



WINCANTON TOWN COUNCIL

HEALTH AND SAFETY POLICY

1. INTRODUCTION

Wincanton Town Council has adopted a Health and Safety Policy for the protection of all Employees, Councillors, Visitors, Service Users, Volunteers and Contractors, to ensure compliance and safe working practices.

2. GENERAL POLICY STATEMENT

2.1 Wincanton Town Council recognises that under the Health & Safety at Work Act etc 1974 (HASAWA) it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

2.2 Wincanton Town Council intends meeting its legal obligations by providing, managing and maintaining a safe and healthy working environment, equipment and systems of work for all our employees so far as is reasonable practicable. This will be achieved by:

- Providing adequate control of the health and safety risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure the safe handling and use of substances;
- Provide information, instructions and supervision for employees;
- Ensure all employees are competent to do their tasks, and to give them adequate training;
- Work to prevent accidents and cases of work-related ill health;
- Keep up to date with best practice in relation to health and safety and comply with all relevant legislation and authoritative guidance; and
- Actively manage and supervise health and safety at work and have access to competent advice

2.3 Wincanton Town Council also recognises that it has a duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

2.4 To help and achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and others who might be affected by their activities.

2.5 This policy will be kept up to date and reviewed on a regular basis as part of Wincanton Town Council's continuing review of its Policy Documents. Recommendations for change

will be reported by the Town Clerk to the Town Council, and any changes to the Policy will be brought to the attention of all employees.

3. RESPONSIBILITIES

3.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act 1974 is that of Wincanton Town Council. The Town Clerk is responsible for this policy being carried out at all the Council's premises and in the absence of The Town Clerk, the Deputy Town Clerk will be responsible as his/her deputy.

3.2 The following supervisors are responsible for safety in particular areas:

Supervisor	Area	Any Special Responsibility
Town Clerk	Town Hall	
Works and Maintenance Supervisor	Cemetery Rickhayes Play Area Cale Park Skate Park MUGA Penn View Play Area Toilets	

3.3 All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

3.4 All employees to observe the safety rules and take reasonable care of their own safety and the safety of others affected by their actions and to comply with this Health and Safety Policy.

3.5 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.

3.6 Consultation between management and employees is provided by immediate day to day discussion with the Town Clerk.

3.7 Report all accidents to The Town Clerk whether an injury is sustained or not.

3.8 Observe the fire evacuation procedures and the position of all fire equipment and fire exit routes.

3.9 Where contractors and sub-contractors are engaged by The Town Council they must maintain effective control of themselves and those working under them, so as to ensure that they comply with the responsibilities and duties under the Health and Safety at Work etc Act 1974. The Council shall ensure that those not in the employment of the Council, including the general public, are not exposed to risks to their safety of health when on the Council's premises, or in the vicinity of other Council activities.

4. HEALTH AND SAFETY RULES

These rules are prepared in accordance with legal requirement. Failure to observe these rules will be considered a breach of the contract of employment and will result in disciplinary action being taken. Employees are reminded that a breach of health and safety

legislation by an employee is a criminal offence and any action taken against an individual may result in heavy penalties.

4.1 Working Practices

- It is the duty of all employees to co-operate with The Town Clerk in fulfilling the legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provide in the interest of health, safety and welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.
- Employees must not operate any item of plant or equipment unless they have been trained and authorised
- Employees must make full and proper use of all equipment guarding
- Employees must not clean any moving item of plant of equipment
- Employees under the age of 18 must not operate any item of plant or equipment unless they have receive sufficient training or are under adequate supervision
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so
- Employees must use all substances, chemicals, liquids etc in accordance with all written instructions
- Employees must clear up any spillage or liquids within the work area in the prescribed manner.
- Employees must dispose of all rubbish, scrap, waste materials and substances at the correct disposal points and in the prescribed manner.
- Employees must keep passageways, stairways and work areas clear and in a clean and tidy condition.
- Smoking is prohibited throughout the entire workplace including Council vehicles.

5. FIRST AID

5.1 First Aid boxes are located as follows:

Box 1: The kitchen at the Town Hall.

Box 2: The Town Hall office

Box 3: The Groundsmen's premises at Rickhayes

5.2 Appointed persons responsible for boxes are:

Box 1: The Town Hall – Town Clerk

Box 2: The Recreation Grounds – Works and Maintenance Supervisor

6. ACCIDENTS

6.1 Accidents or injury shall be reported to the Town Clerk and they must be properly recorded in the Accident Record Book.

6.2 Any incident in which damage is caused to property must be reported to the Town Clerk

7. FIRE SAFETY

7.1 Fire extinguishers shall be visually inspected monthly in the Town Hall by the Town Clerk. Fire extinguishers shall be maintained annually

7.2 A fire drill shall be held annually at the Town Hall.

7.3 Fire escape routes, fire equipment or fire doors must be kept free from obstructions.

- 7.4 Employees must not misuse any fire-fighting equipment provided, and must report any use of fire-fighting equipment to the Town Clerk.
- 7.5 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.
- 7.6 Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked 'Flammable Material'.
- 7.7 Waste paper bins must be made of metal construction and be emptied each day.
- 7.8 All employees to comply with all laid down emergency procedures.

8. PROTECTIVE CLOTHING AND EQUIPMENT

- 8.1 Employees must use all items of protective clothing/equipment provided as instructed.
- 8.2 Employees must store and maintain protective clothing/equipment in the appropriate manner.
- 8.3 Any damage, loss, fault or unsuitability of protective clothing/equipment must be reported to the Town Clerk.

9. HEALTH

- 9.1 Employees must report any medical condition or medication which could affected the safety of themselves or others to the Town Clerk
- 9.2 Employees must co-operate with the Town Clerk on the implementation of the medical and occupational health provisions.

10. TRAINING

- 10.1 The Town Clerk has overall responsibility for training.

11. RULES GOVERNING GROSS MISCONDUCT

All employees will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of safety rules
- Unauthorised removal or interference with any guard or protective device
- Unauthorised operation of any item of plant or equipment
- Unauthorised removal of any item of first aid equipment
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work
- Unauthorised removal or defacing of any label, sign or warning device
- Horseplay or practical jokes which could cause accidents
- Making false statement or in any way interfering with evidence following an accident or dangerous occurrence
- Misuse of any item of equipment, utensil, fixture/fitting, vehicle or electrical equipment
- Deliberately disobeying an authorised instruction

12. SPECIFIC POLICIES

- 12.1 Policies for particular premises and activities are attached as Annexes as follows:
- Annex 1 – Offices
 - Annex 2 – Grounds Maintenance
 - Annex 3 – Council Work Vehicle

- Annex 4 – Caretaking and Cleaning
- Annex 5 – Lifting and Handling
- Annex 6 – General Advice to All Employees
- Annex 7 – General Advice to All Contractors

13. COMPLAINTS

13.1 All complainants should follow the complaint procedure as laid down by Council. A copy can be obtained at the Town Hall

Adopted at the Full Council Meeting on Minute

Review Date

SPECIFIC POLICIES

ANNEX 1 – OFFICES

1. HEATING, LIGHTING AND VENTILATION

- 1.1 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 throughout the working day.
- 1.2 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.
- 1.3 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.

2. ELECTRICAL EQUIPMENT

- 2.1 All electrical equipment shall be inspected in accordance with the 1989 Regulations.
- 2.2 Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- 2.3 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- 2.4 Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends.
- 2.5 Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- 2.6 Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

3. FURNITURE, FITTINGS AND EQUIPMENT

- 3.1 All heavy equipment and storage units should preferably be placed against the wall across several floor joists.
- 3.2 Heavy equipment and furniture must not be moved by individuals.
- 3.3 Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- 3.4 Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular

regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.

3.5 High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

4. FIRE PRECAUTIONS

4.1 All staff must be fully conversant with the "Fire Alert" system displayed in the offices.

4.2 Exit corridors, landings and stair cases must be kept clear at all times.

4.3 Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".

4.4 Waste paper bins must be of metal construction and be emptied each day.

SPECIFIC POLICIES
ANNEX 2 - GROUNDS MAINTENANCE

1. Only authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.
7. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
8. Manufacturer instructions regarding the safe use of chemicals must be adhered to.
9. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
10. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
11. Pathways on Council owned premises shall be inspected annually.

SPECIFIC POLICIES

ANNEX 3 – COUNCIL WORKS VEHICLE

1. Employees must carry out prescribed checks of Council vehicle prior to use and in conjunction with the laid down checking procedure.
2. Employees must not drive or operate any vehicle for which they do not hold the appropriate driving licence or permit.
3. Employees must not carry unauthorised passengers or unauthorised loads
4. Employees must not use vehicle for unauthorised purposes
5. Employees must not load vehicle above the stated capacity
6. Employees must not drive or operate vehicle whilst suffering from a medical condition or illness that may affect their driving or operating ability.

SPECIFIC POLICIES

ANNEX 4 – CARETAKING AND 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 hydrocarbon 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 precautions.
4. Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
5. Step-ladders which are used to gain access to heights must be in good condition and free from defects.
6. All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately.
7. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.
8. YOU SHOULD REPORT:
 - a) Structural faults which appear dangerous.
 - b) Floor coverings, etc. which cause a tripping hazard.
 - c) Faulty gas, electric, paraffin fixtures, fittings and equipment.
 - d) All accidents, however small, should be reported.

YOU SHOULD NOT:

- e) Attempt to repair gas, electric, paraffin fixtures, fittings or equipment, unless competent to do so.
- f) Attempt to move obviously heavy furniture alone.

YOU SHOULD:

- g) In the event of your having to stand on something to reach windows, etc. do ensure the object on which you will stand is solid and reliable.
- h) Dispose of aerosol cans in the recommended way.
- i) Dispose of soiled materials in sealed bags.

SPECIFIC POLICIES

ANNEX 5 – LIFTING AND 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 goods" 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 beyond your capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

If an object is to be lifted manually:-

- a) Bend the knees and crouch to the object.
- b) Get a firm grip 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 movement after lifting.
- f) Push off with the rear foot. Straighten the legs and raising the object, move off in 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.

SPECIFIC POLICIES
ANNEX 6 – GENERAL ADVICE TO ALL EMPLOYEES

1. TIDINESS

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

Put waste paper in the bin. Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care and ask for advice from your Supervisor if in doubt.

2. FALLS AND COLLISIONS

Walk, do not run. Look where you are going.

Use care in opening doors outward.

Take care on stairs and use the handrail.

Mop up spills of liquid, do not leave it to someone else.

Do not climb on chairs, desks, window sills to reach shelves or to open windows.

Use a step-ladder and window poles etc.

3. FIRE PRECAUTIONS

READ AND UNDERSTAND FIRE PRECAUTION NOTICES

Ensure that you know the lay-out of the fire exits and emergency routes. Report or remove where possible any obstruction of fire exits and passages. Keep cloths and towels away from heaters and convectors etc.

Do not stand close to an electric fire, if use permitted, nor stand them near to anything that will bum.

4. HORSEPLAY

Avoid horseplay, sky larking, practical jokes, it can be dangerous.

SPECIFIC POLICIES

ANNEX 7 – GENERAL ADVICE TO ALL CONTRACTORS

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

1. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
4. The 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 and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.