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# Ivybridge Town Council

## Health and Safety Policy

2021

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# Ivybridge Town Council

It is our policy to provide, so far as is reasonably practicable :-

- A workplace and work activities that will be safe for our employees, visitors and others who may be affected by what we do.
- Safe plant, equipment and systems of work.
- Safe use, handling and storage of articles and substances.
- Instruction and training for and consultation with our employees.
- A safe working environment.
- Adequate facilities and welfare arrangements.
- Sufficient resources to implement the policy and the assignment of responsibilities.

Employees are reminded that they have a duty to take reasonable steps for their health and safety and other people who may be affected and to co-operate with arrangements in all matters relating to health and safety.

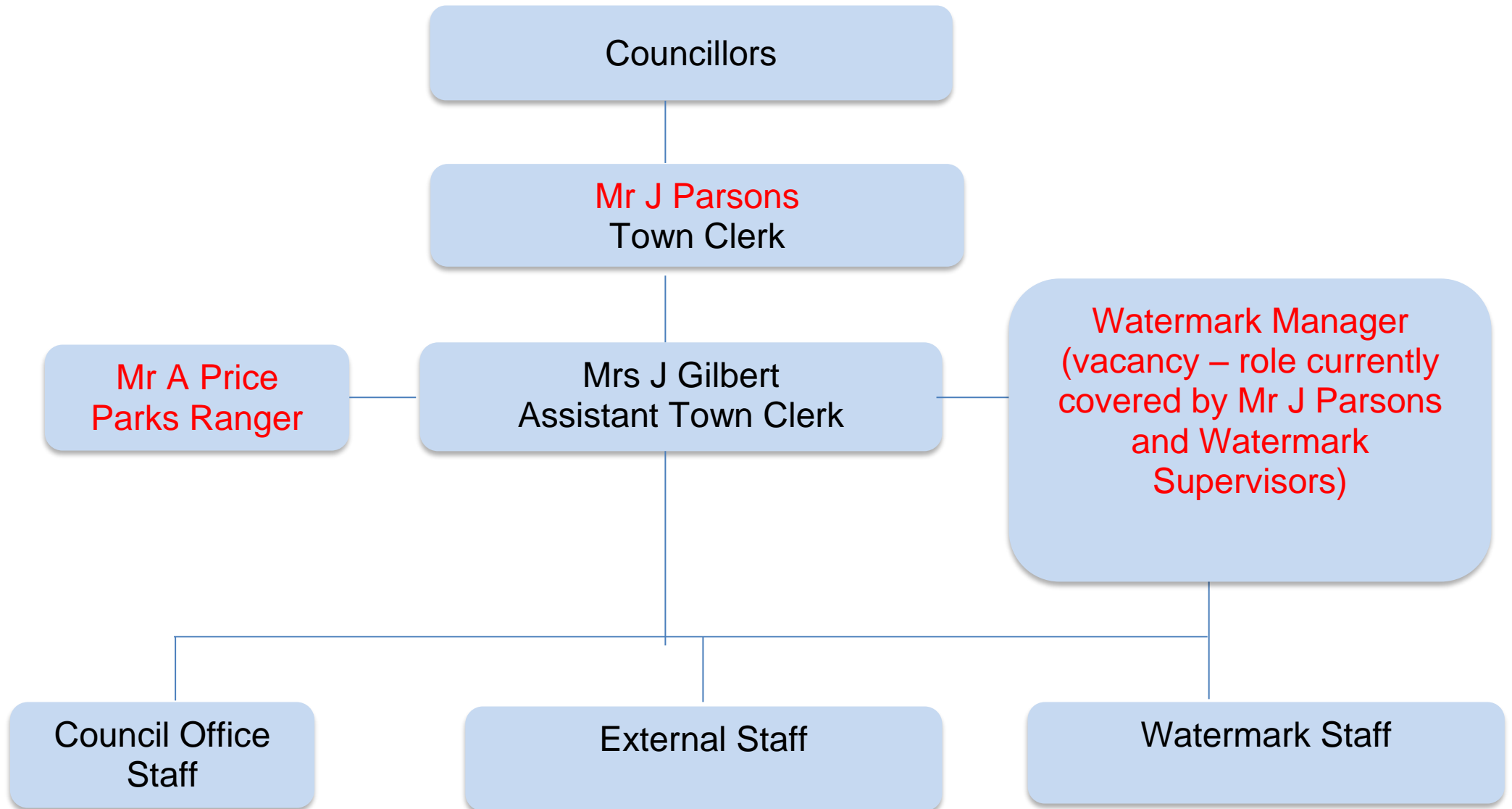
This policy will be kept up-to-date and reviewed annually.

Signed .....

Position .....

Date .....

# Health And Safety Organisational Chart



## **RESPONSIBILITIES**

### **Town Clerk**

The Clerk is the designated person with overall responsibility for health and safety within the Council. He will ensure that :

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded
- there is regular communication and consultation with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- health and safety objectives are set and their achievement is measured and reported in the annual report.

## **Town Councillors**

The Councillors have the ultimate responsibility for the health and safety of Ivybridge Town Council but discharges this responsibility through the Clerk down to individual managers, supervisors and employees.

The Council has nominated the Clerk to have special responsibility for health and safety.

The Council will ensure that :-

- they provide a lead in developing a positive health and safety culture throughout the organisation.
- all its decisions reflect its health and safety intentions.
- adequate resources are made available for the implementation of health and safety.
- they will promote the active participation of workers in improving health and safety performance.
- they will review the health and safety performance of the Council on an annual basis.

## **Assistant Town Clerk and Watermark Manager**

The Assistant Town Clerk and Watermark Manager will ensure that in their areas of control:-

- they actively lead the implementation of our Health and Safety Policy.
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers.
- safe systems of work are developed and implemented.
- risk assessments are completed, recorded and regularly reviewed.
- accidents, ill health and “near miss” incidents at work are investigated and recorded. The Assistant Town Clerk is assigned to undertake reporting of reportable incidents.
- they communicate and consult with staff on health and safety issues.
- they encourage staff to report hazards and raise health and safety concerns.
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented.
- premises, plant and work equipment are maintained in a safe condition.
- personal protective equipment is provided, staff instructed in its use and that records are kept.
- adequate arrangements for fire and first aid are established.
- any safety issues that cannot be dealt with are referred to the Clerk for action.
- welfare facilities provided are maintained in a satisfactory state.
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers’ instructions and established rules and procedures.
- health surveillance is carried out and records are kept.
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- health and safety notices are displayed.
- agreed safety standards are maintained particularly those relating to housekeeping.
- health and safety rules are followed by all.

## **Parks Ranger**

The Park Ranger will ensure:

- they supervise their staff to ensure that they work safely, providing increased supervision for new, young and volunteer workers.
- safe systems of work are developed and implemented.
- risk assessments are completed, recorded and regularly reviewed.
- accidents, ill health and “near miss” incidents at work are reported to the Assistant Town Clerk
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- issues concerning safety raised by anyone are reported and thoroughly investigated along with the Assistant Town Clerk.
- Work equipment is maintained in a safe condition.
- personal protective equipment is worn and maintained in good condition. Any faults are reported immediately
- any safety issues that cannot be dealt with are referred to the Assistant Town Clerk for action.
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers’ instructions and established rules and procedures.
- health and safety rules are followed by all.

## **Employees**

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.



## Arrangements

### Accident Investigation and Reporting

An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.

A near miss is an unplanned event that does not cause injury or damage but had the potential to do so.

It is our policy to investigate.

- All accidents resulting in any reportable injury or losses of any assets.
- Accidents, however minor.
- All near-misses.

A documented investigation will take place for selected incidents with witness statements and photographs taken where appropriate.

Certain accidents causing injury, diseases and dangerous occurrences are reportable to the enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. A list of reportable incidents can be found on [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

Reporting of such an incident is done on line via the [www.hse.gov.uk/riddor/report](http://www.hse.gov.uk/riddor/report) portal

### Alcohol and Drug Abuse

No alcohol can be consumed on the premises at any time unless under the permission of the Town Clerk

Anyone found taking alcohol or drugs on the premises without permission is guilty of gross misconduct, and will be disciplined accordingly.

The Council reserves the right to require employees to undertake a medical test if it considers there to be a safety implication.

### Asbestos

The Policy of Ivybridge Town Council is to :-

- Produce and maintain an Asbestos Register that is available to all staff, contractors and property users.
- Promote awareness of the hazards associated with asbestos.
- Produce a Management Policy and Procedures Plan.
- Periodically review the plan to ensure that any areas of asbestos requiring it, are sealed, encapsulated, inspected, monitored, labelled or removed.

- Ensure the Council's Policy conforms to Regulation 4 of the Control of Asbestos at Work Regulations 2012.

### **Consultation and Training**

The Company is committed to providing employees with adequate information, instruction and training. Staff meetings will be held regularly with feedback and suggestions welcomed from all staff members.

A mixture of both internal and external training will be provided and;

- We will ensure that all newly appointed or promoted staff receive an efficient induction into their jobs.
- We will provide training to increase the productivity and performance of existing staff, ensuring that they are updated in line with new legislative requirements, techniques and technology.
- Training needs will be reviewed at least once a year.
- Records of training will be kept for all employees.

### **Contractors**

All contractors working on our premises and land are required to comply with appropriate rules and regulations governing their work activities.

All contractors to be used for Council work are required to prove their competence by completing a questionnaire and providing evidence.

Before any work is undertaken a risk assessment and method statement are requested.

### **COSHH**

We recognise that some substances have the potential to cause ill health and we will introduce measures to identify any such substances our employees use or are exposed to in the course of their work.

Where practical alternatives exist, we will not use harmful substances.

Substances that we must use will be assessed and control measures introduced to prevent risk.

Employees will be advised of the risks, provided with the appropriate protective equipment and trained accordingly.

## **Display Screen Equipment**

All reasonable steps will be taken by the Council to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the Council will:

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, free of charge, of any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

## **Driving At Work**

Driving is an integral part to some roles within the Council and has inherent risks associated with it which drivers should be made aware of.

The Council is committed to reducing the risks its staff face or create when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure those driving for business are competent (and where required, authorised) and fit
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- require drivers agree to allow the company to check licences online

Where providing Council vehicles:

- maintain them to the required legal standard and ensure suitable for their purpose
- provide and maintain additional tools and equipment necessary for the purposes of the journey
- provide them with regard to safety and the environment i.e. higher ENCAP ratings, lower emissions, better fuel consumption
- provide access to breakdown support and recovery

## **Implementation**

The Council asks its entire staff to play their part, whether they use a company vehicle, their own or a hire vehicle.

Driving is an integral part to some roles within the Council and has inherent risks associated with it which drivers should be made aware of.

The Council is committed to reducing the risks its staff face or create when driving at work and therefore will :-

- Not put unreasonable time constraints on travel.
- Ensure those driving for business are competent (and where required, authorised) and fit.
- Require drivers to annually submit copies of their current driving licence and confirm they are physically fit to drive.
- Maintain the vehicles to the required legal standard and ensure suitable for their purpose.

- Provide access to breakdown support and recovery.

### **Drivers**

Drivers will remain responsible for their safety and others must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the Town Clerk.

- Anything that could affect their driving, e.g. health conditions or injuries, use of prescribed medication.
- Changes to licence such as; limitations, offences recorded, period bans.
- Vehicle defects that affect ability/safety to drive.
- Any accidents/incidents that occurred whilst driving on behalf of the Council.
- Be physically fit and have a level of alcohol below the maximum level allowed, ideally zero and not under influence of any drugs that may affect the ability to drive.
- Have had an eye test in the last two years and be using any corrective appliance.
- Adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must :-

- Drive in accordance with the applicable law and with consideration for the safety of passengers and other road users.
- Remain in control of the vehicle at all times.
- Not smoke in a Council vehicle.
- Only use electronic devices, e.g. mobile phones, satellite navigation, mp3 player, when set up to do so, i.e. using a hands-free device.
- Never use any hand held electronic device, e.g. mobile phone, satellite navigation, mp3 player.

**Office based staff should :-**

- Not expect staff to answer calls when they are driving. Leave a short message and await the return call.

## **Electricity At Work**

All electrical systems on our premises will be inspected to ensure there is no danger.

All portable appliances will be given a thorough electrical test by a competent person at fixed intervals, which reflect the potential risks associated with the class of appliance.

The fixed wiring installation supplying electrical sockets, lighting or other wired in equipment will be inspected by a competent electrician at least every five years.

Any hirer of the premises will be required to produce evidence that electrical equipment being brought on to the premises is PAT tested.

## **Fire Safety**

We will put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified. These measures will include the following arrangements, procedures and controls.

- Regular inspection of the premises for fire safety.
- Adequate means of detecting and warning of a fire
- Fire extinguishers will be placed at clearly signed fire points.
- Emergency exit routes will be kept clear at all times.
- We will train in the use of extinguishers, procedures for fire drills and evacuation.
- Records of training and drills will be kept.
- Undertake an annual fire risk assessment
- Regular inspection of the premises for fire safety.

## **First Aid**

We recognise our legal duty to make sufficient provision for first aid to employees.

We will make appropriate arrangements to ensure that there are an adequate number of trained first aiders.

Lone workers will also have their needs considered in respect of first aid.

In the event of anything other than minor injuries, medical assistance must be sought.

## **Lone Working**

Ivybridge Town Council will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Ivybridge Town Council will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, machinery, goods, substances, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health

## **Information and Training**

Employees will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area a member of the Council is aware of your location and expected time frame necessary to complete the task
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person or simply prohibited from being a lone working activity
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements
- If there is no mobile phone connectivity then ensure you arrange for an alternative method of checking in i.e. visiting the office, walkie talkie, other
- do not put yourself at risk; if you do not feel safe discuss the situation with the Town Clerk

Certain tasks will not be carried out whilst working alone and these include working at height i.e. from ladders, heavy lifting activities. Further arrangements will be put in place for these activities.

## **Manual Handling**

Manual handling risks are present in most aspects of work.

We will undertake risk assessments in respect of all manual handling operations identified as having a significant risk and will strive to reduce these risks as far as possible.

Training in lifting techniques will be provided for staff involved in all operations identified as having a significant risk.

## **Noise**

Certain activities generate noise such as the use of equipment and machinery however it is the exposure over a long period of time that is most likely to cause harm.

The Council will assess the level of exposure and put the appropriate level of control in place which may include replacing the noisy equipment or it may be a simple of providing ear protection for individuals.

All employees affected by noise will be provided with information, instruction and training.

## **Occupational Ill Health**

We will take all reasonably practicable measures to prevent our employees from suffering any adverse health risks. Early detection of adverse health risks associated with our activities allows the council to confirm that adequate controls measures are in place.

Where, by risk assessment, it is considered appropriate we will provide health surveillance by qualified medical professionals.

All employees considered to be at risk will be required to comply with all reasonable requests for medical surveillance.

The frequency of surveillance will be determined by several factors which may include the individual's susceptibility to harm. This will be discussed with the health professional and a programme of testing put into place.

## **Personal Protective Equipment (PPE)**

PPE will be provided where our risk assessments show that a risk cannot otherwise be avoided.

It will only be used where it is not reasonably practicable to modify the activity, the process, or the method of work to prevent risk.

PPE will be maintained and replaced as necessary to ensure its effectiveness. Employees must report loss or obvious defects in PPE as soon as practicable.



## **Pregnant Females**

We recognise that all work involving pregnant women and nursing mothers will need to take into account their physical and psychological capacity.

Employees are reminded that they have a duty to advise their employer as soon as they know they are pregnant.

## **Risk Assessment**

We will carry out suitable and sufficient assessments of the risks to the health and safety of our employees and to others who might be affected by our work activities.

## **Safety Inspections**

Safety inspections will be arranged at appropriate intervals. All safety equipment such as interlocking guards, emergency stops and pressure mats will be regularly tested to ensure effectiveness.

## **Smoking At Work**

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the Company that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes Company vehicles that are used by more than one employee. This policy applies to all employees, customers and visitors.

For the purpose of this Policy e-cigarettes or “Vaping” is classed as smoking and is subject to the same restrictions.

## **Stress Management**

We recognise that stress is an increasing factor in our daily lives. ~~The Employee Handbook details the Council's Stress Policy~~ is currently being updated in the 2021 Employee Handbook.

The definition of stress is “the adverse reaction people have to excessive pressure or other demands placed upon them” This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

The Council will attempt to identify the stressors within the workplace and control them wherever possible. It will consult with staff on issues and train individual Line Managers in good management practices.

The Council will provide confidential counselling for staff affected by stress caused by work related issues.

It is every employee's responsibility to raise concerns to either your Line Manager, ~~HR Manager~~ or Town Clerk and accept counselling when recommended.

### **The Indoor Environment**

It is our policy to provide a working environment that is safe and comfortable.

### **The Outdoor Environment**

#### **Trees**

The Council are responsible for numerous trees situated around the town and acknowledge its responsibility to ensure they are well maintained.

Trees are of great benefit to the Town and the overall risk to human safety is extremely low, however the Council does have a duty of care and will undertake a balanced and proportionate approach to tree safety.

- Independent Inspection – The Council on a regular basis will arrange for all trees under their control to be assessed by a suitably qualified person with expertise in tree management. The Council will react accordingly to the recommendations with regards to tree maintenance.
- Visual Inspection – Depending on the recommendations of the expert report the Council will undertake regular visual inspections at appropriate intervals. The interval will be dependent on condition, location and size of the tree.

All inspections will be documented.

#### **Play Areas**

The Council recognises the need to keep the play areas and equipment safe for the users and as such will continue to do the following :-

- Weekly inspection by amenities staff.
- Quarterly inspection by District Council.
- Annual Independent Inspection.

#### **Visitors**

Our policy regarding the control of visitors on our premises is that :-

- We must be aware that the visitor is on the premises.
- Visitors are the responsibility of the Council whilst on the premises.

All visitors must comply with any instructions given to them.

## **Work Equipment**

We will, so far as is reasonably practicable, ensure that all work equipment is safe and without risk.

To minimise the risk of injury from work equipment we will :-

- Carry out risk assessments of all equipment in use and all new or second hand equipment purchased.
- Carry out inspections to ensure all safety critical features remain fully effective.
- Ensure that all maintenance procedures are kept up-to-date.
- Provide suitable training.

## **Young Persons**

We will pay special regard to the needs of any young persons by risk assessing the tasks we are asking them to do and take into account their inexperience and immaturity.

## APPENDIX

### Arrangements

- Overall and final responsibility for health and safety is that of the Town Clerk
- Day to day responsibility for ensuring the policy is put into practice is delegated to the Assistant Town Clerk
- Our nominated Competent Person is WPS Insurance Brokers
- The following employees are responsible for health and safety in their areas :-

Name	Area
Mr J Parsons	The Watermark
Mrs J Gilbert	Council Offices
Mr A Price	Parks and Open Spaces

- Employees should report any health and safety concerns to the Mrs J Gilbert, Mr J Parsons or Mr A Price depending on area.
- Mrs J Gilbert and Mr J Parsons and Mr A Price will be responsible for ensuring any risk assessments as required by Regulations are undertaken in their area.
- Action required to reduce or control the risks will be approved by The Assistant Town Clerk
- Mrs J Gilbert and Mr J Parsons or Mr A Price will be responsible for ensuring that employees are made aware of the findings of the risk assessments and any control measures identified in their area.
- Any defects in plant, equipment, buildings or systems should be reported to the Mrs J Gilbert, Mr J Parsons or Mr A Price.
- The Health and Safety Law Poster is displayed in both buildings

### 3.1 Arrangements

- Induction training for new employees is the responsibility of the Line Manager
- Job training will be co-ordinated by the Line Manager
- The training plan will be reviewed at least annually
- Training records are kept in the Town Hall
- The first aid box is kept in the Reception area at the Town Hall; in the kitchens at The Watermark and a first aid kit in the Park Ranger's van.
- The Accident Book is kept in the safe at the Town Hall and in the office at The Watermark
- All accidents should be reported to the line manager and then the Assistant Town Clerk who will report to the Town Clerk
- the **Watermark** Manager and/or the Assistant Town Clerk will conduct the accident investigation.
- Emergency escape routes are checked regularly
- Emergency lighting and fire safety checks are carried out monthly
- Fire extinguishers are maintained by Devon and Cornwall Fire Protection for the Town Hall and Universal Fire and Security for The Watermark
- The fire alarm is tested weekly by the Admin Officer at the Town Hall and the Duty Manager at The Watermark.