



# HEALTH & SAFETY POLICY

ADOPTED BY WATCHET TOWN COUNCIL ON .....

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## **1. HEALTH AND SAFETY POLICY STATEMENT**

Watchet Town Council believes that Health & Safety performance is an integral part of the efficient and cost-effective discharge of its duties and is aware of its responsibilities under the Health & Safety at Work Act 1974 and other statutory provisions listed in (4) Legislation. Watchet Town Council therefore intends to meet those responsibilities as far as is reasonably practicable by incorporating good health and safety management within all its operations.

The objective of the Watchet Town Council policy is to minimise risks to health, safety and welfare of its employees, voluntary workers, general public and others affected by its activities and to minimise risks to the environment. All reasonable measures will be taken to ensure that a safe working and community environment is created.

Members of Watchet Town Council have the accountability and officers the responsibility for implementing this Policy and must ensure health and safety considerations are always given priority in planning and day-to-day supervision of work. All employees and voluntary workers are expected to co-operate in carrying out this policy throughout Watchet Town Council's activities and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others. The proper officer and supervisors must ensure that all employees, voluntary workers and contractors associated with any works carried out by Watchet Town Council will be made aware of this policy and the importance of commitment to its objectives. The organisation and arrangements for implementing the Policy are set out in the Policy document. The Policy will be kept up to date in response to changes in legislation or best practice. To ensure this, the Policy and the way in which it has operated, will be reviewed annually or as the need arises.

## **2. ORGANISATION (ROLES & RESPONSIBILITIES)**

### **2.1 Duties and Responsibilities of Town Councillors**

All Town Councillors are jointly accountable and officers responsible for the implementation of this Health & Safety Policy, for monitoring the day-to-day administration of the Council's affairs, and ensuring that all insurance policies are in date. In doing so, they will ensure that:

- a copy of this policy is circulated to all employees and voluntary workers on appointment. Opportunity will be given to discuss this policy on an individual basis to ensure that it is fully understood and implemented.
- the Council's activities are monitored to ensure that the objectives of the Health & Safety Policy are being complied with;
- contracts of employment include compliance with statutory and company health, safety & environmental requirements;
- all staff have adequate competence and training for carrying out their specific jobs and for ensuring the health, safety and welfare of themselves and those around them;
- employees and voluntary workers are aware of the hazards which may exist within the operation of their tasks, and that they fully understand and observe all aspects of Watchet Town Council's Health & Safety Policy;
- no employee or voluntary worker shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless he or she possesses such knowledge or experience or is under supervision of a competent person having regard to the nature of the work.
- safe methods of work are adopted;
  - Risk assessments are performed on all relevant activities
  - Employees are made aware of and participate in risk assessments, and receive adequate training for the tasks they are expected to perform
  - A record is kept of training and qualifications where required to perform such functions
  - A risk register is maintained under the separate Council's Risk Management Policy

- all suppliers comply with Section 6 of the Health & Safety at Work Act (HASAWA) in supplying articles and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used;
- any accidents arising out of the Council's activities are recorded, reported and investigated as detailed in the accident reporting procedure;
- regular inspections of equipment are carried out and necessary records kept.

## **2.2 Duties and Responsibilities of all Employees and Voluntary Workers**

- Employees and voluntary workers have a responsibility to conform to the Town Council policy and with the Health & Safety at Work etc. Act 1974 and associated legislation.
- Employees and voluntary workers have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions and to cooperate with the company to enable it to fulfil statutory obligations. They should also ensure that they are physically fit and technically responsible for the work requested of them.
- Employees and voluntary workers have responsibility for properly using any safety devices involved in their work. They will not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- All accidents and near miss incidents shall be reported to the Town Clerk and recorded in Watchet Town Council accident book as soon after the event as possible. Employees and voluntary workers will also co-operate with the management in investigating all accidents and near misses.
- Employees and voluntary workers must request assistance or advice about any area of work that they are not familiar with.

## **2.3 Duties and Responsibilities of all Contractors**

Contractors must comply with the following:

- Any contractors employed by Watchet Town Council shall be responsible for conducting themselves safely at all times and in complying with the Town Council's Health & Safety Policy.
- Any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off site.
- All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.
- Any injury sustained whilst on site must be reported to the Town Clerk immediately.
- All electrical equipment must have a valid Portable Appliance Test certificate.
- Contractors must provide written risk assessments and method statements where necessary, before commencing work for or on behalf of the Town Council.

## **2.4 Duties and Responsibilities of all Visitors**

Watchet Town Council owes a duty of care to visitors to Watchet Town Council controlled areas of the town. Town Councillors will ensure so far as is reasonably practicable that safe access and egress is available and that that areas are maintained in a safe condition.

## **2.5 Duties and responsibilities of the Council's Duly appointed Environment Health & Safety Officer**

In the absence of an employed EH&S officer and/or Health and Wellbeing Officer, the council may appoint a voluntary EH&S and/or H&W Officer. Such person(s) should have an appropriate level qualification and/or experience for managing EH&S and/or health & wellbeing in the workplace.

The EH&S Officer will be responsible for advising WTC on its accountability for its duties and requirements for EH&S and assisting the employed officers in discharging their responsibilities under this policy and specifically:

## **Environment, Health & safety Officer**

Is given delegated authority to:

- 1.1 advise Council staff on Environment, Health & safety matters
- 1.2 provide guidance to the Clerk and Council staff in the completion of Risk Assessments and H&S policies
- 1.3 write reports and provide recommendations in relation to EH&S matters for Council and Committee meetings
- 1.4 With the approval of the Clerk, provide support on EH&S matters
- 1.5 to highlight and recommend training needs of Council staff

The H&W Officer will be responsible for advising WTC on its accountability for its duties and requirements for H&W and assisting the employed officers in discharging their responsibilities under this policy and specifically

## **Health & wellbeing Officer**

Is given delegated authority to:

- 1.6 Advise Council staff on Health & Wellbeing matters
- 1.7 provide guidance to the Clerk and Council staff in the completion of Health & wellbeing Assessments and policies
- 1.8 write reports and provide recommendations in relation to H&W matters for Council and Committee meetings
- 1.9 With the approval of the Clerk, provide support on H&W matters
- 1.10 to highlight and recommend training needs of Council staff

## **3. ARRANGEMENTS**

### **3.1 Enforcement agency**

The enforcement agency for Local Authorities is either the highest level of Local Authority or the Health & Safety Executive. Any site visit carried out by Statutory Inspectors shall be co-ordinated with the full cooperation of Town Councillors and staff and any recommendations carried out as soon as reasonably practicable.

### **3.2 Risk Assessments**

Risk assessments will be co-ordinated by the Town Clerk or designated officers for all public areas and town assets controlled by Watchet Town Council. These assessments will be recorded, monitored and reviewed annually. They must encompass both statutory fire, operational and environmental risk assessment requirements. This will also apply when WTC assets or those they manage are used by the public for community or private events. Risk assessments for all staff workplace activities will similarly be the responsibility of supervising staff.

#### **3,2,1 Methodology**

The UK HSE methodology for risk assessment will be followed.

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions and control methods
4. Record findings and implement them
5. Review risk assessment and update, if necessary

Where a detailed risk assessment is required, follow a 3 x 3 matrix or for higher risk levels a 5 x 5 matrix.

3 x 3 matrix

IMPACT	High	Medium 3	High 6	High 9
	Medium	Low 2	Medium 4	High 6
	Low	Low 1	Low 2	Medium 3
		Low	Medium	High
		LIKELIHOOD		

What is the likelihood of this happening 1 Low 2 Medium 3 High

What is the impact of this happening 1 Low (minor injury) 2 Medium (harmful injury) 3 High (Major injury)

The resulting risk level is given by multiplying the likelihood x the impact

1-2 is LOW - no further action required

3-4 is MEDIUM – how can the risk be reduced by control methods; is still remaining as medium, is it acceptable if shown how to manage

6-9 HIGH – do not proceed until control methods reduce risk to low or acceptable minimum level.

The risk level is to re-calculate as a result of control methods

Higher hazard levels in more extreme situations a 5 x 5 matrix can be used.

		Likelihood				
		1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
Consequences	5 Catastrophic	5 Moderate	10 High	15 Extreme	20 Extreme	25 Extreme
	4 Major	4 Moderate	8 High	12 High	16 Extreme	20 Extreme
	3 Moderate	3 Low	6 Moderate	9 High	12 High	15 Extreme
	2 Minor	2 Low	4 Moderate	6 Moderate	8 High	10 High
	1 Negligible	1 Low	2 Low	3 Low	4 Moderate	5 Moderate

- What is the likelihood of this happening? (1- Rare 2- Unlikely, 3- Possible 4- Likely, 5- Very likely/almost certain)
- What would be the consequence if this did happen? (1- Negligible (no injury), 2- Minor (minor injury needing first aid), 3- Moderate (up to 3 days absence), 4- Major (more than 3 days absence), 5- Catastrophic (death))
- Complete the equation to calculate the level of risk: The Likelihood x The Consequence
- The risk rating is:
  - 1 – 3 Low (acceptable) No further action required

- 4 – 7 Medium/moderate (adequate) If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review
- 8 – 12 High (tolerable) Identify further control measures to reduce risk rating. Seek further advice.
- 137 – 25 Extreme/Very High (unacceptable) Do not undertake the activity. Implement immediate improvements
9. Develop an action plan: what action is required, by whom and by when.
10. Assuming the action plan has been implemented, consider if there is any residual risk.

There are three main ways of managing risk:

- Eliminate it
- Reduce by control methods
- Delegate activity and risk management to competent 3<sup>rd</sup> party
- Take out relevant statutory and discretionary insurances
- An annual review of insurance provision is completed and presented for Town Council for approval.

Appendix 1 and 2 detail the approach to be used

### **3.3 Training**

Town Councillors are responsible for ensuring that appropriate health & safety training is provided for employees and voluntary workers. The Town Clerk is responsible for maintaining records of such training.

### **3.4 Accident reporting**

The Town Clerk must be notified immediately if an accident occurs to anyone whilst on Town Council business. This includes Town Councillors, employees, voluntary workers, visitors, contractors etc. A form in the accident book must be completed and returned to the Clerk. The Town Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with. Where required, accidents and near misses shall be investigated by the Town Clerk and remedial actions recommended to Watchet Town Council where necessary. Where the activity which gave rise to the accident is under the control of a nominated Town Councillor then that person shall assume the responsibilities of the Town Clerk in the preceding paragraph.

### **3.5 Provision and Use of Work Equipment**

If equipment provided by the employer is damaged or faulty the employee is responsible for the immediate return or report of such equipment to the employer for repair or replacement. (Provision and use of Work Equipment Regulations 1998) If the equipment is lost or damaged through negligence, there is an onus on the employee to report such loss or damage immediately.

### **3.6 Procurement of Materials, Equipment & Contractors**

Anyone who purchases or hires materials, equipment, or contractors on behalf of Watchet Town Council must ensure that they have read and fully understand this health and safety policy. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must then be passed on to the Town Clerk in order to be recorded.

### **3.7 Violence/Personal Safety**

To avoid violence and aggression from members of the public or contractors, all staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. Any incidents should be reported to the Clerk who may call the police if it is considered necessary.

### 3.8 Inspections & Documentation Review

An annual inspection of Town Council assets will be carried out and the findings recorded. Any serious defects/items for attention must be actioned immediately. Activity risk assessments, the health and safety policy document and all other health and safety documentation will also be reviewed annually taking into account any changes in personnel, procedural or physical changes.




## 4. LEGISLATION

The following legislation may affect Watchet Town Council employees, voluntary workers, visitors, and contractors.

### Health & Safety Legislation:

- THE HEALTH & SAFETY AT WORK ETC. ACT 1974
- THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999
- PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998
- HEALTH & SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992
- HEALTH & SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996
- THE SAFETY REPRESENTATIVES AND SAFETY COMMITTEES REGULATIONS 1977
- HEALTH & SAFETY (FIRST AID) REGULATIONS 1981
- WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992
- PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992 (as amended)
- PERSONAL PROTECTIVE EQUIPMENT REGULATIONS 2002
- REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013
- (R.I.D.D.O.R) CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)
- FIRE PRECAUTIONS ACT 1971 FIRE PRECAUTIONS (WORKPLACE) REGULATIONS 1997
- OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963
- ELECTRICITY AT WORK REGULATIONS 1989

This is not a definitive list, other legislation may be relevant

Appendix 1	Risk assessment guideline	 <a href="#">Risk%20Assessment%20definitionsrev1%2</a>
Appendix 2	Risk assessment WTC requirements events	 <a href="#">Blank%20Risk%20Assessmentrevised1%20-</a>
Appendix 3	Risk assessment template work activities	 <a href="#">WTC%20Risk%20assessment%20template%</a>