

This procedure is a document that sets out North Tawton town Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

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Introduction

This policy sets out the general principles and approach that North Tawton Town Council (The Council) will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible.

It is the responsibility of all councillors' and employees of the council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

THE COUNCIL'S SAFETY POLICY STATEMENT

1. North Tawton Town Council, in accordance with the requirements of **The Health and Safety at Work Act (1974)**, and **The Management of Health and Safety at Work Regulations (1998)**, accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.
2. The Council will take all reasonable steps to ensure that it complies with the law on Health, Safety and Welfare and any relevant Regulations, Approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.
3. The Council will seek as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.
4. The Council will take all reasonable steps to ensure:
 - a. That information, instruction, training, supervision, equipment, and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.
 - b. That its work, in all its forms, is done in ways so that members of the public are not put at risk.
 - c. That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
 - d. That this policy is brought to the attention of all employees, members of the public, contractors, volunteers, and Councillors and is reviewed annually.
 - e. That when necessary, there is consultation and negotiation with employees on health, safety, and welfare at work to ensure continuing improvement.
5. As the Council's Safety Officer, the Town Clerk will:
 - a. Implement the Health and Safety Policy.
 - b. Keep informed of relevant health and safety legislation.

- c.** Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
 - d.** Make effective arrangements to implement the Health and Safety Policy.
 - e.** Ensure actions that have been approved by the Council to remove, or to mitigate against, risk is carried out.
 - f.** Ensure that matters of health and safety are regularly discussed at meetings of the Council.
 - g.** Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures.
 - h.** Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
 - i.** When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident.
 - j.** Act as the contact and liaison point on behalf of the Council.
 - k.** Any accidents, injuries or dangerous occurrences must be recorded in the accident book retained by the Clerks and where necessary the Town Clerk will report these to the HSE by telephoning 0845-300-99-23. Thereafter all such accidents should be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence the Chairman or in their absence the Vice-Chairman should be informed immediately.
 - l.** The Town Clerk shall keep the accident book and copies of all risk assessments, method statements and Health and Safety documents, in labelled Health and Safety files, in the council office.
 - m.** Any accident involving a resident on open public spaces for which the Parish Council is responsible, shall be reported to the Clerk and recorded in the accident book.
 - n.** The Town Clerk is responsible for investigating any accidents and reporting them to the Council.
- 6.** The Council is responsible for managing safety, based on the council's safety policy.
- 7.** Town Councillors are also responsible for Health and Safety compliance in their role as Trustees of the Memorial Park and the play equipment and environs will be subject of an annual risk assessment and report.
- 8.** All Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions.

9. The Council is responsible for acting on investigation findings to prevent a recurrence and reviewing the relevant risk assessment(s).

10. Working environment at the Town Council Office

Heating, Lighting and Ventilation

- a. Temperature must reach a minimum of 16 degrees Celsius within one hour of the normal start of work time.
- b. 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.

Electrical Equipment

- a. The 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.
- b. 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Fuses must be fitted to suit current load of the equipment being used, eg desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- c. Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors.
- d. 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.
- e. Defective equipment must never be used. Employees should not attempt to effect repairs to electrical equipment, unless competent to do so.

Furniture, Fittings and Equipment

- a. Heavy equipment and furniture must not be moved by an individual.
- 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.

11. Personal Safety

- a. The Clerk should arrange to meet contractors or members of the public, at the office. If the Clerk has any concerns regarding their personal safety, they may ask for a Councillor to accompany them. The video camera sited on the office wall should be checked on a regular basis to ensure it is recording and in good working order.
- b. Where arrangements need to be made to meet contractors outside the office e.g. site visits, the Clerk should consider their personal safety and, if necessary ask a Member of the Council to accompany them.

12. Fire safety

- a. A fire risk assessment for council property is located in the Health and Safety file located in the office and will be reviewed and revised as and when necessary (or at least annually)
- b. All members of the Council must be made aware of the Fire Risk Assessment and its contents.
- c. Any electrical equipment brought onto council premises shall be safe, in good working order and used in a safe manner.

13. Risk Assessments

- a. The Council will carry out risk assessment of its activities as and when necessary and review these annually.
- b. The Council will set up and monitor policies and procedures to reduce any risks that are identified.
- c. The Council requires contractors to supply a Copy of their current Public Liability Insurance and statements of Safe Systems of Work prior to starting any major works on behalf of the council and issued with a notice to contractors (see Appendix I)

Appendix I

NOTICE TO CONTRACTORS

For North Tawton Town Council to comply with Health and Safety Legislation, all outside contractors employed to do work are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the **Health and Safety at Work Act 1974**, and relevant statutory provisions.
2. The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
3. The council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.
4. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.