



HEALTH & SAFETY AT WORK

WARWICK TOWN COUNCIL HEALTH AND SAFETY POLICY STATEMENT

1. INTRODUCTION

Warwick Town Council (the Council) having more than five employees is required by the Health and Safety at Work Act 1974 and the health and Safety (Workplaces) Regulations 1992 to have a written safety policy in place. The Council employing more than five employees, therefore must issue a policy statement to all its employees; this policy statement will be updated to take account of changes in legislation or circumstances as they occur. The Display Screen Equipment Regulations 1992; The Provision and Use of Work Equipment Regulations 1998 and The Control of Substances Hazardous to Health Regulations 1999 (COSHH), must also be included in the policy statement.

2. GENERAL STATEMENT OF POLICY

Warwick Town Council's aim is to provide and maintain safe and healthy working conditions, equipment, and systems of work for all its employees and councillors. In addition, the Council accepts that it has an obligation for the health and safety of other people who use its recreational facilities and buildings or are affected by its activities. The Council also advises our employees that they have a duty of care under the Health and Safety Regulations.

The allocation of duties for safety matters and the arrangements which will be made to implement them are set out on the Council's Health and Safety Policy attached

Signed

Town Clerk of Warwick Town Council

Date



HEALTH & SAFETY AT WORK

WARWICK TOWN COUNCIL HEALTH AND SAFETY POLICY

1. RESPONSIBILITIES

- 1.1** The Town Clerk is responsible for the implementation of the Council's Health & Safety Policy.
- 1.2** It is the duty of all staff (Employees, worker, and Contractors) and councillors to be aware of the requirements of the Safety Regulations specified, to co-operate with each other to ensure a health and safe workplace and to take reasonable care of themselves and others.
- 1.3** If any councillor or member of staff notices a health or safety problem, he/she cannot deal with, the matter must be reported to either the Town Clerk or Chair of Finance & Policy as soon as possible.
- 1.4** All staff and councillors must be aware of the location of the First Aid points (see paragraph 2.1).
- 1.5** It is the responsibility of the Town Clerk to ensure that all employees, workers, and contractors are aware of Warwick Town Council's Health & Safety Policy. The Town Clerk will advise Employees, workers and Contractors of any known potential hazards which may affect their activities and any health and safety practices that have been put in place to mitigate any risks to their health and wellbeing.
- 1.6** The Council, with the support of the Town Clerk, members of staff and the Leader of the Council is responsible for:
- (i) Review of this policy from time to time.
 - (ii) Maintaining the Council buildings, equipment and grounds in a safe state ensuring that all warning signs are in place and visible to all personnel and the public.
 - (iii) The general supervision of the staff to ensure that they remain safe and healthy whilst at work. Risk assessments for staff and the building and Grounds will be undertaken by the Town Clerk/ Employees and where necessary by experts co-opted by the Council as advised by the Town Clerk.

- (iv) The Town Clerk will be responsible for the training of all employees in the safe use of equipment, machinery, and substances, and in health and safety matters. Records of employees training shall be maintained and are kept in their personnel file. Suitably qualified persons or organisations as appropriate will carry out the training on site. Employees will also attend training courses as necessary and appropriate.
- (v) It will be the Town Clerk's responsibility in providing a safe working environment and ensuring that the storage of substances and equipment is in accordance with any rules and/or legislation. Records of the storage of noxious substances shall be maintained by the Town Clerk.
- (vi) It will be the Town Clerk's responsibility in ensuring that the correct protective clothing is available where necessary.
- (vii) It will be the Town Clerk's responsibility in ensuring that a proper procedure for reporting and recording accidents/near misses is in place using an incident book (In line with HSE requirements) to be kept in the Town Council office.
- (viii) It will be the Town Clerk's responsibility in ensuring that hirers and lessees of the Council's facilities are aware of their obligations under the Health & Safety legislation.
- (ix) It will be the Town Clerk's responsibility in providing means to allow staff to consult on matters affecting their health and safety.

1.7 All Employees must:

- (i) Co-operate with each other, the Town Clerk and the Chair of Finance & Policy on health and safety matters.
- (ii) Not interfere with anything provided to safeguard their health and safety.
- (iii) Take reasonable care of their own health and safety.
- (iv) Report any health and/or safety concerns in respect of the Council's buildings to the Town Clerk or the Chair of Finance & Policy. In the absence of these officers the report must be made to any available councillor.

2. HEALTH AND SAFETY ARRANGEMENTS

2.1 First Aid

First Aid boxes are provided in the following Town Council office, VIC and Court House Kitchen:

Anyone using a first aid box must report the fact to their Line Manager. Records of all incidents involving the use of a first aid box are to be kept in the Council office. The Council's qualified First Aiders and/or Town Clerk are responsible for ensuring the first aid boxes are always fully equipped. Rules regarding the use of first aid boxes are provided with the boxes.

2.2 General Fire Safety

Fire extinguishers and proper signs indicating exits addressing fire safety are provided in all offices. The Council has a contract to maintain and/or repair fire extinguishers and the Town Clerk will arrange for any special visits by the company.

In general, you should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be a source of fire. Any act or omission which you believe may constitute a fire risk should be immediately notified to your Line Manager or the Town Clerk, who will take the appropriate action.

The Custodian periodically checks fire escape routes.

A fire risk assessment will be undertaken annually. All potential fire hazards will be identified, and the risks assessed and reduced to an acceptable level.

2.3 Lifting and Handling

Employees should avoid manual lifting wherever possible. However, staff may occasionally be required to manually lift and handle loads. The most likely occurrences of manual handling for Council employees are: -

- the receipt and storage of stationery orders
- moving paper records into archive storage
- rearranging the office furniture and equipment
- setting up events

All employees should use aids provided which are available to reduce the risk of injury from lifting and moving items. The Council will provide Guidance or training in Correct manual lifting and handling techniques to reduce the effort required and prevents strain and risk of injury.

Employee should not put themselves at risk by attempting to lift heavy loads which could be divided into smaller quantities. The assistance of other staff should always be sought for moving large quantities or for lifting heavy and awkward loads.

Any employee feeling a strain should stop immediately and record the incident in the incident Book. To continue may result in more serious injury.

2.4 Use of Computers and Other Visual Display Screens

The Town Clerk along with the employee using a computer, Laptop or any visual display screen will undertake a workplace assessment and ensure that

guidance is given to mitigate any repetitive strain injuries arising from the use of such equipment.

General guidance : -

- (i) Work routines should be organised to allow breaks - the best principle is “little and often”: short breaks of 5-10 minutes after 50 -60 minutes continuous Visual Display Units (VDU) work are preferable to longer breaks after longer periods of use. Such breaks should be away from the screen, and ideally should take the form of alternative work activities that can be interspersed with work on the screen
- (ii) Regular eye and eyesight test should be undertaken. The Council will pay for eyesight tests for employees who are required to use regularly display screen equipment (DSE) in line with health and safety legislation, or experience visual difficulties which may reasonably be considered to be caused by work on display screen equipment.

2.5 Accidents/Incidents

All accidents or near misses are to be reported to the Town Clerk, who will ensure that the incident is recorded, and the details kept in the incident book in the Council office. The person involved in the accident/incident must record all accidents. If the person having the accident is unable to do so, then their Line Manager/ Clerk must carry out this action. The following **MUST** be reported to the Health & Safety Executive via its Incident Contact Centre ([Report of an Injury \(hse.gov.uk\)](#)) : All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

- (i) Deaths
- (ii) Major injuries
- (iii) Accidents resulting in three days or more off work
- (iv) Diseases
- (v) Dangerous occurrences

2.6 Electrical Equipment/installations

Electrical equipment must have its plugs and cables inspected regularly for loose connections. Any extension leads and portable equipment must also be examined to ensure that they remain safe for use. Permanent installations e.g., wall sockets, water heaters etc. must also have annual checks. The Town Clerk is responsible for ensuring that a qualified electrical contractor is engaged to carry out checks in line with health and safety legislation.

There is a certain amount of external portable electrical equipment, and lighting, which must also have an annual examination and, again, the Town Clerk will arrange for a qualified electrical contractor to carry out the work.

Records relating to the annual electrical inspections are to be kept by the Town Clerk in the Council office.

2.7 Hazardous Equipment and COSHH Requirements

The Council will meet its legislative duty to assess risks related to hazardous substances e.g., chemicals, noxious fumes etc. Risk assessments will be written and completed by nominated competent persons in each office. Where a risk is identified:

- In the first instance action will be taken to **cease** and remove any hazardous substances.
- If this is not possible then action shall be taken to find a suitable safe substance to **substitute** the hazardous substance.
- If this is not possible such substances shall be **enclosed** within a safe environment.

If none of the above is possible **protective equipment** will be issued to ensure employee safety.

2.8 Lone Working

The Council is committed to ensuring the personal safety of its employees, there are many circumstances where employees may be required to work alone. Please refer to the Council's separate **Lone Working Policy**, which is available from the Town Clerk.

2.9 Training Records

Training Records are kept in the Council office. It is the responsibility of the individuals requiring training to ensure that they attend refresher and other courses as required