Sleaford Town Council

CONSTITUTION
Chapter 11
Title: Health and Safety Policy

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Adopted Full Council
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1. INTRODUCTION

1.1 Sleaford Town Council's policy is to provide and maintain safe and healthy working conditions for all our employees, providing appropriate tools, equipment, operational processes and safe systems of work covering all our activities.

1.2 Our management accepts the responsibility for applying the above and for providing information, instruction and training at all times and for the duration necessary to achieve this purpose.

1.3 Other people may be affected by our activities, i.e. visitors, neighbours, contractors etc, and our management accept the responsibility to provide appropriate levels of safety for them.

1.4 We will provide suitable facilities and/or make the necessary arrangements for the welfare of all our employees at work.

1.5 Where risks to safety and health need to be 'assessed' under a specific duty or Regulation, we will ensure that an 'assessment' will be carried out and that all actions shown to be necessary will be implemented.

1.6 Should any of our activities endanger the health of any employee, such activities will be monitored and where necessary, arrangements for health surveillance made.

1.7 We will provide suitable information regarding the safety or safe use of our services and/or products.

1.8 We plan to minimise the risks created by work activities, products and services, organise ourselves in a way that secures involvement and participation at all levels and measure performance against our pre-determined standards.

1.9 Our commitment to this Policy will assist us to develop a positive health and safety culture throughout all areas and activities.

2. RESPONSIBILITIES OF EMPLOYEES

All Sleaford Town Council employees must:

2.1 Comply with this Health and Safety Policy.

2.2 Fully observe the Safety Rules.

2.3 Report any safety hazard within their work area or malfunction of any item of plant or equipment to management (plant malfunction includes lack of fuel in the equipment).

2.4 Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.

2.5 Dress sensibly and safely for their particular working environment or occupation.

2.6 Conduct themselves in an orderly manner in the work place and refrain from any form of horseplay.

2.7 Use all safety equipment and/or protective clothing as may be provided.

2.8 Avoid any improvisations of any form, which could create an unnecessary risk to their personal safety and the safety of others.

2.9 Maintain all equipment in good condition and report any defects to management when they occur.

2.10 Report all incidents to management whether injury is sustained or not.

2.11 Attend as requested any training course designed to further the needs of health and safety.

2.12 Observe all laid down procedures concerning processes, material and substances used.

2.13 Observe the fire evacuation procedure and the position of all fire equipment and exit routes.

3. SPECIFIC RESPONSIBILITIES

3.1 Overall and final responsibility for health and safety is that of:

The Town Clerk

3.2 Day-to-day responsibility for ensuring this responsibility is put into practice is delegated to:

The Services Supervisor

3.3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

NAME	RESPONSIBILITY
The Town Clerk	The Town Hall
The Services Supervisor	The Council's Green areas and Play Equipment
The Services Supervisor	The Skate Park
The Services Supervisor	The Cemetery

4. COMMUNICATIONS AND TRAINING FOR EMPLOYEES

4.1 All employees shall receive the necessary training, instruction and information as appropriate, to enable them to carry out their job role in compliance with Health and Safety legislation and Best Practice.

4.2 This will include regular staff updates as well as formal safety training. Records of any training provided will be held on file.

5. CONSULTATION WITH EMPLOYEES

5.1 All employees of Sleaford Town Council are fully consulted on all matters which affect the Health, Safety and Welfare whilst in work.

5.2 In addition to formal health and safety training, regular staff updates are provided to employees which may cover changes in legislation, introduction of new work processes, systems of work and/or new work equipment. Written information, i.e, leaflets, guidance information etc is also provided.

5.3 When undertaking Risk Assessments or producing Method Statements, employees who are effected are consulted throughout the process.

6. ACCIDENT AND NEAR MISS REPORTING PROCEDURES

6.1 Sleaford Town Council takes it responsibilities under health and safety legislation very seriously. As such, all necessary steps will be taken to eliminate or reduce the risk of accidents or a near occurring in the work place as much as is reasonably practicable.

6.2 However, were accidents or near misses occur, then Sleaford Town Council will ensure its own 'in house' accident reporting procedure is followed.

6.3 Sleaford Town Council accident reporting procedure is summarised as follows:

Any accident, which is reportable to the Health and Safety Executive as required by the RIDDOR Regulations (Reporting of Injuries, Diseased and Dangerous Occurrence Regulations), will be fully investigated by Sleaford Town Council.

- **Accidents, which result in a Fatality or Major Injury, as defined by the RIDDOR regulations will be investigated immediately.**

- **Accidents, which result in any persons, including members of the public requiring hospital treatment will be investigated within 24 hours.**

- **Any accident, which results in any employee of Sleaford Town Council, a Sub-Contractor or the Client being absent from work for 3 days or more, will be investigated within 3 working days.**

6.4 Sleaford Town Council will ensure the necessary reporting procedures as required by the RIDDOR regulations are followed at all times.

7. RISK ASSESSMENT

7.1 Identification of hazards, assessment of the risk and the establishment and enforcement of control measures, are the cornerstones of effective Risk Management.

7.2 Control measures are defined in the form of written safe working procedures, method statements and safety plans and relayed to the persons at risk by line management, through formal information channels, instruction and training.

8. YOUNG PERSONS/WORK EXPERIENCE PLACMENTS

8.1 The management of Health and Safety at Work Regulations ~~1999~~ define a young person as someone under the age of 18.

8.2 Sleaford Town Council will ensure that young people are protected against any risks to their health and safety at work, which are due to inexperience, immaturity and lack of awareness of risks. As such, a risk assessment will be carried out. The results of the risk assessment will identity work activities, etc involving risks or harm to young people.

8.3 All young persons employed by Sleaford Town Council will be given a full induction prior to being allowed on site. At this induction the safety rules will be fully explained, including emergency procedures, fire procedures, location of first aid box, first aid supplies and the accident book. Also at this induction any specific risks associated with this site i e, working at height, use of work equipment etc, will be fully explained along with the appropriate controls, which are in place and which should be followed at all times.

9. SPECIFIC ARRANGEMENTS AND PROCEDURES

9.1 All employees will receive instruction and training in the procedures to be followed in the event of fire.

9.2 A copy of the fire procedure notice, which is displayed throughout the premises, is known within this manual.

9.3 All employees shall be given suitable instruction in basic fire prevention measures.

9.4 As part of the fire arrangements, persons have been nominated who are responsible for the fire safety planning/fire precautions, evacuation drills, fire appliance checks, fire alarm tests, recording keeping etc.

9.5 **The person responsible for fire arrangements is:** **Assistant Clerk**

9.6 **Alarms are tested every:** **Month**

9.7 **Extinguishers are tested by:** **FIRE FIX LIMITED**

10. FIRST AID ARRANGEMENTS

10.1 We recognise the varied statutory requirements covering the provision of first aid personnel, equipment and records, displayed throughout the premises are notices which detail the following:

10.2 **QUALIFIED FIRST AIDER(S)**

NAME(S): **TBC**

10.3 **EMEGENCY FIRST AIDER(S)**

NAME(S): **TBC**

10.4 **FIRST AID KIT**

First Aid Kits Locations: **Reception Area**

11. HAZARDOUS SUBSTANCES

11.1 The handling, storage and use of flammable or other hazardous substances must follow the manufacturer's instructions. They must not be stored with combustible materials. The Control of Substances Hazardous to Health, known as COSHH regulations requires recognition of hazards and assessment of risk to be reported annually by suitably trained personnel.

12. CONCLUSION

12.1 **A high standard of Health and Safety at Work can only be maintained when everyone is conscious of the work conditions at all times.** Good housekeeping, a sensible attitude and prompt attention to the little things prevent unwanted occurrences and minimise risk.

12.2 This Health and Safety Policy will be reviewed by Sleaford Town Council annually.