



FAKENHAM TOWN COUNCIL

HEALTH AND SAFETY POLICY

Date 16th November 2021

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HEALTH AND SAFETY POLICY STATEMENT

Fakenham Town Councillors believe that Health & Safety performance is an integral part of efficient and profitable business management and are fully aware of their responsibilities under the *Health & Safety at Work etc. Act 1974* and other statutory provisions. The Council therefore intend to meet those responsibilities as far as is reasonably practicable by incorporating good Health & Safety Management within all its operations.

The objective of the Council Policy is to minimise risks to health, safety and welfare of its Employees, general public and others affected by its activities and to minimise risks to the environment. All reasonable measures will be taken to ensure that a safe working and community environment is created.

Members of the Council have the responsibility for implementing this Policy and must ensure health and safety considerations are always given priority in planning and day-to-day supervision of work.

All Employees are expected to co-operate in carrying out this Policy throughout the Companies activities and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others. All Employees and Contractors associated with any works carried out by the Company will be made aware of this Policy and the importance of commitment to its objectives.

The organisation and arrangements for implementing the Policy are set out in the Policy document. The Policy will be kept up to date in response to changes in legislation or best practice. To ensure this, the Policy and the way in which it has operated, will be reviewed annually or as the need arises.

1. ORGANISATION

1.1 Duties and Responsibilities of Councillors

All Councillors are jointly responsible for the implementation of the Company Health & Safety Policy, for monitoring the day-to-day administration of the Council's affairs, and ensuring that all insurance policies are in date.

In doing so, they will ensure that:

- A copy of this Policy is circulated to all Employees on appointment. Opportunity will be given to discuss this Policy on an individual basis to ensure that it is fully understood and implemented;
- The Council's activities are monitored to ensure that the objectives of the Health & Safety Policy are being complied with;
- Contracts of employment include compliance with statutory and company health, safety & environmental requirements;
- All staff have adequate competence and training for carrying out their specific jobs and for ensuring the health, safety and welfare of themselves and those around them;
- Employees are aware of the hazards which may exist within the operation of their tasks, and that they fully understand and observe all aspects of the Council's Health & Safety Policy;
- No employee shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless he or she possesses such knowledge or experience, or is under supervision of a competent person having regard to the nature of the work;
- Safe methods of work are adopted;
- All suppliers comply with *Section 6 of the Health & Safety at Work Act (HASAWA)* in supplying articles and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used;
- Any accidents arising out of the Council's activities are recorded, reported and investigated as detailed in the accident reporting procedure;
- Regular inspections of equipment are carried out and necessary records kept;
- A risk assessment document is in force.

1.2 Duties and Responsibilities of all Employees

- Employees have a responsibility to conform to the Council's policy and with the Health & Safety at Work etc. Act 1974 and associated legislation.
- Employees have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions and to cooperate with the company to enable it to fulfil statutory obligations. They should also ensure that they are physically fit and technically responsible for the work requested of them.
- Employees have responsibility for properly using any safety devices involved in their work. They will not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- All accidents and near miss incidents shall be reported to management, and recorded in the Council's Accident Book as soon after the event as possible. Employees will also co-operate with the Council in investigating all accidents and near misses.
- Employees must request assistance or advice about any area of work that they are not familiar with.

1.3. Contractors

Contractors must comply with the following:

- Any Contractors employed by Fakenham Town Council shall be responsible for conducting themselves safely at all times and in complying with the Council's Health & Safety Policy.
- Any work carried out must be fully in compliance with Statutory Legislation and Codes of Practice to ensure the health and safety of their own Employees and others on and off site.
- All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary Certificates must be available for checking.
- Any injury sustained whilst on site must be reported to a member of management staff immediately.
- All electrical equipment must have a valid Portable Appliance Test
- Contractors must provide written Risk Assessments and Method Statements where necessary, before commencing work for or on behalf of Fakenham Town Council.

- Contractors must report any incidents where materials containing asbestos become broken or damaged.

1.4 Visitors

Fakenham Town Council owes a Duty of Care to Contractors, Suppliers and Visitors to the Council owned areas of the town. Councillors will ensure so far as is reasonably practicable that safe access and egress is available and that areas are maintained in a safe condition.

2. ARRANGEMENTS

- 2.1 **Enforcement Agencies** - The enforcement agency for Local Authorities is the Health & Safety Executive.
Any site visit carried out by Statutory Inspectors shall be co-ordinated with the full cooperation of Councillors and any recommendations carried out as soon as reasonably practicable.
- 2.2 **Risk Assessments** - Generic Risk Assessments will be carried out by the Clerk for all public areas and estate assets. These Assessments will be recorded, monitored and reviewed where necessary.
- 2.3 **Training** – Councillors are responsible for ensuring that appropriate Health & Safety training is provided for Employees. The Clerk is responsible for maintaining records of such training.
- 2.4 **Accident Reporting** – The Clerk or Chairman must be notified immediately if an accident occurs to Council Members or other persons whilst on the Town Council business. This includes visitors, contractors, volunteers etc. A form in the Accident Book must be completed and returned to the Clerk.

Where required, accidents and near misses shall be investigated and action taken where necessary by either the Clerk or Chairman. Any reportable incident as defined under RIDDOR (*The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*) will be reported by the Clerk to the Incident Contact Centre (ICC) based at Caerphilly.

This report will be made through the website: www.riddor.gov.uk

Alternatively by telephone: 0845 300 9923

or by post:

Incident Contact Centre,
Caerphilly business Park,
Caerphilly, CF82 3GG.

Form F2508 will be used to record these incidents.

- 2.5 **Provision and Use of Work Equipment** - If equipment provided by the Employer is damaged or faulty the Employee is responsible for the immediate return or report of such equipment to the Employer for repair or replacement. (*Provision and use of*

Work Equipment Regulations 1998). If the equipment is lost or damaged through negligence, there is an onus on the Employee to report such loss or damage immediately.

- 2.6 **Procurement of materials & contractors** – Anyone who buys materials or hires Contractors on behalf of the Council must ensure that they have read and fully understand the Council's Health and Safety Policy.

All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must then be passed on to the Clerk.

- 2.7 **Violence/Personal Safety** – So as to avoid violence and aggression from members of the public or contractors, all staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. Any incidents should be reported to the Clerk who may call the Police, if it is considered necessary.

- 2.8 **Asbestos** – All known locations of asbestos containing materials within Council owned assets will be recorded and a warning sticker applied. Employees shall report any incidences whereby asbestos containing materials become broken or damaged.

Contractors shall be advised of the location of any asbestos-containing-materials, where applicable, so that contact/ damage can be avoided.

- 2.9 **Inspections & Documentation Review-** An Annual Inspection of the Town Councils assets will be carried out and findings recorded. Any serious defects / items for attention must be actioned immediately.

Activity Risk Assessments, the Health and Safety Policy document and all other Health and Safety documentation will also be reviewed annually taking into account any changes in personnel, procedural or physical changes.

- 2.10 **New & Expectant Mothers** – Where an Employee informs Councillors that she is pregnant, has given birth in the past six months, or is breastfeeding, a Risk Assessment of her work duties will be carried out to ensure adequate precautions are taken to prevent injury or ill health to both the mother and the child. This Risk Assessment will take account of likely physical and psychological changes to the mother, and will include specific hazards such as long working hours, exposure to harmful substances, heavy lifting, potential violent situations etc. This Risk Assessment will be reviewed regularly to take account of possible changes which may occur during the different stages of pregnancy and post natal recovery.

- 2.11 **Lone Worker** - Councillors are responsible for ensuring that appropriate Health & Safety measures are in place with regard to the potential risks of Council staff working alone, both within the Council Offices or around the Council's Estate.

LEGISLATION

The following legislation may affect Town Council Employees, Visitors and Contractors:

Health & Safety Legislation:

THE HEALTH & SAFETY AT WORK ETC. ACT 1974

THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

HEALTH & SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992

PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995

(R.I.D.D.O.R)

ELECTRICITY AT WORK REGULATIONS 1989

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)

HEALTH & SAFETY (FIRST AID) REGULATIONS 1981

FIRE PRECAUTIONS ACT 1971

FIRE PRECAUTIONS (WORKPLACE) REGULATIONS 1997

HEALTH & SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963

This is not a definitive list, other legislation may be relevant.