

Loddon Town Council Health & Safety Policy

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1. HEALTH AND SAFETY POLICY STATEMENT

Loddon Town Council believes that Health & Safety performance is an integral part of the efficient and cost effective discharge of its duties and is aware of its responsibilities under the Health & Safety at Work Act 1974 and other statutory provisions listed in (4) Legislation. The Town Council therefore intends to meet those responsibilities as far as is reasonably practicable by incorporating good health and safety management within all its operations.

The objective of the Town Council policy is to minimise risks to health, safety and welfare of its employees, voluntary workers, general public and others affected by its activities and to minimise risks to the environment. All reasonable measures will be taken to ensure that a safe working and community environment is created.

Members of the Town Council have the responsibility for implementing this Policy and must ensure health and safety considerations are always given priority in planning and day-to-day supervision of work. All employees and voluntary workers are expected to co-operate in carrying out this policy throughout the Town Council's activities and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

All employees, voluntary workers and contractors associated with any works carried out by the Town Council will be made aware of this policy and the importance of commitment to its objectives. The organisation and arrangements for implementing the Policy are set out in the Policy document.

The Policy will be kept up to date in response to changes in legislation or best practice. To ensure this, the Policy and the way in which it has operated, will be reviewed annually or as the need arises.

2. ORGANISATION (ROLES & RESPONSIBILITIES)

2.1 Duties and Responsibilities of Town Councillors

All Town Councillors are jointly responsible for the implementation of this Health & Safety Policy, for monitoring the day-to-day administration of the Council's affairs, and ensuring that all insurance policies are in date. In doing so, they will ensure that:

- a) a copy of this policy is circulated to all employees and voluntary workers on appointment. Opportunity will be given to discuss this policy on an individual basis to ensure that it is fully understood and implemented
- b) the Council's activities are monitored to ensure that the objectives of the Health & Safety Policy are being complied with
- c) contracts of employment include compliance with statutory and company health, safety & environmental requirements
- d) all staff have adequate competence and training for carrying out their specific jobs and for ensuring the health, safety and welfare of themselves and those around them
- e) employees and voluntary workers are aware of the hazards which may exist within the operation of their tasks, and that they fully understand and observe all aspects of the Town Council's Health & Safety Policy
- f) no employee or voluntary worker shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless he or she possesses

such knowledge or experience, or is under supervision of a competent person having regard to the nature of the work

- g) safe methods of work are adopted
- h) all suppliers comply with Section 6 of the Health & Safety at Work Act (HASAWA) in supplying articles and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used
- i) any accidents arising out of the Council's activities are recorded, reported and investigated as detailed in the accident reporting procedure
- j) regular inspections of equipment are carried out and necessary records kept

2.2 Duties and Responsibilities of the Clerk

(a) The Council has delegated the responsibility for implementing the Council's Health, Safety and Welfare policies and procedures, and ensuring they comply with current and emergent legislation, to the Clerk.

(b) The Clerk will:

- Make effective arrangements to implement the Health & Safety Policy.
- Seek assistance from the Chairman, other members of the Council, and from external specialists and sources as required.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities regarding Health & Safety.
- Ensure all matters of Health & Safety are presented for review by Councillors at meetings of the Town Council.
- Work with Councillors to ensure that regular Risk assessments are carried out of working practices and that necessary corrective/protective measures are implemented.
- Report any accidents, hazardous incidents, or near misses promptly to the Council and ensure any reporting obligations under RIDDOR are actioned.

2.3 Duties and Responsibilities of all Employees and Voluntary Workers

- a) Employees and voluntary workers have a responsibility to conform to the Town Council policy and with the Health & Safety at Work etc. Act 1974 and associated legislation.
- b) Employees and voluntary workers have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions and to cooperate with the Council to enable it to fulfil statutory obligations. They should also ensure that they are physically fit and technically responsible for the work requested of them.
- c) Employees and voluntary workers have responsibility for properly using any safety devices involved in their work. They will not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- d) All accidents and near miss incidents shall be reported to the Town Clerk, and recorded in the Town Council accident book as soon after the event as possible. Employees and voluntary workers will also co-operate with the management in investigating all accidents and near misses.
- e) Employees and voluntary workers must request assistance or advice about any area of work that they are not familiar with.

2.3 Duties and Responsibilities of all Contractors.

- a) Any contractors employed by Loddon Town Council shall be responsible for conducting themselves safely at all times and in complying with the Town Council's Health & Safety Policy.
- b) Any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off site.
- c) All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.
- d) Any injury sustained whilst on site must be reported to the Town Clerk immediately.
- e) All electrical equipment must have a valid Portable Appliance Test certificate.
- f) Contractors must provide written risk assessments and method statements where necessary, before commencing work for or on behalf of the Town Council.

2.4 Duties and Responsibilities of all Visitors

Loddon Town Council owes a duty of care to visitors to the Town Council controlled areas of the villages. Town Councillors will ensure so far as is reasonably practicable that safe access and egress is available and that that areas and facilities are maintained in a safe condition.

3. ARRANGEMENTS

3.1 Enforcement agency

The enforcement agency for Local Authorities is the Health & Safety Executive. Any site visit carried out by Statutory Inspectors shall be co-ordinated with the full cooperation of Town Councillors and any recommendations carried out as soon as reasonably practicable.

3.2 Risk Assessments

Generic risk assessments will be co-ordinated by the Town Clerk for all public areas and village assets controlled by the Town Council. These assessments will be recorded, monitored and reviewed annually.

3.3 Training

Town Councillors are responsible for ensuring that appropriate health & safety training is provided for employees and voluntary workers. The Town Clerk is responsible for arranging provision of any training identified and for maintaining records of such training.

3.4 Accident reporting

The Town Clerk will maintain an Accident book for the purpose of recording all accidents and near miss events.

The Clerk must be notified immediately if an accident occurs to anyone whilst on Town Council business. This includes Town Councillors, employees, voluntary workers, visitors, contractors etc. A form in the accident book must be completed and returned to the Clerk. The Town Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with. Where required, accidents and near misses shall

be investigated by the Town Clerk and remedial actions recommended to the Town Council where necessary. Where the activity which gave rise to the accident is under the control of a nominated Town Councillor then that person shall assume the responsibilities of the Town Clerk in the preceding paragraph.

3.5 Provision and Use of Work Equipment

If equipment provided by the Council is damaged or faulty the employee is responsible for the immediate return or report of such equipment to the Clerk who will facilitate repair or replacement. If the equipment is lost or damaged through negligence, there is an onus on the employee to report such loss or damage immediately.

3.6 Personal Protective Equipment

PPE identified through Risk assessment or mandated by the Council shall be used strictly in accordance with Work instructions, Manufacturers or other published guidance.

3.7 Procurement of Materials, Equipment

Anyone who purchases or hires materials, equipment or contracts on behalf of the Town Council must ensure that they have read and fully understand this health and safety policy. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must then be passed on to the Town Clerk in order to be recorded.

3.8 Engagement of Contractors

The Council will only engage Contractors who are able to demonstrate due regard to Health & Safety matters.

Contractors are required to supply a written Method statement and Risk assessment (RAMS) prior to starting work and provide evidence that they have suitable Employers public liability insurance in place. This information is to be kept on file electronically.

3.9 Violence/Personal Safety

So as to avoid violence and aggression from members of the public or contractors, all staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. Any incidents should be reported to the Clerk who may call the police if it is considered necessary.

3.10 Safety Inspections

Regular inspections will be conducted in order to monitor and assess the suitability and safety of all facilities operated or provided by the Council. Inspections may be completed either by suitably trained employees or specialist external agencies as determined by the Clerk. The conduct and outcome of all routine inspections shall be documented and retained on file. The frequency of such inspections shall be determined through Risk assessment, published Council policy, or relevant legislation.

In particular, the Clerk shall engage specialist external support to conduct annual review of the following:

- Legionella; Management and Controls
- Playgrounds; Safety and maintenance
- Fire systems; Alarms and Firefighting equipment
- Gas; Safety and serviceability of gas appliances

Defects, shortcomings, and/or observations arising from any formal inspection shall be collated in an electronic database to facilitate sentencing, tracking, and action taken through to closure.

3.11 Legionella

This Health & Safety policy is supported by a separate dedicated policy focussed on the management of Health & Safety risks associated with Legionella. This supporting document identifies the hazards associated with exposure to Legionella, the risks that Council water systems present, and how those risks are managed to reduce those risks to as low as is reasonably practicable.

3.12 Documentation Review

This Health & Safety policy document and all other health and safety documentation will be reviewed annually taking into account any changes in personnel, procedural or physical changes.

4. LEGISLATION

The following legislation may affect Loddon Town Council employees, voluntary workers, visitors and contractors.

health & safety legislation:

- the health & safety at work etc. act 1974
- the management of health & safety at work regulations 1999
- provision and use of work equipment regulations 1998
- health & safety (display screen equipment) regulations 1992
- health & safety (consultation with employees) regulations 1996
- the safety representatives and safety committees regulations 1977
- health & safety (first aid) regulations 1981
- workplace (health, safety and welfare) regulations 1992
- personal protective equipment at work regulations 1992 (as amended)
- personal protective equipment regulations 2002
- reporting of injuries, diseases and dangerous occurrences regulations 2013 (r.i.d.d.o.r)
- control of substances hazardous to health regulations 2002 (coshh)
- fire precautions act 1971
- fire precautions (workplace) regulations 1997
- offices, shops and railway premises act 1963 electricity at work regulations 1989

This is not a definitive list; other legislation may be relevant.

This policy was adopted by Loddon Parish Council at its meeting held on 12 March 2020.

This policy was reviewed by Loddon Parish Council at its meeting held on the 12 October 2022.

Signed:

Dated:

Date for next review: October 2023 (reviewed annually)