



CHIPPENHAM
TOWN COUNCIL
Improving the quality of town life

Health and Safety Policy

Author: Chief Executive
Responsibility: Human Resources Committee
Date Adopted: 05 June 2025
Review Date: 05 June 2028

Policy Statement

It is Chippenham Town Council's policy to provide employees, contractors, volunteers, customers and the public with an environment that is both healthy, safe and free from harm, ensure that statutory requirements and principles of good practice are fully observed, and strive for continual improvement.

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, Occupiers Liability Act and the Management of Health & Safety at Work Regulations (1999). The Council expects the wholehearted co-operation of all its employees, contractors, and service agents, to ensure that the highest attainable standards are achieved and maintained.

Scope of Policy

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

The Council has chosen to align its Health & Safety Management System (HSMS) to that of the Health & Safety's Executive Management System HS(G)65, which includes the process of Plan, Do, Check and Act.

- **Plan:** establish the objectives and processes necessary to deliver results in accordance with the Council's Health and Safety Policy.
- **Do:** implement the processes.
- **Check:** monitor and measure processes against Health and Safety Policy and objectives, investigate accidents and incidents, comply with legal and other requirements, and report the results.
- **Act:** learn lessons and take actions to continually improve Health and Safety performance.

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 or 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.

Aims of the Policy

- To provide a safe and healthy working environment and a safe system of working for all Council 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 Council 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

Equality

In putting this policy 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, union membership or any other grounds likely to place any employee at a disadvantage.

Section 1: Plan

Statement of Intent

The Council must publish a Health and Safety Statement of Intent which is signed by the Chief Executive, reviewed annually and displayed at all sites where staff work. This can be found at **Appendix C**.

Responsibilities

The Council as a corporate body and all employees and volunteers within the organisation have responsibilities when it comes to Health and Safety, outlined below.

Council

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 the Council's Health and Safety policy to be carried out.

Chief Executive

The Chief Executive has overall accountability to the Council for the implementation of Health, Safety and Welfare processes. This accountability cannot be delegated, but

duties and responsibilities can be.

Deputy Chief Executive

The Deputy Chief Executive is the Council's appointed safety advisor and therefore the first point of contact for any Health and Safety related questions or concerns to be reported. They have been designated as a competent person under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 and will review the Council's policy on health, safety and welfare on a regular basis and revise it when necessary.

The Deputy Chief Executive also Chairs meetings of the Health and Safety Management Team. The Health and Safety Management Team is comprised of officers and an external consultant who meet on a monthly basis to discuss Health and Safety regulations and best practice.

Head of Environmental Services

The Head of Environmental Services has also been deemed a competent person under Regulation 7 of the Management of Health and Safety at Work Regulations 1999, and they are the person responsible for the day-to-day management of Health and Safety.

They will:

- Arrange risk assessments and identify measures that will ensure compliance with Health and Safety legislation.
- Support the Corporate Management Team in their efforts to achieve high health, safety, and welfare standards.
- Establish an effective system of communication on H&S matters 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.
- Report any matters which put the Council at risk, to be included in the annual update of the Council's Risk Register.

Facilities Officer

The Facilities Officer is the second appointed person and is responsible for Health and Safety checks, including testing of appliances and fire prevention measures. There are two Facilities Officers, one based at the Town Hall and one at Stanley Park Sports Ground.

Health and Safety Advisor

The Deputy Chief Executive may, if necessary, employ the services of a Health and Safety consultant to:

- Monitor and review the effectiveness of the Council's Health and Safety policy and

procedures.

- Make recommendations.
- Assist in investigating incidents.
- Inspect the Council's buildings and equipment for potential hazards.
- Provide advice, guidance, and training.

Heads of Service and Supervisors

Any employee in a managerial or supervisory role should:

- 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 service area understand all aspects of health, safety, and welfare.
- Carry out risk assessments to identify and manage hazards so that the risks of injury and ill health are minimized.
- 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 the Deputy Chief Executive 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 persons 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 should 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.

Health & Safety Management Team

The members of the Health & Safety Management Team will:

Provide support to the competent persons under Regulation 7 of the Health and Safety at Work Regulations 1999, so they can ensure our staff and volunteers are fully involved in the management of health and safety, are competent and equipped to work safely.

- Promoting the delivery of high standards of health and safety management.
- Monitor the safety performance of the organisation, its contractors and volunteers.
- Provide the Deputy Chief Executive with information on health and safety management to ensure they are fully informed.
- Lead investigations into serious incidents.
- Ensure the Council's HSMS is effective and up to date, including risk control systems and precautions.
- Help to ensure the sharing of best practice internally and externally, keeping up to

date on legislative changes.

- Work with the Head of Communications and Customer Services to deliver appropriate health and safety communications.
- Working with the Director of Corporate Services & Improvement to deliver appropriate health and safety training.
- Monitoring and audit health and safety performance and implementing continuous improvement.
- Liaising with external organisations, including statutory bodies if required.

The work of the Health and Safety Management Team includes but is not limited to:

- Monitoring accident reports and near-misses to identify patterns.
- Inspecting the workplace for unsafe conditions and practices.
- Ensuring the Council follows relevant health and safety regulations.
- Keeping up to date with changes in health and safety legislation.
- Advising management on compliance measures.
- Assisting in the development and review of health and safety policies.
- Ensuring that policies align with legal requirements and industry best practices.
- Communicating safety rules and procedures to employees.
- Acting as a bridge between employees and management on safety matters.
- Promoting a positive safety culture and encouraging hazard reporting.
- Organising and recommending training programs on health and safety topics.
- Reviewing accident reports and investigating causes.
- Recommending corrective actions to prevent recurrence.
- Ensuring lessons learned are communicated and implemented.
- Conducting regular safety audits and inspections.
- Assessing the effectiveness of safety measures and procedures.
- Providing recommendations for continuous improvement.
- Assisting in the development of emergency response plans.
- Ensuring employees are trained in fire safety, first aid, and evacuation procedures.
- Reviewing and updating emergency procedures regularly.
- Identifying areas where additional resources or safety improvements are needed.
- Recommending the purchase of PPE, safety equipment, or better facilities.

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, particularly risk assessments.
- Always observe Health and Safety rules.
- Wear appropriate safety clothing or equipment as is provided.
- Comply with all instructions given by managers and supervisors regarding 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 Corporate Management Team.
- Accept responsibility for their personal safety and a duty of care to their colleagues and members of the public.
- Not misuse anything provided in the interests of health and safety or take any action that might endanger themselves or others.
- Comply with all known statutory requirements placed on the employer.
- 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 front of house team 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 B**) to ensure the safety of the public, staff, and visitors to the facility. Contractors are required to comply with all Health and Safety Legislation and Regulations as well as the Council's Policy on Health and Safety.

Fire Marshall

Each site will appoint a Fire Marshall to ensure that staff are accounted for in case of an evacuation by checking off the sign in sheets and reporting to the Fire and Rescue Service. They will also where possible assist with the orderly evacuation of the building during a fire or fire alarm test and instruct when it is safe to return to the building.

At the Town Hall the Facilities Officer fulfils this role, and a member of the Halls team will deputise and act as Fire Marshall if the Facilities Supervisor is away.

Several employees have undergone fire safety training and will:

- Observe standards of housekeeping in relation to fire safety.
- Remove or report any potential fire safety hazards.
- Ensure that fire extinguishers and exits are not obstructed.
- Attend refresher training as required.

First Aiders

First Aiders have been appointed across all service areas. All first aiders have been trained to deal with emergency situations including CPR and use of a defibrillator. Others have also undergone additional training including dealing with minor injuries. Certified first aiders will:

- Attend any employee or visitor requiring first aid.
- Ensure that the first aid box is well stocked.
- Report any accidents in an accident book.
- Attend refresher training.

The Corporate Services team have been delegated to ensure a suitable number of staff are qualified and receive refresher training as required.

Section 2: Do

Risk Profiling and Management

Risk Assessment and Hazard Identification

The Council will carry out sufficient assessments of the risks to all employees and anyone else affected by its activities. The assessments will:

- Identify hazards.
- Evaluate the probability and severity of damage.
- Establish appropriate measures to control this risk.
- Review assessments periodically.
- Provide the assessments to employees and contractors.

Safe Systems of Work

Risk control measures will be incorporated into safe systems of work, which for all but the simplest of tasks will require a method statement to be produced. If similar work is carried out by other organisations such as contractors, they will be expected to work to a standard no less than our own. The format of method statements is not set, but they should generally contain the minimum amount of material necessary to carry out the work safely. Colleagues will be briefed and consulted on the method statement and risk assessments for specific tasks. Method statements should not be just a 'safety' document but should include sufficient information on how the task is to be done to achieve the required result, including the results of any environmental assessments. The method statement, incorporating the results of the risk assessment, together with the other arrangements required by these principles, constitutes a safe system of work.

Identification of Safety Training Needs

Induction (On boarding) Training

Provision of Health & Safety training is provided in a structured manner, based on the needs of the Council and the needs of the individual employee, identified at induction.

All new employees and volunteers will be given health and safety induction training and colleagues transferred are given health and safety training appropriate to their new job. Induction training should be completed within the first two weeks of employment. Further training will be offered when appropriate.

Training and development activities are undertaken by competent persons, and may be delivered by both internal and external providers. All training activities should be recorded by the Line Manager and reported to the Corporate Services team.

Ongoing and Job Relevant Training

Managers and supervisors must assess the safety training needs of their staff and volunteers to maintain and develop personal competencies and allow for specific requirements to be addressed.

Training requirements and any health and safety concerns will be discussed during appraisals.

After four years employees and volunteers undertake refresher induction training including health and safety refresher training. Line Managers will identify the training required for the activities being carried out by individuals. They will then monitor by regular observation.

The above is to comply with The Management of Health and Safety at Work Regulations 1999 Regulation 13 section 1 to 3.

Employees should follow guidance set out in the Council's risk assessments.

Hazards That Have Been Identified to Potentially Cause a Risk

Asbestos

The Town Hall, Neeld and Museum buildings have been professionally inspected and areas where low levels of asbestos are present have been identified.

An Asbestos Register is available to view in the Town Hall. This must be brought to the attention of any contractors or employees who may come into contact with areas of the building affected by asbestos, so that they can conduct their work safely.

Bio Waste

Please see the Council's Clinical and Bio Waste Policy for details on managing and disposing of hazardous waste.

Communication

The Council's Appointed Persons will ensure that any new measures or updates regarding Health and Safety are conveyed to all staff through the Council's internal communication channels.

COSHH

The Council must comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002, which describe how to manage hazardous substances so that they do not cause harm to anyone.

Before any potentially hazardous substances, such as chemicals used for cleaning and pitch maintenance, are introduced to the workplace, an assessment must be carried out in order to understand the potential risks and any control measures that may need to be taken to prevent them. For example, wearing PPE, working in a ventilated and safely lit area, and clearly following the manufacturer's instructions.

Hazardous substances are kept securely in restricted areas only accessible to nominated staff.

Display Screen Equipment

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

If established staff are experiencing any symptoms that they feel are the result of their workstation, 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.

The Council will also provide eyesight tests and corrective appliances for DSE users. Further information can be found in the Council's Eye Test Policy.

Driving and Vehicle Movements

Training is provided to all employees required to drive a vehicle as part of their role. They must undertake pre use checks to ensure the vehicle is in safe working order.

Driving licences are kept on record and checked for any endorsements on an annual basis and staff are required to notify their line manager of any changes or medical conditions which may affect their ability to drive.

Employees are instructed to take breaks if they become tired whilst driving or working on vehicles.

No passengers are to be taken in Council vehicles unless they are authorised employees.

The loading and unloading of vehicles should be carefully planned and safety boots and high vis vests or jackets must be worn by all employees working in a loading bay.

All reversing of vehicles should be directed by a trained employee wearing high vis clothing.

For further information please see the Council's separate driving policy.

Electricity

Employees and contractors should not tamper with any electrical equipment unless suitably trained and qualified.

Electrical leads to appliances present a trip hazard and should be kept short or covered with a cable cover.

Emergency Procedures and Fire Action

Fire alarm points are fitted in all buildings to allow for a quick evacuation in case of danger. If a fire is discovered, the alarm can be activated by breaking the glass.

All employees should be trained at induction and regularly refreshed on the location of fire exits and where to meet should the alarm be raised.

In the event of the alarm being raised staff should make their way to the designated muster point.

Fire extinguishers are provided but should only be used by employees who are trained, when it is safe to do so. Except when being used for firefighting, extinguishers should not be removed from their locations and should be visible and accessible at all times.

Fire alarms should be tested on a weekly basis and fire evacuation drills carried out at least every six months.

For further information please see the Council's Fire Safety Policy.

Fire Prevention Measures

Smoking is not permitted within Council premises.

The Council will arrange for fire risk assessments to be carried out on a regular basis and reviewed periodically.

Flammable or potentially explosive materials such as chemicals or oxygen will be stored in a designated area.

Electrical sockets should not be overloaded.

Fire doors should not be propped open and fire exits should be kept clear.

First Aid Facilities

First Aid kits are available at all Town Council sites.

Gas

Gas appliances should be tested and certified regularly by a registered Gas Safe Engineer.

Housekeeping

Employees should ensure that walkways are kept clear of personal belongings to avoid

trip hazards.

Waste materials should be disposed of appropriately in the bins or recycling facilities provided.

The buildings will be cleaned regularly.

Employees should ensure that desks are kept clean and tidy.

Ladders & Working at Height

Ladders must conform to relevant British Standards and must be checked to ensure they are not damaged before use.

Any work at height must follow the appropriate risk assessment.

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

Legionella

Regular inspections will be undertaken to ensure that adequate measures are in place to prevent legionella in the water system.

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 the separate Lone Working 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 it is reasonably practicable. If it is not possible 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 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.

Occupational Health and Employee Wellbeing

Employees who have had several periods of absence within a short period, are returning to work after a long-term absence or have expressed concern about their fitness or ability to work, may be referred to an external Occupational Health advisor for support. The employee's Line Manager should consult with the Head of Corporate Support, who will

obtain permission for the referral from the employee.

The Occupational Health advisor will meet with the employee privately to assess their needs and produce a confidential report.

The report will include recommendations and any measures the Council may need to implement, to facilitate a safe return to work for the employee if possible.

Personal Electrical Appliances

The Council is responsible for ensuring the maintenance and safety of any electrical appliances used in the workplace.

Appliances which are used in our buildings should be regularly tested for safety. Old, damaged, or poorly manufactured items could cause electrical shocks and pose a risk of fire.

For this reason, employees should not use their own electrical appliances at work. Examples include kettles, toasters, microwave ovens, portable heaters, and fans.

Items that are necessary for convenience and comfort in the workplace should be purchased for staff by the Council and included in portable appliance testing arrangements.

Staff are also discouraged from using mobile phone chargers which have not been safety tested. Phones can be charged using a cable and the USB port of a laptop or a PAT certified extension lead.

Personal Protection Equipment (PPE)

The Council will ensure that PPE is provided where necessary to protect against Health and Safety risks, in line with current legislation. Further details can be found in the separate PPE Policy.

Pregnant Employees

On receipt of written notification from an employee that they are 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 the separate Stress Policy.

Work Equipment

The Council will:

- Ensure that employees are provided with the correct tools appropriate for their

- job.
- Ensure that tools are not misused.
- Have a clear system for reporting defective tools and equipment and arrange for equipment to be repaired by a competent person or replaced if necessary.
- Arrange regular inspections of Council equipment.
- Provide PPE.
- Provide suitable storage facilities.

Emergency Preparedness

The Council's arrangements for emergency preparedness are contained in the Business Continuity Plan and Serious Incident Management System document. This ensures the Council is appropriately prepared to respond to emergency situations and threats to business continuity.

Health Surveillance

This is achieved through general health surveillance of the workforce and rehabilitation of sick and injured workers. Health surveillance is systematically looking for signs of work-related ill health in employees and volunteers exposed to certain health risks. Risk assessments should identify the health hazards, who is at risk and the control measures. Where the risks remain, health surveillance may need to be considered but is not a substitute for control. Health surveillance is required for those exposed to noise, hand-arm vibration, certain chemicals, hardwood dusts, etc.

Section 3: Check

Measuring Performance (Proactive)

Active monitoring and evaluation are key aspects of measuring the safety performance of the Council and seek to identify the degree of compliance with health and safety requirements and arrangements before an incident occurs, in accordance with the Council's governance control framework.

Once per year, members of the Health and Safety Management Team will conduct an audit of another department using an internal audit form, to check for compliance with health and safety procedures and recommend improvements if necessary.

The Council has various proactive methods to measure its performance with regards to health, safety and welfare

The table below demonstrates our commitment to these proactive methods, plus the frequency of the methods.

Method	By Whom	How	Frequency
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Informal monitoring of employees	Line Manager	Observing how employees carry out their duties, recording on a proforma document and actioning any outcomes	Twice a year
Carry out internal audits	Line Manager of other departments	Using a template internal audit document, action any outcomes	Once a year
Carrying out of external audits	Independent auditing company	Completion of audit documents, visiting each site	Once every two years
¹ Routine inspection of equipment, emergency equipment, compliance checks	Designated and competent staff	Area/items/equipment are inspected such as Emergency lighting, fire alarms, legionella checks, PA testing etc.	Daily Weekly Monthly 6 monthly
Monitoring of compliance checks	Line Manager	Line Managers inspect that various checks are being complete such as those above.	4 times a year, report back to Health & Safety Team as to any non-compliance and why
New staff induction	Line Managers	First week of employment, via documents and induction form	At point of employment
Refresher Inductions	Line Managers	Review key procedures and policies	Every 4 years
Staff consultation	Any employees or volunteers	Via emails or in person	When short fall in H&S arises or when employees have questions
² Staff Competencies	All employees	Courses and qualifications relevant to their job and skill level	When identified by Line Manager or employee and normally in the employee's annual appraisals
Completion of new and existing Risk Assessments	Line Managers or delegated to other competent staff	Complete Risk Assessment by each Manager in their area of responsibilities	Every 5 years or sooner if as a result of an accident/incident, change of equipment, personnel, task or

			changes in legislation
Annual Servicing and maintenance of machinery and equipment	External competent company, competent employees, Line Managers	Using external companies' documentation, MOT certificates, service records. Certificates, service agreements and when they were completed are saved on the Shared drive	When service and maintenance is due
Investigating accident & incident training, SIMs training. (table top exercise and/or practical training)	Deputy Chief Executive & Line Managers	SIMS documents, role play and practical scenarios	Every 2 years or after an incident or accident

1 A list of what checks can be found at each site (we will need to have some similar checks for all building/venues such as fire, first aid etc.

2 A list of qualifications is relevant to each employee or their profile depending on their role, for example employees involved with spray chemicals etc. will have the correct qualification.

Measuring Performance (Reactive)

Accident Prevention, Investigation & Reporting

Incident reporting is encouraged and all employees should report potential unsafe practices or equipment to a senior manager so that an investigation and preventative measures can be put in place as soon as possible.

The proper investigation of incidents will identify weaknesses in an organisation's health and safety arrangements. Learning lessons from adverse events where no one was hurt can prevent costly injury or damage accidents. The Council will systematically investigate incidents:

- To prevent further similar events and accidents
- To understand how and why things went wrong
- To find deficiencies in the risk control system and to learn lessons that will be applicable to other parts of the business
- To ensure that the Council is operating the business within the requirements of the law
- Any injuries sustained on Council premises should be reported to a first aider who will provide necessary treatment and arrange for an ambulance to be called if necessary. They will also complete an entry in the accident book
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require workplace incidents, work related illnesses and near misses to

be recorded and reported to the Health and Safety Executive (HSE). Contact details can be found in **Appendix A**.

- Return to Work interviews
- Sickness and Loss Time absence Management.

Damage to Plant and Buildings or Near Miss Incidents

Incidents that nearly cause injury to a person or result in damage to buildings or equipment should be reported to one of the Council's appointed Health and Safety contacts for further investigation. Measures should be put in place to prevent a re-occurrence.

Section 4: Act

In order to ensure the Health & Safety Management System is working to its full potential, the Deputy Chief Executive will instruct the Health & Safety Team to carry out reviews to ensure the Health and Safety policy and the systems in place for managing health and safety are still effective.

The Council will implement proactive and reactive methods for reviewing performance, to ensure that we are:

- Complying with law
- Ensuring standards are met each and every time
- Improving performance
- Responding to change
- Learning from experience.

The table below outlines how the Council will perform reviews:

Type of Information	By Whom	When
Active monitoring (of employees, SSOW, safety tours etc.)	Line Managers External H&S Advisor	Monthly
Reactive monitoring as a result of an accident, incident or near miss (as above)	Line Managers External H&S Advisor	When any issues arise
Accident/Incident/Near Miss Data	Line Managers Health & Safety Team	When there are accidents etc to report on
Training Records	Line Managers Health & Safety Team Corporate Services	At set times depending on training, qualifications and duration of qualifications
Inspection Records	Line Managers	When new equipment is purchase, serviced or

		maintenance work carried out
Investigation Reports (checking the Report has been completed correctly)	Deputy Chief Executive External Health & Safety Advisor	As and when or result of accident, incident near miss
Reviewing of Risk Assessments	Line Manager Health & Safety Team External Health & Safety Manager	Between 3 and 5 years, as a result of an accident or incident, if legislation changes or there is a significant change to a venue, task, person, equipment or process
New Guidance and or Law checks	External Health & Safety Advisor Health & Safety Team Corporate Services	As and if and when guidance, law or legislation changes
Issues raised by Employees (process in place to help raise this issue)	Employees	If and when the employees wish to bring this to the attention of their Line Manager
Health & Safety Executive visit (mystery or planned)	HSE Inspector	If and when they are required to inspect

Where necessary and relevant a report should be produced by the lead persons carrying out the above reviewing methods. In most cases employees should be consulted and involved. Line Managers will receive relevant training to carry out the above to ensure they are competent.

Auditing

An audit is the collection of independent information on the efficiency, effectiveness and reliability of the total Health and Safety Management System and the development of plans for corrective action.

The Council will always encourage auditing, both internal by Line Managers of other departments, venues and sites, and by external auditors.

Data will be collected by:

1. Observation
2. Documentation
3. Interviewing

Audits are regularly conducted to check the extent to which the Council's:

- Health and safety procedures meet current legislative and good practice requirements.
- Management activities and workplace standards meet current legislative and good practice requirements.

- The degree to which identified remedial actions are implemented, regularly monitored and reported to management.

Learning Lessons

Learning lesson involves acting on:

- Finding of accidents investigation and near miss reports
- Organisational vulnerabilities identified during monitoring audits and review processes.

When accidents or near misses occur, the council will consider the following factors:

- Leadership
- Attitudes and behavior
- Risk Management and oversight
- Organisational Factors
- Human Factors

A report on any lesson learnt may be produced by relevant Line Managers, the External Health & Safety Advisor and/or the Health & Safety Team. Where relevant and necessary the report may be made available to all employees.

Appendices

Appendix A	Health and Safety Contacts
Appendix B	Health and Safety Guidance for Contractors
Appendix C	Health and Safety Statement of Intent
Appendix D	Staff Chart

Health and Safety Contacts

Safety Advisor

The Council's Safety Advisor is the Deputy Chief Executive, Matthew Kirby - 07580 113 230.

Appointed Person

The Council has two in place:

Will Tidmarsh, Head of Environmental Services - 07875 664 690 and

Tyson Smith, Facilities Officer - 07522 181 134.

External Contacts

The Council's external Health & Safety Advisor is Bryan Slade from My Skills for Life - 01249 463282 / 07966595295.

The enforcing authority for Health and Safety in the workplace is the **Health and Safety Executive**.

HSE Confidential Infoline - 0300 003 1647 (Monday - Friday 8.30am - 5pm).

For reporting fatal or specified incidents in accordance with RIDDOR telephone the Incident Contact Centre on 0845 300 9923 (Monday - Friday 8.30am - 5pm).

Alternatively, reportable accidents and incidents can be reported online at www.hse.gov.uk.

The HSE's employment medical advisory service can give advice on health at work on 0117 988 6000.

Health and Safety Guidance for Contractors

All contractors visiting any facilities under the management of Chippenham Town Council must follow the below 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 and Regulations as well as the Council's Policy on Health, Safety and Welfare, a copy of which may be viewed in the Council office.

Instructions for Contractors

Arrival

Contractors must report to the main office, sign in and wait for the staff member who is overseeing their work to direct them to the correct place or area of work.

Materials and Equipment

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

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. The staff member will show contractors the nearest firefighting equipment location.

Services

Access to water, electricity and waste disposal must be agreed with the relevant staff member. Contractors must use battery operated or 110volts rated electrical equipment unless specifically agreed otherwise.

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.

Lone Working

Lone workers must always carry a fully charged and switched-on mobile phone, the number of which must be given to the staff member and agree a check in procedure

with the staff member, appropriate to the nature of the work.

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.

Smoking

A 'No Smoking' policy operates throughout all Council premises.

Toilets, Washrooms and Eating Arrangements

The staff member who meets the contractor will show them the toilets, washrooms and refreshment area, which are available for use.

For larger projects, contractors may be required to supply their own welfare facilities.

Leaving the Council Facility Contractors Must:

- Clear up, disposing of rubbish as directed by the staff member
- Remove any barriers 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.

Fire Procedure

Upon discovery of a fire, or cause a fire, operate the nearest alarm.

If the alarm goes off while on site:

- Only attempt to extinguish the fire with an extinguisher if trained to do so
- Instruct your colleagues to leave the building via the green exit signs to the 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 and report any missing colleagues.

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.

Based on a risk assessment of the project, contractors may be required to bring their own first aid kit.

Help & Advice

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

Hot Works

A RAMS (Risk Assessment and Method Statement) for contractors carrying out hot works such as welding, cutting, grinding, or soldering must include:

- Project Details
- Risk Assessment Section
- Method Statement Section
- Preparation
- Equipment to be used
- Safe Working Procedures
- Emergency Procedures
- COSHH (if applicable)
- Training and Competence
- Supervision and sign off.

Statement of Intent

Chippenham Town Council is committed to providing our workforce with safe conditions and places of work, and to ensuring that all others within our duty of care are kept safe and free from harm.

We will act with integrity, responsibility, and endeavor to pursue standards of health and safety that both meet and, where reasonably practicable, exceed minimum legal compliance.

It is the Council's policy to:

- Provide adequate control of the health and safety risks, including fire, arising from our work activities;
- Provide and maintain safe plant, equipment and environmental conditions;
- Provide information, instruction and supervision for employees;
- Consult with our employees on matters affecting their health and safety;
- Ensure safe handling and use of substances;
- Deliver information, instruction and training to all employees;
- Prevent accidents, near misses and cases of work-related ill health;
- Maintain safe and healthy working conditions;
- Review and re-publish the statement of intent annually;
- Develop suitable policies and procedures for appropriate measures to be taken to prevent harm, by applying sensible management of risk;
- Carry out regular monitoring and review of our health and safety measures and performance.

All employees must co-operate with the Council in delivering its legal health and safety responsibilities, including fire safety management, by:

- Taking reasonable care for their own and others' health and safety;
- Not misusing or interfering with any equipment provided in the interests of health and safety;
- Using equipment and materials in accordance with their training;
- Reporting any hazards in the workplace or shortcomings in the protection for employees.

Mark Smith
Chief Executive
Month and Year Signed

Staff Organisation Chart – Management Team

