



Seaton Town Council Constitution

Chapter 14 Health & Safety Policy

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Health & Safety Policy Statement

Seaton Town Council (‘The Council’) recognises that it has statutory obligations under the Health and Safety Acts to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, contractors, tenants, hirers and members of the public. It is our policy to provide information, instruction, training and supervision as needed for this purpose.

The Council also accepts the responsibility of the Health and Safety of other people who may be affected by its activities and actively seeks support from all employees, whatever their status, in the promotion of strategies and procedures to achieve the objectives of this Policy.

Accordingly it will, so far as is reasonable and practicable, take steps to meet this responsibility paying particular attention to the provision and maintenance of:-

- a) Plant, equipment and systems of work that are safe.
- b) Safe arrangements for the use, handling, storage and transport of articles and substances.
- c) Sufficient information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
- d) Safe places of work and safe access to them. Safe public areas where these are under Town Council control.
- e) A safe and healthy working and operating environment.
- f) Adequate facilities for welfare at work.

All employees and members of the public are reminded of their duty to take reasonable care for the safety of themselves and others who may be affected by their acts or omissions and to co-operate with others who may be affected by their acts or omissions and to co-operate with council staff to secure compliance with statutory duties placed upon them. This is in addition to the responsibility of the council and its managers/ supervisors for ensuring generally safe conditions of work. You must not do anything that could threaten the health or safety of yourself, fellow employees, customers or members of the public. (Health & Safety Act 1974 and the Management of Health and Safety at Work Regulations 1999)

The arrangements for the implementation of this Policy are set out in Sections 2 and 3 and this information can also be found in the Staff Handbook.

The policy will be kept up to date as required and to ensure this, the Policy and the way it is operated will be reviewed annually.

A copy of this policy is issued to all employees and Councillors.

Section 2

Day to Day Health and Safety Responsibilities

The Council

- Should maintain an effective programme to ensure that all workplace hazards are systematically identified and appropriate measures introduced to control these hazards. Risk Assessments to be undertaken on an annual basis.
- Should maintain a Hazard management programme to be monitored and reviewed to take account of changes within the workplace.
- Should ensure all employees have the opportunity to participate in the development of good working practices, have all relevant documentation relating to Health and Safety available, receive training where relevant and are provided with the necessary information to undertake their duties safely.
- Should ensure all necessary personal protective equipment is provided to employees, that they are trained in its use and proper maintenance and storage.
- Should encourage all staff to set a high standard of health and safety management.
- Should insist that all contractors comply with the necessary health and safety standards.

Employees

- Should take responsibility for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Should co-operate with the Council to achieve a healthy and safe workplace and report any health and safety problems that arise which they are unable to resolve themselves.
- Should carry out their duties in a way that does not adversely affect their own health and safety and that of others and to ensure that personal protective equipment is used at all times if required.
- Should not misuse any equipment provided in the interests of health and safety and their welfare.
- Should undertake any training and or instructions in health and safety related subjects to ensure that they are competent to carry out their health and safety responsibilities.

Section 3

Arrangements for Health and Safety Systems and Procedures

General Safety and Conduct of Employees

- Employees are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all employees. A declaration by the employee must be read, understood and implemented by all employees. A declaration by the employee must be signed when the policy has been read and understood. Employees must not promote or participate in any action that may result in accident or injury.

Accidents

- It is the injured person's responsibility (if possible, given the nature of the injury or accident) to notify the Town Clerk for recording in the accident book. Should the accident be reportable to the Health and Safety Executive this will be done by the Town Clerk.

First Aid

- The first aid box is sited in the Council Office reception
- A first aid box is sited in the Council Vehicle
- Qualified First Aiders: Training will be provided for the Town Clerk and others.

Safety Training

- All staff will be given training relating to evacuation procedures, accident procedures and availability of first aid. Other training will be carried out as the need arises and records kept.

Fire Precautions

- Fire procedures are displayed adjacent to each call point. Fire evacuation drills to be carried out annually in liaison with the tenants. The assembly point is the front of The Council Offices. All hirers of the Function Room or Tenants are responsible for fire procedures during the period of their letting. These are outlined on the booking form.
- The fire alarm system to be checked as directed by the installer.
- All fire extinguishers to be checked annually by a qualified company.
- All checks to be recorded in the Fire Log Book maintained by the Town Clerk.
- The Seaton Town Council Fire Wardens are: the Town Clerk and Admin and Finance Officer

Electrical Safety

- A PAT test of electrical equipment to be done annually.
- Tenants are required to provide evidence that their PAT testing has been carried out on an annual basis

Visual Display Units (VDUs)

- All employees covered by the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) are to be provided with the Health Executive information and training booklet "Working with VDUs" about the correct use of computers, the positioning of desk, chair, monitor etc. All employees to be made aware that their employer will provide an eye test should it be required.

Hazardous Substances

- Hazardous substances used by the cleaner in the Council Offices are brought in by them and have been risk assessed under COSHH.
- Reasonable caution is applied to all other hazardous substances i.e. dishwasher tablets are kept out of the reach of small children

Risk Assessments

- A Risk assessments of the Council offices to be carried out and reviewed annually.

The findings to be reported to the Council. Actions required to remove/control risks to be approved by the Council.

Female Employees of Child Bearing Age

- Should any person in this category notify the Council of pregnancy, a risk assessment will be carried out on her work according to the requirements of the management of Health and Safety at Work Regulations 1999.

Policy Review

- This Policy will be reviewed and updated following any major changes in procedures, personnel or annually whichever occurs first.

All risk assessments and training records to be kept available for inspection.

Declaration by Employee/Councillor

I declare that I have read and understood and will implement the Seaton Town Council Health and Safety Policy:

Signed:.....

Name (print):

Position:

Date:

Adopted – February 2019

