



Health & Safety Policy

ABSTRACT

“Peterlee Town Council, (PTC), recognises and accepts its health and safety duties for providing a safe and healthy working environment”

Ian Morris, Town Clerk

October 2019

Health and Safety at Work Act, 1974

Statement of Peterlee Town Council

Health and Safety Policy

Policy agreed on 7th October 2019

For information about health and safety please refer to the HSE.gov.uk web site. All incidents can be reported online but a telephone is also provided for reporting fatal/specified incidents only – call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30am to 5pm).

PART ONE

General Statement of Policy, Duties & Responsibilities

1.1 Policy Statement

Peterlee Town Council, (PTC), recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of the Town Council (PTC), to promote the health and safety of the committee members, volunteers, staff and of all visitors to the Groups/Organisation’s premises (“the Premises”) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with the Organisation in all health safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards where reasonably practicable and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Representative);
- A health & safety representative be elected from each department;
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the PTC’s activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of PTC arising out of or in connection with PTC’s activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer’s workers on PTC’s premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by the Town Council. The statement and the procedures are to be reviewed in the Autumn of each year by the Strategic Management Team, (SMT).

1.2 Statutory Duty of PTC

PTC will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give volunteers/ workers the information, instruction, training and supervision necessary for their health and safety.

In particular, PTC will:

- Assess the risks to health and safety of its volunteers/workers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment.
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities (currently DCC);
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

1.3 Statutory Duty of the employees of PTC

Employees also have legal duties, and the PTC confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with PTC on health and safety;
- To use work items provided by the PTC correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by PTC;
- Health and Safety law applies not only to employees in the workplace, it also applies to **organisations and people who occupy or use community buildings** to which members of the public have access.

1.4 Policy for Visitors and Contractors

On arrival all visitors should be directed to the duty Manager, or a representative of the user/hirer of the building. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure. Where it is hirer for training etc or an exercise class, a record of this in attendance shall be kept by the organiser/hirer/instructor.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Duty Manager who will investigate and report to the Town Clerk.

There will be slight variations to these arrangements at each building.

PART TWO

Organisation of Health and Safety

2.1 Health and Safety Sub-committee

PTC will appoint a Health and Safety Sub-committee, including representation both of themselves and of staff (both paid and volunteer):

- To have a broad overview of Health and Safety matters;
- To keep the PTC's Health and Safety policy and procedures under review, (this is delegated to the SMT in the first instance);
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations);
- To take such action as may be required to ensure that the Organisation's responsibilities for Health and Safety are fulfilled;
- To report to the Council on their performance of these responsibilities.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Duty Manager will investigate and report to the Town Clerk.

2.2 Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the PTC may publish from time to time.

Accident/Near miss Forms and Book

An accident form is completed immediately. A copy is sent to Shotton Hall (Clerk/Deputy) and it is then recorded.

Any injury suffered by a worker or visitor in the course of employment or otherwise on the PTC, however slight or even a "near miss", must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by PTC.

All accidents/near misses will be investigated by the line manager of the injured person or the responsible manager of the area the accident/incident occurred to identify actions to prevent reoccurrence. Details of all accident/investigation data will be kept confidential and findings used by management teams for statistical purposes and to ensure measures applied to prevent reoccurrence are effective.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Group/Organisation in relation to fire.

Managers responsible for premises/areas will ensure fire information is provided to staff following any changes from inspections, audits, risk assessments etc.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of PTC and any directions for the use of such must be followed precisely.

Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

Maintenance

Defective equipment, furniture and structures must be reported as such without delay.

Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

The following items shall be covered with site specific risk assessments along with appropriate training:-

- **Food hygiene**
- **Display Screen Equipment**
- **Safeguarding**
- **Manual handling**
- **COSHH**

Alcohol, Drugs and Tobacco

As included in PTC's Code of Conduct, smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).

PART THREE

Arrangement and Procedures

Each service area has developed its own procedures which are reviewed regularly in line with on an annual basis. Updates and changes will be reported to SMT. There are arrangements in place for the Manager of each site/activity to have responsibility for the procedures to cover the following, and the duty to report to SMT on a regular basis:-

- 3.1 First Aid and Accident Reporting**
- 3.2 Fire Drills and Evacuation Procedures**
- 3.3 Bomb Warnings**
- 3.4 COSHH**
- 3.5 staff training, including First Aid at Work, manual handling, food hygiene**

PART FOUR

Appendices

APPENDIX A – ACCIDENT REPORTING

1. Accidents

All accidents which occur during work for PTC and/or for the User/Hirer, or on premises under the control of PTC must be recorded.

2. Accidents to Workers or Contractor's Staff

- a) For ALL Accidents

Complete Accident Form and give to your line Manager/Duty Manager

- b) **For accidents reportable to the Health & Safety Executive** (for contractors see c))

If accident results in incapacity for work for more than 7 calendar days then complete the online form F2508 with copies to the Town Clerk.

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then **immediately notify**:

Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055

And the Town Clerk

Follow up within ten days with completed online form F2508 with copies to the Town Clerk

- c) If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

3. Accidents to Members of the Public

1. For ALL Accidents

Complete Accident Form and give to Duty Manager

2. For accidents reportable to the Health & Safety Executive

If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then **immediately notify**:

Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park,
Caerphilly, CF83 3GG

And the Town Clerk

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
- Other specified injuries and conditions:
 - The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
 - Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
 - Loss of consciousness resulting from lack of oxygen
 - Decompression sickness requiring medical treatment
 - Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
 - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
 - Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

IF IN DOUBT REPORT IT

5. Dangerous Occurrences

In the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire

Notify the Town Clerk immediately:

Telephone

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting out of hours

The HSE and local authority enforcement officers **are not an emergency service**. More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE web site HSE.gov.uk. If you want to report less serious incidents out of normal working hours, you can always complete an online form.

6. Occupational Diseases

Only upon receipt of a written diagnosis from a Doctor, report the work-related disease using online form F2508A to: hse.gov.uk/riddor/report.htm **And** the Town Clerk

- Poisoning
- Skin Diseases
- Lung Diseases
- Infections

Full details of Dangerous Occurrences and Occupational Diseases can be found in HSE RIDDOR Booklets 11 and 17.

IF IN DOUBT REPORT IT

We request that our Staff, Volunteers, Member and Visitors respect this Policy, a copy of which will be available on request.

Approved by Council on 7th October 2019

Signed.....
(Chair of Peterlee Town Council)

Signed
(Chief Officer/Town Clerk)

Date.....