



HEALTH & SAFETY POLICY REVIEW

TOWN COUNCIL MEETING

REPORT 62/17

14 AUGUST 2017

The purpose of this paper is to ask Members to review the Town Council's Health and Safety Policy.

No. DETAILS

1) BACKGROUND

- a) The Town Council's Health and Safety Policy was last reviewed in September 2015 and is due to be reviewed again in order to ensure compliance with the latest statutory requirements.
 - b) The Town Council's Economic Development Officer Nick Cox, who is also the Health and Safety Officer, has carried out that review and the revised document is attached to this Report.
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2) RECOMMENDATION

Members are asked to consider and approve the revised Health and Safety as previously circulated with the papers for this meeting.

VENTNOR TOWN COUNCIL HEALTH & SAFETY POLICY

Review Date: August 2017



Salisbury Gardens – Ventnor Enterprise Centre

The office is open Monday to Friday 9.00 a.m. to 4:00 p.m. and Saturday morning 9.00 a.m. to 12.00 noon. The building comprises of a lower ground floor for community use with adjoining kitchen, open space areas and toilets (standard and disabled). The ground floor and two upper floors are for use by both private businesses and public sector services and each level has both kitchen and toilet facilities. The building is secured by electronic locks and CCTV; and fully meets UK Fire Regulations. Fire safety equipment is checked at prescribed times during the year and updated as required. The main Town Council offices, community rooms and utility facilities are cleaned every evening by a single member of staff employed by Ventnor Town Council.

Additional Assets, Facilities & Utilities

Ventnor Town Council is responsible for the operation and management of various community assets. All assets require employee or contracted staff in order to maintain them. This Health & Safety Policy also applies to those assets and the health and safety of key workers involved in their upkeep or provided services.

Health & Safety Perspective

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.

Ventnor Town Council Commitment

- 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 and volunteers are competent to do their tasks and to give them adequate training.
- Ensuring the safety of volunteers seconded for Town Council activities, either work-related or community- related.
- Reviewing and revising this policy statement annually.

Our Stated Aims & Objectives

- Ensure all Health and Safety documentation is up-to-date.
- Update all Risk Assessments for the main Town Council building and other managed assets.
- Continue to work to ensure compliance with HSE standards and safe working practices.

Health & Safety Governance, Responsibilities & Accountability.

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 in accordance with HSE guidelines.
- Provide adequate information, instruction, training and supervision.
- Provide and maintain plant and equipment and safe systems of work.
- Ensure safe access to and from workplaces and/or community events.
- Work to prevent accidents and work related ill health.

General Health and Safety

- The overall responsibility for health and safety lies with the Ventnor Town Clerk, David Bartlett.
- All staff employed by Ventnor Town Council have day-to-day responsibility for managing health and safety.
- The Town Council is committed to achieving the highest standards of health and safety throughout its workplace areas.
- The Town Council is also committed to complying with the requirements of the Health and Safety at Work Regulations 1999 and other statutory regulations that apply to the Council's work activities.
- 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.
- 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 and/or members of the public.
- The Town Council is fully committed to providing safe and healthy working conditions and adequate welfare facilities for all staff.
- 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 their staff on matters of health and safety.
- The Town Council will seek professional advice on matters of health and safety where applicable.
- The Town Council will, so far as reasonably practicable, ensure that it provides adequate financial resources to meet these objectives.
- Copies of this policy must be made available to all Town Council staff and other interested parties and/ stakeholders.



VENTNOR TOWN COUNCIL HEALTH & SAFETY POLICY

Health and Safety
Executive

Responsibilities of Designated Health & Safety People

- Ensure that all Ventnor Town Councillors and staff are aware of their individual Health and Safety responsibilities.
- Initiate and/or recommend any changes, developments and amendments to the policy as and when necessary.
- Inform the Health and Safety Executive of all notifiable accidents, investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrences.
- Arrange appropriate training for all staff as required, and all volunteers supporting the Town Council where applicable.
- Ensure that Risk Assessments (including where appropriate, COSHH, Noise, Manual Handling etc.,) are carried out as needed.
- Ensure follow up actions and updating of relevant Risk Management documentation as needed.
- Promote an interest in, and responsible attitude towards, all work-related and workplace-related Health and Safety matters.

Implementation, Maintenance & 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.

Health & Safety Policy Review

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

Signatures to Confirm this Health & Safety Policy

Signed: (Employer)	David Bartlett – Ventnor Town Clerk	Date:	
Signed: (Employee)	Alison Killick - Assistant Town Clerk)	Date:	
Signed: (Employee)	Nick Cox – Economic Development	Date:	
Signed: (Employee)	Brian Roberts – Maintenance Manager	Date:	



VENTNOR TOWN COUNCIL HEALTH & SAFETY POLICY

Health and Safety
Executive

This is the statement of general health & safety policy and arrangements for:

David Bartlett - Ventnor Town Clerk (TC)

has overall and final responsibility for health and safety.

Nick Cox - Economic Development (ED) & Alison Killick (Assistant Town Clerk)

have day-to-day responsibility for ensuring this policy is put into practice.

Statement of general policy

Responsibility of: Name/Title

Action/Arrangements (What are you going to do?)

Prevent accidents and cases of work-related ill-health by managing the health and safety risks in the workplace.

Nick Cox - EDO.
Brian Roberts
Maintenance Manager.

Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)

Provide clear instructions and information, and adequate training, to ensure all employees and contractors are competent to do their work.

David Bartlett - TC.
Nick Cox - EDO.
Brian Roberts
Maintenance Manager.

Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. To ensure that suitable arrangements are in place to cover employees engaged in work remote from the main council site.

Engage and consult with employees on day-to-day health and safety conditions and identified hazards.

David Bartlett - TC.
Nick Cox - EDO.
All staff.

Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.

Implement emergency procedures - evacuation in case of fire or other significant incidents. Assessment of fire risks can be viewed at: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Nick Cox - EDO
Wight Fire & Security -
<http://www.wightfire.co.uk/>

New fire evacuation procedure due to be implemented. Currently awaiting assembly point signs. Current Fire Escape routes well signed and kept clear at all times. Evacuation plans due to be tested for the building – all council workers and business staff to be informed.

Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances

Brian Roberts
Maintenance Manager.
Nick Cox – EDO.
All Office Staff.

Kitchens, toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and to ensure that action is promptly taken to address any identified hazards, equipment defects and/or faults.



VENTNOR TOWN COUNCIL HEALTH & SAFETY POLICY

Health and Safety
Executive

Required Health & Safety Items on Site

Health and safety law posters are displayed at the following locations.	Displayed on each individual floor and Town Council Reception.
First-aid boxes are located in the following building areas.	Located in each kitchen on every floor and Town Council office/kitchen.
Accident books are located in the following building areas.	Located in each kitchen on every floor and Town Council office/kitchen.

§ Note that all accidents and ill-health at work must be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

§ Please report using the HSE link provided here: <http://www.hse.gov.uk/riddor> (or contact the Health & Safety co-ordinator for Ventnor Town Council. Review must be formalized and counter signed by a member of Ventnor Town Council.