



HEALTH & SAFETY POLICY

TOWN COUNCIL MEETING

REPORT 74/14

8 SEPTEMBER 2014

The purpose of this paper is to ask Members to adopt a reviewed version of its Health & Safety Policy to ensure compliance with current legislation.

No. DETAIL

1) RATIONALE

- a) It is recommended good practice that regular reviews of the Town Council's essential policies are undertaken.
 - b) With the extension of the Town Council's responsibilities this year, its Health and Safety Policy is a priority in this regard.
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2) RECOMMENDATION

- a) The attached draft of an updated Health and Safety Policy is based on a template provided by a major provider of templates for legal and business documentation.
 - b) The National Association of Local Council's guidance on the Health and Safety responsibilities of Town and Parish Councils is also attached to this report for Members' information.
 - c) The Town Council is recommended to consider the draft policy for adoption as its formal Health and Safety Policy.
 - d) The Risk Assessments to which the documentation refers are also under active review and will be reported to next month's Town Council meeting.
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HEALTH & SAFETY POLICY STATEMENT

- 1) It is the policy of Ventnor Town Council to foster a positive health and safety culture throughout because we believe that high standards of health and safety are a moral and legal pre-requisite.
- 2) Ventnor Town Council is committed to:
 - providing adequate control of the health and safety risks arising from our work activities
 - working to prevent accidents and work related ill health
 - providing and maintaining safe plant and equipment
 - maintaining safe and healthy working conditions, and adequate welfare facilities
 - ensuring safe handling and use of substances
 - using and maintaining the proper safe plant and equipment needed for each task, including all Personal Protection Equipment where needed
 - ensuring all staff are competent to do their tasks, and to give them adequate training
 - ensuring the safety of our volunteers at all times
 - reviewing and revising this policy statement annually
- 3) Our stated aims and objectives are to:
 - ensure all Health and Safety documentation is up to date
 - update all Risk Assessments
 - continue to work to ensure compliance

4) Implementation, maintenance and review

The Town Clerk, David Bartlett, accepts overall responsibility for all Health and Safety within Ventnor Town Council and is responsible for all policy implementation.

Signed by: David Bartlett

Position: Town Clerk

Signature:

Date: 8 September 2014

Review date: 8 September 2015

HEALTH & SAFETY POLICY

1) Introduction

Ventnor Town Council recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 including the responsibility to:

- provide and maintain safe and healthy places of work
- provide adequate information, instruction, training and supervision
- provide and maintain plant and equipment and safe systems of work
- ensure safe access to and from the places of work
- work to prevent accidents and work related ill health

2) General Health and Safety

- a) The overall responsibility for health and safety lies with the Town Clerk David Bartlett. Alison Killick, Assistant Town Clerk has day to day responsibility for managing health and safety.
- b) The Town Council is committed to achieving the highest standards of health and safety throughout its work areas.
- c) The Town Council is also committed to complying with the requirements of the Health and Safety at Work Regulations 1999 and other Regulations that apply to the Council's work activities.
- d) The Town Council's staff will ensure that assessments of all areas of work activities are carried out regularly, in order to identify hazards and work to prevent instances of injury, disease and dangerous occurrences arising.
- e) The Town Council is also committed to ensuring that the work done by the Council does not adversely affect the health and safety of any volunteers, contractors or of members of the public.
- f) The Town Council is fully committed to providing safe and healthy working conditions and adequate welfare facilities for all staff.
- g) The Town Council will strive to maintain excellence in health and safety matters and in this respect, staff and others are encouraged to co-operate with the Town Council in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory. The Town Council will at all times consult with the staff on these matters.
- h) The Town Council will, so far as reasonably practicable, ensure that it provides adequate financial resources to meet these objectives.
- i) Copies of this policy are to be available to all Town Council staff and other interested parties.

3) The Designated Health & Safety Person will:

- a) ensure that all Town Councillors and staff are aware of their individual Health and Safety responsibilities.
- b) initiate and/or recommend any changes, developments and amendments to the policy as and when necessary.
- c) inform the Health and Safety Executive of all notifiable accidents, investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrence.
- d) arrange appropriate training for all staff.
- e) ensure that Risk Assessments (including where appropriate, COSHH, Noise, Manual Handling etc) are carried out as needed.
- f) ensure follow up action as needed.

g) promote an interest in and responsible attitude towards Health and Safety matters.

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Name: David Bartlett
Position: Town Clerk
Date: 8 September 2014

Signature:

ARRANGEMENTS AND PROCEDURES

1) **Training and Supervision**

- a) It will be the policy of Ventnor Town Council that health and safety information relevant to the activities at hand is given to all staff and volunteers.
- b) Ongoing training will be provided to ensure that all staff are:
 - i) competent to carry out their duties, to operate specialist tools, plant and work equipment; and
 - ii) aware of their health and safety responsibilities.
- c) Decisions relating to ongoing training of staff will be reviewed on a regular basis. The person with day to day responsibility for Health and Safety will be responsible for identifying and implementing health and safety training needs.
- d) Checks will be made to ensure that sub-contractors are competent to carry out the tasks allocated to them and that they have health and safety management systems in place appropriate to their work.

2) **Risk Assessments**

Reg. 3 Management of Health and Safety at Work Regulations, 1999

The Clerks will ensure that all hazardous work activities undergo a suitable and sufficient Risk Assessment. Upon the establishment of the level of risk, preventative measures will be introduced, maintained and revised as needed.

3) **Workplace Safety and Welfare**

The Workplace (Health, Safety and Welfare) Regulations 1992; Construction (Design & Management) Regulations 2007

The Clerks will ensure that all workplaces meet the health, safety and welfare needs of all those who will use them, including volunteers, contractors, and wherever appropriate, people with disabilities. Where works are to take place where members of the public have access, measures will be taken to ensure that they are not adversely affected.

4) **Control of Substances Hazardous to Health**

COSHH 2002

Where needed, Risk Assessments and all Material Safety Data Sheets of substances used will be kept at the Town Council's office. From the Risk Assessments the Clerks will instigate the principles of good practice for the control of exposure as detailed in Schedule 2A Regulation 7(7). No staff member will introduce any substance without the specific consent of the Clerks.

5) **Asbestos**

Control of Asbestos at Work Regulations 2012

In the event that any substance suspected to be, or containing, asbestos is found during the course of the Business' works, all works in the area will cease immediately to avoid any exposure. Work will be suspended in that area until the substance has been identified and if appropriate made safe/removed by specialist contractors. No works will be carried out that may disturb suspect substances without a suitable Asbestos Survey having been done by a specialist contractor.

6) **Manual Handling**

Manual Handling Operations Regulations, 1992

The designated H&S person will assess all manual handling operations within the workplace, and where possible change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. They will ensure that adequate Risk

Assessments are carried out to identify hazards associated with manual handling and ensure that where needed, lifting aids are provided.

7) **First Aid**

Health and Safety (First Aid) Regulations, 1981

The designated H&S person shall ensure that all staff have access to adequate First Aid provision at all times. The level of cover shall be determined by risk assessment.

8) **Accident Reporting**

Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 1995

All accidents and incidents will be recorded in an accident book and personal details kept secure to comply with Data Protection legislation. Any reportable accidents, incidents, or dangerous occurrences will be reported to the HSE.

9) **Electricity**

Electricity at Work Regulations, 1989

It is the policy of the Town Council that wherever possible, all hand tools will be battery powered or 110v. Where this is not possible a Residual Current Device (RCD) will be used.

10) **Noise**

Control of Noise at Work Regulations, 2006

The person in charge of a working area/site will ensure that noisy works do not cause a nuisance to others in the vicinity of their works area. They will always ensure that suitable ear protection is freely available to anyone who needs it.

11) **Vibration**

Control of Vibration at Work Regulations 2005

The designated H&S person will ensure that where the use of vibration causing hand tools cannot be reduced, suitable safeguarding procedures are brought in, including where appropriate, anti-vibration gloves.

12) **Working at Heights**

Work at Heights Regulations 2005

Where the business activities involve 'work at height' the designated H&S person will assess the task beforehand and will consider the most suitable means of access. Suitable control measures such as exclusion zones will be put in place to ensure the safety of any others who will be in the vicinity.

13) **General Work Equipment**

The Provision and Use of Work Equipment Regulations (PUWER) 1998) (Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

It will be the designated H&S person's responsibility to ensure:

- a) That the equipment will be maintained in an efficient state, in efficient working order and in good repair (Reg. 5)
- b) That all equipment and plant is inspected as required by Regulation 6
- c) Suitable equipment is supplied for the tasks to be done (Reg. 4)
- d) That those tasked with using the equipment are competent to use it. (Regs. 8 & 9)

14) **Fire**

The Regulatory Reform (Fire Safety) Order 2005

It will be the responsibility of the designated H&S person to ensure adequate fire extinguishers are available at all work locations. All fire extinguishers are to be checked annually by a specialist contractor.

15) Computer screens

The Health and Safety (Display Screen Equipment) Regulations, 1992

The designated H&S person will ensure suitable assessments are carried out for all persons who use Display Screen Equipment (DSE). The assessments will consider the amount of time a person uses DSE and the work done, the usability of their workstation and general working environment.

16) Personal Protective Equipment (PPE)

The Personal Protective Equipment at Work Regulations (PPE) 1992

The designated H&S person will ensure that all individuals have access to a sufficient supply of PPE when required.

These arrangements and procedures will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Name: David Bartlett

Position: Town Clerk

Date: 8 September 2014

Signature: