



Health & safety policy

POLICY REVIEW	
Signed	(having been approved by the council)
Minute reference	
Date ratified	
Date of next review	

1 Purpose of this policy

1.1 The purpose of this policy is to:

- 1) minimise and manage health and safety risks in the workplace
- 2) provide clear instruction and adequate training to ensure employees are competent to do their work
- 3) consult employees on matters affecting their health and safety and ensure safe handling and use of equipment and substances
- 4) detail emergency procedures, including evacuation in case of fire or other significant incident and
- 5) detail policy and procedure in case of pandemic.

2 Responsibilities and duties

2.1 Overall responsibility for health and safety lies with Carnforth Town Council. Day-to-day responsibility for ensuring this policy is put into practice lies with the Town Clerk. However, all employees are responsible for ensuring this policy is observed.

3 Council's duties to employees

3.1 The general duty of Carnforth Town Council (the employer) shall be that stated in *Section 2(1) of the Health and Safety at Work etc. Act 1974*, that is 'to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees', in particular:

- 1) *the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;*
- 2) *arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;*

CARNFORTH TOWN COUNCIL

- 3) *the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees;*
- 4) *so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;*
- 5) *the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.*

Health and Safety at Work etc. Act 1974, Section 2(2)

4 Council's duties to non-employees (including contractors and councillors)

4.1 The general duties of Carnforth Town Council (the employer) shall be the following:

- 1) *It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not exposed to risks to their health or safety;*
- 2) *In such cases as may be prescribed, it shall be the duty of every employer in the prescribed circumstances and in the prescribed manner, to give to persons (not being his employees) who may be affected by the way in which he conducts his undertaking the prescribed information about such aspects of the way in which he conducts his undertaking as might affect their health or safety.*

Health and Safety at Work etc. Act 1974, Section 3

4.2 Considering this, Carnforth Town Council will:

- 1) inform contractors and councillors of its Health and Safety Policy and;
- 2) display the Health and Safety Law poster, as required by The Health and Safety Information for Employees Regulations 1989, Section 4.

4.3 In addition, Carnforth Town Council will endeavour to ensure contractors and councillors do not expose employees to risks to their health and safety. As such, Carnforth Town Council will ensure independent contractors are competent to undertake the work and request that they have public liability insurance cover.

CARNFORTH TOWN COUNCIL

5 The Town Clerk

5.1 The Town Clerk will:

- 1) ensure all employees have the opportunity to participate in the development of good working practices, have all relevant documentation relating to Health and Safety available, receive training where relevant and are provided with the necessary information to undertake their duties safely;
- 2) ensure all necessary personal protective equipment is provided to employees, that they are trained in its use and proper maintenance and storage;
- 3) encourage all staff to set a high standard of health and safety management and;
- 4) ensure all contractors comply with the necessary health and safety standards and request a copy of their public liability insurance cover

6 Employees

6.1 All employees are required to:

- 1) *take reasonable care for the health and safety of themselves and of other persons who may be affected by his/her acts or omissions at work; and;*
- 2) *as regards any duty or requirement imposed on the employer or any other person by or under any of the relevant statutory provisions, to co-operate so far as is necessary to enable any duty or requirement imposed on the employer, to be performed or complied with.*

Health and Safety at Work etc. Act 1974, Section 7

6.2 Considering this, all employees agree to abide by this *Health and Safety Policy* whilst working.

7 Risk assessment

7.1 To abide by *Section 3 of the Health and Safety at Work Regulations 1999*, the Town Clerk will conduct an annual risk assessment of all its activities. This will follow the Health and Safety Executive's five steps to control health and safety risks, that is:

- 1) identify hazards;
- 2) assess the risks;
- 3) control the risks;
- 4) record findings;
- 5) review the controls.

7.2 The Health and Safety Risk Assessment will be conducted annually or more often if necessary.

CARNFORTH TOWN COUNCIL

7.3 In line with *Section 7 of the Health and Safety at Work Regulations 1999*, Carnforth Town Council will appoint the Town Clerk to assist in undertaking the necessary measures to comply with statutory requirements. The council shall ensure the time available for the Town Clerk to fulfil their functions and the means at their disposal are adequate with regard to the size of the undertaking, the risks to which employees are exposed and the distribution of those risks throughout the undertaking.

8 COSHH (Control of Substances Hazardous to Health)

8.1 Carnforth Town Council will do the following to reduce the risk of injury from hazardous substances:

- 1) provide adequate Personal Protective Equipment, e.g. gloves for cleaning staff (see *The Personal Protective Equipment at Work Regulations 1992*);
- 2) keep hazardous substances in a locked place, e.g. cleaning cupboard;
- 3) ensure employees in regular contact with hazardous substances have the necessary training to handle them;
- 4) ensure adequate measures are in place to deal with accidents, e.g. First Aid box;
- 5) ensure the Health and Safety Risk Assessment recognises the risks of handling hazardous substances and makes adequate provision and;
- 6) keep a file of COSHH safety data sheets in a location accessible to employees in regular contact with hazardous substances.

9 Display Screen Equipment

9.1 The *Health and Safety (Display Screen Equipment) Regulations 1992* applies to workers who use Display Screen Equipment daily, for an hour or more at a time. The regulations do not apply to workers who use Display Screen Equipment infrequently or only use it for a short time.

9.2 Carnforth Town Council will:

- 1) address the use of Display Screen Equipment in its Health and Safety Risk Assessment;
- 2) encourage employees to reduce the risks associated with using Display Screen Equipment, e.g. taking regular breaks and;
- 3) provide an eye test if an employee asks for one.

9.3 Full details can be found in the guidance published by the Health and Safety Executive.

CARNFORTH TOWN COUNCIL

10 Employers' liability insurance

10.1 Local councils are required by law to insure against liability for injury or disease to their employees arising out of their employment under the provisions of the Employers' Liability (Compulsory Insurance) Act 1969. Full details can be found published by the Health and Safety Executive.

11 Fire safety

11.1 Carnforth Town Council carry out a fire safety risk assessment as part of its overall Health and Safety Risk Assessment. Based on the findings of the assessment, the council will ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.

11.2 In particular, the council will:

- 1) keep sources of ignition and flammable substances apart;
- 2) avoid accidental fires, e.g. make sure heaters cannot be knocked over;
- 3) ensure good housekeeping at all times, e.g. avoid build-up of rubbish that could burn;
- 4) consider how to detect fires and how to warn people quickly if they start, e.g. installing smoke alarms and fire alarms or bells;
- 5) have the correct fire-fighting equipment for putting a fire out quickly;
- 6) keep fire exits and escape routes clearly marked and unobstructed at all times;
- 7) ensure employees receive appropriate training on procedures they need to follow, including fire drills and;
- 8) arrange for a regular inspection of all fire safety equipment by a qualified engineer.

12 First-aid

12.1 In line with *The Health and Safety (First-Aid) Regulations 1981*, Carnforth Town Council will ensure there is a first-aid box(es) located at Carnforth Civic Hall; Crag Bank Village Hall and Carnforth Council Offices. The Town Clerk will ensure the boxes are adequately supplied.

12.2 The Town Clerk will keep a record of accidents and occasions first-aid has been given.

12.3 Full details can be found published by the Health and Safety Executive.

13 Manual handling

13.1 Legislation around manual handling is covered under *The Manual Handling Operations Regulation 1992*. Full details can be found published by the Health and Safety Executive.