



PORTISHEAD TOWN COUNCIL

HEALTH & SAFETY POLICY

Health & Safety Policy Statement

Portishead Town Council regards the promotion of occupational health, safety and environmental awareness as a key responsibility for all members and employees.

It is the Town Council's policy to take all reasonably practicable measures to prevent personal injury, occupational disease and damage to property. These measures include the protection of the public and others who are on the Town Council premises or in contact with its products. To ensure this policy is meaningful the Town Council will use it as a framework for setting and reviewing targets on a Council wide basis.

All references in this document to the said legislation will also apply to updates of the said legislation.

The Town Council accepts the following responsibilities:

- To provide and maintain safe and healthy working conditions taking into account statutory requirements.
- To provide and monitor training which enables employees to perform their work safely and efficiently.
- To provide and maintain all necessary safety devices and protective equipment.
- To provide instruction as to when and how to use safety devices and protective equipment and to monitor ongoing appropriate use.
- To meet the obligations of health and safety in the workplace through consultation with external health and safety regulatory bodies and with employees.

The Town Council's employees have the following responsibilities:

- To work safely and efficiently.
- To meet statutory obligations relating to health and safety in the workplace.
- To report promptly all accidents and incidents including those where no injury to people has occurred.
- To follow the Town Council's working procedures.
- To assist in the investigation of accidents so that measures may be taken to prevent a recurrence.
- In the absence of the Clerk or when necessary responsibility will be delegated to another member of staff.

At each Town Council location the most senior person is fully responsible for maintaining safe and healthy working conditions. In particular, he or she will establish the systematic management of safety and health and any specific arrangements applicable at that location for the implementation of this policy statement.

The Annex to this Policy Statement contains more details.

The next review of this policy statement will be January 2020.

ANNEX

1. Responsibilities

The responsibility for health and safety rests with everyone, from The Clerk through to each individual member of staff. This section sets out the responsibilities under this policy.

1.1. Overall and final responsibility for health and safety within the business is that of Portishead Town Council as a corporate body.

1.2. The Clerk to the Council is responsible for ensuring that all activities under their control are carried out in accordance with the Town Council's Health and Safety policy, standards and safe working procedures; and in accordance with statutory provisions.

1.3. Employees have legal duties under the Health & Safety at Work Act 1974. In particular, they must:

- Co-operate with The Clerk on health and safety matters;
- Take reasonable care for their own safety and that of others who may be affected by their acts or omissions at work;
- Co-operate, so far as is necessary, to enable any duty or requirement imposed on the business by or under any of the relevant statutory provisions, to be performed or complied with;
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Failure to comply with these requirements may lead to disciplinary action being taken by the Town Council and/or prosecution by the Health & Safety Executive (HSE).

2. Health & Safety Risks Arising From Our Work Activities

Under the Management of Health and Safety at Work Regulations 1999, the Town Council has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the Council's policy to ensure that no-one is put at risk from any activities under its control.

2.1. Risk assessments will be undertaken by the Clerk of the Council, Peninsula Business Services Ltd on behalf of the Council or by a suitably qualified person designated by the Clerk.

- 2.2. The findings of the risk assessment will be reported to all relevant members of staff.
- 2.3. Action required to remove/control risks will be approved by the Town Council or an appropriate committee.
- 2.4. The Clerk to the Council will be responsible for ensuring the action required is implemented.
- 2.5. The Clerk to the Council, Peninsula Business Services Ltd on behalf of the Council or a suitably qualified person designated by the Clerk will check that the implemented actions have removed the hazards or reduced the risks to an acceptable level.
- 2.6. Assessments will be reviewed annually or when work activity changes, whichever is soonest.

3. Consultation with employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 the Council has a duty to consult employees either directly or through elected representatives on matters relating to health and safety.

4. Safe Plant and Equipment

Under the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998, the Council has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

- 4.1. The Clerk to the Council, Peninsula Business Services Ltd on behalf of the Council or a suitably qualified person designated by the Clerk will be responsible for identifying all equipment /plant needing maintenance (e.g. portable electrical appliances, lifts, etc.).
- 4.2. The Clerk to the Council will be responsible for ensuring effective maintenance procedures are drawn up.
- 4.3. The Clerk to the Council will be responsible for ensuring that all identified maintenance is implemented.
- 4.4. The Folk Hall lift is maintained and checked (currently by Orona Ltd) under contract on a quarterly basis.
- 4.5. Any problems found with plant/equipment should be reported to the Clerk to the Council.

5. Safe Handling & Use of Substances

Under the Control of Substances Hazardous Regulations (COSHH) 2002, the Council has a duty to assess the risks from both hazardous substances that are used (e.g. chemicals, solvents, paints, oil, etc.).

5.1. The Clerk to the Council, Peninsula Business Services Ltd on behalf of the Council or a suitably qualified person designated by the Clerk will be responsible for identifying all substances that need a COSHH assessment.

5.2. The Clerk to the Council, Peninsula Business Services Ltd on behalf of the Council or a suitably qualified person designated by the Clerk will be responsible for undertaking COSHH assessments.

5.3. The Clerk to the Council is responsible for ensuring that all actions identified in the assessments are implemented.

5.4. Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

6. Information, Instruction & Supervision

The Health and Safety (Information for Employees) Regulations 1989 require the business to display a poster telling employee what they need to know about health and safety.

6.1. A copy of the HSE's Health and Safety Law poster is displayed in the office of the Folk Hall and on the noticeboards at Redcliffe Bay Hall and North Weston Village Hall.

6.2. Health and Safety advice is available from the Clerk to the Council.

6.3. Supervision of new employees will be arranged/undertaken/monitored by the Clerk to the Council or any one nominated Council Caretaker.

7. Competency for Tasks & Training

The law requires an employer to provide appropriate information, instruction and training regarding health and safety at work. This is to enable employees to work safely for the benefit of themselves and others.

7.1. Induction training will be provided for all employees by the Clerk to the Council and/or by any one of the Council's caretakers.

7.2. Job specific training will be provided by the Clerk to the Council and/or by any one of the Council's caretakers and/or external training.

7.3. The following tasks must only be carried out by specifically authorised employees, who will normally have successfully completed a special training course. This is because the tasks are either potentially hazardous or legislation demands authorised persons only:

- use of ladders
- handling and using chemicals

All other employees are strictly forbidden from carrying out the above tasks unless supervised by a suitably qualified person.

7.4. Training records are kept by the Clerk to the Council.

7.5. Training will be identified, arranged and monitored by the Clerk to the Council.

If an employee does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter to the Clerk.

8. Accidents, First Aid & Work-Related Ill Health

The Town Council will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrences.

8.1. All accidents, cases of work related ill health and dangerous occurrences are to be reported to the Clerk to the Council without delay. Details of the incident will be recorded in the accident book which is located in the Town Council office in the Folk Hall. The Clerk to the Council is responsible for periodically analysing the accident book for signs of trends.

8.2. The Clerk to the Council, Peninsula Business Services Ltd on behalf of the Council or a suitably qualified person designated by the Clerk is responsible for undertaking investigations following accidents, dangerous occurrences and work related ill health absence.

8.3. The Clerk to the Council is responsible for acting on investigation findings to prevent a recurrence.

8.4. The Clerk to the Council is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

8.5. A first aid kit is located in the office, upstairs kitchen and main hall in Folk Hall. First Aid kits are also located in the kitchens of Redcliffe Bay Hall and North Weston Village Hall.

8.6. The Clerk to the Council is responsible for ensuring that first aid boxes are regularly stocked with approved first aid material.

8.7. It is the Town Council's policy to do everything that is reasonably practicable to reduce the risk of work related stress. If any member of staff feels that they

are suffering from excessive pressure, anxiety or other symptom of stress, they should speak, in strictest confidence to the Clerk or Chairman of the Staffing & Finance Committee.

Help and support is available from The Samaritans, 08457 909090 (24hrs a day).

9. Emergency Procedures – Fire Evacuation

9.1. The Clerk to the Council is responsible for ensuring the Fire Risk Assessment is undertaken and implemented.

9.2. Escape routes are regularly checked by the caretakers.

9.3. The fire alarm at The Folk Hall, Redcliffe Bay Hall and North Weston Village Hall are tested weekly by the caretakers and serviced every six months currently under contract by Astron Ltd.

9.4. Fire extinguishers are maintained and checked under annual contract currently by Abbey Fire Protection.

9.5. The emergency evacuation procedures will be tested at each site every 6 months. The office staff will work with the caretakers to make arrangements for the scheduling and carrying out of the procedure.

10. Areas of Risk

There are several situations that may present a risk to health and safety. The main areas of risk are listed below:

- falls from height;
- contact with machinery;
- struck by moving or falling objects
- contact with electricity or an electrical discharge;
- slip, trip or fall on same level;
- exposure or contact with hot/harmful substance;
- fire and explosion;
- occupational health.

Further information can be found in the Peninsula Business Services Limited Health & Safety Policy and Procedures Manual, also via their website. Information is also available on the Health & Safety Executive's website.

11. Monitoring & Reviewing

To ensure that the Council's commitment to managing health, safety and welfare in the workplace is actively pursued, The Clerk to the Council, Peninsula Business Services Ltd on behalf of the Council, or a suitably qualified person designated by the Clerk will examine the implementation of this policy by performing regular safety audits and inspections of the premises and work activities. In addition, this

policy, together with its associated arrangements, will be reviewed every 4 years or when work activity changes, whichever is the soonest.

If you are unsure about any issues raised in this policy, please inform the Clerk **IMMEDIATELY**. Do not take chances.

IF IN DOUBT – ASK!

Adopted 18th May 2016