

STAMFORD TOWN COUNCIL



HEALTH & SAFETY DOCUMENT

Content

Health & Safety Policy Statement	Page 1
Organisation And Responsibilities	Page 2
The Safety Advisor (Appendix 1)	Page 3
Employees (Appendix 2)	Page 4
Visitors (Appendix 3)	Page 5
Contractors (Appendix 4)	Page 6
Fire Evacuation Procedure (Appendix 5)	Page 7

STAMFORD TOWN COUNCIL
HEALTH AND SAFETY POLICY

STATEMENT

Health and Safety at Work Act 1974 and other relevant legislation imposes statutory duties on employers and employees. The Policy of the Council, so far as is reasonably practicable is to ensure that the responsibilities for Health & Safety are properly assigned, accepted and fulfilled at all management levels. The Council will ensure that all practical steps are taken to safeguard the Health, Safety and Welfare of all employees and visitors to the premises or operations under the control of the Council.

1. We will, so far as is reasonably practicable ensure that:
 - a. The provision and maintenance of plant and systems of work are safe and without risk to health.
 - b. Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risk to health.
 - c. Adequate information is available in the form of a COSHH Register and Safety data sheets with respect to articles and substances used at work, detailing conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
 - d. The maintenance of all plant, machinery and equipment at any premises or operations under our control are safe to employees, contractors and any other person who may be affected.
 - e. The working environments of all employees are safe and without risk to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.
 - f. The Health and Safety Policy is reviewed as and when necessary, following liaison with Health & Safety consultant/s. Communication of any such changes will be made to all employees.

2. It shall be the duty of every employee at work:
 - a. To take reasonable steps for health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
 - b. To co-operate with the management so far as is necessary to enable the duty or requirements to be performed or complied with.
 - c. Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety.

ORGANISATION AND RESPONSIBILITIES

TOWN CLERK – APPOINTED HEALTH & SAFETY ADVISOR

Is responsible for:

- Ensuring that the Health & Safety Policy is fully understood and observed by all levels of management and employees.
- Continually monitoring the effectiveness of the Health & Safety Policy and procedures and ensuring that any necessary changes are made and maintained in line with development.
- Ensuring that adequate provision and communication channels are maintained so that information concerning health & safety matters which may affect any or all employees is communicated to the appropriate Town Council Committee and any matter concerning health and safety brought up by an employee is directed to the appropriate member of the Town Council so that any necessary action can be taken.
- Ensuring that the Chairman of the relevant Committee of the Council is advised of any item deemed to be unsafe or any breach of statutory requirement, which cannot be effectively remedied.
- Ensuring that arrangements are made to select new employees such that they can act safely within the Council's premises and other locations where council employees carry out their duties.
- Investigating along with supervision, all accidents or near misses to determine the cause or causes and to ensure that remedial action is taken.
- Ensuring adequate stocks of suitable protective equipment (if necessary) are available.
- Maintaining legally required registers concerning Health & Safety as set out in the following Appendix.
- Liaison with the Council's Health & Safety advisors who in turn can consult with the Health and Safety Executive and other government and independent bodies on matters concerning Health & Safety and welfare of all employees.
- Ensuring, so far as reasonably practicable, the compliance of the Council with all relevant statutory Fire Prevention and allied precautionary measures.

THE SAFETY ADVISOR

Responsibilities for the Health & Safety Competent Person as co-ordinator:

- Where several members of staff are involved with assisting the employer to carry out their health and safety duties, then one should be appointed as co-ordinator.
- Initiatives and planned action will be based on legal duties, outcomes of risk assessments and recommendations / decisions.

The Health & Safety Advisor should:

- Be aware of the chief requirements of the HaSWA and other legislation relevant to the council and be able to keep abreast of any changes in the law.
- Be responsible for keeping the health and safety policy documentation up to date.
- Report legal developments, best practice management methods to the Council.
- Be the main point of contact with any health and safety consultant to be employed to carry out special duties.
- Be able to carry out regular health and safety audits and produce audit reports.
- Report the finding of audits to relevant committees appointed for health and safety purposes.
- Take charge of and co-ordinate health and safety monitoring activities.
- Maintain the central training records file documenting when staff have had safety training.
- Organise first aid training to meet the legal requirements.
- Collate risk assessment results into a summary report for the health and safety policy manual.
- Provide Health and Safety advice as necessary.
- Act as a focus for communicating the health and safety message.

EMPLOYEES

Have responsibility for:

- Observing all safety rules at all times and conforming with all safety instructions given by supervisors and anyone with responsibility for safety.
- Conforming with the council's policy for Health and Safety at Work Act 1974 and associated legislation.
- Taking reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.
- Not recklessly or intentionally to interfere or misuse anything provided in the interests of Health and Safety or Welfare.
- Reporting all accidents and near miss incidents to the Town Clerk.
- Co-operating with the Town Clerk in investigating all accidents and incidents.
- Wearing protective clothing and equipment provided.
- Properly using any 'Permits to work' or safety devices involved in their work.
- Ensuring that good housekeeping rules are followed and to minimise possible risk to Health and Safety, e.g. all work areas should be kept tidy during and after work has been completed.
- Not allowing themselves, while on duty, to be under the influence of any mind altering substances, i.e. alcohol, drugs, etc.
- To ensure records of use and servicing of equipment are updated as necessary

**REMEMBER YOU DO NOT HAVE PERMISSION
TO CONDUCT YOURSELF IN AN UNSAFE MANNER.**

VISITORS

Are owed a 'Duty of Care' by the Town Council and it is the council's responsibility to ensure that visitors access and egress is controlled, that they are made aware of the council's Health and Safety rules and it is made difficult for them to come to harm.

This is achieved by restricting access through procedural control and accompanying them when possible.

The Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and Occupiers Liability Act 1984 applies to visitors to the Council's premises.

The policy regarding the control of visitors to our premises is as follows:

1. We must be aware that the visitor is on our premises.
2. Groups or parties of visitors to the Reception are to be briefed on the position of fire exits.
3. As far as possible, visitors will be accompanied by an employee. Visitors will not be permitted to wander freely around council premises. This is important for both safety and security reasons.

In the event of a fire occurring, the person who is accompanying the visitor will take him/her to the fire assembly point.

In the event of an incident involving the visitor that results in injury, this will be recorded in the Accident Book and a thorough investigation carried out as soon as possible. If the injury is of a serious nature or is fatal, the incident must be reported to the enforcing authority and Councils reporting system must be followed.

CONTRACTORS

ELECTRICAL / MECHANICAL / CONSTRUCTION / MAINTENANCE

Are responsible for:

- Carrying out of such testing and examinations as may be necessary to satisfy themselves that any equipment engineered and constructed is safe and without risk to health when properly used.
- Ensuring that all new machinery and processes are safe before being installed in the workplace, considering safety precautions at the design and planning stages also discussing proposed plant out lay or equipment changes with the managers responsible, to ensure that statutory obligations are not overlooked. Ensuring that council tooling and equipment is maintained as far as is reasonably practicable, in a condition that is safe and without risk to health.
- Co-operating with the management on all issues relating to Health, Safety and Welfare. Providing information to management on any issue, which might affect the Health, Safety and Welfare of any person directly or indirectly, involved with a project involving the council.
- Complying with any directions including Health & Safety rules given by staff in authority.
- Promptly provide staff in authority with any information that relates to any accident, injury or near miss, which the Town Council may need to report to the Health and Safety Executive.
- Conducting themselves safely at all times, for understanding and complying with the Town Council's Health and Safety rules as for employees.
- Understanding, signing and conducting themselves within the rules laid down within the Town Council's Health and Safety Policy.
- Not allowing themselves to be under the influence of mind altering substances, i.e alcohol, drugs, etc.
- Notifying the Town Council of further Health & Safety implications of any work carried out.

FIRE EVACUATION PROCEDURE

In the event of a fire the alarm should be raised by pressing the nearest Call Point. If it is safe to do so the fire may be attacked by the appropriate fire appliance, but only if there is no risk to personal safety.

Everyone should make his or her way to the Fire Assembly Point in St. Mary's Place. The appointed Fire Warden should collect the visitor's book as they leave the building. You should not stop to collect personal belongings. Do not panic or run but leave the building in an orderly manner. If you are using anything electrical when the fire alarm is sounded, turn off the power before leaving if it is safe to do so.

In the event of an evacuation, under no circumstances should any one re-enter the building until the safety officer has declared the building safe.

Sweeping of Town Hall before assembling at St. Mary's Place

Fire Warden 1st Floor – Civic Officer (Mark Murtagh or designated deputy) Court Room/ Phillips Room / Kitchen/Ladies Toilets

Fire Warden Ground Floor – Deputy Town Clerk (Sarah Dorson or designated deputy) Gents & Disabled Toilet /Council Chamber/Robing Room/ Malcolm Sargent Room

Fire Warden Basement – Town Clerk (Patricia Stuart-Mogg or designated deputy) Staff offices and Rest Room/ Filing Room/ Basement Gaol/ Archive/ Cleaning Store / Garden and Courtyard

Fire Warden – Administration Officer - (Richard Tracey or designated deputy) Summon Emergency Services / Mayor's Parlour/ Entrance Hall/ Collect Visitor Register