

Patchway Town Council



Health and Safety Policy

General Statement of Policy

It is the policy of Patchway Town Council to comply with the terms of the Health & Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations 1999 and all and any subsequent legislation and to provide and maintain a healthy and safe working environment. Patchway Town Council's health and safety objective is as follows.

To be aware of all aspects of Risk on the premises operated by them; and to minimise the number of instances of Risk, Occupational Accidents and Illnesses, ultimately achieving a safe and accident free workplace.

All employees will be provided with such equipment, information, training and supervision as will be necessary to implement the policy and achieve the objective.

Patchway Town Council recognise and accept their duty to protect the health and safety of all visitors to the Council, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

Whilst Patchway Town Council will take all reasonable care to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Council. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any other person.

Patchway Town Council will provide employees with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task, or feels it would be dangerous to perform a specific job, then it is their immediate duty to report this to the Town Clerk or Deputy Clerk.

An effective health and safety Programme requires continuous communication between employees at all levels and the Town Council. It is therefore, every employee's responsibility to report immediately any situation that could jeopardise their wellbeing or that of any other person.

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ALL injuries, however small, sustained by a Patchway Town Council employee at work or any person on Patchway Town Council controlled property must be reported to the Town Clerk, or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Patchway Town Council's health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of the Town Council's operations occur.

Specific arrangements for the implementation of the policy and the personnel responsible should be constantly kept under evaluation and the new Chairman of Patchway Town Council should sign this statement annually usually on the occasion of the Council's AGM, together with the Town Clerk.

Signed:

TOWN CLERK

Signed:

CHAIRMAN of Patchway Town Council

DATE:

Adopted: 18th October 2022.

Review: October 2023.



PATCHWAY TOWN COUNCIL

HEALTH & SAFETY

GENERAL STATEMENT OF POLICY

SAFETY PERSONNEL

Personnel with individual responsibilities for health and safety within Patchway Town Council are as shown in Annex A.

CONSULTATION

Patchway Town Council is aware that communication between all employees is an essential part of effective health and safety management. Consultation will be facilitated by means of the Personnel Committee, which meets every month. A Health & Safety report is submitted quarterly to this committee and any urgent concerns will be reported separately as necessary. The health & safety responsibilities of the Personnel Committee are outlined in Annex B.

The purpose of the Committee is to provide a forum in which information may be transmitted and employee questions on health and safety issues may be satisfied. These meetings are also an effective way of assessing, reviewing and updating the continuing effectiveness of the health and safety policy.

COMMUNICATION

Patchway Town Council will endeavour to communicate effectively to employees their commitment to safety and to ensure that all employees are familiar with the Council health and safety policy. Patchway Town Council's normal channels of communication with employees are:

- ✚ orally, in the form of directions and statements

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✚ in writing, in the form of contracts, working directives and this policy statement
and
✚ by training and example.

CO-OPERATION AND CARE

Co-operation between employees is fundamental to a successful health and safety policy leading to a healthy and safe working environment.

All employees are expected to co-operate with the health and safety officer, and to accept their individual duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the Council.

There is a Policies & Procedures Folder and a Risk Assessment Folder on each site which all employees are expected to be familiar with. These contain Policies, Procedures and Risk Assessments. Employees have a duty to report any health and safety concerns, or information they consider to be incorrect or missing to Patchway Town Council.

SAFETY TRAINING

Patchway Town Council regards safety training as an indispensable ingredient of an effective health & safety programme. It is essential that employees in the organisation be trained to perform their job effectively and safely. Patchway Town Council will endeavour to train all employees in safe working practices and procedures, prior to being allocated any new role.

Training sessions will be held at regular intervals and will provide another opportunity for workers to express any concerns they might have regarding their jobs. The Town Clerk/Deputy Clerk are responsible for effective on-going safety training on a day-to-day basis. If any employee is aware of any area of training that is required that is not being implemented it is their duty to take this to the Town Clerk/Deputy Clerk as a matter of urgency.

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WORK EQUIPMENT AND PERSONAL PROTECTIVE EQUIPMENT

With regard to work equipment and personal protective equipment it is the policy of Patchway Town Council to comply with all relevant legislation and to comply with the law as laid out in the Provision and Use of Work Equipment Regulations 1998. The Town Council will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is being used and will be maintained in good working order and repair. All workers will be provided with adequate information and training to enable them to use work equipment safely and to be protected where relevant.

MANUAL HANDLING OPERATIONS

Patchway Town Council's policy is to comply with relevant legislation as laid down in the Manual Handling Operations Regulations 1992, amended 2002. All possible steps will be taken to assess any Risk (taking into account the task, the load, the working environment and the capability of the individual involved) to ensure that the risk of personal injury is reduced to the lowest possible level.

CONTROL OF HAZARDOUS SUBSTANCES

It is the policy of Patchway Town Council to comply with the law as laid down in the Control of Substances Hazardous to Health Regulations 2002 (COSHH). A Risk Assessment will be conducted of work involving exposure to substances considered hazardous to ensure that the exposure of ALL employees to hazardous substances is minimised and adequately controlled. All employees likely to come into contact with such substances will receive all necessary training and information on the relevant health and safety issues.

ELECTRICITY AT WORK REGULATIONS

It is the policy of Patchway Town Council to comply with the law as set out in the Electricity at Work Regulations 1989 in order to ensure that all employees' exposure to the risk of electricity is minimised and adequately controlled in all cases. The electrical installation and all portable electrical appliances will be tested on an annual basis. An independent electrical contractor or 'competent person' as defined in the 1989 Regulations is to person to carry out the tests, although some equipment may be tested in house on an ongoing basis or plugged into a residual-current device (RCD) (eg sounds systems brought in by hirers, etc).

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FIRE SAFETY

It is the policy of Patchway Town Council to comply with the law as set out in the Regulatory Reform (Fire Safety Order) 2005.

A separate Fire Safety policy has been drawn up and implemented. The Health & Safety representatives assist in establishing good routines, housekeeping and any special hazards on each site.

The Town Clerk/Deputy Clerk and all staff are responsible for ensuring compliance with fire safety and prevention codes, for reviewing practices and procedures, and for advising on safe practices and procedures. A policy has been established and implemented. Personnel with specific responsibilities for the maintenance and testing of fire alarms, firefighting equipment and emergency fire procedures will be identified and shown on Annex A.

The Town Clerk and the Chairman of the Council are responsible for ensuring the safe provision and maintenance of fire prevention and detection equipment, and their efficient use, on all sites.

A Fire Log Book is located on each site which all employees are expected to be familiar with. This contains information and statutory testing records.

ACCIDENT REPORTING AND FIRST AID

Patchway Town Council will make all efforts to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Council have a duty to ensure that in the case of death, injury or accident to any person involved in the premises a full report must be completed in line with the statutory regulations and within the prescribed time scale. Because of the seriousness of this, a full description of the accident procedure is set out in Annex C.

Basic details of First Aid are also detailed in Annex C and it is the responsibility of all staff to ensure that they are aware of the location of both the accident book and the first aid kit on all sites. Emergency procedures for each site are located at each site and should be followed.

DUTY OF CARE

Patchway Town Council is aware that its duty of care extends to all hirers of its facilities, members of the public and all other people. Risk assessments and inspections will be conducted in the relevant areas whenever necessary or where

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there are significant changes in the nature and/or scale of operations. Patchway Town Council complies with the Equality Act 2010. Premises have been audited and reasonable adjustments made.

ANNEX A

Overall Responsibility for Health and Safety Implementation

The Chairman and the Town Clerk

Delegated Overview, Daily Implementation Overview and Recording

Councillors

Actioning, recording and reporting on a daily basis

All Employees, either as directed, or in the course of their normal daily duties.

EMPLOYEES WITH SPECIFIC RESPONSIBILITIES AS SHOWN BELOW

FIRE SAFETY

All Employees, either as directed, or in the course of their normal daily duties.

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Patchway Town Council

PATCHWAY TOWN COUNCIL THE AREA OF COMPETENCE OF COMMITTEES

All committees have delegated power to act on behalf of the Council within their Terms of Reference, subject to Council's Standing Orders.

PERSONNEL COMMITTEE

The Area of Competence of the Personnel Committee includes:

To consider, report and ensure implementation of all Health & Safety Issues and matters for which Council is responsible. The Committee acts as a vehicle to consider, discuss, and recommend solutions to Health & Safety Issues affecting Patchway Town Council.

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Accident Investigation & Reporting and First Aid

It is the policy of Patchway Town Council to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

ALL accidents must be logged in the accident book on each individual site and countersigned by the Town Clerk, or the Deputy Clerk in her absence, as soon as possible after the accident has been reported. Once the accident form has been completed it is to be forwarded to the office as soon as is possible.

Patchway Town Council sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident which is considered serious a report will be drawn up by the Town Clerk, or a person appointed by the Town Clerk, to the Council detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable and anyone required to give an official statement has the right to have an appropriate representative present for support.

Details of all accidents and following action will be reported the Personnel Committee as part of the quarterly Health & Safety report. Any significant accidents or incidents will be reported separately as required.

First Aid Boxes

First aid boxes are located at:

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Callicroft House, BS34 5DQ – Kitchen

Scott Park, BS34 5JR – Garage and Pavillion

Casson Centre, BS34 5DQ - Kitchen

All PTC vehicles

All PTC Grounds staff have portable first aid kits

All first aid boxes are clearly marked and are easily accessible by all employees during all working hours.

Some staff have been trained in First Aid and the intention is that all staff will have first aid training.

All staff responsible for reporting all cases of accident and disease to the Town Clerk, who is responsible for onward notification to the Chair. Accident records are compiled and stored by the Administrator (Health & Safety) in the Patchway Town Council Office. All sites have an Accident Report Book, which is kept with the First Aid Kit. All staff should be aware of the location of this book on each site. The Town Clerk is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR Regulations where applicable.

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