SWANSCOMBE & GREENHITHE TOWN COUNCIL

HEALTH AND SAFETY POLICY STATEMENT

(This Policy was reviewed by the full Council at its meeting held on 19 May 2016, minute 18/16-17)

1. GENERAL STATEMENT OF POLICY

1.1 The policy of Swanscombe & Greenhithe Town Council is to provide and maintain safe and healthy working conditions and systems of work for all employees, volunteers, contractors and others who may be affected by the activities of town Council, and to provide such information, instruction, training and supervision, as they need for this purpose.

1.2 The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

1.3 The policy will be kept up to date, particularly as the Town Council's activities change in nature and size. To ensure this, the policy and the way in which it is operated will be reviewed annually by the Personnel Committee of the Town Council. Although risk assessment is a continuing process, it shall form part of the Personnel Committee's annual review of matters relating to the staff.

2. RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety in matters relating to the Council and its business and compliance with the Health and Safety at Work Act, as extended and amended, etc. and Regulations made under the Act and the Occupiers Liability Act is that of the Swanscombe & Greenhithe Town Council. The Town Clerk is responsible for this policy being carried out on the Town Council's premises, and in the absence of the Town Clerk, the Responsible Financial Officer (RFO).

2.2 All employees, volunteers, contractors and Councillors have a responsibility to co-operate to achieve a healthy and safe workplace and to take responsible care of themselves and others.

2.3 When a member of staff, any other workers on the premises or on business related to the Town Council's property, or a Councillor notices a health and safety problem, it is their duty to report the matter to the Town Clerk.

2.4 Consultation between the Town Council and staff is provided by immediate day-to-day discussion with the Town Clerk.

2.5 The Accident Record Book is kept in the Town Council Offices and all entries for reported accidents must be initialled by the Town Clerk.

3. FIRST AID

3.1 A First Aid Box is located in the main office and in all Council buildings and vehicles.

3.2 In the event of an accident members of staff who have undertaken the relevant First Aid training should advise the person/s involved in the accident, stay with them, call the Ambulance Service using their work mobile telephones and “pass” the casualties to the ambulance service when they arrive. If a member of staff has not been trained in First Aid they should not attempt to administer first aid or to move a casualty but should stay with them, call the Ambulance Service using their work mobile telephones and “pass” the casualties to the ambulance service when they arrive.

4. FIRE SAFETY

4.1 The Town Clerk will visually inspect fire extinguishers on a monthly basis with a full inspection annually by the appointed contractor. The certificate of inspection shall be kept with the Town Council's insurance records.

4.2 The Smoke Detection system shall be tested and certified by the appointed contractor annually. The certificate of inspection will be kept with the Town Council's insurance records.

4.3 The Senior Recreation Supervisor at the Leisure Centre will test the Fire Alarm monthly.

4.4 All Fire Exits shall be kept free from obstructions

4.5 Notices shall be displayed giving directions for evacuation of the building and the assembly point in the event of fire

5. GENERAL ADVICE

5.1 General advice to all employees is attached at Annex 5.

6. SPECIFIC POLICIES

6.1 Offices

6.2 Caretaking & Cleaning

6.3 Lifting & Handling

6.4 Visual Display Equipment

7. EMPLOYMENT OF CONTRACTORS

7.1 See Annex 6

8. REPORTING & RECORDING ACCIDENTS

Accident books are kept at the Council Offices, Community Café, Leisure Centre, Parks Mess Room and all the Community Halls.

9. SMOKING

9.1 Smoking is not allowed in any part of the Town Council's buildings

10. RELEVANT LEGISLATION

Electricity at Work Regulations 1989
The Management of Health & Safety at Work Regulations 1992
Manual Handling Operations Regulations 1992
The Personal Protective Equipment at Work Regulations 1992
The Health & Safety (Display Screen Equipment) Regulations 1992
The Provision & Use of Work Equipment Regulations 1992
The Workplace (Health, Safety & Welfare) Regulations 1992
The Control of Substances Hazardous to Health (COSHH) Regulations 1994
The Fire Precautions (Workplace) Regulations 1997
The Health & Safety (Young Persons) Regulations 1997

ANNEX 1

OFFICES

1. Heating, Lighting & Ventilation

a) Temperature must reach a minimum of 60.8 degrees F. After the first hour of working time and must be maintained at or above 60.8 degrees F. throughout the working day.

b) Free-standing heaters must not be used unless specifically authorised. When these are so authorised, 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 of light. Free standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. Electrical Equipment

a) All electrical equipment shall be inspected in accordance with the 1989 regulations.

b) Mains must not be overloaded. It is important that the correct voltage rated equipment is used. Multi-adaptors should not carry more equipment than they are rated for use.

c) The correct fuses must be installed.

d) Leads from desks and other points should not present a hazard to pedestrian traffic.

e) Defective equipment must never be used. Any piece of electrical equipment that becomes defective must be disconnected and reported to the Council for replacement. Staff should under no circumstances attempt to repair defective electrical equipment.

f) An annual electrical inspection of all mains is required and the certificate is to be kept with the insurance documents

3. Furniture, Fittings & Equipment

a) All heavy equipment & storage units should be placed against walls and secured to walls if necessary.

b) Heavy equipment and furniture must not be moved by individuals.

c) Office equipment, whether manually or electrically operated, must not be used by unauthorised, untrained personnel.

d) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinets from tipping when a full top drawer is opened. Filing cabinets and drawers must always be closed immediately after use. Drawers should be inspected every six months to check effectiveness of operation and stops. Damaged or defective cabinets must not be used.

e) High shelves should only be reached through the use of steps provided. Standing on any item of furniture fitted with castors should be avoided at all times.

4. Fire Precautions

a) All staff must be conversant with the actions to be taken in the case of fire within the relevant building(s) and instructions should be displayed.

b) Exits, landings and stairs must be kept clear at all times.

c) Flammable material must not be stored, even for a temporary period, in the Offices, corridors, or rooms: unless contained with a Fire Proof cabinet clearly marked 'Flammable Material'.

d) Waste paper bins must be of metal construction and emptied every day.

ANNEX 2

CARETAKING & CLEANING

1. It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbons and other flammable solvents.

2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.

3. Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all required precautions.

4. Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or form products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleaners (eg. Harpic), or other acidic substances.

5. Ladders which are used to gain access to heights must be in good condition and free from defects.

6. All electrical cleaning equipment must be wired in accordance with electrical safety regulations. Any repairs must only be carried out by a competent person. Any deterioration in electrical connections or wiring must be reported immediately and the equipment taken out of service until the problem is remedied.

7. Floors must be treated only with approved non-slip products. The method of application and the quantities used should conform to the manufacturers' specification.

8. YOU SHOULD REPORT TO THE TOWN CLERK:

a) Structural faults which appear dangerous
b) Floor coverings, etc. which cause a tripping hazard
c) Faulty fixtures of whatever nature
d) All accidents, however small and record them in an official Accident Report Book

9. YOU SHOULD NOT:

a) Attempt to repair any equipment unless approved competent to do so
b) Attempt to move obviously heavy or awkward furniture or fittings alone

10. YOU SHOULD:

a) Stand on something solid and firmly based to reach high objects
b) Dispose of aerosol cans
c) Dispose of soiled material, etc. in sealed bags
d) Wear protective eye-coverings where indicated by suppliers

ANNEX 3

LIFTING & HANDLING

1. The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through 'handling good' than any other single action.

   Manual lifting is included in this and an incorrect technique can cause:

   Hernia (or rupture), torn back muscles, 'slipped disc', cuts, bruises; crush injuries to fingers, hands and forearms. Crush injuries to toes, cuts and bruises to the legs and feet.

2. The following basic rules are produced to help reduce these accidents:

   Never attempt to lift anything that is beyond your capacity. If in doubt get a second person or other to help.

   If mechanical aides to lifting are provided, then use them.

   If an object is to be lifted manually:

   a) Bend the knees and crouch to the object
   b) Get a firm grip by using the whole hand and not the finger tips
   c) Keep the back straight
   d) Tuck the chin in
   e) Position the feet so that one is behind the other alongside the object, pointing in the direction of moving after lifting
   f) Push off with the rear foot. Straighten the legs and raising the object, move off in the required direction in one smooth movement
   g) Avoid pinching fingers when releasing object
   h) When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated
   i) Protect your toes with safety footwear
   j) Wear protective gloves when handling objects with sharp or jagged edges

ANNEX 4

VISUAL DISPLAY EQUIPMENT

1. COMPUTER MONITORS

a) You are required to take a minimum break of ten minutes after using a visual display monitor for forty-five minutes.

b) Ensure that the chair you sit in is correctly positioned in front of the monitor Screen so that you do not have to bend your neck when looking at the screen.

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ANNEX 5

GENERAL ADVICE TO ALL EMPLOYEES

1. TIDINESS

Keep floors and passages etc. clear of stores, packages and litter.

Put waste paper in bins provided. Do not throw broken glass or other dangerous items loose in a waste bin. Dispose of these with care. If necessary clearly mark the contents on the outside.

Take care on stairs and use a handrail.

Mop up spills of liquid. Don't leave it for someone else.

Do not climb on chairs, desks, windowsills to reach shelves or open windows. Use a step-ladder.

Read and understand Fire Precaution Notices and make yourself aware of how to operate the fire prevention / fighting equipment supplied.

Ensure that you know the layout of the fire exits.

Report & remove where possible any obstructions of fire exits & passages.

Do not cover heaters, or stand anything so close that it may burn.

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ANNEX 6

NOTICE TO CONTRACTORS

For the Swanscombe & Greenhithe Town Council to comply with Health & Safety Legislation all outside contractors employed to do work on the Town Council's premises are to be made aware of the expected requirements related to health & safety. A contractor accepting a contract from the Swanscombe & Greenhithe Town Council shall be deemed to have agreed to comply with the following requirements:-

1. As a contractor, you will supply & ensure that your employees wear & use protective clothing/equipment or anything provided in the interests of health, safety or welfare of any of the relevant statutory provisions.

2. You & your employees will ensure that all equipment, plant, machinery and apparatus brought on to or used on the Town Council premises are safe and comply with all regulations governing their use. Are without risk & maintained to a standard that will not constitute an offence under any of the relevant statutory provisions.

3. You & your employees will conform, in all respects, to your legal duties & responsibilities as laid down by the Health & Safety at Work Act 1974, and relevant statutory provisions.

4. The Town Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety & health of employees or others. The Town Council will not accept any responsibility for any increased costs arising out of such action.

5. In the event of the Town Council taking the action in Item-4 above, your site representative will be notified verbally & will have confirmation in writing by the Town Council's representative to order such a stoppage.

6. The Town Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Town Council premises involving you or your employees.

7. The Town Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.