

WIGTON TOWN COUNCIL

HEALTH, SAFETY AND WELFARE POLICY

Contents	Page Number
Section 1	
Policy Statement	2
Objectives	2-3
Section 2	
Organisation and Responsibilities	3-5
Section 3	
Risk Assessment	6-7
Contract Workers	7
Accident Reporting	8
Employee’s Responsibilities	8
Employer’s Responsibilities	8-9
Personal Protective Equipment	9
Training	9
Workplaces (Health, Safety and Welfare)	9
Asbestos	9-10
Hazardous Substances	10
Working at Heights	10
Manual Handling	10
Plant, Mechanical and Electrical Equipment	11
Electrical Equipment	11
Play Equipment	11-12
Vehicles	12
Fire & Evacuation Procedures	12
Maintenance & Building Work	12
Provision of Welfare Facilities	12
First Aid Provision	12
Consultation/Communication	13

Section 1

Policy Statement

Wigton Town Council has adopted a Health, Safety and Welfare Policy to protect all its employees, visitors, and contractors, whilst encouraging safe working practices. This document explains the policy and the systems that have been set up, within the organisation, to make sure that the policy is working.

The members of Wigton Town Council accept the responsibility as an employer to pursue a policy which ensures the health, safety and welfare of employees and other users of premises and declare their intention to meet the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and any other relevant legislations.

Wigton Town Council will continue to ensure that its policy and legal obligations are applied effectively throughout the Council, where it has legal obligations.

The Council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the Council's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.

Objectives

1. Provide and maintain workplaces and public premises, which are without risk to the health and safety of any employee, contractor, or user of premises.
2. Provide a working environment of a standard which will ensure the health and safety its employees and other persons who are likely to be affected by the Council's activities.
3. Assess the risks to the health and safety of employees and those who could be affected by its work activities, record the significant findings of such assessments, and make them available to those necessary.
4. Provide appropriate equipment, tools and plant which are safe and without undue risk to health.
5. Institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of and defects.
6. Make proper arrangements for the safe use, handling and storage of all articles and substances used by the council.
7. Promote the instruction and training of employees in matters of health and safety, to enable them to recognise and avoid hazards at work.
8. Inform employees, visitors etc of the risks associated with its work activities by means of notices and instructions, and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health.

9. Provide and maintain appropriate safety equipment and protective clothing, ensuring employees are informed of their obligation in respect of its use.
10. Provide first aid equipment, facilities, and training, and make sure there are other emergency provisions necessary to ensure the health and safety of all employees.
11. Institute a procedure for the recording of all accidents and instances of ill health occurring because of the Council's activities and ensure that such incidents are investigated.
12. Provide satisfactory welfare and amenity facilities and make sure arrangements as may be necessary to ensure the welfare of employees whilst at work.
13. Advise all employees etc of their obligations in health and safety matters, and of the penalties for acting in such a way as to endanger the health or safety of themselves or others.
14. Establish an organisation with responsibility for making this policy effective. This includes nomination of a Health and Safety Sub-committee who shall have direct responsibility for the general oversight of health and safety within the Local Council. Councillors appointed to the Health and Safety Sub-committee to be able to appoint the Clerk, and other Members of the Local Council, to act on their behalf in conducting relevant instructions.
15. Ensure that accident prevention within Wigton Town Council is an integral part of operational management and is supported by a competent advisory service.
16. Ensure the proper direction and control of all persons other than employees allowed access to the Council's premises and ensure they are not put at risk by the Council's work activities.
17. Control the use of contractors on the Council's premises and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy.
18. Arrange for health and safety inspections of all premises and other areas at regular intervals, with reporting of findings and recommendations to the Members of the Council.
19. Maintain arrangements with employees for joint consultation and participation in matters relating to their health and safety.
20. Keep the health and safety policy statement under constant review and make improvements, additions, and amendments that from time to time may be deemed necessary or desirable.

Section 2

Organisation and Responsibilities

The Full Council will: -

- a) Receive reports from the Policy and Development, Health and Safety, and Staffing Committee.
- b) Consider overall trends and issues likely to affect the Council.

- c) Monitor the health and safety performance of the Council and compliance with legislation.
- d) Promote a positive health and safety culture within the Council.
- e) Ensure that adequate resources are available to discharge the Council's health and safety commitments.
- f) Where necessary, give assistance to the Town Clerk in carrying out inspections in the interests of effective health and safety management.
- g) Undertake, in conjunction with the Clerk, safety inspections, investigation of accidents, incidents, near misses, and other dangerous occurrences and forward reports of legally notifiable cases of disease to the appropriate authority.

The Town Clerk, on behalf of the Members of the Council, is to co-ordinate the implementation of the health, safety, and welfare policy. The Clerk will, together with the Health and Safety Sub-Committee: -

- a) Advise on the planning and development of health and safety training to meet the Council's requirements.
- b) Advise on prevention of injury or ill health to personnel and damage to plant/equipment.
- c) Advise on legal requirements affecting health, safety and welfare, and implementation of the Council's health, safety, and welfare policy.
- d) In conjunction with nominated Councillors, carry out routine site inspections on all sites, reporting on failures to meet the standards set and situations where employees are put at risk from inadequate health and safety facilities (using the appropriate reporting form).
- e) Maintain a central record containing relevant Statutes, Approved Codes of Practice (ACOPs), guidance notes, certificates, risk assessment reports, terms of reference, accident reports and investigations.
- f) Foster an understanding that injury prevention and damage control are an integral part of Council business and operational efficiency.
- g) Plan for carrying out suitable and sufficient risk assessments in relation to work activities to eliminate control risk to the health and safety of employees.
- h) Ensure that all employees are fully aware of, and instructed in their responsibilities as imposed by regulations, codes of practice and Council procedures, and take steps as far as is reasonably practicable to ensure that they are properly implemented.
- i) Ensure that all works carried out on Council premises and all plant, machinery, and equipment where relevant complies with statutory requirements and approved or agreed standards.
- j) Ensure that where the Council have supplied labour to erect or install equipment of any nature, the erection or installation is of a high standard and complies with the codes of practice and current regulations.
- k) Ensure that employees are conversant with the Council's accident or damage reporting procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences as specified by regulations. Also ensure that the cause of any accident

and or, dangerous occurrence is thoroughly investigated and that effective follow up action ensues.

- l) Provide adequate first aid supplies and facilities in accordance with current regulations and ensure that a responsible person is appointed to take control of the situation.
- m) Ensure that statutory notices as required are displayed and that all statutory registers are provided and used.
- n) Ensure that periodic statutory tests, inspections, and where applicable maintenance of premises are carried out and the appropriate records kept.
- o) Ensure that adequate fire precautions and appliances are in place and that, in the event of an emergency, employees are conversant with the fire drill to ensure that the building/premises are vacated as quickly as possible.
- p) Make available and enforce the use where necessary of safety equipment and protective clothing, in accordance with current regulations and Council instructions.
- q) Ensure that all employees are competent to perform their duties safely having received adequate information, instruction, and training and where necessary that they hold a valid certificate of competence.
- r) Ensure that all employees under your control are properly supervised and have been instructed and trained with regards to specific regulations and the relevant system of work and adequate training records kept.
- s) Ensure that regular consultation with the workforce takes place.

All employees are to take reasonable care of their own safety and that of anyone else who may be affected by their work activities. They are required to cooperate with Wigton Town Council in the fulfilment of its duties regarding health, safety, and welfare at work. Each employee will be responsible for: -

- a) Making themselves familiar with, and conforming to, relevant health and safety instructions always.
- b) Not interfering with or misusing anything provided in the interest of health, safety, and welfare.
- c) Reporting to the Town Clerk incidents that have led to, or may lead to, injury or damage.
- d) Assisting as required in the investigation of accidents or incidents.
- e) Wearing the appropriate protective equipment where required.

Signed: Christopher Scott - Chairman of the Council

Signed: Emma Ireton - Town Clerk

Date: April 2024

Section 3

Risk Assessment

The Management of Health and Safety at Work Regulations impose wide ranging responsibilities on Wigton Town Council, including the requirement to assess the risk to health and safety of employees and others arising out of Wigton Town Council's undertaking.

Wigton Town Council will conduct risk assessments in accordance with the Approved Code of Practice (ACOP) and published guidance.

General risk assessments will be carried out on all Council workplaces and on all activities organised by the Council. Risk assessments will be carried out using a team approach by involving employees who are familiar with the work areas.

Risk assessments will be used to determine where action is required to achieve or maintain adequate control of risks. Any action taken will be in accordance with the principles of prevention detailed in the Management of Health and Safety at Work Regulations. Namely by:

- Avoiding the risk.
- Evaluating and reducing the risk as far as reasonably practicable.
- Combating the risks at source.
- Adapting the work to the individual.
- Adapting to technical progress.
- Replacing the dangerous with non or less dangerous.
- Implementing safe systems of work.
- Providing adequate personal protective equipment.
- Providing appropriate information, instruction & training.

The Parish Clerk is responsible for: -

- a) Ensuring that all appropriate risk assessments are carried out, recorded, and reviewed periodically.
- b) Ensuring that risk assessments are suitable and sufficient and accessing competent health & safety advice where required.
- c) Ensuring that action is taken to adequately control risks to health & safety identified by the assessment.
- d) Implementing, monitoring, and reviewing preventative and protective measures such as safe systems of work.
- e) Ensuring that employees are kept adequately informed of risks to health & safety and control measures provided.
- f) Ensuring that contractors or visitors who may be exposed to risks are adequately informed of the risks and any precautions or preventative measures.
- g) Holding copies of risk assessment documents.
- h) Ensuring that emergency procedures are in place and are formally recorded.

- i) Ensuring that appropriate information, instruction, and training is provided.

All employees have a duty to: -

- a) Take reasonable care for their own and others health and safety.
- b) Use all work items in accordance with training and advice.
- c) Co-operate with their employer regarding health and safety matters.
- d) Report accidents and dangerous incidents.
- e) Notify their employer of any shortcomings in health and safety arrangements.

Wigton Town Council's risk assessments are held centrally by the Parish Clerk, copies of the assessments and safe systems of work are provided to relevant employees and contractors etc.

Contract Workers

It is Wigton Town Council's policy that when contractors are used, they will represent the company in the same way as direct labour and are required to work to the Council's policy.

The Clerk is responsible for the appointment of competent contractors. Competence is assessed by checking relevant insurance policy cover, qualification and experience, contractor references and establishing safe methods of work before work commences. Records of competency checks are retained as per record keeping policies.

Arrangements are made to ensure that they are acquainted with, and adhered to, the Council's safety policy, and any other procedure or special instructions which may be in force, relevant to specific operations.

A copy of the safety policy and other relevant information is given to the sub-contractor upon acceptance of terms and conditions of the contract agreement.

Adequate supervision will be necessary to complement the provision of information, instruction and training if required, ensuring that the Council's policy is strictly adhered to.

The Council's approved accident reporting form shall be used for the reporting of all accidents whether to property, employees, or the public.

Further to the above, it is a requirement to report all accidents, however minor. Serious accidents or major accidents should be reported immediately to the Town Clerk by telephone.

Should a contractor use a sub-contractor for any works, it is a requirement under the Health and Safety at Work Act 1974 for sub-contractors to conduct their work activities in such a way as to ensure that other persons are not exposed to risks to their health and/or safety.

Accident Reporting

When an accident/incident occurs, injuries must receive prompt attention, and any immediate danger should be alleviated. The council accident book and RIDDOR accident report form will be completed by local managers or the Clerk.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Social Security Act require organisations to record accidents/incidents and investigate and report to the nearest office of the Health and Safety Executive (HSE).

Accidents which result in the following should be **reported**: -

- Fatalities
- Specified injuries (see RIDDOR leaflet)
- Employees being absent from work for more than 7 days.
- Non-fatal accidents to non-workers
- Occupational diseases

All accidents are investigated, and preventative measures are implemented where appropriate. The Clerk also reviews any relevant risk assessments.

Employee's Responsibilities

All employees are instructed at induction of the requirements to report all accidents/near misses occurring to themselves, members of public, volunteers, or contractors in the nearest accident book and to bring the accident to the attention of the Clerk. Employees must also ensure that everything possible is done to minimise damage, particularly injury to persons.

Therefore: -

- Obtain first aid treatment for the injured person.
- Ensure that the accident/incident is reported to the Town Clerk.
- Record the accident/incident by filling in the accident book and completing a copy of the Council's incident report form.

Employer's Responsibilities

The Town Clerk is to: -

- Establish whether the circumstances or the result of the accident/incident are immediately reportable under RIDDOR as a major injury or as a dangerous consequence.
- Investigate the accident/incident and ensure that all necessary steps have been taken to prevent any immediate further injury or damage to property.
- Ensure that an entry in the accident book has been made.
- Take any steps necessary to remedy the cause of the accident/incident to prevent a reoccurrence.
- Ensure that if an injured employee is absent from work, or unable to carry out their normal work for more than 7 days (not including the day of the accident) Form F2508

is completed and sent to the nearest office of the Health and Safety Executive (HSE) within 10 days of the accident.

Personal Protective Equipment

The Grounds Maintenance Supervisor will be responsible for ensuring that a Personal Protective Equipment Assessment is completed for each task to ensure that appropriate information, equipment, instruction, and training is issued. Periodic reviews are to be initiated to ensure that Personal Protective Equipment is compatible with the wearer, in hygienic condition, in effective working order, and that the measures are satisfactory for the work being undertaken.

Training

Induction training will be provided for all employees by The Grounds Supervisor who will ensure that all new employees complete an Induction Checklist. Where specific jobs require special training, the Grounds Supervisor will plan for this to be undertaken, which can be by a work colleague, attendance on a training course, or similar. Ongoing training will be identified, arranged, and monitored by the Clerk to the Council, who will also make arrangements for refresher training to be completed on an annual basis or when appropriate.

Workplaces (Health, Safety and Welfare)

Both Senior and Service Managers are responsible for ensuring that a periodic review is undertaken in their service area to check working conditions and ensure safe work practices are being followed. The Clerk to the Council, in conjunction with the Grounds Maintenance Supervisor, will keep the Council's Risk Assessments under review to reflect changes in activities etc. All employees have a duty to familiarise themselves with the Risk Assessments relevant to their work and adopt the procedures and working practices contained within them.

Asbestos

Asbestos is the largest single cause of work-related fatal disease and ill health in Great Britain; almost all asbestos related deaths and ill health are from exposure several decades ago. Working with asbestos should be avoided if possible but if not, it must be dealt with safely. Asbestos can be found in buildings built from 1950 to 1999 in many forms and can also be found in some vehicle brake pads and clutch linings. It has been found on the allotments Wigton Town Council own. The Control of Asbestos at Work Regulations 2002 (CAWR) introduces an explicit duty to manage asbestos in non-domestic premises, to manage the risk of exposure to asbestos or asbestos containing material (ACM). The duty to manage requires those in control of premises to:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos.
- Presume materials contain asbestos unless there is strong evidence that they do not.

- Make and keep an up-to-date record of the location and condition of the ACMs in the premises.
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials.
- Take the necessary steps to put the plan into action.
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

Hazardous Substances

Control of Substances Hazardous to Health Regulations 2002 (COSHH) Classification, Labelling and Packaging Regulations 2008 (CLP) Control of Lead at Work Regulations 2002 COSHH assessments are reviewed annually and are available for all employees at the depot. The Grounds Maintenance Supervisor is responsible for identifying substances which need a COSHH assessment and will also be responsible for ensuring that all actions identified in the assessments are implemented. Employees who use hazardous substances will ensure the appropriate control measures are implemented. Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

Working at Heights

Provision and Use of Work Equipment Regulations 1998 Lifting Operations and Lifting Equipment Regulations 1998 Construction (Design & Management) Regulations 2015.

A fall from height at sudden and irreversible consequences and can only be prevented by ensuring that each task associated with working at height is carefully planned before deciding if the method of gaining access is appropriate. The overriding principle is to do all that is practicable to prevent anyone falling. Strict adherence to the principles and practices within the Work at Height Regulations 2005, and its schedules, is the only acceptable solution. Separate guidance is available from the Council's Health and Safety Officer.

Manual Handling

Manual Handling Operations Regulations 1992 Management of Health and Safety at Work Regulations 1999.

Employees will attend a manual handling course, to raise awareness of the risks and refresher courses will be arranged as appropriate.

Plant, Mechanical and Electrical Equipment

Provision and Use of Work Equipment Regulations 1998 Lifting Operations and Lifting Equipment Regulations 1998 Supply of Machinery (Safety) (Amendment) Regulations 2011.

Work equipment covers a wide range of process machinery, machine tools, office machines, lifting equipment etc. Important points include:

- Selecting the right equipment for the job
- Making sure equipment is safe to use and keeping it safe through regular maintenance.
- Inspection and if appropriate, a thorough examination.
- Training employees to use equipment safely and following manufacturers or supplier's instructions.

Accidents involving work equipment happen all the time – many serious, some fatal.

The Town Council is committed to ensuring that all equipment is suitable for its intended use. The Grounds Supervisor will:

- Be responsible for ensuring effective maintenance procedures are drawn up.
- Be responsible for ensuring that all identified maintenance is implemented.
- Will check that new plant and equipment meets health and safety standards before it is purchased.
- Ensure all persons are adequately trained in using equipment.

Electrical Equipment

Most deaths are caused by contact with overhead or underground power cables, even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffold, or other work platforms. Those using electricity may not be the only ones at risk; poor electrical installations and faulty electrical appliances can lead to fires, resulting in injury or death to others. User checks on electrical equipment can be made by the person using the equipment. Aspects to look for should include damage to the plug, cable or equipment casing, use of tape to join wiring, overheating, and whether the item has been exposed to condition for which it is not suitable. Any faults should be reported immediately to the manager/supervisor responsible for the maintenance and equipment taken out of use immediately.

Play Equipment

All play equipment is subject to a detailed inspection by independent specialist, at least annually. These detailed inspections should be supplemented with more frequent inspections by the Council's own staff, a visual inspection is carried out on a weekly basis to check for any obvious vandalism, wear and tear, broken glass, dog fouling etc. A more detailed inspection is carried out monthly. Any equipment found to be unsafe will be immobilised and taken out of use. In some cases, it may be sufficient to cordon off the area, in others it may be necessary to remove the item completely. DIY repairs should not be carried out unless they are endorsed by the original manufacturer or installer.

Vehicles

Every year roughly 70 people are killed and roughly 2500 seriously injured in accidents involving vehicles at the workplace. Being struck or run over by moving vehicles, items falling from vehicles, or vehicles overturning are the most common causes. Wigton Town Council use vehicles in public places, which includes the workplace. Often there is significantly more danger from vehicles on parks and open spaces, and at depots than on public highways since the operating conditions are different. All staff using vehicles should have the relevant licence and receive appropriate training and must operate and use the vehicle in accordance with the manufacturer's instructions.

Fire & Evacuation Procedures

Dangerous Substances and Explosive Atmospheres Regulations 2002 Regulatory Reform (Fire Safety) Order 2015

UK fire regulations require a fire risk assessment for all workplaces. The clerk to the council is responsible for ensuring a fire risk assessment is undertaken and implemented, including appropriate provisions of fire exits, signs, alarms, and extinguishers. Fire evacuation procedures are to be provided at each place of work/public office.

Maintenance & Building Work

All contractors should be qualified and competent for the work to be carried out. The contractor shall provide the Town Clerk with a risk assessment, method statements or other depending on the type of work being undertaken. The contractor shall have regard to the Council's Safety Policy. Whilst on premises owned by the Council, the contractor shall ensure that their employees comply with the Council's Health and Safety Policy.

Provision of Welfare Facilities

Wigton Town Council shall ensure that all workplaces meet the health, safety and welfare needs of all members of the workforce. This will include providing:

- A sufficient number of sanitary conveniences and washing facilities.
- Facilities to rest and to eat meals.
- A clean workplace, with a reasonable working temperature, good ventilation, and suitable lighting.
- A supply of drinking water.

First Aid Provision

Employees of Wigton Town Council have all been provided with the relevant and adequate First Aid training and a First Aid box is also carried around, in case of any incidents. We have an accident report book, whereby if accidents are to occur, they must be reported in this book and passed on to the office. Serious accidents that require urgent medical attention should be dealt with correctly and by ringing the relevant authorities.

Consultation/Communication

This policy seeks to comply with the Health and Safety (Consultation with Employees) Regulations 1996 and The Safety Representatives and Safety Committees Regulations 1977.

- Employees are provided with relevant health and safety information.
- The planning and organisation of any health and safety training is provided to employees.
- They are informed of any health and safety consequences of new technologies in the workplace.
- Informed of the introduction of any measure at the workplace which may substantially affect the health and safety of employees.