

WEST MOORS TOWN COUNCIL



HEALTH and SAFETY POLICY

Adopted by the Council on 26th November 2020
Reviewed 25.01.2024

HEALTH and SAFETY POLICY

1. STATEMENT

The Members of West Moors Town Council hereby have a responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the Health, Safety and Welfare of all employees, contractors, visitors and users of premises, and others who may be affected by the council's activities, and declare their intention to meet the requirements of the Health and Safety at Work etc Act 1974 and many other relevant statutory provisions that is referenced in this policy.

2. EMPLOYER RESPONSIBILITIES

The Clerk has responsibility for carrying out the policy as determined by the members of the Council, and has overall responsibility for; evaluating the risks within the Council, ensuring that all liability is covered by insurance and to implement, monitor and review preventative and protective measures. This is to be contained in the 'Risk Management Policy'. The Management of Health and Safety at Work Regulations 1999 places a duty on employers to assess and manage risks to their employees and others arising from work activities.

Responsibilities include:

- 2.1. promoting the Council's policy for Health and Safety and revising it as appropriate, bringing it to the attention of all employees.
 - 2.1.1. display the Health and Safety at Work Act poster for staff to see (including a nominated contact).
 - 2.1.2. display the Town Council's Insurance Liability certificate for the public and staff.
- 2.2. planning for adequate staff, funds and materials to meet the requirements of the policy.
- 2.3. ensuring that all members of paid staff are given the appropriate information, instruction, equipment and training to enable the activities of the council to be carried out safely. ('Personal Protective Equipment Regulations 2002' do not apply as standard. However, if there is a need for PPE items, they must be provided free of charge by the employer under the Health and Safety (Consultation with Employees) Regulations (HSCER) 1996 (as amended) as an employer is required to consult with their employees on matters which could affect their health and safety and must take place before the employer takes a decision on matters relating to this consultation)
 - 2.3.1. protecting office staff from the health risks in the office.
 - 2.3.1.1. persons are protected against falls (or falling objects)
 - 2.3.1.2. drinking water is provided
 - 2.3.1.3. windows and doors are safe (safety glass where necessary) and safe to open and clean.
 - 2.3.1.4. suitable and sufficient sanitary conveniences and washing facilities are provided.
 - 2.3.1.5. workplaces are suitably and sufficiently ventilated and lit, and a reasonable temperature maintained.
 - 2.3.1.6. working with display screen equipment (DSE).

- 2.3.1.7. arranging for eye tests if required by staff who qualify and if necessary providing corrective glasses needed specifically and solely for use with DSE.
 - 2.3.1.8. provide information and training for DSE users.
 - 2.3.1.9. volunteers being adequately trained, instructed on their expected tasks and the locations of them.
- 2.4. ensuring that all responsibilities for Health and Safety are properly assigned, accepted and fulfilled.
- 2.4.1. Delegate to experts or qualified contractors where necessary;
 - 2.4.1.1. annual fire extinguisher testing.
 - 2.4.1.2. electrical services (PAT testing).
 - 2.4.1.3. annual air con servicing.
 - 2.4.1.4. Playground Inspections and MUGA Inspections:
 - 2.4.2. Cemetery grave diggers must follow the ICCM Code of Safe Working Practice for Cemeteries and ensure the safety of all staff, contractors and visitors to West Moors Cemetery as a result of their work.
 - 2.4.3. ensure all contractors above provide their insurance liability and risk assessments before commencement of work or a record to be in place to know of the renewal date. Any work carried out by a contractor to be fully in compliance with statutory legislation.

3. FIRST AID and ACCIDENT REPORTING

The employer will provide adequate and appropriate first aid equipment and facilities to ensure their employees receive immediate attention if they are injured or taken ill at work.

When an accident/incident occurs, action will be taken. Injuries must receive prompt attention and any immediate danger must be alleviated.

The employer is required in accordance with RIDDOR to record accidents/incidents and also to investigate and report to the nearest office of the Health and Safety Executive (HSE) accidents which result in the following:

- a) fatalities, major injuries, industrial diseases and dangerous occurrences.
- b) employees being absent from work for more than 7 days as a result of an accident at work or work-related ill health.

4. EMPLOYEE RESPONSIBILITIES

- 4.1. co-operate with the Clerk on health and safety matters.
- 4.2. take reasonable care for their own safety and that of others who may be affected by their acts or omissions at work.
- 4.3. co-operate, so far as is necessary, to enable any duty or requirement imposed on the business by or under any of the relevant statutory provisions, to be performed or complied with.
- 4.4. not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Failure to comply with these requirements may lead to disciplinary action being taken by the Town Council and/or prosecution by the HSE.

5. FIRE PROCEDURE & INSTRUCTIONS

The Council office is a small premises and has two exit points.

There is an emergency light above the rear fire exit however, due to office hours this should rarely be required. Normally there are no more than two members of staff working on the premises therefore a fire drill is carried out annually.

The 'responsible person' for the office must carry out an assessment of the risks of fire and take steps to reduce or remove the risk.

There is a clear luminescent fire safety sign by the fire extinguishers and fire exit at the rear of the office.

Pavilion Fire Instructions are posted on the Notice board in the hallway of the building and are on the Pavilion hire agreement which all customers receive with their booking form.

5.1. IF YOU SHOULD DISCOVER A FIRE

- 5.1.1. OPERATE THE ALARM from the nearest call point.
- 5.1.2. ENSURE ALL PERSONS under your control EVACUATE the building;
- 5.1.3. IF AND ONLY IF you judge the use of a nearby extinguisher by you likely to be effective, USE IT: DO NOT TAKE RISKS. If it is not safe to use an extinguisher, LEAVE IMMEDIATELY.
- 5.1.4. REPORT the whereabouts of the fire to the person in charge of your ASSEMBLY POINT if that is not you.
- 5.1.5. DO NOT collect personal belongings.
- 5.1.6. PROCEED to your designated assembly point.
- 5.1.7. DO NOT RE-ENTER or allow other persons to enter the building until told to do so by a person in authority.

5.2. ALL MEMBERS OF STAFF

- 5.2.1. Make sure you know the locations of the fire exits and fire-fighting equipment (extinguishers) within the building.
- 5.2.2. In an emergency the prime responsibility for you is getting yourself and the persons under your immediate control out of the building.
- 5.2.3. The fire alarm is tested in the building on a regular basis.

6. TRAINING

The health and safety training needs of staff, councillors and contractors will be identified. The delivery of a training programme will ensure as far as is reasonably practicable, that everyone is aware of their responsibilities for health and safety at work and competent to undertake their activities in a safe and healthy manner.

7. COUNCIL DOCUMENTS AND PROCEDURES

- (a) Protocol 19 – Risk Management
- (b) Protocol 20 – Risk Assessment for Staff
- (c) Protocol 08 – Fire Risk Assessment Form 2011
- (d) Council Document 09 – Office Risk Assessment (Lone working is included).

8. REVIEW

West Moors Town Council will review this policy as is necessary and appropriate, and at a minimum every 3 years.