



## HEALTH & SAFETY POLICY.

### INTRODUCTION.

East Cowes Town Council is fully committed to meeting its responsibilities under the following legislation:

- a) Health and Safety at Work Act 1974
- b) Management of Health and Safety at Work Regulations 1999
- c) Workplace (Health, Safety and Welfare) Regulations 1992
- d) Health and Safety (Display Screen Equipment) Regulations 1992
- e) Provision and Use of Work Equipment Regulations 1998
- f) Manual Handling Operations Regulations 1992
- g) Health and Safety (First Aid) Regulations 1981(SI 1981/917)
- h) The Health and Safety Information for Employees Regulations 1989
- i) Employers' Liability (Compulsory Insurance) Act 1969
- j) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- k) Electricity at Work Regulations 1989
- l) Control of Substances Hazardous to Health Regulations 2002
- m) Gas Safety (Installation and Use) Regulations 1994

The Town Council policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and hirers and to provide such information needed for this purpose. The Town Council also aim to provide safe assets and amenity areas for the health and safety of other people's welfare which may be affected by activities of the Town Council.

Employees and visitors are reminded that they have a duty of care not only for their own safety but also that of other persons who might be affected by their activities so as to enable the council to carry out its own responsibilities successfully. This means both visitors and staff must adhere to all the Town Council policies and safe systems of work procedures at all times. Copies of these procedures are kept in the Health and Safety Handbook in the Clerk's office.

Staff are insured for activities they undertake on behalf of the Town Council through Zurich Insurance. This is a legal requirement under *The Employers' Liability (Compulsory Insurance) Act 1969*.

It is the responsibility of the individual member of staff to make the Town Clerk aware of any disabilities they have which may affect the work they are requested to undertake on behalf of the Town Council. East Cowes Town Council will comply with the *Disability and Discrimination Act 1995* and ensure that they do not discriminate against a person on the grounds of their

disability. East Cowes Town Council will comply with the duty of 'reasonable adjustment' in the workplace to meet the needs of any people with disabilities and ensure their health and safety.

It is the policy of East Cowes Town Council to comply with *The Workplace (Health, safety & Welfare) Regulations 1992*, therefore a designated employee will be responsible for regular inspections of Town Council places of work in order to comply with this regulation.

This policy will be kept up to date, particularly as The Town Council changes in nature and size. To ensure this, the policy and the way in which it is operated will be reviewed every year.

## **1. OFFICES**

### **1.1 Heating lighting and ventilation**

- a) Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F through the working day
- b). When free standing heaters are authorised for use, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials and be sited away from desks and chairs.
- c) Office lighting. Desks should be placed to gain the maximum amount of light. Free standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

### **1.2 Computer Usage.**

- a) The Town Hall has computers which are for staff use only. The use of computers is covered by safety rules called *The Health and Safety (Display screen Equipment) Regulations 1992*. This regulation ensures that any equipment is properly set up so that the user can work comfortably without imposing strain on their shoulders or wrists/arms by prolonged use, and that the users' eyes are not strained by glare from reflected light or from faulty or badly adjusted screens.
- b) East Cowes Town Council employs an IT expert to ensure that all of the computers are running correctly and that problems such as those above are corrected.
- c) In the event of a thunder and lightning storm, all computers will be switched off and unplugged at the mains until the storm has passed.
- d) All of the computers are broadband accessible and are equipped with appropriate security software.

## **2. ELECTRICAL APPLIANCES**

- a) There are a number of electrical appliances throughout the Town Hall. East Cowes Town Council is aware of its responsibility to comply with *The Electricity at Work Regulations 1989 (S1 1989/635)* This means that all electrical appliances will be tested on an annual basis by a competent person. All equipment passing the tests will carry a current label indicating the details and date of the test.
- b) A visual check on electrical appliances is carried out regularly. All members of staff

must take the responsibility for reporting faulty electrical appliances to the Town Clerk. The item will then not be used until it has been inspected and is verified as safe to use.

c) There are no trailing leads Town Hall that could pose a hazard. Plugs are not overloaded and all appliances with the exception of the fridge and freezer are switched off over night to reduce the risk of fire.

### **3. EMERGENCY EVACUATION OF THE TOWN HALL OR THEATRE**

In the event of an emergency the Town Council Officer, if on duty, or the named person responsible for hire of the hall will ensure that all persons leave the building in a safe and orderly fashion. Offices and toilet should be checked if it is safe to do so.

The muster point is in front of the Liberal Club next door.

### **4. FIRE POLICY**

East Cowes Town Councils policy is to ensure that all practicable efforts are made to safeguard employees, visitors and hirers to prevent avoidable damage to property.

In terms of reducing the risk to the people and properties as a result of fire, East Cowes Town Council will comply with the best of its ability with *The Health and Safety at Work Act 1974* and the *Fire Precautions Act*. As part of this the following instructions should be thoroughly read and understood by all staff and users of the Town Hall

#### **4.1 General:**

All staff and users of East Cowes Town Hall have a legal responsibility for the health and safety of others whilst in the building.

- All doors must be kept free from obstructions
- All corridors must be kept clear.

#### **a) Fire Drills:**

Fire Drills will be held every annually, with a full evacuation procedure being undertaken. An appointed person will organise this and the drill will be recorded in a log book. All Town Council staff are made aware of this procedure.

#### **b) Assembly Point:**

In the event of a fire, once the Town Hall is evacuated, everyone should assemble in front of the Liberal Club next door. The Fire Action Notices displayed make everyone aware of this assembly point.

#### **4.2 Fire Precautions:**

The main causes of fire in buildings are:

##### **a) Smoking**

East Cowes Town Council operate a No Smoking Policy throughout all areas of the Town Hall. No Smoking signs are displayed in prominent places.

**b) Electrical equipment** - A qualified electrical inspector tests all electrical equipment in the town hall annually but general care should be taken when using electrical equipment.

- Do not attempt to use faulty equipment or attempt to repair items.
- Do not overload wall sockets or use multi-plug adaptors.
- Do not run electrical wiring beneath carpets.

**c) Incorrect storage** - The correct storage of items will help considerably to reduce the risk of fire.

- Do not stack files, boxes etc too close to electric lighting or heaters.
- Take care with items which are subject to spontaneous combustion.
- Ensure that escape routes are not obstructed at any time.

#### **d) Fire Extinguishers**

The extinguishers are serviced annually to ensure they are in working order and an appointed member of staff checks the seals on each extinguisher to ensure they are secure weekly. The fire extinguishers conform to the recognised standard *British Standard EN 3*. The British Standard Kite mark is displayed on the extinguisher to show it meets this standard.

The fire extinguishers are located in conspicuous positions on escape routes, near to exit doors. These are clearly visible so that fire points can be identified.

The fire extinguishers are securely hung on wall brackets. The extinguishers in the centre are mounted roughly 1m from the floor.

#### **e) Fire Evacuation**

In the event of a fire or a planned evacuation, it is the responsibility of the member/s of staff or named person responsible for hall hire, to ensure that the Town Hall is evacuated immediately. No person should return for personal belongings. Everyone should leave quickly and safely to the assembly point.

Furniture in the East Cowes Town Hall is arranged in such a way that the fire exits always remain a clear passageway for an escape route.

All doors designated for the use of a fire exit in both buildings can be opened quickly and easily without the use of a key. Fire exit doors have a panic bar which is the single form of release.

Fire exits are clearly marked with the sign below and emergency lighting comes on to mark the fire escape route should power fail in the Town Hall. These signs are in compliance with the *Health and Safety (Safety Signs and Signals) Regulations 1996*.

#### **f) Disabled Persons**

**The Disability and Discrimination Act 1995** means that the Town Council must take reasonable measures to ensure that no person entering their property is at a

disadvantage, this includes ensuring a disabled person can leave the premises safely in the event of a fire. An appointed person should ensure that any staff or visitors who are unable to evacuate the building on their own are assisted to the assembly point by another able bodied person.

#### **g) Any Person Discovering A Fire**

In the event of a fire, breaking the glass at the nearest call point should raise the alarm (call points are shown on the Evacuation Plan).

Immediate evacuation of the area should take place.

Phone the fire service and inform them of the outbreak of fire, giving the exact location of the fire and its extent.

### **5. HAZARDOUS SUBSTANCES IN THE TOWN HALL**

All materials relating to internal cleaning are kept in a cupboard which is not accessed by members of the public. Hazardous chemicals are kept locked in compliance with the *Control of Substances Hazardous to Health Regulations 2002*.

Other hazardous materials such as paint, spirits etc are kept secure in the basement away from the boiler room.

### **6. LONE WORKING.**

East Cowes Town Council recognises its duty to assess the risks to lone workers and to take the necessary steps to avoid or control those risks.

### **7. MANUAL HANDLING**

All staff will be given manual handling training as needed in order to meet the requirements of the Manual Handling Operations Regulations 1992. East Cowes Town Council recognise the importance of avoiding the need for hazardous manual handling so far as practically possible.

East Cowes Town Council employees should follow all the safe systems of work for the jobs they undertake and make proper use of the equipment provide to them for their safety. It is essential that if an employee is asked to undertake an activity but feels it is too hazardous, it is their responsibility to acknowledge that it is not within their capabilities to complete the activity safely on their own.

### **8. EQUIPMENT**

The Town Council will provide employees with adequate information to enable them to operate equipment safely.

#### **8.1 Ladders**

If a staff member uses a ladder, a second person needs to be present to hold the bottom of the ladder to prevent it moving. At no time shall anyone use a ladder when working alone.

#### **8.2 Hall hire - table and chair removal**

Trolleys are provided to transport tables and stacks of chairs in and out of the hall. It is the responsibility of the hirer to ensure the tables and chairs are stacked safely at the end of the hire period and not to overload the trolleys.

## **9. RISK ASSESSMENT**

To comply with the Management of Health and Safety at Work Regulations 1999, risk assessments are carried out on all activities undertaken by East Cowes Town Council. The risk assessment will be reviewed on an annual basis and also when the nature of the activity changes in any way.

East Cowes Town Council will also require sight of a risk assessment carried out by a contractor for any area of work for which the Town Council employs them. This is to maintain a high level of health and safety for both staff and members of the public.

## **10. FIRST AID**

The First Aid box is located in the kitchen in the Town Hall.

All injuries sustained at work or by hirers must be reported to the Town Clerk. These must then be entered into an accident book in order to abide by the *Health and Safety (First Aid) Regulations 1981 & Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*.



