



**Whiston Town
Council
Serving the Community**

Health & Safety Policy
(Revised January 2008)

Introduction

Whiston Town Council is committed to ensure the health and safety of its employees and others who maybe affected by the Council's undertaking.

This Health and Safety Policy outlines that commitment.

**S Mayers
Town Clerk**

January 2008.

WHISTON TOWN COUNCIL STATEMENT OF HEALTH AND SAFETY POLICY

1. Whiston Town Council recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy place of work and environment for all its employees and other persons who may be affected by the Council's undertaking.
2. In pursuance of the above statement the Town Council will pay particular attention to:-
 - (i) Ensuring compliance with all relevant statutory legislation and approved codes of practice.
 - (ii) The provision of a safe and healthy place of employment with suitable and adequate welfare arrangements.
 - (iii) Ensuring safe systems of work are adopted by employees and others carrying out work on behalf of the Council.
 - (iv) The provision of instruction, information, training and supervision as is necessary to ensure the health and safety of employees and others.
 - (v) Providing and maintaining safe plant and equipment.
 - (vi) The control, handling storage, use of toxic and flammable liquids or substances.
 - (vii) Ensuring that any emissions of dust, fumes, smoke or vapours are not harmful or noxious.
 - (viii) Investigating accidents/incidents with a view to implementing effective measures to bring about a reduction of such incidents.
3. Without detracting from the primary responsibility of the Town Clerk and Supervisors to ensure health and safe conditions, the Town Council will provide competent technical advice on health and safety matters where necessary.
4. The Town Council believes that accidents/incidents can be avoided by the joint efforts of both Management and Employees and it is in this belief that the Town Council will co-operate fully in all matters relevant to health and safety.
5. The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 place a legal responsibility on both the employer and the employee. The main provisions of this legislation are outlined overleaf.
6. This Policy Statement is supplemented with additional information outlining the Organisation and Arrangements for implementing the Council's Health and Safety Policy.

**S MAYERS - TOWN CLERK
January 2008**

A copy of this statement will be issued to every employee. Where this statement of Safety Policy is revised or modified each employee concerned with such changes will be notified.

Whiston Town Council

Health and Safety at Work Act 1974 (General Duties)

Employer Duties

Section 2

- (1) It shall be the duty of every employer to ensure, so far as is reasonably practicable the health, safety and welfare at work of all their employees.
- (2) This includes in particular
 - (a) The provision and maintenance of plant and systems of work that are safe and without risks to health
 - (b) Arrangements for ensuring safety and absence of risks to health in connection with the use, storage and transport of articles and substances
 - (c) The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of all employees
 - (d) As regards any place of work under the employers control, the maintenance of it in a condition that is safe and without risk to health and the provision and maintenance of means of access and egress that are safe and without risks
 - (e) Provision and maintenance of a working environment that is safe and without risk to health and adequate as regards facilities and arrangements for their welfare.
- (3) To prepare and as appropriate revise a written statement of their general policy and the organisation and arrangements for carrying out that policy and to bring to the notice of their employee.
- (4) Trade Unions can appoint safety representatives, the employer must consult with them and if requested to do so establish a Health and Safety Committee.

Section 3

- (1) Duty to conduct the undertaking to ensure, so far as is reasonably practical, the health and safety of persons who are not their employee.

Section 4

- (1) Duty of each person who has to any extent **control** of the premises, to persons who are **not** their employees but use the premises as a place of work or where they may use plant or substances, to ensure safe access and egress and ensure plant and substances are safe and without risk to health

Section 5

- (1) Duty to prevent emissions of noxious or offensive substances.

Section 6

- (1) Duty of any person who designs, manufactures, imports or supplies any articles for use at work, to ensure it is so designed and constructed as to be safe and without risks when **properly used**.

Employees Duties

Section 7

- (a) To take care of themselves and others who may be affected by their acts or omissions
- (b) To co-operate with the employer to enable statutory requirements to be complied with

Section 8

Not to interfere with or misuse anything provided in the interests of health and safety.

Management of Health and Safety at Work Regulations 1992 (Main Provisions)

Employer Duties

- Make suitable and sufficient risk assessments
- Make arrangements for the planning, organisation, control, monitoring and reviewing of Health and Safety
- Provide appropriate health surveillance
- Appoint one or more competent persons
- Establish emergency procedures
- Provide comprehensive and relevant information and training
- Take account of employees capabilities
- Provide temporary workers with information on any special skills or qualifications required and of health surveillance requirements

Employees Duties

- To use equipment etc as instructed and trained
- To inform the employer of any serious immediate danger of any shortcomings on the protection arrangements

Management of Health and Safety

Health and Safety Strategy

Whiston Town Council recognises that the health and safety of its employees and any others who may be affected by the Council's undertaking is of prime importance and is committed to compliance with the statutory requirements applicable to each activity and working environment. The Council outlines this commitment in its Key Aims and General Statement of Health and Safety Policy. In order to achieve these objectives it is necessary to :-

- Ensure the health and safety of employees and other who may be affected by the Council's undertaking
- Ensure a safe and healthy working environment
- Identify and control hazards and risks
- Develop a health and safety culture
- Control accidental loss

The Health and Safety Executive "Five Steps to successful health and safety management" will be used as the general principles to good management and are required to be adopted at all levels of management:-

- Set your Policy
- Organise your staff
- Plan and set standards
- Measure your performance
- Audit and review

The effectiveness of its implementation will require the combined effort of all employees. A structured, co-ordinated and properly managed approach to health and safety is required throughout the Council to ensure its obligations and the requirements of legislation are complied with.

Based on the belief, "*Nothing we do is worth getting hurt for*" and that all injuries are preventable, basic principles throughout the Council with a view to achieving that belief.

- Total compliance with health and safety legislation
- Health and safety to be an integral part of quality management systems
- Development and continual review of meaningful Health and Safety Policies
- Establish effective and pro-active health and safety management procedures and arrangements
- The provision of competent health and safety personnel and resources
- A workforce competent for the work activities to be undertaken
- Training that reflects legislative, work related and employee's personal requirements
- Effective communication arrangements to disseminate health and safety information
- Consultation with employee's and employee health and safety representatives
- Removal of any unnecessary hazards and effectively ensure the control of risk
- Monitor and measure performance to promote improvement in health and safety
- Investigation of incidents and accidents and the analysis of trends to implement measures that will prevent recurrence of similar incidents
- The consideration of any environmental issues for each work activity

Aim for a total quality approach to achieve "an injury free working environment"

Organisational Arrangements for Health and Safety

Organisation

The “organisation” is principally concerned with employees and their responsibilities for health and safety and :-

- (a) Clearly defines the hierarchy of health and safety responsibilities
- (b) Outlines the health and safety responsibilities of individuals or groups, recorded in a clear and logical way, with each employee knowing who and what they are responsible for, and to whom they are responsible
- (c) Identifies the knowledge and training required at each level of employee to ensure health and safety competence for the particular work activity
- (d) Any revisions to the documents will be signed by designated Senior Management

Arrangements

The “arrangements” outline how the Employers responsibilities are carried out to ensure the activities and the working environment is safe and healthy. These include:-

- (a) General and specific procedures eg
 - Accident reporting
 - First aid
 - Fire and emergency procedures
 - Smoking policies
 - Visitors and contractors on site
 - Violence to staff
 - Transport
- (b) the safe systems of work and precautions for the activities undertaken eg
 - Display screen equipment
 - Manual handling
 - Working with asbestos
 - Construction activities
 - Outdoor activities
 - Working with chemicals
- (c) risk assessments identifying the associated hazards and risks and precautions
- (d) inspection and maintenance arrangements for plant, equipment and buildings
- (e) arrangements for identifying training needs and implementing training to ensure employee competence
- (f) communication procedures for health and safety information to employees
- (g) communication procedures with outside agencies
- (h) consultation arrangements with employees and their representatives
- (i) monitoring arrangements to ensure the effectiveness of the arrangements and that set standards are achieved

The Town Clerk has the principal responsibility for the health and safety of all the employees that work for the Town Council and of other persons who could be affected by the work activity. The Town Clerk will ensure that all reasonably practicable arrangements are in place to ensure that the activities and the areas in which employees work are safe and healthy. Risk assessments must be undertaken and used as the basis for developing safe working methods and procedures.

When the Council employs contractors then a similar duty of care will be shown to the contractors employees, this applies even if the contractor has been engaged to undertake work because they may have specialist knowledge.

The working arrangements and procedures will be agreed and approved prior to initiation of the proposed works.

Responsibilities and Duties of the Individual

The principal duties of employers and employees are imposed by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992. There are however, duties outlined in other associated Regulations.

Where an individual has specific health and safety responsibilities these, together with responsibilities towards other employees, will be clearly defined in writing. Employees who are “duty holders” have specific health and safety responsibilities under specific legislation. These responsibilities will be clearly defined together with the general duties of the particular post.

It is necessary to identify and clearly define individuals’ responsibilities in order to ensure that the employers undertaking is managed in a healthy and safe manner, a co-ordinated management approach being the most effective.

The principal responsibilities of the Council have been outlined previously in this document, the following information outlines the general responsibilities for other levels of employees.

Town Clerk

Policy – Health and Safety Policies

- Shall be responsible for the effective implementation of the Safety Policy
- Shall clearly define systems of work, training programmes and instructions, ensuring they are known and understood

Organisation – Organise systems, Procedures and People

- Ensure they are familiar with the general requirements of the health and safety legislation that is applicable to the areas for which they have responsibility
- Implement arrangements for the dissemination of health and safety information

Planning – Plan and set Standards to achieve the aims

- Fully consider all safety reports with a view to ensuring appropriate action is taken
- Ensure that all personnel are conversant with and accept their responsibilities for health and safety, and that they are properly trained, competent and equipped to carry out those responsibilities
- Fully consider the health and safety aspects of:-
 - Current day to day works methods
 - New work methods which are being planned
 - Purchasing or designing new or modified equipment
 - Housekeeping standards

Performance – Measure Performance

- Monitor the effectiveness of health and safety arrangements in their areas
- Examine accident reports ensuring defined procedures and accident investigations are implemented. Identifying cause and progressing the necessary action required to prevent recurrence

Audit and Review

- Ensure that the statutory requirements are complied with
- Make assessments of safety training requirements to ensure the competence of employees under their control

Supervision Office Manager Site Manager

Policy – Health and Safety Policies

- Ensure they are familiar with the Council's Health and Safety Policy

Organisation – Organise Systems, Procedures and People

- Notify the Town Clerk of employees who are off due to an incident at work and the date they return to work
- Ensure that any relevant systems of work, risk assessments etc are known, available, understood and implemented by employees. Such systems to be continually reviewed and where appropriate fully discussed with employees
- Report to the Town Clerk, any health and safety matters requiring their attention

Planning – Plan and set Standards to achieve the aims

- Ensure that employees under their control are properly trained, competent and fully aware of the hazards and risks associated with their job and within their working areas
- Maintain a good standard of housekeeping in all areas under their control, ensuring means of access and egress to and from the place of work are properly maintained
- Ensure all tools and equipment are maintained to a satisfactory standard

Performance – Measure Performance

- Ensure that adequate supervision is available at all times, taking account of the age and experience of the employee concerned
- Ensure that safety rules are observed and where appropriate protective equipment or clothing is used or worn
- Maintain a good standard of housekeeping in all areas under their control, ensuring means of access and egress to and from the place of work are properly maintained
- Ensure that all employees under their control are aware and understand their role in implementing emergency procedures
- Ensure that all employees are aware of the "Procedure in Case of Fire" and the type and location of fire fighting equipment and how to use them
- Ensure employees are familiar with "Bomb Threat" procedures
- Ensure employees are familiar with the procedure for reporting accidents and where they can obtain first aid

Audit and Review

- Investigate fully accidents as soon as possible with a view to discovering their cause and eliminating recurrence

- Ensure the accident book and accident forms are completed for all accidents involving injury, damage or lost time and notify the Town Clerk of any specific injuries or dangerous occurrences as outlined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Monitor working practises to ensure they conform with any laid down procedures and that they are as far as is reasonably practicable safe and without risks
- Ensure that any relevant systems of work, risk assessments etc are known, available, understood and implemented by employees. Such systems to be continually reviewed and where appropriate fully discussed with employees

Employee

Policy – Health and Safety Policies

- Ensure they are familiar with the Council's Health and Safety Policy
- Make any suggestions or recommendations to improve health and safety

Organisation – Organise Systems, Procedures and People

- Ensure they understand the arrangements and procedures for reporting incidents and accidents during working hours
- Report all incidents and accidents to the Site Manager/Town Clerk/Office Manager whether or not persons are injured or cease work
- Ensure they understand the emergency procedures for Fire and Bomb Threats
- Report any health and safety hazards, defective tools, equipment, materials etc to their Manager

Planning – Plan and set standards to achieve the aims

- Undertake job instruction and health and safety training as required by supervisory staff
- Plan the work to reduce health and safety hazards to themselves or others

Performance – Measure Performance

- Shall take all reasonable care for the health and safety of themselves and other persons affected by what they do at work
- Shall co-operate with the employers on matters of health and safety
- Shall make themselves familiar with and conform to specific risk assessments, safety rules and systems of work at all times
- Shall wear appropriate safety equipment and or clothing and use appropriate safety devices as required
- Assist in maintaining good housekeeping standards

Audit and Review

- Regularly inspect your work area and equipment
- Regularly review systems of work that you are required to implement

Health and Safety Risk Management

Introduction to Risk Management

It is the risks to Employees (or others who could be affected by our work activities) that need to be managed with the aim of developing a “health and safety culture”. This can be achieved by the implementation of risk management arrangements including, risk assessment, the implementation of safe working procedures, instruction and training and ensuring a safe and healthy working environment. This needs to be done in conjunction with the development of the correct Employer and Employee “attitude” as without this any arrangements may well be ineffective.

A Risk Management strategy for employee’s health and safety can be established using fundamental criteria that should be implemented at different stages:-

Before Employment

Include Health and Safety responsibilities in the job description. Undertake medical assessments which should incorporate any occupational requirements, ensuring the applicant is capable of undertaking the work required both physically and mentally. Consider any training requirements that are essential, establishing at the outset a programme of achievement.

On starting the work

Induct the new Employee in the general and the emergency health and safety arrangements for the working environment and the work activities to be undertaken, informing them of the associated risks and the precautions they must take to minimise that risk. Establish if there is a shortfall in the essential training requirements and implement the necessary additional precautionary measures, including instruction, information and supervision.

Ongoing

Implement a programme of necessary refresher training incorporating the health and safety requirements for the work activities and the working environment.

Ensure suitable and sufficient information and instruction is provided, undertaken monitoring to ensure satisfactory standards are achieved and review arrangements as and when necessary.

Where health screening is a requirement of legislation, ensure programmes are in place and that the results are carefully monitored.

Consider other forms of health care, such as general health screening and fitness monitoring that could be beneficial to the employees health. Both the employee and the employer will benefit from “healthy workforce”.

Risk Assessment

It is a requirement under the Management of Health and Safety at Work Regulations 1992 that all work activities are risk assessed thus providing the main framework on which all safe systems of work can be developed. Other specific legislation also requires risk assessments to be undertaken. Where these have already been undertaken, this particular requirement in the Management of Health and Safety at Work Regulations 1992 need not be repeated.

Risk assessments are required to be recorded and once completed, the appropriate information, instruction and training must be given to employees who are considered to be a risk.

A good risk assessment should :-

- Describe the activity or situation
- List the hazards (noting serious or imminent risk)
- Indicate who is at risk
- Identify the possible outcomes
- Make a judgement of the potential of any occurrence
- Indicate acceptability or otherwise of the risks
- Identify existing controls and procedures and evaluate
- Identify existing information and evaluate
- Identify existing training and evaluate
- Identify best practise
- Detail actions to be taken which are
 - Specific
 - Measurable
 - Achievable
 - Realistic
- Establish target dates
- Indicate when it will be reviewed

Undertaking Risk Assessments

1. Familiarise yourself with the Legislation that is applicable to
 - The areas you work in and
 - The type of work you undertake
2. Establish what is required
 - A suitable and sufficient assessment of the risk to the health and safety of employees and others
 - For the purpose of identifying measures needed to be taken
 - Review if no longer valid or if there is significant change
 - Record findings, identify persons especially at risk
3. Identify the work tasks undertaken and the working environment eg hot /cold the building structure may also present hazards eg asbestos, glazing, fragile roof etc
4. Identify what groups undertake similar tasks of work in similar areas
5. Identify the HAZARDS associated with the area or type of work
6. Establish the actual working procedures
7. Identify the precautions and control measures adopted
8. Identify the RISKS
9. Determine the risk rating
10. Complete the standard proforma to record findings
11. Prioritise and implement any necessary action starting with higher risks. Priorities for action, could include
 - Modifications to the existing work methods
 - Introduction of additional systems
 - Substitution of substances being used
 - Modifications to plant or equipment
 - Modification to the building or exterior
 - Additional equipment being provided
 - Training for employees
 - As a last resort, the provision of personal protective equipment
12. Review if there are any significant changes.

Responsibilities of the Contractor

Whiston Town Council is committed to achieving a safe and healthy place of work, that commitment is outlined in its general "Statement of Health and Safety Policy". Contractors are required to adhere to the principles outlined in the Policy.

1. Contractors must not start any work until a formal agreement has been signed or in cases where there are no written contracts, until permission to start on a specific date has been given by the person initiating the contract
2. Contractors must comply with their own Company Safety Policy, undertaking the arrangements necessary for implementing that policy. The main contractor undertakes responsibility for any sub-contractor
3. Contractors must comply with all statutory legislation, in particular the Health and Safety at Work etc Act 1974, with special regard to Sections 2, 3 and 4. There must also be compliance with the Management of Health and Safety at Work Regulations 1992, other Regulations and Approved codes of Practice and Guidance issued by the Health and Safety Executive
4. Contractors shall upon arrival at the site report to the Council Officer responsible for the work area and if the work is to be undertaken within the precincts of the establishment he should read and sign the Visitors/Contractors Register
5. Contractors shall agree, with the officer in charge, his work area, the location of welfare arrangements and the safe access and egress arrangements throughout the Contract. He shall confine all work activities to the designated areas
6. Contractors shall take all appropriate measures to ensure unauthorised persons do not enter the agreed work area and will report encroachment to the Officer in Charge
7. Contractors shall seek information from the Officer in Charge as to any hazards in the work area which may affect his employees or others
8. Contractors shall inform the Officer in Charge of any hazardous material he intends to work with or any hazardous substances he intends to use, outlining the precautions to be adopted to remove or minimise the risk
9. Contractors shall make employees under his control aware of any existing emergency arrangements and establish any additional arrangements as necessary
10. Contractors shall carry out his work in such a manner as to minimise the risk to health and safety :-
 - (a) his own employees and sub-contractors
 - (b) the Council's employees
 - (c) persons invited onto Council premises
 - (d) members of the general public
11. Contractors shall ensure employees under their control are provided with comprehensible and relevant information, together with adequate health and safety training
12. Contractors shall ensure that full and meaningful liaison takes place with the Officer in Charge or the nominated liaison officer throughout the contract
13. Contractors shall on completion of the contract ensure that the work areas are left in a clean and safe condition
14. Prior to leaving the site the Contractor should report to the Officer in Charge with a view to a joint inspection being undertaken to establish satisfactory completion

Responsibilities of the Council Officer on Site

Whiston Town Council is committed to achieving a safe and healthy place of work, that commitment is outlined in its general "Statement of Health and Safety Policy" as a Council employee with particular responsibilities for work areas, you are required to ensure that arrangements are in force to comply with that general policy and any other relevant policies.

1. Before Contractors are allowed to start work you must ensure that a proper formal agreement has been signed or in cases where there are no written contracts, that permission to start work on a specific date has been given by the person initiating the contract
2. On arrival at site, the Contractor should report to you as the Officer on Charge indicating the work to be undertaken. If another person is to act as the Liaison Officer, this arrangement should be clarified.
If the work is within the precinct of an establishment you should ask the Contractor to read and sign the Visitors/Contractors Register
If the work is on a public highway or open space etc, you still need notification that the work is to commence
3. Establish the actual work area, the location of welfare facilities and the safe access and egress arrangements throughout the contract
4. Ensure all appropriate measures are adopted with a view to preventing unauthorised access to the work area
5. Inform the Contractor of any hazardous materials, substances or equipment that could affect their or others health and safety
6. Request information from the Contractor concerning any hazardous materials, substances or equipment they intend to use
7. Inform the Contractor of any existing emergency arrangements and if necessary establish any alternative or additional arrangements
8. Ensure employees or others under your control do not encroach into the defined work area without your authorisation
9. If in your opinion the Contractor is working in an unsafe manner or is not co-operating with you or your nominated liaison officer, bring the matter to his attention. Should the appropriate action not be taken to your satisfaction report the matter to the person initiating the contract. If the matter is not resolved to your satisfaction within a reasonable time period, and it is considered to constitute an unacceptable risk, having exhausted routine procedures YOU must take all reasonable measures, this may involve you stopping the work until appropriate measures are adopted. Under these circumstances consult with the Town Clerk
10. On completion of the contract ensure the work areas are in a clean and safe condition and free of any hazards

ACCEPTANCE OF HEALTH AND SAFETY INFORMATION

RECORD OF ISSUE AND SIGNATURE OF ACCEPTANCE OF

- SAFETY POLICY
- SAFETY INFORMATION
- METHOD STATEMENT
- TOOL BOX TALK

DATE OF ISSUE 31ST JANUARY 2008.

I CONFIRM RECEIPT OF THE ABOVE DOCUMENT(S) AND CONFIRM ALSO THAT I HAVE BEEN INSTRUCTED OF IT'S USE AND PURPOSE.

SIGNATURE OF ACCEPTANCE.....

PLEASE PRINT NAME.....

DATE.....