



## LANGPORT TOWN COUNCIL

Langport Town Hall, Bow Street, Langport TA10 9PR

Telephone: 01458 259700

Email: [clerk@langport-tc.gov.uk](mailto:clerk@langport-tc.gov.uk)

# LANGPORT TOWN COUNCIL: HEALTH AND SAFETY POLICY

(Adopted 3 November 2015 Min #6364)

## 1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, volunteers and contractors 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 which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Finance and Personnel Committee of the Council. Although risk assessment is a continuing process, it shall form part of the Committee's annual review.

## 2. RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of the Town Council of Langport. The Town Clerk is responsible for this policy being carried out at all the Council's and Town Trust's premises.

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

<b>Supervisor</b>	<b>Area</b>
Town Clerk	Town Hall, Ridgway Hall, Cemetery, Cocklemoor, Town Garden and Public Toilets.
Town Clerk / LIC Manager	LIC
The Lessee	Hanging Chapel, Cricket Club & Field, Sports & Social Club
Trustees	Langport and Huish Episcopi Memorial Field

2.3 All employees, volunteers and contractors have the responsibility to co-operate with the Town Clerk to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

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

2.5 Consultation between the Town Council and employees, volunteers or contractors is provided by immediate day to day discussion with the Town Clerk.

*Town Clerk – David Mears*

2.7 All other supervisors are reminded of their health & safety responsibilities annually by the Town Clerk. The following sections refer only to the responsibilities of the Town Clerk.

### **3. FIRST AID**

3.1 First Aid boxes are located as follows:

Box 1: Both kitchens at the Town Hall.

Box 2: The Town Clerk's office at the Town Hall.

Box 3: The Public Toilets.

Box 4: Kitchen at the Ridgway Hall.

Box 5: Kitchen at the LIC.

3.2 Appointed persons responsible for boxes are:

Box 1: Both kitchens at the Town Hall - Caretaker

Box 2: The Town Clerks office at the Town Hall - Caretaker

Box 3: The Public Toilets - Caretaker

Box 4: Kitchen at the Ridgway Hall - Caretaker

Box 5: Kitchen at the LIC - Caretaker

### **4. FIRE SAFETY**

4.1 Fire extinguishers shall be visually inspected monthly in the Town Hall by the Town Clerk. Fire extinguishers shall be maintained annually (currently by Dorset & Somerset Fire Protection).

4.2 The fire alarm system at the Town Hall and Ridgway Hall shall be tested monthly by the Town Clerk. A fire drill shall be held annually at the Town Hall. Annual electrical certificates shall be obtained on all Council and Town Trust occupied premises.

4.3 Fire exits shall be kept free from obstructions.

4.4 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

### **5. TRAINING**

5.1 The Finance & Personnel Committee has overall responsibility for training, on the advice of the Town Clerk.

### **6. SPECIFIC POLICIES**

1.1 Policies for particular premises and activities are attached as Annexes as follows:-

A. LIC and Town Hall.

B. Grounds Maintenance.

C. Display Screen Equipment

D. Manual Handling.

## **8. EMPLOYMENT OF CONTRACTORS**

8.1 The notes to be given to contractors are attached at Annex B

## **9. REPORTING AND RECORDING ACCIDENTS**

9.1 Accidents shall be reported to the Town Clerk who will record them in the Accidents Record Book.

## **10. SMOKING**

10.1 Smoking is not allowed inside or outside on any property owned by the Council or Town Trust. This includes the use of E-Cigarettes.

# Appendices

## A. LIC and Town Hall

### 1. HEATING, LIGHTING AND VENTILATION

- a) 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.
- 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 amount of light. Free-standing desk lights should be 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 Electricity at Work Regulations 1989 (SI 1989/635).
- b) 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.
- c) 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.
- d) 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.
- e) 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.
- f) Defective equipment must never be used. Employee/volunteer should not attempt to effect repairs to electrical equipment, unless authorised.

### 3. FURNITURE, FITTINGS AND EQUIPMENT

- a) Heavy equipment and furniture must not be moved by individuals.
- b) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- c) 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.
- d) 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**

- a) All employees/volunteers must be fully conversant with the "Fire Alert" system displayed in the offices.
- b) Exit corridors, landings and staircases must be kept clear at all times.
- c) 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".
- d) Waste paper bins must be of metal construction and be emptied each day.

#### **B. GROUNDS MAINTENANCE**

- 1. Only contractors or authorised employees/volunteers 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 it.
- 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. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
- 7. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
- 8. 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.
- 9. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
- 10. Pathways on Council/Town Trust owned premises shall be inspected annually by the Council's Caretakers.

## **C. Display Screen Equipment**

This policy document applies to all employees and volunteers of Langport Town Council, who use Display Screen Equipment. Furthermore this policy also applies to employees who work from home either full or part-time.

For any policy to be effective it must be applied throughout the Council, this policy applies to all employees/volunteers who regularly use a computer screen during the course of their daily work.

### **1. Policy Statement**

- a. It is the Council's intention to provide and maintain a healthy and safe working environment for all its employees and for others who work or visit the Council's premises and to provide the same for any employees who work from home, whether full or part-time. The Council also ensures that all that is reasonable and practicable is done to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and any accompanying regulations.

### **2. Assessment of Equipment**

- a. The Council will carry out a risk assessment of each workstation and where a workstation is shared the assessment will take into account all the users of that particular workstation.
- b. The risk assessment identifies any issues or problems with workstations, employees' use of them and the surrounding environment. The risk assessment form also contains advice to reduce or eliminate risks and records any action deemed to be necessary.

### **3. Regular Screen Breaks**

- a. All employees who use a computer should take regular and adequate breaks from looking at their screens. It is recommended that such employees take a five-minute break to do alternative work, either at their desk or away from their desk every 30 minutes.

### **4. Yearly Eye Tests**

- a. All employees/volunteers who use a computer are entitled to an eye test every 12 months; the Council will meet the costs of the eye test, in line with legislation.
- b. The eye test must be carried out by a "competent person" – this means a qualified optician.
- c. If an eye test reveals any problems with an employee's/volunteer's eyes, which may affect their use of a computer, the employee should inform the Town Clerk. This will allow the Council to consider making appropriate changes to the employee's workstation and/or work undertaken.
- d. The employer will keep written records of who receives free eye tests, the dates, costs and results of the tests, which will be kept in the employee's file.

## **D. Manual Handling**

- a. Manual handling is also covered specifically by the following legislation:
  - The Health and Safety at Work, etc Act 1974
  - The Management of Health and Safety at Work Regulations 1999
  - The Manual Handling Operations Regulations 1992
  - The Lifting Operations and Lifting Equipment Regulations 1998.
- b. The Manual Handling Operations Regulations 1992 were the end result of a European directive, issued in 1990, and are firmly based on a "minimal handling" approach to manual handling. Under the Regulations, employers are required to avoid the need for employees to undertake

any manual handling operations which involve a risk of their being injured and where such activities cannot be immediately eliminated a "suitable and sufficient assessment" of all such operations is mandatory. Having carried out this assessment, employers must take appropriate steps to reduce the risk of injury to the lowest level reasonably practicable.

**1. Aim of the Policy**

This policy is intended to set out the values, principles and policies underpinning Langport Town Council's approach to manual handling.

**2. Manual Handling at Work Policy**

The Council recognises its responsibility under the Health and Safety at Work, Act 1974 and the Management of Health and Safety at Work Regulations 1999 (MHSWR) to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and compliant with all statutory requirements and codes of practice. Employees, volunteers and contractors are expected to abide by safety rules and to have regard to the safety of others.

**3. Risk assessments**

- a. All potential lifts or manual handling tasks should be fully assessed first using the following process: - A moving and handling risk assessment should be undertaken, by an employee/volunteer who is trained for the purpose, whenever employees/volunteers are required to undertake any manual handling task, as required under the Manual Handling Operations Regulations 1992. The results should be included in the risk management plan.
- b. Employees and volunteers should always consider each manual handling task for risk of injury. If the activity involves occasional lifting of small, regular-shaped, lightweight items, the risk can be deemed to be negligible. If however the task involves repeated movement of a heavier item, or one that is an odd, uncomfortable shape, then the risk is increased and should be identified as a potential risk.
- c. If a risk is identified, employees/volunteers and the Town Clerk should next consider whether there is a way to eliminate the need for manual handling altogether. For instance, can equipment be used instead?
- d. If the manual handling task cannot be eliminated completely, the specific risks involved must next be assessed. This is done in a similar way to any other health and safety risk assessment but the assessment does not need to be recorded provided it is easy to repeat.
- e. Where a specific risk of injury is identified and manual handling is unavoidable, then measures to reduce the risk must be introduced. Examples of these are the use of mechanical aids, changing the task to minimise the risk or altering the working environment to make manual handling less awkward.
- f. Any measures taken to ensure manual handling safety must be in proportion to the risk and the cost-benefit involved.

**Note: Employees/volunteers should never, in any circumstances, attempt to lift a weight where they believe that there is a significant risk of injury involved.**

**4. Langport Town Council's policy will, so far as is reasonably practicable, be to:**

- a. Provide and maintain lifting equipment such that it is safe and healthy to use
- b. Provide the information, instruction, training and supervision required to ensure the health and safety, at work, of employees and others
- c. Control and maintain the place of work in a safe condition

- d. In the event of any accident or incident (such as a near miss) involving injury to anybody on work premises to make a full investigation and to comply with statutory requirements relating to the reporting of such incidents.

## **5. Duties on Employees, Volunteers and Contractors**

- a. The Manual Handling Operations Regulations 1992 set out an obligation upon employees to make full use of systems of work laid down for their safety in manual handling operations. This is in addition to their obligations under other health and safety legislation including making proper use of equipment provided for their safety. To conform to the Manual Handling Operations Regulations 1992, this organisation requires its employees/volunteers to adopt the following three-stage model.
  1. Employees/volunteers should avoid hazardous manual handling as far as is reasonably practical.
  2. Where hazardous manual handling cannot be avoided, employees/volunteers should assess the risk first.
  3. Depending on the result of the assessment, employee/volunteer should reduce the risk involved to the lowest level reasonably practicable.
- b. The successful implementation of this policy requires total commitment from all employees.
- c. Each individual has a legal obligation to take reasonable care for their own health and safety, and for the safety of other people who may be affected by their acts or omissions. It is also the policy of the Council that, under section 7 of the Health and Safety at Work, Act 1974, it is the duty of every employee at work:
  - As regards any duty or requirement imposed on their employer by or under any of the relevant statutory provisions, to co-operate with the employer, so far as is necessary, to enable that duty or requirement to be complied with.

In addition, no person at Langport Town Council shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any statutory provisions.

## **6. Employee/volunteer injured at work**

- a. Manual handling accidents are covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). According to RIDDOR, all manual handling accidents and injuries should be recorded and also reported to the HSE, especially if they result in an employee/volunteer being off work for seven days or more or involve faulty equipment (see Accident Reporting Policy).
- b. All employees/volunteers injured at work will be given appropriate support and any employee/volunteer who has suffered a manual handling injury should see their GP as soon as possible. Any necessary alterations to an employee/volunteer's job after an accident will be made in line with the Equality Act 2010.

## **7. Lifting equipment**

- a. Any manual handling equipment provided should be maintained in a safe condition to use and be subject to regular inspections by the manufacturers. Records of all such equipment and their maintenance schedules are kept in the Town Clerk's office.