

**WIGTON TOWN COUNCIL**  
**HEALTH, SAFETY AND WELFARE POLICY**

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<b>Section 1</b>	

### Health Safety and Welfare Policy

Wigton Town Council has adopted a Health, Safety and Welfare Policy to protect all of its employees, visitors, contractors and users of premises, and to encourage safe working practices. This document explains the policy and the systems that have been set up, within the organisation, to make sure that the Policy is working.

Please read this document carefully, and make sure you understand it. If you want to discuss safety matters generally, or have a particular problem, you should consult the Town Clerk.

### Statement of Health, Safety and Welfare Policy

The members of Wigton Town Council accepts its responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees,

contractors, visitors and users of premises, and others who may be affected by the council's activities, and declare their intention to meet the requirements of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions.

Wigton Town Council will continue to ensure that its policy, legal obligations and experience are applied effectively throughout the council where it has legal obligations.

The Council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the Council's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.

The Members of Wigton Town Council's objectives in this respect are to:-

- 1.** Provide and maintain workplaces, and public premises which are without risk to the health and safety of any employee, contractor, visitor, or user of premises.
- 2.** Provide a working environment of a standard which will ensure the health and safety of its employees and other persons who are likely to be affected by the Council's activities.
- 3.** Assess the risks to the health and safety of employees and of anyone else who could be affected by its work activities, record the significant findings of such assessments and make them available to employees, contractors and users of premises. The compilation and implementation of practical codes of safety and health practice and conduct will be based on these risk assessments.
- 4.** Provide, where appropriate, equipment, tools and plant which are safe and without undue risk to health.
- 5.** Institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects.
- 6.** Make proper arrangements for the safe use, handling and storage of all articles and substances used by the Council.
- 7.** Promote the instruction and training of employees in matters of health and safety, so as to enable them to recognise and avoid hazards at work.
- 8.** Inform employees, contractors, visitors and users of premises of the risks associated with its work activities by means of notices and instructions, and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health.
- 9.** Provide and maintain, where appropriate, safety equipment and protective clothing and ensure that employees are informed of their obligation in respect of its use.
- 10.** Provide first aid equipment, facilities and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of all employees, visitors and others allowed access to the council's premises.

- 11.** Institute a procedure for the recording of all accidents and instances of ill health occurring as a result of the council's activities and ensure that such incidents are investigated.
- 12.** Provide satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of employees whilst at work.
- 13.** Advise all employees, contractors and users of premises of their obligations in health and safety matters, and of the penalties for acting in such a way as to endanger the safety or health of themselves or others.
- 14.** Establish an organisation with responsibility for making this Policy effective. This includes nomination of a Health and Safety Sub-committee who shall have direct responsibility for the general oversight of health and safety within the Local Council. Councillors appointed to the Health and Safety Sub-committee to be able to appoint the Clerk, and other Members of the Local Council, to act on their behalf in carrying out relevant instructions.
- 15.** Ensure that accident prevention within Wigton Town Council is an integral part of operational management and is supported by a competent advisory service.
- 16.** Ensure the proper direction and control of all persons other than employees allowed access to the Council's premises and also ensure they are not put at risk by the council's work activities.
- 17.** Control the use of contractors on the Council's premises, and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy.
- 18.** Arrange for health and safety inspections of all premises and other areas at regular intervals, with reporting of findings and recommendations to the Members of the Council.
- 19.** Maintain arrangements with employees for joint consultation and participation in matters relating to their health and safety.
- 20.** Keep the health and safety policy statement under constant review and make improvements, additions and amendments that from time to time may be deemed necessary or desirable.

## **Section 2**

### **Organisation and responsibilities**

#### **1. The Full Council will:-**

- a) Receive reports from the Policy and Development, Health and Safety and Staffing Committee.
- b) Consider overall trends and issues likely to affect the Council.
- c) Monitor the health and safety performance of the Council and compliance with legislation.
- d) Promote a positive health and safety culture within the Council.
- e) Ensure that adequate resources are available to discharge the Council's health and safety commitments.
- f) Where necessary, give assistance to the Town Clerk in carrying out inspections in the interests of effective Health and Safety management;

g) Undertake in conjunction with the Clerk safety inspections, investigation of accidents, incidents, near misses, and other dangerous occurrences and forward reports of legally notifiable cases of disease to the appropriate authority.

2. The Town Clerk, on behalf of the Members of the Council, is to co-ordinate the implementation of the health, safety and welfare policy. The Clerk will, together with the Health and Safety Subcommittee:-

a) Advise on planning and development of health and safety training to meet the Council's requirements.

b) Advise on prevention of injury or ill health to personnel and damage to plant/equipment.

c) Advise on legal requirements affecting health, safety and welfare, and implementation of the Council's health, safety and welfare policy.

d) In conjunction with nominated Councillors, carry out routine site inspections on all council sites, reporting on failures to meet the standards set and situations where council employees are put at risk from inadequate health and safety facilities (using the appropriate reporting form).

e) Maintain a central record containing relevant Statutes, Approved Codes of Practice (ACOPs), guidance notes, certificates, risk assessment reports, terms of reference, accident reports and investigations.

f) Foster at the work place an understanding that injury prevention and damage control are an integral part of council business and operational efficiency.

g) Make arrangements for carrying out suitable and sufficient risk assessments in relation to work activities to eliminate control risk to the health and safety of employees.

h) Ensure that all employees are fully aware of, and instructed in their responsibilities as imposed by regulations, codes of practice and Council procedures, and take steps so far as is reasonably practicable to ensure that they are properly implemented.

i) Ensure that all works carried out on Council premises and all plant, machinery and equipment where relevant complies with statutory requirements and approved or agreed standards.

j) Ensure that where the Council have supplied labour to erect or install equipment of any nature, the erection or installation is of a high standard and complies with the codes of practice and current regulations.

k) Ensure that employees are conversant with the Council's accident or damage reporting procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences as specified by regulations. Also ensure that the cause of any accident and or, dangerous occurrence is thoroughly investigated and that effective follow up action ensues.

l) Provide adequate first aid supplies and facilities in accordance with current regulations, and ensure that a responsible person is appointed to take control of the situation.

m) Ensure that statutory notices as required are displayed and that all statutory registers are provided and used.

n) Ensure that periodic statutory tests, inspections and where applicable maintenance of premises are carried out and the appropriate records kept.

o) Ensure that adequate fire precautions and appliances are in place and that, in the event of an emergency, employees are conversant with the fire drill to ensure that the building/premises are vacated as quickly as possible.

p) Make available and enforce the use where necessary of safety equipment and protective clothing, in accordance with current regulations and Council instructions.

q) Ensure that all employees are competent to carry out their duties safely having received adequate information, instruction and training and where necessary that they hold a valid certificate of competence.

r) Ensure that all employees under your control are properly supervised and have been instructed and trained with regards to specific regulations and the relevant system of work and adequate training records kept.

s) Ensure that regular consultation with the workforce takes place.

All employees are to take reasonable care of their own safety and that of any one else who may be affected by their work activities, and are required to cooperate with Wigton Town Council in the fulfilment of its duties with regard to health, safety and welfare at Work. Each employee, therefore, will be responsible for:-

a) Making themselves familiar with and conforming to relevant health and safety instructions at all times.

b) Not interfering with or misusing anything provided in the interest of health, safety and welfare.

c) Reporting to the Town Clerk incidents that have led to, or may lead to, injury or damage.

d) Assisting as required in the investigation of accidents or incidents.

e) Wearing the appropriate protective equipment where required.

Signed:..... Chairman of the Council

Signed:..... Town Clerk

Dated:.....

## Section 3

### Risk Assessment

The Management of Health and Safety at Work Regulations impose wide ranging responsibilities on Wigton Town Council including the requirement to assess the risk to health and safety to employees and others arising out of Wigton Town Council's undertaking.

Wigton Town Council will carry out risk assessments in accordance with the Approved Code of Practice (ACOP) and published guidance.

General risk assessments will be carried out on all council workplaces and on all activities organised by the Council. Risk assessments will be carried out using a team approach by involving employees who are familiar with the work areas.

Risk assessments will be used to determine where action is required to achieve or maintain adequate control of risks. Any action taken will be in accordance with the principles of prevention detailed in the Management of Health and Safety at Work Regulations. Namely by;

- Avoiding the risk.
- Evaluating and reducing the risk as far as reasonable practicable.
- Combating the risks at source.
- Adapting the work to the individual.
- Adapting to technical progress.
- Replacing the dangerous with non or less dangerous.
- Implementing safe systems of work.
- Providing adequate personal protective equipment.
- Providing appropriate information, instruction & training.

The Town Clerk is responsible for:-

- a) Ensuring that all appropriate risk assessments are carried out, recorded and reviewed periodically.
- b) Ensuring that risk assessments are suitable and sufficient and accessing competent health & safety advice where required.
- c) Ensuring that action is taken to adequately control risks to health & safety identified by the assessment.
- d) Implementing, monitoring and reviewing preventative and protective measures such as safe systems of work.
- e) Ensuring that employees are kept adequately informed of risks to health & safety and control measures provided.

- f) Ensuring that contractors or visitors who may be exposed to risks are adequately informed of the risks and any precautions or preventative measures.
- g) Holding copies of risk assessment documents.
- h) Ensuring that emergency procedures are in place and are formally recorded.
- i) Ensuring that appropriate information, instruction and training is provided.

All employees have a duty to:-

- a) Take reasonable care for their own and others health and safety.
- b) Use all work items in accordance with training and advice.
- c) Co-operate with their employer with regard to health and safety matters.
- d) Report accidents and dangerous incidents.
- e) Notify their employer of any shortcomings in health and safety arrangements.

Wigton Town Council's risk assessments are held centrally by the Town Clerk. Copies of risk assessments and safe systems of work are provided to relevant employees, volunteers and contractors.

### **Contract workers**

It is Wigton Town Council's policy that when contractors are used, they will represent the company in the same way as direct labour and are required to work to the Council's policy.

The Clerk is responsible for the appointment of competent contractors. Competence is assessed by checking relevant insurance policy cover, qualification and experience, contractor references and establishing safe methods of work before work commences. Records of competency checks are retained as per record keeping policies.

Arrangements are made to ensure that they are acquainted with, and adhere to, the Council's safety policy, and any other procedure or special instructions which may be in force relevant to specific operations. In particular, work is monitored periodically for safety and quality. Where appropriate a formal record of checks carried out is retained.

A copy of the safety policy and other relevant information is given to the sub-contractor upon acceptance of terms and conditions of the contract agreement.

Adequate supervision will be necessary to complement the provision of information, instruction and training if required ensuring that the council's policy is strictly adhered to.

The Council's approved accident reporting form shall be used for the reporting of all accidents whether to property, employee or general public there to be no exceptions.

Further to the above it is a requirement to report all accidents, however minor. Serious accidents or major incidents should be reported immediately to the Town Clerk by telephone.

Should a contractor use a sub-contractor for any works it is a requirement under the Health and Safety at Work etc. Act 1974 for sub-contractors to conduct their work activities in such a way as to ensure that other persons are not exposed to risks to their health and/or safety.

## **Accident reporting**

Health and Safety at Work Act 1974

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) Reporting and Recording Accidents

There is a legal duty placed upon the Council to report and record all accidents at work. Details of all accidents involving employees or members of the public shall be recorded in the Accident Book and submitted to the Town Clerk.

Individual employees are responsible for reporting accidents and potential accidents/near misses that occur at work

All accidents and cases of ill health as a result of an accident at work are to be recorded in the accident book. The book is kept by Grounds Supervisor.

All accidents are investigated and preventative measures implemented where appropriate. Any relevant risk assessments are also reviewed by the Town Clerk and Grounds Supervisor.

## **Employee's responsibilities**

All employees are instructed at induction, of the requirements to report all accidents/near misses occurring to themselves, members of the public, volunteers or contractors in the nearest accident book and to bring the accident to the attention of the Clerk. Employees must also ensure that everything possible is done to minimise damage, particularly injury to persons.

Therefore:-

- Obtain first aid treatment for the injured person.
- Ensure that the accident/incident is reported to the Town Clerk.
- Record the accident/incident by filling in the accident book and completing a copy of the council's incident report form.

## **Employer's responsibilities**

The Town Clerk is to:-

- Establish whether the circumstances or the result of the accident/incident are immediately reportable under RIDDOR as a major injury or as dangerous occurrence.
- Investigate the accident/incident and ensure that all necessary steps have been taken to prevent any immediate further injury or damage to property.
- Ensure that an entry in the accident book has been made.
- Take what steps are necessary to remedy the cause of the accident/incident to prevent a reoccurrence.



- Ensure that if an injured employee is absent from work, or unable to carry out their normal work for more than 7 days (not including the day of the accident) Form F2508 is completed and sent to the nearest office of the Health and Safety Executive (HSE) within 10 days of the accident.

### **Personal Protective Equipment**

The Grounds Maintenance Supervisor will be responsible for ensuring that a Personal Protective Equipment Assessment is completed for each task to ensure that appropriate information, equipment, instruction and training is issued. Periodic reviews are to be initiated to ensure that Personal Protective Equipment is compatible with the wearer, in hygienic condition, in effective working order and that the measures are satisfactory for the work being undertaken.

### **Training**

Induction training will be provided for all employees by The Grounds Supervisor who will ensure that all new employees complete an Induction Checklist. Where specific jobs require special training, the Grounds Supervisor will make arrangements for this to be undertaken, which can be by a work colleague, attendance on a training course or similar. Ongoing Training will be identified, arranged and monitored by The Clerk to the Council who will also make arrangements for refresher training to be completed on an annual basis or such approved frequency determined. A training matrix will be held by the Clerk to the Council

### **Workplaces (Health, Safety & Welfare)**

Both Senior & Service Managers are responsible for ensuring that a periodic review is undertaken in their service/s area/s to check working conditions and ensure safe working practices are being followed. The Clerk to the council, in conjunction with the Grounds Maintenance Supervisor will keep the Council's Risk Assessments under review to reflect changes in activities, etc. All Employees have a duty to familiarise themselves with the Risk Assessments relevant to their work and adopt the procedures and working practices contained within them.

### **Asbestos**

The Control of Asbestos Regulations 2012 Asbestos is the largest single cause of work related fatal disease and ill health in Great Britain. Almost all asbestos related deaths and ill health are from exposures several decades ago, but where people work with asbestos or come into contact with it during repair and maintenance work, they are at risk. Working with asbestos should be avoided if possible but, if not, it must be done safely. Asbestos can be found in buildings from 1950 to 1999 in many forms. It may also be found in some vehicle brake pads and clutch linings. It has been found on the allotment sites Wigton Town Council own. The Control of Asbestos at Work Regulations 2002 (CAWR) introduces an explicit duty to manage asbestos in non-domestic premises, to manage the risk of exposure to asbestos or asbestos containing material (ACM). The duty to manage requires those in control of premises to:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;

- Assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- Prepare a plan setting out how the risks from the materials are to be managed;
- Take the necessary steps to put the plan into action;
- Review and monitor the plan periodically; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

### **Hazardous Substances**

Control of Substances Hazardous to Health Regulations 2002 (COSHH) Classification, Labelling and Packaging Regulations 2008 (CLP) Control of Lead at Work Regulations 2002 COSHH assessments are reviewed annually and are available for all employees at the Depot. The Grounds Maintenance Supervisor is responsible for identifying substances which need a COSHH assessment. Employees who use hazardous substances will ensure the appropriate control measures are implemented. The Grounds Maintenance supervisor will be responsible for ensuring that all actions identified in the assessments are implemented. Assessments will be reviewed every year or when the work activity changes, whichever is soonest

### **Working at Heights**

Provision and Use of Work Equipment Regulations 1998 Lifting Operations and Lifting Equipment Regulations 1998 Construction (Design & Management) Regulations 2015

A fall from height has sudden and irreversible consequences and can only be prevented by ensuring that each task associated with working at height is carefully planned before deciding if the method of gaining access is appropriate. The overriding principle is to do all that is practicable to prevent anyone falling. Strict adherence to the principles and practices within the Work at Height Regulations 2005, and its Schedules, is the only acceptable solution. Separate guidance is available from the Councils Health and Safety Officer.

### **Manual Handling**

Manual Handling Operations Regulations 1992 Management of Health and Safety at Work Regulations 1999

Employees will attend a manual handling course, so as to raise awareness of the risks. Refresher courses will be arranged as appropriate

### **Plant, Mechanical and Electrical Equipment**

Provision and Use of Work Equipment Regulations 1998 Lifting Operations and Lifting Equipment Regulations 1998 Supply of Machinery (Safety) (Amendment) Regulations 2011

Work equipment covers an enormous range spanning process machinery, machine tools, office machines, lifting equipment, hand tools, ladders and pressure washers, mowers, strimmers etc... Important points include: selecting the right equipment for the job, making sure equipment is safe to use and keeping it safe through regular maintenance, inspection and if, appropriate, thorough examination, training employees to use equipment safely and following manufacturers' or suppliers' instructions. Accidents involving work equipment

happen all the time – many serious, some fatal. The Town Council is committed to ensuring that all equipment is suitable for its intended use.

The Grounds Supervisor will:

- Be responsible for ensuring effective maintenance procedures are drawn up;
- Be responsible for ensuring that all identified maintenance is implemented;
- Will check that new plant and equipment meets health and safety standards before it is purchased;
- Ensure all persons are adequately trained in using equipment

### **Electrical Equipment**

Electricity at Work Regulations 1989 Electricity can kill. Most deaths are caused by contact with overhead or underground power cables. Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be the only ones at risk. Poor electrical installations and faulty electrical appliances can lead to fires which can also result in death or injury to others. User checks on electrical equipment can be made by the person using the equipment. Aspects to look for should include damage to the plug, cable or equipment casing, use of tape to join wiring, overheating, and whether the item has been exposed to conditions for which it is not suitable, e.g. a wet environment. Any faults should be reported immediately to the Manger/Supervisor responsible for the maintenance and the equipment taken out of use immediately

### **Play Equipment**

All play equipment is subject to a detailed inspection by independent specialists at least annually. These detailed inspections should be supplemented with more frequent inspections by the Council's own staff, a visual inspection is carried out on a weekly basis to check for any obvious vandalism, wear and tear, broken glass, dog fouling, etc. A more detailed inspection is carried out on a monthly basis. All inspections are formally recorded. Any equipment found to be unsafe will be immobilised and taken out of use. In some cases, it may be sufficient to cordon off the area, in others it may be necessary to remove the item completely to ensure the safety of users. DIY repairs should not be carried out unless they are endorsed by the original manufacturer or installer. All repairs shall be carried out by a competent person.

### **Vehicles**

Workplace (Health, Safety and Welfare) Regulations 1992 Provision and Use of Work Equipment Regulations 1998 Construction (Design & Management) Regulations 2015 Every year about 70 people are killed and about 2500 seriously injured in accidents involving vehicles at the workplace. Being struck or run over by moving vehicles, items falling from vehicles, or vehicles over turning are the most common causes. Wigton Town Council uses vehicles in its public places, which includes the workplace, and examples include vans, tractors and mowers. Often there is significantly more danger from vehicles on parks and open spaces and at depots than on the public highway since the operating conditions are different. All staff using vehicles should have the relevant licence and receive appropriate training and must operate and use the vehicle in accordance with the manufacturer's instructions and solely for the purpose intended by Wigton Town Council.

### **Fire & Evacuation Procedures**

Dangerous Substances and Explosive Atmospheres Regulations 2002 Regulatory Reform (Fire Safety) Order 2005

UK fire regulations require a fire risk assessment for all workplaces.

The Clerk to the Council is responsible for ensuring a fire risk assessment is undertaken and implemented, including appropriate provision of fire exits, signs, alarms and extinguishers. Fire evacuation procedures are to be provided at each place of work / public office.

### **Maintenance & Building Work**

Lifting Operations and Lifting Equipment Regulations 1998 Provision and Use of Work Equipment Regulations 1998 Confined Spaces 11 Regulations 1997

All contractors should be qualified and competent for the work to be carried out. The Contractor shall provide the Town Clerk with a Risk Assessment/s, method statements or other depending on the type of work being undertaken. The Contractor shall have regard to the Council's Safety Policy. Whilst on premises owned by the Council the Contractor shall ensure that his employees comply with the Council's Health & Safety Policy.