



# **HEALTH AND SAFETY POLICY**

**April 2020**

**To be reviewed: April 2021**

# **STATEMENT OF GENERAL POLICY WITH RESPECT TO THE HEALTH AND SAFETY OF ALL EMPLOYEES**

## **SECTION 1**

Oswestry Town Council recognises and accepts its responsibility as an employer for providing a safe and healthy workplace and working environment for all its employees and others who may be affected by its work activities and undertakings.

The Council will, so far as is reasonably practicable, meet this responsibility paying particular attention to the provision and maintenance of:

- i) plant, equipment and systems of work that are safe;
- ii) safe arrangements for the use, handling, storage and transport of articles and substances;
- iii) sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- iv) a safe place of work with safe access to and egress from it;
- v) a healthy working environment;
- vi) adequate welfare facilities.

The Council will support all its employees in promoting the culture necessary and comply with the duties set out in The Equality Act 2010 to achieve on-going improvement of health and safety performance without detracting from the primary responsibility of managers for ensuring safe conditions of work; will ensure the provision of adequate competent advice on safety and welfare matters where this is necessary to assist management in its task.

Overall responsibility for carrying out this policy rests with the Town Clerk, who in turn will delegate responsibilities for local management of Health and Safety to managers.

No safety policy can be successful without the full involvement and co-operation of all employees in ensuring the safety of themselves, their colleagues and others who may be affected by their work activities.

The Council reminds its employees of their own duties under the Health and Safety at Work Act. All employees have a duty to take reasonable care for their own safety and that of others who may be affected by what they do or fail to do. Further, they must co-operate with the Council so far as is necessary to enable the Council to carry out its duties under the Act.

**Signed:**

**Arren Roberts  
Town Clerk  
Oswestry Town Council  
April 2020**

## **SECTION 2**

### **ORGANISATION**

#### **2.1 RESOURCES**

The Town Council as the corporate body has responsibility for securing adequate financial and other arrangements are provided to meet the requirements for health and safety. These duties will be implemented via the various Town Council Committees who will ensure that provision of adequate resources are made available to the Town Clerk to enable him to carry out the Council's Health and Safety Policy.

#### **2.2 THE TOWN CLERK**

The Town Clerk has delegated duties from, and is responsible to, the Town Council for the implementation of Health, Safety and Welfare. In particular the Town Clerk will:

- a. Establish an effective safety organisation for the Council.
- b. Review the policy on Health, Safety and Welfare on a regular basis and revise it when necessary.
- c. Support line managers in their efforts to achieve high Health, Safety and Welfare standards.
- d. Establish an effective system of communication between management and employees.
- e. Determine priorities for Health, Safety and Welfare and make recommendations where necessary to the appropriate Committees.
- f. Delegate to line managers the authority to deal with Health, Safety and Welfare matters under their control and hold them accountable for their actions.
- g. To appoint a competent advisor for the council to act as competent person within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulation 1999.
- h. Ensure that all accidents and dangerous occurrences are properly reported, and the appropriate authorities informed.

## 2.3

### RESPONSIBILITIES OF THE OPERATIONS MANAGER

To monitor all aspects of Health, Safety and Welfare in work areas as part of the management function and to oversee and liaise with the Site Supervisor on their specific areas.

- a. To ensure that all aspects of Health, Safety and Welfare are understood by employees under their control.
- b. To ensure that safe working procedures and practices are observed.
- c. Where there is an immediate threat of injury, to order work to stop until safe systems of work can be adopted.
- d. To regularly inspect the workplaces and liaise with the Town Clerk and Site Supervisor on matters affecting Health, Safety and Welfare at work.
- e. To carry out risk assessments, take action to remove/control risks and to be responsible for ensuring any actions required are implemented.
- f. To review risk assessments annually or when work activity changes.
- g. To be responsible for undertaking DSE and COSHH assessments and ensuring that all actions identified in the assessments are implemented.
- h. To be responsible for engaging, managing and monitoring contractors working in council premises and ensuring they adhere to the requirements of risk assessments and safe systems of work.
- i. Responsible for ensuring that Fire Risk Assessments are undertaken and implemented. That escape routes are always kept clear, fire extinguishers are checked annually, fire alarms are tested weekly and emergency evacuation is tested annually.
- j. Responsible for ensuring that Asbestos and Legionella (water hygiene) are managed appropriately in council buildings and checked and monitored in line with statutory requirements.
- k. In cases where an employee has specialised knowledge and is carrying out specialist work, to consider the Health, Safety and

Welfare of any other employees, or other persons, who may be affected by that work.

- l. To ensure that any employees that Lone Work during or out of normal business hours are monitored appropriately in line with the Lone Working policy.
- m. To ensure that new employees are introduced to the workplace with sufficient information, instruction, training and supervision so as to be safe. Particular regard shall be given to young persons or anyone unfamiliar with the work area.
- n. To ensure that the Health, Safety and Welfare of the public and visitors are not adversely affected by the Council's work activities.
- o. To receive reports of all accidents and dangerous occurrences, conduct investigations to determine all underlying causes, take appropriate remedial action and ensure that where appropriate the enforcing authorities are informed.

## **2.4**

### **RESPONSIBILITIES OF THE SITE SUPERVISOR**

To monitor and manage all aspects of Health Safety and Welfare relating to operational matters, and to report to and liaise with the Operations Manager.

- a. To ensure that all aspects of Health, Safety and Welfare are understood by employees under their control.
- b. To ensure that safe working procedures and practices are observed.
- c. Where there is an immediate threat of injury, to order work to stop until safe systems of work can be adopted.
- d. To regularly inspect the workplace and operational sites and liaise with the Town Clerk and Operations Manager on matters affecting Health, Safety and Welfare at work.
- e. To carry out risk assessments, take action to remove/control risks and to be responsible for ensuring any actions required are implemented.
- f. To review risk assessments annually or when work activity changes.

- g. To be responsible for undertaking COSHH assessments and ensuring that all actions identified in the assessments are implemented.
- h. In cases where an employee has specialised knowledge and is carrying out specialist work, to consider the Health, Safety and Welfare of any other employees, or other persons, who may be affected by that work.
- i. To ensure that new employees are introduced to the workplace with sufficient information, instruction, training and supervision so as to be safe. Particular regard shall be given to young persons or anyone unfamiliar with the work area.
- j. To ensure that the Health, Safety and Welfare of the public and visitors are not adversely affected by the Council's work activities.
- k. To receive reports of all accidents and dangerous occurrences, conduct investigations to determine all underlying causes, take appropriate remedial action and ensure that where appropriate the enforcing authorities are informed.

## **2.5 RESPONSIBILITIES OF EMPLOYEES**

- a. To make themselves familiar with, and conform to, the Council's Health and Safety policy.
- b. To observe all Health and Safety rules at all times. Employees will wear appropriate safety clothing or equipment that is provided.
- c. Conform to all instructions given by Managers and Supervisors responsible.
- d. To report all accident, incidents or damage in their work area to the Site Supervisor, at the time of the occurrence, whether a person has been injured or not.
- e. Make suggestions to improve Health and Safety to their line managers.
- f. Accept responsibility for their personal safety and also a duty of care to their fellow employees and members of the public. Employees shall not misuse anything provided in the interests of Health and Safety or take any action likely to cause a hazard.

- g. To comply with statutory requirements, codes of practice and safe working procedures.

## **2.6 RESPONSIBILITIES OF THIRD PARTIES HIRING COUNCIL PREMISES AND TENANTS**

The Town Council will provide hirers with a full induction of the premises to be hired, covering all applicable health & safety and emergency information, details of key holders and emergency contact information. The Council will take all reasonable steps to accommodate disabled users, and this should be discussed with us at time of booking.

### **Requirements for Hirers:**

- a. The hirer is responsible for the health & safety of their staff and their visitors throughout the duration of the hire period. They will be expected to comply with all applicable health & safety legislation.
- b. The hirer is responsible for the orderly and safe conduct of their function or event.
- c. The hirer must act in accordance with information given to them at induction regarding fire and emergency procedures. Areas hired must not have more than the maximum permissible number of persons present.
- d. The hirer must complete a Personal Emergency Evacuation Plan (PEEP) for any staff or visitor that may require assisted emergency evacuation during their visit. This is particularly important if the person has to traverse stairs to enable evacuation.
- e. The hirer must provide their own First Aid cover (personnel and equipment) when using the premises.
- f. The hirer should complete a risk assessment suitable for the activity they are hiring the premise for. If requested, they must also provide a method statement for certain activities.
- g. The hirer must have adequate public liability insurance for their activities or events. The normal minimum requirement (unless otherwise requested) is £2 million in any one claim.



- h. The hirer must ensure visiting children under the age of 16 are suitably supervised in an appropriate ratio for their age group and number.
- i. The hirer must monitor the area hired for hazards and clear up and mitigate any hazards e.g. slip and trip hazards.
- j. Should any accidents, incidents or near-miss incidents occur, the hirer must complete the relevant form and inform the Council as soon as possible after the incident.
- k. Any electrical equipment brought on-site and used by the hirer must be suitably electrically tested (PAT test).
- l. No smoking is permitted anywhere within the premises.
- m. No animals are permitted on the premises, with the exception of registered assistance animals such as guide dogs.
- n. The hirer must report any loss or damage to the premises and may be asked to pay towards the replacement of any such items, fixtures or fittings.
- o. The hirer must depart the premises at the agreed time determined during booking. All items and belongings must be taken away from site at this time.

## **2.7**

### **VISITORS TO THE COUNCIL**

- a. The Council has a duty to ensure the safety of all visitors to the Council offices and other sites within the control of the Council.
- b. Visitors to offices will be informed by the display of notices of any maintenance or improvement work within in the building that may constitute a hazard.
- c. Visitors to the Council's workshops will not be permitted to enter a work area unaccompanied, where significant risks to their Health and Safety exist. In such cases they will be provided with, and will be required to wear, any necessary personal protective clothing or equipment.

## SECTION 3

### ARRANGEMENTS

#### 3.1 ACCIDENTS

3.1.1 In the event of an accident, dangerous occurrence or other incident the following action is to be taken.

- a. The situation should be made safe and first aid given, where appropriate. If in doubt call an ambulance. The location of qualified first aid staff and equipment is posted on the notice boards.
- b. The site should be preserved, where possible, for investigation. Work will only resume if the fault or deficiency has been rectified.
- c. The details of the incident are to be recorded in full. Statements may be required from witnesses as well as the injured person/s.
- d. Where a person is incapacitated from their normal work for more than 7 days, the Health and Safety Executive (HSE) must be notified by the quickest means (telephone) and in writing within 10 days on Form Number [F2508](#).
- e. Reportable incidents and accidents shall be carried out in accordance with Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR).

#### 3.1.2 ACCIDENT REPORTING - EMPLOYEES

All accidents to members of staff must be reported in the accident book provided for this purpose which is held at Reception in the Guildhall.

#### 3.1.3 ACCIDENT REPORT FORM

- a. An accident report form is to be completed by the person injured and passed to the Site Supervisor or Operations Manager as soon as possible.
- b. NOTE: Where this is not possible, the Site Supervisor or Operations Manager will arrange for details of the accident and nature of the injury to be recorded.

- c. A copy of all accident/injury reports shall be kept on file for a minimum of three years. In the case where the injured person is under eighteen years the record shall be retained until three years after their eighteenth birthday.

#### 3.1.4 ACCIDENT PROCEDURE - GENERAL PUBLIC

- a. Any accident reported by a member of the public is to be notified as soon as possible to the Council's Site Supervisor or the Operations Manager who shall arrange for the details to be investigated, recorded and, if appropriate, reported to the HSE.

### 3.2 FIRE ALARM

Personnel should follow the instructions as issued and posted for individual premises.

### 3.3 SAFETY EQUIPMENT AND PROTECTIVE CLOTHING

- a. Safety equipment and personal protective clothing will be provided by the Council, as prescribed for under the PPE Regulations 1992 for use on appropriate occasions and will be issued to individuals at no cost.
- b. Employees must wear, or use, the protective clothing and safety equipment that is provided where a risk assessment shows it is necessary for their own protection or safety.
- c. Any defective equipment or clothing must be reported to the Site Supervisor or Operations Manager and replaced.

### 3.4 TRAINING

#### 3.4.1 Employees requiring specific training will be identified and appropriate training given:

- a. Induction Training - This will provide an introduction to Health and Safety for all new staff at the commencement of their employment with the Council. Refresher training to be provided where appropriate.
- b. The Council will ensure arrangements for communicating health and safety issues related to training is understood throughout the workforce.

- c. Specialised training such as required by regulations e.g. manual handling, display screen working, electrical safety, shall be recorded on individual employees' safety training records.

### **3.5 FIRST AID AT WORK**

#### **3.5.1 FIRST AIDERS**

The Council will ensure that sufficient employees are trained in first aid and have attained qualification approved by the Health and Safety Executive (HSE).

#### **3.5.2 AN APPOINTED PERSON**

An appointed person is someone who is authorised to take charge of the situation when an accident or illness occurs. The person will act in the absence of a person trained in first aid.

#### **3.5.3 CONTENTS OF FIRST AID BOXES**

First aid boxes must only contain items that a person trained in first aid can use safely. First aid boxes should contain only items as set out in the [First Aid at Work Guidance Notes](#). Articles used from first aid boxes should be replaced as soon as possible and the kit adequately stocked at all times.

### **3.6 LONE WORKING**

- 3.6.1 Any staff lone working will have a specific risk assessment undertaken for the activity. Systems will be in place to monitor the safety of the employee and to check on them at frequent intervals and to ensure they return safely.

## **PART TWO**

### **SECTION 4**

#### **4.1 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

##### **4.1.1 GENERAL STATEMENT**

So far as is practicable the Council will keep relevant information on chemicals and substances in use and complete risk assessments to identify hazards associated with their use, application and storage. This information will be made available to those with a need for that information, prior to using those substances in the course of their work.

The Council will limit the exposure to and, where necessary, monitor the use of substances hazardous to health as a control measure. Particular care will be taken with the introduction of new substances and the risks will be assessed as required.

##### **ORGANISATIONAL RESPONSIBILITIES**

- 4.1.2 Supervisors and Employees are responsible for identification of all substances used by the Council and for maintaining substances hazard data sheets. This includes updating the sheets prior to the use of substance for a new process or a new substance being used for the first time.
- 4.1.3 Where appropriate control measures dealing with accidental spillage shall be defined and ready for implementation.
- 4.1.4 Substances issued for use are restricted for their intended purpose.
- 4.1.5 Employees who use chemicals/substances shall make themselves familiar with contingency arrangements for cleaning of spillage etc.
- 4.1.6 Employees are to receive suitable training in the safe use, handling and storage of hazardous materials.

## SAFETY RESPONSIBILITIES

### Individual Employees

- Each employee is responsible for their own acts or omission and the effect that these may have upon the safety of themselves or any other person
- Every employee must use safety equipment or personal protective equipment (PPE) in a proper manner and for the purpose intended
- Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures
- Every employee must work in accordance with any health and safety instruction or training that has been given
- No employee may undertake any task for which they have not been authorised and for which they are not adequately trained
- Every employee is required to bring to the attention of their Line Manager any hazard or perceived shortcoming in our safety arrangements
- Every employee must report any near miss or accident that they witness or are involved in
- All employees must co-operate with their employer to ensure legal requirements are met and the highest standards of safety management are maintained
- Every employee must observe correct manual techniques when lifting carrying or moving a load, using the [HSE Manual Handling at Work Guide](#) as a minimum

## GENERAL SAFETY RULES

1. Follow instructions; don't take any unnecessary risks.
2. Report immediately any condition or practice you think might cause injury to people or damage to equipment.
3. Put everything you use in its proper place. Disorder causes injury, wastes time and energy. Keep your work area clean and orderly.
4. Use the right tools and equipment for the job and use them safely.
5. Whenever you or the equipment you operate is involved in an accident, regardless of how minor, report it immediately. Get first aid promptly.
6. Use, adjust, modify and repair equipment only when authorised.
7. Wear personal protective equipment as directed. Keep it in good condition and report any faults.
8. Do not engage in horse-play and avoid distracting others.
9. When lifting, adopt good practice in accordance with training received. Bend your knees, grasp in the load firmly, then raise the load keeping your back as straight as possible.... Get help for heavy loads. Refer to the [HSE Manual Handling at Work Guide](#) as a minimum
10. Obey all rules, signs and instructions.

Staff should refer to the Staff Handbook for more specific detail.

