

# TENBURY TOWN COUNCIL



## HEALTH AND SAFETY POLICY

## **1.0 INTRODUCTION**

- 1.1. Tenbury Town Council has adopted a Health and Safety Policy to protect all employees, visitors, contractors and users of its facilities.
- 1.2. This document details the Policy and systems that have been set up within the organisation to ensure compliance and safe working practices.
- 1.3. Members of the Town Council accept responsibility as an employer to pursue a policy that ensures, as far as is reasonably practicable, the Health and Safety and Welfare of all employees, contractors, visitors and users of premises, and others who may be affected by the Council's activities and their intention to meet the requirements of the Health and Safety at Work Act 1974.

## **2.0 OBJECTIVES**

Tenbury Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by its activities. The Council's objectives in this respect are to:

- Maintain buildings/open spaces in a safe condition and provide adequate facilities and arrangements for welfare at work;
- Provide a safe means of access to and egress from buildings/open spaces;
- Identify and adequately control health and safety risks arising from work activities;
- Provide and maintain equipment, tools and systems of work that are safe and without undue risk to health;
- Make arrangements for ensuring health and safety in connection with the use, handling and storage of articles and substances;
- Ensure buildings are clean and tidy and measures are taken to control the spread of infection;
- Ensure all contractors who undertake significant work in the buildings/open spaces adhere to safe systems of work and engage competent staff;
- Safely and responsibly dispose of all waste generated through activities;
- Provide such information, instruction, training and supervision as is necessary to ensure health and safety at work of employees and other persons;
- Consult with employees regarding health and safety matters;

- Provide and maintain, where appropriate, safety equipment and protective clothing and ensure that employees are informed of their obligations in respect of its use;
- Institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects;
- Provide First Aid equipment and training;
- Institute a procedure for the recording of all accidents and instances of ill health occurring as a result of the Council's activities and ensure that such incidents are investigated;
- Keep the Health and Safety Policy under review and make improvements, additions and amendments which, from time to time, may be deemed necessary or desirable.

### **3.0 ORGANISATION AND RESPONSIBILITIES**

#### **3.1. The Council**

3.1.1 Overall responsibility for health and safety rests with the Council, which shall:

- will ensure a safe place of work and provide adequate resources to execute this policy.
- will ensure that the policy is brought to the attention of all employees.

3.1.2. The Council may delegate responsibility for the delivery of health and safety policy but will remain accountable for the actions or inactions relating to the policy.

#### **3.2 The Town Clerk**

3.2.1 The Town Clerk shall:

- ensure that all health and safety duties delegated to them by the Council are undertaken in line with this policy;
- ensure that the contents of this policy are brought to the attention of the persons under their control and that regular consultation with employees takes place;
- ensure all risks presented to employees and others are identified and provide adequate risk controls are implemented and properly communicated;

- identify training needs commensurate with the risk identified and provide adequate training and supervision to ensure that all staff members are competent;
- carry out periodic checks and safety inspections of buildings and equipment to ensure that all necessary controls are in place and being adhered to;
- ensure that all contractors operating under their control are properly controlled and where necessary permits issued;
- investigate, report (to the HSE where applicable) and record accidents and implement measures to ensure that corrective action is taken to prevent recurrence. Occurrences that fall within the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) must be reported to the Health and Safety Executive.
- Keep the central records containing accident and incident reports and such investigations as are relevant.

### **3.3 Employees**

#### **3.3.1 Every employee shall:**

- take reasonable care of their own safety and that of any person affected by their actions or inactions;
- co-operate with their employer in all matters relating to health and safety;
- attend training sessions where required and adhere to all safe systems of work implemented by the Council;
- use equipment in accordance with the Council and the manufacturer's instructions;
- report all hazards and/or accidents to allow the Clerk to investigate and implement controls where required;
- wear the appropriate personal protective clothing and equipment where required;
- ensure that all infection control procedures are followed;
- report any unsafe conditions and defective equipment to the Clerk

- not interfere with or misuse anything provided in the interest of health, safety and welfare;
- assist as required in the investigation of accidents and incidents.

3.3.2 It is the duty of all staff who have an accident/incident or witness an accident/incident to another employee, visitor or member of the public to ensure that everything possible is done to minimise damage, particularly injury to persons.

Therefore:

- obtain First Aid treatment for the injured person;
- ensure that the accident/incident is reported to the Town Clerk;
- record the accident/incident by filling in the Accident Book and completing a copy of the Council's Incident Report Form.

## **4.0 ARRANGEMENTS**

### **4.1. Accident Reporting and Investigation**

4.1.1 The Council requires employees to report all accidents/incidents/near misses as they occur and will ensure that they are investigated to establish the causes and recommend any actions to rectify and prevent recurrence.

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

4.1.3 Ensure that an entry in the Accident Book has been made;

4.1.4 The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR) and Social Security Act 1975 require organisations to record accidents/incidents and to investigate and report to the nearest office of the Health and Safety Executive (HSE) accidents that result in the following:

- Fatalities;
- Specified major injuries (see RIDDOR leaflet);
- Employees being absent from work for more than 3 days;
- Reportable industrial diseases

- 4.1.5 The Council is also required to investigate and report any dangerous occurrences.
- 4.1.6 Ensure that if an injured employee is absent from work, or unable to carry out their normal work for than 3 days (not including the day of the accident) Form F2508 is completed and sent to the nearest office of the Health and Safety Executive (HSE) within 10 days of the accident.
- 4.1.7 It is the responsibility of the Town Clerk to investigate all accidents including those involving members of the public, visiting personnel or contractors, and to share the findings of the investigation where necessary with enforcing authorities and insurers.

## **4.2 Communication and Consultation**

- 4.2.1 The Council will communicate and consult with employees in issues affecting their health and safety and take account of their views.
- 4.2.2 Each building will display the 'Health and Safety Law – What You Need to Know' poster and/or communicate similar information by other means.

## **4.3 Contractors**

- 4.3.1 All contractors working in the buildings/open space must comply with the contents of the Policy and fire safety procedures. Contractors must ensure all equipment, materials and premises under their control are safe and without risks to health.
- 4.3.2 The Town Clerk has the authority to stop the work of contractors who are placing themselves, other staff, members of the public or visitors at risk. Any member of staff who judges there is a risk where contractors are working should inform the Town Clerk immediately.

## **4.4 Control of Premises and Welfare**

- 4.4.1 The Council will ensure so far as is practicable that buildings are fit for purpose and pose no undue risk to the employees, members of the public and others who visit the buildings.
- 4.4.2 The Council recognises that slips and trips in the workplace are common cause of major injury and will ensure that good housekeeping standards are maintained at all times and that traffic routes and floors are safe and free from trip hazards. The Council expects all employees to take personal responsibility for their immediate areas and not create hazards for themselves or others.

4.4.3 The following regulations apply to almost all workplaces, under The Workplace (Health, Safety and Welfare) Regulations 1992.

The Council will ensure that:

- Workplaces and work equipment are maintained and cleaned;
- Workplaces are suitably and sufficiently ventilated and lit, and reasonable temperature maintained;
- Employees have sufficient workspace and workstations are suitable for them;
- Floors, stairs and escalators are safe;
- Persons are protected from falls (or falling objects);
- Windows and doors are safe and safe to open (and clean);
- Suitable and sufficient sanitary conveniences and washing facilities are provided;
- Wholesome drinking water is provided;
- Accommodation for outdoor clothing is provided;
- Suitable facilities for rest periods and breaks.

4.4.4 All employees have a duty to:

- Act in such a way as not to jeopardise their own, other employees or any other person's health, safety and welfare;
- Should report any defaults immediately to the Town Clerk.

## **4.5 Disabled Persons**

4.5.1 The Council will give full and proper consideration to disabled employees and visitors.

4.5.2 The Council will treat all disabled employees and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the Council's facilities.

4.5.3 Where it is necessary, reasonable adjustments to the building and/or employment arrangements will be made for disabled persons.

4.5.4 In an emergency evacuation, suitable plans will be implemented to enable disabled people to leave the premises safely.

#### **4.6 Display Screen Equipment**

4.6.1 The Health and Safety (Display Screen Equipment) Regulations 1992 deals with the regulation requirements when working with Display Screen Equipment (DSE). The regulations protect staff who habitually use DSE as a significant part of their work.

4.6.2 The regulations 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.

4.6.3 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 the new DSE equipment is suitable.

4.6.4 The Council will:

- Carry out an assessment of each user's workstation;
- Implement necessary measures to remedy any risk;
- 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 the use with DSE (at work);
- Provide adequate information and training to persons working with DSE and how risks to health are to be avoided.

4.6.5. 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;
- Use the equipment provided;
- Take regular breaks or changes of activity.

4.6.6 Employees with a disability, health condition or who are suffering from discomfort, which may affect their ability to work using DSE must inform the Town Clerk.

4.6.7 Practical tips for the use of DSE you can take:

- Adjust your chair and VDU to find the most comfortable position;
- Make sure you have enough space including under your desk;
- Try different arrangements of keyboard, screen, mouse and documents;
- Arrange your desk and VDU to avoid glare or bright reflections;
- Adjust the brightness and contrast controls on the screen;
- Take regular breaks.

## **4.7 Electricity**

4.7.1 The Electricity at Work Regulations came into force in 1989 and laid down broad guidelines about safety of electrical systems and electrical equipment.

4.7.2 The Regulations apply to and are enforceable in respect of all places of work where electricity is used.

4.7.3 The main duty of employers is to ensure that the systems for distribution of electricity are constructed and maintained so as to prevent danger.

4.7.4 Within most working environment, a number of portable electrical equipment is used at any given time, e.g. PC's, photocopiers, kettles, extension leads, kitchen equipment, heaters, telephones, power tools. All of these will be plugged into the fixed installation electrical system.

4.7.5 All reasonable steps will be taken to secure the health and safety of employees who uses electrical equipment. The Council will ensure:

- Electrical installations and equipment are installed in accordance with the Wiring Regulations;
- Fixed installations are in a safe condition and routinely tested; and
- All portable and transportable equipment is inspected and tested.

4.7.6 Employees must visually check electrical equipment for damage before use and report any defects to the Town Clerk.

4.7.7 Employees must not carry out repairs to any electrical item unless qualified to do so or bring any electrical item into the building until it has been tested.

4.7.8 Electrical cables should be arranged in such a position that they do not cause a trip hazard or be subject to damage.

#### **4.7.9 Fixed Electrical Installation.**

When a system is first installed, the electrical supply authority requires a "Certificate of Compliance" before it can be connected to the mains supply. This is a Certificate issued by a qualified electrician, stating that certain tests have been carried out, and that the system is in a fit state to be connected.

4.7.10 After the initial Certification the fixed wiring should need little attention. Re-testing at least every 5-years should be sufficient unless any assessments show otherwise. Copies of the retesting Certificate will be retained.

#### **4.7.11 Portable Electrical Equipment**

When an appliance is purchased, it will have been tested to ascertain that it is suitable for the purpose for which it was made, as indicated by the BSI "Kite" or BEAB Approved Mark on the equipment.

4.7.12 All portable electrical appliances (all items with a plug) should be checked regularly by a competent person and a record of such checks kept.

4.7.13 Contractors, performing artists etc should provide evidence of the electrical integrity of their electrical equipment.

4.7.14 Employees should be instructed that their own personal equipment should not be connected to the Council's electrical supply.

### **4.8 Fire Safety**

4.8.1 The Council will ensure that the provision of fire safety is adequate and meets the needs of not only employees but also any member of the public, contractors or visitors.

4.8.2 The Council will ensure:

- A current, suitable and sufficient Fire Risk Assessment is produced by a competent person and reviewed periodically;
- All employees receive training and instruction on fire and emergency procedures;
- A weekly test of the fire alarm is carried out and logged;
- All electrical equipment is maintained and inspected;
- The alarm is serviced periodically by a competent person;
- Emergency lights are tested periodically and serviced by a competent person;

- Fire extinguishers are provided and serviced periodically and located as per the fire risk assessment;
- A weekly management check of fire extinguishers is undertaken and logged any defects actioned.

4.8.3 All employees are expected to co-operate fully in complying with any fire precaution procedures that may be introduced as a measure to protect safety and wellbeing of staff and visitors.

4.8.4 All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead.

4.8.5 Employees must ensure that all fire exits' and evacuation routes are kept clear and that no flammable materials are stored in corridors.

4.8.6 Employees and visitors must be aware of the evacuation procedures.

#### **4.9 First Aid**

4.9.1 The Health and Safety (First Aid) Regulations 1981 place a general duty on employees to make or ensure that there is made, adequate First Aid provision for their employees if they are injured and or become ill.

4.9.2 Nominated personnel will be trained for first aid to deal with accidents and injuries that arise at work.

4.9.3 An adequately stocked first aid box should containing at least the minimum supplies suggested by the First Aid at Work Approved Code of Practice will be held.

4.9.4 It must be emphasised that first aid boxes should **not** contain drugs of any kind including Aspirin or similar pain killers, and such medicines should **not** be issued by First Aiders, as there is a danger of adverse reaction in some cases. This extends to antiseptic creams or liquids, lotions etc which may aggravate injuries in some cases.

4.9.5 A portable first aid kit is provided to employees who work away from the Council building, where access to facilities may be restricted.

#### **4.10 Hazardous Substances**

4.10.1 Within the working environment, there can be numerous substances that fall into the category "Hazardous to Health", e.g. cleaning materials, weedkiller, toner etc. These products will be labelled as dangerous in several ways i.e. very toxic, toxic, harmful, irritant or corrosive in line with the Chemicals (Hazard Information and Packaging) Regulations 2002, and labelled as such by an

orange square with a black symbol in it, with one of the words listed above written underneath.

4.10.2 The Town Clerk will be responsible for ensuring that:

- All hazardous substances (Control of Substances Hazardous to Health) are identified and adequately controlled;
- Appropriate PPE is available for staff where applicable;
- Correct storage and segregation are provided;
- Good personal hygiene is practiced.

#### **4.11 Information, Supervision and Training**

4.11.1 Employees will be provided with the necessary instruction, training and supervision in order to carry out their duties safely and without presenting a risk to themselves or any other person affected by their undertakings.

4.11.2 Training will include but not limited to:

- Fire safety awareness and emergency procedures;
- Hazard spotting and risk control measures;
- Safe operation of equipment;
- Accident and incident reporting.

4.11.3 Job specific will be provided as necessary. Training records will be retained by the Council.

#### **4.12 Lone Working**

4.12.1 The Council will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

4.12.2 Employees will be provided with a copy of the Council's Lone Working Policy.

4.12.3 In carrying out an assessment of risk, consideration has been given to the following:

- The remoteness and isolation of work;
- Suitable means of communication including in the event of an emergency;
- The possibility of interference, such as violence or assault from other persons;
- The nature of injury or damage to health and anticipated “worse case” scenarios.

4.12.4 All employees are provided with a ‘MindMe’ security device, which is linked to an emergency call centre. In addition, the Groundsman is provided with a mobile phone.

4.12.5 The office building is installed with a door camera and employees are instructed to check the camera before the building door is opened.

### **4.13 Manual Handling**

4.13.1 Under the Manual Handling Operations Regulations 1992, the regulations apply to any means of transporting or supporting a load (including the lifting, pushing, pulling, carrying or moving thereof) by hand or by bodily force.

4.13.2 The term ‘load’ includes any person or animal.

4.13.3 Where practicable the need for manual handling will be eliminated. However; if required the following process will be applied:

- Avoid the need to lift and carry wherever possible;
- Assess the operations which are unavoidable before lifting;
- Reduce the risk of injury;
- Reduce the load to be handled if elimination is not possible;
- Provide apparatus and equipment to handle the load;
- Provide adequate instruction and training.

4.13.4 There are no specific requirements such as weight limits however ways of reducing risk include:

- Improving environment;
- Providing information on safe lifting techniques;
- Considering individual capabilities;
- Using mechanical aids.

4.13.5 All employees have a duty to:

- Make use of all appropriate equipment provided for the;
- Follow appropriate safe systems of work.

#### **4.14 Personal Protective Equipment**

4.14.1 The Council will provide personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means.

4.14.2 Employees provided with PPE for use at work are required to adhere to all instructions on its use. PPE provided should not be used for personal use and should be stored appropriately at the workplace when not in use.

4.14.3 Requests for replacing worn or defective PPE should be made to the Town Clerk.

#### **4.15 Stress**

4.15.1 The Health and Safety define stress as the adverse reaction people have to excessive pressure or other type of demand on them". This makes an important distinction between pressure, which can be positive state if managed correctly, and stress which can be detrimental to health.

4.15.2 Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly demanding people. As a reasonable Council, we will try to ensure that employees are in a pleasant working environment and that is free from stress as possible.

#### **4.16 Violence**

4.16.1 Violence and aggression is defined as actual or threatened physical assaults on staff and psychological abuse such as shouting, swearing and gestures. The Council will not tolerate such behaviour.

#### 4.16.2 The Council will:

- Ensure that premises are kept secure including during periods of lone working;
- Inform all employees of the procedure following a violent or challenging behaviour incident and support the employees involved in any incident;
- Determine control measures necessary to protect employees;
- Keep records of incidents of violence and aggression and review control measures as required.

#### **4.17 Visitors and Members of the Public**

4.17.1 The Council will ensure as far as is reasonably practicable, the health, safety and welfare of visitors to the Council. This includes ensuring that all areas where the public are present are safe and without foreseeable risk.

4.17.2 Any employee who notices persons acting in a way which would endanger colleagues should notify the Town Clerk. If the danger is immediate, common sense must be used to give warning, call assistance or give aid as necessary.

#### **4.18 Waste Management**

4.18.1 The Council will minimise the production of waste by applying the principles of the waste hierarchy through prevention (of the creation of waste), re-use, recycling, other recovery or ultimate disposal.

4.18.2 Any waste that must be disposed of will be done so in a legally compliant and responsible manner and will ensure that all waste, which is classed as controlled industrial waste, is safely stored, handled and disposed of through an authorised person.

#### **4.19 Work at Height**

4.19.1 The Council will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities and ensure that:

- The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so;
- All work activities that involve work at height are identified and assessed and suitable work at height equipment is provided and:

- Employees are trained and competent to carry out work at height activities safely.

4.19.2 Ladders should only be used for light, short duration work and secured to prevent displacement.

## **4.20 Work Equipment**

4.20.1 Under the Provision and Use of Work Equipment Regulations 1998, work equipment means any machinery, appliance, apparatus or tool and any assembly of components which, in order to achieve a common end, are arranged and controlled so that they function as a whole e.g. lawn mower, portable drill, hammer and computer.

4.20.2 The Council will ensure that all work equipment that is provided for use at work is:

- Obtained from a reputable source;
- Safe to use and fit for purpose;
- Maintained and inspected as necessary;
- Stored securely and safeguarded from unauthorised access;
- Suitable information, instruction and training is provided in respect of the safe use of work equipment;
- Adequate lighting is provided at any place where a person uses work equipment.

4.20.3 All employees have a duty to:

- Use correctly all work items provided in accordance with training and instructions;
- Not to interfere with or misuse anything provided for their health, safety and welfare;
- Not to use equipment for personal use.

4.20.4 Any defective equipment must be taken out of use and reported to the Town Clerk.

## **COUNCIL SAFETY RULES**

It is incumbent on every employee to observe the following safety rules.

### **Employees must:**

- take reasonable care of their own safety and that of any person affected by their actions or inactions;
- be aware of and adhere to the Council's rules and procedures on health and safety;
- immediately report any unsafe working practices or conditions to the Town Clerk;
- comply with all laid down emergency procedures and ensure any fire escape route, fire equipment or fire doors are not obstructed;
- ensure passageways and work areas are kept clean and tidy and that spillages are cleaned up immediately;
- make proper and safe use of all equipment and facilities provided;
- ensure all waste materials are disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to others;
- wear suitable clothing, footwear and PPE where appropriate;
- report all injuries/incidents to the Town Clerk and ensure that it is properly recorded in the accident book;
- report any medical condition which could affect the safety of themselves or others;
- comply with all hazard/ warning signs and notices displayed on the premises.

### **Employees must not:**

- undertake a job which appears to be unsafe;
- undertake a job until they have received adequate safety instruction and they are authorised to carry out that task;
- misuse any fire-fighting equipment provided;

- interfere with any protective guards and other safety devices;
- drive or operate vehicles/equipment in connection with work whilst suffering from a medical condition or illness that may affect their driving or operating ability;
- Horseplay or practical jokes which could cause accidents;
- Wilful damage to, misuse of or interference with any items provided in the interest of health and safety or welfare at work;
- Deliberately disobey an authorised instruction;
- Breach safety rules.

This is not an exhaustive list.