

OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT

1. INTRODUCTION

1.1 Epworth Town Council; regards occupational health, safety and welfare as being of the highest importance, and both recognises and accepts its responsibilities as an employer for:

1.1.1. Safeguarding, as far as is reasonably practicable, health, safety and welfare of all its employees.

1.1.2. Safeguarding, as far as is reasonably practicable, the health and safety of persons not being its employees, who may be affected by the Council work activities.

2. OBJECTIVES

2.1 The objectives of this policy are to:

2.1.1. Promote standards of health, safety and welfare, which comply fully with the Health and Safety at work Act 1974 and other relevant statutory provisions, EEC directives and Approved Codes of Practice.

2.1.2. Ensure that responsibilities and duties relating to health and safety are appropriately assigned, and that those duty holders understand and accept these responsibilities.

2.1.3. Ensure the provision and maintenance of plant, equipment and systems of work, which are safe, and without risk to the health of its employees or other persons who come into contact with any of the Council's work activities.

2.1.4. Provide all employees with information, instruction, training and supervision they need to work safely and to contribute positively to the health and safety of themselves and other persons.

2.1.5. Ensure that suitable arrangements are made for the safe handling, storage and transport of articles and substances.

2.1.6. Develop safety awareness amongst staff.

2.1.7. Provide a place of work, which is safe, and without risk, and which has safe means of access and egress.

2.1.8. Encourage full and effective joint consultation on occupational health, safety and welfare matters.

2.1.9. Ensure that sufficient resources, both manpower and financial, are made available to achieve these objectives.

2.2 Without detracting from the primary responsibility of health and safety, the Town Council will, as required by current legislation, liaise with competent health and safety personnel, as appropriate, to assist them in these duties and to enable the Town Council to comply with its legal responsibilities.

2.3 Epworth Town Council recognises that this safety policy will not succeed unless it actively involves employees themselves, and Safety will be installed in the Council Meeting agenda and also on Team Briefs with Staff / Contractors.

2.4 The Council reminds all employees of their own duties to take care of their own safety, and that of other persons and also to cooperate with the Authority so as to enable it to carry out its responsibilities.

2.5 A copy of this statement of safety policy will be issued to all employees. It will be reviewed, added to, or modified from time to time, and will be supplemented where appropriate by further statements or guidance relating to the work of particular departments or groups of workers.

Health and safety is everyone's concern.

To put it another way, your safety is in the hands of the most dangerous person working in your environment.

Health and safety can be compared with a chain as long as each link in the chain performs properly, the chain will hold together and whatever it is protecting remains secure; it takes only one weak link to undermine the contribution made by all the other links.

We all have a duty to ensure the continued health, safety and welfare of those with whom we work. Each of us has a contribution to make.

KNOW YOUR RESPONSIBILITIES IF IN DOUBT ALWAYS ASK DON'T BE THE WEAK LINK

Epworth Town Council is committed to providing you with:

A safe working environment including safe access and egress, safe equipment, safe system of work and the necessary training to ensure you know how to work safely. (Health and Safety at Work Act 1974, Section 2).

Your responsibilities are:

A duty to comply with the employer's arrangements and system designed to ensure safety.

You must use the system and equipment in a safe and responsible manner and you must not misuse or damage any equipment or systems, which have been put in place for safety reasons.

You must inform your line manager of any dangers which are not properly controlled and you must take care of yourself and others. (Health and Safety at Work Act 1974, Section 7 and 8).

Accidents

There are 5 categories within which the most common type of everyday accidents occur. Together they encompass over 85% of the injuries reported to the Corporate Safety Unit.

Falls, trips and slips

Striking stationery objects.

Manual handling

Being struck by falling objects.

Misuse of tools and machinery.

All accidents cause unnecessary pain and grief – they also give rise to loss in both human and financial terms.

Whilst it is impossible to eliminate risk entirely, it is possible to reduce the risk attached to particular hazards and this in turn will have a reducing effect on the overall number of accidents.

Get to know the location of your First Aider and the First Aid Kit

Accident Prevention

The best way of preventing accidents is to recognize those things, which can cause harm.

It may be possible to remove these hazards, if so this should be done.

If the hazard cannot be removed then they should be controlled to reduce the risk of accidents to a minimum.

Risks can be controlled by many methods including guarding, denying access, training, information in the form of safety signs etc., and as a final strategy, Personal Protective Equipment (PPE).

Significant hazards will already have been the subject of a risk assessment carried out by the employer and available for your inspection.

MAKE SURE YOU KNOW AND UNDERSTAND THE SAFETY SYSTEMS AND PROCEDURES IN YOUR AREA.

Electricity kills – always treat it with respect.

Never undertake work on electrical equipment unless you have been properly trained and authorised.

Never plug in a piece of electrical equipment without first checking that the lead and plug are serviceable.

If it doesn't work when you switch it on, don't mess around with it switch off and get a qualified electrician to inspect it and carry out repairs.

Fire

The action to be taken in the event of discovering a fire are clearly laid down and should be detailed upon fire action notices posted within your work area.

It is important that you make sure you know **the location of your evacuation area and the escape routes that allow you to reach it.**

If you are present at the outbreak of a fire or discover one;

Shout Fire

Sound the alarm

Dial 0 and ask the operator to call the fire brigade

Give the exact location of the fire

If, and only if it is safe to do so, attack the fire with a fire extinguisher. If you hear the alarm;

If time allows, switch off equipment and close windows

Leave the building by the nearest safe exit closing the doors behind you where possible.

Go to the assembly area and report to the Fire warden.

DO NOT take unnecessary risks.

DO NOT return to the building until authorized to do so

SUSPECT PACKAGES

Terrorist and bomb threats are becoming more prevalent with increased open access to public buildings.

The majority of threats are hoaxes but nevertheless they must be taken seriously.

There are basic rules that apply to all such emergencies.

Advise (the Chairman) if you feel a package or object is suspicious.

If possible cordon of the area around the package / object to stop anyone approaching or touching it.

In the case of a suspected bomb, open windows and doors to minimize blast effects.

This process should not compromise security.

In the case of a suspected biological agent or other contaminant, contain the package contents by closing windows and doors. If possible, switch off ventilation systems.

Evacuate the building using safe routes as for a fire emergency. In the case of a suspected bomb, the assembly areas may change to cater for increased distances from the building. DO NOT re-enter the building until authorised to do so by either the police or other authorised persons.

CHEMICALS & DANGEROUS SUBSTANCES

The effect of chemicals and other dangerous substances upon people can very dependent on the nature of the chemical and the make-up of the individual exposed. Some adverse effects may take many years to manifest themselves, in some cases up to 40 years.

If you are involved in any activity, which involves the use of chemicals or other dangerous substances, it is vital that you **follow the stated safety precautions and system of work.**

The Control of Substances Hazardous to Health Regulations (COSHH) cover a wide range of substances which require special consideration

They are placed in various hazard categories including 'Highly Toxic', 'Corrosive', 'Biological', etc.

The containers of the substance will have labels attached giving full information on handling and other precautions to be adhered to.

In addition **Data sheets** will also be available from manufacturers/suppliers to give further information on the substance.

MACHINERY

Machinery can be extremely hazardous if operated by personnel who do not have the training, experience or competence.

Unless you are authorised to do so or operate any equipment for which you have had training or proven competence.

MANUAL HANDLING

There are more lost working days and ill health caused by injuries as a result of incorrect manual handling than any other work related operation.

The consequences of poor handling techniques may take many years before ill healthy results and it is then often too late, the damage has been done.

It is important to adopt the correct manual handling techniques from day one and to continue to lift and carry correctly.

If you are using any mechanical aids for lifting, including ropes and strops, be sure they are adequate for the purpose' are in good condition, and that you have the competence to operate/use them.

IF IN DOUBT, ASK.

DISPLAY SCREEN EQUIPMENT

Your work may include the use of computers often referred to as display screen equipment (DSE).

There are regulations associated with working with DSE, which are there to protect you from the adverse effects you may otherwise experience.

Contrary to most people's thoughts on the subject, the actual equipment creates few if any hazards to the worker.

It is the very action of sitting for a long period at a computer, staring at the screen and operating a keyboard repeatedly, which causes the most problems.

It is therefore important that you have the option to adjust your seating position so that you feel comfortable.

It is also important you don't experience eyestrain due to the long periods you look at the computer screen.

It may be you will require spectacles for this specific focal length. If this is the case you must first speak to your line manager to arrange an appropriate eye test.

Don't work for long periods at a computer, take short but regular breaks.

If you do experience any health problems which you may think may be due to your work with DSE you must inform your manager so that arrangements can be made to address the difficulties.

Think Safety Stay Healthy Adopted minute reference 24.10.15 Reviewed 2016