



SHEPTON MALLET TOWN COUNCIL

HEALTH AND SAFETY POLICY

Policy Reference Number: 1908

AUTHOR: Town Clerk

RESPONSIBILITY: Full Council

GRADE: One – High

DATE ADOPTED: 11th June 2019

REVIEW DATE: Every year - March 2020

AMENDMENTS:

1.0 **Policy Statement**

1.1 It is Shepton Mallet Town Council's policy to provide its staff with a working environment that is both healthy and safe, and that statutory requirements and principles of good practice are fully observed.

1.2 The Council also accepts its Health and Safety responsibilities with regards to other people who may be affected by its activities.

1.3 The need to involve and consult employees in promoting and developing a positive culture of Health and Safety procedures and practices shall be fully recognised.

1.4 Shepton Mallet Town Council is committed and fully subscribes to the objectives of the Health and Safety at Work etc. Act 1974 and the subsequent Management of Health & Safety at Work Regulations (1992) and expects the wholehearted co-operation of all its employees, contractors and service agents to ensure that the highest attainable standards are achieved and maintained as a minimum whilst developing continual improvement.

2.0 **Scope of Policy**

2.1 The policy applies to all employees of Shepton Mallet Town Council (herein referred to as 'the Council').

3.0 **Review Statement**

3.1 This policy has been prepared considering prevailing legislation and recognised good practice. New legislation requirements or changes in current legislation may necessitate the review of this policy document. The council will continue to review and amend all/part of this policy on an annual basis. It is the employee's responsibility to ensure that the copy of the policy being referred to is the most up-to-date version.

4.0 **Equality**

4.1 In putting the policy into practice, no aspect of the procedure will discriminate on the grounds of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability, politics, caste and / or union membership or any other grounds likely to place any employee at a disadvantage.

5.0 **Aims of the Policy**

5.1 The aims of this policy are:

- To provide a safe and healthy working environment and safe system of working for all its employees.
- To ensure that all plant, equipment and tools comply with known statutory standards.
- To provide appropriate safety clothing and equipment where required by statute or otherwise.
- To ensure that all such items are used effectively and are adequately maintained.
- To provide information, instruction, training and supervision as necessary to ensure and improve the Health and Safety and Welfare at work of all its employees, contractors and subcontractors.
- To provide opportunities for employees and their representatives to be consulted and to participate in matters affecting Health and Safety.

- To ensure compliance with all statutory requirements which are prescribed in the Health and Safety Work etc. Act 1974 and other regulations.
- To have regard to recognised “Codes of Practice”.
- To ensure that due care and attention is paid to the Health and Safety of persons who are not employees and who may be affected by the Council’s activities.
- To make the Council’s employees aware of their own duties under section 7 of the Health and Safety at Work etc. Act 1974

6.0 **Responsibilities**

Employees

6.1 All employees have a responsibility to take care of their own safety and that of other persons, and to co-operate with the Council to enable it to carry out its safety and responsibilities effectively.

6.2 Employees are required to:

- Make themselves familiar with and conform to the Council’s Health and Safety Policy and all related information in particular that given in the Staff Handbook.
- Observe all Health and Safety rules at all times. Wear appropriate safety clothing or equipment as is provided.
- Conform to all instructions given by Managers with regard to Health and Safety.
- Report all accidents and damage in their work area to the person in charge at the time of occurrence, whether a person has been injured or not.
- Make suggestions to improve Health and Safety to the person in charge or the Town Clerk.
- Accept responsibility for their personal safety and also a duty of care to their colleagues and members of the public. They must not misuse anything provided in the interests of health and safety or take any action that might endanger themselves or others, including others affected by such acts.
- Comply with all known statutory requirements placed on the employer to enable that duty to be carried out, they must also co-operate in doing so.
- Observe and work to recognised Codes of Practice and safe systems of work where applicable and in operation.

Visitors

6.3 It is the Council’s duty to ensure the safety of all visitors to the office or work sites within the control of the Council.

6.4 Visitors to the office will be informed by the display of notices of any maintenance or improvement work within the building that may constitute a hazard.

6.5 Visitors to work sites within the control of the Council shall not be permitted to enter any work area unaccompanied, where significant risks to their Health and Safety exist. In such cases they shall be notified of any dangers and, if necessary, they shall be provided with and wear any necessary protective clothing.

Contractors

6.6 All contractors visiting any facilities under the management of the Council must follow the Health and Safety Guidance (Appendix 2) to ensure the safety of the public, staff, and visitors to the facility. Contractors are required to comply with all Health and Safety Legislation / Regulations as well as the Council’s Policy on Health and Safety.

Organisation

6.7 The Council is the body corporate on which the duties of the Health and Safety at Work Act 1974 are placed. These duties will be implemented via the various Town Council Committees who will ensure provision of adequate resources to enable them to carry out the Council's Health and Safety policy.

Town Clerk

6.8 The Town Clerk has overall responsibility to the Council for the implementation of Health, Safety and Welfare and will establish an effective safety organisation and will:

- Review the policy on health, safety and welfare on a regular basis and revise it when necessary.
- Arrange risk assessments in order to identify measures to ensure compliance with the Council's duties under Health and Safety legislation.
- Support staff in their efforts to achieve high health, safety and welfare standards.
- Establish an effective system of communication between employees and councillors.
- Determine priorities for health, safety and welfare and make recommendations where necessary to appropriate committees.
- Delegate to staff authority to deal with health, safety and welfare matters under their control and hold them accountable for their actions.
- Ensure that all accidents and dangerous occurrences are properly reported, and the appropriate authorities informed.

Other staff

6.9 All other staff must:

- Carry out risk assessments in order to identify and manage hazards so that the risks of injury and ill health are minimised.
- See that safe working procedures and practices are observed.
- Where there is an immediate threat of injury, order to stop until safe working methods can be adopted.
- Regularly inspect the workplace and liaise with management on matters affecting health, safety and welfare at work.
- In cases where an employee has specialised knowledge and is carrying out specialist work in a particular area to consider the health, safety and welfare of any other employees or person who may be affected by that work.
- Ensure that new staff are introduced to the workplace with enough information, instruction, training and supervision so as to be safe. Particular regard shall be given to young persons, expectant mothers or anyone unfamiliar with the work area.
- Ensure that the health, safety and welfare of the public and visitors are not adversely affected by the work activities.
- Receive reports of all accidents and dangerous occurrences, document and conduct investigations to determine all underlying causes, take appropriate remedial action and ensure that where appropriate the enforcing authorities are informed.

7.0 Display Screen Equipment

7.1 All staff are to read the documentation made available from the HSE on working with display screen equipment.

7.2 New employees should complete a self-assessment display screen equipment questionnaire, which enables the user to ensure that their work station is set up for their needs and ascertain if additional equipment is needed.

7.3 If established staff are experiencing any symptoms that they feel are the result of their work station, they will be asked to complete a similar questionnaire, which will review their VDU, desk, chair and posture. Recommendations can then be made to help improve the problems that they are experiencing.

8.0 **Lone Working**

8.1 The Council has a separate policy that outlines the rules on lone working and the procedure to be followed to reduce the health and safety risks associated with working alone. Please see the separate Lone Working Policy.

9.0 **Pregnant Employees**

9.1 On receipt of written notification from an employee that she is pregnant, the line manager should carry out a Risk Assessment. The employee and relevant manager should be fully informed of any risks identified. The manager and employee have an ongoing responsibility to monitor any potential risks that may be present.

10.0 **Stress in the Workplace**

10.1 The Council recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. Please see separate Stress Policy.

11.0 **Manual Handling**

11.1 The Council will take all reasonable steps to reduce health and safety risks to employees from manual handling.

11.2 The Council will ensure that manual handling tasks that involve injury risks are avoided where reasonably practicable. Where it is not reasonably practicable to avoid these tasks a suitable and sufficient assessment of the risks will be undertaken and identified risks will be reduced to as low as is reasonably practicable.

11.3 The Council will also provide adequate information, instruction, training and supervision to employees regarding manual handling best practice. Employees will make proper use of any equipment and systems of work provided for their safety.

12.0 **Fire Evacuation**

12.1 Upon discovery of a fire, or cause a fire, operate the nearest alarm.

12.2 If the alarm goes off while on site: -

- Only attempt to extinguish the fire with an extinguisher if trained to do so;
- Instruct your colleagues to leave the building via the door to the designated assembly area
- Close all doors and windows behind you if it is safe to do so
- Check all your colleagues are present and accounted for
- Report to the relevant staff member when safe to do so or report any missing colleagues;

13.0 **Health and Safety Contacts**

Safety Advisor

13.1 The Council's Safety Advisor is the Town Clerk, Miss Charlotte Starkie, who is based at the offices of the Town Council, Shepton Mallet.

Health and Safety Contacts

13.2 The enforcing authority for Health and Safety in your workplace is :

Health and Safety Executive:

For reporting incidents and accidents—i.e. In accordance with RIDDOR telephone:

The Incident Contact Centre on Tel: 0300 003 1647 (Monday - Friday 8.30am - 5pm).

For the reporting of a major or fatal incident call 0345 300 9923.

Alternatively, reportable accidents and incidents can be reported on-line at www.hse.gov.uk

Health and Safety Guidance for Contractors

All contractors visiting any facilities under the management of Shepton Mallet Town Council must follow the following Health and Safety guidance to ensure the safety of the public, staff, and visitors to the facility. Contractors are required to comply with all Health and Safety Legislation/Regulations as well as the Council's Policy on Health, Safety and Welfare, a copy of which may be inspected in the Council office.

Instructions for Contractors

1. Arrival:

Contractors must report to the main office, sign in and wait for the staff member to direct them to the place / area of work.

2. Materials and Equipment:

The contractor must inform the Council in advance of the materials and equipment that is intended for use, risks assessments and COSHH safety data sheets and other information must be supplied as appropriate.

3. Working Area:

Appropriate barriers must be installed around the working area to ensure staff and the public are not at risk from tools, equipment or materials. Water and cables must not obstruct pedestrian movement. Where it is necessary to close a corridor, appropriate signage must be installed to show alternative routes.

The staff member will show contractors the nearest firefighting equipment location.

4. Services:

Access to water, electricity and waste disposal must be agreed with the relevant staff member.

Contractors must use 110volts rated electrical equipment unless specifically agreed otherwise.

5. Asbestos:

If any work involves the main fabric of the building contractors must first look at the Asbestos Register in the Council office to ensure that they will not compromise the integrity of the fabric of the building.

6. Lone Working:

Lone workers must carry a fully charged, switched on mobile phone at all times, the number of which must be given to the staff member, and a check in procedure agreed with the staff member appropriate to the nature of the work.

7. Restricted Areas:

A maintenance contract or specific written authorisation is required from the Town Clerk to carry out work on roofs and enclosed spaces etc.

8. Smoking:

A 'NO SMOKING' policy operates throughout all Council premises.

9. Toilets, Washrooms and eating arrangements.

The staff member will show contractors the toilets, washrooms and refreshment area, which are available for use.

10. Leaving the Council Facility Contractors must:

- Clear up, disposing of rubbish as directed by the staff member;
- Remove any barrier off-site if work is completed;
- Telephone the staff member who will review the work and secure the premises after contractors have gone;
- Inform the Council office if there is any incomplete work and if contractors will be returning;
- Leave the contact phone number in case there is a problem.

11. Fire procedure:

- Upon discovery of a fire, or cause a fire, operate the nearest alarm.
- If the alarm goes off while on site: -
 - Only attempt to extinguish the fire with an extinguisher if trained to do so;
 - Instruct your colleagues to leave the building via the door to the designated assembly area;
 - Close all doors and windows behind you if it is safe to do so;
 - Check all your colleagues are present and accounted for;
 - Report to the relevant staff member when safe to do so or report any missing colleagues;

12. First Aid:

The staff member will show you where the first aid supplies are kept; in the event of an accident, contractors must complete the accident book kept in the Council office.

13. Help & Advice:

The staff member will show contractors telephone numbers to use in an emergency.