

SANDOWN TOWN COUNCIL

HEALTH & SAFETY POLICY

1 POLICY STATEMENT

Sandown Town Council is committed to maintaining safe and healthy working conditions and to preventing accidents and instances of work-related ill health by ensuring that all activities carried out on council premises or undertaken by its employees are managed in such a manner so as to avoid, reduce or control all foreseeable risks to the health and safety of anyone who may be affected by such activities as far as is reasonably practicable.

This policy will be reviewed and revised, as necessary, every year.

2 EMPLOYER'S RESPONSIBILITIES

In furtherance of the above policy statement and the need to ensure compliance with the following:

- a) Health and Safety at Work etc Act 1974
- b) Management of Health and Safety at Work Regulations 1999
- c) Workplace (Health, Safety and Welfare) Regulations 1992
- d) Health and Safety (Display Screen Equipment) Regulations 1992
- e) Provision and Use of Work Equipment Regulations 1998
- f) Manual Handling Operations Regulations 1992
- g) Health and Safety (First Aid) Regulations 1981(SI 1981/917)
- h) The Health and Safety Information for Employees Regulations 1989
- i) Employers' Liability (Compulsory Insurance) Act 1969
- j) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- k) Electricity at Work Regulations 1989
- l) Control of Substances Hazardous to Health Regulations 2002
- m) Gas Safety (Installation and Use) Regulations 1994

The Town Council will:

- provide and maintain safe plant and equipment and safe systems of work;
- ensure materials and substances used are properly stored, handled, used and transported;
- assess the risks to the health and safety of anyone who may be affected by work activities;
- consult with employees on matters affecting their health and safety and ensure that all employees are competent to do their tasks;
- provide information, training, instruction and supervision;
- provide a safe place of employment;
- provide a healthy working environment;
- provide a written Health and Safety Policy;
- look after the health and safety of other people, in addition to employees;
- talk to safety representatives.

3 EMPLOYEES' RESPONSIBILITIES

Employees have a legal responsibility to take care of the health and safety of themselves and others who may be affected by their actions or omissions and to co-operate with supervisors and managers on health and safety issues. Employees should not interfere with anything provided to safeguard their health and safety and should report all health and safety concerns to the appropriate person as set out in this policy.

4 ROLES

4.1 The Town Council has overall responsibility for health and safety in the workplace and for ensuring that adequate resources are made available to allow the implementation of this policy.

4.2 The Clerk has day-to-day responsibility for ensuring that this policy is implemented.

5 RISK ASSESSMENTS

5.1 Every work activity to be undertaken will be subjected to a health and safety risk assessment prior to the activity starting, in consultation with those who will undertake the work.

5.2 A separate fire risk assessment will also be undertaken by the Clerk who will take reasonable steps to reduce the risk from fire and ensure occupants can safely escape the premises if a fire does occur.

5.3 A written record of the assessments will be provided identifying any significant hazards and describing the preventative and protective measures required to avoid, eliminate, reduce or control the risks identified to a tolerable level. The control measures must be implemented and adequately maintained and records kept of any monitoring or maintenance of equipment undertaken.

5.4 Action required removing or control health and safety risks will be approved by the Council who will be responsible for ensuring the action required is implemented. The Council will check that the implemented actions have removed or reduced the risks.

5.5 The Council will also check that the implemented actions have removed or reduced the risks. Assessments will be reviewed every year or when significant changes in the work activity occur, whichever is soonest by Town Council.

6 SAFE PLANT AND EQUIPMENT

6.1 When selecting and purchasing items of plant and equipment it is essential to ensure, as far as possible, that such items are safe and are appropriate for the task and location for which they are intended to be used.

6.2 The Council is responsible for ensuring that any new plant and equipment meets health and safety standards before it is purchased.

6.3 Account must be taken of the persons required to use the items which must be selected to minimise any possible adverse effects to the user and other persons who may be affected.

6.4 It is also essential to ensure that all plant and equipment is kept safe through regular maintenance and inspection and that all employees are trained to use equipment safely and are aware of instructions provided by manufacturers and suppliers.

6.5 Any problems found with plant and equipment should be reported to the Clerk.

6.6 All employees are responsible for identifying all plant and equipment needing maintenance.

6.7 The Clerk is responsible for ensuring effective maintenance procedures are installed and the Council is responsible for ensuring that all identified maintenance is implemented.

7 HAZARDOUS SUBSTANCES

7.1 Using chemicals or other hazardous substances at work can put people's health at risk. The law requires employers to control exposure to hazardous substances to prevent ill health.

7.2 The main law on hazardous substances at work is the Control of Substances Hazardous to Health Regulations 2002 ("COSHH"). It defines hazardous substances to include most hazardous chemicals (including waste and by-products), biological agents and any dust.

7.3 Harmful substances which are covered by COSHH include the vast majority of chemicals, many of which have a warning label. Examples may include bleach and other cleaning agents with a warning label, wood dust, glues and adhesives, solvents, paints, pesticides and chemical fertiliser, medicines and biological agents, oils and fuels, printer/photocopier toner, inks, and paper dust. This list is not exhaustive.

7.4 The Clerk is responsible for identifying all substances that need a COSHH assessment and for undertaking COSHH assessments and ensuring all relevant employees are informed.

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

7.6 The Admin Assistant is responsible for checking that new substances can be used safely before they are purchased and report to the Clerk.

8 TRAINING

8.1 All employees must receive health and safety induction training as soon as possible after starting employment and job specific health and safety training where work activities require it.

8.2 A training needs analysis should be conducted for each job and if this highlights a training requirement then appropriate training must be provided within a reasonable time scale.

8.3 Records of all training undertaken by employees will be kept by the Clerk.

9 REPORTING ACCIDENTS, INVESTIGATING AND MONITORING

9.1 All employees are required to report all accidents and work-related causes of sickness absence to the Clerk and where the employee is the Clerk, to the Mayor or Deputy Mayor of the Council.

9.2 The purpose of reporting such incidents and any subsequent investigation is to identify the underlying cause(s) and any contributing factors and to prevent a recurrence. The Clerk is responsible for investigating accidents.

9.3 The Clerk is responsible for investigating work-related causes of sickness absence. The Council is responsible for acting on investigation.

10 ACCIDENTS AND FIRST AID

10.1 Employers are required by law to have first aid provisions in the workplace.

10.2 Employers are also required to report certain work-related accidents, dangerous occurrences and diseases. The appointed person is the Town Clerk. The first aid box is kept in the kitchen.

10.3 All accidents and instances of work-related ill health will be recorded in the accident book. The Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

11 EMERGENCY PROCEDURES

11.1 All employees should read the Fire Action Notices provided in all areas of the workplace which give details of the company's fire and emergency procedures.

11.2 Escape routes will be checked every month by the Clerk. Fire extinguishers will be maintained and checked every year by the Council's appointed contractor.

12 CONSULTATION WITH EMPLOYEES

Employees will be consulted on matters affecting their health and safety at regular intervals.

13 INFORMATION AND SUPERVISION

13.1 Employers must display the health and safety law poster or alternatively, provide employees with individual copies of the same information in a leaflet. The Health and Safety Law poster will be displayed in the foyer.

13.2 Employers have an added duty to young people to provide information, instruction, training and supervision. Supervision given to young people must be greatly increased to ensure that they are fully supervised at all times.

14. APPRENTICE/YOUNG EMPLOYEES

14.1 When employing a young person as an apprentice, an employer has a responsibility to provide the same protection for their health, safety and welfare as for other employees.

14.2 If an employer currently employs a young person, or has done so in the last few years, their existing risk management arrangements should be sufficient if a new young person is of a broadly similar level of maturity and understanding, and has no particular needs.

14.3 If employing a young person for the first time, or employing one with particular needs, an employer will need to review their risk assessment, taking into account the specific factors for young people before they start their apprenticeship. A risk assessment will be carried out as part of the induction process to ascertain if there are any specific factors or additional needs to cater for.

15 DISPLAY SCREEN EQUIPMENT

The Health and Safety (Display Screen Equipment) Regulations 1992 specify minimum requirements for work with display screen equipment (DSE). In addition, the Management of Health and Safety Regulations 1999, The Provisions and Use of Work Equipment Regulations 1998, the Workplace (Health, Safety and Welfare) Regulations 1992 also stipulate general duties which apply. In order to comply with the many statutory obligations and associated codes of practice and guidance below should be adhered to.

15. 1. ARRANGEMENTS FOR SECURING THE HEALTH & SAFETY OF DSE USERS

The Council will endeavour, so far as is reasonably practicable, to secure the health and safety of Display Screen Equipment (DSE) users. To achieve this, the following measures will be adopted:

(a) The Clerk will be responsible for identifying users in accordance with the DSE guidance and for ensuring that an assessment of the workstations within their area of responsibility is undertaken, taking into account the display screen equipment, the furniture, the working environment and the operator/user. This assessment must be reviewed if significant changes are made to the workstation or work tasks.

- (b) The Clerk will complete the assessment forms and will be responsible for maintaining up to date workstation records, for issuing individual user checklists and for the secure storage and retrieval of all DSE documents.
- (c) Where, as a result of the assessment risks are identified, necessary measures must be taken by the Council to remedy the problems identified.
- (d) Work activities must be planned so as to incorporate changes of task within the working day in order to prevent excessive periods of display screen equipment use and to provide rest periods before the onset of fatigue where natural breaks do not occur.
- (e) Software will be reviewed and selected to ensure that it is suitable for the task and not unnecessarily complicated.
- (f) Arrangements must be made at the request of an employee, who has been identified as a DSE user for an appropriate eye/eyesight test. If corrective appliances are required for DSE work the Council will meet the basic cost.
- (g) In accordance with the opticians report, to provide re-examination within the time scale subject to the refusal of the display screen equipment user, in writing, not to do so.
- (h) To provide employees, temporary workers and other DSE users with details of Work station assessments and measures to be taken to avoid risk.
- (i) In the case of adverse health or medical conditions being identified, the Clerk will report details to the Council in order that health surveillance measures can be affected. Users should be redeployed until such time as medical practitioner grants permission for them to continue using display screen equipment or it becomes necessary to review the case.

15.2 PROVIDING EYE AND EYESIGHT TESTING AND ANY NECESSARY CORRECTION FOR DSE WORK

Those members of staff who have been identified as DSE “users” are entitled on request, to an eye and eyesight test which the council must pay. If the test shows that they need special corrective appliances for DSE work the council will pay for the cost of the lenses and a basic frame (i.e. of a type and quality adequate for its function) to the maximum of £50.00. If after subsequent eye tests a change in lens is required, where practical, users should utilise existing frames. If a user chooses spectacles to correct eye or vision defects for purposes which include display screen work but go wider than that, the Council will only contribute to the cost attributable to the display screen work involved. Examples of this are more expensive frames or optional lenses and coatings.

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