

# YEOVIL TOWN COUNCIL



## HEALTH AND SAFETY POLICY

### 1. Introduction

Yeovil Town Council has adopted a Health and Safety Policy for the protection of all Employees, Volunteers, Councillors, Visitors, Contractors and Service Users. This document details the Policy that has been set up within the Council to ensure compliance and safe work practices.

### 2. Declaration

Yeovil Town Council recognises and accepts its responsibilities under the Health and Safety etc. Act 1974 including the responsibility to:

- Provide, manage and maintain safe and healthy workplaces, grounds and properties;
- Provide adequate and appropriate facilities and arrangements for welfare, health and wellbeing at work;
- Provide, manage and maintain plant and equipment and safe systems of work;
- Ensure safe access to and from workplaces, grounds and properties;
- Work to prevent accidents and work related ill health;
- Identify hazards and conduct formal risk assessments in order to minimise the risk for all activities of the Council;
- Ensure that control measures and emergency procedures are in place, effective, properly used, monitored and maintained;
- Provide the information, instruction, training and supervision required at all levels to ensure that staff and volunteers are competent to supervise or undertake their duties and aware of any related hazards and the measures to be taken to protect against them;
- Keep up to date with best practice in relation to health and safety and comply with all relevant legislation and authoritative guidance; and
- Monitor the safety performance of contractors who work for the Council.

Yeovil Town Council is committed to complying with the requirements of the Management of Health and Safety at Work Regulations 1999 and other regulations that apply to the Council's work activities.

Yeovil Town Council is committed to achieving high standards of health and wellbeing, safety and environmental practice throughout the Council. It recognises and accepts its responsibility as an employer and a service provider to provide healthy and safe workplaces, grounds and properties.

Yeovil Town Council expects employees, Councillors, volunteers, and contractors who work at or on behalf of the Council to share this commitment by complying with the Council's policies and procedures and to understand that they too have a legal and moral obligation to themselves and to one another.

### **3. General Health and Safety**

Copies of this policy will be available to all Council employees, volunteers and other interested parties.

All employees have a responsibility to co-operate with the Town Clerk to achieve a healthy and safe workplace.

Full Council has the ultimate responsibility for the health and safety of Yeovil Town Council but discharge this responsibility through the Town Clerk down to individual employees.

All references to Health and Safety within this policy include wellbeing.

### **4. Health and Safety Responsibilities**

#### **4.1 Full Council Responsibilities**

Full Council will ensure that:

- They provide a lead in developing a positive health and safety culture throughout the organisation;
- All its decisions reflect its health and safety intentions;
- Adequate resources are made available for the implementation of health and safety; and
- They will promote the active participation of workers in improving health and safety performance

The Full Council has nominated the Town Clerk to have overall responsibility for health and safety. The Deputy Town Clerk(s) will be responsible in the absence of the Town Clerk.

The Council will strive to maintain excellence in health and safety matters in this respect, employees and others are encouraged to co-operate with the Town Clerk in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory. The Council will at all times consult with the employee on these matters.

#### **4.2 The Town Clerk's Responsibilities**

The Town Clerk will have at least a basic knowledge and understanding of the Health and Safety at Work etc. Act 1974 and its associated Regulations and Approved Codes of Practice. It will be the responsibility of the Town Clerk to keep all employees and volunteers advised as to their responsibilities in respect of health and safety matters.

In order to protect the safety and health of employees, volunteers and other affected by the Council's operations, the Town Clerk will:

- Take reasonable steps to familiarise herself with the hazards and risks associated with the Council's activities and with the precautions which need to be taken to eliminate or control those risks;
- Establish procedures to deal with any emergencies;
- Ensure that employees and volunteers receive sufficient training and information so that they can carry out their duties, safely and competently;
- Ensure adequate funds and facilities are available for this purpose.
- Before entrusting work tasks to employees and volunteers, take into account their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity;
- Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all employees, volunteers and others working on behalf of the Council;
- Recommend any changes, developments and amendments to the policy, when there is a change in circumstances in work practice or the introduction of new legislation;
- Ensure that all employees and volunteers carry out the health and safety responsibilities allocated to them;
- Ensure the safety performance of the Council is monitored and take action to remedy any identified deficiencies and ensure follow up action is taken as needed;
- Investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrence;
- Ensure sufficient records are kept;
- Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made;

- Ensure that all necessary PPE (Personal Protective Equipment) is provided to employees and volunteers and that instruction is given on its use;
- Ensure that adequate insurance cover is provided;
- Inform the Health and Safety Executive of all notifiable accidents;
- Arrange appropriate training for all employees and volunteers; and
- Maintain a training record for all employees.

Actively promote the Council's policy for Health and Safety

Ensure the circulation of information relevant to Health and Safety to employees, volunteers and other parties

Ensure that all responsibilities for Health and Safety are properly assigned, accepted and fulfilled.

Plan for adequate staff, funds and materials to meet the requirements of the Policy.

### **4.3 Employees Responsibilities**

All employees must:

- Take reasonable care of their own safety
- Take reasonable care of the safety of others affected by their actions
- Observe the safety rules
- Comply with the Health and Safety Policy
- Conform to written or verbal instructions given to them to ensure their personal safety and the safety of others
- Dress sensible and safely for their particular working environment or occupation
- Conduct themselves in an orderly manner in the work place
- Use all safety equipment and/or protective clothing as directed
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- Maintain all equipment in good condition and report defects to the Town Clerk
- Report any safety hazard or malfunction of any item of plant or equipment to their line manager
- Report all accidents to the Town Clerk whether an injury is sustained or not
- Attend as requested any health and safety training course
- Observe all laid down procedures for processes, materials and substances used
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

#### **4.4 Contractors and Visitors**

Where contractors and sub-contractors are engaged by the Town Council they must maintain effective control of themselves and those working under them, so as to ensure that they comply with the responsibilities and duties under the Health and Safety at Work etc Act 1974. The Council shall ensure that those not in employment of the Council, including the general public, are not exposed to risks to their safety of health when on the Council's premises, or in the vicinity of other Council activities.

### **5. Health and Safety Rules**

These rules are prepared in accordance with legal requirement. Failure to observe these rules will be considered a breach of the contract of employment and will result in disciplinary action being taken. Employees are reminded that a breach of health and safety legislations by an employee is a criminal offence and any action taken against an individual may result in heavy penalties.

#### **5.1 General**

- It is the duty of all employees to cooperate with the Town Clerk in fulfilling the legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interest of health, safety or welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.

#### **5.2 Working practices**

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees under the age of 18 must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids, etc, in accordance with all written instructions.
- Smoking is prohibited throughout the entire workplace including Council vehicles.

#### **5.3 Hazard/warning signs and notices**

- Employees must comply with all hazard/warning signs and notices displayed on premises.

#### **5.4 Working conditions/environment**

- Employees must make proper use of all equipment and facilities provided to control working conditions/environment.
- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- Employees must clear up any spillage or liquids within the work area in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

#### **5.5 Protective clothing and equipment**

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the appropriate manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to the Town Clerk.

#### **5.6 Fire precautions**

- Employees must comply with all laid down emergency procedures
- Employees must not obstruct any fire escape route, fire equipment or fire doors
- Employees must not misuse any firefighting equipment provided
- Employees must report any use of firefighting equipment to the Town Clerk.

#### **5.7 Accidents**

- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Employees must notify the Town Clerk of incident in which damage is caused to property.

#### **5.8 Health**

- Employees must report to the Town Clerk any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the Town Clerk on the implementation of the medical and occupational health provisions.

#### **5.9 Employer's transport**

- Employees must carry out prescribed check of Council vehicles prior to use and in conjunction with the laid down checking procedure.

- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit
- Employees must not carry unauthorised passengers or unauthorised loads
- Employees must not use vehicles for unauthorised purposes.
- Employees must not load vehicles above the stated capacity,
- Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

### **5.10 Rules covering gross misconduct**

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules
- Unauthorised removal or interference with any guard or protective device
- Unauthorised operation of any item of plant or equipment
- Unauthorised removal of any item of first aid equipment
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work
- Unauthorised removal or defacing of any label, sign or warning device
- Horseplay or practical jokes which could cause accidents
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- Misuse of any item of equipment, utensil, fitting/fixture, vehicle or electrical equipment
- Deliberately disobeying an authorised instruction.

Adopted: 27<sup>th</sup> March 2018  
To be reviewed: March 2019