



## HEALTH & SAFETY AT WORK POLICY

The Town Council statement of general policy is:

- To provide adequate control of health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of related ill health;
- To maintain safe and healthy working conditions; and
- To review the policy as necessary at regular intervals.

Signed .....

Reviewed 2014

## **RESPONSIBILITIES**

1. Overall and final responsibility for health and safety is that of the Town Council.
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Town Clerk.
3. To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:

The Assistant Town Clerk & Mayor's Secretary (ATC) will supervise the health and safety function in an effort to ensure that the general objectives relating to health and safety are carried out, and to monitor safety performance.

4. All employees and members have to:
  - Co-operate on health and safety matters;
  - Not interfere with anything provided to safeguard their health and safety;
  - Have a duty of care for their own health and safety, as well as having a duty of care for the health and safety of colleagues and visitors;
  - Report all health and safety concerns to an appropriate person (as detailed in this policy statement);
  - Wear the appropriate personnel protective equipment during work tasks, site visits and events organised by the Town Council.

## **HEALTHY AND SAFETY RISK ASSESSMENTS**

The ATC will undertake risk assessments. Action required to remove or control risks will be considered by the Town Clerk, who will be responsible for ensuring that appropriate actions are implemented. The Town Clerk will check that the implemented actions have removed / reduced the risks.

Assessment will be:

- a) Approved by the Town Clerk;
- b) Reviewed every twelve months or when a process changes or an accident or incident occurs.

All risk assessments are available to view in the office.

## **CONSULTATION WITH EMPLOYEES**

Consultation with employees is provided by the ATC. Staff are made aware of change in appropriate legislation as and when it is made available. They are also made aware of updated and reassessed risk assessments appertaining to their specific roles and / or environment.

## **SAFE PLANT AND EQUIPMENT**

The ATC will be responsible for:

- Identifying all equipment / plant needing maintenance;

- Ensuring effective maintenance procedures are drawn up;
- Ensuring that all identified maintenance is implemented;
- To check that new plant and equipment meets health and safety standards before it is purchased;
- Any problems found with plant / equipment should be reported to the Town Clerk.

### **SAFE OFFICE EQUIPMENT**

The ATC will be responsible for:

- Identifying all office equipment / furniture needing maintenance;
- Ensuring effective maintenance procedures are drawn up;
- Ensuring that all identified maintenance is implemented;
- To check that new equipment / furniture meets health and safety standards before it is purchased;
- Any problems found with office equipment / furniture to be reported to the Town Clerk.

### **SAFE HANDLING AND USE OF SUBSTANCES**

The ATC will be responsible for:

- Identifying all substances that need a COSHH assessment;
- Will ensure a COSHH data sheet is received from the substance supplier;
- Undertaking COSHH assessments;
- Ensuring that all relevant employees are informed about the COSHH assessments;
- Checking that all new substances can be used safely before they are purchased.

Assessments will be reviewed every twelve months or when a process changes or an accident or incident occurs.

### **INFORMATION, INSTRUCTION AND SUPERVISION**

The Health and Safety Law posters are displayed in Stone Town Council, 15 Station Road, Stone, Staffordshire ST15 8JP.

Health and Safety advice is available from the ATC.

Supervision of young workers / trainees will be arranged by the ATC.

The ATC is responsible for ensuring that the Town Council employees working at locations under the control of other employees, are given relevant health and safety information.

### **COMPETENCY FOR TASKS AND TRAINING**

The ATC will provide induction training for all employees. Appropriate personnel will provide job specific training. Training records are kept by the ATC. Training will be identified, arranged and monitored by the ATC.

## **ACCIDENTS, FIRST AID AND WORK RELATED ILL HEALTH**

The ATC is responsible for (RIDDOR) reporting accidents, diseases and dangerous occurrences to the enforcing authority.

A First Aid Box is kept at Stone Town Council, 15 Station Road, Stone, Staffordshire ST15 8JP.

All employee accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the Town Council office. Accidents which involve members of the public on Town Council property are to be recorded in the incident book retained in the office.

## **MONITORING**

To check working conditions and ensure safest working practices are being followed, working conditions and systems of work will be checked on a regular basis. In addition, spot checks will be carried out.

The ATC is responsible for investigating accidents and work-related causes of sickness absences. The Town Clerk is responsible for acting on investigating findings to prevent a recurrence.

## **EMERGENCY PROCEDURES – FIRE AND EVACUATION**

The ATC is responsible for:

- Ensuring the fire risk assessment is undertaken and implemented;
- Ensuring the escape routes are checked weekly;
- Ensuring fire extinguishers are checked weekly in house and annually by an appropriate organisation;
- Ensuring alarms are tested;
- Ensuring the emergency evacuation routes are tested;

## **SOME KEY AREAS**

- Asbestos
- Chemicals
- Confined spaces
- Display Screen Equipment
- Electricity
- Falling objects / collapsing structures
- Fire and explosion
- Machinery (including guarding)
- Manual handling
- Noise
- Pressure systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health (including dust, fumes etc.)
- Temperature
- Transport (including carrying dangerous substances and pedestrian in the workplace)

- Vibration
- Violence / bullying to staff
- Work equipment
- Work-relation upper limb disorders
- Working alone
- Working at heights
- Working environment

Signed .....

Reviewed 2014