



HEALTH & SAFETY POLICY

General Statement

1. Southwell Town Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will meet its responsibilities under the Health and Safety at Work Etc Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
3. The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

Aims of the Health & Safety at Work Policy

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
3. Systems of work that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities

Arrangements and responsibilities for carrying out the Health & Safety Policy

As the Council's Safety Officer, the Clerk will:

1. Keep informed of relevant Health and Safety Policy legislation.
2. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
3. Make effective arrangements to implement the Health and Safety at Work Policy.
4. Ensure issues arising and potential risks are brought to the appropriate meeting of the Council.
5. Ensure that regular risk assessments are carried out for working practices, with subsequent consideration and review of any necessary corrective/protective measures. Consider requesting contractors to supply a written method statement prior to starting major works. Maintain a file of risk assessments.
6. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health & Safety at Work Policy.
7. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
8. Maintain a central record of notified accidents.
9. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.

10. Ensure the Allocation of Duties and Particular Arrangements as outlined in Appendix 1 and Annexes 1-6 are reviewed and updated as appropriate.
11. Act as the contact and liaison point for the Health and Safety Inspectorate.

All employees, contractors and voluntary helpers will:

1. Co-operate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
2. Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
3. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
4. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
5. Not misuse any plant, equipment tools or materials to cause risks to Health and Safety.
6. Report any accidents or hazardous incidents to the Clerk.

Allocation of Duties and Particular arrangements

Appendix 1

The allocation of duties for safety matters and the arrangements which Southwell Town Council will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every 2nd year by the Governance & Finance Committee of the Council. Although risk assessment is a continuing process, it shall form part of the Committee's annual review.

1. Responsibilities

1.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations* made under the Act and the Occupiers Liability Act is that of the Town Council of Southwell. The Clerk is responsible for this policy being carried out at all the Council's premises.

1.2 The following staff are responsible for safety in particular areas:

Staff	Area	Any Special Responsibility
Clerk	Old Court House	
Ground Staff	Parks and Open Spaces	

1.3 All employees have the responsibility to co-operate with colleagues to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

1.4 Whenever an employee notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.

1.5 Consultation between all staff is provided by immediate day to day discussion with the Clerk.

1.6 The Accident Record Book is kept in the Old Court House.

2. First Aid

2.1 First Aid boxes are located as follows:

Box 1: The kitchen at the Old Court House.

Box 2: The workshop at the Memorial Park.

2.2 Appointed persons responsible for boxes are:

Box 1: The Clerk

Box 2: The Ground Staff

3. Fire Safety

3.1 Fire extinguishers shall be visually inspected monthly in the Court House.

3.2 The fire alarm system at the Old Court House shall be tested monthly. A fire drill shall be held annually at the Old Court House. Annual electrical certificates shall be obtained on all Council occupied premises.

3.3 Fire exits shall be kept free from obstructions.

3.4 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

4. Training

4.1 The Clerk has overall responsibility for training.

5. General Advice

5.1 General advice to all employees is attached as Annex 5.

6. Specific Guidelines

6.1 Guidelines for premises and activities are attached as Annexes as follows: -

1. Offices.

2. Grounds Maintenance.

3. Caretaking and Cleaning.

4. Lifting and Handling.

7. Employment of Contractors

7.1 The notes to be given to contractors are attached at Annex 6.

8. Reporting & Recording of Accidents

8.1 Accidents shall be reported to the Clerk who will record them in the Accidents Record Book.

9. Smoking

9.1 Smoking is not allowed in offices.

To be aware of: -

Electricity at Work Regulations 1989

The Management of Health & Safety at Work Regulations 1992

Manual Handling Operations Regulations 1992

The Personal Protective Equipment at Work Regulations 1992

The Health & Safety (Display Screen Equipment) Regulations 1992

The Provision and Use of Work Equipment Regulations 1992

The Workplace (Health, Safety & Welfare) Regulations 1992

The Control of Substances Hazardous to Health (COSHH) Regulations 1994

The Fire Precautions (Workplace) Regulations 1997

The Health & Safety (Young Persons) Regulations 1997

1. Heating, Lighting and Ventilation

- a) Temperature must reach a minimum of 60.8 F/16C after the first hour of working time and be maintained between 60.8 F/16C and 60.8 F/16 C throughout the working day.
- b) Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials and be sited away from desks and chairs.
- c) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. Electrical Equipment

- a) All electrical equipment shall be inspected in accordance with the 1989 Regulations.
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) 13-amp plugs can be used for appliances with a loading capacity maximum of 13-amps. Plus, fuses must be fitted to suit current load of the equipment being used.
- d) Only electrical equipment provided by the Council should be used. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends.
- e) Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet/3.048 metres in length.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

3. Furniture, Fittings and Equipment

- a) All heavy equipment and storage units should preferably be placed against the wall across several floor joists.
- b) Heavy equipment and furniture must not be moved by individuals.
- c) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- d) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use.
- e) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors, and this should be avoided at all times.

4. Fire Precautions

- a) All staff must be fully conversant with the "Fire Alert" system displayed in the offices.
- b) Exit corridors, landings and staircases must be kept clear at all times.
- c) Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire-resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- d) Wastepaper bins must be of metal construction and be emptied weekly.

1. Only authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.
7. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
8. The manufacturers instructions regarding the safe use of chemicals must be adhered to.
9. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
10. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
11. Pathways on Council owned premises shall be inspected annually.

1. It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.
2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
3. Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
4. Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g., Harpic) or other acidic substances.
5. Stepladders which are used to gain access to heights must be in good condition and free from defects.
6. All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately.
7. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.

YOU SHOULD REPORT:

- a) Structural faults which appear dangerous.
- b) Floor coverings, etc. which cause a tripping hazard.
- c) Faulty gas, electric, paraffin fixtures, fittings and equipment.
- d) All accidents, however small, should be reported.

YOU SHOULD NOT:

- e) Attempt to repair gas, electric, paraffin fixtures, fittings or equipment, unless competent to do so.
- f) Attempt to move obviously heavy furniture alone.

YOU SHOULD:

- g) In the event of your having to stand on something to reach windows, etc. do ensure the object on which you will stand is solid and reliable.
- h) Dispose of aerosol cans in the recommended way.
- i) Dispose of soiled materials in sealed bags.

The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action.

Manual lifting is included in this, and an incorrect technique can cause:

Hernia (or rupture), torn back muscles, "slipped disc", cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

1. The following basic rules are produced to help reduce these accidents:

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

If an object is to be lifted manually: -

- a) Bend the knees and crouch to the object.
- b) Get a firm grip using the whole hand and not the fingertips.
- c) Keep the back straight.
- d) Tuck the chin in.
- e) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- g) Avoid pinching fingers when releasing object.
- h) When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- i) Protect your toes with safety footwear.
- j) Wear protective gloves when handling objects with sharp or jagged edges.

1.Tidiness

Keep floors, passages etc. clear of stores, packages and litter.

Put wastepaper in the bin. Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care and ask for advice from your supervisor if in doubt.

2.Falls and Collisions

Walk, do not run. Look where you are going.

Use care in opening doors outward.

Take care on stairs and use the handrail.

Mop up spills of liquid, do not leave it to someone else.

Do not climb on chairs, desks, windowsills to reach shelves or to open windows.

Use a stepladder and window poles etc.

3.Fire Precautions

Ensure that you know the lay-out of the fire exits and emergency routes. Report or remove where possible any obstruction of fire exits and passages. Keep cloths and towels away from heaters and convectors etc.

Do not stand close to an electric fire, if use permitted, nor stand them near to anything that will burn.

4.Horseplay

Avoid horseplay, sky larking, practical jokes, it can be dangerous.

For Southwell Town Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements: -

1. As a contractor, you will supply and ensure that your employees wear and use protective equipment, or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
4. The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.