



# Watton Town Council

## Health & Safety Policy

Adopted April 12<sup>th</sup> 2016

| Next Review Date | Date Reviewed |
|------------------|---------------|
| April 2021       | April 2019    |
|                  |               |
|                  |               |

### 1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Full Council. Although risk assessment is a continuing process, it shall also form part of the Council's annual review.

### 2. RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work Act and Regulations made under the Act and the Occupiers Liability Act is that of the Town Council. The Clerk is responsible for this policy being carried out at all the Council's premises and the Administration Assistant will be responsible as his/her deputy.

2.2 The following supervisors are responsible for safety in particular areas:

| <b>Supervisor</b>   | <b>Area</b>  | <b>Any Special Responsibility</b> |
|---------------------|--|-----------------------------------|
| Town Clerk          | Town Hall  |                                   |
| Town Clerk/Handyman | Cemetery   |                                   |
| Town Clerk/Handyman | Play Areas at Bridle Road, Lovell Gardens and Watton Sports Centre |                                   |
| Town Clerk/Handyman | Open Spaces - Jubilee Garden, Memorial Garden                      |                                   |
| Market Supervisor   | Wednesday Market   |                                   |
| Handyman            | Storage Unit   |                                   |
| Clerk/Handyman      | Allotments   |                                   |
| Clerk/Handyman      | Public Toilets   |                                   |

2.3 All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.4 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.

2.5 Consultation between management and employees is provided by immediate day to day discussion with the Town Clerk.

2.6 The Accident Record Book is kept in the office at Wayland Hall.

### 3. FIRST AID

3.1 A First Aid box is located at Wayland Hall.

3.2 The Clerk is the Appointed Persons responsible for The First Aid box

### 4. FIRE SAFETY

4.1 Fire extinguishers shall be visually inspected monthly in the Town Hall by the Handyman. Fire extinguishers shall be maintained annually. *2018 - Currently undertaken by Ashill Fire Protection.*

4.2 The fire alarm system at the Town Hall shall be tested monthly by the Handyman. A fire drill shall be held annually at the Town Hall. Portable electrical equipment testing shall be undertaken in all Council occupied premises annually.

4.3 Fire exits shall be kept free from obstructions.

4.4 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

## 5. TRAINING

5.1 The Town Clerk has overall responsibility for the management of Health & Safety training.

## 6. GENERAL ADVICE

6.1 General advice to all employees is given by the Council and Clerk as appropriate.

## 7. SPECIFIC POLICIES

1.1 As well as the general guidance within this policy other Policies and Risk Assessments for particular premises and activities are also in place:

1. Grounds Maintenance (to include working at height and lone working)/street furniture/tree management
2. Public Toilets
3. Cemetery
4. Linmore Court Storage Unit
5. Allotments at Church Road and Thetford Road
6. Market
7. Clock Tower
8. Use of Town Van
9. Caretaking and Cleaning (included within Office Risk Assessment)
10. Lifting and Handling (included within Office Risk Assessment)
11. New and expectant mothers
12. Lone Working (included within Office Risk Assessment and Grounds Maintenance)

## 8. EMPLOYMENT OF CONTRACTORS

8.1 The notes to be given to contractors are attached at Annex [XX].

## 9. REPORTING AND RECORDING ACCIDENTS

9.1 Accidents shall be reported to the Town Clerk who will record them in the Accidents Record Book. Near misses should also be reported and recorded.

## 10. SMOKING

10.1 Smoking is not allowed in Council premises.

## OFFICES

### 1. HEATING, LIGHTING AND VENTILATION

- a) Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day.
- b) Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials.
- c) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

### 2. ELECTRICAL EQUIPMENT

- a) All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- d) Only equipment provided by the Council should be used.
- e) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

### 3. FURNITURE, FITTINGS AND EQUIPMENT

- a) Heavy equipment and furniture must not be moved by individuals.
- b) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- c) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.
- d) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

### 4. FIRE PRECAUTIONS

- a) All staff must be fully conversant with the "Fire Alert" system displayed in the offices.
- b) Exit corridors, landings and stair cases must be kept clear at all times.
- c) Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- d) Waste paper bins must be emptied regularly.

### **GROUNDS MAINTENANCE**

- 1. Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
- 2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
- 3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
- 4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.

5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
7. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
8. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
9. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use. Those using ladders must be able and competent to do so.
10. Pathways on Council owned premises shall be inspected annually.