



CHIPPENHAM
TOWN COUNCIL
Improving the quality of town life

Health and Safety Policy

Author: Chief Executive
Responsibility: Human Resources committee
Date Adopted: 8th November 2018
Review Date: 8th November 2021
Amendments: 6th February 2020

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 regards 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.

Scope of Policy

The policy applies to all employees of Chippenham Town Council (herein referred to as 'the Council').

Equality

In putting the procedure into practice, no aspect of the procedure will discriminate on the grounds of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability, politics, caste and / or union membership or any other grounds likely to place any employee at a disadvantage.

Aims of the Policy

- To provide a safe and healthy working environment and safe system of working for all its employees.
- To ensure that all plant, equipment and tools comply with known statutory standards.
- To provide appropriate safety clothing and equipment where required by statute or otherwise.
- To ensure that all such items are used effectively and are adequately maintained.
- 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.
- To provide opportunities for employees and their representatives to be consulted and to participate in matters affecting Health and Safety.
- To ensure compliance with all statutory requirements which are prescribed in the Health and Safety Work etc. Act 1974 and other regulations.
- To have regard to recognised "Codes of Practice".
- 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.
- To make the Council's employees aware of their own duties under section 7 of the Health and Safety at Work etc. Act 1974

Responsibilities

Employees

All employees have a responsibility to take care of their own safety and that of other persons, and to co-operate with the Council to enable it to carry out its safety and responsibilities effectively.

Employees are required to:

- 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.
- Observe all Health and Safety rules at all times. Wear appropriate safety clothing or equipment as is provided.
- Conform to all instructions given by Managers and Supervisors with regard to Health and Safety.
- 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.
- Make suggestions to improve Health and Safety to the person in charge or the Corporate Management Team.
- 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.
- 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.
- Observe and work to recognised Codes of Practice and safe systems of work where applicable and in operation.

Visitors

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.

Visitors to offices will be informed by the display of notices or the customer services of any maintenance or improvement work within the building that may constitute a hazard.

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.

Contractors

All contractors visiting any facilities under the management of the Council must follow the Health and Safety Guidance (Appendix 2) 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 and Safety.

Organisation

The 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 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 Head of Environmental Services 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 and Supervisors

- Be responsible for all aspects of health, safety and welfare in their work area as part of their management function.
- Ensure that employees under their control understand all aspects of health, safety and welfare.
- Carry out risk assessments in order to identify and manage hazards so that the risks of injury and ill health are minimised.
- See that safe working procedures and practices are observed.
- Where there is an immediate threat of injury, order to stop until safe working methods can be adopted.
- Regularly inspect the workplace and liaise with management on matters affecting health, safety and welfare at work.
- 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.
- Ensure that new staff are introduced to the workplace with enough 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.
- Ensure that the health, safety and welfare of the public and visitors are not adversely affected by the work activities.
- 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

Display Screen Equipment

New employees should complete a self-assessment display screen equipment questionnaire, which enables the user to ensure that their work station is set up for their needs and ascertain if additional equipment needed.

If established staff are experiencing any symptoms that they feel are the result of their work station, they will be asked to complete a similar questionnaire, which will review their VDU, desk, chair and posture. Recommendations can then be made to help improve the problems that they are experiencing.

Lone Working

The Council has a separate policy that outlines the rules on lone working and the procedure to be followed to reduce the health and safety risks associated with working alone. Please see separate Lone Working Policy.

Pregnant Employees

On receipt of written notification from an employee that she is pregnant the line manager should carry out a Risk Assessment. The employee and relevant manager should be fully informed of any risks identified. The manager and employee have an ongoing responsibility to monitor any potential risks that may be present.

Stress in the Workplace

The Council recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. Please see separate Stress Policy.

Manual Handling

The Council will take all reasonable steps to reduce health and safety risks to employees from manual handling.

The Council will ensure that manual handling tasks that involve injury risks are avoided where reasonably practicable. Where it is not reasonably practicable to avoid these tasks a suitable and sufficient assessment of the risks will be undertaken and identified risks will be reduced to as low as is reasonably practicable.

The Council will also provide adequate information, instruction, training and supervision to employees regarding manual handling best practice. Employees will make proper use of any equipment and systems of work provided for their safety.

Review Statement

This policy has been prepared considering prevailing legislation and recognised good practice. New legislation requirements or changes in current legislation may necessitate the review of this policy document. The Council will continue to review and amend all / part of this policy on a regular basis. It is the employee's responsibility to ensure that the copy of the policy being referred to is the most up-to-date version.

Further Information

For further information or clarification on any part of this policy, please contact your line manager.

Appendices

- Appendix 1 Health and Safety contacts
- Appendix 2 Health and Safety Guidance for Contractors
- Appendix 3 Organisation Chart