- g. To promote a positive Health, Safety and Welfare culture throughout the organization.
- h. To provide adequate control of the health and safety risks arising from our work activities as far as reasonably practicable.
- i. To provide information, instruction and supervision for employees.
- j. To provide and maintain safe plant and equipment.
- k. To ensure all employees are competent to do their tasks and to give them adequate training.
- l. To prevent accidents and cases of work-related ill health.
- m. To maintain safe and healthy working conditions.
- n. To initiate continuous improvement of Health and Safety through regular reviews.
- o. To make Health and Safety integral to all business processes, planning and decisions.

2. General statement

The health and safety of our employees is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide them with the necessary information, instruction and training to achieve this aim.

Appropriate preventive and protective measures are and will continue to be, implemented following the identification of work-related hazards and assessment of the risks associated with them.

We recognise the importance of employer/employee consultation on matters of health and safety and the value of individual consultation prior to allocating specific health and safety functions.

We also accept our responsibility for the health and safety of other persons who may be affected by our activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities and the arrangements made to implement this policy are set out in this policy and in associated risk assessments and safety documents and records.

Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them.

The objectives of this policy statement can only be achieved through the support and co-operation of employees and all other persons who use our premises, e.g. members of the public (hirers, customers, and users), Councillors, contractors and visitors.

The contents of this policy statement is informed by statutory guidance and good practice issued by the Health & Safety Executive (HSE) or industry recognised bodies.

The Policy will be reviewed for its effectiveness on an annual basis with a formal review undertaken every three years.

3. Responsibilities and duties

- a. Overall responsibility for health and safety lies with Durrington Town Council. Day to day responsibility for ensuring this policy is put into practice lies with the Clerk. All employees, councillors, contractors and volunteers have a responsibility to co-operate to achieve a healthy safe workplace and to take reasonable care of themselves and others and ensure this policy is observed.
- b. The following personnel are responsible for safety in particular areas, any safety concerns are to be reported to the Clerk:

Name	Area
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Clerk	Town Council Office
Clerk	Village Hall
Facilities Supervisor	Playgrounds
Facilities Supervisor	Pavilion
Cemetery Grounds man	Cemetery
Youth Manager	Youth Services

- c. When an employee, councilor, volunteer or contractor notices a health and safety issue they must tell the appropriate person named above and report the matter to the Clerk.

4. Council's duties to employees

- a. The general duty of Durrington Town Council (the employer) is that contained in Health and Safety at Work Act 1974 to ensure so far as is reasonably practicable, the health safety and welfare at work of all its employees in particular:
 - i. the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
 - ii. arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 - iii. the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;
 - iv. so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
 - v. the provision and maintenance of a working environment for its employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.
- b. The Council's general duties to non-employees, contractors, councillors and members of the public
 - i. It shall be the duty of every employer to conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not

in its employment who may be affected thereby are not thereby exposed to risks to their health or safety.

- ii. In such cases as may be prescribed, it shall be the duty of every employer and every self-employed person, in the prescribed circumstances and in the prescribed manner, to give to persons (not being its employees) who may be affected by the way in which it conducts its undertaking the prescribed information about such aspects of the way in which it conducts its undertaking as might affect their health or safety.
- c. Durrington Town Council will inform contractors and councillors of its Health and Safety Policy and display the Health and Safety Law poster as required by the Health and Safety Information for Employees Regulations 1989, Section 4.

5. The Clerk

- a. Will ensure all employees have the opportunity to participate in the development of good working practices, have all relevant documentation relating to Health and Safety available, receive training where relevant and are provided with the necessary information to undertake their duties safely.
- b. Will ensure all necessary personal protective equipment is provided to employees, that they are trained in its use and proper maintenance and storage.
- c. Will encourage all staff to set a high standard of health and safety management and,
- d. Will ensure all contractors comply with the necessary health and safety standards and request that they have public liability insurance cover.

6. Employee's duties

- a. To take reasonable care for the health and safety of themselves and of any other persons who may be affected by their acts or omissions and
- b. As regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with. (Health and Safety at work Act 1974 S.7)
- c. To abide by this Health and Safety Policy whilst working.
- d. Co-operate with managers on all health, safety, welfare/ wellbeing matters;
- e. Actively consider their safety and the safety of others and help WTC develop and maintain a good safety culture with a low level of risk. All employees are encouraged to make suggestions to improve health, safety and welfare in their workplace;
- f. Correctly use work items, including personal protective equipment as instructed;
- g. Not misuse or interfere with anything provided in the interests of health and safety;

- h. Read all relevant risk assessments and comply with the control measures;
- i. Report all accidents, incidents, near misses and dangerous occurrences, whether there is injury/damage or not, and complete a form provided for the purpose;
- j. Promptly report foreseeable hazards (or situations considered to be potentially hazardous);
- k. Report all property and equipment defects;
- l. Use any machinery, equipment, substance, transport or safety device provided in accordance with training and instructions, in compliance with regulations;
- m. Inform their line Manager of any work situation or shortcomings in protective arrangements which he/she considers represents a significant risk to health, safety and welfare, or a risk to other persons (i.e. contractors, visitors, customers, the general public and members); and
- n. Take reasonable care of their own health and safety.

7. Risk Assessment

- a. In accordance with S.3 of the Health and Safety at work Regulations 1999, the Clerk and Facilities Supervisor will conduct annual Risk assessments of all Durrington Town Council's activities.
- b. Under s.7 of the Health and Safety at work Regulations 1999, Durrington Town Council will appoint the Clerk to undertake the necessary measures to comply with the statutory requirements. The Council shall ensure the time available for them to fulfil their functions and the means at their disposal are adequate having regard to the size of his undertaking, the risks to which his employees are exposed and the distribution of those risks throughout the undertaking.

8. Fire Safety

- a. Durrington Town Council carry out a fire safety risk assessment as part of its overall Health and Safety Risk Assessment. Based on the Findings of the Assessment, the council will ensure that adequate and appropriate fire safety measures are in place to minimize the risk of injury and loss of life in the event of a fire.
- b. The council will:
 - i. Keep sources of ignition and flammable substances apart.
 - ii. Avoid accidental fires.
 - iii. Always ensure good housekeeping e.g., avoid the build-up of rubbish.
 - iv. Consider how to detect fires and how to warn people quickly if they start e.g., installation of fire alarms
 - v. Have the correct firefighting equipment for putting out a fire quickly
 - vi. Always Keep fire exits and escape routes clearly marked and unobstructed.
 - vii. Ensure employees receive appropriate training on the procedures they need to follow, including fire drills, and

- viii. Arrange for regular inspection of all fire safety equipment by a qualified engineer.
- ix. Undertake monthly testing of emergency lighting.

9. Accidents and First Aid

In line with the Health and Safety (First Aid) Regulations 1981 Durrington Town Council will ensure there is a first aid box located at the Village Hall and the Pavilion. The facilities supervisor will ensure the boxes are adequately stocked.

- a. First Aid boxes are located as follows:-
 - Box 1: The kitchen at the Village Hall
 - Box 2: The Town Council Office
 - Box 3: The shed at the Cemetery
 - Box 4: The kitchen at the Pavilion.
- b. A record will be made of all accidents at work in the Accident Book which is kept by the Clerk

10. COSHH (Control of Substances Hazardous to Health)

Durrington Town Council will do the following to reduce the risk of injury from hazardous substances:

- a. Provide adequate Personal Protective Equipment, e.g., gloves for cleaning staff.
- b. Keep hazardous substances in a locked place, e.g., cleaning cupboard
- c. Ensure employees in regular contact with hazardous substances have the necessary training to handle them.
- d. Ensure adequate measures are in place to deal with accidents, e.g., first aid box.
- e. Ensure the Health and Safety Risk Assessment recognizes the risks of handling hazardous substances and makes adequate provision and
- f. Keep a file of COSHH safety data sheets in a location accessible to employees in regular contact with hazardous substances.
- g. Employees are responsible for notifying the Clerk of any hazardous substances for use in order that Product Data Sheets can be obtained.

11. Display Screen Equipment

- a. The Health and Safety (Display Screen Equipment) Regulations 1992 applies to workers who use Display Screen Equipment daily, for an hour or more at a time.
- b. Durrington Town Council will
 - i. Address the use of Display Screen Equipment in its Health and Safety Risk Assessment.
 - ii. Encourage its employees to reduce risks associated with

using Display Screen Equipment e.g., taking regular breaks. iii. Provide an eye test if requested by an employee who uses the Display Screen Equipment daily as part of their employment.

12. Lone Working

The council recognises that some of its staff work alone and, where this is the case, seeks to ensure the health and safety of all lone workers.

The definition 'Lone worker' refers to a person who works by themselves without work colleagues either during or outside normal working hours. All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

a. The Clerk shall:

- i. Try to avoid the need for lone working as far as is reasonably practicable.
- ii. Ensure that the worker is competent to work alone.
- iii. Ensure that all lone working activities are formally risk assessed (this should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures);
- iv. Make clear to staff arrangements for lone working and explain the details of what can or cannot be done while working alone. Inform lone workers of the hazards and understand the necessary control measures that need to be put in place and allow them the opportunity to contribute to the risk assessment.
- v. Maintain a list of emergency contacts for each employee.
- vi. Raise the alarm if staff cannot be contacted or do not return as anticipated; and,
- vii. Ensure that all staff are aware of the risks of lone working and provide appropriate levels of training and guidance on lone working.

b. All staff shall:

- i. Take reasonable care of themselves and others who may be affected by their work.
- ii. Follow any instruction given by management or the council.
- iii. Raise with their line manager any concerns they have in relation to lone working.
- iv. Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone; and
- v. Be aware of colleagues working on their own and alert to unexpected changes of routine, for example unanticipated periods where there is no communication.

13. Electrical Equipment

- a. All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).
- b. Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c. 13-amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g., desk lamp, calculator, typewriter: 3-amp fuse; 2-bar heater, kettle: 13-amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- d. Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends.
- e. Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- f. Defective equipment must never be used. Staff should not attempt to effect repairs to Electrical/powered equipment, unless competent to do so.

14. FURNITURE, FITTINGS AND EQUIPMENT

- a. Heavy equipment and furniture must not be moved by individuals.
- b. Equipment whether manually fuel powered or electrically operated, must not be used by unauthorised, untrained personnel.
- c. Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, regarding the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.
- d. High shelves should only be reached using steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors, and this should be avoided at all times.

15. Smoking

Durrington Town Council has a no smoking or vaping policy throughout all its premises.

