

**Horley Town Council Health and Safety Policy**

**Horley Town Council**

It is The Council's policy to provide, so far as is reasonably practicable :-

- ✚ A safe working environment.
  
- ✚ A workplace and work activities that will be safe for the Council's employees, visitors and others who may be affected by the Council's activities and responsibilities.
  
- ✚ A safe environment for the public in the areas and locations falling within the responsibility of the Council.
  
- ✚ Safe plant, equipment and systems of work utilities in pursuance of the Council's duties.
  
- ✚ Safe use, handling and storage of articles and substances.
  
- ✚ Instruction and training for and consultation with the Council's employees.
  
- ✚ Adequate facilities and welfare arrangements for the Council's employees.
  
- ✚ Sufficient resources to implement the Council's policies and the assignment of responsibilities.

Employees are reminded that they have a duty to take reasonable steps for their own health and safety and for other people who may be affected and to co-operate with arrangements in all matters relating to health and safety.

This policy will be kept up-to-date and reviewed annually.

Signed .....

Position .....

Date .....

## Horley Town Council Health and Safety Policy

### Health And Safety Responsibilities

#### Town Council

- ✚ The Council is ultimately responsible for the health and safety of Horley Town Council but delegates this responsibility through the Town Clerk down to individual employees.
- ✚ The Council has nominated the Town Clerk to have special responsibility for health and safety.
- ✚ The Council will provide a lead in developing a positive health and safety culture throughout the organisation.
- ✚ The Council will ensure that all its decisions reflect its health and safety policies.
- ✚ The Council will ensure that adequate resources are made available for the implementation of health and safety.

#### Town Clerk

The Town Clerk is the designated person with overall responsibility for ensuring compliance with Health and Safety legislation. It shall be his or her duty to ensure that:

- ✚ The Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- ✚ Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- ✚ Adequate insurance cover is provided and renewed.
- ✚ Competent persons are appointed to provide health and safety assistance and advice when required.
- ✚ An adequate system of maintenance exists and operates to keep premises, plant, work equipment and playground equipment in recreation parks and Council structures in a safe condition.
- ✚ There is regular communication and consultation with staff on health and safety issues.

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- ✚ An effective training programme is established to ensure staff are competent to carry out their work in a safe manner.
- ✚ Safe systems of work are developed and implemented.
- ✚ Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- ✚ Safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff.
- ✚ Contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.

### **Employees**

All employees are to:

- ✚ Take reasonable care of their own safety.
- ✚ Take reasonable care of the safety of others affected by their actions (this includes other employees and members of the public)
- ✚ Observe the safety rules for specific plant, equipment and materials.
- ✚ Comply with the Health and Safety policies of the Council.
- ✚ Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- ✚ Dress sensibly and safely for their particular working environment or occupation. In particular to wear all items of issued personal protective equipment (PPE).
- ✚ Conduct themselves in an orderly manner in the work place and refrain from any antics or pranks.
- ✚ Use all safety equipment and/or protective clothing as directed.
- ✚ Avoid any improvisations of any form which could create an unnecessary risk to their own personal safety and to the safety of others.
- ✚ Maintain all equipment in good condition and report defects to the Town Clerk.
- ✚ Report any safety hazard or malfunction of any item of plant or equipment to the Town Clerk.
- ✚ Report all accidents and dangerous occurrences to the Town Clerk whether an injury is sustained or not.
- ✚ Observe all laid down procedures for processes, materials and substances used.
- ✚ Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

## **Arrangements**

### **2.1 Council Policy**

Work instructions and procedures, whether written or verbal, are an integral part of the Horley Town Council Policy.

### **2.2 Safety Inspections**

Safety inspections are to be arranged at appropriate intervals. The Chairman of the Leisure Committee in liaison with the Town Clerk will be responsible for the arrangement of safety inspections of all external areas which are under the responsibility of the Town Council. Such inspections will be recorded at the Council Offices with any recommendations to resolve safety issues.

### **2.3 Consultation**

Staff meetings are to be held three monthly or as required. Any items discussed will be noted and where appropriate, actioned.

### **2.4 Risk Assessment**

The Council will carry out suitable and sufficient assessments of the risks to the health and safety of its employees and to others who might be affected by its work activities. This is particularly relevant when commencing new activities.

### **2.5 Accident Investigation & Reporting**

It is a legal requirement to investigate all accidents and comply with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995):

- ✚ All accidents resulting in any reportable injury, dangerous occurrences, industrial diseases.
- ✚ Accidents, however minor.
- ✚ All near-misses.
- ✚ Accidents occurring at Recreation Grounds owned or managed by the Town Council.

An Accident Book will be held at the Council's Offices.

### **2.7 COSHH**

The Council recognises that some substances have the potential to cause ill health and the Council will introduce measures to identify any such substances its employees use or are exposed to in the course of their work.

Where practical alternatives exist, the Council will not use harmful substances.

Substances that must be used will be assessed and control measures introduced to prevent risk.

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### 2.8 **Display Screen Equipment**

It is The Council's policy to provide a safe and comfortable working environment and it will put in place arrangements and procedures for the assessment of risks from the use of DSE.

### 2.8 **Electricity At Work**

All electrical systems in The Council's premises will be inspected to ensure there is no danger.

All portable appliances will be given a thorough electrical test by a competent person at fixed intervals, reflecting the potential risks associated with the class of appliance.

The fixed wiring installation supplying electrical sockets, lighting or other wired in equipment will be inspected by a competent electrician at least every five years.

### 2.9 **Fire Safety**

The Council will put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified. These measures will include the following arrangements, procedures and controls.

- ✚ Regular inspection of the premises for fire safety.
- ✚ Fire extinguishers to be placed at clearly signed fire points.
- ✚ Emergency exit routes to be kept clear at all times.
- ✚ Training in the use of extinguishers, procedures for fire drills and evacuation.
- ✚ Records of training and drills to be kept.

The Council will:

- ✚ Provide adequate numbers of fire extinguishers on the premises.
- ✚ Ensure that the fire extinguishers are subject to regular maintenance.
- ✚ Formulate emergency evacuation procedures.
- ✚ Practice the evacuation procedures at least twice a year.

### 2.11 **First Aid**

The Council recognises its legal duty to make sufficient provision for first aid to employees.

The Council will make appropriate arrangements to ensure that there are an adequate number of trained first aiders.

In the event of anything other than minor injuries, medical assistance must be sought.

### 2.12 **The Indoor Environment**

It is The Council's policy to provide a safe and comfortable working environment for staff and visitors.

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### 2.13 **Manual Handling**

The Council will undertake risk assessments in respect of all manual handling operations identified as having a significant risk and will strive to reduce these risks as far as possible.

Training in lifting techniques will be provided for staff involved in all operations identified as having a significant risk.

### 2.14 **Personal Protective Equipment (PPE)**

PPE will be provided where The Council's risk assessments show that a risk cannot otherwise be avoided.

It will only be used where it is not reasonably practicable to modify the activity, the process, or the method of work to prevent risk.

PPE will be maintained and replaced as necessary to ensure its effectiveness. Employees must report loss or obvious defects in PPE as soon as practicable.

### 2.15 **Smoking At Work**

Smoking is not permitted anywhere within the Council's buildings.

### 2.16 **Work Equipment**

The Council will, so far as is reasonably practicable, ensure that all work equipment is safe and without risk.

To minimise the risk of injury from work equipment the Town Council will :-

- ✚ Carry out risk assessments of all equipment in use and all new or second hand equipment purchased.
- ✚ Carry out inspections to ensure all safety critical features remain fully effective.
- ✚ Ensure that all maintenance procedures are kept up-to-date.
- ✚ Provide suitable training.

### 2.17 **Young Persons**

The Council will pay special regard to the needs of any young persons by risk assessing the tasks it is asking them to do and taking into account their inexperience and immaturity.

### 2.18 **Pregnant Females**

The Council recognises that all work involving pregnant women and nursing mothers will need to take into account their physical and psychological capacity.

Employees are reminded that they have a duty to advise their employer as soon as they know they are pregnant.

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### 2.19 Alcohol and Drugs

Staff are advised that consuming alcohol and/or drugs on council premises or anywhere else whilst on duty (except when alcohol is served at a Town Council event) is deemed to be gross misconduct under the Council's disciplinary code.

Likewise it is also deemed to be gross misconduct to be on duty under the influence of alcohol and/or drugs where ever consumed

Hirers must notify the Council of their intention to consume or sell alcohol at least seven days in advance of the booking date. (The sale of alcohol requires a Licence from Reigate & Banstead Borough Council, which hirers must make their own arrangements to obtain.)

### 2.20 Stress Management

The Council recognises that stress is an increasing factor in our daily lives.

The Council will endeavour to increase general awareness of stress and seek ways to combat workplace stress.

The Council will take action to prevent workplace stress situations and will monitor and evaluate stress indicators to its employees.

Where an employee feels under stress he/she should make their supervisor or manager aware of the situation.

### 2.21 Visitors to and Hirers of the building

The Town Council's policy regarding the control of visitors to its premises is that :-

- ✚ Any person visiting The Council is the responsibility of Horley Town Council.
- ✚ Hirers of the Hall are responsible for their own visitors and attendees

All visitors must comply with any instructions given to them by either the Council or the Hirer.

### 2.22 Contractors

All contractors working on the Council's premises are required to comply with appropriate rules and regulations governing their work activities.

The Council will ensure that, prior to engaging any contractor, they are competent and that the work is carried out safely.

The Council recognise that it has a duty to ensure, as is reasonably practicable, that any contractors employed by the Council operate their activities in a safe manner with regard to their employees, Council employees and the general public.

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### 2.23 Occupational Health

The Council will take all reasonably practicable measures to prevent its employees from contracting any occupational diseases.

Where, by risk assessment, it is considered appropriate, the Town Council will provide health surveillance by qualified medical professionals.

### 2.24 Consultation and Training

Horley Town Council is committed to providing employees with adequate information, instruction and training. External assistance will be used to provide professional health and safety training if required.

- ✚ The Council will ensure that all newly appointed or promoted staff receive an effective induction into their posts.
- ✚ The Council will provide training to increase the productivity and performance of existing staff, ensuring that they are updated in line with new legislative requirements, techniques and technology.
- ✚ Training needs will be reviewed at least once a year.
- ✚ Records of training will be kept for all employees.

## 3.0 APPENDIX

### 3.1 Arrangements

- ✚ The Council will comply with all current legislation relating to health and safety matters
- ✚ Overall and final responsibility for health and safety is that of Chairman of the Council
- ✚ Day to day responsibility for ensuring the policy is put into practice is delegated to the Town Clerk
- ✚ The nominated Competent Person is The Town Clerk
- ✚ The following employees are responsible for health and safety in their areas :-

<u>Name</u>	<u>Area</u>
Alan Jones (Town Clerk)	Main Building Offices

## **Horley Town Council Health and Safety Policy**

- ✚ Employees should report any health and safety concerns to the Town Clerk
- ✚ The Town Clerk will be responsible for ensuring any risk assessments as required by Regulations are undertaken.
- ✚ Action required to reduce or control the risks will be approved by Horley Town Councillors
- ✚ The Town Clerk will be responsible for ensuring that employees are made aware of the findings of the risk assessments and any control measures identified.
- ✚ Any defects in plant, equipment, buildings or systems should be reported to the Town Clerk
- ✚ The Health and Safety Law Poster is to be displayed prominently at the Council Offices and kept up to date with regard to Notifiable Agencies

### **4.1 Responsibilities**

- ✚ Induction training for new employees is the responsibility of the Town Clerk
- ✚ Job training will be co-ordinated by the Town Clerk
- ✚ The training plan will be reviewed at least annually
- ✚ Training records will be kept at the Council Offices
- ✚ The first aid box is to be kept at the Council Offices and it is to be checked and maintained regularly
- ✚ The Accident Book is to be kept in the Council Offices
- ✚ All accidents are to be reported to the Town Clerk
- ✚ The Town Clerk will conduct all accident investigations
- ✚ Emergency escape routes are to be checked weekly by the Town Clerk
- ✚ Fire safety checks are to be carried out weekly by the Town Clerk
- ✚ Fire extinguishers are to be maintained annually.
- ✚ The fire alarm is to be tested weekly by the RFO

***Approved by Full Council: April 2016  
Next review date: April 2019***