

# Health & Safety and Risk Assessment Policy

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Originator: L McCormick

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## BACKGROUND

### **POLICY**

Ripley Town Council has adopted this Health & Safety and Risk Assessment Policy to provide a sound structure to the way it conducts its business

## Ripley Town Council Health & Safety and Risk Assessment Policy

### **STATEMENT OF INTENT**

Our policy is to provide a high quality service to employees and the public whilst maintaining safe and healthy working conditions, equipment and systems of work for all our employees.

We will provide such information, training and supervision, as they need for this purpose.

We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which will implement this policy are set out below.

All employees are encouraged to adopt a positive attitude to safety and are expected to follow the provisions of this document. It is only through the efforts of all that we shall ensure that we remove all risk to health and safety for all employees, patients, visitors and others.

The policy will be kept up to date, and its accuracy and effectiveness will be reviewed every year.

The Town Clerk and the Town Mayor of Ripley Town Council will monitor the operation of the policy.

**Signed**..... **Date** .....  
Town Clerk

**Signed**..... **Date** .....  
Town Mayor

## Health & Safety and Risk Assessment Policy

### ORGANISATION

Under this policy specific responsibility is assigned as follows: -

#### TOWN CLERK

- Responsible for ensuring compliance with the Town Councils Health and Safety Policies and reporting non-compliance to the Town Council members.
- Responsible for promoting Health & Safety awareness and ensuring that employees use safe working methods and procedures at all times. Investigating and reporting hazards, ensuring that suitable action is taken to eliminate or minimise the risk of accidents.
- Responsible for providing day to day instruction on safe working methods. Ensuring that electrical hand tools and equipment are regularly tested and recorded in line with the Town Councils policy. Ensuring that all work equipment is examined regularly and tested in line with statutory requirements.
- Accident investigation and reporting,
- Workplace safety inspections.
- Ensuring employees are provided with suitable personal protective equipment.
- Ensuring that employees are aware of any hazards or risks involved with any material, equipment or substance used and that proper precautions are taken where necessary
- Ensuring the health & safety of all visitors to any premises owned or maintained by the Town Council
- Responsible for ensuring a fire/emergency procedures and equipment are in place and that procedures are communicated to all employees, sub-contractors and visitors along with the provision of suitable training in the use of fire/emergency equipment for all employees where required.
- Responsible for obtaining method statements from all contractors and ensuring that safe methods are used during their work
- Responsible for auditing compliance with the Health and Safety Policy in all areas by carrying out regular audits and reporting on non-conformance to the Town Mayor
- Responsible for health and safety at all events organised by the Town Council, including the completion of risk assessments where necessary

#### ALL EMPLOYEES AND VOLUNTEERS

- Will assist in the promotion of positive Safety awareness.
- Observe and report hazardous conditions to the Town Clerk.
- Will make recommendations on action aimed at preventing accidents.

- Must take reasonable care for the Health & Safety of themselves and other persons including the public who may be affected by their acts or omissions whilst at work.
- Responsible for observing Health and Safety Policies and Procedures.
- Ensure proper use and care of personal protective equipment supplied in the interest of Health & Safety.
- Ensure proper use of work equipment and machinery and adhering to safe systems of work.

## **TOWN COUNCIL MEMBERS**

- Will assist the Town Clerk in the promotion of positive awareness in Health and Safety matters.
- Shall ensure that all employees are supported in their roles.

## **CONTRACTORS**

- Sub-contractors employed by the Town Council are required to comply with requirements of all relevant Health & Safety legislation and in particular to: -
- Take reasonable care for the Health & Safety of themselves and other persons including the public who may be affected by their work.
- Use safe systems and methods of work.
- Provide suitable personal protective equipment.
- Report accidents and dangerous occurrences promptly in line with statutory requirements.
- Provide the Town Clerk with acceptable information on safe systems of work, including method statements and risk assessments for hazardous work tasks that may be carried out on behalf of our Council.

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| <b>ARRANGEMENTS</b> |
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### **INSTRUCTION AND TRAINING**

The Town Clerk will provide new employees with suitable Health & Safety induction training on the first day of their employment or as soon as possible thereafter, explaining safe systems and methods of work.

The Town Clerk must ensure that all employees are provided with suitable personal protective equipment and record the issue of such equipment in the Health & Safety file.

Refresher training will be given as necessary, particularly for potentially hazardous work operations. It will be the responsibility of the Town Clerk to ensure adequate training is received.

### **RISK ASSESSMENT**

The Town Council has a duty to identify hazards at work and assess the risks of accidents occurring. Risk Assessment will be carried out in all work areas. The Town Clerk will ensure that competent persons carry out such assessments. In all cases steps must be taken to manage the risks.

Risk Assessment must be reviewed when significant changes in the working environment occur

## **REPORTING ACCIDENTS AND DANGEROUS OCCURRENCES**

All accidents must be reported immediately to the Town Clerk and recorded in the Accident Book.

Accidents and dangerous occurrences must be thoroughly investigated by the Town Clerk to establish the cause and action taken to eliminate or minimise the risk of reoccurrence.

## **REPORTING AN INJURY, NEAR MISS OR DANGEROUS OCCURRENCE**

All injuries resulting from accidents at work which cause a fatality, specified injury or cause incapacity for more than 7 days must be reported by the management, direct to the HSE by internet

### **Method of Reporting (RIDDOR 2013)**

A death, specified injury sustained in an accident associated with work or a dangerous occurrence must be reported by internet immediately.

Injuries associated with work which result in more than 7 days absence from work or inability to do their normal job must be reported on the internet on Form F2508 within 15 days of the accident.

Specified case of occupational disease must be reported on Form F2508A.

## **PERSONAL PROTECTIVE EQUIPMENT**

The Town Council will supply suitable personal protective equipment. The Town Clerk is responsible for ensuring that personal protective equipment is made available and that employees are clearly instructed on the correct use and care of such equipment.

Employees are responsible for maintaining the equipment in good order and for using it properly. Protective clothing should be cleaned regularly to remove contamination and to maintain a high standard of appearance.

Employees who require additional protective equipment should contact the Town Clerk.

## **VEHICLE SAFETY**

Only authorised persons may drive a Town Council vehicle. All drivers of Town Council vehicles must ensure the vehicle is safe and properly maintained.

All drivers who drive on behalf of the Council will provide evidence of driving licence, MOT and insurance when required by the Town Clerk or if the Town Clerk then the Leader of the Council.

All users must adhere to statutory driving regulations and the Road Traffic Acts, in particular the laws regarding drinking and driving and the use of mobile phones.

## **GENERAL SAFETY AND DISPLAY SCREEN EQUIPMENT**

The workplace must be kept clear of obstructions, for example open filing cabinets, boxes and litter on floors, trailing cables tools etc. Particular care should be taken to keep stairs and landings clear and ensure that lighting levels are adequate.

When working at a VDU or Word Processor ensures that your workstation is suitably organised and that: -

- The seating is comfortable, at the right height and does not cause unnecessary strain to your eyes, neck and back.

- You avoid excessive glare and reflection on the screen, any window should have the ability to stop glare
- The keyboard is at the correct angle.
- If copying from documents they are the same distance as the screen and ideally at the same height.
- If you are working repetitively for long periods, take short breaks to give your hands and eyes a rest.
- Display screen equipment will be assessed by a competent person to identify any hazards that may exist and to advise on actions to be taken.
- Habitual users of display screen equipment will be provided with vision screening and eye tests in line with our Display Screen Policy.

## **FIRE PRECAUTIONS AND EMERGENCY PROCEDURES.**

**The Town Council operates within a building owned by Amber Valley Borough Council and will cooperate and assist the landlord comply with their fire safety procedures.**

### **FIRST AID**

The Town Clerk will be designated as the appointed person for the Council.

A basic First aid kit will be provided at the Council office, maintained by the appointed person.

### **NEW AND EXPECTANT MOTHERS**

Specific risk assessments will be made relating to the work operations of new and expectant mothers, and appropriate measures taken as a result, in compliance with the Management of Health and Safety at Work Regulations 1999.

### **YOUNG PERSONS**

All risks to young persons (under 18 years old) will be assessed before they start work, taking into account their inexperience, lack of awareness of existing or potential risks, and immaturity.

### **STRESS POLICY**

The Town Council are committed to reducing so far as is reasonably practicable the work related causes of stress to its workforce, the Members of the Town Council realise that excess stress amongst employees is very counterproductive, and they will endeavour to ensure that the causes of undue stress are avoided, enabling our employees to work at their best potential.

It is the Town Council's view that it should actively seek to avoid lone working over long periods.

If an employee is suffering from or suspects that they are suffering from the effects of stress it is imperative that it is reported and investigated. If appropriate, support will be offered and if the stress is work related action will be taken to reduce the risk of stress for the individual

### **LONE WORKING**

Working alone or in isolation from others can increase the level of risk associated with workplace tasks. Much of this increased risk arises from the consideration that, in the event of an emergency, there is no one available to render assistance or to summon help.

In addition to such risks to their physical wellbeing, however, workers may also be subject to adverse emotional effects due to their isolation from others. Lone working is not subject to defined timescales and risks may be increased in situations where a worker is alone only for a few minutes, as well as those where individuals habitually spend their entire working day away from others.

There is no general legal prohibition on persons working alone, however, the requirements of the Health and Safety at Work etc. Act and the Management of Health and Safety at Work Regulations still apply.

These require the Council to identify hazards, assess the risks involved, and put measures in place to avoid or control those risks. The Town Council will comply with these legal duties regarding lone workers. They are, however, taken as representing a minimum standard, which may be supplemented by identified best practice.

## **SAFE HANDLING AND USE OF SUBSTANCES**

Hazardous substances are usually labelled as such or are biological hazards.

The Town Council will assess and control the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) in order to prevent or reduce the employees' exposure to hazardous substances by:

- Providing an inventory of all hazardous substances
- Obtaining data sheets for all hazardous chemicals
- Completing risk assessments

## **MANUAL HANDLING**

The Manual Handling Operations Regulations 1992 (amended 2002) apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. As a responsible employer the Town Council has an obligation to ensure that actions are taken to reduce the likelihood of injury associated with manual handling.

The key elements of the Town Council's policy are:

1. All staff involved in manual handling should attend a Manual Handling Instruction course provided by a recognised training organisation.
2. All staff involved in Manual Handling should be supplied with HSE publication 'Getting to Grips with Manual Handling' for reference.
3. Risk assessment and monitoring of work practices to reduce the likelihood of injury occurrence.

## **MONITORING**

The arrangements for ensuring the Health & Safety of all employees, Members, sub-contractors and visitors using any premises owned and maintained by the Town Council will be reviewed by the Town Clerk on an annual basis.