



RAUNDS TOWN COUNCIL

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HEALTH & SAFETY POLICY

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Section 1 – General

GENERAL POLICY STATEMENT OF INTENT

Raunds Town Council recognises and accepts its responsibilities and duties to all its employees and others that may be affected by its work activities (both under its control and elsewhere) in respect of the Health and Safety at Work etc. Act, 1974.

The Council will, so far as is reasonably practicable:

- a) provide and maintain “safe and healthy” working condition,
- b) identify the hazards of its work activities and assess the resulting risks to the health and safety of employees and non-employees,
- c) introduce preventative and protective measures to control the above risks and record the management action taken to achieve this,
- d) make arrangements for controlling the risk to health and safety in connection with the use, handling, storage and transport of articles and substance,
- e) ensure all employees are competent to do their tasks through suitable and sufficient provision of information, instruction and training,
- f) seek to prevent accidents and cases of work-related ill health and thoroughly investigate them when they occur,
- g) take action against unsafe or negligent behaviour,
- h) only use competent and approved contractors,
- i) take timely action to address reported defects,
- j) look to adopt a culture of working safely.

Raunds Town Council consults with its employees on matters affecting health and safety and co-operates fully in the appointment of safety representatives, including those from recognised trade unions, and will provide them, where necessary, with sufficient facilities and training to carry out this task.

The Council discharges its responsibilities in matters of health, safety and welfare through the normal system of management and supervision in the various departments and through approved systems of work.

The Council reminds all its employees, whatever their status, of their duties under the Health and Safety at Work etc. Act 1974 to take care of “their own safety and that of others”. They should also co-operate with management to enable them to carry out their responsibilities successfully.

This Policy will be regularly reviewed.

OBJECTIVES:

The Members of Raunds Town Council's objectives in this respect are to:-

1. Provide and maintain workplaces which are without risk to the Health & Safety of any employee, contractor, visitor, or user of premises.
2. Provide a working environment of a standard which will ensure the Health & 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 & 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 & 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 & 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 & Safety matters, and of the penalties for acting in such a way as to endanger the safety or health of themselves or others.

- 14.** Establish an organisation with responsibility for making this Policy effective. This includes nomination of a Personnel Committee who shall have responsibility for the general oversight of Health & Safety within the Council. Councillors appointed to the Personnel Committee will to be able to appoint the Clerk, and other Members of the Council, to act on their behalf in carrying out relevant instructions.
- 15.** Ensure that accident prevention within Raunds Town Council is an integral part of operational management and is supported by a competent advisory 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 & Safety inspections of all premises and other areas at regular (weekly) intervals.
- 19.** Maintain arrangements with employees for joint consultation and participation in matters relating to their Health & Safety.
- 20.** Keep the Health & 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

ORGANISATIONAL RESPONSIBILITIES:

The Council

1. The Full Council will: -
 - a) Receive reports on any relevant Health & Safety issues from Personnel Committee.
 - b) Consider overall trends and issues likely to affect the council.
 - c) Monitor the Health & Safety performance of the council and compliance with legislation.
 - d) Promote a positive Health & Safety culture within the council.
 - e) Ensure that adequate resources are available to discharge the council's Health & Safety commitments.
 - f) Where necessary, give assistance to the Clerk to the Council in carrying out inspections in the interests of effective Health & Safety management.
 - g) Undertake in conjunction with the Clerk safety inspections, investigation of accidents, incidents, near misses, and other dangerous occurrences and forward reports of legally notifiable cases of disease to the appropriate authority.

The Clerk to the Council and Office of The Clerk

2. The Clerk to the Council, as the Council's Safety Officer, is to co-ordinate on behalf of the Members of the Council the implementation of the Health & Safety policy. The Clerk and Office of The Clerk, together with the Personnel Committee will: -
 - a) Advise on planning and development of Health & 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 nominated Councillors, 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 & Safety facilities (using the appropriate reporting form).
 - e) Maintain risk assessment reports, accident reports and investigation reports.

- 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 & Safety of employees.
- 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 the Council's 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.

The Council's Site Supervisors

3. The Council's Site Supervisors, on behalf of the Members of the Council, will co-ordinate the implementation of all Health & Safety requirements pertaining to the Saxon Hall, Council grounds and Open Spaces in conjunction with the Clerk to the Council. This will involve:-
- a) Advising The Clerk of any necessary planning and development of Health & Safety training to meet the council's requirements.
 - b) Advising The Clerk where necessary in respect of prevention of injury or ill health to personnel and damage to plant/equipment.
 - c) Advising The Clerk of any necessary on legal requirements affecting health, safety and welfare, and implementation of the council health, safety and welfare policy.
 - d) To carry out routine site inspections on all identified sites, reporting on failures to meet the standards set and situations where council employees are put at risk from inadequate Health & Safety facilities (using the appropriate reporting form).
 - e) Make accident reports and investigation reports where circumstances require it.
 - f) Foster at the workplace an understanding that injury prevention and damage control are an integral part of council business and operational efficiency.
 - g) Advising The Clerk of any necessary of suitable and sufficient risk assessments required in relation to work activities to eliminate control risk to the Health & Safety of employees.
 - h) Ensure that all employee colleagues 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) Assisting The Clerk of any necessary to 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) Advising The Clerk where necessary to 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 employee colleagues 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) Assisting The Clerk to 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) Assisting The Clerk to ensure that statutory notices as required are displayed and that all statutory registers are provided and used.
- n) Assisting The Clerk to ensure that that periodic statutory tests, inspections, and where applicable maintenance of premises are carried out and the appropriate records kept.
- o) Assisting The Clerk to 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) Assisting The Clerk to 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 employee colleagues 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 employee colleagues 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) Ensuring that regular consultation with line-managed employees takes place.

The Council's Employees

4. All **employees** are to take reasonable care of their own safety and that of anyone else who may be affected by their work activities, and are required to cooperate with Raunds 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 & 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 Clerk to the Council 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

RISK ASSESSMENTS

Car Parks	"Car Parks" Risk Assessment
Cemeteries	"Cemeteries" Risk Assessment
Cleaning	"Cleaning" Risk Assessment
Contractors	"Use of Contractors" Risk Assessment
Display Screens	"Office Activities" Risk Assessment
Electricity	"Electricity" Risk Assessment
Events	"General Event" Risk Assessment
First Aid	"First Aid" Risk Assessment
Fire Safety (The Hall)	"The Hall" Risk Assessment & Fire Risk Assessment
Fire Safety (Saxon Hall)	"Saxon Hall" Risk Assessment & Fire Risk Assessment
Gas Safety	"Gas Safety" Risk Assessment
Hazardous Substances	"Hazardous Substances" Risk Assessment (COSHH)
Lone Working	Lone Working Policy
Playgrounds	"Playgrounds" Risk Assessment
Stress Management	"Stress Management" Risk Assessment
Workplace Welfare	"Office Activities"/ "Stress Management" Risk Assessments

RISK ASSESSMENT

The Management of Health & Safety at Work Regulations impose wide ranging responsibilities on Raunds Town Council including the requirement to assess the risk to Health & Safety to employees and others arising out of Raunds Town Council's undertaking. Raunds Town Council will carry out risk assessments in accordance with published guidance.

General risk assessments will be carried out on workplaces and activities organised by the council. Risk assessments will be carried out using a team approach 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 & Safety at Work Regulations. Namely by: -

- Avoiding the risk.
- Evaluating and reducing the risk as far as reasonably 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 Council 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 & Safety.
- b) Use all work items in accordance with training and advice.
- c) Co-operate with their employer with regard to Health & Safety matters.
- d) Report accidents and dangerous incidents.
- e) Notify their employer of any shortcomings in Health & Safety arrangements.

CONTRACT WORKERS

It is Raunds Town Council's 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 Council 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 used for the reporting of all accidents whether to property, employee or general public there 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 office of the Clerk to the Council by telephone. Should a contractor use a sub-contractor for any works it is a requirement under the Health & 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 local managers or the Clerk to the Council.

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 & 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 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 *Clerk to the Council*.
- 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 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 & Safety Executive (HSE) within 10 days of the accident.

Re-affirmed February 2017.

Amended October 2019.