

Health & Safety Policy Statement

Our Statement of General Policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
and
- to review and revise this policy as necessary at regular intervals.

J Markwell

Town Clerk

Date: 1st March 2010.

This policy shall be reviewed, and where necessary, developed on an annual basis to ensure it is still relevant in regard to changes of regulation and any changes of working arrangements within the Council. The next review date will be: 1st March 2011

Health and Safety Policy

Primary Responsibilities

- The Town Council has overall and final responsibility for health and safety and shall ensure that appropriate resources are available and that a competent person is employed by the Council for the provision of health and safety advice.

To ensure health and safety standards are maintained/ improved, the following people have management/ Supervisory responsibilities:

- The Town Clerk is delegated to have day to day responsibility for ensuring this policy is put into practice and is responsible for risk assessment, COSHH assessment, information, instruction training and supervision.

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to the supervisor.

The Hierarchy of Controls

- We shall identify risks and hazards within our business and shall reduce the risk so far as reasonably practicable by reference to the hierarchy of controls
 - Where possible we shall prevent the risk by eliminating it;
 - Where that is not possible we shall substitute the process/substance with one carrying less risk;
 - Where possible we shall introduce physical controls to separate the operator from the risk;
 - Thereafter we shall introduce engineered or administrative controls;
 - All at risk shall be properly trained;
 - PPE shall be used as a last resort.

Consultation with Employees

- We will consult directly with employees on matters that affect their health and safety,
- Employees are encouraged (and required) to raise and health and safety issues concerning their employment on an informal basis with the Town Clerk at any time;
- There shall be a quarterly meeting of all employees to discuss relevant health and safety matters. Employees shall have the right to raise any health and safety issues that are of concern to them. This meeting shall not be regarded as a substitute for any matters of concern which should be raised informally as soon as possible.

Information, Instruction Training and Supervision

- The Health and Safety Law poster is displayed at the Downham Market offices.
- Health and Safety advice is available from Terry Wilshin ('the competent person').
- The Town Clerk is responsible for identifying training needs and implementing training. Training requirements shall be identified as a result of risk assessments and informal appraisal of employee skills and abilities
- We will provide induction training for all new starters and shall supervise and train young workers, trainees and new employees.

- Training records are kept by the Town Clerk in individual files held at the Downham Market office.

Accidents and First Aid

- First aid supplies are kept at the Downham Market office.
- All accidents and cases of work-related ill health must be recorded in the accident book. The book is kept at the Downham Market office by the Town Clerk. Data shall be kept for 3 years following the accident.
- It is the Council's policy to train sufficient employees in first aid. Where this is not possible to provide first aid cover then the Council shall ensure that sufficient numbers of trained Appointed Persons are available.

Accident Reporting (RIDDOR)

- The Town Clerk is responsible for reporting accidents, dangerous occurrences and industrial diseases;
- Where a major injury occurs (as defined by RIDDOR 95) the Town Clerk shall telephone the enforcing authority as soon as possible and shall then, within 10 days, submit details on the Form F2508;
- With injuries that result in absence from work for more than three working days, for dangerous occurrences and industrial diseases (again, as defined in RIDDOR 95) the Town Clerk shall advise the enforcing authority as soon as possible and in any event within 10 days on the form F2508;
- The Town Clerk shall be responsible for investigating all accidents (not just those reportable above) and any industrial diseases to identify root causes and to improve working practices so as to reduce the risk of a repetition so far as is reasonably practicable.

Monitoring Health and Safety

To check our working conditions and ensure our safe working practices are being followed we will:

- Conduct a six-monthly inspection of the workplace.
- Undertake an independent annual inspection of the workplace and review of health and safety policy and procedures.
- Investigate accidents, work related causes of sickness absence and act on the findings to prevent a recurrence,
- Where risk assessments indicate potential long-term risks or harm, we shall introduce a system of health surveillance for affected individuals.

Emergencies

We will identify the potential emergencies that may arise from our undertaking and:

- prepare an emergency plan,
- nominate and train people to undertake specific tasks,
- instruct employees on the actions to take.

Managing Risks Arising From Our Work

We are committed to identifying, assessing and controlling our health and safety risks. The Town Clerk is responsible for ensuring:

- risk assessments are undertaken by a competent person,
- action is taken to remove/control risks in line with the hierarchy of controls,
- assessments are managed, monitored and they are reviewed every twelve months or if the work changes,
- records of assessments are kept at the Downham Market office.
- employees are informed about the hazards, risks and the precautions to take.

Safe Plant and Equipment

We will:

- identify plant/equipment needing maintenance and implement a maintenance programme,
- check that new plant/equipment meets health and safety standards before it is purchased.

Safe Storage, Handling and Use of Substances

We will:

- identify all substances that need a COSHH assessment,
- assess the risks, implement the actions identified, inform and train employees on the hazards, risks and precautions,
- ensure that employees do not undertake work with hazardous substances until they are cognisant of the appropriate COSHH assessment and the resultant risks,
- check all substances can be used safely before they are purchased,
- ensure COSHH assessments are managed, monitored and they are reviewed every twelve months or if the work change.

Asbestos

- The Council has undertaken an asbestos survey of its premises, which are free of asbestos. In the unlikely event that work is required involving asbestos then the Council will only use trained, competent people whilst working on, or removing asbestos.

Machinery and Work Equipment

We will:

- ensure equipment is safe and complies with the Provision and Use of Work Equipment Regulations,
- assess the risks associated with machinery,
- implement measures to reduce the risks,
- inspect lifting equipment in order to comply with the Lifting Operations and Lifting Equipment Regulations.
- ensure only trained and competent employees operate equipment,

Work with Display Screen Equipment

We will:

- identify users,
- assess the risks from users workstations,
- provide training for users,
- provide eyesight testing for users.

Electricity

The Town Clerk is responsible for ensuring the implementation of this policy regarding electricity at work

We will:

- seek advice from a competent person for all work on electricity and only use such competent persons on electrical work,
- ensure our fixed installation is safe and inspect it where appropriate, every 5 years,
- inspect and/or test fixed equipment every 24months.
- test portable equipment on a 12months (24 months for computers) basis, using an outside competent professional to do so,
- require employees to undertake a visual check on all electrical work equipment before use.

Fire Risks

The Town Clerk is appointed as the responsible person for ensuring that fire risks are assessed and that actions arising and also specified below are implemented and reviewed.

We will:

- work with the fire service to ensure our risks are managed,
- identify fire hazards,
- undertake a full fire risk assessment and review it annually,
- manage and control the risks,
- undertake regular drills and training of employees,
- maintain records and inform employees.

Manual Handling

We will:

- identify the tasks that present a manual handling hazard,
- avoid manual handling operations,
- assess the risks,
- implement precautions,
- provide training to all employees at risk.

Noise and Vibration

We will:

- identify sources of noise and vibration,
- where appropriate, measure the exposure levels,
- assess the risks,
- implement measures to control the risks,
- provide PPE and health surveillance where appropriate,
- provide training to all employees at risk.

Workplace Transport

We will:

- identify hazardous vehicle movements,
- assess the risks,
- eliminate, segregate or control vehicle movements to protect pedestrians,
- ensure vehicles used at work are appropriate and properly maintained,
- ensure only trained people operate vehicles.

Lone Working

We will:

- assess the risks to employees working alone,
- provide systems to ensure that the risks are controlled,
- provide adequate first aid, welfare and communication systems,
- provide training to all employees at risk.

Working at Height

We will:

- so far as is reasonably practicable, avoid any working at a height where a fall is liable to cause personal injury,
- where working at height cannot be avoided, ensure that ladders are used as a last resort and only where it is impracticable to use any other form of equipment and where they may be used safely in line with guidelines in the HSE publication ‘ Safe use of ladders and stepladders – an employers’ guide’
- ensure that where equipment is used to work at heights that it shall be suitable and sufficient for its purpose, that it is regularly inspected (and always before use) and certificated where appropriate;
- ensure that no employees use such equipment unless they are properly trained and competent to do so.

The Working Environment

We will:

- provide adequate welfare facilities,
- identify the hazards associated with our working environment,
- assess the risks to employees and others,
- provide a safe and healthy place of work by implementing controls,
- provide training to all employees at risk.