

Wisbech Town Council



Wisbech 'Capital of the Fens' twinned with



Health & Safety Policy for staff, Councillors and volunteers – April 2012

Policy Statement

The Council will adhere to the requirements of the Health and Safety at Work Act 1974; the Regulatory Reform (Fire Safety) Order 2005; the Management of Health and Safety at Work Regulations 1999; and other relevant health and safety legislation and codes of practice.

In accordance with legislation and regulations, the Council will ensure the health, safety and welfare of all staff, members and volunteers at work.

In accordance with legislation and regulations, the Council will ensure the health, safety and welfare of all clients, visitors, and contractors to the premises or spaces owned or used for Council business by the Council.

There will be a designated person responsible for: ensuring compliance with Health and Safety Legislation and Regulations; reviewing health, safety and welfare procedures; liaising with the Health and Safety Executive; Fire Service; or local authority, as applicable, where necessary; and keeping the bureau and the trustee board up-to-date with new requirements. The Council will:

- establish, maintain and regularly review safety systems and risk assessments.
- make regular risk assessments available to staff, members and volunteers.
- take appropriate preventative / protective measures.
- provide adequate and competent supervision of all activities involving risk.
- ensure that appropriate training in health and safety is delivered.
- establish and maintain systems for consulting staff, members and voluntary workers about health and safety issues.
- take health and safety considerations into account when planning developments in the service; purchasing equipment; and occupying new premises.
- maintain accurate records of accidents and other events with health and safety implications and review and monitor these records to establish what remedial action, if any, should be taken.
- appoint competent personnel to ensure that the bureau complies with statutory and regulatory responsibilities, and to undertake reviews of the policy as necessary.

Organisation

Council

Health & Safety Committee (Resources)

Town Clerk

Competent Person

Staff, Members (Councillors) and Volunteers

Council

The Town Council will have overall responsibility for health and safety in the organisation; for ensuring that the organisation fulfils its legal responsibilities; and ensuring that the policy is clear and achievable, with effective procedures in place. The Council will be responsible for ensuring that procedures and systems are agreed and implemented. The Council will ensure adequate allocation of resources to discharge its health, safety and welfare responsibilities.

Committee

The Resources Committee of the Council, with the power to set up a working party of two Councillors, and the Town Clerk to address any Health & Safety issues raised, will be the responsible committee for any Health & Safety matters.

The Resources committee terms of reference in relation to Health & Safety will include:

- Health & Safety Policy.
- Risk assessments.
- Information, instruction and training.
- The workplace.
- Work equipment.
- Personal protective equipment.
- Accident reporting.
- First Aid provision.

Resources committee will present appropriate reports on Health & Safety performance within the Council to the full Town Council.

The Town Clerk (as Manager)

The Town Clerk is responsible for the effective implementation of procedures and systems including monitoring, prevention of hazards and taking remedial action:

- Inspections.
- Monitoring and review of policy and procedures.
- Consultation.
- Creation of safety plans.
- Methods of communication and safety issues.
- Developing new specific procedures.

- Induction and ongoing training.
- Receiving reports of any accidents that occur in the Council and identifying remedial action if necessary.

The Town Clerk will present necessary reports on health and safety performance within the organisation to the Resources committee; ensure that staff are properly competent and receive the support they need to perform their duties; ensure that all Members, staff and volunteers are informed about safety issues and that there are adequate signs about hazards and emergency procedures; bring the Health & Safety policy and all associated procedures to the attention of all Members, staff and volunteers.

The Town Clerk (as competent person)

The Council will appoint a competent person, being currently the Town Clerk to assist the Resources committee to discharge their responsibilities.

A person shall be regarded as competent when s/he has sufficient training, knowledge and/or experience.

The competent person designated for the Council is Erbie Murat Tech SP, qualified Health & Safety practitioner and First Aider.

Staff, Members (Councillors) and Volunteers

All staff, members and volunteers will ensure that they:

- Are fully conversant with this safety policy.
- Comply with this policy.
- Take responsibility for themselves and others who may be affected by their acts or omissions.
- Report all accidents, near misses and dangerous occurrences immediately to their manager.
- Are fully conversant with all fire procedures applicable to the area in which they are working.
- Report any situation, which, in their opinion is hazardous, to the Manager or the competent person.

Arrangements

Risk assessments

Reporting and investigating of accidents and dangerous occurrences

First aiders

Training

Consultation

Resolution of health and safety problems

Planning and control

Risk assessments

The Town Clerk (as Manager) will ensure that all premises and activities subject to risk assessment are assessed in accordance with the relevant legislation.

Assessments will be repeated whenever any of the following factors occur:

- Change in legislation.
- Change of premises.
- Significant change in work carried out.
- Transfer to new technology.
- Original assessment is no longer valid.
- Accident and / or incident occurs.

Assessments will be recorded and records maintained by the Town Clerk as both Manager and competent person.

Reporting and investigating of accidents and dangerous occurrences

- All accidents, dangerous occurrences and near misses will be reported immediately to the Town Clerk (as Manager) as soon as possible after the event.
- All accidents, dangerous occurrences and near misses will be investigated within 24 hours by the Town Clerk (as Manager).

First aiders

- There is no legal duty to appoint first aiders in accordance with the Health and Safety (First Aid) Regulations 1981, but the Council has decided to enable the Town Clerk and the Deputy Clerk to become first aiders.
- The first aiders will be responsible for taking prompt action following any accident, whether involving an employee or not.
- All accidents, no matter how minor, will be reported in the accident book.

Training

To comply with the general duty to provide such information, instruction, training and supervision as is necessary to ensure, so far as reasonably practicable, the health, safety and welfare of staff, members and volunteers, Health & Safety training will be provided as follows:

- At inductions.
- On transfer or promotion to new duties.
- On the introduction of new technology.
- When changes are made to systems of work.
- When training needs are identified during risk assessments.

Repeat training will be provided at regular intervals.

Staff at all levels will be included in the Health & Safety training programme.

Consultation

The Resources committee, as the Council's Health & Safety committee will be responsible for monitoring consultation on matters of Health & Safety as required.

Resolution of Health & Safety issues

Any member of staff, member or volunteer with a health, safety or welfare concern must first inform the Town Clerk. If, after investigation, the problem is not corrected in a reasonable time, or the Town Clerk decides that no action is required but the staff member, Councillor or volunteer is not satisfied with the outcome, they may formally request that the matter is put on the agenda for the next Resources committee meeting (as the Council's Health & Safety committee). This must be in writing.

If the member of staff, Councillor or volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Town Council.

Planning and control

The Council will make, and implement, any appropriate arrangements for the effective planning, organisation, control, monitoring and review of any preventative or protective measures identified as a result of risk assessments.

Supplementary Policies & Procedures

All policies and procedures issued by the organisation in the interests of health and safety will be regarded as supplementary to this policy. They include:

1. General risk assessments.
2. Display screen equipment (DSE).
3. Control of substances hazardous to health (COSHH).
4. Fire safety, fire prevention and emergency evacuation procedures.
5. Violence in the Council.
6. Safety and security of all staff, members, volunteers and premises.
7. Work-related stress.
8. Reporting and recording of accidents, incidents and ill-health.
9. First aid.
10. Manual handling.
11. Visitors and contractors.
12. Lone working.

Evaluating the Health & Safety Policy

The progress of the Policy should be measured on:

- Adjustments to the way in which services are delivered.
- Greater satisfaction of staff, members, volunteers, customers and visitors with the provision made for Health & Safety.

- Improvements to the Health & Safety of Council buildings and spaces.

Reviewing this Policy

This Policy will be reviewed on a regular basis as part of the Council's continuing review of its Policy Documents, Standing Orders and Financial Regulations. Recommendations for change will be reported to the Resources committee.

Contact and Further Information:-

If you require any further information, advice or guidance please contact the Town Clerk:
Telephone- 01945 461333; Post - 1 North Brink, Wisbech. PE13 1JR; or email -
wisbehtc@aol.com