

Burntwood Town Council

Health and Safety Policy

Forward by the Leader of the Town Council

Burntwood Town Council places a high priority on the health, safety and wellbeing of the community. We will do everything that we can to ensure that our building and sites are safe environments for our employees, tenants and the general public. We will also ensure that our working practices meet the relevant statutory requirements. To that end this Policy sets out very clearly the Council's approach to fully discharging its responsibilities under the current health and safety legislation. The Council has assigned clear roles and responsibilities to relevant employees to ensure a consistent implementation of the Policy. We will constantly monitor our performance and change our working practices where needed. The Policy and supporting actions will be reviewed annually or immediately in response to a significant incident.

Cllr. Sue Woodward
Leader of the Town Council

Part 1 Health and Safety Policy Statement

The primary aim of this Policy is to ensure that Burntwood Town Council is fully compliant with all relevant health and safety legislation. The Policy seeks to develop and sustain a proactive and robust health and safety culture within the Council. It recognises the importance and value of treating health and safety as a core function of the Council. To develop a positive health and safety culture the Council will ensure that there is always:

- effective communication and consultation with its employees on matters affecting health, safety and their wellbeing
- prevention of accidents and causes of work-related ill health
- adequate provision of Personal Protective Equipment for its employees including volunteers
- plant and machinery provided that it is suitable for its intended use and maintained in a safe condition
- adequate control of hazardous substances to ensure safe and proper use
- suitable and sufficient emergency procedures in place including fire evacuation
- access to competent health and safety advice and support
- control and assessment of risk
- ongoing planning, organisation, control, monitoring and review of policies, procedures and practises
- independent scrutiny

All people associated with Burntwood Town Council, elected members, employees and volunteers, are expected to accept their responsibility in respect of creating and maintaining a safe and healthy workplace. They will do this by adhering to safety rules and work procedures and by the correct use of equipment and products.

The Town Council will take full account of the capabilities of employees, and where appropriate elected members and volunteers, in respect of health and safety when allocating work to them. Appropriate development and or training will be provided to enable individuals to meet the required standards of performance. Such performance will be monitored and additional support provided if required.

The Town Council will also ensure that work undertaken by contractors on its behalf is done in a safe manner and any risks properly managed. It will do this through the effective planning, control, monitoring and review of all contracted work.

Sufficient financial and physical resources will be available to implement this policy and appropriate development and or training will be provided. The Policy and the associated management arrangements and procedures apply to all activities of the Town Council and the premises for which it is responsible. Compliance with the Policy is mandatory. This Health and Safety Policy has the support of the Leadership Team.



Cllr. Sue Woodward
Leader of the Council



Graham Hunt
Town Clerk

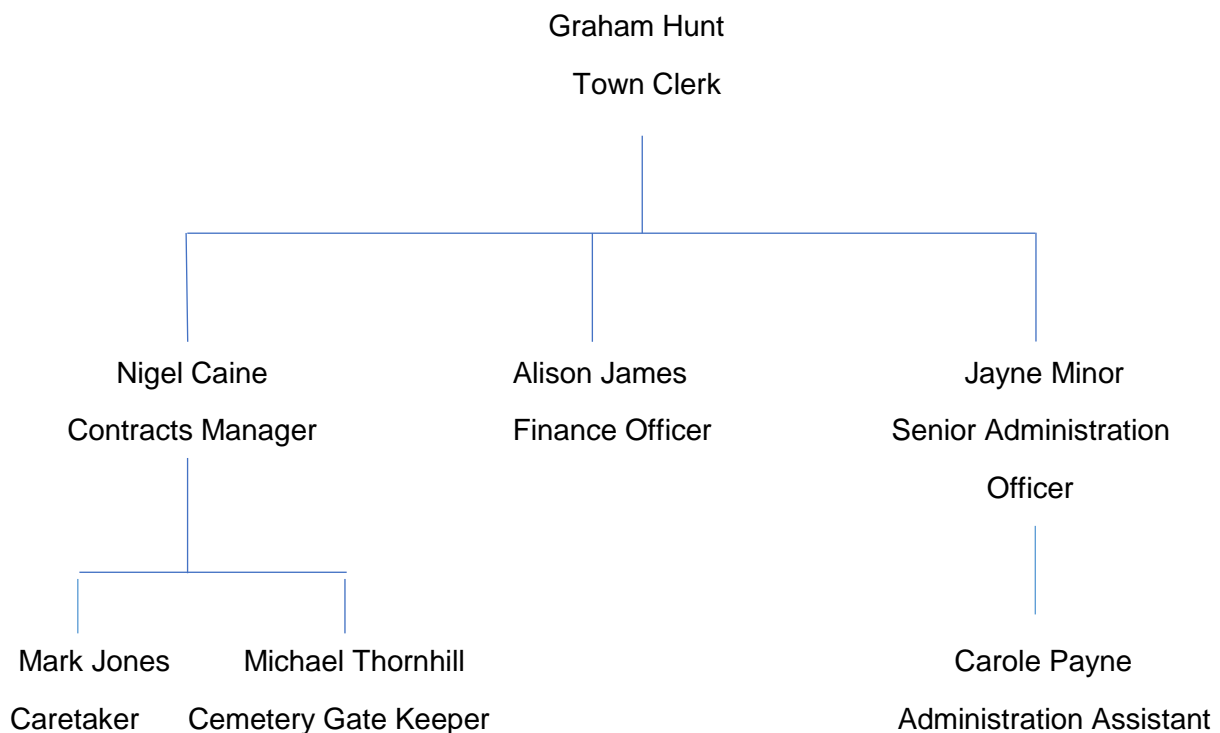
The Health and Safety Policy will be reviewed annually by the Town Clerk. A copy of the Policy will be made available to all elected members, employees and volunteers.

Part 2 Organisation and Responsibilities for Health and Safety

The Town Clerk

The day to day management of health and safety within the Council is delegated to the Town Clerk. To enable him to carry out his responsibilities effectively he will have access to external competent health and safety advice. Day to day support will be provided by the Administrator (liaison and advice to tenants and visitors to the building) and the Caretaker (in respect of regular safety checks and supervision of contractors).

Team Structure



The Town Clerk will be responsible for providing regular progress reports to the Policy and Resources Committee. Health and Safety has also been identified as a standing item for the Scrutiny Committee which will ensure an independent assessment of performance.

As well as ensuring that that performance is reported and scrutinised, the Town Clerk is also responsible for health and safety which will always be a primary consideration in policy development, resource planning and project delivery.

To help ensure a safe working environment employees, councillors and volunteers will be expected to;

- Work in accordance with the training and instructions given

- Follow the safety arrangements and procedures established for their work activities
- Make use of all safety equipment, guards and Personal Protective Equipment (PPE) provided
- Report any deficiencies in the health and safety arrangements or defects in machinery, PPE, guards and control measures
- Ensure that all working areas are kept tidy and free of waste

Tenants (and their customers) and frequent visitors to the building will be advised of the health and safety arrangements and encouraged to contribute to a safe working environment.

Part 3 Management Arrangements

This Health and Safety Policy sets out the framework for the organisation and delivery of health and safety practice for the Town Council. To support this Policy a series of risk assessments and guidance notes will be developed. These will provide for effective management of specific health and safety risks and define the minimum management arrangements needed for the Town Council to meet its legal responsibilities. They also provide effective guidance and support on how to manage the risks and the extent of specific individual responsibilities.

The Town Council's Management Arrangements are identified in this section below. The Arrangements will be subject to an annual review as identified in Part 1 of this Policy and will be added to as and when necessary. The Town Council will produce an annual maintenance plan for the sites/structures that it is responsible for. This will be updated at the end of each financial year and appropriate funding allocated for the new financial year. Copies of all informing regulations, specific policies and assessments and records will be kept on the shared hard drive in the Health and Safety folder and as a hard copy in the reception area of the Town Council Office.

1. Consultation

Consultation and communication are key components of the Policy. There are a number of mechanisms for achieving this

Audience	Means of consultation/communication	Frequency
All	The Induction process is an early opportunity to confirm health and safety arrangements.	When joining the Council
Leadership Team	New issues can be raised at the Leadership Team Meeting as part of its policy development and review function.	Monthly
Councillors	The annual report will go to Full Council.	Bi-Monthly
Councillors	Regular progress reports will be submitted to Policy and Resources Committee along with any requests for additional funding.	Bi-Monthly
Councillors	An independent view of progress and issues will be provided by the Scrutiny Committee.	Quarterly
Employees	Health and Safety will be a standing item on Team Meeting agenda providing an opportunity to provide updates and identify new issues.	Monthly
Employees	1-2-1 meetings provide an opportunity to discuss individual performance and responsibilities	Monthly

Employees and Volunteers	Individual project briefings provide an opportunity to set out the specific health and safety considerations	Ongoing
Tenants	1-2-1 meetings can be used to provide updates and receive tenant's concerns	Weekly
Casual room hire	The customer feedback process will include an opportunity to comment on the health and safety arrangements in place	Ongoing

2. Risk Assessment

To develop and maintain the Town Council's health and safety arrangements a programme of hazard identification, risk assessment and control will be part of the day to day operation of the Council's business. Copies of all risk assessments will be kept both on the shared drive and in the reception area of the Town Council Office. The programme will include the completion of risk assessments as identified within Burntwood Town Council's Risk Assessment Register. The risk assessment register will be reviewed and updated on an annual basis.

3. Fire Safety

All employees, councillors and volunteers will be briefed on fire safety procedures as part of a formal induction.

Unannounced fire drill practices will be undertaken at regular intervals to test evacuation procedures. Fire alarms will be tested weekly. The Caretaker will record all fire drill practices and fire alarm tests.

Regular inspections of the following safety measures will be undertaken and recorded by the Caretaker:

- Emergency Lights
- Smoke Detectors
- Fire Extinguishers
- Designated Escape Routes

The storage of flammable items will be kept to a minimum. Any flammable liquids and solvents will be kept in a metal storage cupboard. All storage areas will be provided with the appropriate warning signs.

A Personal Emergency Evacuation Plan will be put in place for all employees, councillors, volunteers, tenants and regular visitors who would need assistance to leave the building during an emergency.

4. Provision of First Aid

A First Aid Box is located in the reception area of the Town Council Office. A list of contents will be provided in the box. A review of the contents will be undertaken after every incident. A formal audit will be undertaken each year.

The designated First Aider the building is the Caretaker and the deputy First Aider is the Deputy Town Clerk. Advice about First Aid will be provided throughout the building.

5. Reporting and Investigation of Accidents

The Accident Book is kept in the Town Council Office. All accidents will be recorded as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 also known as RIDDOR.

6. Management of Contractors

The Town Council has a Management of Contracts Policy. The Policy includes a safe working code of practice for contractors. All contractors will be subject to a health and safety competency checklist before being authorised to start work.

7. Safe Use of Display Screen Equipment

The Town Council in order to meet its responsibilities under the Health and Safety (Display Screen Equipment) Regulations will protect its employees' health by:

- undertaking a DSE workstation assessment for each employee and reviewing the assessment each year
- reducing risk where possible by changing work practice and ensuring breaks in equipment usage
- providing eye tests for employees when requested
- providing training and information

8. Management of Asbestos

Entrust have been commissioned to prepare a new asbestos management plan. This work will be completed by the end of September.

9. Management of Water Safety

The Town Council has a Water Management Policy which is designed to minimise the risk of exposure to Legionella bacteria and the risk of scalding through contact with excessively hot water.

The Caretaker is responsible for the checking, inspection, monitoring and cleaning procedures. All tests and actions will be recorded in a maintenance log.

10. Safe Use of Hazardous Substances

A list of all relevant substances used by the Town Council or by contractors on its behalf will be compiled along with, where available, the manufacturer's safety data sheet. This information will be used to assess the level of risk and where possible to identify non or low risk replacement products. Where product substitution is not possible controls, will where possible, be introduced to reduce the risk. If this is also not possible consideration will be given to the use of Personal Protective Equipment.

With regard to the Town Council's tenants they will be required to provide a list of hazardous substances and where possible the manufacturers safety data sheets.

This information will be kept in the Town Council Office for ease of access by the Fire Brigade.

The list of hazardous substances will be reviewed annually.

11. Safe Use of Work Equipment

A maintenance log will be kept for all equipment that comes within the remit of The Provision and Use of Work Equipment Regulations. Appropriate financial provision will be made to ensure regular maintenance, and where appropriate, safety checks.

The Town Council will only buy new equipment that fully complies with the appropriate British Standard.

12. Management of Electricity

In order to comply with the Electricity at Work Regulations 2019 the Town Council will adopt the HSE's Electricity at Work. Safe Working Practices guidelines as normal working practice

13. Manual Handling

All employees will be trained in manual handling in accordance with the Manual Handling Operations Regulations 2002. This training will be refreshed every 3 years.

All employees when considering undertaking a manual handling operation will be required to assess the risk involved. This assessment will need to take account of the task, load, the working environment and the capability of the individual concerned. Wherever possible the level of risk should be reduced by using Team lifting. No employee should attempt to lift a load that is either too heavy for them or the working environment prevents best practice being applied.

14. Provision of Personal Protective Equipment

In order to comply with the provisions of the Personal Protective Equipment (PPE) at Work Regulations all tasks will be risk assessed and where appropriate PPE provided.

All employees will be required to use the PPE provided in accordance with the training and instruction given regarding its use. They will be responsible for reporting any loss of PPE or obvious defect.

All PPE will be inspected annually to ensure that it is fit for purpose.

15. Working at Height To comply with the Working at Heights Regulations the Town Council will ensure that;

- all work at height is properly planned and organised
- those involved in work at height are competent
- the risks from work at height are assessed, and appropriate work equipment is selected and used

- the risks of working on or near fragile surfaces are properly managed
the equipment used for work at height is properly inspected and maintained

16. Monitoring and Review

The Town Clerk will be responsible for collecting data on near miss, accident, violent incident and ill health. Accident and incident investigations will be undertaken to identify root causes and appropriate mitigations and improvements. This information will form part of the annual review of the Policy that is submitted to the Full Council each year. A key aim of the annual report will be to use the data gathered to provide advice on any areas of the Policy that need to be improved. Any changes to the Policy will be then communicated via the channels listed above. The Town Council website will also be used to make the Policy available for public scrutiny and report updates.

To compliment the internal monitoring the Town Council will commission an annual health and safety review of its progress and provision. This will be undertaken by an external competent health and safety adviser. This report will form part of the annual review of the Policy that is submitted to the Full Council each year.

Other management arrangements will be added to Part 3 of this Policy as and when identified.