

Health and Safety Policy – Barton Upon Humber Town Council

Principles

1. Barton Upon Humber Town Council recognises and accepts its responsibilities as an employer for provide 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 advice on health and safety to assist in fulfilling the Council's responsibilities for ensuring safe and secure working conditions.
4. The Town Clerk will be the Council's Health and Safety Officer, reporting to the Council and the Deputy Town Clerk as is his/her Deputy.

Aims of the Health and Safety at Work Policy

The Town Council aims to provide.

1. A Safe Working Environment.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety, including 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 and Safety and welfare of employees, contractors and voluntary helpers and members of the public who may be affected by the council's activities.

As the Council's Health and Safety Officer the Town Clerk will

1. Keep up to date on relevant Health and Safety policy legislation.
2. Advise the Council as to the resources and arrangements necessary to fulfil the Council's Health and Safety responsibilities.
3. Make arrangements to implement the Health and Safety Policy including training and supervision.
4. Ensure that matters of Health and Safety are brought to the attention of the Council as appropriate.
5. Ensure that regular risk assessments are carried out of working practices and work environments.
6. Maintain a record of Health and Safety Risk Assessments.
7. Ensure that those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at work requirements.
8. Point out to employees, contractors and voluntary helpers that they have a responsibility for their own safety and that of others.
9. Ensure that employees and (others) acknowledge and are enabled to act in line with their responsibilities to protect their Health and Safety and that of others.
10. Ensure that any work activities undertaken by the Council do not endanger the Health and Safety of members of the public.
11. Maintain a record of notified accidents, injuries and damage. The Accident book is located in the Town Council Office.

12. First Aid equipment is located in the Town Council office and items are regularly checked for validity of dates.
13. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence and complete the necessary accident reporting procedure.
14. Act as the contact and liaison point for the Health and Safety Inspectorate.

All employees, contractors and voluntary helpers will

1. Cooperate fully with the aims and requirements of the Health and Safety at Work policy and comply with Codes of Practice or Work instructions on Health and Safety.
2. Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and where appropriate ensure that 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 so as to cause risks to Health and Safety.
6. Report any accidents or hazardous incidents to the Council's Health and Safety Officer.
7. As appropriate bring any incidents or concerns to the attention of the Council.

Heating, lighting and ventilation

1. Temperature must be a minimum of 60.8 degrees F withing one hour of opening and should be maintained at a comfortable level throughout the day.
2. Free standing heaters must not be used without authorisation. If authorised they should comply with all fire regulations and the area around them should be kept clear of any flammable materials,. They should be sited away from desks and chairs.
3. 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.

Contractors and Volunteers

1. All contractors and voluntary helpers working for the Council should comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health and Safety at Work Policy.
2. Where necessary, contractors will be requested to supply written method statements prior to starting major works.
3. Where contractors and sub-contractors are engaged by the Council, they must maintain effective control of themselves and those working under them so as to ensure that they comply with the responsibilities and duties set out in the Health and Safety at Work Act 1974 and any subsequent legislation.
4. The Town Council shall ensure that those not in the employment of the Council. Including the General Public, are not exposed to risk to their safety or health when on the Council's premises.
5. Contractors should ensure that any electrical appliances brought onto Council premises shall be safe and PAT tested within the year and are in good working order and used in a safe manner.
6. Where necessary, contractors will be requested to provide copies of insurance certificates in respect of Employers Liability and Third Party risks.
7. Appropriate local rules and guidelines for their operation are to be established whilst on sites or working in areas to which the public have access.
8. Contractors to be monitored as appropriate in respect of their activities to ensure that they are not creating any risks or hazards to themselves or to Council employees, the General Public, visitors or property.

Arrangements and Responsibilities for carrying out the Health and Safety Policy at work

It is recognised that the Town Council staff's place of work is the Assembly Rooms, or from their home. It is expected that reasonable arrangements are made for the safe working within the office environment and the home environment. The staff will be expected to comply with safe practices and procedures within the Assembly Rooms and the home.

Lone Working

The Council recognises the risks posed to its employees who are required to work alone and will take all necessary precautions to minimise those risks.

1. Staff working alone to have the responsibility to take reasonable care of themselves and other people affected by their work.
2. Staff working alone should ensure that the doors are secure and locked and entry to the building is within their control. The RING and Alexa provide video and audio to both staff and visitors. Credentials should be checked of any visitor as required.
3. Staff should note on the General calendar times in and out of work if outside the normal working hours.
4. Staff should be trained in emergency procedures.
5. Hazardous equipment should not be used alone.
6. The Council will provide staff with a ready and immediate contact in the event of an emergency.
7. A Risk Assessment should be prepared for any unusual or potentially dangerous site visit.
8. Staff working alone after dark will be given access to personal safety equipment if requested.
9. Staff should be training in how to handle a potentially dangerous situation. These may include aggressive behaviour, being approached for valuables etc.

Electrical and Mechanical equipment

1. All electrical and mechanical equipment should be inspected in accordance with the latest regulations.
2. Mains should not be overloaded.
3. Only equipment provided by the Council should be used and switched off when not in use. Plug tops should be removed from sockets overnight and at weekends.
4. Manually and electrically operated equipment must not be used by unauthorised or untrained personnel.
5. Defective equipment should not be used. Staff should not attempt to repair equipment unless competent to do so.
6. Heavy equipment and furniture should not be moved by individuals.
7. 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Fuses must be fitted to suit the current load of the equipment being used. This is normally shown on the item of equipment in question. If in doubt seek advice from a suitably qualified person.
8. Leads from points for various desk uses should not present a hazard trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
9. Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Drawers should be closed immediately after use. Drawers should be inspected every six months to ensure correct loading and operation.
10. High shelves should only be reached using the steps provided for the purpose. It is dangerous to stand on desks or chairs and this should be avoided at all times.

Fire Precautions

1. The Town Clerk and all staff must be fully conversant with the "Fire Alert" system in the office.
2. Exits must be kept clear at all times.
3. Flammable materials should be stored in a suitable fire resistant structure clearly marked "Flammable Materials".