



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 Health & Safety Policy (‘the 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 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, as a minimum.

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 are to be undertaken where necessary and 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 hold public liability insurance for a minimum of £5 million.

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 Policy is a document that 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

- All injuries, no matter how small, must be recorded, including injuries to staff, sub-contractors, visitors and members of the public. Some may need to be reported to the Health and Safety Executive.
- An accident is defined as “an unplanned event with the potential to cause damage to property or injury to people”. There is no such thing as a minor accident. An object falling from height that does not result in damage or injury is still an accident and would need to be recorded as a ‘near miss’. It is essential that all accidents are recorded, especially those involving injuries.
- All accidents and near misses will be recorded in an accident book. The Town Clerk will ensure that suitable investigations are undertaken and reports made, where relevant.
- Some accidents must be reported to HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These are generally major incidents, a full list is attached to this policy. Failure to report is an offence.

First Aid

- In the event of a person being hurt, the first responsibility is to ensure that any necessary first aid is promptly administered to the injury.
- First Aiders are only expected to administer help and assistance to a level which they feel comfortable and confident with.
- The first aid box is sited in the kitchen at the Marshlands Centre.
- A first aid box is sited in the Council’s vehicle.
- The Council’s trained first aiders are:
 - Deputy Clerk
 - TIC and Administration Officer
 - Facilities and Projects Officer
 - Town Maintenance Officer

This training was completed on 24th January 2024 and is valid for a period of 3 years.

Staff 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 Safety

- Fire procedures are displayed adjacent to each call point. Fire evacuation drills to be carried out annually in liaison with the tenants of Marshlands. 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 and in their lease agreements.
- The fire alarm system to be tested weekly and checked annually as directed by the fire safety contractor.
- The emergency lighting to be tested monthly and checked annually as directed by the fire safety contractor.
- All fire extinguishers to be checked annually by the fire safety contractor.
- Fire Alarm system to be checked annually by the fire safety contractor.
- All checks to be recorded in the 'Fire Log Book' which is sited on the Health and Safety noticeboard at the Marshlands Centre.
- The Town Clerk is ultimately responsible and will oversee that fire requirements are adhered to but will delegate some duties to the administration staff who are the nominated fire wardens.
- The nominated fire wardens will ensure that all people leave the building directly and immediately in the event of an evacuation and congregate at the designated assembly point. They will account for any missing persons and liaise with the fire service in the event of a fire. The nominated fire wardens are the Deputy Clerk and Facilities and Projects Officer.
- All staff are expected to assess risks on a day to day basis and to carry out housekeeping checks to identify any potential fire hazards.

Electrical Safety

- A programme of inspection of portable electrical equipment will be undertaken.
- All employees to visually inspect work equipment noting any hazards.
- A PAT test of electrical equipment to be done annually by a competent person. The results to be recorded and all equipment to be marked at the plug noting the date for retest. Any equipment failing this test will be removed.
- An electrical installation condition inspection to be carried out every 5 years to ensure suitability and as part of the fire safety management systems.
- Tenants are required to provide evidence that their PAT testing has been carried as required.
- Employees are not permitted to use personal electrical equipment unless it is brand new, in its original packaging with a manufacturer guarantee / warranty or carries upto date PAT testing certification.

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 and Safety Executive information and training booklet "Working with VDUs" about the correct use of computers, the positioning of desk, chair, monitor etc.
- All employees to ensure that the workspace and equipment meets their requirements and to inform the Town Clerk of any reasonable adjustments or additional equipment that are required.

- All employees to be encouraged to take regular breaks, every 40-50 minutes to enable the body to recover from the fatigue of holding a static position.
- All employees to be made aware that their employer will cover the cost of an eye test, should it be required and will also cover the cost of any prescription lenses required specifically for DSE use.

Lifting and Handling

- The Council does not expect staff to lift and carry heavy weights and when required, both external contractors and the appropriate equipment will be sourced for this purpose.
- The Council will issue all staff with manual handling guidance issued by the Health and Safety Executive.
- All staff to complete mandatory online manual handling training

Driving at Work

- The Council will take all reasonable steps to manage the health and safety of those staff who need to drive as part of their role. Driving at work is defined as any journey where the Council picks up the cost by way of mileage expenses, a car allowance or a council owned vehicle. This does not cover travelling to and from work.
- Where a Council owned vehicle is used, staff must report any suspected mechanical defects and not drive the vehicle until these have been investigated.
- If an employee uses their own vehicle, they are required to maintain it in a roadworthy condition. They must also ensure they have the appropriate business use insurance cover and a current MOT certificate, if applicable.
- It is offence to use handheld mobile phones and PDAs whilst driving.
- Any road accidents whilst travelling on business must be reported to the Town Clerk.

Control of Substances Hazardous To Health (COSHH)

- COSHH Regulations 2002 require employers to control substances that can harm workers' health.
- Hazardous substances used by council staff and cleaning contractors are to be stored in a designated, locked COSHH cupboard.
- Reasonable caution is applied to all other hazardous substances i.e. washing up liquid and anti-bacterial solutions.

Risk Assessments

- The Town Clerk is responsible for overseeing that suitable risk assessments are undertaken where necessary.
- The purpose of the risk assessments will be to identify the existing measures required to reduce risk and to assess whether any additional measures are necessary.
- Any findings to be reported to the Council. Actions required to remove/control risks to be approved by the Council.
- A risk assessment of the Council offices / Marshlands Centre to be carried out and reviewed annually.

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

Lone Working

- The Council will take all reasonable steps to avoid staff working on their own but there will be occasions when this will be unavoidable.
- All staff to be provided with a copy of the Lone Working Policy and Procedure.
- All staff are required to sign in and out of the building
- All staff are to share with the Town Clerk, any details of any health conditions which may lead to an increased risk when lone working.

Stress Management

- The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them” This makes the distinction between pressure, which can be positive if managed correctly and stress, which can be detrimental to health.
- The Council is committed to protecting the health, safety and welfare of employees and recognizes that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.
- The Council to conduct risk assessments as required to manage stress or to control risks from stress and provide training for all managers and supervisory staff in good management practices.
- The Council has a Dignity at Work Policy and a Code of Conduct policy detailing procedures to be followed for staff affected by stress caused by poor behaviour in the workplace.
- The Council to provide confidential counselling for staff affected by stress caused by work and will monitor factors highlighted as stressful, manage change appropriately and seek to understand employee’s concerns.

Smoking at Work

- It is Council policy that all council owned workplace buildings and Council owned vehicles are smoke free.
- Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. Substantially enclosed includes door entrances and council owned vehicles. The same prohibition applies to vaping (the use of electronic cigarettes).
- The Council to implement a Smoking policy which outlines procedures it will follow in the event of non-compliance.
- “No Smoking” signs to be clearly displayed in the Council offices.

Policy Review

- Seaton Town Council is committed to reviewing its policies and making improvements where possible.
- 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.

Adopted: December 2024
Next review date: December 2025

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:

