



HEALTH & SAFETY POLICY

1. General Statement of Policy, Duties & Responsibilities

1.1. Policy Statement

Looe Town council recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its employees (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

It is the policy of the Council to promote the health and safety of Councillors, employees, volunteers, and of all visitors to Council premises and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of everyone on Council premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of employees and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with the Council in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to employees who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Officer or Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Council's activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Council arising out of or in connection with the Council's activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer's workers on the Groups/Organisation's premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by Looe Town Council. The statement and the procedures are reviewed annually by the

Council, or an appointed Officer or Committee. Where the review is delegated, any amendments to policy will be adopted by Looe Town Council after consideration at a meeting.

1.2. Statutory Duty of the Council

The Council will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its employees and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give employees and volunteers the information, instruction, training and supervision necessary for their health and safety.

In particular, the Council will:

- Assess the risks to health and safety of its employees/volunteers;
- Make arrangements for implementing the health and safety measures identified as necessary by that assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of all workers;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

1.3. Statutory Duty of Council Employees

Employees also have legal duties, and Looe Town Council confidently requests Council members and volunteer workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with Looe Town Council on health and safety;
- To use work items provided by the Council correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Council.

Health and Safety law applies not only to employees in the workplace, it also applies to organisations and people who occupy or use community buildings to which members of the public have access.

1.4. Policy for Visitors and Contractors at Council Premises

On arrival all visitors should be greeted by an Officer or Councillor. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

Contractors working in Council buildings should report any concerns relating to their own safety or suspected unsafe working practices to the Town Clerk who will investigate and report to Council.

2. Organisation of Health & Safety

2.1. Health & Safety Management

The Management Team will act as a Health and Safety Committee including representation both of themselves and other workers. Through regular management meetings, this group will:

- Maintain a broad overview of Health and Safety matters;
- Keep the Organisation's Health and Safety policy and procedures under review;
- Conduct safety tours of the premises (see Appendix D);
- Ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSSH Regulations);
- Take such action as may be required to ensure that the Organisation's responsibilities for Health and Safety are fulfilled;
- Report to the Council on their performance of these responsibilities.

Contractors working in Council buildings should report any concerns relating to their own safety or suspected unsafe working practices to the Town Clerk, or another member of the management team in their absence, who will investigate and report to the Council.

2.1.1. Safety Tours

Members of the Management Team will carry out 6-monthly tours and inspections of all Council premises and report to the next meeting of this group. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented.

2.2. Health & Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Council may publish from time to time.

2.2.1 Accident Book

The book must be kept in a locked drawer once completed. Any injury suffered by a worker or visitor in the course of employment or otherwise on the Council's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Council.

2.2.2 Fire Precautions

All Councillors, Employees and Volunteers must familiarise themselves with fire escape routes and procedures and follow the directions of the Council in relation to fire.

2.2.3 Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Council and any directions for the use of such must be followed precisely.

2.2.4 Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

2.2.5 Maintenance

Preventative maintenance plans are in place and any defective equipment, furniture and structures must be reported as such without delay to ensure items can be made safe as necessary.

2.2.6 Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

2.2.7 Display Screen Equipment

The Council recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Employees and Volunteers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Council's expense.

2.2.8 Alcohol, Drugs and Tobacco

Smoking within Council buildings and the use of Drugs (except under medical supervision) on Council premises or during working hours are prohibited at all times. The use of alcohol or other intoxicants is prohibited during working hours, and no worker should undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).

3. Arrangement and Procedures

The Management Team will nominate a Health and Safety Officer to be responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. His/her details and contact number will be displayed on HSE posters at Council offices.

3.1 First Aid and Accident Reporting

3.1.1 First Aid

Names of First Aiders for the Council are displayed on notice boards in the office kitchen area and the Cleaning Team's hut. First Aid kits are available in the Council offices; Library and Cleaning hut.

3.1.2 Accidents

In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”;

All accidents must be reported to the Town Clerk, the Health & Safety Officer or another member of staff on duty immediately or as soon as practicable;

All accidents must be entered in the accident book kept in the Library.

The procedures for “notifiable” accidents as shown in Appendix A below must be followed;

The Town Clerk and Health & Safety Officer will investigate incidents and accidents, writing a report for the Council to consider the actions necessary to prevent recurrence.

3.2 Fire Drills and Evacuation Procedures

3.2.1 Fire Drills

All Councillors, employees and volunteers must know the fire procedures, position of fire appliances and escape routes from Council offices.

The fire alarm points, fire exits and emergency lighting system will be tested each month by the Fire Officer or Maintenance Supervisor.

The Fire Officer will arrange for Fire Drills and Fire Prevention Checks to be carried out at least once every six months and these Drills will be carried out at different times and on different days, so that all users of the building know the procedures.

The last person securing the premises each day will ensure that Fire Prevention Close Down Checks are made

3.2.2 In the Event of Fire

If you discover a fire, sound the nearest alarm;

Evacuate everyone from the building by the nearest exit immediately the fire is discovered;

All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;

The assembly point for the office building is at the coach spaces in Millpool car park

Following evacuation, no-one should leave the assembly point without the permission of a Council Officer;

If any fire occurs, however minor, the Fire Service must be called immediately by dialling 999 and asking for "Fire";

When the Fire Service arrives the Fire Officer or Town Clerk will inform them whether all persons are accounted for and the location of the fire.

3.2.3 Bomb Warnings

If you receive a bomb warning, try to find out from the caller:

- The approximate location of the bomb;
- Likely time of detonation;
- Whether the police and fire brigade have been notified.

Try to RECORD EXACTLY WHAT IS SAID and then notify the Police immediately on 999.

DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning.

Assemble in the coach park at Millpool car park unless the bomb warning implies otherwise.

3.2.4 Cleaning Materials, Machinery and High Risk Areas

All portable machinery must be switched off and unplugged when not in use;

Wandering cables are a hazard; use with caution and safety in mind;

Slippery floors are dangerous; use warning signs;

Use protective clothing and equipment provided and as instructed on machinery, equipment and/or material.

It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

3.2.5 General

All thoroughfares, doors, exits and gates must be left clear at all times;

Corridors and fire exits must not be blocked by furniture or equipment;

Vehicles must not be parked near to the building so as to cause any obstruction or hazard;

Hazards or suspected hazards or other health and safety matters should be reported to the Town Clerk or another Council Officer on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to employees or other users.

ACCIDENT REPORTING

APPENDIX A

All accidents which occur during work for the Council and/or on premises under the control of the Council must be recorded.

Accidents to Workers or Contractor's Staff

For ALL Accidents Complete Accident Form/Book and give to Health & Safety Officer or Town Clerk

For accidents reportable to the Health & Safety Executive:

- If accident results in incapacity for work for more than 3 calendar days then complete the online form F2508 with copies to the Town Clerk.
- If accident results in fatality, fracture, amputation or other specified injury (see below) then immediately notify: Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055 and the Town Clerk. Follow up within seven days with completed online form F2508 with copies to the Town Clerk.
- If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

Accidents to Members of the Public

For ALL Accidents Complete Accident Form/Book and give to Health & Safety Officer or Town Clerk

For accidents reportable to the Health & Safety Executive:

- If an accident results in fatality, fracture, amputation or other specified injury (see below) then immediately notify: Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG and the Town Clerk.
- Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital because of an accident, follow-up action is carried out.

Definition of Specified Major Injuries or Conditions:

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
- Other specified injuries and conditions:
 - Loss of sight of an eye, a penetrating injury to the eye, or a chemical or hot metal burn to an eye
 - Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any

electrical circuit or equipment, whether or not due to direct contact o Loss of consciousness resulting from lack of oxygen

- Decompression sickness requiring medical treatment
- Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

-IF IN DOUBT REPORT IT-

Dangerous Occurrences

The Health & Safety Executive, and the Town Clerk, must be notified immediately in the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire

CONTACT: Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG HSE's Infoline Tel: 0845 345 0055 email: hse.infoline@natbrit.com

Occupational Diseases

The Health & Safety Executive, and the Town Clerk, must be informed of any of the following on receipt of a written diagnosis from a Doctor:

- Poisoning
- Skin Diseases
- Lung Diseases
- Infections

REPORT: Use online form F2508A to: hse.infoline@natbrit.com

Full details of Dangerous Occurrences and Occupational Diseases can be found in HSE RIDDOR Booklets 11 and 17.

-IF IN DOUBT REPORT IT-

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Assessment

A systematic review is carried out by Officers of the Council which covers:

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

Prevention or Control

The Council will ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

Based on the assessment, the Town Clerk will decide the control measures appropriate to deal effectively with any hazardous substances that may be present in the work situation. This may mean PREVENTING exposure by:

- Removing the hazardous substance;
- Changing the process;
- Substituting with a safe or safer substance, or using a safer form.

Where prevention is not reasonably practicable, The Town Clerk will implement measures to CONTROL exposure by:

- Totally enclosing the process;
- Using partial enclosure and extraction equipment;
- General ventilation;
- Using safe systems of work and handling procedures.

COSHH Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as a means of protection to those situations ONLY where other measures cannot adequately control exposure.

Employees and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, are provided with suitable and sufficient information, instruction and training to ensure their safety whilst working and on Council premises.

FIRE PREVENTION

APPENDIX C

Assessment

Through regular monitoring and review, the Town Clerk and Health & Safety Officer ensure that:

- Escape routes provide a ready means of exit from all parts of the premises;
- Emergency lighting is fit for purposes;
- Alarm points are intact;
- A suitable number and type of fire extinguishers are provided?
- Maximum building occupancy is known;
- Furniture and gangways are arranged to allow free and easy access direct to fire exits;
- Exit doors are always unlocked and accessible from within the building;
- Escape routes and exit doors are clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out;
- Escape routes and exit doors are never obstructed or hidden by furniture, curtains etc.;
- Fire Equipment is properly looked after;
- Fire extinguishers and fire alarm systems are regularly maintained by specialist fire firms;
- Is equipment kept in its proper position and always clearly visible and unobstructed?
- Employees are trained on what to do in the event of fire and how to use equipment provided;
- Close-down checks are made of all parts of the building at the end of each working day;
 - Heaters and cookers are turned off overnight;
 - Electrical apparatus (with exception of computer terminals) is turned off and unplugged;
 - Lights are turned off;
 - All internal doors are closed;
 - Outside doors and windows are closed and secured

In the course of their work, employees take all reasonable steps to prevent fires, including:

- 5-yearly electric circuit board test and annual PAT testing of portable electrical appliances;
- Heaters remain uncovered and not obstructed;
- Sufficient socket outlets provided to obviate the need for long trailing flexes;
- All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, store rooms, attics and boiler rooms;
- Use of qualified electrician for any works required to electrical system.

Inspection

A Health and Safety inspection of the building will be undertaken at least every six months by members of the Management Team. One of these inspections may be undertaken at the same time as the annual building maintenance check.

This inspection group will agree how each question needs to be answered and will provide a completed report form to the Town Clerk after the Inspection. The Town Clerk has authority, where URGENT action is necessary, to take an immediate reasonable response.

Copies of inspection forms are maintained in Council shared files and are available to all Councillors. Officers also report to the Committee responsible for Council assets when inspections have been completed and whether any actions have been identified/taken.

Risk Assessment

Risk assessments are carried out in relation to the activities of the Council in the normal course of its work, whether done by employees, volunteers or Councillors.

Risk assessments are also completed for any events arranged by the Council which may be held at premises owned or managed by others.

Special attention is given to the circumstances of any workers under the age of eighteen and of expectant mothers, women who have given birth within the past six months or who are breastfeeding.

Risk Assessments are regularly reviewed and updated if any circumstances change, such as:

- Changes in layout of equipment
- Observing trends on the accident form
- Changes in staff
- Introduction of new procedures, processes or materials

DISPLAY SCREEN EQUIPMENT

APPENDIX E

The Display Screen Equipment (DSE) Regulations protect workers (including self-employed workers and volunteers) who habitually use display screen equipment for a significant part of their normal work.

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individual concerned should be regarded as a user.

Where use is less continuous, 'user' status would apply if most or all of the following criteria are met:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results;
- The individual has no discretion as to the use or non-use of the display screen equipment;
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job;
- The individual uses display screen equipment in this way more or less daily;
- Fast transfer of information between the user and the screen is an important requirement of the job;
- The performance requirements of the system demand high levels of attention and concentration by the user; for example where the consequences of error may be critical.

Workers' Entitlement

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the Council. Workers should inform their line manager, who will provide them with a form/voucher to take to the optician.

A worker may request a test if he/she:

- Is already a user for a significant part of his/her work;
- Is about to start using display screen equipment for a significant part of his/her work;
- Is experiencing visual difficulties which may reasonably be considered to be related to display screen work;
- It is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals.

If, as a result of the eye test, a worker requires spectacles **solely** for use with display screen equipment, he/she is entitled to reimbursement from the Council for the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), they will need to pay the balance of the price themselves. In this event the worker will only be reimbursed for the cost of basic spectacles.

If, as a result of the test, spectacles are required for normal use, e.g. reading or distance vision, but which may also include DSE use, the Council is not required to make reimbursement beyond the cost of the eyesight test and the report.