



EAST COWES
TOWN COUNCIL

HEALTH & SAFETY POLICY 2024

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 pursue a policy to strive to achieve zero incidents and accidents.

1.2 ECTC undertake to provide a clean and safe environment and ensure adequate measures are in place, including fire and first aid, in all areas that fall within their area of responsibility and control; to ensure the health, safety and welfare of employees, Councillors, users of council facilities, and visitors to council premises.

1.3 It is the duty of all employees and councillors to cooperate with the council in matters concerning health, safety, and welfare and to familiarise themselves and comply with the objectives of this health & safety policy. Hirers of council facilities will be given written instructions for their specific use of the facilities to enable compliance with this policy.

1.4 Employees, Councillors, hall hirers, members of the public 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 and other visitors to our premises are expected to follow all health and safety instructions that may affect them.

1.6 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, and other visitors to our premises will be subject to investigation and the council reserves the right to follow the disciplinary code up to and including dismissal.

1.7 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.

1.8 ECTC will endeavour to ensure that all equipment is safe and will provide personal protective equipment, where identified by risk assessment, for the health, safety, and welfare of its employees. So far as is reasonably practicable, ECTC will ensure that staff and councillors are, where required, provided with training as necessary to understand the equipment they work with and to be aware of any potential risks to them.

1.9 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.

1.10 A copy of ECTC general health and safety rules is given to each new employee on appointment. A statement of intent for health, safety and welfare is to be displayed in the Town Hall foyer and the Clerk's office. All staff and Councillors should ensure that they are aware of these and follow them.

1.11 This policy will take effect from the date of adoption. The Facilities Officer and/or their Deputy 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, 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, 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 and/or their Deputy, 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 their deputy will be responsible for:

- Conducting, maintaining, and updating risk assessments in accordance with the Risk Management Policy
- Should an accident or incident occur the relevant risk assessment will be reviewed as part of the investigation.
- 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 equipment properly; that fire drills and inspections take place on a regular basis; and that any remedial action is taken to ensure quick and safe evacuation.

- 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. Where responsible for defibrillators these are to be inspected and maintained in accordance with the manufacturer's guidance. Defibrillators are also to be registered with the British Heart Foundation Circuit scheme.
- Ensuring that prompt action is taken regarding any reported damaged or defective Equipment.

3 Training and Health & Safety Information sharing

The Facilities Officer or their deputy will be responsible for:

- Ensuring that each new employee is given induction training which includes the precautions and procedures appropriate to their 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 for which they have received adequate training and are deemed to be capable to carry out in a safe manner. 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 PPE and are trained to take appropriate action regarding 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. All documents are to be stored in accordance with the guidelines set out in the Data Protection Act, and any subsequent revision.

4.3 Ensure any employee working alone or remotely is made familiar with the lone workers policy and is to have input on its content. Areas in which lone working is required are to be inspected and reviewed periodically.

5 Staff Roles and Responsibilities

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 relevant documents.
- Seek first aid treatment from a qualified first aider where appropriate.
- Report any accidents or injuries to the Facilities Officer, their Deputy or the Clerk.
- Inform the Facilities Officer or the 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 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 In accordance with legislation the most current Health and Safety Executive poster will be displayed within the premises

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

6.3 A statement for health and safety arrangement is to be displayed in public view

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

6.5 Copies of risk assessments, COSHH assessments and all other assessments relative to the council's undertakings are to be kept are kept by the Facilities Officer. Copies to be available in the relevant locations.

6.6 Fire regulations and evacuation procedures are displayed in the Town Hall foyer. It is the duty of staff and councillors to familiarise themselves with the posted documents. Anyone using the facilities operated by the council will be given specific instructions to be communicated to those attending the venue.

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 posted in the relevant locations. 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, 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 Where specific risk assessment such as manual handling, young worker or any other subject deemed to be of risk to employees, Councillors or users of facilities maintained by the council these will be conducted by the Facilities Officer and/ or their deputy. These risk assessment to be conducted in accordance with the most up to date legislation/regulation in force at the time.

10.2 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.

10.3 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.

11 Contractors

ECTC will engage and collaborate with all contractors engaged on council business to ensure their:

- Health and safety capability and competence fulfil our expectations
- Ensure that work activities have minimal health and safety impacts on our activities
- That they are made aware of our emergency procedures.