

# UPPINGHAM TOWN COUNCIL

THE TOWN HALL, HIGH STREET EAST, UPPINGHAM, RUTLAND LE15 9PY



## UPPINGHAM TOWN COUNCIL

### HEALTH & SAFETY POLICY – ADOPTED 14<sup>TH</sup> APRIL 2010

#### GENERAL STATEMENT OF INTENT

Uppingham Town Council recognises and accepts its legal and moral responsibilities, as defined in the Health and Safety at Work etc. Act 1974, and other legislation, to ensure, as far as reasonably practicable, the health, safety and welfare of its employees and other persons who may be affected, by the way it carries out its activities.

Uppingham Town Council recognises its general responsibilities to provide and maintain, so far as is reasonably practicable:

- Safe workplaces with safe access and exits
- Safe working environments without risks to health
- Plant, machinery and materials that are safe and without risks to health
- Safe methods of working and safe systems of work
- Sufficient information, instruction, training and supervision to ensure the health and safety at work of all employees, and others who may be affected by its activities

Uppingham Town Council will undertake assessments of the risks its activities present, to avoid or eliminate them and, if that is not possible, to minimise and control them with the provision of necessary resources.

Uppingham Town Council recognises its legal duties, and considers health and safety to be a management responsibility. The Council will ensure that the Town Clerk discharge their duties.

All employees are responsible for taking reasonable care of their own health and safety, as well as that of others, who may be affected by their actions or omissions. They must co-operate with the Town Council, to enable it to meet its legal obligations, not interfere or misuse anything provided to achieve its health and safety obligations, conform to all safety instructions and report all hazards and accidents.

Uppingham Town Council ensures the effectiveness of its policy through consultation and co-operation with all its employees.

Uppingham Town Council will ensure the provision of competent advice on health and safety matters.

Uppingham Town Council will introduce policies and procedures in line with legislative requirements and review and revise where necessary all health and safety procedures periodically to ensure that they, and the policy, remain valid.

Uppingham Town Council will adopt an active system of monitoring and measuring health and safety performance involving regular inspections, periodic and systematic auditing of its activities and the production of annual accident and other reports.

## **INTRODUCTION**

The Health and Safety at Work etc Act 1974 makes it the legal duty of the employer and all its employees to take reasonable care for the health, safety and welfare of themselves and other employees and all other persons who may be affected by their acts or omissions.

## **PART 1 - HEALTH, SAFETY & WELFARE – GENERAL STATEMENT OF POLICY**

Uppingham Town Council has established this Health and Safety Policy to ensure the Health, Safety and Welfare of all employees at work and of non-employees who may be affected by its activities. This policy will be implemented in all premises owned and controlled by the Council, and is applicable to all staff and visitors at the Council's sites. This policy also applies to staff working away from usual sites.

In pursuance of this policy, the Council will take action to:

- Identify, assess and manage the health and safety risks arising from its work activities;
- Consult with employees and seek their co-operation on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks and to give them adequate training;
- Prevent accidents and cases of work related ill health, so far as is reasonably practicable; maintain safe and healthy working conditions;
- Oversee the implementation and function of the safety management system, and monitor and review this policy on an annual basis;
- Take disciplinary action for breach of any Council safety rules.

## **PART 2 – ORGANISATION**

### **2.1 RESPONSIBILITIES**

1. Overall and final responsibility for health and safety and the provision of necessary equipment is that of Uppingham Town Council.
2. It is also the responsibility of Uppingham Town Council to ensure that the Health & Safety Policy remains valid and is operated effectively within the establishment.
3. The Town Clerk must ensure that this policy is followed, and that staff are managed and supervised in accordance with it. Breaches of Council Safety rules and procedures will be subject to disciplinary action.
4. All employees are required to:
  - Co-operate with the Town Council 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;
  - Take reasonable care for the health and safety of others such as visitors;
  - Report all health and safety concerns to the Town Clerk.
5. All staff are required to familiarise themselves with this Policy and any other related safety information.

### **2.2 INFORMATION, INSTRUCTION AND SUPERVISION**

The Health and Safety Law poster is displayed at the Clerk's office in the Town Hall.

## **2.3 COMPETENCY FOR TASKS AND TRAINING**

The Town Clerk will provide induction training for all employees to their respective place of work and will complete a training record (see appendix 1). A copy of this record will be retained on file by the Town Clerk at the Town Hall.

Training will be identified, arranged and monitored by the Town Council through the Town Clerk.

All new members of staff must be given a copy of the Health & Safety Policy. Their duties under that policy must be discussed and understood. New members of staff should be made aware of any special responsibilities under this policy.

## **2.4 CONSULTATION WITH EMPLOYEES**

Uppingham Town Council acknowledges and actively supports the role and responsibilities of employee's safety representation.

## **2.5 GRIEVANCE AND DISCIPLINARY**

All matters concerning Health and Safety will be dealt with under the standard grievance and disciplinary procedures as laid down in the appropriate terms and conditions of employment.

# **PART 3 – ARRANGEMENTS**

## **3.1 HEALTH AND SAFETY RISKS ARISING FROM WORK ACTIVITIES**

The Town Clerk is responsible for ensuring that:

- Suitable risk assessments are undertaken for Council work activities
- Appropriate measures are identified and implemented to remove or reduce significant risks to the lowest levels reasonably practicable
- Risk assessments are reviewed every 12 months or when work activity changes, whichever the soonest

The Town Clerk is responsible for ensuring that employees and other persons exposed to identified risks are informed of the risks and the measures necessary to remove or reduce significant risks to the lowest levels reasonably practicable.

The Town Clerk is responsible for ensuring that risk assessments are reviewed every 12 months or when the work activity changes, whichever is soonest

## **3.2 SAFE PLANT AND EQUIPMENT**

The Town Clerk will be responsible for identifying all equipment/plant needing statutory or other inspection and maintenance and for ensuring that suitable inspections etc. are undertaken.

## **3.3 COSHH – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

The law requires the Town Council to:

- Assess the risks to the health of employees and other persons arising from exposure to substances hazardous to health
- Identify and implement appropriate measures to remove or reduce such risks to the lowest levels reasonably practicable

- Inform Council employees and other persons who may be at risk from such exposure of the risks and, the measures necessary to remove or reduce risks to the lowest levels reasonably practicable.

The Town Clerk will be responsible for ensuring that:

- COSHH assessments are undertaken
- Appropriate measures to remove or reduce such risks to the lowest levels reasonably practicable are identified and implemented
- Council employees and other persons who may be at risk from exposure to hazardous substances are informed of the risks and, the measures necessary to remove or reduce risks to the lowest levels reasonably practicable
- Assessments are reviewed on a 12-monthly basis or when the work activity changes, whichever is soonest.

The Town Clerk will ensure that all chemicals and substances in the Town Hall are stored in a lockable store room.

### **3.4 ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH**

All accidents occurring on Council premises should be reported and the details recorded on an Uppingham Town Council accident report form, available from the Town Clerk.

The Town Clerk is responsible for carrying out accident investigations to identify the causes and, where appropriate, to take action to prevent a similar accident in the future.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) specified types of accident, work-related diseases and dangerous occurrences have to be reported to the health & safety enforcing authorities (via the National Incident Reporting Centre). The Town Clerk is responsible for reporting accidents etc. under RIDDOR on behalf of the Town Council.

The Town Council provides a first-aid box for use in the treatment of minor injuries occurring in the Town Hall. The first-aid box is kept in the Town Clerk's office. The Town Clerk is responsible for maintaining the first-aid box and its contents.

In the event of an accident or persons falling ill in the Town Hall, the Town Clerk will take charge of the first-aid arrangements including taking charge of the incident and calling an ambulance if required. The Town Clerk should not attempt to give first aid for which he/she has not been trained.

In the event of a Council employee suffering work-related ill-health, Uppingham Town Council will arrange health surveillance if deemed necessary.

### **3.5 EMERGENCY PROCEDURES – FIRE AND EVACUATION**

The Town Clerk is responsible for ensuring that fire risk assessments are undertaken and implemented.

Escape routes are checked by the Premises Officer on a regular basis to ensure that fire exits are kept free from obstructions and fire doors are left closed.

Fire extinguishers are maintained and checked annually by a contractor appointed by Uppingham Town Council.

### **3.6 MONITORING**

To check the Town Council's working conditions, and ensure the Council's safe working practices are being followed, the Town Clerk shall carry out ad hoc safety inspections of all premises and present a report to the Town Council.

All arrangements will be reviewed at least annually taking into account the findings of any inspections. The 'Health & Safety Policy' will be reviewed more regularly if the arrangements laid down in the policy are found not to be working effectively.

### **3.7 CONTRACTORS**

The Town Clerk is responsible for ensuring that Contractors are competent to carry out the work they have been appointed to carry out.

The Town Clerk is responsible for ensuring that Contractors undertaking work on behalf of the Town Council:

- Assess the risks to their own employees, Council employees and other persons, arising from their work activities, including the use of substances hazardous to health
- Identify and implement appropriate measures to remove or reduce significant risks to the lowest levels reasonably practicable
- Inform Contractor Employees, Council employees and other persons who may be exposed to identified risks are informed of the risks and, the measures necessary to remove or reduce significant risks to the lowest levels reasonably practicable.

The Town Clerk will ensure that appointed contractors are informed of the Council's rules, premises hazards and risks and any temporary rules which may apply during the contractors' presence on the premises.

The Town Clerk will ensure that where contractor works require the exclusion of staff or visitors from council premises (or parts thereof) that the contractor provides suitable measures to prevent access to work areas including the provision of suitable warning signs etc.

Where contractors are working in the Town Hall, they must report their arrival and departure to the Town Clerk.

### **3.8 SMOKING**

Smoking is not permitted at any time in the Town Hall.

### **3.9 PERSONAL SAFETY (EVENING MEETINGS AND COURSES)**

Staff and members attending evening meetings should recognise the potential dangers to personal safety involved.

Travel Allowance paid by Uppingham Town Council covers maintenance, and all staff/members who are travelling away from Uppingham should ensure that their vehicles are in good order and fully-fuelled before commencing the journey.

**UPPINGHAM TOWN COUNCIL**

**Health and Safety  
Induction Training  
Record Sheet for .....**

Description	Provider of Training	Date of Training	Signed by employee
H&S Policy document handed out and Risk Assessments explained			
Employees duties under the above policy explained			
Importance of wearing Personal protective Equipment explained			
Locations of First Aid boxes shown			
Location of Accident Book shown and procedures explained			
Relevance and procedures of RIDDOR explained			
Location of COSHH data sheets and file explained			