



# **HEALTH & SAFETY POLICY 2020**

# 1 Introduction

1.1 East Cowes Town Council (ECTC) considers that management of health and safety is given the highest priority. Compliance with health and safety legislation is regarded as the minimum standard to be adhered to and the Council's aim is to maintain a safe and healthy working environment and to minimise the number of accidents and work-related illness to the lowest level practicable.

1.2 ECTC accept their responsibility for providing a clean and safe environment in which all our staff, Councillors, members of the public, hall hirers, other visitors and contractors can work. ECTC will take whatever reasonable measures are necessary for accident and fire prevention to protect the health, safety and welfare of our employees, Councillors, hall hirers, members of the public, contractors and other visitors to our premises.

1.3 This policy can only work with the full co-operation and understanding of all our employees, Councillors, hall hirers, members of the public, contractors and other visitors to our premises. All staff and contractors need to ensure that work is undertaken in a safe manner.

1.4 Employees, Councillors, hall hirers, members of the public, contractors and other visitors to our premises have responsibilities under the Health and Safety at Work Act 1974 and should report any potential risk (such as faulty equipment or process) to the Clerk or Facilities Officer.

1.5 Employees, hall hirers, members of the public, contractors and other visitors to our premises are expected to follow all health and safety instructions that may affect them. Any employee found to have deliberately and wilfully breached these regulations in a manner which could reasonably be expected to cause damage or unacceptable risk to other employees, Councillors, hall hirers, members of the public, contractors and other visitors to our premises could be accused of Gross Misconduct.

1.4 Councillors are expected to follow the instructions within this policy and not to entice staff to breach them. Failure to comply with this policy may bring the office of Councillor into disrepute.

1.5 ECTC will endeavour to ensure that all equipment is safe and will provide personal protective equipment if necessary. So far as is reasonably practicable ECTC will ensure that staff and Councillors are given whatever training is necessary to understand the equipment they work with and to be aware of any potential risks to them.

1.6 Information and appropriate training will be provided to employees regarding hazards or dangerous substances within the workplace that relate to their jobs. Safety notices throughout the workplace will be clear and prominent. All matters affecting health, safety and welfare are kept under constant review.

1.7 A copy of ECTC general health and safety rules is given to each new employee on appointment. It is displayed in the Clerk's Office and Town Hall foyer. All staff and Councillors should ensure that they are aware of these and follow them.

1.8 This policy will take effect from the date of adoption. The Facilities Officer has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and, additionally whenever there are relevant

changes in legislation or to working practices. Any queries or comments about this policy should be addressed to the Facilities Officer.

## 2 Organisational Responsibilities

2.1 The Facilities Officer is ultimately responsible for:

- Ensuring the effectiveness of the overall accident prevention and safety training programme
- Proper operating practices and procedures to prevent injury are adhered to and encouraged
- All employees, Councillors, hall hirers, members of the public, contractors and other visitors are aware of their responsibilities in all matters concerning health and safety
- Adequate resources are allocated to meet the requirements of the Health & Safety Policy regarding instruction, information, supervision and/or training.
- Providing leadership and promoting a responsible attitude towards health and safety amongst staff managed
- Monitoring and auditing ECTC's health and safety procedures and working practices to ensure they are upheld and that ECTC continually strive to make progressive improvements in health and safety
- Promoting awareness of health and safety issues throughout the premises and ensuring that all employees, Councillors, hall hirers, members of the public, contractors and other visitors are aware of our policy and rules
- Regularly consulting with staff about issues of health and safety within the workplace
- Maintenance of safety records, investigation of accidents, provision of accident statistics
- Keeping a watching brief on safety legislation

2.2 Full investigation of accidents will be carried out by the Facilities Officer in liaison with the Clerk with a view to the prevention of future occurrences. Any notifiable occurrences and accidents will be reported under RIDDOR.

2.3 The Facilities Officer or his deputy will be responsible for:

- Conducting, maintaining and updating risk assessments in accordance with the Risk Management Policy
- Reviewing working practices and assessing any risks to the health and safety of employees, arising out of the performance of their duties
- Ensuring that the introduction of any new equipment, substance or working practice into the workplace is properly considered by testing, examination and consultation with staff and establishing sufficient preventative measures to address any identified risks.
- Risk assessments are carried out regularly or whenever there is a significant change to working practices.
- Ensuring ECTC's obligations in respect of COSHH assessment and control and monitoring of hazardous substances are met
- Ensuring that ECTC's Fire Risk Assessment is complete and up to date; that firefighting equipment is inspected and serviced at least annually and records are kept and employees trained to use these properly; that fire drills and inspections take place on a regular basis; that any remedial action is taken to ensure quick and safe evacuation and that the appropriate number of fire wardens are "in post" and fully trained
- Ensuring that separate risk assessments are done for pregnant workers and any young people who work for ECTC.
- Ensuring that ECTC's obligations in respect of assessment, control and monitoring of the workplace, work equipment, manual handling operations, personal protective equipment and display screen equipment are met.

- Ensuring ECTC have an appropriate number of fully trained first aid personnel and that first aid box(es) are checked on a regular basis and restocked where necessary
- Ensuring that prompt action is taken regarding any reported damaged or defective Equipment.

### 3 Training and Health & Safety Information sharing

The Facilities Officer or his deputy will be responsible for:

- Ensuring that each new employee is given induction training which includes the precautions and procedures appropriate to his/her specific job and any safety rules applicable to their jobs
- That all new employees and Councillors are given a copy of ECTC's Health and Safety Policy and told of the procedures for reporting accidents, made familiar with the routine in case of fire or other emergency that might require evacuation of the premises; shown the location of first aid boxes, fire exits and firefighting equipment; and are introduced to the first aid personnel, **fire wardens and the Facilities Officer.**

### 4 Injury Prevention, Accident Reporting and procedures

4.1 The Facilities Officer will ensure that staff reporting to them are only allocated tasks which they are able to carry out in a safe manner, and for which they have been given the appropriate information, instruction, and/or training. That staff follow ECTC's safety rules and procedures and that a good level of housekeeping is maintained. That staff are provided with any necessary protective clothing and that this is worn as instructed and are trained to take appropriate action with regard to all reported defects and complaints relating to health and safety.

4.2 Ensure that safety checks have been carried out and ensure all accidents that occur in the workplace are recorded, using the appropriate form and that copies are completed immediately and returned to the Facilities Officer.

4.3 Ensure that the proper operating practices and procedures to prevent injury are adhered to and encouraged and that they set a good example in safe behaviour.

4.4 Ensure any remote workers complete a health and safety checklist and that their equipment and location receive an annual inspection organised by the Facilities Officer and keep up to date with health and safety matters.

### 5 Staff Roles and Responsibilities

5.1 All employees have a responsibility to do everything they can to prevent injury to themselves, their fellow workers and others affected by their actions or omissions at work. Staff are required to:

- Ensure they are aware of all their responsibilities regarding health and safety
- Follow safe working practices and not remove or alter any safety devices on equipment
- Ensure that they are fully trained in the use of all equipment that is relevant to their job

- Record all accidents or injuries or "near misses" that occur in the workplace, using the ECTC Accident Report form in Facilities Officer's office and in the Town Hall kitchen (above the first aid box)
- Seek first aid treatment from a qualified first aider where appropriate
- Report any accidents or injuries to them which occur either off site or in the office to the Facilities Officer or Clerk.
- Inform the Facilities Officer or Clerk of any serious or imminent danger and report any shortcomings that they see in the safety arrangements
- Seek guidance from the Facilities Officer if they are in any doubt concerning any health and safety issue
- Follow general safety rules and maintain a good system of housekeeping, including keeping workspaces tidy
- Inform any visitors, members of the public or contractors with whom they are in contact with in the course of their duties of any health and safety risks and precautions they must take.

## 6 Health & Safety information

6.1 There are two Health and Safety at Work posters on display. These are displayed on the back of the door in the Town Hall kitchen area (above the sink) and in the foyer (bottom of the stairs).

6.2 All employees are provided with a copy of ECTC Health and Safety policy and rules on joining.

6.3 The Health & Safety Policy is hung in Town Hall foyer.

6.4 All accidents should be reported to the Facilities Officer or Clerk and recorded in the Accident Book which is kept in the Town Hall.

6.5 Copies of ECTC risk assessments and COSHH assessments are kept by the Facilities Officer and will be supplied to staff as appropriate to their jobs.

6.6 Fire regulations and evacuation procedures are displayed in the Town Hall foyer. All staff, Councillors, members of the public, visitors and contractors are instructed to read this carefully to know what to do in the event of a fire.

6.7 ECTC have 2 first aid boxes which are located in the Town Hall and the kitchen. Employees are requested to inform a First Aider if any replacement items are needed. The name of first aiders are printed on the first aid boxes. First Aiders are fully trained and should be contacted if first aid treatment is required.

## 7 Hazard reporting

7.1 All employees must report any potential hazard or unsafe working practice to the Facilities Officer or most senior person present at the time. If the hazard or unsafe working practice presents

an immediate danger, it should be reported to the Facilities Officer or most senior person present at the time. These persons have the authority to take immediate action to alleviate the danger, including the stopping of any work until further action is taken.

7.2 Any damaged or defective equipment should be reported to the Facilities Officer immediately.

## 8 Smoking

All properties owned or leased by East Cowes Town Council are designated "no-smoking" areas and this must always be observed by employees, Councillors, hall hirers, members of the public, contractors and other visitors to our premises. Failure on the part of employees to comply with this policy may lead to disciplinary action.

## 9 Alcohol and illegal drugs

Alcohol and illegal drugs are not allowed onto any of ECTC premises. Any employee who is found with these substances, or whose ability to work is impaired due to them, may be suspended and subject to disciplinary action. The exception to this rule is alcohol on site for prizes or gifts for entertainment purposes at Council social events, which will be overseen by the Facilities Officer.

## 10 Risk Assessment – specific areas

### 10.1 Manual handling

All reasonable effort is made to limit the need for manual handling within ECTC premises. However, where necessary, employees will be provided with information and training on safe handling.

### 10.2 Pregnant women and those of childbearing age

A separate risk assessment covering pregnant women and those of childbearing age is regularly reviewed by the Facilities Officer. If ECTC are informed that an employee is pregnant or is breast-feeding, a specific risk assessment will be undertaken for that individual. All necessary steps will be taken to reduce any risk to the employee or her child.

### 10.3 Young workers

A specific risk assessment will be carried out before employing a young person (any person who has not attained the age of 18). In particular, ECTC will consider inexperience, lack of awareness or risks and immaturity of young persons; the fitting-out and layout of the workplace and workstations; the nature, degree and duration of exposure to physical, biological and chemical agents; the form, range and use of work equipment and the way it is used; the organisation of processes and activities; the required training in respect of health and safety and other specified risks. In addition, we will provide the parent/guardian with comprehensible and relevant information on the risk to health and safety identified by the assessment and the preventative and protective measures taken.

### 10.4 VDU users

Regular risk assessments will be undertaken for those employees who use VDUs on a regular basis and reasonable measures taken to reduce the risk of repetitive strain injury. In addition, training will be provided on the safe use of the equipment, and an assessment of each workstation undertaken. ECTC will meet the cost of regular eyesight tests and the provision of spectacles specific for VDU use where these are deemed necessary.

#### 10.5 Security

All reasonable efforts are made to provide secure premises and to ensure that staff can enter and leave ECTC premises safely. Access to any potentially hazardous areas is limited to authorised persons.

When leaving work employees are responsible for locking away confidential documents or valuable items.

Anyone working on site or alone on our premises will be provided with a copy of ECTC Lone Workers policy and will be given a personal alarm. Employees should ensure that they comply with the safety rules within that policy relating to them.

#### 10.6 Medical checks and health surveillance

If any medical tests are necessary prior to an employee joining, this will be made clear on the offer letter and in the contract. It is a term in all ECTC employment contracts that employees should undergo a medical examination at any time should ECTC have concerns about their health and feel this to be necessary.