

Health and Safety at Work etc. Act 1974

Health and Safety Policy of Paddock Wood Town Council

Paddock Wood Town Council
The Podmore Building
St Andrews Field
St Andrews Road
Paddock Wood
TN12 6HT

General Statement of Policy

It is the policy of Paddock Wood Town Council to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. Paddock Wood Town Council's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

Paddock Wood Town Council recognises and accept its duty to protect the health and safety of all visitors to the its property, including contractors and temporary workers, as well as any members of the public who might be affected by its operations.

While Paddock Wood Town Council will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the council. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

Paddock Wood Town Council will provide every employee with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the Clerk to the Council. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the well being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Clerk to the Council or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Paddock Wood Town Council's health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of its operations occur. The policy will be reviewed at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

Signed

Chairman of Paddock Wood Town Council

Date

Safety Personnel

The person with overall and final responsibility for health and safety in Paddock Wood Town Council is the Clerk to the Council, Mrs Nichola Reay.

The person responsible for overseeing, implementing and monitoring the policy is the Estates Manager, Kevin Butler for the groundstaff and caretakers, and the Clerk to the Council for office staff.

The following personnel will be responsible for the supervision of health and safety in particular areas:

Kevin Butler public open spaces, cemeteries, playing fields, Day Centre, pavilions, workshop and allotments.

Nichola Reay office locations.

Consultation

Paddock Wood Town Council sees communication between workers at all levels as an essential part of effective health and safety management. The Town Council will consult with employees individually as allowed for under the Health and Safety (Consultation with Employees) Regulations 1996. Consultation will be facilitated by means of meetings as often as is deemed necessary.

The purpose of the meetings is to provide a forum in which information may be conveyed and employees questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

Communication

Paddock Wood Town Council will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the council's health and safety policy. Paddock Wood Town Council communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

Co-operation & Care

If the council is to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

All employees are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the council.

Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation is trained to perform his or her job effectively and safely. It is the opinion of Paddock Wood Town Council that if a job is not done safely then it is not done effectively.

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

The personnel with the responsibility for safety training are detailed below:

Job Title	Name	Department
Clerk to the Council	Nichola Reay	Office
Estates Manager	Kevin Butler	Estates and Public open spaces

Workplace Inspections

It is the policy of Paddock Wood Town Council to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

Quarterly inspections of the workplaces will be conducted by the Town Clerk or the Estates Manager or their deputies as appropriate. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of the council's operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Work Equipment

It is the policy of Paddock Wood Town Council to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

Paddock Wood Town Council will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate

1. 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. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

2. 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.

Personal Protective Equipment

It is the policy of Paddock Wood Town Council to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by Paddock Wood Town Council will be properly assessed prior to its provision.

All personal protective equipment provided by Paddock Wood Town Council will be maintained in good working order.

All workers provided with personal protective equipment by Paddock Wood Town Council will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

Paddock Wood Town Council will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

Manual Handling Operations

It is the policy of Paddock Wood Town Council to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Display Screen Equipment

It is the policy of Paddock Wood Town Council to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

Paddock Wood Town Council will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations put into service after January 1st 1993 meet the requirements set out in the Schedule to the Regulations. .

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request .

Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Control of Hazardous Substances

It is the policy of Paddock Wood Town Council to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002 & 2004 Amendment.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

Paddock Wood Town Council will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Fire Safety

Paddock Wood Town Council's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace.

All workers within the Council have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Clerk to the Council is responsible for the provision and maintenance of fire prevention and detection equipment. Fire extinguishers to be inspected visually on a monthly basis by the Town Clerk and the Estates manager. All fire extinguishers to be maintained annually by an appropriate contractor (currently EJP Fire Protection Ltd)

Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

Fire Detection Equipment

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplaces. If a smoke detector sounds it is the responsibility of any employee present to activate the alarm and evacuate the building.

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

Fire Doors

Fire doors designed to slow the spread of fire and smoke throughout the workplaces have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

Fire Exits

Fire exits are located at strategic points throughout the workplaces. Exit doors and corridors must never be locked, blocked or used as storage space.

Smoking

Smoking is prohibited in all areas of the workplace, except in the designated area outside the Memorial Workshops. Cigarette ends must be placed in the bin provided. Combustible material must not be stored in the smoking area.

Emergency Evacuation Procedure

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

Accident Investigation & Reporting

It is the policy of Paddock Wood Town Council to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95) and the Health and Safety (First Aid) Regulations 1982 (SI1981/917). All accidents shall be recorded in an accident record book held in either the Podmore Building or the Memorial Workshops.

Paddock Wood Town Council see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Clerk to the Council or a person appointed by the Clerk to the Council detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the council's expense.

The completed report will then be submitted to and analysed by the Clerk to the Council who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the council's solicitors if considered necessary who will advise on liability, proceedings and quantum of damages. The solicitors will then submit the report to the council's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Accident Procedure

First aid stations are located in areas where personnel are concentrated around the workplace. All first aid stations are clearly marked and are easily accessible by all employees during all working hours.

One person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid station.

A list of emergency telephone numbers of doctors and hospitals available to the work site is posted next to each first aid station.

Fully qualified first aiders are:

Name	Department	Renewal date
Kevin Butler	Estates	February 2020

Basic First Aid qualification

Claire Stewart	Office	October 2017
Ivan Farnes	Estates	October 2019
Tony Climpson	Estates	October 2017

First Aid kits are held at the following locations: Workshops, The Day Centre, The Podmore Building, all vehicles. There is an eyewash station in the workshops.

The Clerk to the Council is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 Regulations where applicable.

SAFETY RULES

General

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to the relevant authority
3. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.
4. Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
5. Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
8. No worker should undertake a job which appears to be unsafe.
9. No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
10. All injuries must be reported to the Clerk to the Council or a delegated representative.
11. Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor or the Clerk to the Council.
12. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
13. No employees should use chemicals without the knowledge required to work with those chemicals safely.

14. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
15. All employees are expected to attend departmental safety meetings as required.

Working Environment

1. Work sites must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All pits and holes must be covered when not in use and clearly marked with warning signs when in use.
5. 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 avoided or placed so as to minimise the danger of trailing electrical leads.

Walkways

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

Tool and Equipment Maintenance

1. Council machinery, equipment and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools, machinery and equipment.
2. It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.
4. No tool should be used without the manufacturers recommended shields, guards or attachments.
5. Approved personal protective equipment must be properly used where appropriate.
6. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
7. Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Personal Protective Equipment

1. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
2. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Clerk to the Council.

Manual Lifting and Moving

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
5. Employees should not attempt to lift or move a load which is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
7. When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.