



Thornaby Town Council

Health & Safety Policy

Thornaby Town Council has regard for the employer's and employees' duties under the Health and Safety at Work Act 1974, and all regulations made under the Act, any other relevant legislation, together with relevant guidance notes and Codes of Practice.

The written Health and Safety policy statement of Thornaby Town Council will be displayed, and communicated to all employees, tenants, contractors, volunteers and members of the public.

It is our policy, so far as is reasonably practicable, to:

- Ensure the Health, Safety and Welfare of all employees and voluntary helpers acting in the name of Thornaby Town Council
- Accept responsibility for the health, safety and welfare of all individuals who may be affected by activities for which we are responsible.
- Ensure that all employees take reasonable care for the health, safety and welfare of themselves and all other persons who may be affected by what they do at work. This duty includes the need for all employees, tenants, contractors and voluntary helpers to take positive steps to understand the potential hazards at all times, comply with the safety rules and procedures of the Council and to ensure that nothing they do or fail to do puts themselves or others at risk.
- Provide information, instruction and/or training and supervision so that all employees and voluntary helpers may effectively discharge their duties under the Health and Safety Act 1974 and under all relevant Regulations and other relevant legislation.
- To follow effective vetting and security procedures to give reasonable protection to employees.

In implementing this Policy, we are committed to ensure that our premises are safe and free from risks to Health, and that Safe Systems of Work and Safe Work Equipment are used.

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The Council recognises the need for co-operation from all employees, tenants, contractors and voluntary helpers in implementing and maintaining its health and safety policy and procedures.

The Council will keep Health and Safety policies under review; it will specifically review annually its policy and procedures. Suitable and sufficient risk assessments of all the operations of the organisation will be undertaken. The risk assessments will be reviewed on an annual basis. Targeted risk assessments will be carried out whenever an operation changes, when a new operational area is established, or when an incident has occurred.

Responsibilities for Health and Safety

There are the following levels of responsibility for Health and Safety within the organisation:

Overall Responsibility

Overall responsibility for Health and Safety within the organisation lies with Thornaby Town Council

Managerial Responsibility – Council Activities

It is the responsibility of the Town Clerk to ensure that the Council's Health and Safety Policy is implemented. This requires:

1. Ensuring that policies and procedures are implemented on a day to day basis.
2. Ensuring that employees, tenants, and voluntary helpers are fully aware of potential hazards relevant to their work, to agreed controls and are competent to work on tasks which have been delegated to them.
3. Ensuring that the employees and voluntary helpers are given relevant information and receive appropriate instruction and/or training so as to discharge their responsibilities safely.
4. Implementing risk assessment procedures within their areas of responsibility, recording, the significant findings of these risk assessments.
5. Reporting all accidents (injuries or other losses) other incidents and dangerous occurrences, fully completing the Accident Book. Reportable accidents and dangerous occurrences under RIDDOR95 should be referred to the business owner

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6. Taking care that visitors and tenants conduct themselves safely and are fully aware of the Council's Health and Safety Policy
7. Ensuring all tenants comply with appropriate rules and regulations governing their work activities. Tenants are legally responsible for their own personnel and for ensuring that their work is carried out in a safe and proper manner.

Workforce Responsibilities

It is the duty of every employee, tenant, contractor and voluntary helper to take reasonable care when carrying out their duties of both their own safety and health and the safety and health of others who may be affected by their acts or omissions. They must also ensure that:

- They carry out the reasonable instructions of the Council concerning health and safety matters.
- They report any conditions or occurrences which might reasonably present a risk to health or safety.
- They are responsible for good housekeeping in the area they are working
- Any equipment issued to them, or for which they are responsible, is correctly used and properly stored

Risk Assessment

Thornaby Town Council will have regard for the: Management of Health and Safety at Work Regulations 1999

The Council will make suitable and sufficient Risk Assessments concerning all employee's, and concerning all others who may be affected by the work activities of the Council.

Frequency

Risk assessments will be undertaken as follows:

1. Periodically , for all the organisation's operations.
2. When an existing operation changes substantially.
3. When a new operation is planned.

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4. After an accident, incident, or dangerous occurrence.

The annual process shall be co-ordinated by the Town Clerk.

Risk Assessment Format

The recommended format for recording risk assessments will be that published by the Health and Safety Executive:

Five Steps to Risk Assessment

1. Identify the Hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record your findings and implement them
5. Review your assessment and update if necessary

First Aid

The Council will have regard for the First Aid at Work Regulations 1981. They will ensure that:

- A First Aid box, clearly signed, will be provided
- The First Aid box will be kept stocked with the minimum requirements of the Regulations
- Basic First Aid courses will be available to all employees
- The organisation shall, as part of the risk assessment process, identify clearly if protective clothing is required, and shall provide these requirements to relevant employees.
- Wherever practicable, there is a trained first aider at all times in every premises used by the Council and at all Council events

The Town Clerk will:

- Ensure that the first aid boxes are adequately stocked.
- Summons an ambulance should one be required.

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- Ensure details of all accidents incurred on the premises are entered fully in the Accident Book.

Accident Reporting

The Town Clerk shall record all accidents in compliance with the RIDDOR95 Regulations whether they are sustained by employees, voluntary helpers and visitors. This includes accidents which are sustained by employees and voluntary helpers working away from the Council's premises on council business.

All injury accidents should be recorded, however minor, in the Accident Book. It is not unknown for minor injuries to develop into major conditions at a later date; entries in the Accident Book should be full and accurate.

Reportable Accidents

The Council will carry out its responsibilities under The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations RIDDOR95 which require that all notifiable accidents are reported to the Enforcing Authority (Environmental Health Department at Stockton-on-Tees Council) on form F2508, in line with the required procedure.

A follow-up risk assessment shall be undertaken to ensure that suitable and sufficient controls are in place to avoid similar occurrences.

Transport

Employees and voluntary helpers, using their own vehicles on the Council's business must comply with all the requirements of the Road Safety Legislation.

It is the responsibility of all employees and voluntary helpers to inform their vehicle insurers of their work for the Council.

Use of non Council Premises

It is the policy of the Council to have regard for the Health and Safety Procedures in place with respect to premises not under its control.

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The Council will only use premises which comply with all the relevant Health and Safety legislation.

Electrical Equipment

The Council have regard for the Electricity at Work Regulations 1989.

They will ensure that:

All employees, tenants, contractors and voluntary helpers using electrical equipment report all faults immediately to the Town Clerk who will take steps to investigate and remedy unsafe electrical equipment or fittings.

Annual inspection of all electrical installations and appliances/equipment will be arranged by the Town Clerk. A suitably qualified electrical contractor will be employed who will provide full documentation of the inspection together with a schedule of any remedial work required.

Display Screen Equipment

The Council will have regard for the Health and Safety (Display Screen Equipment) Regulations 1992. They will ensure that:

- Workstations will be analysed to assess and reduce risks
- Workstations meet specified minimum requirements
- Plan work activities so that they include breaks or changes of activity
- Provide eye and eyesight tests on request, and special spectacles if needed
- Provide information and training

Manual Handling

The Council will have regard for the Manual Handling Regulations 1992. They will ensure that:

- As far as is practicable, will avoid the need for employees and voluntary helpers to undertake any manual handling which involves the risk of injury.

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- If manual handling tasks cannot be avoided then a competent person will carry out suitable and sufficient risk assessments. Steps will be taken to reduce the risk of injury, including the provision of information and training.
- The risk assessments will be reviewed annually, or whenever there is a change requiring a new or updated assessment.

Work Equipment

No employee or voluntary helper is permitted to use any equipment unless he/she has received appropriate training in its safe use.

Photocopiers, and any similar equipment, will be checked, maintained and serviced in accordance with the manufacturers'/suppliers' recommendations.

Training

All employees and voluntary helpers will be issued with a copy of this policy and all relevant procedures and codes of practice.

Individual training sessions will be arranged when necessary, particularly if a revision of the Health and Safety Policy results in new practices.

Employees and voluntary helpers will be provided with appropriate information in any areas which may cause specific concern like manual handling, working with VDU's etc.

Fire Safety

The Council will have regard for all fire safety legislation, implementing all reasonable requirements.

A Fire Risk Assessment will be carried out under the Regulatory Reformed Fire Safety Order 2005.

Sufficient and clearly marked means of escape from the premises will be kept clear of obstructions at all times.

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Housekeeping and Premises

The Council will ensure, so far as is reasonably practicable, that:

- The premises are cleaned on a regular basis.
- The minimum temperature of 16c is maintained.
- There is adequate ventilation, either natural or mechanical.
- All rooms have adequate lighting.
- Suitable and sufficient toilet facilities are provided and maintained.
- A non-smoking policy is observed throughout the Council's premises.
- High standards of housekeeping are maintained so as to reduce the risk of accidents due to untidy habits.
- All stairways, walkways, and work area floors shall be maintained in good condition.

Policy Review

This policy will be reviewed on an annual basis or as and when by the Council to ensure that it is relevant to working practice

— Policy ends here —

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