

Reviewed: 17th June 2019 - Policy and Finance Committee Minute 11 ratified by Full Council 8th July 2019
Next Review: June 2020

Hayward Heath Town Council - Health and Safety Policy

Health and safety at Work etc Act 1974

This is the Health and Safety Policy Statement of **Haywards Heath Town Council**

Our statement of general policy is:

- To provide adequate control of the 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 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 work related health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Responsibilities

As the employer Haywards Heath Town Council has overall responsibility for health and safety.

(1) Responsibility:

- Day-to-day tasks at the Town Hall are managed by the Town Clerk.
- Day-to-day tasks at the Depot and on site are managed by the Head Groundsman. and are overseen by the Deputy Clerk.

(2) Staff will be kept informed about health and safety matters: on a quarterly basis but they are still the overall responsibility of those named under point one. Delegation for specific task will be made to individuals within the organisation, by workplace area or by topic under point 3.

Responsibilities will be clearly set so that if there are any health and safety concerns, they can be reported to the right person or ultimately the Town Clerk.

Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate to help the Town Clerk comply with the law.

Control of Health and Safety Arrangements

(1) Overall and final responsibility for health and safety is that of all staff individual and as a collective.

- Haywards Heath Town Council

(2) Day-to-day responsibility for ensuring this policy is put into practise is delegated to

- Town Clerk

(3) To ensure health and safety standards are maintained/improved, the following people have responsibility in the following area

Name	Responsibility
Town Hall Office:	Deputy Clerk - Andrew Sturgeon
Depot:	Head Groundsman (Andrew Stempt)
Outside Activities:	Groundstaff (Daniel Beard)
Out of office hours:	Caretaker/Cleaner – Derek Turner/Josefa Figueira

(4) All employees have to:

- Co-operate with Deputy Clerk and Town Clerk on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take responsible care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

(1) Arrangements for undertaking risk assessments.

- Town Hall assessment to be conducted by Town Hall Staff.
- Depot and Council landholdings/tasks assessments by Groundstaff.
- All reported to Clerk to present to the Council as the corporate body.

(2) Risk assessments will be reviewed by;

Town Clerk, Deputy Clerk

(3) The findings of the risk assessments will be approved by;

Town Clerk, Town Council

(4) Action required to remove/control risks will be approved by;

- Town Clerk, Deputy Clerk
- Town Clerk will be responsible for ensuring the action required is implemented.
- Town Clerk will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every by staff, Annually by Council or when the work activity changes, whichever is soonest.

(5) Consultation with employees

The Town Clerk will consult with employees delegated with special tasks and then all staff (due to size of Town Hall staff). Consultation with employees is provided by Town Clerk through regular staff meetings.

(6) Safe plant and equipment and Council Facilities

- Depot & outside areas – Head Groundsman will be responsible for identifying all equipment/plant maintenance. Any problems found with plant/equipment should be

reported to the Deputy Clerk and Head Groundsman (who will also check that new plant and equipment meets health and safety standards before it is purchased.

- Town Hall – the Deputy Town Clerk will be responsible for day to day running of Town Hall. The Town Clerk will be responsible for ensuring effective maintenance of the Town Hall in liaison with the Deputy Town Clerk.
- Town Clerk will be responsible for ensuring that all identified maintenance as per above is implemented.

Safe handling and use of substances

A Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) assessment has been undertaken by the Deputy Head Groundsman. To ensure the principles of the document are implemented the following delegations will apply;

- Outside areas - Groundstaff (Daniel Beard)
- Town Hall office - the Deputy Town Clerk in liaison with Deputy Head Groundsman will be responsible for identifying all substances which need a COSHH assessment.
- Deputy Head Groundsman will be responsible for undertaking COSHH assessments and will be responsible for ensuring that all actions identified in the assessments are implemented.
- Deputy Head Groundsman will be responsible for ensuring that all relevant employees are informed about the COSHH assessments and will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every quarter or when the work activity changes, whichever is soonest.

Information, instruction and supervision

The Health and Safety Law poster is displayed at the entrance to reception and on the notice board at the depot.

Health and Safety advice is available from Town Clerk, the Deputy Town Clerk and Groundsman Supervision of work experience /trainees will be arranged/undertaken/monitored by Town Clerk

Town Clerk is responsible for ensuring that our employees working at locations under the control of other employees are given relevant health and safety information.

Competency for tasks and training

All employees are to be given health and safety induction training when they start work, which should cover basics such as first aid and fire safety. There should also be job-specific health and safety training. You also have to provide training if risks change, and refresher training when skills are not frequently used.

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Induction training will be provided for all employees by Groundstaff (Deputy Head Groundsman), Town Hall – Town Clerk.

Job-specific training will be provided by Groundstaff (Deputy Head Groundsman), Town Hall – Town Clerk or outside bodies

Training records are kept at/by

Town Clerk – Town Hall and office and Groundstaff (Deputy Head Groundsman) available on the Council's shared computer drive and held at depot.

Training will be identified, arranged and monitored by

Town Clerk, Responsible Finance Officer

Accidents, first aid and work-related ill health

Employees must receive specialist health surveillance for certain work. Your COSHH assessments will identify where this specialist health surveillance is needed. You should note down your first-aid arrangements here.

Health surveillance is required for employees doing the following jobs

- All jobs undertaken by groundstaff will be monitored by individual risk assessments.
- Health surveillance will be arranged by the Deputy Town Clerk in conjunction with Head Groundsman and Deputy Head Groundsman. This will be overseen by the Town Clerk.
- Health surveillance records will be kept by/at
- Office staff and monitored by the Clerk
 - The first-aid box(es) is/are kept at;
 - The Depot
 - Town Hall - 1st Floor Kitchen
 - Town Hall – Ground Floor Kitchen.
 - Council Vehicles

The appointment person(s)/first aider(s) is/are

Trained: Andrew Stepmt and Helen Hewett

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by the front office staff who are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work). A book is also held at the Town Council Depot located at Copyhold Lane.

Monitoring

The Town Council will demonstrate it is monitoring health and safety by actively doing spot check visits, or reactively, eg by investigating any accidents or ill health and record instances along with the procedures to investigate the incident.

To check our working conditions, and ensure our safe working practices are being followed, Council staff will review the Town Hall and the Groundstaff the Depot on a quarterly basis

Town Clerk is responsible for investigating accidents.

Town Clerk is responsible for investigating work-related causes of sickness absences

Town Clerk is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

Recording of emergency procedures, how often they are checked and who by whom will be monitored by the Town Clerk.

The Town Clerk is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by staff, each morning

Fire extinguishers are maintained and checked annually by external contractors.

Alarms are tested weekly by the caretaker.

Emergency evacuation will be tested every bi-monthly.

Other matters to consider

a) Electricity

The Council will ensure that arrangements are in place to test, maintain and compile records of the electrical safety of portable equipment, fixed installations, electrical tools, appliances and electrical work activities. Where possible, electrical equipment should be switched off overnight. Employees must not use any unauthorised electrical appliances or extension leads and must report immediately any defects and damage to equipment, plugs or cables to the Town Clerk/Head Groundsmand or Deputy Clerk.

b) Fire is covered in the staff and hirers fire procedure documentation found on the Council shared computer drive and the folder held on reception.

c) Asbestos in the premises

The Council will ensure that arrangements are in place to identify, record, manage, inspect and review the type and location of asbestos material in all Council owned or

managed premises. Information must be conveyed to any employee and contractor who may be exposed to asbestos fibres in the course of their work. Regular inspections should be undertaken to ensure that asbestos material is not damaged. Where necessary, the Council will use only contractors who have been licensed by the Health and Safety Executive to work on, remove and dispose of asbestos containing material.

d) Managing contractors

The Council will ensure that persons carrying out contracted work on Council premises, land or structures are assessed prior to commencement of the work in respect of their health and safety competence and, in particular, their arrangements for working safely. This should include checks of their risk assessments, method statements, safe systems of work and previous accident records and enforcement history. In addition, they will be provided with a copy of the Council's Contractors' Code of Conduct and Safety Rules that they must sign and return to show that they agree to comply with the content therein.

e) RIDDOR reporting

RIDDOR means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, which came into force on 1 April 1996. Reporting accidents and ill health at work is a legal requirement. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents. The enforcing authorities can then help and advise you on preventive action to reduce injury, ill health and accidental loss - much of which is uninsurable. You will have duties under the Regulations to report:

- deaths
- major injuries
- accidents resulting in over 7 day injury
- diseases
- dangerous occurrences
- gas incidents

*Please inform the Town Clerk or Incident Contact Centre at
Caerphilly Business Park*

Caerphilly
CF83 3GG

Tel: 0845 3009923

Fax: 0845 3009924

f) Manual handling

The Council will provide arrangements to ensure that any significant risk arising from manual handling activities by employees is avoided. Where this is not possible, an assessment will be undertaken to identify those at risk, training will be provided and safe systems of work developed to minimise the risks (e.g. mechanising the activity, providing assistance for the task). These assessments will be reviewed regularly and revised where necessary.

g) Display Screen equipment

The Health and Safety (Display Screen Equipment) Regulations 1992. These Regulations deal with the Health and Safety requirements when working with Display Screen Equipment (DSE). They are intended to protect staff who habitually use DSE as a significant part of their work. They are concerned not only with the effect that display screens may have on eyesight, but also the prevention of muscle and joint problems due to poor job and workplace design, and the physical and mental stress caused by prolonged continuous use. This may mean, if the workstation assessment finds it necessary, the provision of new chairs, footstools, document holders etc or the revision of work patterns and assurance that any new DSE equipment is suitable.

The Town Clerk and/or designated Health and Safety Officer will need to make arrangements to:-

- * assess workstations and reduce risks to Health and Safety;
- * ensure that workstations meet minimum requirements;
- * plan work to ensure breaks or changes of activity occur during prolonged use;
- * arrange for eye tests if required by staff who qualify and if necessary provide corrective glasses needed specifically and solely for use with DSE;
- * provide information and training for DSE users.

All of the above should be carried out in accordance with The Code Of Practice Held Centrally. All employees have a duty to:-

- * inform their employer of any medical condition that may affect, or be affected by, their use of DSE;
- * ensure that workstations and DSE are suitably adjusted so as to minimise Health and Safety risks.

h) Personal protective equipment

The Personal Protective Equipment At Work Regulations. The management of Health and Safety at Work Regulations 1992 require employers to identify and assess the risks to Health and Safety present in the workplace, so enabling the most appropriate means of reducing those risks to an acceptable level to be determined. There is in effect a hierarchy of control measures, and PPE should always be regarded as the "last resort" to protect against risks; engineering controls and safe systems of work should always be considered first. However, in some circumstances PPE will still be needed to control the risk adequately, and these Regulations will then take effect. The Town Clerk and Health and Safety Officer/Site Manager will need to:-

- * assess the need for PPE;
- * select the most suitable PPE;
- * provide, maintain and store PPE correctly, and replace it as necessary;
- * ensure that information, instruction and training is given;

- * ensure proper use and the reporting of loss or defect of PPE.

All employees have a duty to:-

- * ensure that they use, maintain and store PPE in accordance with any instructions or training which they have received.

i) Driving at work

When you are driving, riding a motorcycle or bicycle on a work-related journey, you are effectively at work. Whilst the Council has a responsibility under the Health and Safety at Work Act 1974 to ensure, so far as reasonably practicable, your health and safety while at work, you also have a responsibility to ensure that you do not put others at risk when you are driving for work. You should not drive if you feel unfit to do so, for example if you are tired, unwell, have certain medical conditions or are taking medication that may affect your ability to drive. You must never drive whilst under the influence of alcohol. In addition, you must comply with all Road Traffic Acts and the Highway Code and the Department of Transport 'Driving at Work Manual', which has been provided to staff,

j) Pregnant women

The Company will encourage workers to tell us at an early stage if they are pregnant or a nursing mother. The Clerk will carry out an assessment of the affected worker considering their work activities and will identify appropriate controls to ensure her safety. Where her condition puts her at specific risk from substances or activities and this cannot be controlled by other means changes to her role will be considered. Nursing mothers will be supported by offering suitable facilities and changes to their work pattern.

k) Violence & Aggression

The Council will take all reasonably practicable steps to ensure that its employees are not subjected to violence or aggression while carrying out their work. Arrangements will be established to minimise the risk including, inter alia, providing training for all employees at risk; monitoring employees in potentially dangerous situations and providing them with appropriate support and means of communication to colleagues. All incidents of violence or aggression, verbal abuse and sexual or racial harassment should be recorded.

l) Workplace Stress

The Council will ensure, so far as is reasonably practicable, that no member of staff is subjected to a level of stress due to work, which is detrimental to their health. All employees are encouraged to report any concerns to the Clerk who will take steps to deal with the matter. The Council aims to create an environment where, if workplace stress does occur, it can be dealt with openly and fairly. The Council also commits itself to investigating all claims of ill health due to workplace stress to ensure appropriate action is taken to prevent any recurrence of the situation.

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