



Yateley Town Council Health & Safety Policy 2020

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1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain a safe and healthy working environment by complying with Health and Safety Law in order to protect our employees and all those affected by our activities, and to provide such information, instruction, training and supervision as needed for this purpose.
- 1.2 The allocation of duties for safety matters and the arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy will be reviewed every year by the Finance and Policy Committee of the Council.

2. RESPONSIBILITIES

- 2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of the Yateley Town Council.
- 2.2 The Town Clerk (and in their absence the Deputy Town Clerk) has day to day responsibility for ensuring this policy is put into practice.
- 2.3 The Buildings and Facilities Officer is responsible for the implementation of health and safety policy in all Town Council managed facilities.
- 2.4 All employees should:
 - have the responsibility to co-operate with supervisors and managers on health and safety matters;
 - Take reasonable care of themselves and others;
 - Report all health and safety concerns to an appropriate person (named above).
- 2.5 As required by the Health and Safety for Employees Information Regulations 1989 a Health and Safety poster will be displayed in the kitchen of Council Offices.

ARRANGEMENTS

3. ACCIDENTS

Health and Safety at Work etc Act 1974

Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR)

- 3.1 All accidents involving employees, Members or the public shall be recorded on an accident report form and submitted to the Town Clerk these will be kept in an **Accident Book** which will be kept by the Town Clerk.
- 3.2 The Town Clerk is responsible, where required by law, for reporting accidents, diseases and dangerous occurrence to the enforcing authority.

4. FIRST AID

The Health and Safety (first aid) Regulations 1981

- 4.1 The Town Clerk will be the Council's nominated person to take charge of first aid arrangements. They will ensure there are sufficient suitable persons available to give first aid to employees. These people will be required to hold a current first aid certificate issued by an organisation approved by the HSE.
- 4.2 First Aid boxes to British Standard BS 8599-1 are located as following locations and will be regularly monitored and maintained by the Buildings and Facilities Officer to ensure that the contents remain in-date:

Box 1: The kitchen at the Council Offices.
Box 2: The kitchen in the Monteagle Community Centre
Box 3: The kitchen in the Darby Green Centre
Box 4: The kitchen in the Tythings
- 4.3 The Council maintains two defibrillator units – outside The Tythings, Reading Road and outside the Frogmore and Darby Green Social Hall, Frogmore Road. These units will be monitored and maintained to ensure they are fully operational, that any used or expired pads are replaced and that any other ancillary items are not defective.

5. FIRE SAFETY

Regulatory Reform (Fire Safety) Order 2015

Dangerous Substances and Explosive Atmospheres Regulations 2002

- 5.1 A Fire Risk Assessment will be undertaken, implemented and reviewed regularly.
- 5.2 Fire extinguishers shall be visually inspected monthly in the Council Offices by the Buildings and facilities Officer. Fire extinguishers shall be maintained annually (currently by Chubb Fire Ltd, PO Box 12066, Marathon House, Aberdeen, AB15 6WW.).
- 5.3 The fire alarm systems in all the buildings shall be tested monthly by the Buildings and Facilities Officer and services annually, this will include the emergency lighting.
- 5.4 A fire drill shall be held annually at the Council Offices.
- 5.5 Fire exits shall be clearly marked and kept free from obstructions.
- 5.6 Notices shall be displayed in all buildings providing details of the evacuation procedure.

6. RISK ASSESSMENTS

- 6.1 Risk Assessments will be undertaken at the direction of the Town Clerk by a suitably qualified person for all areas of risk, job roles, buildings and facilities by a suitably qualified person.
- 6.2 The findings of the risk assessment will be acted upon. Action required to remove/control risk will be approved by the Town Clerk.

6.3 **Risk assessments will be reviewed annually.**

6.4 Employees will be made aware of and given access to the risk assessment/s applicable to their area of work.

7. TRAINING AND EMPLOYEE CONSULTATION

Health and Safety (Consultation with Employees) Regulations 1996

7.1 Consultation with employees will be undertaken in good time directly with them at team meetings, one-to-one meetings or via written correspondence.

7.2 The Town Clerk will arrange for Induction training to be provided for all new employees.

7.3 Specific job required training and refresher training will be identified, arranged and monitored by the Town Clerk in consultation with the employee.

8. PPE

8.1 Suitable PPE will be provided free of charge to employees where a risk has been identified that cannot be controlled by other measures.

8.2 Employees will be informed of the requirement to wear the PPE, provided with any appropriate information, instruction or training on how to wear or use it and will have a responsibility to do so when carrying out their role. They will also be required to report any defects to the Town Clerk, who will arrange for repair or replacement.

9. WELFARE AT WORK

The Workplace (Health, Safety and Welfare) Regulations 1992

9.1 The Council will ensure that it provides a suitable and safe working environment for its employees as required by the above regulations. It will ensure that there are adequate facilities for personal hygiene, eating and resting (where applicable). It will ensure the working spaces are clean, free from hazards, kept at an appropriate temperature and lighting level and all office furniture, furnishing and fittings are fit for purpose.

10. EMPLOYMENT OF CONTRACTORS

10.1 Contractors shall, at all times, comply with the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and any other Acts, regulations and Orders pertaining to the health and safety of employees.

10.2 Contractors will be supply with a copy of the Notice to Contractors in Annex 2.

RISKS

11. LONE WORKING

A Lone Working Policy which is designed to raise awareness of the risks presented by lone working, identify the responsibilities each person has in these situations and to give guidance on how to manage such risks has been produced. This policy will be reviewed annually.

12. MANUAL HANDLING

Manual Handling operations and regulations 1992

Management of Health and Safety at Work Regulations 1999

- 12.1 Manual handling can be defined as transporting or supporting a load. Injuries can occur through incorrect lifting techniques or by not taking account the weight, size, shape or the environment.
- 12.2 The Town clerk will ensure that a suitable and sufficient assessment of all manual handling operations is carried out.
- 12.3 Guidance on proper handling can be found in Annex 1. Employees must make full and proper use of this guidance.

13. STRESS AT WORK

Management of Health and Safety at Work Regulations 1999

- 13.1 The HSE defines stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. Unidentified and unaddressed stress can lead to both physical and mental health conditions, and will undoubtedly affect the performance of the employee, it is therefore in the interest of the employee and council that it be minimised.
- 13.2 To minimise stress the council will put the following measures in place:
- Regular Team Meetings will be held providing an opportunity to raise issues;
 - The Town Clerk will make themselves available for one-to-one meetings with staff to maintain oversight with the aim of spotting issues early;
 - Harassment, Bullying, Abuse, Intimidation & Whistleblowing Policy & Procedure 2019;
 - Absence Policy.

14. COSHH

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

- 14.1 Employers must by law operate strict controls over substances hazardous to health. The Town Clerk will ensure COSHH Assessments are carried out by a suitably qualified person on all substances introduced into the workplace.
- 14.2 Safety Data Sheets will be obtained from suppliers and stored in the council offices for quick reference.
- 14.3 Employees will be informed about the COSHH assessments, will know where to access information (i.e. the data sheets) and will be provided training where necessary on how to use, handle and store the substance.

15. DISPLAY SCREEN EQUIPMENT

Health and Safety (Display Screen Equipment) Regulations 1992

- 15.1 Using display screen equipment can give rise to a number of health problems. The use of DSE will form part of the risk assessment for the office-based employees.

Control measures to eliminate or reduce the identified risk will be implemented and staff informed and trained as required.

- 15.2 Where applicable, employees will be able claim for the cost, or part of the cost, of eye tests and prescription glasses. The council has an Eye Test and Glasses Policy which sets out the arrangements for this. This policy will be reviewed annually.

16. WORK EQUIPMENT

The Provision and Use of Work Equipment Regulations 1998

- 16.1 The Town Clerk will ensure that equipment provided for use at work by employees is; suitable for its intended use, is safe for use, maintained in a safe condition and regularly inspected to keep it safe for use, is used only by people who have received adequate information, instruction and training and is accompanied by suitable safety measures such as protective devices, markings and warning.

17. WORKING AT HEIGHTS

The Work at Height Regulations 2005

- 17.1 The Council will adhere to the overriding principle to do all that is practicable to prevent anyone from falling. In the main this will involve not requiring people to carry out tasks that require working at height. However, if it is unavoidable, before employee carries out any activity that involves a risk of falling from height a risk assessment will be carried out. This will allow the task to be properly planned to reduce the risk.
- 17.2 Steps will then be taken to avoid, prevent or reduce the risk and equipment will be chosen to prevent falls before other measures which may only reduce the distance or consequences of a fall.

18. ELECTRICAL SAFETY

Electricity at Work Regulations 1989

- 18.1 The Town Clerk will make sure a process is in place to ensure all electrical equipment and systems are maintained in safe and working order and in good repair.
- 18.2 Employees will be required to report any faults that may occur with any electrical equipment immediately to the Town Clerk.
- 18.3 All inspections, repairs or maintenance will be carried out by a suitably qualified person.

1. The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action.

Manual lifting is included in this and an incorrect technique can cause:

Hernia (or rupture), torn back muscles, "slipped disc", cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

2. The following basic rules are produced to help reduce these accidents:

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

If an object is to be lifted manually:-

- a) Bend the knees and crouch to the object.
- b) Get a firm grip using the whole hand and not the finger tips.
- c) Keep the back straight.
- d) Tuck the chin in.
- e) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- g) Avoid pinching fingers when releasing object.
- h) When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- i) Protect your toes with safety footwear.
- j) Wear protective gloves when handling objects with sharp or jagged edges.

For Yateley Town Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:-

1. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
4. The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.
8. The contractor may be required to provide risk assessments, method statements or other depending on the type of work being undertaken.

Amendment Record

Prior versions: Agreed 2006 onwards
Version 2: Agreed February 2020