

Agenda item, 12 (a) 13th August 2019

Health and Safety at Work Act 1974
HEALTH AND SAFETY POLICY
of
GLASTONBURY TOWN
COUNCIL

Reviewed February 2017

July 2018

August 2019

Contents

General Arrangements

Accidents

First Aid box in Caretaker's office

Trained First Aiders:

Jane Czornij	-	Responsible Financial Officer
Gerard Tucker	-	Town Clerk
Les Leigh	-	Caretaker
Colin Holman	-	Caretaker
Jackie Boice	-	Estates and Properties Officer
Sarah Marks	-	Administration Officer
Ron Treloggen	-	Maintenance Operator

Person responsible for Health and Safety

Gerard Tucker	-	Town Clerk
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Accident record book is located in the Caretaker's Office

General Fire Safety

Responsibilities

General responsibilities for ensuring all fire escapes remain clear

All staff

Fire extinguishers - ABC Fire Protection

Fire and smoke detectors - Avon Alarms From Sept 2019

Introduction

1. **Glastonbury Town Council Health and Safety Policy Statement**

The Council's Health and Safety Policy required under the Health and Safety at Work act 1974 is an integral part of the corporate vision of it's role in the community.

The Council:

- a) Will address its duties under safety law to ensure, so far as is Reasonably practicable, the health, safety and welfare of its employees while they are at work. This should extend to others who work on behalf of the Council and also to areas under the management of the Council
- b) Will carry out its business in such way that it does not expose users of its services or facilities to unreasonable risks to their Health and Safety
- c) Will undertake these duties by delegating the management of Health and Safety issues through its organisation, as described in part II of the Policy
- d) Will support the development of human resources to ensure that its employees have the skills and knowledge to carry out their jobs. A training plan will be implemented to inform employees of their roles and responsibilities concerning Health and Safety
- e) Will require all employees to co-operate with the Health and Safety Policy so that the Council may comply with its duties. Individual employees must take reasonable care for their own safety and that of any person likely to be affected by their work activities, at all times. A failure to follow this instruction may result in a disciplinary action
- f) Will seek to reduce risk by providing regular risk assessments and acting upon results
- g) Will consult with its employees and others who may be affected by its operations and facilities and raise awareness of Health and Safety issues
- h) Recognises that its client duties extend to good management of contractors, volunteers and voluntary groups who work for the Council. It will have effective management systems to monitor the competence and performance of those who work on its behalf, and communicate and co-operate closely with those with whom it shares its workplaces.
- i) Will review this policy each year at the Annual Meeting of the Town Council

1.1 Responsibilities for carrying out this policy

- a) The Council will ensure that it has a Safety Policy
- b) The Town Clerk, through the Town Council, has overall responsibility for ensuring compliance with Health and Safety legislation, and that the policy is up to date and that adequate systems are in place, including systems for monitoring compliance with this policy. The Town Clerk is the lead officer for Health and Safety within Glastonbury Town Council
- c) All employees have a duty of co-operate to enable the Council to comply with the law, so that the workplace is safe for everyone. They are to raise with the Town Clerk any Health and Safety matters, which they feel should be addressed.
- d) The Council has a duty to recognise its legal responsibilities and will receive advice on the resources needed to tackle priority risks.

1.2 Management Processes and Systems

The Council will have in place the following processes and systems to:

- a) Identify hazards, assess risks, and decide what control measures are needed in order to set a work plan to deal with them on a priority basis and to check progress
- b) Have a comprehensive system to record all the Council's assets and agree their management
- c) Will review this policy annually at the meeting of the Town Council

1.3 Detailed arrangements under the Safety Policy

- a) A system for making and recording assessment of risk
- b) Fire precautions
- c) First Aid
- d) Managing Contractors
- e) Employee issues
- f) Portable electrical equipment
- g) Display screen equipment workstation assessments and arrangements for eye tests

2. General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees

We will provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the Health and Safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy are set out below.

The policy will be kept up to date. To ensure this, the policy and the way in which it is operated will be reviewed every year at the annual meeting of the Town Council in May

Signed

Town Clerk

Dated

- 1.1 General Health and Safety Policy Statement
- 1.2 Policy Statements, Risk Assessments and Guidance Notes on individual health and safety issues
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 - 4.2 Policy making
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Introduction In addition to our moral and financial obligations, health and safety law requires the Town Council, as an employer, to bear overall duty for the care of its staff, Councillors, contractors, visitors and members of the public on its premises. To comply with these obligations we have developed arrangements for health and safety management, in which all staff and members of the Town Council have a contribution to make.

The purpose of this health and safety policy is to set out our commitment to health and safety and to define the organisational arrangements for health and safety management.

It is not sufficient merely to read this policy. Our commitment to health and safety must be translated into effective action, and it will be the responsibility of the Finance and General Purposes committee to ensure that this happens.

1 Town Council Policy Statement

General Health and Safety Policy Statement

The Town Council recognises and accepts its responsibility as an employer for providing a safe and healthy workplace and work environment for its employees and others (contractors, visitors, and the public) who may be affected by its work. In addition, all employees and others have the responsibility to take reasonable care of themselves and others.

The Town Council has the following specific health and safety objectives:-

(a) to comply with all statutory health and safety requirements.

(b) to adopt all other reasonably practicable means to eliminate hazards and reduce the risk of injury (to the lowest achievable level) to its employees and others and the risk of damage to property in areas for which it is responsible.

(c) to ensure that resources are made available to provide:-

- equipment and systems of work that are safe and without unacceptable risks to health;
- safe arrangements for the use, handling, storage and transport of articles and substances;
- a safe place of work with safe access to it and safe egress from it;
- a healthy working environment;
- adequate welfare facilities and arrangements;
- sufficient information, instruction, training and supervision to ensure all employees are aware of the hazards at their workplace together with the necessary measures to be taken to protect against these hazards.

(d) To ensure that Councillors understand and accept personal responsibility for achieving these objectives. To do this we will ensure that a health and safety management system is maintained which will:-

- ensure that all members of the Town Council understand their own personal responsibilities with regard to health and safety;
- utilise a regular monitoring, inspection and auditing procedure to ensure the effective management of health and safety throughout the Town Council;
- produce an annual report summarising progress in achieving the health and safety objectives and making recommendations for an annual rolling programme of improvements. These recommendations will form the basis of an annual Safety Action Plan.

1.2 Policy Statements, Risk Assessments and Guidance Notes on individual health and safety issues. The Town Council has prepared, or will prepare, Policy Statements, Risk Assessments and Guidance Notes on individual health and safety issues. These currently include:

- Fire Risk Assessment
- Testing of Portable (electrical) Appliances
- Lone working in the office
- Workstation self-assessment guidance notes
- Rights of Way work party equipment risk assessments
- Allotment Sites Risk Assessments
- A generic Risk Assessment pro-forma for all potentially hazardous activities

2 Duties under the law

2.1 Introduction Health and safety law is a particular branch of employment law that aims to ensure that people at work are protected from hazards, which may arise from that work. Health and safety law is upheld and examined using both criminal and civil legal systems.

Modern health and safety law is largely self-regulatory, but there are statutory enforcement agencies such as the Health and Safety Executive, Local Authorities, the Environment Agency and Devon and Somerset Fire and Rescue Service. These agencies ensure that the law is complied with and that major breaches are investigated.

2.2 Relevant statutory provisions. A non-exhaustive list of current, relevant statutory provisions affecting the work of the Town Council is as follows: (common abbreviations and year of enactment are shown in parentheses)

- Occupiers' Liability Act (1984)
- Factories Act (FA, 1961)
- Offices, Shops and Railways Premises Act (OSRA, 1963)
- Fire Precautions Act (FPA, 1971)
- Fire Precautions (Work Places) Regulations (1997)
- Health and Safety at Work etc Act (HASAWA, 1974)
- Health and Safety (First Aid) Regulations (1981)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR, 1995)
- Control of Substances Hazardous to Health Regulations (COSHH, 1988 and 2002)
- Electricity at Work Regulations (EW, 1989)
- Noise at Work Regulations (1989)
- Environmental Protection Act (EPA, 1990)
- Food Safety Act (1990)
- Management of Health and Safety at Work Regulations (MHSW, 1992 and 1999)
- Health and Safety (Display Screen Equipment) Regulations (DSE, 1992)
- Manual Handling Operations Regulations (MHO, 1992)
- Provision and Use of Work Equipment Regulations (PUWER, 1998)
- Lifting Operations and Lifting Equipment Regulations (LOLER, 1998)
- Personal Protective Equipment at Work Regulations (PPE, 1992)
- Workplace Health, Safety and Welfare Regulations (WHSW, 1992)

3 Health and Safety in practice

3.1 Safe systems of work Under the Management of Health and Safety at Work Regulations (1992), the Town Council will ensure that all work procedures, that expose the operator to a significant hazard are assessed for risk and appropriate control measures are applied.

3.2 The office environment:

- Temperature: The Town Council endeavours to keep all of its buildings within a comfortable temperature range, compatible with energy conservation, (18 to 20°C) and in any case above the statutory minimum of 16° C after the first hour of work (there is no statutory maximum, although the working temperature must be reasonable).
- Humidity: The Town Council endeavours to keep all of its buildings at a comfortable humidity range (40 to 75%RH). Low humidity can cause irritation to the eyes and respiratory tract.
- Lighting: The Town Council will install adequate lighting appropriate to the activity being carried out. The average and minimum lighting levels are given (in lux (lx)) for various activities:
 - o work requiring limited perception of detail, e.g. kitchen (50lx)
 - o work requiring perception of detail, e.g. offices (100lx)
- Noise: Noise can be a nuisance or, even worse, can cause damage to hearing. Unacceptable noise levels will be rectified.
- Workspace: The office should have enough free space to allow people to get to and from workstations and to move in the room with ease. The total volume of the room, when empty, divided by the number of permanent occupants should be at least 11 cubic metres per person (counting rooms >3m high as 3m).

3.3 Safe working and work places:

Fire Safety in the office: In compliance with fire safety legislation the Town Council provides a range of measures to prevent the occurrence and spread of fire and a range of equipment to detect, warn of, and extinguish fires. These will be regularly tested.

Safety of equipment and machinery: In compliance with the Provision and Use of Work Equipment (PUWE) Regulations (1998) the Town Council will provide equipment and machinery which is safe in its construction, safe to use in the place where it is to be used, and safe for the purpose for which it is to be used. All portable appliances will be tested every 24 months by a qualified electrician.

Risk assessment: In compliance with the Management of Health and Safety at Work Regulations (1992) the Town Council will make a suitable and sufficient assessment of the work-related health and safety risks to which staff and members of the Town Council (and visitors, contractors and the public) may be exposed. The Town Council has devised a written scheme of risk assessment which will be applied, unless an assessment required by other statutes (e.g. COSHH) has already been carried out.

First Aid: In compliance with the Health and Safety (First Aid Regulations (1981), the Town Council encourages staff, and Councillors who may engage in hazardous activities on behalf of the Council e.g. brushcutting, to undertake first aid at work training and refresher courses as appropriate at three year intervals.

Reporting and monitoring of accidents and 'near-misses': The Town Council has a statutory duty (under the Notification of Accidents, Dangerous Occurrences Regulations (1980)) to record all

accidents. Anyone who has an accident or suffers a 'near-miss' while on Council's business must ensure that they complete an entry in the Accident Book which is kept in the Council's office. Reporting to the HSE under RIDDOR: Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR, 1995) the Town Council has a statutory obligation to report certain types of incidents and accidents to the HSE. The HSE may investigate any incident/accident which is reported to them. The notifiable types of incident are:

- a fatality;
- a specified major injury (fracture of skull, spine or pelvis; fracture or amputation of limb(s); loss of sight or penetrating injury to an eye; severe electric shock or any other injury which results in hospitalisation for more than 24 hours);
- An injury which results in incapacity to work for more than three days;

3.4 Auditing To comply with the Management of Health and Safety at Work Regulations (1992) the Town Council has an obligation to audit its health and safety management systems. This will be carried out annually by the Clerk, and a report considered under a standing agenda item at a March meeting of the Finance and General Purposes committee.

4 Responsibilities

4.1 Introduction Health and safety standards in the Town Council will be at least as high as those required by legislation.

4.2 Policy making Responsibility for Health and Safety matters will rest with the Finance and General Purposes Committee. Council must endorse significant actions and changes to this policy. The Council is the ultimate policy-making body.

4.3. The Clerk's responsibilities. As Health and Safety Officer, the Parish Clerk will:

- advise members of the Town Council on all matters of health and safety;
- maintain awareness of current and impending health and safety legislation, arrange for its implementation within the Town Council and monitor its compliance;
- draft Town Council Safety Policies, Risk Assessments and Guidance Notes;
- provide advice, information, liaison and support for members of the Town Council with health and safety duties and responsibilities;
- monitor the implementation of the Town Council's health and safety policy;
- provide, or arrange for the provision of, health and safety training;
- promote positive health and safety attitudes and practice;
- monitor and audit health and safety arrangements and ensure the implementation of the Annual Safety Action Plan.
- compile and interpret incident and accident statistics;
- liaise when appropriate with the health and safety enforcing authorities (local authority, Health and Safety Executive (HSE), Environment Agency (EA) and the emergency services (fire and rescue, police and ambulance) ;
- manage the health and safety budget and provide financial statements for the Finance and General Purposes Committee;
- follow a programme of continual professional development so that the standard of professional expertise is maintained;
- arrange testing of portable appliances by a qualified electrician every 24 months and keep appropriate records.
- arrange regular testing of equipment to detect, warn of, and extinguish fires, and keep appropriate records;
- carry out any other health and safety duties as may be assigned by the Town Council.

As Fire Safety Officer, the Clerk will:

- advise members of the Town Council on all matters of fire safety;
- prepare, organise and carry out fire safety training;
- audit fire safety provisions in Town Council buildings and advise on any remedial action;
- investigate incidents involving fire, or defective fire-fighting equipment;
- keep aware of current fire safety legislation and follow a programme of continual professional development so that the standard of professional expertise is maintained;
- maintain fire safety records and documentation;
- liaise with the Fire and Rescue Service and the Town Council's insurers, assisting as required;
- carry out a fire drill within the office, at least once a year;
- ensure that a notice is prominently displayed in the office specifying the assembly point in case of fire;
- carry out any other fire safety duties as may be assigned by the Town Council.