

KINGTON TOWN COUNCIL

General statement of Health and Safety Policy

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations impose statutory duties on employers and employees.

To enable these statutory duties to be carried out, it is the policy of Kington Town Council, so far as is reasonably practicable, to ensure that responsibilities for health, safety and welfare are properly assigned, accepted and fulfilled and accepts its duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees and any members of the public likely to be affected by its activities as a local authority.

Objectives

Kington Town Council's' objectives in this respect are to:-

- 1.** Provide and maintain workplaces which are without risk to the health and safety of any employee, contractor, visitor, or user of premises.
- 2.** Provide a working environment of a standard that will ensure the health and safety of its employees and other persons who are likely to be affected by the council's activities.
- 3.** Assess the risks to the health and safety of employees and of anyone else who could be affected by its work activities, record the significant findings of such assessments and make them available to employees, contractors and users of premises. The compilation and implementation of practical codes of safety and health practice and conduct will be based on these risk assessments.
- 4.** Provide, where appropriate, equipment, tools and plant which are safe and without undue risk to health.
- 5.** Institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects.
- 6.** Make proper arrangements for the safe use, handling and storage of all articles and substances used by the council.
- 7.** Promote the instruction and training of employees in matters of health and safety, so as to enable them to recognise and avoid hazards at work.
- 8.** Inform employees, contractors, visitors and users of premises of the risks associated with its work activities by means of notices and instructions, where this is appropriate, and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health.
- 9.** Provide and maintain, where appropriate, safety equipment and protective

clothing and ensure that employees are informed of their obligation in respect of its use.

10. Provide first aid equipment, facilities and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of all employees, visitors and others allowed access to the council's premises.
11. Institute a procedure for the recording of all accidents and instances of ill health occurring as a result of the council's activities and ensure that such incidents are investigated.
12. Provide satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of employees whilst at work.
13. Advise all employees, contractors and users of premises of their obligations in health and safety matters, and of the penalties for acting in such a way as to endanger the safety or health of themselves or others.
14. Identify an appropriate lead person for Health and Safety, who will ensure that reports as appropriate are provided to the committee designated as having the overall responsibility for all Health and Safety related matters.
15. Ensure the proper direction and control of all persons other than employees allowed access to the council's premises and also ensure they are not put at risk by the council's work activities.
16. Control the use of contractors on the Council's premises, and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy. Contractors will be expected to have their own Health and Safety policies, which will be inspected by the Town Council when contracts are entered into.
18. Arrange for health and safety inspections of all premises and other areas at regular intervals, with reporting of findings and recommendations to the designated committee.
19. Maintain arrangements with employees for joint consultation and participation in matters relating to their health and safety.
20. Keep the health and safety policy statement under constant review and make improvements, additions and amendments that from time to time may be deemed necessary or desirable.

Section 2

Organisation and responsibilities

1. The Council will designate an appropriate committee to take overall responsibility for the monitoring of Health and Safety issue. This will include:-
 - a) Considering overall trends and issues likely to affect the council.

- b) Monitor the health and safety performance of the council and compliance with legislation.
 - c) Promote a positive health and safety culture within the council.
 - d) Ensure that adequate resources are available to discharge the council's health and safety commitments.
 - e) Where necessary, give assistance to the Clerk to the Council in carrying out inspections in the interests of effective Health and Safety management;
 - f) Undertake in conjunction with the Clerk to the Council investigation of accidents, incidents, near misses, and other dangerous occurrences and forward reports of legally notifiable cases of disease to the appropriate authority.
 - g) Keep the health and safety policy statement under constant review and make improvements, additions and amendments that from time to time may be deemed necessary or desirable.
2. The Clerk to the Council will co-ordinate the implementation of the health, safety and welfare policy and:-
- a) Advise on planning and development of health and safety training to meet the council's requirements.
 - b) Advise on prevention of injury or ill health to personnel and damage to plant/equipment.
 - c) Advise on legal requirements affecting health, safety and welfare, and implementation of the council health, safety and welfare policy.
 - d) In conjunction with any nominated Councillors, carry out routine site inspections on all council sites, reporting on failures to meet the standards set and situations where council employees or members of the public are, or could be, put at risk from inadequate health and safety provision.
 - e) Ensure that the council undertakes and keeps up to date risk assessments in relation to its activities and ensure that these are regularly reviewed by relevant committees.
 - f) Ensure that all contractors hired by the Council have in place appropriate health and safety policies and procedures.
 - g) Ensure that all employees are fully aware of, and instructed in their responsibilities as imposed by regulations, codes of practice and council procedures, and take steps so far as is reasonably practicable to ensure that they are properly implemented.

- h) Ensure that all works carried out on council managed or maintained premises and all plant, machinery and equipment where relevant complies with statutory requirements and approved or agreed standards.
 - i) Ensure that where the council has contracted any supplier to erect or install equipment of any nature, the erection or installation is of a high standard and complies with the codes of practice and current regulations.
 - j) Ensure that employees are conversant with the council's accident or damage reporting procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences as specified by regulations. Also ensure that the cause of any accident and or, dangerous occurrence is thoroughly investigated and that effective follow up action ensues.
 - k) Provide adequate first aid supplies and facilities in accordance with current regulations, and ensure that a responsible person is appointed to take control of the situation.
 - l) Ensure that statutory notices as required are displayed and that all statutory registers are provided and used.
 - m) Ensure that periodic statutory tests, inspections and where applicable maintenance of premises is carried out and the appropriate records kept.
 - n) Ensure that adequate fire precautions and appliances are in place and that, in the event of an emergency, employees, contractors and hirers of Council premises are conversant with the fire drill to ensure that the building/premises are vacated as quickly as possible.
 - o) Make available and enforce the use where necessary of safety equipment and protective clothing, in accordance with current regulations and council instructions.
 - p) Ensure that all employees are competent to carry out their duties safely having received adequate information, instruction and training and where necessary that they hold a valid certificate of competence.
 - q) Ensure that all employees are properly supervised and have been instructed and trained with regards to specific regulations and the relevant system of work and adequate training records kept.
 - r) Ensure that regular consultation with the workforce takes place.
3. All **employees** are to take reasonable care of their own safety and that of any one else who may be affected by their work activities, and are required to cooperate with Kington Town Council in the fulfilment of its duties with regard to health, safety and welfare at Work. Each employee, therefore, will be responsible for:-
- a) Making themselves familiar with and conforming to relevant health and

safety instructions at all times.

- b) Not interfering with or misusing anything provided in the interest of health, safety and welfare.
- c) Reporting to the Facilities Manager incidents that have led to, or may lead to, injury or damage.
- d) Assisting as required in the investigation of accidents or incidents.
- e) Wearing the appropriate protective equipment where required.

Section 3

Arrangements

1. As appropriate, Kington Town Council will ensure that policies and procedures are in place that enable this Health and Safety Policy to be implemented:
 - The Town Council will have regard to such risk assessments as are appropriate, carried out either by it or on its behalf
 - It will have regard to specific policies agreed for the protection of its staff, contractors and the public, including accident reporting, lone working, working in specific situations, such as at height.
 - It will monitor, through the Personnel Committee, the well-being of any staff, in relation to stress, working conditions in the office (including the use of IT equipment), and such other issues relating to staff welfare and well-being as may from time to time occur.
2. Two specific areas where the Council is responsible for Health and Safety are noted in this section on arrangements – Conditions for Contractors and Contract Workers and Accident Reporting.

Contractors and Contract workers

It is Kington Town Council policy that when contractors are used, they will represent the Council in the same way as direct labour and are required to work to the council's policy.

The Town Council will aim to ensure the appointment of competent contractors. Competence is assessed by checking relevant insurance policy cover, qualifications and experience, contractor references and establishing safe methods of work before work commences. Contractors will be expected to have their own Health and Safety policies and procedures and risk assessments, which should be in compliance with those of Kington Town Council.

Contractors and contract workers must ensure that they are acquainted with, and adhere to, the council's safety policy, and any other procedure or special instructions which may be in force relevant to specific operations and in particular, that work is monitored periodically for safety and quality. Where appropriate a formal record of checks carried out will be retained.

A copy of the safety policy and other relevant information is given to the sub-contractor upon acceptance of terms and conditions of the contract agreement.

Appropriate supervision of works carried out by Contractors and Contract workers will be carried out as appropriate in relation to the tasks being undertaken.

The council's approved accident reporting form shall be used for the reporting of all accidents whether to property, employee or general public, without exceptions.

Further to the above it is a requirement to report all accidents, however minor. Serious accidents or major incidents should be reported immediately to the Council office by telephone.

Should a contractor use a sub-contractor for any works, it is a requirement under the Health and Safety at Work etc. Act 1974 for sub-contractors to conduct their work activities in such a way as to ensure that other persons are not exposed to risks to their health and/or safety.

Accident reporting

When an accident/incident occurs, injuries must receive prompt attention, and any immediate danger should be alleviated. The council accident book and or the RIDDOR accident report form will be completed by the Clerk.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and the Social Security Act 1975 require organisations to record accidents/incidents and also to investigate and report to the nearest office of the Health and Safety Executive (HSE) accidents which result in the following:-

- Fatalities.
- Specified major injuries (see RIDDOR leaflet).
- Employees being absent from work for more than 3 days.
- Reportable industrial diseases (see RIDDOR leaflet).

All accidents are investigated and preventative measures implemented where appropriate. Any relevant risk assessments are also reviewed by the Clerk and the designated committee.

Employee's responsibilities

All employees are instructed of the requirements to report all accidents/near misses occurring to themselves, members of the public, volunteers or contractors, when such an accident occurs on premises for which the Council has a responsibility, in the nearest accident book and to bring the accident to the attention of the Clerk to the Council. Employees must also ensure that everything possible is done to minimise damage, particularly injury to persons.

Therefore:-

- Obtain first aid treatment for the injured person.
- Ensure that the accident/incident is reported to the *Facilities Manager*.
- Record the accident/incident by filling in the accident book and completing a copy of the council's incident report form.

Employer's responsibilities

The Clerk to the Council, as appropriate, is to:-

- Establish whether the circumstances or the result of the accident/incident are immediately reportable under RIDDOR as a major injury or as dangerous occurrence.
- Investigate the accident/incident and ensure that all necessary steps have been taken to prevent any immediate further injury or damage to property.
- Ensure that an entry in the accident book has been made.
- Take what steps are necessary to remedy the cause of the accident/incident to prevent a reoccurrence.
- Ensure that if an injured employee is absent from work, or unable to carry out

their normal work for more than 3 days (not including the day of the accident)
Form F2508 is completed and sent to the nearest office of the Health and
Safety Executive (HSE) within 10 days of the accident.