



NORTH WALSHAM TOWN COUNCIL

Health and Safety Policy

Adopted by the Council at its meeting held on 28.6.16

1 Responsibilities

- 1.1 Overall responsibility for health and safety in all areas relating to the Town Council's jurisdiction is that of the Town Clerk, who has delegated authority to take immediate/urgent action in response to reports of health and safety concerns (Ref. Council minutes dated 28 July 2015, para 7(d)).
- 1.2 A visual Health and Safety Risk Assessment will be undertaken by the Town Clerk, Head Grounds Person, Town Crier, Market Manager to identify any specific health and safety risks in their areas of work/responsibility.
- 1.3 All written risk assessments will be reviewed every 3 years and kept in a folder which is readily available.
- 1.4 All employees have a legal duty to co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 1.5 Wherever an employee notices a health and safety problem which they are unable to put right they must immediately inform the Town Clerk.

2 Accidents

- 2.1 In the case of minor accidents, the first aid boxes are situated in the following locations:

| SITE | LOCATION | RESPONSIBLE PERSON |
|-----------------------|--------------------------|---|
| Council Offices | Office | Town Clerk |
| Flatbed Truck | Workshop | Head Grounds Person |
| Cemeteries | Chapel/Compound | Head Grounds Person |
| Outdoor Events | Various Locations | Nominated trained member of Council/Staff Member |

First Aid Boxes MUST be properly replenished after use and be made available for events.

A list of First Aid Trained Staff must be kept and available for all events

First Aid Boxes are checked in January to make sure they are still in date.

- 2.2 In the case of more severe accidents please consult a Doctor or hospital as appropriate.
- 2.3 Key contacts:
GP: Birchwood Surgery, Tel: 01692 402035
GP: Paston Surgery, Tel: 01692 403015
Minor Injuries Unit: Cromer & District Hospital, Phone: 01263 513571
Accident & Emergencies: Norfolk & Norwich University Hospital, Colney, Phone: 01603 286286
Emergencies/Ambulance: TELEPHONE 999

- 2.4 All accidents whether major or minor must be recorded in the Accident Books which are located at:

- Council Offices, Cedar House, New Road North Walsham NR28 9DE
- Chapel/Workshop, Chapel Cemetery, Bacton Road, North Walsham

2.5 When recording an accident the following information must be stated:-

- the date and time of the accident
- full name
- occupation
- place where accident occurred
- brief description of circumstances
- name of any witness.

2.6 Regardless of where an accident occurs, it must be reported immediately to the Town Clerk. In the event of a serious accident all equipment should be left where it is. Nothing must be moved until the incident has been notified to the Town Clerk and Chair of Personnel.

3 Fire Safety

3.1 Fire alarms and extinguishers at the Council Offices are checked annually.

3.2 Fire extinguishers can be found at the following locations:

| SITE | LOCATION | RESPONSIBLE PERSON |
|-------------------|-------------------|---------------------|
| Council Offices | Office | Town Clerk |
| War Memorial Park | Equipment Shed | Head Grounds Person |
| Cemeteries | Chapel/Workshop | Head Grounds Person |
| Tractor | Various locations | Head Grounds Person |

3.3 Fire assembly point – Car Park Cedar House

3.4 All fire escape routes must be kept clear and well signposted. The responsibility for this lies with all employees but in particular: Fire exit doors **MUST** be kept clear of obstruction at all times.

3.5 Fire prevention doors **MUST** be kept closed at all times.

3.6 Regular inspection of fire prevention equipment to be carried out by a Fire Officer.

4 Housekeeping

4.1 Premises should be kept clean and tidy at all times.

4.2 Rubbish should be placed in receptacles provided and not left by doors.

4.3 All supplies and equipment should be safely stored.

4.4 All equipment such as ladders and scaffolding should be properly erected before use and two people should always be present when equipment is used at height or depth. It is the duty of every employee to ensure that the equipment they are using is properly maintained and in a safe condition when being used. No faulty equipment should be used under any circumstances.

5 Electrical Equipment

- 5.1 PAT testing must be carried out at appropriate intervals, as defined at the following web URL: <http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>
- 5.2 All employees should make suitable arrangements for ensuring that all plugs and cables are inspected and that loose connections or faults are rectified before the equipment is used.
- 5.3 Any faults should be reported to the office so that the necessary repairs can be undertaken.

6 Machinery

- 6.1 When using machinery of all types, i.e. drills, lawn-mowers, tractors etc., all dangerous parts must be identified and guards positioned when in working order.
- 6.2 Unsafe equipment or machinery must not be used.
- 6.3 Any defect in equipment or machinery must be rectified before use.
- 6.4 Safety equipment and protective clothing will be provided where necessary and employees must ensure that this is used. IF THE SAFETY EQUIPMENT PROVIDED IS NOT USED EMPLOYER'S LIABILITY INSURANCE COVER COULD BE COMPROMISED.

7 Personal Protective Equipment (PPE)

- 7.1 PPE is supplied to protect employees/councillors/volunteers free of charge and must be used correctly.
- 7.2 PPE will be supplied to employees when and where necessary. This must suitably fit and be kept in good repair.
- 7.3 PPE will only be supplied to councillors/volunteers undertaking Council business. Under no circumstances must any PPE equipment be kept by individuals. PPE must be stored correctly, be checked and cleaned and signed in and out.
- 7.4 PPE must comply with UK legislation and any defects or loss must be reported to the Town Clerk.

8 Dangerous Substances

- 8.1 Where appropriate, please read the manufacturer's instructions carefully, and follow the recommendations. Any questions or uncertainty directed to a COSHH qualified individual (Head Groundsman). Any unidentified substances should be reported to the Office. All substances must be safely stored.
- 8.2 Heads of Departments will ensure that an up to date list of substances used by the council is maintained and that the relevant manufacturers' data sheets are readily available.

9 Employees

- 9.1 All employees, while at work, have certain duties in connection with Health and Safety and advice can be found at the following web URL: <http://www.hse.gov.uk/involvement/doyourbit/taking-action.htm>