



Chippenham  
Town Council

Improving  
the quality  
of town life

# Health and Safety Policy Statement

## **Health and Safety Policy Statement**

It is Chippenham Town Council's Policy to provide its staff with a working environment that is both healthy and safe, and that statutory requirements and principles of good practice are fully observed.

The Council also accepts its Health and Safety responsibilities with regard to other people who may be affected by its activities.

The need to involve and consult employees in promoting and developing a positive culture of Health and Safety procedures and practices shall be fully recognised.

Chippenham Town Council is committed and fully subscribes to the objectives of the Health and Safety at Work etc. Act 1974 and the subsequent Management of Health & Safety at Work Regulations (1992) and expects the wholehearted co-operation of all its employees, contractors and service agents to ensure that the highest attainable standards are achieved and maintained as a minimum whilst developing continual improvement.

Chippenham Town Council  
21 February 2018

Mark Smith  
Chief Executive

(The document received an internal administrative update February 2018 to include new Chief Executive & Staffing Structure).

## **Safety Advisor**

The Council's Safety Advisor, the Deputy Chief Executive, is based at the Town Hall and is available to all employees for advice and assistance.

He is also required as far as he is competently trained to:

- (a) Advise the Council on Health and Safety legislation, its implication and implementation.
- (b) Monitor the effectiveness of the Council's Health and Safety policy as it affects employees, contractors and members of the public.
- (c) Foster a positive and proactive Health and Safety approach at all levels based on the premise that prevention is better than cure.
- (d) Advise on safe systems of work.
- (e) Identify and participate in Health and Safety training.
- (f) Carry out inspections on Council owned premises.
- (g) Investigate accidents involving employees and members of the public resorting to Council premises.
- (h) Liaise with the Health and Safety Executive (HSE) as necessary.

## **Health and Safety Policy Aims:**

1. To provide a safe and healthy working environment and safe system of working for all its employees.
2. To ensure that all plant, equipment and tools comply with known statutory standards.
3. To provide appropriate safety clothing and equipment where required by statute or otherwise.
4. To ensure that all such items are used effectively and are adequately maintained.
5. To provide information, instruction, training and supervision as necessary to ensure and improve the Health and Safety and Welfare at work of all its employees, contractors and subcontractors.
6. To provide opportunities for employees and their representatives to be consulted and to participate in matters affecting Health and Safety.

7. To ensure compliance with all statutory requirements which are prescribed in the Health and Safety Work etc. Act 1974 and other regulations.
8. To have regard to recognised “Codes of Practice”.
9. To ensure that due care and attention is paid to the Health and Safety of persons who are not employees and who may be affected by the Council’s activities.
10. To make the Council’s employees aware of their own duties under section 7 of the Health and Safety at Work etc. Act 1974, to take care of their own safety and that of other persons, and to co-operate with the authority to enable it to carry out its safety and responsibilities effectively.
11. The Council’s Safety Policy shall be made available to all staff and reviewed regularly.

### **Health and Safety Law**

Your Health, Safety and Welfare are protected by law. Your employer has a duty to protect and keep you informed about Health and Safety. You have a responsibility to look after others.

If there is a problem, discuss it with your employer or safety advisor.

<u>Safety Advisor</u>	<u>Location</u>
Mr Adrian Jones Deputy Chief Executive	Town Hall
<u>Appointed Person</u>	<u>Location</u>
Mr Wayne Lewcowicz Service Delivery Supervisor (Town Services)	John Coles Park

The enforcing authority for Health and Safety in your workplace is:

HSE - Confidential Infoline:      Tel: 0151 9514000

For reporting incidents and accidents—i.e. In accordance with RIDDOR telephone:  
The Incident Contact Centre on Tel: 0845 300 9923  
(Monday - Friday 8.30am - 5pm).

Alternatively reportable accidents and incidents can be reported on-line at  
[www.hse.gov.uk](http://www.hse.gov.uk)

The HSE’s employment medical advisory service can give advice on health at work  
on: Tel 0117 988 6000

### **Employees are required to:**

- (a) Make themselves familiar with and conform to the Council's Health and Safety Policy and all related information in particular that given in the Staff Handbook.
- (b) Observe all Health and Safety rules at all times. Wear appropriate safety clothing or equipment as is provided.
- (c) Conform to all instructions given by Managers and Supervisors with regard to Health and Safety.
- (d) Report all accidents and damage in their work area to the person in charge at the time of occurrence, whether a person has been injured or not.
- (e) Make suggestions to improve Health and Safety to the person in charge or the Deputy Chief Executive.
- (f) Accept responsibility for their personal safety and also a duty of care to their colleagues and members of the public. They must not misuse anything provided in the interests of health and safety, or take any action that might endanger themselves or others, including others affected by such acts.
- (g) Comply with all known statutory requirements placed on the employer to enable that duty to be carried out, they must also co-operate in doing so.
- (h) Observe and work to recognised Codes of Practice and safe systems of work where applicable and in operation.

### **Visitors:**

- (a) It is the Council's duty to ensure the safety of all visitors to all offices or work sites within the control of the Council.
- (b) Visitors to offices will be informed by the display of notices or the receptionists of any maintenance or improvement work within the building that may constitute a hazard.
- (c) Visitors to construction or work sites within the control of the Council shall not be permitted to enter any work area unaccompanied, where significant risks to their Health and Safety exist. In such cases they shall be notified of any dangers and, if necessary, they shall be provided with and wear any necessary protective clothing

### **Vehicles and Road Safety:**

- (a) All vehicles owned or operated by Chippenham Town Council must be maintained in a safe and roadworthy state at all times.
- (b) Weekly full safety checks are to be conducted and a record made of all maintenance or repairs conducted.
- (c) In addition to the above the operator/driver of any vehicle must check the roadworthiness on a daily basis to comply with (a) above.
- (d) Any driver/operator having any license, insurance or medical reasons that may impede their physical or lawful driving capacity must report the details immediately to their line Supervisor/Manager.

## **ORGANISATION**

The Town Council is the body corporate on which the duties of the Health and Safety at Work Act 1974 are placed. These duties will be implemented via the various Town Council Committees who will ensure provision of adequate resources to enable them to carry out the Council's Health and Safety policy.

The Chief Executive has overall responsibility to the Town Council for the implementation of Health, Safety and Welfare and will establish an effective safety organisation with delegation of day to day management to the Deputy Chief Executive who will:-

- Review the policy on health, safety and welfare on a regular basis and revise it when necessary.
- Arrange risk assessments in order to identify measures to ensure compliance with the Council's duties under Health and Safety legislation.
- Support line management in their efforts to achieve high health, safety and welfare standards.
- Establish an effective system of communication between management and employees.
- Determine priorities for health, safety and welfare and make recommendations where necessary to appropriate committees.
- Delegate to staff authority to deal with health, safety and welfare matters under their control and hold them accountable for their actions.
- Ensure that all accidents and dangerous occurrences are properly reported and the appropriate authorities informed.

### **Managers, Section Heads and Supervisors shall:**

- (a) Be responsible for all aspects of health, safety and welfare in their work area as part of their management function.
- (b) Ensure that employees under their control understand all aspects of health, safety and welfare.
- (c) Carry out risk assessments in order to identify and manage hazards so that the risks of injury and ill health are minimised.
- (d) See that safe working procedures and practices are observed.
- (e) Where there is an immediate threat of injury, order to stop until safe working methods can be adopted.
- (f) Regularly inspect the workplace and liaise with management on matters

affecting health, safety and welfare at work.

- (g) In cases where an employee has specialised knowledge and is carrying out specialist work in a particular area to consider the health, safety and welfare of any other employees or person who may be affected by that work.
- (h) Ensure that new staff are introduced to the workplace with sufficient information, instruction, training and supervision so as to be safe. Particular regard shall be given to young persons, expectant mothers or anyone unfamiliar with the work area.
- (i) Ensure that the health, safety and welfare of the public and visitors are not adversely affected by the work activities.
- (j) Receive reports of all accidents and dangerous occurrences, document and conduct investigations to determine all underlying causes, take appropriate remedial action and ensure that where appropriate the enforcing authorities are informed.

## **Health and Safety Guidance for Contractors**

All contractors visiting any facilities under the management of Chippenham Town Council must follow the following Health and Safety guidance to ensure the safety of the public, staff, and visitors to the facility. Contractors are required to comply with all Health and Safety Legislation/Regulations as well as the Council's Policy on Health, Safety and Welfare, a copy of which may be inspected in the Council office.

### **Instructions for Contractors**

#### **1. On arrival:**

Contractors **must** report to the main office, sign in and wait for the staff member to direct you to the place/area of work.

#### **2. Materials and Equipment:**

The contractor must inform the Council in advance of the materials and equipment that is intended for use, risks assessments and COSHH safety data sheets and other information must be supplied as appropriate.

#### **3. Working area:**

Appropriate barriers must be installed around the working area to ensure staff and the public are not at risk from tools, equipment or materials. Water and cables must not obstruct pedestrian movement. Where it is necessary to close a corridor appropriate signage must be installed to show alternative routes.

#### **4. Services:**

Access to water, electricity and waste disposal must be agreed with the relevant staff member.

Contractors must use 110volts rated electrical equipment unless specifically agreed otherwise.

## **5. Asbestos:**

If any work involves the main fabric of the building contractors must first look at the Asbestos Register in the Council office to ensure that they will not compromise the integrity of the fabric of the building.

## **6. Lone Working:**

Lone workers must carry a fully charged, switched on mobile phone at all times, the number of which must be given to the staff member, and a check in procedure agreed with the Staff member appropriate to the nature of the work.

## **7. Restricted areas:**

A maintenance contract or specific written authorisation is required from the relevant Council Manager to carry out work on roofs and enclosed spaces etc.

## **8. Smoking:**

**A NO SMOKING policy operates throughout all Council premises.**

## **9. Toilets, Washrooms and eating arrangements.**

The staff member will show contractors the toilets, washrooms and refreshment area, which are available for use.

## **10. Leaving the Council facility Contractors must:**

- Clear up, disposing of rubbish as directed by the staff member;
- Remove any barrier off-site if work is completed;
- Telephone the staff member who will review the work and secure the premises after contractors have gone;
- Sign out at the Council office and return any visitors badges;
- Inform the Council office if there is any incomplete work and if contractors will be returning;
- Leave the contact phone number in case there is a problem.

## **11. Fire procedure:**

- If you discover a fire, or cause a fire, operate the nearest alarm.
- If the alarm goes off while you are on site: -
- Only attempt to extinguish the fire with an extinguisher if you have been trained to do so;
- The staff member will show contractors the nearest fire fighting equipment location;
- Instruct your colleagues to leave the building via the Green Running Man signs to your designated assembly area;
- Close all doors and windows behind you if it is safe to do so;
- Check all your colleagues are present and accounted for;
- Report to the relevant staff member when safe to do so or report any missing colleagues;

## **12. First Aid:**

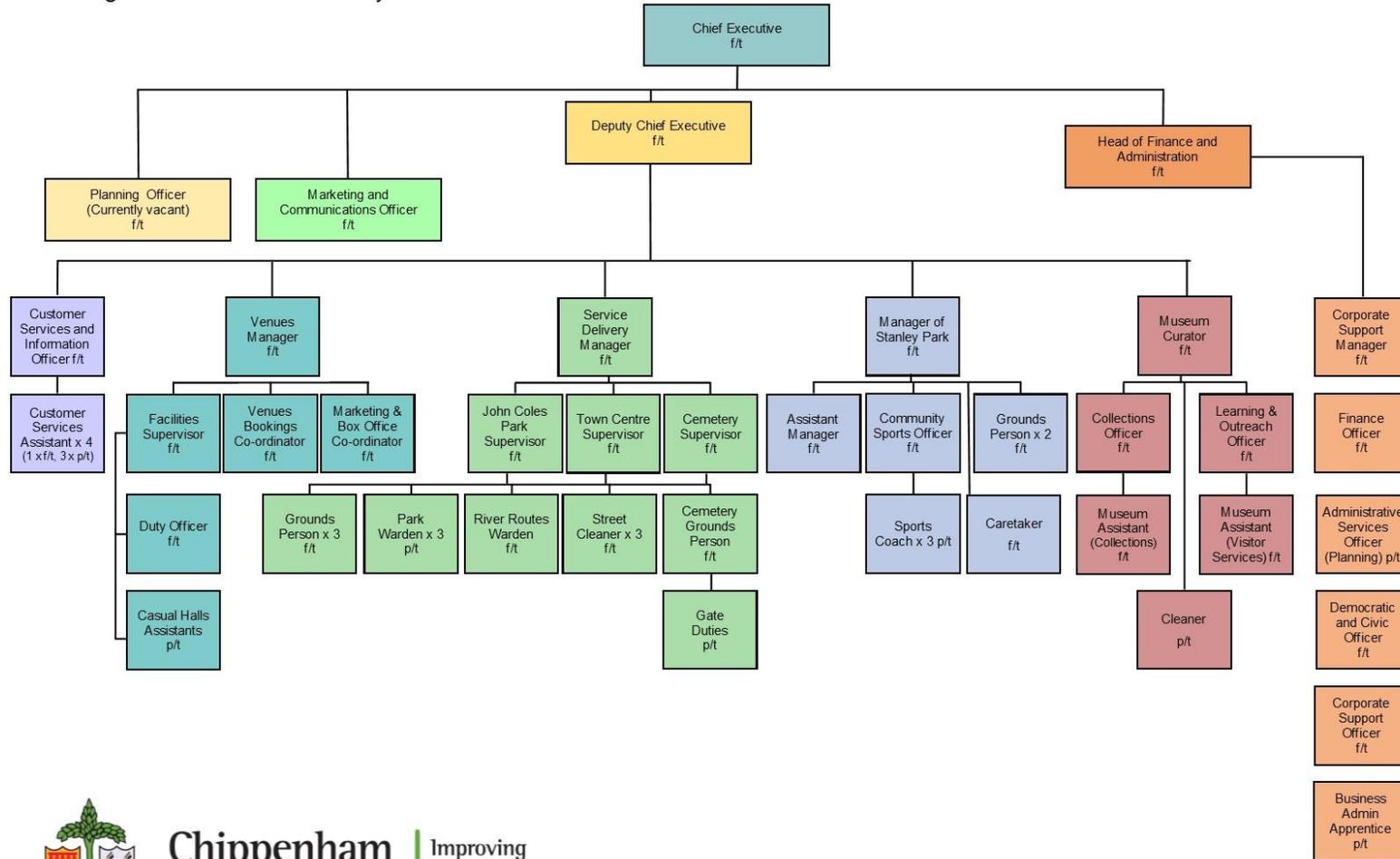
The staff member will show you where the first aid supplies are kept; in the event of an accident, contractors must complete the accident book kept in the Council office.

## **13. Help & Advice:**

The staff member will show contractors telephone numbers to use in an emergency.

# CHIPPENHAM TOWN COUNCIL STAFFING STRUCTURE FEBRUARY 2018

Staff Organisation Chart January 2018



**Chippenham  
Town Council** | Improving  
the quality  
of town life