



CORFE MULLEN TOWN COUNCIL

Health and Safety Policy and Procedures

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General Policy

A declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees in achieving these goals.

Organisation and Responsibilities

This section sets out the health and safety responsibilities of key personnel within the Council.

Safety Arrangements

This section explains the systems and procedures that will be used to form the basis of our health and safety regime.

Safety Records *(this section may be kept separately)*

This section contains;

- An Annual Review of our Health and Safety System and Procedures.
- Periodic Checklists created specifically for individual roles and responsibilities.
- A comprehensive source of records relating to statutory examination periodic inspection and testing of the work equipment and installations used by our organisation.
- Records for Fire Safety Management.
- A system for keeping health and safety training records.
- A section for accident and incident reporting, and investigation.

Health and Safety Policy

General Policy

This Health and Safety Policy contains a plan detailing how the Council manages its health and safety issues. The policy sets out the Council's commitment to manage risks and provide good standards of health and safety to meet their legal duties. Health and safety is an integral part of how the Council operates as a responsible employer and has put in place the necessary organisation and arrangements to achieve this. This policy has been prepared after a full appraisal of the Council's health, safety and welfare requirements and will be reviewed at least annually.

Health and Safety General Policy Statement

This is a declaration of the Council's intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals. The general policy statement is brought to the attention of all employees by publication in the main policy manual and in the Employee Safety Handbook. It may also be included on noticeboards in our premises.

Organisation

This part of the policy details the health and safety responsibilities of key personnel within the Council. These responsibilities are fulfilled by completion of various safety records, pro-formas and records in relation to on-going maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

Relevant legislation

This page sets out details of the main statutes and regulations affecting health and safety at work that are currently in force.

Safety Arrangements

This part of the policy explains the systems and procedures in place for managing individual topics or subjects for which the Council is responsible.

To assist the Council with its duty, it has retained Peninsula to provide information and guidance on how these provisions should be managed and recorded.

We accept that the Council cannot transfer its responsibility for managing health, safety and welfare within the workplace to others outside the Council's employment. Use of the above documents will aid the Council's success in fulfilling these responsibilities.

Health and Safety General Policy Statement

Corfe Mullen Town Council (the 'Council') recognises that it has responsibilities for the health and safety of its workforce whilst at work and others who could be affected by its work activities. The Council will assess the hazards and risks faced by its workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

The senior officers of the Council are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of the Councils workforce and anyone else likely to be affected by the operation of its business.

The Council intends to meet its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by

- providing leadership and adequate control of identified health and safety risks
- consulting with its employees on matters affecting their health and safety
- providing and maintaining safe plant and equipment
- ensuring the safe handling and use of substances
- providing information, instruction, training where necessary for its workforce, taking account of any who do not speak English as a first language
- ensuring that all workers are competent to do their work, and giving them appropriate training
- preventing accidents and cases of work related ill health
- actively managing and supervising health and safety at work
- having access to competent advice
- aiming for continuous improvement in the Councils health and safety performance and management through regular review and revision of this policy; and
- the provision of the resources required to make this policy and the Councils health and safety arrangements effective.

The Council also recognise;

- its duty to co-operate and work with other employers when working at premises or sites under their control to ensure the continued health and safety of all those at work; and
- its duty to co-operate and work with other employers and their workers, when their workers come onto the Councils premises or sites to do work for the Council, to ensure the health and safety of everyone at work.

To help achieve the Councils objectives and ensure its employees recognise their duties under health and safety legislation whilst at work and remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on induction when joining the Council and are also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes the Councils specific health and safety rules.

Signature:

Date: 25 July 2023



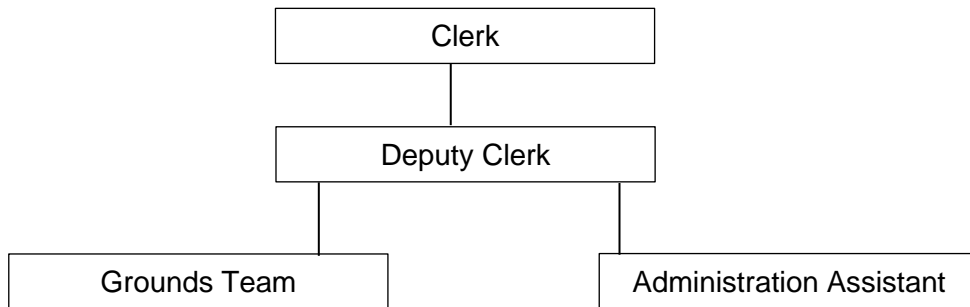
Position: Town Clerk & RFO

Organisation

Health and Safety Management Structure

Although the Clerk has overall responsibility for the implementation of this policy, day-to-day responsibility for specific issues are delegated to officers of the Council.

The Councils staffing structure is shown below and a location of day-to-day responsibility for specific health and safety issues is shown in the Responsibility Chart which appears later in this document.



Health and Safety Management Responsibilities

The Clerk has recognised that they retain overall responsibility for health and safety matters and that the Council needs to act in respect of the key points listed here. In managing these matters emphasis is placed on the senior officers of the Council for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

General

- Provide and resource an effective health and safety management system
- Make arrangements to consult with employees on health and safety matters
- Arrange and maintain appropriate Employers' Liability Insurance cover
- Ensure that health and safety implications are considered when acquiring new equipment and machinery
- Ensure contractors (when used) are competent and monitored during work
- Ensure a process is in place to identify and report hazards
- Ensure all employees receive appropriate health and safety training
- Provide measures to protect the health and safety of employees working alone
- Monitor the health and safety performance of the Council

Occupational Health

- Ensure adequate procedures are in place to identify and address occupational health risks
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used
- Implement measures to reduce stress within the workplace

Accidents, Incidents and First Aid

- Record accidents and incidents
- Complete accident and incident investigations, identify causes and measures for prevention
- Ensure applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority
- Ensure adequate first aid arrangements are in place

Fire and Emergency Arrangements

Ensure;

- Adequate arrangements are in place to deal with fire safety on Councils premises
- Employees are aware of the fire and evacuation arrangements and other emergency procedures
- Emergency equipment is provided, tested and maintained appropriately
- Adequate Fire Risk Assessments are completed

Risk Assessment

Ensure;

- Risk assessments are complete and Safe Systems of Work are produced for all activities that pose a significant risk of harm
- Risk assessments are documented
- The outcomes of risk assessments are carefully explained to the workforce

Premises

- Provide a suitable and safe working environment for employees with adequate welfare facilities
- Ensure the fixed electrical installation is adequately installed and maintained
- Introduce and maintain measures to control and manage the risks from asbestos
- Ensure good housekeeping standards are instigated and maintained
- Provide suitable and sufficient maintenance of the facilities provided within the workplace

Equipment

Ensure;

- All equipment provided by the Council is suitable and properly used
- All work equipment is adequately maintained and safe
- Portable electrical appliances are adequately maintained, inspected and tested
- Appropriate hand tools are provided and maintained
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and employees are given information, instruction and training on its use

Substances

Ensure;

- All substances are used safely
- All substances are appropriately stored

Managers and supervisors

In addition to their general responsibilities for health and safety the Responsibility Table, shown later, sets out specific delegated health and safety responsibilities and identifies where the senior officers of the Council are located. They should refer to the associated safety arrangements, set out later, for further detail about those responsibilities.

Employee and workers' responsibilities

This policy takes account of the specific statutory duties placed on employees to take care of their own health and safety whilst at work and for that of others. Specifically, the Council expect employees to;

- Ensure company policies and procedures are read, understood and followed at all times
- Ensure isolation and lockdown procedures are followed at all times
- Take reasonable care for their health and safety and the safety of others whilst at work
- Not intentionally or recklessly interfere with or misuse anything required by law or provided by the Council in the interests of health and safety
- Visually inspect tools, PPE, and equipment prior to use
- Ensure PPE, tools, and equipment are maintained, used, and stored in accordance with manufacturer documentation
- Follow all safety instructions and guidance when using equipment
- Report any incidents, accidents and non-conformances to the senior officers of the Council
- Contribute to the promotion of health and safety in the workplace
- Follow all written safe systems of work (ssow) including method statements, risk assessments, COSHH data, permits to work etc. and their requirements
- Follow the safety instructions of the senior officers of the Council
- Ensure employees do not use tools and equipment unless they have been formally trained and are competent to do so
- Comply with legislation, Approved Codes of Practice and guidance notes
- Ensure all company vehicles are driven in a safe and suitable manner, and that the vehicle is left secure when not in use
- Consult on health and safety matters and investigations to ensure a safe working environment is established
- Seek advice from the senior officers of the Council on any issues relating to health and safety at work
- Obey all site safety signs, general site rules and arrangements

Monitoring

The operation of this policy and arrangements is actively monitored through the periodic review by using Periodic Workplace Checklists. The Clerk has overall responsibility for this, but some of the routine tasks may be delegated. The Council also use an Annual Health and Safety Review form to determine whether its existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete the Periodic Workplace

Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review.

Monitoring and reviewing help the Council to check the effectiveness of its Safety Management System.

Responsibility Table

This Responsibility Table shows the allocation of responsibility for particular health and safety issues to named people.

Key

TC - Town Clerk

DTC - Deputy Town Clerk

Safety arrangements	TC	DTC
Managing Health & Safety at Work	✓	✓
Accident, Incident, Ill Health Reporting and Investigation	✓	✓
Workplace H&S Consultation - One-to-one	✓	✓
Risk Assessment and Hazard Reporting	✓	✓
Occupational Health and Health Surveillance	✓	✓
Substance & Alcohol Abuse	✓	✓
Lone Working	✓	✓
Health & Safety Training	✓	✓
Health & Safety of Contractors	✓	✓
Personal Protective Equipment	✓	✓
Home Working	✓	✓
Safe Systems of Work	✓	✓
Action on Enforcing Authority Reports	✓	✓
Equality and Disability Discrimination Compliance	✓	✓
H&S Information for Employees	✓	✓
Fire Safety - Arrangements and Procedures	✓	✓
First Aid	✓	✓
Welfare, Rest Rooms & the Working Environment	✓	✓
Housekeeping and Cleaning	✓	✓
Pest Control	✓	✓
Building Services	✓	✓
Control of Hazardous & Non-Hazardous Waste	✓	✓
Access, Egress, Stairs & Floors	✓	✓
Workplace Signs	✓	✓
Working in the Open Air and in the Sun	✓	✓
Site Work	✓	✓
Electrical Safety	✓	✓
Provision, Use & Maintenance of Work Equipment	✓	✓
Hand Tools	✓	✓
Office Equipment	✓	✓

Safety arrangements	TC	DTC
Storage of Chemical Substances & Agents	✓	✓
Control of Flammable Liquids	✓	✓
Slips, Trips & Falls	✓	✓
Special Events	✓	✓
Provision & Use of Machinery	✓	✓
Safe Use of Machinery	✓	✓
Abrasive Wheels	✓	✓
Pressure and Compressed Air Systems	✓	✓
Lifting Equipment & Lifting Operations	✓	✓
Work at Height	✓	✓
Access Equipment	✓	✓
Workplace Transport	✓	✓
Battery Charging and Use	✓	✓
Occupational Road Safety	✓	✓
Water Hazards	✓	✓
Safety Harnesses, Lanyards & Fall Arrest Equipment	✓	✓
Infection Control	✓	✓
Working Time	✓	✓
Work Related Upper Limb Disorders (WRULD)	✓	✓
Manual Handling	✓	✓
Display Screen Equipment & DSE User Eye Tests & Spectacles	✓	✓
Legionella Control	✓	✓
Use of Chemical Agents & Substances	✓	✓
Asbestos at Work- Survey ACMs Present & Off-Site Risk	✓	✓
Asbestos at Work	✓	✓
Control of Noise at Work	✓	✓
Stress in the Workplace	✓	✓
Aggression & Violence in the Workplace	✓	✓
Dermatitis	✓	✓
Playgrounds	✓	✓
Work with Children	✓	✓
Contractor Control & Management	✓	✓
Protection of Public	✓	✓

Note:

People with delegated responsibilities for health and safety issues should ensure the required risk assessments and safety records are completed, either by them or by others and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each should ensure they have fulfilled their responsibilities in the areas under their control and completed the relevant records. Together they need to check collectively the Council has covered all aspects of safety management for the subject.

Relevant Legislation

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill health at work. The Council's Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of the Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared. The Online Reference Library contains a similar list which will always be up to date. The document is titled 'Health and Safety Legislation (UK)'. Not every piece of the legislation will apply to the Council on a day-to-day basis, but senior officers of the Council need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from the 24-Hour Peninsula Advice Service on 0844 892 2785.

NOTE

Although the transition period for the UK exit from the EU has expired the European Regulations listed here have been continued in force, until replaced by domestic legislation, by the European Union (Withdrawal) Act 2018 and associated legislation.

- Building Regulations 2010 (as amended)
- European Regulation (EC) No 2016/425/2016 on Personal Protective Equipment
- European Regulation (EC) No 2008/1272 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No 2003/2003 concerning the export and import of dangerous chemicals, as amended
- Chemicals (Health and Safety) and Genetically Modified Organisms (Contained Use) (Amendment etc.) (EU Exit) Regulations 2019
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Electromagnetic Fields at Work Regulations 2016
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998 (as amended)

- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety (Amendment) (EU Exit) Regulations 2018
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 2017
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 2016
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Personal Protective Equipment Regulations 2002
- Regulation (EU) 2016/425 on Personal Protection Equipment
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Public Health Act 1984 and various subsidiary COVID related regulations
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

Safety Arrangements Table

Ref. Number	Title	Publication Date
SA1-1	Managing Health & Safety at Work	v1
SA1-3	Accident, Incident, Ill Health Reporting and Investigation	v2
SA1-5	Workplace H&S Consultation - One-to-one	v1
SA1-6	Risk Assessment and Hazard Reporting	v2
SA1-7	Occupational Health and Health Surveillance	v2
SA1-8	Substance & Alcohol Abuse	v1
SA1-13	Lone Working	v3
SA1-14	Health & Safety Training	v1
SA1-15	Health & Safety of Visitors	v1
SA1-17	Personal Protective Equipment	v1
SA1-18	Home Working	v2
SA1-20	Safe Systems of Work	v1
SA1-21	Action on Enforcing Authority Reports	v1
SA1-22	Equality and Disability Discrimination Compliance	v2
SA1-23	H&S Information for Employees	v1
SA2-1	Fire Safety - Arrangements and Procedures	v2
SA3-1	First Aid	v2
SA3-2	Welfare, Staff Amenities, Rest Rooms & the Working Environment	v2
SA3-3	Housekeeping and Cleaning	v2
SA3-4	Pest Control	v1
SA3-5	Building Services	v3
SA3-6	Control of Hazardous & Non-Hazardous Waste	v3
SA3-9	Access, Egress, Stairs & Floors	v2
SA3-11	Workplace Signs	v1
SA3-13	Working in the Open Air. Working in the Sun	v3
SA3-13	Site Work	v2
SA4-1	Electrical Safety	v2
SA4-2	Provision, Use & Maintenance of Work Equipment	v1
SA4-3	Hand Tools	v1
SA4-4	Office Equipment	v1
SA4-5	Storage of Chemical Substances & Agents	v1
SA4-6	Control of Flammable Liquids	v1
SA4-8	Slips, Trips & Falls	v1
SA4-9	Special Events	v1
SA4-10	Provision & Use of Machinery	v1
SA4-11	Safe Use of Machinery	v1
SA4-13	Abrasive Wheels	v1
SA4-16	Pressure and Compressed Air Systems	v1
SA4-17	Lifting Equipment & Lifting Operations	v1
SA4-20	Work at Height	v3
SA4-21	Access Equipment	v2
SA4-28	Workplace Transport & Pedestrian Control	v3
SA4-30	Battery Charging and Use	v1
SA4-31	Occupational Road Safety	v2
SA4-32	The Prevention of Sharps and Needlestick Injuries	v3
SA4-33	Water Hazards	v2
SA4-37	Safety Harnesses, Lanyards & Fall Arrest Equipment	v1
SA5-4	Infection Control	v1
SA5-5	Working Time, Night Work and Shift Working	v1
SA5-6	Work Related Upper Limb Disorders (WRULD)	v1
SA5-9	Manual Handling	v3
SA5-11	Display Screen Equipment & DSE User Eye Tests & Spectacles	v2

Ref. Number	Title	Publication Date
SA5-12	Legionella Control	v1
SA5-14	Use of Chemical Agents & Substances	v2
SA5-16C	Asbestos at Work- Survey ACMs Present & Off Site Risk	v2
SA 5-16sp	Asbestos at Work	v1
SA5-17	Control of Noise at Work	v1
SA5-18	Stress in the Workplace	v1
SA5-19	Aggression & Violence in the Workplace	v1
SA5-26	Dermatitis	v1
SA6-10	Playgrounds	v1
SA6-14	Work with Children	v1
SA7-2	Contractor Control & Management	v1
SA7-12	Mobile Workforce	v1
SA7-15	Protection of Public	v1