

Yateley Town Council

Health & Safety Policy



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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 the 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. The Town Clerk, or in their absence the Deputy Town Clerk, must be made aware of all accident forms and will sign before they are put in the accident book.
- 3.2 The Town Clerk is responsible, where required by law, for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
- 3.3 Near misses and dangerous occurrences shall be recorded and investigated to prevent recurrence.

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 at 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 Gallery Room, Tythings
 - Box 5: The kitchen in the Oak Room
- 4.3 The Council maintains three defibrillator units located at the following sites:
 - Outside The Tythings, Reading Road
 - Outside the Frogmore and Darby Green Social Hall, Frogmore Road
 - Outside the Darby Green Centre, Darby Green Road

These units are regularly monitored and maintained to ensure they remain fully operational. This includes the replacement of any used or expired pads and the

inspection of all ancillary items to confirm they are not defective. Additionally, all units are registered on The Circuit, the national defibrillator register.

5 FIRE SAFETY

Regulatory Reform (Fire Safety) Order 2005 (as amended) and Fire Safety (England) Regulations 2022

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 fortnightly 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 as follows:
 - Alarm sounders- Fortnightly on rotation
 - Emergency lighting flick test- Monthly
 - Emergency lighting full discharge test- Every six months
 - Alarm panels including back up batteries- Every six month
- 5.4 A fire drill shall be held every six months at the Council Offices.
- 5.5 Fire exits will be clearly marked and kept free from obstructions, Fire doors will form part of the fortnightly building maintenance checks.
- 5.6 Fire evacuation notices will be placed in each building.

6. RISK ASSESSMENTS

- 6.1 Risk Assessments will be undertaken at the direction of the Town Clerk 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
 - Following any accident, incident, or near miss
 - Following significant changes to premises, equipment or working practices
- 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 Employees will be consulted on health and safety matters in a timely manner through team meetings, one-on-one discussions, and written correspondence. Feedback from employees will be encouraged and documented to improve health and safety practices.
- 7.2 The Town Clerk will ensure all new employees receive health and safety induction training before commencing their duties. This training will cover workplace hazards, emergency procedures, and role-specific safety measures.
- 7.3 The Town Clerk, in consultation with employees, will identify necessary job-specific training. Regular refresher training will be scheduled at appropriate intervals to ensure ongoing compliance with health and safety regulations. A record of all training sessions will be maintained and reviewed periodically to ensure up-to-date knowledge and compliance

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 supplied with a copy of the Notice to Contractors in Annex 2.

RISKS

11. LONE WORKING

The council has adopted a Lone Working Policy, which is designed to raise awareness of the risks presented by lone working, identifies the responsibilities each person has in these situations and gives guidance on how to manage such risks. 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. The Town Clerk will ensure that a suitable and sufficient assessment of all manual handling operations is carried out.
- 12.2 Guidance on proper handling can be found in Annex 1. Employees must make full and proper use of this guidance.

13. MENTAL HEALTH AND 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:
 - 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;
 - 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 or digitally 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 to 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 every two years.

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.
- 17.3 Training will be offered for employees who frequently work at heights to ensure they are fully aware of the risks and safety measures.

18 ELECTRICAL SAFETY

Electricity at Work Regulations 1989

- 20.1 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.
- 20.2 Employees will be required to report any faults that may occur with any electrical equipment immediately to the Town Clerk.
- 20.3 All inspections, repairs or maintenance will be carried out by a suitably qualified person.

19 ASBESTOS MANAGEMENT

- 19.1 The Council recognises its duty to manage asbestos in non-domestic premises in accordance with the Control of Asbestos Regulations 2012.
- 19.2 Where applicable, the Council will:
 - Identify whether asbestos-containing materials (ACMs) are present in Council-owned or managed buildings and maintain an up-to-date Asbestos Register for each applicable building.
 - Ensure a suitable and sufficient Asbestos Management Plan is in place and reviewed annually.
 - Undertake asbestos surveys by competent UKAS-accredited contractors,
 - Ensure ACMs are clearly identified, monitored, and kept in good condition or safely removed where risk is identified.
 - Prevent disturbance of ACMs by implementing appropriate control measures, this will mean no work shall be undertaken that may disturb asbestos unless:
 - A suitable and sufficient risk assessment and method statement has been provided.
 - The work is carried out by a suitably licensed asbestos contractor where required.

20 LEGIONELLA CONTROL

Health and Safety at Work etc. Act 1974

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

HSE Approved Code of Practice L8 – Legionnaires' disease

The Council recognises its legal duty to control the risk of exposure to Legionella bacteria in water systems.

The Council will:

- Ensure that a Legionella Risk Assessment is carried out by a competent person for all applicable premises.

- Implement and maintain a Written Scheme of Control to manage identified risks.
- Ensure that all water systems are properly managed, maintained, cleaned, disinfected and monitored.
- Appoint a Responsible Person to oversee Legionella management and compliance.
- Ensure that records of inspections, testing, and maintenance are retained in accordance with statutory requirements.

The Town Clerk is the designated Responsible Person for Legionella management and is responsible for ensuring that control measures are implemented and reviewed.

Lifting and Handling Guidance

1. Introduction

The **Manual Handling Operations Regulations 1992** cover lifting, pushing, pulling, carrying, and moving items manually or with bodily force. Improper lifting techniques are one of the leading causes of workplace injuries, leading to:

- Strains and sprains (e.g., torn back muscles, slipped discs)
- Hernias (ruptures)
- Crush injuries (to hands, fingers, feet, and toes)
- Cuts, bruises, and other impact injuries

By following safe lifting techniques, you can significantly reduce the risk of injury.

2. Safe Lifting Guidelines

Know Your Limits

Never lift more than you can handle safely. If an object feels too heavy, ask for help.

Use mechanical aids (e.g., trolleys, hoists) whenever possible.

Proper Lifting Technique

If you must lift an object manually:

1. **Assess the Load** – Check the weight and shape before lifting. If it's unstable, reposition it or get assistance.

2. **Position Your Body Correctly**

Stand close to the object with one foot slightly forward.

Keep feet shoulder-width apart for balance.

3. **Lift with Your Legs, Not Your Back**

Bend your knees and lower yourself to the object (don't bend at the waist).

Keep your back straight and your core engaged.

4. **Get a Secure Grip**

Use your whole hand (not just your fingertips) for a firm hold.

If the object has sharp edges, wear protective gloves.

5. **Lift Smoothly and in One Motion**

Tuck your chin in and keep the load close to your body.

Push off with your rear foot and move in a smooth, controlled motion.

6. Placing the Load Down

Lower the object slowly by bending your knees.

Keep your fingers clear to avoid pinching injuries.

Team Lifting

- If lifting with others, appoint **one person to lead** and coordinate movements.
- Lift and lower together to avoid sudden shifts in weight.

Personal Protection

- Wear **safety footwear** to protect your toes from dropped objects.
 - Use **gloves** when handling items with sharp or rough edges.
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3. Additional Considerations

- Take regular breaks when performing repetitive lifting tasks.
- Report any discomfort or injuries immediately to your supervisor.
- If you experience back pain, seek medical attention and avoid further strain.

By following these guidelines, you can **prevent injuries** and ensure a safer workplace

Annex 2 – Health, Safety and Environmental Requirements**Yateley Town Council**

To ensure compliance with statutory obligations under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction (Design and Management) Regulations 2015 (CDM) and all other relevant legislation, Yateley Town Council requires all contractors and sub-contractors working on Council premises or on behalf of the Council to comply fully with the following requirements.

Acceptance of any contract or instruction from the Council shall be deemed as acceptance of these conditions.

1. General Duties

Contractors shall:

- Comply fully with all relevant health, safety and environmental legislation, Approved Codes of Practice (ACOPs), HSE guidance, and recognised industry best practice.
 - Ensure, so far as is reasonably practicable, the health, safety and welfare of their employees and any other persons who may be affected by their activities.
 - Co-operate fully with the Council to enable compliance with statutory duties.
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2. Competence and Supervision

Contractors must ensure that:

- All personnel are competent, trained, qualified and experienced to carry out the work safely.
 - Suitable supervision is provided at all times.
 - Evidence of training, competence and certification is provided upon request.
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3. Risk Assessments and Method Statements (RAMS)

Prior to commencing any works, contractors must submit:

- Suitable and sufficient Risk Assessments
- Detailed Method Statements
- Task-specific safe systems of work

Work must not commence until the Council has reviewed and approved the documentation.

4. Personal Protective Equipment (PPE)

Contractors shall:

- Provide suitable Personal Protective Equipment (PPE) to their employees free of charge.
- Ensure PPE is appropriate, correctly worn, maintained, and replaced as necessary.
- Enforce mandatory site PPE requirements as instructed by the Council.

5. Plant, Equipment and Machinery

All plant, tools, machinery and equipment brought onto Council premises must:

- Be fit for purpose, properly maintained and inspected.
- Comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER).
- Hold valid inspection, testing and certification records where required.
- Be operated only by authorised, trained and competent personnel.

6. Asbestos and Hazardous Materials

Contractors must:

- Familiarise themselves with the **Asbestos Register** prior to commencing works.
- Not disturb any asbestos-containing materials.
- Immediately stop work and inform the Council if suspect materials are encountered.
- Comply with COSHH Regulations 2002 in relation to hazardous substances.

7. Accident, Incident and Near-Miss Reporting

Contractors must:

- Immediately report all accidents, incidents, dangerous occurrences and near misses to the Council.
- Maintain their own accident reporting procedures.
- Co-operate fully in investigations.

8. Emergency Procedures

Contractors shall:

- Comply fully with the Council's fire, emergency evacuation and emergency response procedures.
 - Ensure all site personnel are briefed on emergency arrangements before starting work.
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10. Right to Stop Work

The Council reserves the right to suspend or stop any work activity where it considers there to be a risk to health, safety, welfare or the environment.

The Council shall not be liable for any costs, delays or losses incurred as a result of such action.

11. Insurance and Indemnity

Contractors must hold:

- **Employers' Liability Insurance**
- **Public Liability Insurance**

Evidence of insurance must be provided prior to works commencing.

Contractors shall fully indemnify the Council against all claims, losses, damages, costs and expenses arising from their acts or omissions.

12. Enforcement and Legal Action

The Council reserves the right to:

- Report breaches of health and safety legislation to the Health and Safety Executive (HSE) or other enforcing authorities.
 - Terminate contracts where serious or repeated breaches occur.
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13. CDM Regulations 2015 (Where Applicable)

For construction projects, contractors shall comply fully with the Construction (Design and Management) Regulations 2015, including duties relating to:

- Planning and managing work safely
- Provision of suitable welfare facilities
- Site inductions
- Coordination and cooperation with duty holders

Contractor Declaration

We confirm that we have read, understood and agree to comply with the requirements of this Notice to Contractors.

Company Name: _____

Name: _____

Position: _____

Signature: _____

Date: _____

Amendment Record

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Version 3: Agreed 15.02.21

Version 4: Agreed 14.02.22

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