



Health and Safety at Work Policy

Policy Document

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2. Introduction

(Health & Safety at Work Act 1974)

Hornsea Town Council (thereafter referred to as “the council”) aims to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, and to provide such information, training and supervision as they need for this purpose.

The Council accepts its responsibility for the health and safety of other people who may be affected by its activities.

3. Policy

The Council Will:-

- (i) Maintain necessary and up-to-date knowledge and keep contact with relevant outside bodies and developments in legislation, code of practice and other guidance material relating to the activities of the council.
- (ii) Ensure that all UK & EC Legal requirements are met and that steps are taken to comply with changes in these requirements.
- (iii) Ensure staff have the necessary training to their duties, in particular accident prevention and safe methods of working.
- (iv) Will carry out the necessary risk assessments on all activities of the Council, reviewing the risks on a regular basis.

Responsibility

Overall and final responsibility for Health & Safety and related matters rests with the Council. However, day-to-day responsibility for implementation of this policy is delegated to the Town Clerk.

Under the Health & Safety at Work Act, all employees

- (i) Are under a duty to take reasonable care for the Health & Safety at Work of themselves and any other people who might be affected by these acts or omissions.
- (ii) Are under a duty to co-operate with their employer and others to enable them to comply with statutory duties and requirements.
- (iii) Must not intentionally or recklessly misuse anything provided by the employer or anyone else in the interests of Health & Safety or welfare.

General Arrangements

- (i) **Accidents**
Details of any accident will be logged in the Accident Book and any first aid rendered by a qualified individual who will also take responsibility for ensuring that adequate supplies are maintained in the first aid box.
- (ii) **General Fire Safety**
Details of the arrangements covering fire alerts will be available.
- (iii) **Training**
Employees will receive all training necessary to ensure that they are able to do their job safely. The Council will maintain records of any training.

- (iv) **Visitors**
Any employee being visited must ensure that visitors act in a fully safety conscious manner.
- (v) **Housekeeping and Premises**
Cleanliness – Whilst the landlord is responsible for the cleanliness of the building, all employees are responsible for ensuring the cleanliness and tidiness of their own areas of work.
Waste Disposal – All waste will be placed in bins provided and disposed of in accordance with current legislation.
- (vi) **Electrical Equipment**
Only electrical equipment provided and authorised by the Council may be used. Checks will be carried out as to suitability for the activity. Results will be recorded. All electrical equipment will be maintained and used in accordance with the manufacturer's specification. Any electrical equipment found to be faulty will be immediately removed from service and clearly labelled as such until approval is given for its return to service.
- (vii) **Visual Display Units**
The Council will comply with the Health & Safety (Display Screen Equipment) Regulations 1992. Assessments will be carried out at workstations of employees who use display screen equipment and the assessment shall be recorded. Assessments will cover such items as position of the screen, keyboard, lighting, noise, temperature, reflections, seating positions, and layout. Current legislation will be complied with. Work will be planned to provide breaks for employees utilising VDUs or a change of activity to prevent constant exposure to the VDU screen. The Council will provide sufficient training to employees to ensure that they are fully aware of how to use all aspects of their workstation equipment safely and how to make best use of it to avoid health problems.
- (viii) **Provision and Use of Work Equipment**
The Council will comply with all current legislation. Work equipment covers almost everything. Assessments will be carried out to ascertain suitability for use.
- (ix) **Personal Protective Equipment at Work (PPE)**
The Council acknowledges that the use of personal protective clothing as a means of saving or protecting the employee from injury must be as a last resort. Every means available to the Council to eliminate or reduce possible causes of harm to the employee must be considered first.

A risk assessment will be carried out. When it is identified that PPE needs to be supplied it will be supplied to the employee free of charge, be suitable for that person, compatible for the work and comply with EC design. It will also be maintained in a good and clean condition suitable for its purpose and stored correctly when not in use. Employees who have been issued with PPE will be required to use it.
- (x) **Manual Handling**
The Council recognises that from time to time employees may be required to lift loads in the workplace. All areas of manual handling will be assessed for risk. Assessments will take into account the physique of the person, the shape, size, weight of the load, temperature and any protective equipment required to be worn when carrying out the risk. Assessments will be recorded.

Specialist training will be given when the need is identified.

4. Error Resolution

If at any time we (Hornsea Town Council) are found to be in breach of the relevant rules, we shall endeavour to resolve the issue immediately.

5. Policy Controls

5.1 Policy Compliance

It is the responsibility of the Town Council and Council employees to comply with this policy.

5.2 Policy Review Criteria

The following events may trigger a review of the policy;

- Changes to internal processes that affect this policy;
- Changes in regulation or legislation;
- A specific incident which necessitates a review of the policy;
- A specified review date being met.

5.3 Policy Review Period

The policy will be reviewed within 12 months of implementation unless an alternative review criteria has been met.

6. Appendix