

# Health and Safety Policy

## Royal Wootton Bassett Town Council

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# Health and Safety Policy

## Royal Wootton Bassett Town Council

### **Section 1**

#### **Health safety and welfare policy**

Royal Wootton Bassett Town Council has adopted a health and safety policy to protect all of its employees, visitors, contractors and users of premises, and to encourage safe working practices. This document explains the policy and the systems that have been set up, within the organisation, to make sure that the Policy is working.

Please read this document carefully, and make sure you understand it. If you want to discuss safety matters generally, or have a particular problem, you should consult the Town Clerk.

#### **Statement of health, safety and welfare policy**

The members of Royal Wootton Bassett Town Council accepts its responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, visitors and users of premises, and others who may be affected by the council's activities, and declare their intention to meet the requirements of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions.

Royal Wootton Bassett Town Council will continue to ensure that its policy, legal obligations and experience are applied effectively throughout the council where it has legal obligations.

The council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the council's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.

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### Objectives

The Members of Royal Wootton Bassett Town Councils 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 which 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, 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.

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14. Establish an organisation with responsibility for making this Policy effective. This will include nomination of a health and safety advisor who shall have responsibility to the Town Clerk for the general oversight of health and safety within the Local Council.
15. Ensure that accident prevention within Royal Wootton Bassett Town Council is an integral part of operational management and is supported by a competent advisor/ service.
16. 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.
17. 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;
18. Arrange for health and safety inspections of all premises and other areas at regular intervals, with reporting of findings and recommendations to the Members of the Council.
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.

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### **Section 2** **Organisation and responsibilities**

1. The Council will: -
  - a) Receive reports in respect of Health and Safety Matters.
  - b) Consider overall trends and issues likely to affect the council.
  - c) Monitor the health and safety performance of the council and compliance with legislation.
  - d) Promote a positive health and safety culture within the council.
  - e) Ensure that adequate resources are available to discharge the council's health and safety commitments.
  - f) Where necessary, give assistance to the Town clerk in carrying out inspections in the interests of effective Health and Safety management;
  - g) Support the Town Clerk where necessary to investigate accidents, incidents, near misses, and other dangerous occurrences and forward reports of legally notifiable cases of disease to the appropriate authority.
  
2. The Town Clerk on behalf of the Council is to co-ordinate the implementation of the health, safety and welfare policy. The Clerk will: -
  - 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 the Health and Safety advisor, carry out routine site inspections on all council sites, reporting on failures to meet the standards set and situations where council employees are put at risk from inadequate health and safety facilities (using the appropriate reporting form).
  - e) Maintain a central record containing relevant Statutes, Approved Codes of Practice (ACOPs), guidance notes, certificates, risk assessment reports, terms of reference, accident reports and investigations.
  - f) Foster at the work place an understanding that injury prevention and damage control are an integral part of council business and operational efficiency.
  - g) Make arrangements for carrying out suitable and sufficient risk assessments in relation to work activities to eliminate control risk to the health and safety of employees.

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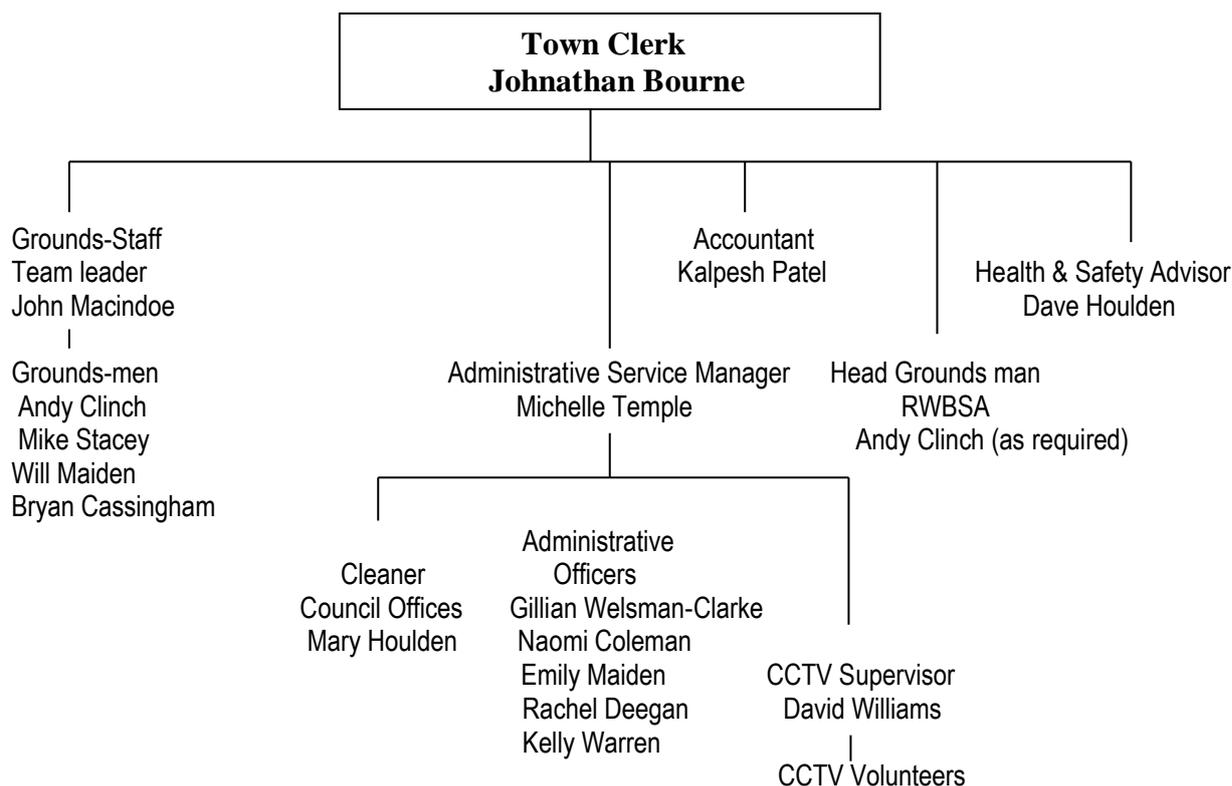
- h) Ensure that all employees are fully aware of, and instructed in their responsibilities as imposed by regulations, codes of practice and council procedures, and take steps so far as is reasonably practicable to ensure that they are properly implemented.
- i) Ensure that all works carried out on council premises and all plant, machinery and equipment where relevant complies with statutory requirements and approved or agreed standards.
- j) Ensure that where the council have supplied labour 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.
- k) 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.
- l) 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.
- m) Ensure that statutory notices as required are displayed and that all statutory registers are provided and used.
- n) Ensure that periodic statutory tests, inspections and where applicable maintenance of premises are carried out and the appropriate records kept.
- o) Ensure that adequate fire precautions and appliances are in place and that, in the event of an emergency, employees are conversant with the fire drill to ensure that the building/premises are vacated as quickly as possible.
- p) Make available and enforce the use where necessary of safety equipment and protective clothing, in accordance with current regulations and council instructions.
- q) 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.
- r) Ensure that all employees under your control 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.
- s) Ensure that regular consultation with the workforce takes place.

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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 Royal Wootton Bassett 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 their selves 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 Town Clerk 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.
  - f) Ensuring any illness or disability which might affect their work, or may be made worse through their employment is brought to the attention of their line manager.

#### 4. HEALTH AND SAFETY ORGANISATION



Signed:.....**Mayor of the Council**

Signed:..... **Town Clerk**

Dated:.....

# Health and Safety Policy

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### SECTION 3 ARRANGEMENTS

Risk assessment
Work experience
Contract workers
Accident reporting
First aid
Fire safety
Control of substances hazardous to health (COSHH)
Electricity at work
Display screen equipment
Personal protective equipment
Manual handling operations
Provision and use of work equipment
Lone working
Ladders
Play parks and equipment
Sports facilities and equipment
Gas Appliances

# Health and Safety Policy

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### RISK ASSESSMENT

The Management of Health and Safety at Work Regulations impose wide ranging responsibilities on Royal Wootton Bassett Town Council, including the requirement to assess the risk to health and safety to employees and others arising out of Royal Wootton Bassett Town Councils undertaking.

Royal Wootton Bassett Town Council will carry out risk assessments in accordance with the Approved Code of Practice (ACOP) and published guidance.

General risk assessments will be carried out on all council workplaces and on all activities organised by the council. Risk assessments will be carried out by the appointed Health and Safety Officer using a team approach by involving employees who are familiar with the work areas.

Risk assessments will be used to determine where action is required to achieve or maintain adequate control of risks. Any action taken will be in accordance with the principles of prevention detailed in the Management of Health and Safety at Work Regulations. Namely by;

- Avoiding the risk.
- Evaluating and reducing the risk as far as reasonable practicable.
- Combating the risks at source.
- Adapting the work to the individual.
- Adapting to technical progress.
- Replacing the dangerous with non-or less dangerous.
- Implementing safe systems of work.
- Providing adequate personal protective equipment.
- Providing appropriate information, instruction & training.

#### **The Town Clerk is responsible for: -**

- a) Ensuring that all appropriate risk assessments are carried out, recorded and reviewed periodically.
- b) Ensuring that risk assessments are suitable and sufficient and accessing competent health & safety advice where required.
- c) Ensuring that action is taken to adequately control risks to health & safety identified by the assessment.
- d) Implementing, monitoring and reviewing preventative and protective measures such as safe systems of work.
- e) Ensuring that employees are kept adequately informed of risks to health & safety and control measures provided.
- f) Ensuring that contractors or visitors who may be exposed to risks are adequately informed of the risks and any precautions or preventative measures.
- g) Holding copies of risk assessment documents.
- h) Ensuring that emergency procedures are in place and are formally recorded.
- i) Ensuring that appropriate information, instruction and training is provided.

#### **All employees have a duty to:-**

- a) Take reasonable care for their own and others health and safety.
- b) Use all work items in accordance with training and advice.
- c) Co-operate with their employer with regard to health and safety matters.
- d) Report accidents and dangerous incidents.
- e) Notify their employer of any shortcomings in health and safety arrangements.

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Royal Wootton Bassett Town Councils risk assessments- Copies are held by the Town Clerk (centrally and also by individual work sections.) Copies of risk assessments and safe systems of work are provided to relevant employees, volunteers and contractors.

### **WORK EXPERIENCE ARRANGEMENTS**

Royal Wootton Bassett Town Council supports the local schools in arranging s for students to gain work experience. To meet this commitment each student will be given a copy of our Health and Safety policy statement along with risk assessments for their guardian's information and approval before they undertake any work with the council.

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### **CONTRACT WORKERS**

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

The Clerk is responsible for the appointment of competent contractors. Competence is assessed by checking relevant insurance policy cover, qualification and experience, contractor references and establishing safe methods of work before work commences. Records of competency checks are retained as per record keeping policies.

Arrangements are made to 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. In particular, work is monitored periodically for safety and quality. Where appropriate a formal record of checks carried out is 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.

Adequate supervision will be necessary to complement the provision of information, instruction and training if required ensuring that the council's policy is strictly adhered to.

The council's approved accident reporting form shall be issued for the reporting of all accidents whether to property, employee or general public there are to be no 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 Town Clerk 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.

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### 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 local managers or the Clerk.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Social Security Act 1979 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 7 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 local manager and or Clerk.

#### **Employee's responsibilities**

All employees are instructed at induction, of the requirements to report all accidents/near misses occurring to themselves, members of the public, volunteers or contractors in the nearest accident book and to bring the accident to the attention of a local manager or Clerk. 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 Town Clerk.
- 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 Town Clerk 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 7 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 15 days of the accident.

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### FIRST AID ARRANGEMENTS

It is Royal Wootton Bassett Town Councils policy to provide adequate First Aid equipment and trained staff to administer First aid

First Aid Equipment can be found in the following locations:

1. 117 High Street Ground floor -Admin office
2. 117 High Street First Floor – Kitchen
3. Unit 29 Whitehill Workshop

#### **Staff appointed to administer First Aid:**

Michelle Temple 117 High Street  
Emily Maiden 117 High Street  
Mike Stacey Unit 29 Whitehill Workshop  
John Macindoe Unit 29 Whitehill Workshop

#### **Persons Responsible for maintaining First Aid Equipment**

Michelle Temple 117 High Street  
Emily Maiden 117 High Street  
Mike Stacey Unit 29 Whitehill Workshop  
John Macindoe Unit 29 Whitehill Workshop

**Local Hospital:** Great Western Hospital Tel No 01793 604020  
**Nearest Doctors Surgery:** Tinkers Lane Surgery, Royal Wootton Bassett Tel No 01793 852131

### FIRE SAFETY ARRANGEMENTS

It is Royal Wootton Bassett Town Council Policy to comply with the Regulatory Reform (Fire Safety) Order 2005  
The Town clerk has on behalf of the town council as implemented this. Fire risk assessments are carried out for the following areas.

117 High Street  
Unit 29 Whitehill Workshop  
Town Hall  
Merchant House

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Each area holds its own Fire Safety Manual which Contains Building diagrams (Highlighting position of fire safety equipment) Evacuation Procedures and following Inspection /test Sheets.

<b>Appliance</b>	<b>How often</b>
Fire Alarms	Weekly - sequential
Smoke Alarms	Weekly - sequential
Evacuation Procedures	12 Monthly
Emergency Exit Lights	Monthly Function Test
Luminaires Lighting	Weekly charging indicator check
Luminaires Lighting	Monthly Function Test
Fire Fighting equipment	Monthly
Fire Fighting equipment	<u>Annually by Prestige</u> 01793 524668

The Following personnel have been trained in the use of Fire Fighting Equipment

117 High St                      Michelle Temple  
    Dave Williams  
    Gillian Welsman-Clarke

Unit 29 Whitehill Workshop    John Macindoe  
    Mike Stacey  
    Andy Clinch

### COSHH ASSESSMENT ARRANGEMENTS

The Management of Health and Safety at Work Regulations impose wide ranging responsibilities on Royal Wootton Bassett Town Council, including the requirement to assess the risk to health and safety to employees and others arising out of Royal Wootton Bassett Town Councils undertaking.

Royal Wootton Bassett Town Council will carry out COSHH assessments in accordance with the Substances Hazardous to health Regulations 2002 (as amended).

To comply with these regulations The Town clerk has on behalf of the town council as appointed a Health and Safety Officer to carry out COSHH Assessments for all areas using a team approach by involving employees who

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are required to use the substances. COSHH assessments have been carried out are reviewed annually or when there is a change to procedure/product. A copy of the assessments is held centrally and at the workplace where they are accessible for personnel to consult.

General risk assessments will be carried out on all council workplaces and on all activities organised by the council.

### **ELECTRICAL SAFETY ARRANGEMENTS**

#### **Arrangements for checking fixed electrical systems**

All premises managed by the Royal Wootton Bassett Town Council will have their fixed electrical systems tested by a suitably qualified electrical engineer.

Full integrity test will be carried out on every 5 Years. Results of tests will be recorded and made available for Inspection.

#### **Arrangements for checking portable electrical appliances**

All premises managed by the Royal Wootton Bassett Town Council will have their portable electrical appliances PAT tested by a suitably qualified electrical engineer.

Tests will be carried out annually. Results of tests will be recorded and made available for Inspection.

#### **Arrangements for pre-use checks on electrical appliances**

All staff are encouraged to carry out a pre-use check on equipment looking for obvious faults for example: Frayed leads, cracked plugs, loose cables, Signs of burning. On discovering a fault work is stopped immediately and fault reported to management.

### **DISPLAY SCREEN EQUIPMENT ARRANGMENTS**

It is Royal Wootton Bassett Town Council Policy to promote the (Display Screen Equipment Regulations DSE 1992) as amended in 2002

All workstations are provided with adjustable foot rests and chairs. Ergonomic keyboards with wrist rests are provided to prevent Repetitive Strain injury where requested or preferred. Lighting is monitored and of flicker free type. Workstation assessments are carried out annually in conjunction with operators to ensure best practices are followed and the facilities meet the needs of operators. A copy of the workstation assessment will be left with the operated to be displayed at the workstation.

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It is Royal Wootton Bassett Town Council Policy to arrange for funds to be made available for eye tests and where appropriate contribute towards the purchase of spectacles to be used with DSE.

Display Screens and work Stations are located in:

117 High street Royal Wootton Bassett Town Council Offices  
Unit 29 Whitehill lane Industrial estate Ground maintenance workshop

### **PERSONAL PROTECTIVE EQUIPMENT ARRANGEMENTS**

It is Royal Wootton Bassett Town Council Policy to promote the Personal Protective Equipment at Work Regulations 1992) as amended. The personal protective equipment Regulation 2002

Grounds maintenance staff are provide with, Uniforms, Toe Protecting footwear, waterproof Clothing on a replacement basis. All personnel are provided with the most appropriate protective equipment to suit the activities undertaken in a safe manner and where required the training to use and maintain this equipment.

### **MANUAL HANDLING ARRANGMENTS**

It is Royal Wootton Bassett Town Council Policy to promote safe working conditions and practices. To achieve this all personnel will be given the appropriate Manual Handling training and equipment to carry out their duty in a safe manner, without causing injury to themselves or others.

### **PROVISION AND USE OF WORK EQUIPMENT ARRANGEMENTS**

It is Royal Wootton Bassett Town Council Policy to promote the provision and use of work equipment at Work Regulations 1998. Funds will be made available to provide and maintain equipment appropriate to the task, along with the necessary training to use such equipment.

### **LONE WORKING ARRANGEMENTS**

It is Royal Wootton Bassett Town Council policy to have a minimum of two personnel on duty when the office is open to public.

CCTV operators work on a Rota system overseen by the CCTV Control Room supervisor. A copy of the Rota is sent to on a daily basis to the local Police Station. CCTV staff have a direct contact through airways radio to the police control centre in Devises.

Grounds Maintenance staff are equipped with mobile phones to call for assistance when working alone.

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### **LADDER SAFETY ARRANGEMENTS**

Royal Wootton Bassett Town council complies with the working at height regulations for its use of ladders. Maintenance staff are given formal training in the safe use of ladders. All ladders held by the Town council are inspected 12 monthly with a before use inspection carried out by the operator. Ladders are serial numbered and held on a registered.

### **PLAY AREA INSPECTION AND MAINTENANCE ARRANGEMENTS**

Royal Wootton Bassett Town council provides and maintains Children's play equipment on the following sites:

Jubilee Lake  
New Road  
Old Court  
Otter Way  
Poets Field  
Showfield  
Woodshaw Green.

Play equipment is inspected as follows:

Daily Inspection 3 times per week by Maintenance staff  
Annually by an independent engineer accredited with the Royal Society for the Prevention of Accidents (ROSPA) qualification.

All defects are prioritised and rectified accordingly. A record of all inspections is maintained.

### **SPORTS FACILITIES AND EQUIPMENT MAINTENANCE ARRANGEMENTS**

Royal Wootton Bassett Town Council provides facilities for Football, at the following sites.

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New Road, Otter Way and Poets Field Play Parks: Goal Posts are provided for the general use of the public.

Royal Wootton Bassett Town Council maintains these facilities in a safe condition.

Weekly inspections are carried out on equipment and facilities.

Annual load test carried out on Goal post.

Records of all inspections and tests are maintained.

### **GAS APPLIANCE MAINTENANCE ARRANGEMENTS**

Royal Wootton Bassett Town Council has gas appliances at the following locations

117 High Street

A recognised Gas safe Registered) Contractor services all town council gas appliances at least once a year. Work includes a safety check.